

**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

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Display Name	NetID
Klotzer, Cecelia	crk17002

Email

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cecilia.klotzer@uconn.edu

Your Organization:

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WHUS Radio

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Organization Website

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Organization Social Media Information

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Instagram, twitter and Facebook: @whusradio

History/Mission of the Organization

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The University of Connecticut's radio station first went on air in 1923 under the call sign "WCAC". WHUS has existed as a non-commercial, student-run FM radio since the 1940s. WHUS Radio has provided UConn students and the surrounding community with unique and alternative music, news, public affairs programming, and sports broadcasting.

The primary purpose of WHUS Radio is to operate the non-commercial FM Broadcast Station licensed to the Board of Trustees at the University of Connecticut while providing learning opportunities for University of Connecticut students.

WHUS Radio shall provide a broadcast service in the form of information and entertainment programming, and will be responsible for providing the best possible environment, opportunities and radio station for University of Connecticut students.

WHUS Radio will serve as a platform to uplift and empower both our local and university communities by providing them a space to voice their stories. We are committed to fostering a diverse and open environment that works to promote content from all cultures and creators. We will provide a publicly accessible learning environment for interested individuals to gain knowledge and experience in radio and media.

Revenue

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Current Fee Amount per Semester	Storrs Undergraduate <a href="#">Fees</a>
9	Regional Undergraduate <a href="#">Fees</a>
	GSS Graduate <a href="#">Fees</a>
	Law Graduate <a href="#">Fees</a>
	SSW Graduate <a href="#">Fees</a>

Is your Organization seeking a fee increase?

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No

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

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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.

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Currently our station receives revenue from our contractual services from our tower from Verizon, AT & T and CT Public. Our station also receives additional income from ticket sales from concerts and interest revenue.

### Organizational Structure

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Please upload a PDF of your current Organizational Chart.

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[Screen Shot 2022-11-20 at 8.06.42 PM.png](#)

Please upload a PDF of your Supplemental Excel Sheet.

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[Organizational-Chart-Excel-Supplemental-FY23.xlsx](#)

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

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Does your Organization pay any elected or appointed student leaders?

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Yes

Does your Organization pay for any non-student staff?

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Yes

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

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WHUS Radio recognizes that students come from diverse backgrounds. In an effort to be as inclusive as possible, student-leadership positions are compensated to allow all individuals to participate, including those who might otherwise be prevented from involvement due to financial constraints. Additionally, the time and energy student leaders commit to the organization is incredibly valuable, as it permits WHUS Radio to offer a wide variety of media opportunities not found anywhere else on campus.

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

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Similar to the elected student positions, these students are paid so as to ensure a diverse background of student leaders and the ability for those leaders to commit more time to the organization. These appointed positions tend to be much more fluid and variable from year to year, depending on the current needs of the organization. Each position is responsible for a smaller content department. Assistant positions may also be requested by department heads so as to help and train other students.

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

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The Program Coordinator and the Financial Assistant are University Professional employees, co-supervised by the General Manager and the Department of Student Activities. The Chief Operator is a contracted professional employee. The position is required by the Federal Communications Commission (FCC) regulations. The Chief Operator is wholly responsible for the FM signal. The Chief Operator is on-call 24/7 for emergency tower and transmitter issues, and performs regular maintenance. This contract is renewed annually, and is on file at the Student Activities Business Office.

### Activity Participation

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Who is eligible to participate in your activities?

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All undergraduate students across all campuses

All graduate students across all campuses

Faculty/Staff

Community Members/Guests

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

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WHUS Radio offers a wide range of services inducing relevant and accessible programming, a welcoming and diverse environment to gain firsthand experience and make connections in the fields of broadcasting, marketing, music, news, and resources to accomplish a wide range of creative projects to the student body at the University of Connecticut as well as the greater community.

In Spring 2022, our active staff list (defined as regular involvement with one or more departments) was approximately 125 members, composed of music, DJs, producers, newscasters, sportscaster, audio engineers, and talk content producers. There is overlap between these departments, including our events and promotions departments. There are 20 members involved in the management and leadership of the organization.

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

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Faculty and staff use our equipment to create a variety of programs that are relevant to their department or interests. In previous years, faculty and staff have participated in our events programs, specifically with judging student performances. Approximately 35 out of our 125 members are community members (including graduate student and UConn faculty and staff).

Please describe how members of the local community (number and/or percentage) utilize your services and/or participate in your activities?

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Approximately 35 out of our 125 members are community members (including graduate student and UConn faculty and staff).

## Financials

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Please upload the SASFAC Excel Sheet that shows FY22 Actuals, FY23 Originals and Updated/Operating Budget, FY24 Original and Updated and FY25 projections (BLUE TAB)

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[WHUS 22-23 SASFAC.xlsx](#)

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

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WHUS provides extensive-live coverage of UConn sporting events which is an important aspect of our station operations that provides in-depth, play-by-play coverage of soccer, baseball, hockey, basketball, and other sports. WHUS Radio hosts a variety of events throughout the year, such as lectures and concerts, with the intent of bringing diverse music and ideas to campus.

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?

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Our short term goals are to continue our studio upgrade process. This involves updating our equipment to be at the industry standard. Our organization also anticipates further costs affiliated with our tower as we conclude the creation of an MOU with the university and DESPP. These costs will cover maintenance for our tower shed and affiliated equipment. WHUS, with all other trustee organizations, is also facing increased costs associated with a restructuring of financial staff. In addition to all this, WHUS anticipates spending more money on promotions, advertising, and events so as to get more students involved in the organization.

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

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A timing anomaly issue with regards to WHUS would be student fees deposited into the wrong organizations after Covid-19. After reestablishing the student fees, money was accidentally deposited into other Tier-3 organizations, so our student fees budget looks smaller than it actually is.

What are the top 3 expenditure categories for your Organization?

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

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624- Travel  
626- Equipment/Capital  
627- Insurance

626- Equipment/Capital  
627- Insurance  
628- Repairs and Maintenance

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.

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We don't fund tier 2 organizations, but it made us fill out this form.

### Fund Balance and Future Projections

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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?

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The ideal minimum level that we would hope to have would be 155,000 prior to revenue. This is because we would like to leave the next board with a comfortable amount of money to operate on. This includes payroll and concert production which are rather large expenditures.

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?

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We have a number of expenses mentioned above which were unanticipated this year. This includes maintenance and financial staffing. We also plan to continue our studio upgrade process. We have also run over our events budget for the past two years, so we anticipate budgeting more to events with the intention of having more events. This is something we executed on this year with our Sunset Series concert collaboration.

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

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We wish to expand this organization as well as maintaining the baseline of keeping the organization running. This includes further promotion, advertising, and events, so as to get more students involved in WHUS. Some of these changes also reflect anticipated increasing costs, such as increasing our insurance budget.

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

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### Advisor & FO Review and Commentary

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### Suggestions for Review and Editing

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at the time of SASFAC submission, i'm hoping WHUS has approved the staffing MOU, so your non-student staff paragraph can reflect that change for FY23. for your "who can participate paragraphs' you might want to separate those sentences only into the relevant places (otherwise we're reading that same thing 3 times). your ideal fund balance this year is significantly higher than previous year..this is meant to be a minimum, so i just want to make sure you all are comfortable with this change. on the spreadsheet, you typically don't have cosponsorship revenue..what is that reflecting?nbig jump in promo items too. why did the telephone go up so much? we'll need to get you the correct non-student wages amount for FY22, that doesnt seem accurate.

Advisor/FO signature

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Electronically Signed by O'Brien, Krista (krista.obrien@uconn.edu) - November 22, 2022 at 4:05 PM (America/New\_York)

## Organization Review and Vote

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You've got through and made any necessary edits:

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Yes

Date of formal Organization Budget approval

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December 7, 2022

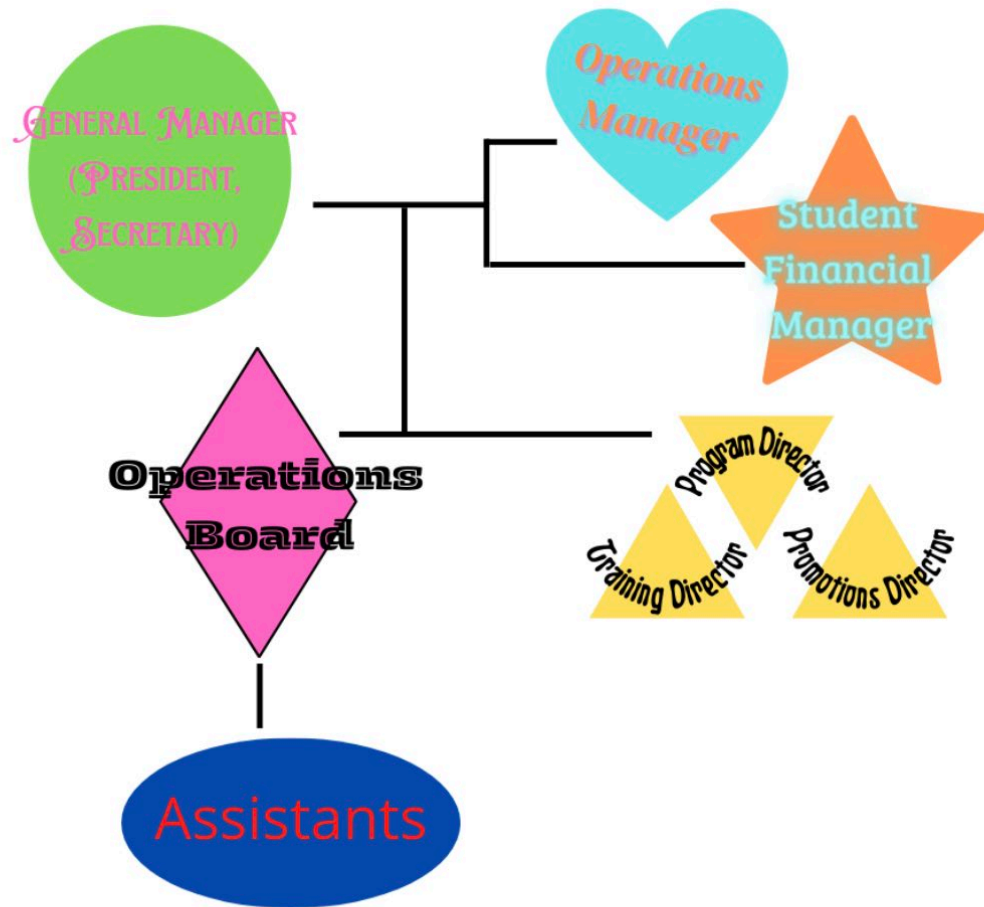
Please upload a copy of your Organization's meeting minutes reflecting an affirmative SASFAC packet vote.

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[Minutes 2022\\_12\\_07.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		-	-	-	-	-
	513 Awards and Prizes		-	-	-	-	-
	514 Vendor Commissions		-	-	-	-	-
	515 Contractual Services	90,020	97,658	97,658	97,658	97,658	97,658
	516 Co-Sponsorship		5,000	5,000	5,000	5,000	5,000
	520.1 Admissions Sales		530	530	530	530	530
	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	18,587		-	-	-	-	
546 Interest	1,479	1,500	1,500	1,500	1,500	1,500	
547 Student Fees	200,808	325,000	325,000	325,000	325,000	325,000	
<b>Total Revenues</b>		<b>310,893</b>	<b>429,688</b>	<b>429,688</b>	<b>429,688</b>	<b>429,688</b>	<b>429,688</b>
E x p e n d i t u r e s	601 Donations		-	-	-	-	-
	602 Dues		-	-	-	-	-
	603 Gifts		1,100	1,100	1,100	1,100	1,100
	604 Photocopying		-	-	-	-	-
	605 Postage	650	400	400		400	400
	606 Printing		750	750		1,000	1,000
	607 Promotional Items	575	10,000	10,000		10,000	10,000
	608.1 Refreshments - Organization	51	3,300	3,300	3,300	3,300	3,300
	608.2 Refreshments - Events/Programs	91	800	800	800	1,000	1,000
	609 Subscriptions	3,310	-	-	-	-	-
	610.1 Supplies - Organization	199	2,000	2,000	2,000	2,000	2,000
	610.2 Supplies - Events/Programs		-	300	-	500	500
	611 Telephone	2,710	-	8,700		8,700	8,700
	612 Advertising		3,000	3,000	3,000	3,000	3,000
	613 Awards and Prizes		-	-	-	-	-
	615.1 Contractual Services - Organization	338	-	-	-	-	-
	615.2 Contractual Services - Events/Programs	25	18,850	80,000	80,000	90,000	90,000
	616 Co-Sponsorships			5,000			
	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		5,000	10,000	5,000	10,000	10,000
	622.2 Entry Fees			-			
	623 Rental			350			
	624 Travel	4,241	57,000	64,000	57,000	64,000	64,000
	625 Equipment/Durable Goods	179	10,000	10,000	10,000	10,000	10,000
	626 Equipment - Capital		25,000	180,000	10,000	10,000	10,000
	627 Insurance	2,669	11,000	11,000	11,000	12,000	12,000
	628 Repairs and Maintenance	130	1,500	1,500	1,500	1,500	1,500
	629 Utilities			-			
	630 Penalties and Fines			-			
631 Miscellaneous Expenses			11,325		15,000	15,000	
633 Change Funds		-	-				
640 Business Taxes	4,219	20,000	20,000	20,000	20,000	20,000	
642 Wages - Student	13,099	109,230	200,743	109,230	150,000	150,000	
643 Wages - Non-Student	41,236	119,336	119,336	119,336	140,000	140,000	
645 Wage Taxes - Non-Student	28,398	82,148	82,148	82,148	87,000	87,000	
<b>Total Expenditures</b>		<b>102,120</b>	<b>480,414</b>	<b>825,752</b>	<b>515,414</b>	<b>640,500</b>	<b>640,500</b>
<b>Revenues-Expenditures = Change in Fund Balance</b>		<b>208,774</b>	<b>(50,726)</b>	<b>(396,064)</b>	<b>(85,726)</b>	<b>(210,812)</b>	<b>(210,812)</b>
<b>Fund Balance at Start of Year</b>		<b>631,847</b>	<b>277,166</b>	<b>840,621</b>	<b>226,440</b>	<b>444,557</b>	<b>233,745</b>
<b>Fund Balance at End of Year</b>		<b>840,621</b>	<b>226,440</b>	<b>444,557</b>	<b>140,714</b>	<b>233,745</b>	<b>22,933</b>

# WHUS Organizational Chart



Org Position/Title	SOLID Equivalent	Authorized Signer?	Responsible for requesting or voting on use of Tier III Funds?	Time Approver?	Maximum Number of Positions in this Role	Paid?	Only complete if Position is Paid				Maximum # of hours an individual in this role is authorized to Work Per Pay Week (Fri-Thurs)?						Per Person: Total Wages at Maximum Pay, if Maximum Hours are Worked	Per Position: Total Wages at Maximum Pay, if Maximum Hours are Worked	Whole Organization: Total Maximum Student Wages
							Job Level	Job Code	Minimum \$/hr	Maximum \$/hr	Summer Break	Fall Semester	Fall Break	Winter Break	Spring Semester	Spring Break			
General Manager	President/Secretary	Yes	Yes	Yes	1	Yes	4	400	\$ 17.40	\$ 17.40	28	20		28	20	28	\$ 20,671.20	\$ 20,671.20	\$ 200,743.20
Operations Manager	Vice President	Yes	Yes	Yes	1	Yes	4	400	\$ 17.40	\$ 17.40	28	20		28	20	28	\$ 20,671.20	\$ 20,671.20	
Financial Manager	Treasurer	Yes	Yes	Yes	1	Yes	4	400	\$ 17.40	\$ 17.40	28	20		28	20	28	\$ 20,671.20	\$ 20,671.20	
Program Director		No	Yes	No	1	Yes	4	400	\$ 17.40	\$ 17.40	16	16		16	16	16	\$ 14,198.40	\$ 14,198.40	
Training Director		No	Yes	No	1	Yes	4	400	\$ 17.40	\$ 17.40	16	16		16	16	16	\$ 14,198.40	\$ 14,198.40	
Promotions Director		No	Yes	No	1	Yes	4	400	\$ 17.40	\$ 17.40	16	16		16	16	16	\$ 14,198.40	\$ 14,198.40	
Talk Director		No	No	No	1	Yes	3	381	\$ 15.40	\$ 15.40	12	12		12	12	12	\$ 9,424.80	\$ 9,424.80	
Music Director		No	No	No	1	Yes	3	381	\$ 15.40	\$ 15.40	12	12		12	12	12	\$ 9,424.80	\$ 9,424.80	
Sports Director		No	No	No	1	Yes	3	381	\$ 15.40	\$ 15.40	12	12		12	12	12	\$ 9,424.80	\$ 9,424.80	
Communications Director		No	No	No	1	Yes	3	381	\$ 15.40	\$ 15.40	12	12		12	12	12	\$ 9,424.80	\$ 9,424.80	
Live Production Director		No	No	No	1	Yes	3	381	\$ 15.40	\$ 15.40	8	8		8	8	8	\$ 6,283.20	\$ 6,283.20	
Events Coordinator		No	No	No	1	Yes	3	381	\$ 15.40	\$ 15.40	8	8		8	8	8	\$ 6,283.20	\$ 6,283.20	
Multimedia Director		No	No	No	1	Yes	3	381	\$ 15.40	\$ 15.40	8	8		8	8	8	\$ 6,283.20	\$ 6,283.20	
News Director		No	No	No	1	Yes	3	381	\$ 15.40	\$ 15.40	8	8		8	8	8	\$ 6,283.20	\$ 6,283.20	
Inventory Specialist		No	No	No	1	Yes	3	381	\$ 15.40	\$ 15.40	8	8		8	8	8	\$ 6,283.20	\$ 6,283.20	
Administrative Assistant		No	No	No	1	Yes	3	311	\$ 15.40	\$ 15.40	8	8		8	8	8	\$ 6,283.20	\$ 6,283.20	
Assistant Directors		No	No	No	8	Yes	2		\$ 14.40	\$ 14.40	0	6		0	6	0	\$ 2,592.00	\$ 20,736.00	
Committee Members						No											\$ -	\$ -	
DJs						No											\$ -	\$ -	
																	\$ -	\$ -	



WHUS Executive and Operations Board Meeting  
Wednesday, December 7, 2022  
3:00 PM, In-person

Present:

**Executive Board:** Grace McFadden, Zuhayr Khan, Zachary Kopacz, Mary Lasley, Henry Stanton, Celia Klotzer

**Operations Board:** Cal Benitex, Kazi Iqbal, Lee McAndrews, Gustavo Colon-Garcia, Will Lyon, Dylan Alderucci, Faisal Rajan, Tyler Davis, Daniela Lebron, Andre Mastrandrea

**Other:** Jason McMullan

\* Zuhayr left and proxied to Will at 3:20 PM

\* Henry left and proxied to Lee at 3:23 PM

- Call to order at 3:03 PM
- New Business
  - [Board minutes 11/30](#)
    - Motion to approve by Zach, seconded by Henry
      - Passes
  - [SASFAC packet](#)
    - Typically, at the end of every year, Celia will have to present in front of the Board of Trustees to describe what we're using our money for
    - 8,000 for the telephone bill – Are we okay with projecting this?
      - We have a fee that's lumped into our telephone bill, which is a cable that connects to our tower
      - Relatively larger than our actual amount, but its good to go to our maximum amount just in case
      - If we wanted to take down our current number of phones, this would help reduce the current cost
    - Non-student wages are high because we are incorporating the financial assistant into it
      - Also, this is considering the amount we would pay JZ for – JZ does not go over the hours he typically does (90/hr)
      - We are likely to not hit the maximum
    - Celia got rid of the amounts that pay us to go to sports games in the projected fiscal 24-25 years
      - Instead the university will pay us directly to go
    - Motion to approve by Celia, seconded by Zach

- Passed

- Events budget
  - Reallocating more money away from surplus and into the events budget
  - How much are we okay with the current budget of 80,000?
  - Lee says she would be more comfortable with raising the budget since we've already gotten through half of the budget
  - We spent about 21,000 on the sunset series and 25,000 on mischief
  - We have about 30k left for battle of the bands and spring fling
  - Henry said they were planning on doing a concert tour around the different UConn campuses
  - Henry also suggested bumping the budget up to 100k so we have essentially 50k for each semester
  - The fiscal year starts July 1st and ends June 30th next year
  - Motion to approve 100k for the whole Events Budget by Zach, seconded by Celia
    - Passes
- Discussion
  - WHUS x UEG beat battle
    - Room C80
    - Easy to do; needs no funding
    - Just need people to bring their computers and for people to come!
    - The battle might be happening at the end of February, but hopes to do it at the beginning of February
    - No plans for physical merch
      - Might be able to do posters
    - Give the winner a prize?
      - Yes!
  - Meeting schedule for break
    - We are NOT meeting next week because its Finals
    - We are meeting the following week
    - We are meeting at the same time over break until classes start
      - Likely going to approve for battle and spring fling
    - Let Grace know if you have any plans over break that would make you unable to attend meetings
  - Scheduling committee?

- Henry suggested we have the applications for spring semester Djs be due Jan. 1st, which means we need to have the applications out soon (like next week)
      - Zach will be working on it
      - Also if you're on the scheduling committee and can show up tomorrow, let Zach know
- Station cleanup?
  - Station is looking a little messy
  - Grace wants to do a station cleanup before the end of the semester
  - This Saturday afternoon – are people available?
    - Majority said yes
    - Andre said Friday is better
- Assistant hiring for spring semester
  - If you are in a position and would like to hire an assistant, now is a great time to talk to Grace about it so they can start their positions by next semester
  - An actual timeline for hiring looks like having the job posting up for 2 weeks, then 1 week of interviews, and then the hiring process
- SXSW committee
  - Might be looking for more people to join
  - If you are looking to apply, recuse yourself
  - UCTV is also going on SXSW
    - A great thing for Celia is getting the total number of people we are willing to send
    - We have one free trip from last year
  - We are looking to send 8 people
  - Gustavo is recusing himself
  - If anyone decides to join the committee, let Grace know
- Battle of the Bands venue (possible late night collab)
  - After Mischief, Lee tried to book the ballroom for battle but there is no availability
  - Then, she reached out to Late Night and found out that they are also having a battle of the bands
    - Historically, we've done it before and collaborations seem to be us carrying the brunt of the work

- They were originally doing it April 7th, which conflicts with Spring Fling, so they are open to switching to February
  - Are we open to collaborating with Late Night?
    - Faisal said we should be open to it since there is no availability
      - Gustavo supports this
    - We have a set of parameters we follow, so Lee isn't sure how much she is willing to take input
    - However, collaborating will offer us staff and them paying some of the other costs
  - Lee was also looking into other locations like the Armory and the Congregational Church if we do not collaborate
    - Andre suggested Ratcliffe Hicks and L102 – where they have orchestra
  - The armory is the same space as the ballroom, but we would need to pay the production company for a stage and setting up would be awkward since we haven't done it before
  - Dylan said Ratcliffe Hicks's acoustics are not good
    - Dylan supports the idea of collaborating with Late Night
    - They are also worried about not even getting a space
  - Mary said if we get more funding from the collab, we could decorate the ballroom in a way we haven't done before
  - Daniela said St. Marks and Storrs Congo might be a good alternative as long as we book in a month advance
- Updates
  - Transition guides by end of break
    - Due by the end of winter break!!
    - A document that says how to do your job
      - Everyone has to do it, even Ops board!
    - You have to reapply for next year
- Reminders
  - [Open Mic](#) setup starting at 6 PM 12/9 ITE C80
    - Starts at 7!
    - Sign-up form is linked
  - Seeking sports engineers — [Schedule](#)
    - Sign up is linked
- Motion to adjourn at 3:48 PM by Zach, seconded by Mary

- Passes