

Fee: Student Center Fee

Name: Gwen Young

Area: Auxiliary Services

Unit: Occhiato Student Center

A. 1. The mission of CSU Pueblo Auxiliary Services is to provide dining and vending services, rental space, housing and childcare facilities, coordination of conference arrangements, and management of the Occhiato Student Center, including the Colorado State University Pueblo Bookstore.

2. Serving both the University's internal and external public, Auxiliary Services supports the University's strategic planning goals and objectives in its general operation focus of excellence, intellectual and civic engagement, creative functions and environment, information access, campus life enhancement and positive service.

B. 1. Student Facing Activities Supported by OSC Fee:

- Common Areas for socializing
- Office Space with custodial and maintenance costs
 - Student Affairs suite
 - The Center suite
 - Pack Pantry
 - SLICE Offices suite
 - Veterans Success Center suite
- Custodial Services
- Maintenance Efforts
- Emergency Facility Management
- Utilities
- Meeting space
- Office Spaces for ASG and Student Groups
- Mail Service for Residence Halls

2. Student satisfaction with the utilization of spaces within the Occhiato Student Center (OSC) varies depending on the group surveyed. Some respondents believe that community-facing services should be expanded, while others express a stronger desire for enhanced student-focused services.

The reality is that auxiliary functions and facilities are closely tied to university operations and the revenue generated by auxiliary business activities. In this case, Auxiliary Services has subsidized the OSC's budget using income from other revenue-producing areas, as traditional business operations in higher education—such as bookstores, dining, and student activities—continue to experience declines.

These reductions, coupled with rising expenses in an ageing facility, have placed additional strain on operating budgets. Many student-centered activities housed within the OSC do not

generate revenue but still carry significant costs, such as utilities, custodial services, and maintenance. At the same time, maintaining the revenue-generating spaces necessary to fulfill our mission and serve both students and the broader community has become increasingly expensive.

3. Non-Revenue generating activities that incur costs to the Occhiato Student Center:

- University Events
- Community Services
- The Center
- Ballet Folklorico
- SLICE
- Pack Pantry
- Student Affairs
- Veterans Success Center

While these activities align with the mission of the OSC, there are costs involved that must be subsidized by the continuation of the Fee.

C. Sub-Committee Members

- Shaylan Wilson, Vashti Trujillo, Macyn Dorwart, Izzy Durgan
- Review proposed fee usage for FY26; Provide suggestions for cost-savings measures; Provide suggestions for FY27 fee usage and potential increase

D. Budget Use

1. FY2025

Table 1: FY25 Operational uses

July 2024 – June 2025		
Revenues	Fee	\$506,744.47
	Rent	\$539,631.80
	Interest	\$24,816.12
Total Revenue		\$1,071,192.41
Expenses	Wages	\$316,533.09
	Custodial, Maintenance, Utilities, Supply	\$612,374.01
	University G&A	\$204,713.76
Total Expenses		\$1,133,620.86
Operational Loss		-\$62,428.45

The OSC account started with \$97,854.32 in cash for FY25, although the rollover (3000 line) was at \$280,707.40. To counter the negative cash balance created by over \$197,000 in receivables (charges not collected) once we started the fiscal year, we moved \$631,132 one-time funds from the main Auxiliary Services account. Departments should not plan usage on unrealized revenue but should only spend what is in the “Cash on Hand” line (1100 line). To pay our expenses, we had to move cash into the account.

Table 2: Total Fund Analysis

FY25 Starting Fund Balance	\$280,707.40	
Cash on Hand	\$97,854.32	Funds that can be used
Receivables	\$182,853.08	Charges not collected
FY25 Actuals	\$568,703.55	
Revenue	\$1,071,192.41	Fees, Rental, Interest
Transfer	\$631,132.00	From Auxiliary Account
Minus Expenses	(\$1,133,620.86)	Wages, Facilities, G&A
FY26 Starting Fund Balance	\$849,410.95	
Cash on Hand	\$624,710.80	Funds that can be used
Receivables	\$224,700.15	Charges not collected
If 1-time Transfer is returned	(\$631,132.00)	
Net	\$218,278.95	
Cash on Hand	(\$6,421.2)	
Receivables	\$224,700.15	

2. FY2026 request, projections, and impacts

The FY2026 request projected an \$80,422.01 deficit for this year. We suggested using the projected rollover funds to cover the deficit. Looking at current trends, we are likely to end in a deficit. We are reviewing ways to remove expenses as some of our rental revenues will be reduced.

Most of the expenses are dictated by other areas. The only area where we have much control is wages. We started the year with reduced OSC hours but have expanded them to respond to student requests. We are charging events that start before opening or end after closing for those specific events to cover the additional staffing costs.

3. New revenue or expenses

While we are trying to increase revenues through the new Event Management team, we are also anticipating some major expenses to hit this year or next. The OSC was renovated almost 10 years ago. This means all the technology in the renovation is nearing their end-of-life and will need to be replaced. This includes televisions, projectors, wall control panels, ballroom lighting,

and wiring for devices. We do not know the estimate of this but will be submitting a project request to IT soon.

Other items also show significant wear and tear including the event tables and chairs. The 6-ft rectangular tables are often “borrowed” and not returned by other areas. While we are doing our best to track them down, we have over 35 tables missing. Through the university purchasing system, the tables can run \$800 to \$1,000 each.

4. Budget that needs further explanation

Our budget is pretty straightforward. The unique aspect is the one-time transfer. However, unlike many other student fee accounts, we have a large portion of our revenue stuck in receivables. It is never advisable to only look at revenue totals and not consider the cash-on-hand.

5. Rollover request/savings:

Due to the transfer, we were able to pay our expenses. However, all cash earned by the OSC through fees and rentals was depleted. We will leave the transfer in this account but need to note that operationally, the OSC started FY26 in a deficit. There is no “rollover” balance for SFGB to review.