

**Student Activity and Service Fee Submission Form
for
Trustee Organizations (all campuses)**

Welcome to the 2022-23 SASFAC process. If you need timeline, process, or resources, please visit the TSOS website [here](#).

Organization Contact Information

Display Name	NetID
Hurtado-Munoz, Carlos	cjh18014

Email
carlos.hurtado-munoz@uconn.edu

Your Organization:

UCTV
Organization Website

Organization Social Media Information

Facebook: <https://www.facebook.com/UCTVCHANNEL14/> Twitter: UCTV Main: <https://twitter.com/uctvchannel14?s=21> UCTV Sports: <https://twitter.com/uctvsports?s=21> UCTV News: <https://twitter.com/uctvnews14?s=21> UCTV Events: <https://twitter.com/uctvd?s=21> Substack (News Letter): https://uctv.substack.com/?utm_source=substack&utm_medium=web&utm_campaign=substack_profile YouTube: <https://youtube.com/c/TheUCTVchannel14> Instagram: UCTV Main: https://instagram.com/uctvchannel14?utm_medium=copy_link UCTV Advertising: https://instagram.com/uctvadvertising?utm_medium=copy_link UCTV Entertainment: https://instagram.com/uctventertainment?utm_medium=copy_link UCTV Sports: https://instagram.com/uctvsports?utm_medium=copy_link UCTV Film: https://instagram.com/uctvfilm?utm_medium=copy_link UCTV Events: https://instagram.com/uctvevents?utm_medium=copy_link TikTok: UCTV Main: <https://vm.tiktok.com/TTPd2WFuwH/> UCTV Advertising: <https://vm.tiktok.com/TTPd2W6yyX/> UCTV Entertainment: <https://vm.tiktok.com/TTPd2WPUop/> UCTV Sports: <https://vm.tiktok.com/TTPd2WmwFy/>

History/Mission of the Organization

History: UCTV was founded in 1991 to act as the University of Connecticut's first student-run and student-funded television station to provide all students the opportunity, training, and facilities to produce and air television and video programming. From the start, UCTV has created content that is meant to be enjoyed by and informative to UConn's diverse undergraduate population. Over time, this began to include video services for student groups on campus looking for coverage. UCTV today Has six content-creating departments: Entertainment, News, Sports, Advertising, Events, and Film.

Mission Statement: UCTV serves as a source of news, event coverage, information, and entertainment for its constituents. UCTV provides learning opportunities to students interested in content production and traditional broadcasting through the creation of original student-made content and prepares them for future endeavors in the media industry.

Revenue

Current Fee Amount per Semester	Storrs Undergraduate Fees Regional Undergraduate Fees GSS Graduate Fees Law Graduate Fees
5	

Is your Organization seeking a fee increase?

Yes

Does your Organization receive income from any source other than student fees?

Yes

From where does your Organization receive non-student fee income? Explain any current or anticipated changes in those income amounts in the current year or upcoming two years.

UCTV receives non-student fee income through our Advertising and Events Departments. Advertising creates advertisements for undergraduate student organizations, faculty/ administrative departments, and local businesses along with edited reels of on-campus events. Events films or live streams of whole events for undergraduate student organizations, faculty/ administrative departments, and local businesses. All undergraduate student organizational content is produced at no cost to the group. We anticipate an increase in this revenue in future years as COVID was a deterrent from filming events in general. However, UCTV prioritizes filming undergraduate student groups for which we do not receive revenue.

Organizational Structure

Please upload a PDF of your current Organizational Chart.

[UCTV Org Chart FY23.pdf](#)

Please indicate which positions (if any) are currently held by non-students.

N/A

Please upload a PDF of your Supplemental Excel Sheet.

[UCTV Organizational Chart Excel Supplemental FY23 - Org Chart.pdf](#)

Does your Organization pay any elected or appointed student leaders?

Yes

Does your Organization pay for any non-student staff?

Yes

Elected Student Officers: What is the history and rationale for paying each position?

Chief Executive Officer - Student (\$15.40/hour)

The Chief Executive Officer shall be responsible for overseeing the day-to-day progress, operations, and governance of all UCTV officers, employees, non-student staff and departments.

Chief Financial Officer - Student (\$15.40/hour)

The Chief Financial Officer shall be responsible for overseeing all finance records, expenditures, revenue, inventory, payroll, and annual reviews in accordance with the University Of Connecticut Department Of Student Activities' operating guidelines, policies, and procedures for trustee accounts.

Chief Human Resources Officer - Student (\$15.40/hour)

The Chief Human Resources Officer shall be responsible for upholding the diversity and inclusion principles within the UCTV mission statement through

Uplift, an internal resource group for students to create content surrounding diversity, inclusion, and equity issues, and to better equip

marginalized populations for opportunities within the media and entertainment industry. In addition, the Chief Diversity Officer is the main point of

contact for any human relation conflicts, and is responsible for facilitating diversity and inclusion training to the Board of Officers each semester.

Chief Operations Officer - Student (\$15.40/hour)

The Chief Operations Officer shall be responsible for the maintenance and management of all UCTV equipment and provide advanced technical assistance to members.

Chief Marketing Officer - Student (\$15.40/hour)

The Marketing Manager shall be responsible for the events, merchandise, social media, and any other digital marketing necessary to promote the organization for constituents.

Sports Director - Student (\$15.40/hour)

Manage the Sports department, which creates sports broadcast content on sporting events relevant to the interests of the University of Connecticut student body.

News Director - Student (\$15.40/hour)

Manage the News department, which creates news programming relevant to the interests of the University of Connecticut student body.

Advertising Director - Student (\$15.40/hour)

Manage the Advertisement department, which creates short reels highlighting on-campus events and short advertisements for student organizations for free and for local businesses and faculty departments at a discounted rate.

Events Director - Student (\$15.40/hour)

Manage the Events department, who livestreams and records student and faculty events relevant to the interest of the University of Connecticut student body in its entirety.

Entertainment Director - Student (\$15.40/hour)

Manage the Entertainment department, which creates short-form entertainment programming which is relevant to the interest of the University of Connecticut student body.

Film Director - Student (\$15.40/hour)

Manage the Film department, which creates short or feature length films relevant to the interest of the University of Connecticut student body.

Appointed (hired) Student positions: What is the history and rationale for paying each position?

VP of Internal Services - Student (\$14.15/hour)

Assistant to the Chief Financial Officer, they are responsible for completing Reimbursement Requests and Payroll Authorization forms and properly submitting to University of Connecticut Trustee Student Organization Services in addition to other duties as assigned.

VP of Purchasing - Student (\$14.15/hour)

Assistant to the Chief Financial Officer, they are responsible for completing Purchase Request and Purchase Order forms and properly submitting to University of Connecticut Trustee Student Organization Services in addition to other duties as assigned.

VP of Equipment - Student (\$14.15/hour)

Assistant to the Chief Operations Officer, they are responsible for handling purchasing and tagging of new equipment, managing repairs, helping coordinate necessary studio renovations, and other duties as assigned.

VP of Training - Student (\$14.15/hour)

Assistant to the Chief Operations Officer, they are required to conduct member training on UCTV software, hardware, and complete other duties as assigned.

VP of Maintenance - Student (\$14.15/hour)

Assistant to the Chief Operations Officer, they are responsible for maintaining UCTV's COVID-19 cleaning and sanitation procedures for equipment and office areas, organizing equipment, and other duties as assigned.

VP of Administration - Student (\$14.15/hour)

Assistant to the Chief Executive Officer, their duties include taking minutes for Board and Executive Board meetings, posting those minutes, and other tasks as assigned.

VP of Programming - Student (\$14.15/hour)

Assistant to the Chief Marketing Officer, their job is to oversee teams of event volunteers to plan UCTV events for members and external students and other tasks as assigned.

VP of Data Analytics - Student (\$14.15/hour)

Assistant to the Chief Marketing Officer, they are required to monitor the social media and website while also creating any video elements needed for advertisement purposes.

VP of Design - Student (\$14.15/hour)

Assistant to the Chief Marketing Officer, they are required to create all necessary graphics or animations for UCTV advertisement purposes and other tasks as assigned.

VP of Digital Media - Student (\$14.15/hour)

Assistant to the Chief Marketing Officer, they create any digital video assets and records events. Also streaming updated UCTV content, ensure content have Closed Captioning (where applicable), and other tasks as assigned

VP of Human Resources - Student (\$14.15/hour)

Assistant to the Chief Diversity Officer, tasked with assisting the management of UCTV Uplift, and connecting with UCTV's alumni.

Advertising Content Creator - Student (\$14.00/hour)

Advertising Content Creators are responsible for filming and editing videos for clients and student organizations.

Events Content Creator - Student (\$14.00/hour)

Events Content Creators will film and edit assigned events. They are responsible for checking out equipment, setting up equipment, filming, uploading footage, and editing in a timely manner. Events should be posted within a week unless specified by the Events Director.

What is the history and rationale for paying each non-student staff position?

MOU Staff who help us complete transactions.

Activity Participation

Who is eligible to participate in your activities?

All undergraduate students across all campuses

Faculty/Staff

Please describe how students (number and/or percentage) utilize your services and/or participate in your activities?

UCTV strives to provide services for each and every student, faculty and staff member at the University of Connecticut. We also are committed to providing services to any of the local businesses in the greater Storrs/Mansfield area who wish to utilize our expertise. Breaking it down to the numbers UCTV currently has 105 members within the organization ~90 % of which actively participate on a weekly basis signing up for events and different kinds of jobs. We currently have a working relationship within the journalism department and the communications department, we are looking to expand our relationship with various departments on campus. We make our content accessible to anyone who wishes to view it but gear it towards undergraduate students attending the Storrs campus of the University of Connecticut

Please describe how faculty/staff (number and/or percentage) utilize your services and/or participate in your activities?

Financial Assistant 1

Shared with other Tier 3 organizations and assists with financial matters, we began compensating her because we were asked to by TSOS.

We needed additional support and this model was suggested then voted on by the board.

Financial Assistant 2

Shared with other Tier 3 organizations and assists with financial matters, we began compensating her because we were asked to by TSOS and agreed upon with the signing of the MOU for FY23, addition recently voted on this year.

Financials

Please upload the SASFAC Excel Sheet that shows FY22 Actuals, FY23 Originals and Updated/Operating Budget, FY24 Original and Updated, and FY25 projections with and without an increase (RED TAB)

[see the attached budget on page 8. \(resubmission, ko\)](#)

Briefly describe the programs and services you provide for your constituents that serve as the primary focus of your Organization.

As a Tier III Org, UCTV strives to spend its funds mainly for the benefit of its constituents. In addition to creating high-quality, informative, and entertaining content, UCTV creates opportunities for UConn students to learn, grow, and achieve. UCTV funding supports student staffing for our Events, Advertising, and News services utilizing video to connect UConn students to campus events, student organizations, breaking news, and UConn's diverse communities via high-quality and engaging event coverage. All of which have seen a drastic impact due to the COVID-19 pandemic. Even with the pandemic our funds still include live video services that can broadcast UConn events for constituents in real-time. Funds support student employees who support the day-to-day operations of UCTV and students who demonstrate the ability to produce content that benefits constituents (e.g. promotional videos for student organizations, event coverage, etc.). UCTV funds are also spent to purchase professional video equipment to maximize the quality of the content that we broadcast to constituents. This also allows any constituent interested in videography the opportunity to learn new skills and create quality content. Additional funds are spent on travel, which gives constituents access to in-depth coverage of UConn's athletic presence and national campus news.

Please explain significant changes in the operating budget (spending plan) for this fiscal year starting 7/1/22 when compared to the previous years budget. What are the short-term goals for the organization?

The main change in our operating budget/ spending plan was an increase to travel as COVID restrictions have lessened and we look to provide content through travel to sports games. Non-student wages increased as we rehired Jason McMullan, our Program Coordinator, to aid with broadcast and control room operations, and added Erika Zuniga, our Financial Assistant, to aid with financial expenditures with TSOS. We first decreased our expected equipment costs as we had hoped to not make many equipment-biased purchases this year, but we re-increased it as we discussed the necessary broadcast equipment we lacked.

What (if any) are the timing anomalies with regard to the reported income/expenditures?

N/A

What are the top 3 expenditure categories for your Organization?

624- Travel

625- Equipment/Durable Goods

626- Equipment/Capital

What are the top 3 expenditure categories for your Organization's funding of Tier 2 RSOs?

624- Travel

625- Equipment/Durable Goods

626- Equipment/Capital

As a governance Organization which funds Tier 2 RSOs, what is the approximate ratio of dollars used for your own activities vs funding? Please provide a rationale for this ratio.

N/A

Fund Balance and Future Projections

If your Organization should carry over funds from one year to the next, what is the ideal (minimum) level of that fund balance and what is the justification for that amount?

Our plan for our minimum Fund Balance at the time of this presentation is to the mountain about \$50,000. We have come to this conclusion because we feel as if it is best to keep enough to repair or replace any essential equipment. Our current fund balance is much higher due to COVID-19 along with our anticipated broadcast equipment purchase.

If your organization is carrying a fund balance above the ideal/minimum level - what planned expenditures are budgeted (in which upcoming fiscal year)with the intention to bring down the fund balance to ideal levels?

Broadcast Equipment, Payroll, and various contractual services.

What are your Organizational priorities that are reflected in your projected budgets for the next two fiscal years?

We are looking to spend all of the money we accumulated during COVID, by updating our returning our payroll to projected levels and planning big-scale events such as the Encanto event we hosted last year. We also hope to engage in contractual services with the intention of creating content and providing opportunities for students on campus to learn about media operations specifically through a broadcast television lens. Further, we are considering the potential benefit of bringing a full-time staff member to UCTV 2 or more years from now.

Please provide a brief justification for why a fee increase is being requested, including what your Org has done to maximize revenues and minimize expenditures that has brought you to this request.

Having included the MOU and the debate for the assistant director positions to be paid we quickly realized that our budget could not afford any of the above. With this model, these expenses are not sustainable and that is why we are seeking the fee increase

The Student Activity and Service Fee Advisory Committee will be in touch about additional steps and documentation that your Organization will need to provide along with this packet as a result of seeking a fee increase.

Is there any additional information that the Committee should be aware of when reviewing your Organization's budget documentation?

N/A

Advisor & FO Review and Commentary

Suggestions for Review and Editing

to the question about paying for non-student staff, you should say yes. you pay for the financial staff through the MOU (or you will). there is a typo in the minimum fund balance section (maintain vs. mountain). on the projection: the formatting for the last two columns is off, it should be white; your revenue for advertising went down significantly for FY24 updated and you're projecting significantly less interest, why? you used expense code 617.2 for the first time...what's the for (food at banquets. what food are you selling)? travel expense is also significantly less, but i don't think you're traveling less. between your FY25 w/o increase and w/ increase, you're numbers aren't that much different. you'll want to keep your revenue the same for those two years, but have your expenses more in the second column.

Advisor/FO signature

Electronically Signed by O'Brien, Krista (krista.obrien@uconn.edu) - November 28, 2022 at 2:23 PM (America/New_York)

Organization Review and Vote

You've got through and made any necessary edits:

Yes

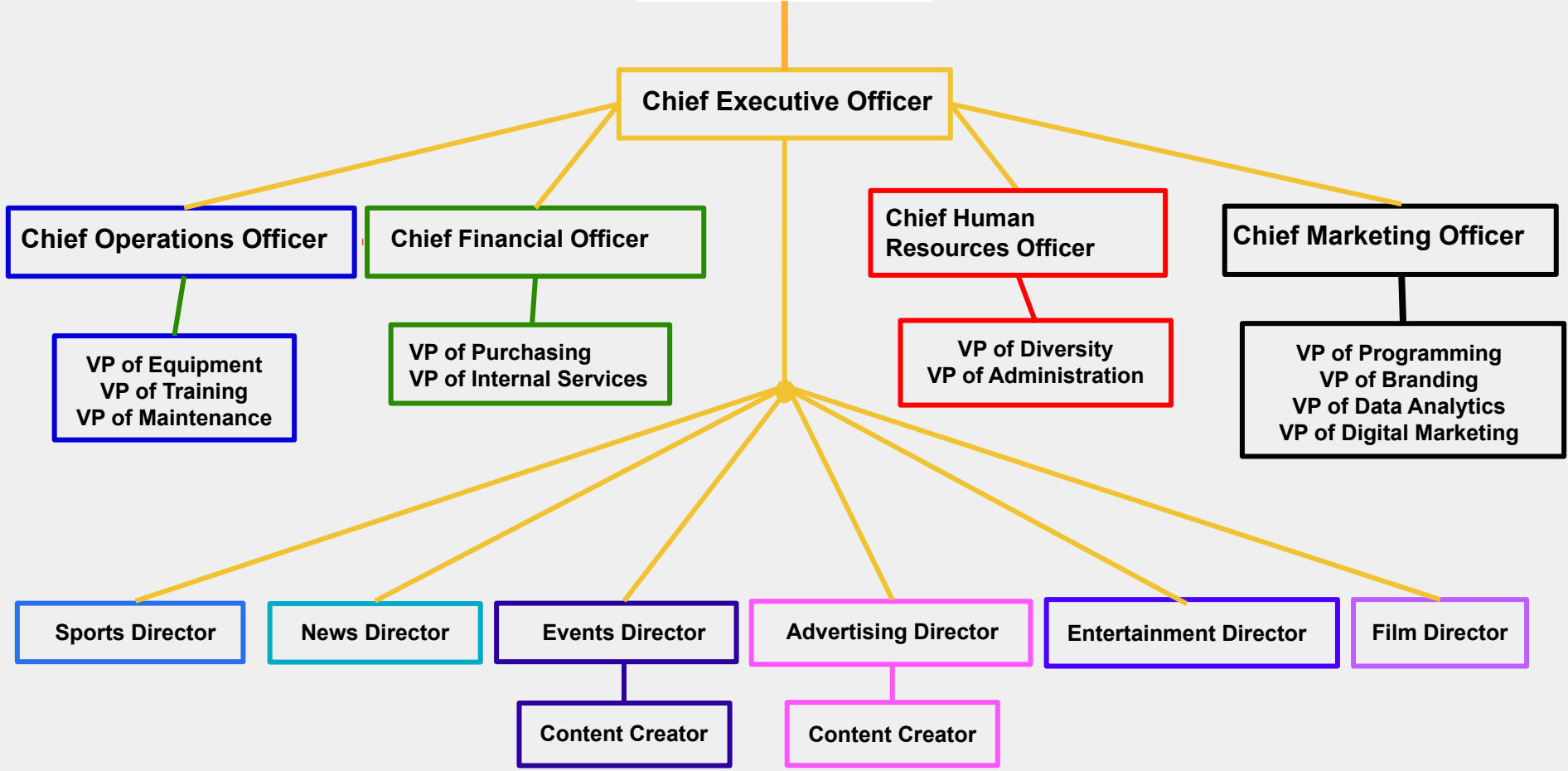
Date of formal Organization Budget approval

December 9, 2022

Please upload a copy of your Organization's meeting minutes reflecting an affirmative SASFAC packet vote.

[Emergency meeting minutes 12-9-22.pdf](#)

Code Description		FY22 Actual Amount	FY23 Original Amount	FY23 Updated Amount	FY24 Original Amount	FY24 Updated Amount	FY25 Projected Amount
R e v e n u e s	501.1 General Donations						
	501.2 Foundation Donations						
	501.3 Benefit Fundraiser Donations						
	502 Dues						
	512 Advertising	2,000	2,000	2,000	2,000	4,000	4,000
	513 Awards and Prizes						
	514 Vendor Commissions						
	515 Contractual Services						
	516 Co-Sponsorship						
	520.1 Admissions Sales						
	520.2 Food Sales						
	520.3 Merchandise Sales						
	520.4 Participation Sales						
	520.5 Services Sales						
	522 Registration/Entry Fees						
	523 Rental						
	524 Travel						
	530 Penalties and Fines						
	531 Miscellaneous Revenue						
	533 Change Fund Returns						
540 Business Taxes							
546 Interest	10,000	10,000	10,000	5,000	2,500	1,250	
547 Student Fees	180,000	180,000	180,000	180,000	180,000	180,000	
Total Revenues		192,000	192,000	192,000	187,000	186,500	185,250
E x p e n d i t u r e s	601 Donations						
	602 Dues						
	603 Gifts						
	604 Photocopying						
	605 Postage	50	50	50	50	50	50
	606 Printing		4,000	1,000	5,000	5,000	5,000
	607 Promotional Items	5,000	4,000	4,000	5,000	5,000	5,000
	608.1 Refreshments - Organization	2,500	2,000	2,000	2,500	2,500	2,500
	608.2 Refreshments - Events/Programs	2,000	2,000	2,000	2,000	2,000	2,000
	609 Subscriptions	6,000	10,000	10,000	6,000	6,000	6,000
	610.1 Supplies - Organization	2,000	2,000	2,000	2,000	2,000	2,000
	610.2 Supplies - Events/Programs	1,000	2,000	2,000	500	500	500
	611 Telephone	2,500	2,500	2,500	2,500	2,500	2,500
	612 Advertising	1,000	1,000	1,000	1,000	1,000	1,000
	613 Awards and Prizes						
	615.1 Contractual Services - Organization	10,000	2,000	2,500	10,000	10,000	10,000
	615.2 Contractual Services - Events/Programs	20,000	15,000	30,000	15,000	15,000	15,000
	616 Co-Sponsorships						
	617.1 Cost of Food Sold						
	617.2 Cost of Merchandise Sold						
	617.3 Cost of Participation						
	617.4 Cost of Services Sold						
	622.1 Registration Fees	3,500	2,000	2,000	5,000	5,000	5,000
	622.2 Entry Fees						
	623 Rental	500	3,000	3,000	500	500	500
	624 Travel	30,000	50,000	50,000	50,000	50,000	50,000
	625 Equipment/Durable Goods	10,000	10,000	10,000	10,000	10,000	10,000
	626 Equipment - Capital	5,000	5,000	5,000	5,000	5,000	5,000
	627 Insurance	2,250	2,250	2,250	2,250	2,250	2,250
	628 Repairs and Maintenance	500	500	500	500	500	500
629 Utilities							
630 Penalties and Fines							
631 Miscellaneous Expenses							
633 Change Funds							
640 Business Taxes							
642 Wages - Student	110,000	110,000	110,000	110,000	110,000	110,000	
643 Wages - Non-Student	22,000	22,000	22,000	43,000	43,000	43,000	
645 Wage Taxes - Non-Student	6,500	6,500	6,500	6,500	6,500	6,500	
Total Expenditures		242,300	257,800	270,300	284,300	284,300	284,300
Revenues-Expenditures = Change in Fund Balance		(50,300)	(65,800)	(78,300)	(97,300)	(97,800)	(99,050)
Fund Balance at Start of Year		165,022	357,022	306,722	291,222	228,422	193,922
Fund Balance at End of Year		114,722	291,222	228,422	193,922	130,622	94,872



Emergency Meeting
Friday, 12-09-2022
3:30 PM | SU409 /online



Attendance

Board of Officers:

Legend | Present: ✓ | Absent: ✗

<input checked="" type="checkbox"/>	Chief Executive Officer - Carlos Hurtado Muñoz
<input type="checkbox"/>	Chief Human Resources Officer - Riya Venkateshwaran
<input checked="" type="checkbox"/>	Chief Financial Officer - Shoshana Wu
<input type="checkbox"/>	Chief Operations Officer - Jude Yee
<input checked="" type="checkbox"/>	Chief Marketing Officer - Jadah Smith

Board of Directors:

Legend | Present: ✓ | Absent: ✗

<input checked="" type="checkbox"/>	Sports Director - Téa Goncalves
<input checked="" type="checkbox"/>	News Director - Amy Chen
<input type="checkbox"/>	Advertising Director - Taylor Squillaro
<input type="checkbox"/>	Events Director - Samantha Snevily
<input checked="" type="checkbox"/>	Entertainment Director - Chelsea Betts
<input type="checkbox"/>	Film Director - Sarah Oxner

VPs:

Advisor:

○

Staff

○

General Public/Members

Meeting called to order at: 4:45PM

- Motion by Carlos to approve and submit SASFAC submission revisions
- Second: Jadah
- Vote:

- For (👍): 7
- Against(👎): 0
- Abstain(😐): 0

- **Adjournment:**

- Motion by Carlos to adjourn at 9:30PM
 - Second: Sarah
 - Vote:
 - For (👍): 7
 - Against(👎): 0
 - Abstain(😐): 0