

Clubs and Organizations Commission

Department of Clubs and Organizations

Minutes for Thursday, 11th August 2016 at 9 AM

Joe Crowley Student Union, President's Conference Room, 3rd Floor

1. CALL MEETING TO ORDER

Director Long called the Clubs and Organizations meeting to order at 9:07 am in Room 402 of the Joe Crowley Student Union, 4th floor of the Joe Crowley Student Union. Presiding secretary, Andrea Godoy.

2. ROLL CALL

Director Long, CFS Desamero, Commissioner Carrasco, Commissioner Tarr, Commissioner Ronquillo, and Commissioner Wang were present.

Commissioners Bittar and Hidalgo were absent excused.

A quorum was present.

3. PUBLIC COMMENT

There was no public comment at this time.

4. POLICIES, PROCEDURES, AND ADMINISTRATIVE ACTIONS

Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
The Business Student Council	Tier 3	\$419.35	Tier 3	\$251.60
The Business Student Council	Tier 1	\$950.00	Tier 1	\$570.00
All People Christian Ministries	Tier 2	\$115.59	Tier 3	\$90.00

Director long said they need to bring the Business student council back for their tier 1 application. They approved them for 100% instead of the 60%. He asked CFS Desamero if he knew the right amount.

CFS Desamero said he needed to find the right application to make sure everything lines up.

Commissioner Wang moved to bring back the Business Student Council's Tier 3 application.

Commissioner Carrasco seconded.

The motion carried unanimously; the Business Student Council's tier 3 application was brought back to the table.

Director Long said the correct amount was for tier 3 for \$251.60.

Commissioner Wang moved to change the application to the correct amount of \$251.60 instead of \$419.35.

Commissioner Carrasco seconded.

Director Long said this was just because they needed to cut it back a bit since they did approve the wrong amount.

The motion carried unanimously; the Business Student Council's tier 3 application for \$251.60 was approved.

POSTED ON OR BEFORE 9:00 A.M. ON THE THIRD WORKING DAY BEFORE THE MEETING.

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Commissioner Wang moved to change the Business Student Council's Tier 1 application from \$950.00 to \$570.00.

Commissioner Carrasco seconded.

The motion carried unanimously; The Business Student Council now had a tier 1 application for \$570.00

Commissioner Wang moved approve The Business Student Council's tier 1 application for \$570.00.

Commissioner Carrasco seconded.

The motion carried unanimously; The Business Student Council's tier 1 application for \$570.00 was approved.

CFS Desamero said that what happened for All People Christian Ministries was that it was a tier 2 application but is now for tier 3 and the price completely changed. They approved them the first time for the full amount of the tier 3 application.

Commissioner Tarr moved to bring back All People Christian Ministries' tier 2 application.

Commissioner Wang seconded.

The motion carried unanimously; All People Christian Ministries' tier 2 application was brought back to the table.

Director Long said they approved it last time for the full amount on the agenda for tier 2 but the need to approve it for tier 3 for \$90.00

Commissioner Wang moved to relegate All People Christian Ministries from a tier 2 application to tier 3 application in the amount of \$90.00.

Commissioner Ronquillo seconded.

The motion carried unanimously; All People Christian Ministries' tier 3 application for \$90.00 was approved.

Director Long asked CFS Desamero to email the clubs all the changes.

i. Club Support Funding Policy Manual

Commissioner Wang asked them pull the email out. She wanted them to see what changes she had made. She was in charge of title 1 and 2. In title 1, she changed the fonts since they were awkward; they need to decide on a font but it isn't a big deal, it just looks better. The biggest changes were in tier2. She changed everything she could and wanted to show them the tracking of changes and the email has the document with the tracked changes.

Director Long asked why she had made those particular changes.

Commissioner Wang said it was because they had a debate about that before and what was considered food. They can add it or maybe define it better. They already have three other tiers that can give them food for trips.

Commissioner Ronquillo said that because tier 2 is the 60-40, it would be fine to define it that way but it. They do have to pay for a portion.

Director Long said that in the past, when they did approve food it was for snacks only, not a full meal.

The commission thought it was okay so long as it was food; Commissioner Wang objected. Food will stay in tier 2.

Commissioner Wang also revised the section to include the mileage limit so that people can see it in more than one place.

Director Long said that for regional travel, they should add a specification of “vehicle.” Clubs can travel more than 400 miles, just not in car.

Commissioner Wang said that she tried to clarify tier 3 but if it is confusing, they can add tier 6. It just says that it can be on or off campus and it can include student population but it does not have to. She defined the campus part of the definition and included the food definition.

Director Long said that was an all-encompassing tier at that point.

Commissioner Ronquillo said that sounded like any kind of event.

Commissioner Wang agreed. She didn’t know if they should make it less “wordy” or what.

Director Long asked Commissioner Tarr if he wanted to talk about his project.

Commissioner Tarr said he can do it in reports, he can do it now if they see it as fit.

Director Long said that Commissioner Tarr was taking on the funding manual to create a completely new system and trashing the old one. He did mention this to them so it should not be a surprise to anyone of them. They will be operating on the current one until the spring so they want to make sure that the policies they change will hold up in later years. They will continue the talk about the changes that Commissioner Tarr suggests.

CFS Desamero said that what she was talking about was valid and could be tied to what Commissioner Tarr had been doing.

Director Long said that universities usually use 3 systems. They have a board of judges where clubs come in and present and the judges decide how much to give them, there is no application. The second system is the tier system, which is what they have. The last is a base system with a set amount that clubs can spend however they want, with certain guidelines. They are looking into a hybrid between a base and a tier funding system. This tier 3 looks like a base.

CFS Desamero said it had the same difficulty of the tier system but sounded like a base system.

Director Long said that for the remainder of the fall semester, he asked how they wanted to work it or just keep it as a base-like tier. They can earmark it as infrastructure since that is how it was run in the past.

Commissioner Wang said they can combine tier 3 and 4 to include infrastructure that would be the biggest change. They can do a transitional policy manual to get people familiar with their base amount that clubs get.

Director Long said that was hard to write up. That was what Commissioner Tarr had for his project. They would end up scrapping the old system, writing middle ground, and then creating a new system.

Commissioner Wang said it would be a big change and if they go to a hybrid system, it might not go over well if there is no kind of transition.

Director Long said he understood the concern but the way it is laid out is simple. He asked Commissioner Tarr to give a basic synopsis of the tier-base system.

Commissioner Tarr said it was a base-tier system that the base would operate similar to the tier 4 with a lower funding cap and many restriction would be lifted. He would send the report out so they can see. There will be three tiers with on campus and off campus events similar to the old system so that clubs don't freak out. It's a giant change without being too big.

Commissioner Wang asked how clubs would ask for money for t-shirts and stuff.

Commissioner Tarr said they would still go through them but there would not be a funding hearing. They can just apply whenever and come to a clubs and orgs meeting whenever.

Director Long said they would follow an application form similar to what they have now and a spreadsheet with what they would be purchasing. It doesn't have to be as in-depth but just to keep tabs on what they buy.

Commissioner Tarr said he would send them the write up now.

Director Long said that he would like to continue with Commissioner Wang's edits and they will pull up his paper after the report. It wouldn't be super difficult to figure out since it will be similar to the tiers they have now.

Commissioner Wang asked if tier 1 and 2 would still be the same.

CFS Desamero said they would be slightly modified. They can provide as much input as they want since they don't have to make the decision for a while. Commissioner Tarr's changes are also not final.

Director Long said it will be easier once all the commissioners are here and they will allow clubs to come and voice their opinions and concerns; but they will roll it out during the spring and refine it with time.

Commissioner Ronquillo said that since it was so broad already, that they can just make it say it is for any kind of event.

CFS Desamero said that it defeats the purpose of the other tiers if they do that. Tier 1 had not been changed but tier 4 can be events as well. It would be hard to make a tier for stand only events.

Director Long said that is why they were separating the events for the tiers.

Commissioner Wang said that with tier 6, it was off campus but they thought that having an extra tier would be too complicated to have since they already have 5.

CFS Desamero said that those were the edits that they had made last year but they were never approved by senate

Commissioner Wang said they should just accommodate clubs' needs based on what they have rather than add another tier.

CFS Desamero said that made sense, accommodating the tiers as they are rather than adding a new tier.

Director Long said that would be good for clubs to hold events off campus if they wanted but they don't need to make it inclusive of the entire student body. If they were marketing the event to be off campus for all students, they have to think about the logistics transporting students. It really becomes a programming event but the cap is not very big. He thought if they made it that way, it should be on or off campus but only for clubs.

Commissioner Wang asked if she should change it to say it doesn't not have to include the greater student population.

Director Long said yes because it might become too difficult to transport so many students.

Commissioner Carrasco asked if they were turning tier 3 into on or off campus events but only for the clubs.

Director Long said that is what they are deciding right now. The way that Commissioner Wang worded it, it says that it is for on or off campus and can but does not have to involve all students but that is very simplified version of all events. His thought was on or off but not including the greater student population.

The commission agreed with Director Long; Commissioner Tarr said it should be open to the club, they can but they don't have to.

CFS Desamero said that because they included the enriching leadership and professional development clause, that might limit the events they can have.

Director Long said they have never really based the decision off of that. It would be nice to follow policy to the tee but they have to look at all applications like that but if they oversee over 200 applications at a single funding hearing, then they would be there for days. It is great in thought but in practice it does not holdup.

Commissioner Wang said that her conflict with tier 3 was that if they have it solely not involve student population, then it sounds like the tier 2 funding but with a lower cap.

Director Long asked the commission if they should leave it as inclusive and exclusive.

Commissioner Wang said they should let clubs figure it out. This is still not a department document since they will transition to a new system, there is no harm in changing it.

Commissioner Tarr was not sure how it should be laid out.

Commissioner Ronquillo agreed with Commissioner Wang. If they do that towards a later funding hearing, all clubs will figure it out and use the funding. Tier 2 seems like it include any events that don't have to be out of state or for a conference or training. He felt that tier 3 should include any type of event that is not

academic/developmental/leadership based. If they are having trouble differentiating the two then clubs will too.

Director Long said they can eliminate tier 3 and just re-word 2.

CFS Desamero said that they can just make 2 is for travel. They need to think about how clubs will react to the changes. If they make the policy changes too quick then

Commissioner Ronquillo liked combining tier 2 and 3.

Commissioner Wang asked how they wanted to combine tiers 2 and 3.

Commissioner Ronquillo said that was the problem, but it should be open ended. It should be as close to Commissioner Tarr's changes, that way it is easier for the clubs to adapt to. This would be a step closer to what the changes are.

Director Long said it would be baby step.

Commissioner Carrasco asked if they were talking about off campus events still.

Director Long said yes. They are talking about off campus events that they are assuming are small and in town things.

CFS Desamero said that off campus is requested often and they go far out; but still within the limit though. Some go to Tahoe or to Carson.

Director Long

CFS Desamero said that his opinion for the whole aspect of getting clubs adjusted, is that one semester is not long and if the deadline is in September they have no time. they should inform clubs with time of the changes that they will make in the spring rather than doing this.

Director Long agreed. They don't want to throw out two major changes a matter of minters.

Commissioner Wang said if that was the case, then why make changes.

CFS Desamero said they can still bring up small changes that they can fix easily.

Commissioner Wang said that nothing stopped her club from doing the events. They had problems with the 400 mile situation but they can't change that. The biggest thing she also changed was that the funding split in chapter --. If Commissioner Tarr is coming out with the hybrid, then fall might not be the best time to make changes. Clubs won't be upset they are receiving more money but if they don't want to make two drastic changes they should wait.

Director Long said that they plan the 190,000 budget based on the numbers collected for the 60-40 split with the current caps. It would be risky to change things but they can. It is more difficult for them financially to make sure they have the right amount of money.

Commissioner Wang said that she just changed the funding cap to what it was last year that didn't go through. Looking at the budget and what clubs have spent it isn't a big deviation.

Director Long asked what changes specifically.

Commissioner Wang said she dropped the tier 1 cap.

Director Long said that would not hurt them. They can change those things.

CFS said he double checked the applications that were submitted and none hit the cap yet. He asked what they would implement Tarr's changes.

Director Long said in the spring.

Commissioner Wang said they thought of dropping tier 1 but she didn't know.

CFS Desamero said that there was one event where women engineers' had the maximum tier 1 used.

Commissioner Wang said that a cap of \$6,000 would be fine. \$8,000 is a lot of money and has never seen an event that went that high in the past four years.

Director Long said that \$6,000 was good but because of the 400 mile radius, they should add the extra \$2,000 to tier 2 to so they can spend more money in travel.

Commissioner Wang said yes. She didn't see the point in having a cap of \$8,000

CFS Desamero said it would be a net loss though. They would end up using more money for tier 2 since people would request more money in tier 2 funding. It should be a problem based on how much money was left over last year.

Commissioner Ronquillo asked what happened if they went over the budget.

CFS Desamero said they would have to dive into other accounts like fringe and operating and they would need to have meeting to change the funding they give.

Director Long said they ran short of money about two years and only gave about 32%.

Commissioner Wang said that it was a moot point to make these changes since they are changing the system. It might not be the best use of their time if they will have a new system. It would help them but if they can't get this rolled out by fall funding then clubs must adjust very quickly.

Director Long said the only major changes they can make that do not affect policy would be to change the percentage. Instead of 60-40 they can do 65-35.

Commissioner Wang said they can disregard changing Chapters A and B. In C, she changed it so that tier 1 and 3 funded 70% and tier 2 funded 60-40% still.

Director Long said they should fund more on tier 2 because if they don't reallocate more money to that tier, then maybe they need a higher rate.

Commissioner Wang as afraid that might use up the budget.

Director Long said no fi they kept the same cap.

Commissioner Wang said she didn't want to have random percentages. Looking at the manual that was given, tier 1 was 25% and tier 2 was 40% and tier 3 was 30%. That was

reflective of last year but seemed complicated to have so much. She was fine with 30% but didn't know if that was viable.

Director Long said they can do a 35% change for all tiers rather than 60-40. It is a small enough change that it would affect clubs and they won't also be afraid of using the entire budget. They will save some funds.

CFS Desamero said that two years ago it was 75-25 split but the commission got paranoid they would run out of money a lot and changed it drastically.

Commissioner Wang was fine with that as long as it was that all the way through rather than different splits.

Director Long said it was either 65-35 or 70-30.

Commissioner Wang thought they should be 65-35. They can all email their coalitions of the changes go through.

Director long said Tier 1-3 is 65-35.

CFS said that was a good chance that was gradual rather than making a drastic change.

Commissioner Wang said that on section 4, she put spaces because it looked awkward and changed the 4x4 in. requirement on table banners. It is also easier to eliminate needing the ASUN logo.

Director Long said that made sense.

CFS Desamero said that for future terms, the back end is anything related to numbers and stipulations. The front end stuff that drastically changes things has to do with tiers and Commissioner what clubs can and cannot be funded for. They need to discuss funding splits and caps for Tarr's new system. If they find out they are running out of money, then they can go to 60-40 but they can still get more money.

Commissioner Wang asked if based tiers allowed them to use money for travel as well.

Commissioner Tarr said yes. The base tier can be used for whatever.

CFS Desamero said it was their money but they needed to file an application and go to a meeting and that way, they have security as to what they can buy. It is easy to get money but without abusing the system.

1. Department Procedures Manual

5. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS

Director long said that he got most of the projects for them but there are a couple they are working on. Director Ayard is out of the office for two weeks, she will be back soon. He asked them to stay up to date with emails; he has sent them a lot of stuff and gotten emails from their coalitions. He will be referring any clubs to the commissioner. It will be important to get inactive and pending clubs back into the system. It will be tedious but they will see a huge increase of active clubs. He will be meeting with Commissioner Tarr weekly to discuss the hybrid system. There is a decibel level for sound on Thursday for the club fair so he is trying to figure out if they can get speakers or music out there. He has a meeting with Jared Marzinsky to determine this later in the week.

6. REPORT OF THE CLUB SUPPORT FUNDING MANAGER

CFS Desamero thanked them for what they did this summer; they were much more active this summer than last year. He has also been working with Commissioner Tarr to suggest changes but they will make the changes together so all their input is needed. It is the biggest change that they make and will go into the 85th session. For office hours, he would like to see them have office hours with their coalitions and go to their clubs' meetings to build up a reputation. Clubs feel that they have not done anything so they need to make sure clubs know they can help. Raul will be doing website audit since there will be new pictures. He doesn't know how the pictures will work out.

Director Long said there will be makeup date on August 17th right before ether retreat from 4-5 pm. It will be the last time to get pictures taken but there will be makeup times later. Hopefully everyone will be able to get it done but if not he will try to get inkblot to make a new time. If the website does not look good, it will be their fault since that sort of thing could have been prevented. He asked them to please send in a biography to Raul.

Commissioner Carrasco asked how they will make up photos if they are out of town.

Director Long said he will figure it out.

CFS Desamero said he will be out of town next week through the 17th. He will do his best to get through emails but will send auto response that he is out of town. He has been everywhere the past three weeks because he had summer classes but they just ended today so he will be more on top of things after he gets back from Vegas.

7. REPORT OF THE COMMISSIONERS

i. Luke Bittar, Sports and Recreation

No report was provided.

ii. Roderick Hidalgo, Greek Life/Service and Community Outreach

Director Long said he was out of town but was also focused on the accident, not focused ASUN.

iii. Adam Tarr, Pre-Professional and Academic: Arts, Business, & Education

Commissioner Tarr said the email has the general foundations of the system. He asked them to look at the email and when he gets back in a week, he will set up a brainstorming meeting to have everyone put in their input to have the new system done right and not just thrown together. Director Long can also answer any questions and can go over it right now.

CFS Desamero said that the base-tier hybrid system. He wants to create a simplified tier system that will be easier for clubs and for them on the backend of things. The general tier system provides financial assistance for any event a club might want to have. That is why they need the application. All caps are theoretical so that's why they need all the input. They are expecting clubs to think base allocation before going to tiers since base allocation is a catch-all tier to fund anything. He wanted consider an infrastructure tier with a50-50 split. He also mentioned not having funding hearing. They would have their meeting and applications would be just an action item so clubs only wait a week; they can also choose who comes. They wanted to have the base expire so if base tier is not used up by a club, then the money would go to the other ties. Tier 1 is on campus events but can be limited to all students or closed. The caps are all the same as the base tier at a 60-40 split but it can be changed. Tier 2 is off campus events to fund travel and what they regarded tier 6. The cap is 60-40 but they would need to discuss this after the second hearing. Tier 3 is logistics but it is under construction since it can encompass many things. He suggested having community service here. Commissioner Tarr needed ideas for the base allocation. The tiers on there are similar to the current system. The biggest was the capital expenditure. A big issue was that big purchases last year were pocketed by club leaders. Commissioner Tarr wanted to have track purchases and a penalty would be added if an item was damaged or gone. The other solution is to have ASUN sponsored storage rather than the inventory list. Commissioner Tarr's list included De La Mare and places in the center for student engagement but he will do surveys about that and finding more places. The point of the

system was to be easy and simple for clubs and to be more flexible. The base would be for small events and tiers for when base runs out and when big scale events happen.

Commissioner Wang asked if they should start making feedback on google doc or emails.

Commissioner Tarr said they can send an email or a google doc. He will be back in a week.

CFS Desamero asked if they should comment or make changes directly to the doc.

Commissioner Tarr said the will share the current folder he has in a day or so with the commission.

Director Long asked if he wanted comments on anything in particular.
Commissioner Tarr said anything and everything.

Director Long ask them to add comments after the folder has been shared.

- iv. Rachel Wang, Pre-Professional and Academic: Science & Engineering
Commissioner Wang said there was still a person who had not emailed her back about the iLead conference. She asked that person to email her back.

Director Long asked Commissioner Wang to let him know so he can make sure she gets her feedback.

Commissioner Wang said they had some breakthroughs. She talked to Director Chen and the reason the conference is on a Sunday is because there is a football game the day before. The stadium and parking lot gets really dirty after games so a service project could be cleaning the stadium and parking lot. IT would encompass everyone, the only thing is making sure that Facilities is ok with waiting for them to clean up. She eliminated the idea of going to the quad since there will be a lot of people and she didn't want anyone to wander off. She got rid of one of her initial panel ideas and that will help shorten the day it should end around 4:30 pm. She will email them any updates and will talk to professors to see if they have any ideas for keynote speakers. She will be busy in the next few weeks but will be accessible by email.

- v. Casandra Carrasco, Multicultural & Diversity
Commissioner Carrasco will be working with Directors Ayard and Rojas to implement an annual diversity event. They only have one diversity event that is annual and she wants to one more. She wanted to do one with all the clubs and maybe even make it a week long. Director Ayard mentioned doing something once a month to celebrate diverse backgrounds and cultures. Like February is Black History Month so they could do something for that and then plan similar things for all the other months. It might be hard in the summer to find something to do but the university is very proud of its diverse backgrounds so they should celebrate it more. For the event, she wants to invite clubs to table. She also has the full support of the Center. They also need to let them know that the Center changed their name so that is something coalitions should know about. Director Ayard also mentioned that once they get the ball rolling, they all need to be present at the events so that diversity coalition knows they are supported by the entire commission. She has not met with director Rojas yet but is trying to schedule an event.

Director Long said it was important to go to events from all the coalitions. They have been the figurehead of clubs and orgs but not actually involved with many of them and he wants to change that. If a big event is happening, especially a department-run event, they need to be there.

Commissioner Carrasco said that some of the organizations she had encountered could fit into more than one category; she asked if they are multicultural or Greek or both.

CFS Desamero said it was up to the organizations to decide where they identified but she was not limited to her own coalition and could reach out to any one she thought she could help.

Director Long said they can always get ahold of clubs that might fit better into her coalition and ask them if they want to switch.

Commissioner Carrasco asked if the department had its own social media or if it was all linked with ASUN's pages.

Director Long said they had never done that.

Commissioner Carrasco asked if it would help them and if it was even allowed.

Director Long said they had a director of public relations, Director Lawton, and her job is to run the social media accounts for ASUN. When they have dates, they tell them to her and she posts them. That is also why they have Inkblot to market their events. Anything done by Inkblot is also shared with Director Lawton. They could try to run something within the department but it would be harder to keep it up and build a reputation whereas ASUN already has a lot of followers.

- vi. Kenneth Ronquillo, Campus Life/Faith Based/Social & Political Involvement
Commissioner Ronquillo just got to California last night. He is still figuring out what to do with the project and will contact Director Long later. He needs to be trained when he gets back, either Monday or Tuesday.

Director Long said everyone is expected to help Commissioners Ronquillo and Carrasco.

CFS Desamero was impressed with Commissioner Ronquillo with what he has done despite being far away.

Director Long thanked him for joining them from Italy.

8. APPROVAL OF MINUTES

9. REMARKS

There were no remarks at this time.

10. STAFF REPORT(S)

There were no staff reports at this time.

11. PUBLIC COMMENT

There was no public comment at this time.

12. ADJOURNMENT

The meeting was adjourned at 10:41 am.