

Clubs and Organizations Commission

Department of Clubs and Organizations

Minutes for Wednesday, September 14th, 2016 at 10 AM

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

1. CALL MEETING TO ORDER

Director Long called the Clubs and Organizations Commission meeting to order at 10: 14 am in the President's Conference Room, 3rd floor of the Joe Crowley Student Union. Presiding secretary, Andrea Godoy.

2. ROLL CALL

Director Long, CFS Desamero, Commissioner Bittar, Commissioner Ronquillo, Commissioner Tarr, Commissioner Wang.

Commissioners Carrasco 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

- a. **Action:** The Commission will hear the following remittance requests for Club Support Funding for the Summer Funding Period.

Club Name	Amount Seeking to Remit
Nevada Wishmakers	\$63.29
The Business Student Council	\$120.00

Nevada Wishmakers wanted to remit the money because they got funding for a table cloth that as going to be very expensive but they found a cheaper vendor.

Director Long asked if the \$63.29 was correct amount.

Nevada Wishmakers said yes.

Director Long thanked them for coming, the funds were now remitted.

The Business Student Council said they were remitting the \$120.00 because they did not use the entire amount of money they received for the ice cream truck.

Director Long thanked them for coming, the funds were remitted.

- b. **Action:** The Commission will hear the following early funding requests for Club Support Funding for the Fall I Funding Period.

Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
Biomedical Engineering Society	Early: Tier 2	\$675.29	Tier 2	\$990.76

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

Posted at the ASUN Offices in the Joe Crowley Student Union, Frandsen Humanities Building, the Ansari Business Building, The Mathewson IGT Knowledge Center and online at www.nevadaasun.com. ASUN supports providing equal access to all programs for people with disabilities. Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call the ASUN at (775) 784-6589 in advance so that arrangements may be conveniently made. If you would like a copy of any of the agenda items listed, please contact Richard Long, Director of Clubs and Organizations, at directorco@asun.unr.edu or Jared Desamero, Club Support Funding Manager, at fundingmanager@asun.unr.edu.



Biomedical Engineering Society said they were going to send two members to their national conference and need funds for the 60% of the registration fees, a rental car, and airline fees.

Commissioner Wang said they had two airline prices 412 and 411.20. She asked if there was a reason for the differences.

Biomedical Engineering Society said the price probably changed in the time they filled out the application because they filled it out at different times.

Commissioner Wang said the applications were submitted at the same time but the total request was for \$415 but neither of the applications listed that as the price. They will have to change it. She asked Director Ayard if the university paid rental taxes since they don't pay sales taxes.

Director Ayard said that the university is tax exempt so when they go to pay for the rental car, they must either get the taxes waived or pay for them out of pocket.

Commissioner Wang moved to change line item 2- quantity 2, unit price \$412 and line item 3- unit price \$197.27. Commissioner Tarr seconded.

Biomedical Engineering Society said the total amount they were requesting was \$660.51 which was the club responsibility. They wanted to make sure that it was right.

CFS Desamero said the 40% was showing the \$660.

Commissioner Wang said they requested for a total of \$675.29.

The motion carried; Biomedical Engineering Society now had a tier 2 application for \$990.76

Commissioner Tarr moved to approve Biomedical Engineering Society's tier 2 application for \$990.76
Commissioner Wang seconded.

The motion carried unanimously; Biomedical Engineering Society's tier 2 application for \$990.76 was approved.

Director Ayard asked them to see her before they leave so that they can fill out the required paperwork.

5. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS

Director Long said the only meeting time they can see is 5:30 on Fridays but that has been an issue in the past since that is when they have held meetings and after a certain amount of time, it became an issue. Their meetings can get kind of long and many people begin to check out and it makes modifying things long and tedious. He asked them to revisit the doodle poll and edit it. They needed to modify their extracurricular or try changing their work schedules if possible. If they left times out that they were free but maybe it was inconvenient, they needed to go back and select those times. He wanted to see a better meeting time.

Commissioner Bittar asked if they had a second best meeting time that maybe wasn't Fridays.

Director Long said not really.

CFS Desamero said that unless it was like a meeting for only 30 minutes to 1 hour, they didn't have any other times.

Director Long said that generally, their meetings ran longer than that and it wouldn't be fair to schedule a meeting during a time in which they know they could run out of time.

CFS Desamero said they had back up meeting times in case they needed to hold a short meeting and that is what those times are for; but they do need to pick a consistent time that works for everyone that isn't 5:30 on Fridays.

Director Long asked them to edit the poll one more time by Friday. He will look at it before their meeting on Friday.

Ayard added that this is the beginning of the year, and they are still mid-September without scheduling meetings weekly. That is not where she thought they would be at this point. That shows they are very busy and very involved as leaders on campus and that is great, but this position should be their number one priority after academics. If that is not possible, she wanted them to talk to her early on since the commission should not be seen as an extracurricular activity because it is a paid position. It shouldn't be so difficult to come up with a time and 8 people is not a big group where they can't come up with 2 or 3 meeting times. She didn't want to have to check their class schedules because she trusted them but would do it if necessary. They may need to make some sacrifices and drop some things but it is necessary. They are willing to work with their schedules as much as possible but they need to also be accommodating to the needs of the commission.

Director Long said they had a funding hearing scheduled on Friday starting at 5:30. It should go until about 10:45ish and then they will pick up on Saturday at 8:00 am and go until about 6ish. It will be a little longer since they couldn't handle 7 applications over 30 minute blocks during the summer so they cut it down to 5 applications. When they see 140 applications over that period, it will take time. They will end up seeing more e than 5 in some of the blocks and less than 5 in others so it will even out; and if they finish early that is not a bad thing. Please be ready. He schedule a break on Friday but it is not very long so he asked them to please eat dinner before the meeting started. They will do lunch and breakfast on Saturday. He wanted to touch on one of these goals for this year and that was communication. He needed them to be focused on communication not only with clubs but also with him and Director Ayard. It makes it hard to act as a team if they don't communicate. It becomes frustrating because he know they can communicate at a higher level. He asked them to please answer emails as soon as they can and to stop putting important things in the group meet conversations. Anything that is more urgent or formal should be sent in an email so that they can see when things were sent and when people replied instead of digging through long group messages. He also asked them to acknowledge everything so that nothing goes unseen. If they have communication issues, please go to him. He needs to know so they can get that fixed. For the iLead conference, his expectations were that they were excited and ready to help commissioner Wang. Wang had worked very hard on it and he expected it to go off without a hitch. Club fair was awesome. BLF had about 5400 students total and they saw about 5000 at the club fair. If BLF was the biggest event in ASUN history and they came close to beating that record that is a big deal. They had over 200 clubs, departments, and organizations come to the fair and that as great. He thanked them all for helping but specifically Commissioner Tarr. He asked them to please send him weekly updates and reports via email, and also one on ones for their projects. That way he stays in the loop. He didn't want to micromanage them but did want to be well informed so that if he got questions, he would be able to answer them well. He also asked them to CC him on everything because he wanted to see what was going on in the department. Again, he wasn't trying to got micromanage them but just wanted to be informed. He also didn't mind seeing 80 or 90 emails in his inbox; past directors were flustered by that but he was not like that.

Commissioner Bittar asked him if he wanted to be CC'd on everything

Director Long said he wanted to be included on anything important.

Ayard said that as an example, when she and Wang were working on the iLead conference, there were a lot of components and tasks: t-shirts, food, packets, nametags, etc. it was easy for them to CC one another on things like whom they contacted and what that person said. If had sent out an email reminding clubs to signup on GivePulse, she didn't need to CC. if it was anything that involves setting up meetings, making decisions, or issues you are having with people/organizations, that is something that Director Long should be informed about. If one day, someone reaches out to Director long, he has the background story and

knows what is going on. Sometimes clubs email her hoping she has a different answer but because she has been kept in the loop of whatever is happening, they can keep their answers consistent.

6. REPORT OF THE CLUB SUPPORT FUNDING MANAGER

CFs Desamero said he will save the majority of his report for Friday. The Funding Tracker is still under construction but they will make it so that a part of the spreadsheet can have a commissioner put in the necessary comments and he will synthesize it. He wanted to do a lot of things with it but is a little pressed for time. The functional part that lets them know if clubs have enough money will be ready by the hearing but the overall tracker will not be ready for a little while longer.

7. REPORT OF THE COMMISSIONERS

a. Luke Bittar, Sports and Recreation

Commissioner Bittar said the first sports council meeting will be Friday at 10 am in the president's conference room. He and Director Ayard are working to spearhead that meeting with club renewals to make sure they go through the second part of club renewals. They are also working on something along other lines of a leadership council so that there is better communication between sports clubs and commissioners.

Director Long asked what time that meeting would be.

Commissioner Bittar said this Friday at 10 am.

Director Ayard said that was a good example of something that Director Long should have been included.

Director Long said they can also BCC him.

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

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

Commissioner Tarr said his project was going well. At this point, the foundations were done and was now going through funding policy line by line and re-writing it. He encouraged them all to please provide input since this would be the future of the department and he wanted them to take ownership of it. It wasn't mandatory but he appreciated the help. They can reach out to him in any way to set up meetings and to give back feedback and suggestions. He should have shared the Google drive already with them; if they didn't have access to it let him know and he will share it.

Ayard said that if they wanted to set up a meeting to talk about how the process would look like, that would be good since the changes are major and they should all be as informed as Commissioner Tarr is. Instead of just working off of a document, he should try to engage them all in the decision process rather than whenever they want to.

d. Rachel Wang, Pre-Professional and Academic: Science & Engineering

Commissioner Wang said the pamphlets were sent out. The t-shirts are being made and should be done by Friday. Everything is running smoothly and expected them to show up around 7:15 am. She will send out an email with the official time but there were no exceptions for being late since that set the conference behind. She delegated where they needed to be for the service shifts. What they signed up for is the group they will lead but more details will be coming out as she and Director Ayard iron out the details.

Ronquillo asked when they will get the email.

Commissioner Wang said by tonight. She will send some questions as well and will set deadlines for when they need to complete that by tomorrow they should respond to the questions.

- e. Casandra Carrasco, Multicultural & Diversity
- f. Kenneth Ronquillo, Campus Life/Faith Based/Social & Political Involvement
Commissioner Ronquillo said the September newsletter went out the 12th and looked great. In the next week or two, he will email them for new content. He and Commissioner Hidalgo were trying to set up a meeting to iron out the details of how they will be pushing out GivePulse. They wanted to set up the meeting by Friday and maybe have iPads at the funding hearing to have clubs sign up on the iPads during breaks.

Director Long asked Commissioner Hidalgo to CC him on the emails.

8. APPROVAL OF MINUTES

- a. July 22nd, 2016
- b. July 28th, 2016
- c. August 11th, 2016
- d. August 31st, 2016

Commissioner Tarr moved to approve the minutes from July 22nd, 2016, July 28th, 2016, August 11th, 2016, and August 31st, 2016.

Commissioner Wang seconded.

Motion carried; all minutes were approved.

9. REMARKS

There were no remarks at this time.

10. STAFF REPORT(S)

Director Ayard said they had talked about communication but wanted to start with how impressed she had been with everything they had accomplished thus far. They established goals early on and have been working on them. She knew that they could be better however. With time they will get rid of the kinks for setting up meetings and things like that. She asked them to please not get discouraged if someone did not respond right away. They needed to be patient and voice their concerns and opinions and they will get through it all. They are still learning to work together still but they need to voice opinions so that any issues they do have can get worked out. The second thing was that funding hearings are long and busy. They will not be happy by Monday and will feel overwhelmed and stressed. If they need a break from the commission after this weekend, that is fine. She recommended they get a good night's sleep and don't schedule anything else since they will be tired. The summer funding hearing went great but this fall hearing will be the real test since they have a lot of applications. The skills they developed during the summer funding should be mastered at the fall hearing. They need to be engaged, concise, and aware of what they are voting on so that the 6-7 minutes they have per application are well spent. She asked them to also keep their energy up all the way through Saturday.

Bittar asked if they knew the total amount requested.

Director Long said they hadn't added it up yet.

Commissioner Wang said there were a couple of applications that were on for Friday but they were on her no lists since they were submitted by the wrong club. She asked if they needed to reach out to those clubs and let them know what happened.

Director Long said that they probably already reached out to them and they know.

Commissioner Wang said she did not have any emails.

Director Long said that if they do get any emails, they need to forward the preset emails to the treasurers and presidents.

Director Ayard said they also need to have conversations like that before the funding hearing to make sure it goes more smoothly and quickly. Try to figure out details before so they can explain what happened. Talking about the weekend again, for the iLead conference, it will be an early day. The building opens at 7:15 am and students arrive at 8:00 am. They have about 45 minutes to set up and get things ready. They wanted to have the folder ready to go for them today but some details still need to be hashed out; but they will get the folders ready before the conference. There was a few things they overlooked; they will be in charge of doing a reflection piece for about 10-15 minutes. They will lead the reflections and because it is a cleanup, many may not see why that impacts them and the campus. It will be challenging and the reason she asked if they were available after 11 was because of that. The funding hearing is Friday at 5:30. She asked if they could all attend a little earlier, about 20 minutes before, to address. She suggested they do the training with Director Partridge at about 4:30, and then have a thirty minute break before the hearing starts.

The commission said 4:30 worked.

Commissioner Wang said she had a meeting for her honors thesis but would try to cut the meeting short to be there.

Director Ayard said if she couldn't come on time, she would need to work with Director Partridge individually since she needed to be trained in order to do the reflection piece. She will let them know where they will meet later, but more than likely they will meet in the senate chambers. If they didn't feel comfortable leading reflections, please talk to her ASAP. Brian will be transitioning to a fulltime role helping with campus escort and sound and lights until Director Partridge's position is filled in December or January. For the most part, they will not be impacted since the club renewals have mostly been finished but many of them were communicating with him for things and he provided many resources. She will now be covering some of the things he used to do and wanted them to know that she might not be able to give them the same resources or answer as quickly. She asked them to be patient with her and to keep a good line of communication going and to please help out as much as they can. She asked them to please not make it a habit of being late like today. She asked them to talk to her or Director long if they are struggling with meeting times; they needed to put in the effort of trying to make the necessary accommodations. She also asked them to please meet with her on a one on one basis. She wants to be engaged and involved with what they do.

11. PUBLIC COMMENT

There was no public comment at this time.

12. ADJOURNMENT

Director Long adjourned the meeting at 10:56 am.