

Clubs and Organizations Commission

Department of Clubs and Organizations

Minutes for Friday, September 23st, 2016 at 5:30 PM
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 5:32 pm 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 Carrasco, Commissioner Hidalgo, Commissioner Ronquillo, and Commissioner Tarr were present.

Commissioner Wang was tardy excused.

A quorum was present.

3. PUBLIC COMMENT

There was no public comment at this time.

4. POLICIES, PROCEDURES, AND ADMINISTRATIVE ACTIONS

Action: The Commission will hear the following requests for Club Support Funding for the Fall 1 Funding Period.

Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
Nevada Students for Life	Tier 2	\$832.92	Indefinitely Postponed	
UNR Student Chapter of the Wildlife Society	Tier 4	\$473.11	Tier 4	\$393.11
Student Chapter of the Society for Range Management	Tier 4	\$246	Tier 4	\$246.
Nevada Student Ambassadors	Tier 4	\$288	Tier 4	\$288

Director Long said that Nevada Students for Life sent him and CFS Desamero an email saying they wanted to withdraw their application because their event actually will be happening during the Fall 2 funding hearing.

Commissioner Hidalgo moved to table indefinitely Nevada Students for Life's tier 2 application for \$832.92.

Commissioner Bittar seconded.

Motion carried; Nevada Students for Life's tier 2 application for \$832.92 was tabled indefinitely.

UNR Student Chapter of the Wildlife Society sent the president and the treasurer. Their application was heard last week but they submitted under the wrong name.

Commissioner Ronquillo reviewed the application. It looked good; he sent them an email about their supporting documents. He asked if the tank tops and t-shirts were going to be screen printed.

UNR Student Chapter of the Wildlife Society said yes.

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.



Commissioner Ronquillo said they were going to need to change some prices. He asked if they knew how much the shirts were since there were no supporting documents for it.

UNR Student Chapter of the Wildlife Society said it was \$7.

Commissioner Ronquillo moved to change line items 3 and 4 to unit price \$6 by unanimous consent. No dissent; motion carried. UNR Student Chapter of the Wildlife Society had a tier 4 application for \$393.11.

Commissioner Bittar wanted to make sure they had the ASUN logo on the shirts.

UNR Student Chapter of the Wildlife Society said it was on there.

Commissioner Bittar asked if they sent in a picture of the designs.

UNR Student Chapter of the Wildlife Society said they submitted pictures via email.

Commissioner Hidalgo asked UNR Student Chapter of the Wildlife Society if they understood why they changed the prices to \$6.

UNR Student Chapter of the Wildlife Society they knew the commission had a cap of \$6.

Commissioner Ronquillo moved to approve UNR Student Chapter of the Wildlife Society's tier 4 application for \$393.11.

Commissioner Hidalgo seconded.

Motion carried; UNR Student Chapter of the Wildlife Society's tier 4 application for \$393.11 was approved.

Director Long said that CFS Desamero will be uploading the necessary documents to the Google drive after the meeting so they should be able to have access to their funds by Monday. He asked anyone that just walked in to please sign the public attendance sheet if they hadn't yet.

Student Chapter of the Society for Range Management sent the president and the treasurer. Their application was for shirts. This was a design they had used in the past but this is the first time they requested ASUN funding. They apologized for accidentally selecting the Summer Funding period instead of the Fall Funding period.

Commissioner Wang entered the room at 5:39 pm.

Commissioner Bittar reviewed the application. The application looked good; they just needed to change to match the funding caps.

Commissioner Bittar moved to change line item 1 t-shirts to unit price \$6 by unanimous consent. There was no dissent; motion carried. Student Chapter of the Society for Range Management had a tier 4 application for \$246

CFS Desamero asked which application was the correct one on Caspio.

Commissioner Bittar said it was under the summer hearing.

CFS Desamero asked if it was t-shirt request 2 or t-shirt request 2-1

Commissioner Bittar said they were the same.

Commissioner Tarr moved to approve Student Chapter of the Society for Range Management's tier 4 application for \$246.

Commissioner Hidalgo seconded.

Motion carried unanimously; Student Chapter of the Society for Range Management tier 4 application for \$246 was approved.

Director Long asked them to please make sure they select the correct funding period next time and to see director Ayard before they left.

Nevada Student Ambassadors sent the president and treasurer.

Commissioner Bittar reviewed the application.

Commissioner Wang asked if they had an ASUN logo on the t-shirt.

Nevada Student Ambassadors said the logo was on the sleeve.

Commissioner Wang said the design was not in the picture.

Nevada Student Ambassadors said the company couldn't get the logo in the picture but the price of the logo is listed under "sleeve logo."

Commissioner Wang said that they had it formatted now as \$6 per shirt but the company split up the prices a little differently. She asked if they wanted the commission to fund them from the screen printing charge and the setup fee.

Commissioner Tarr said that company split up costs so they could fund them for more but then it empties out their account quicker and they would have less tier 4 funds for the rest of the year.

Nevada Student Ambassadors said they were fine with \$6 per shirt.

Commissioner Bittar moved to approve Nevada Student Ambassadors' tier 4 application for \$288.

Commissioner Carrasco seconded.

Motion carried unanimously; Nevada Student Ambassadors' tier 4 application for \$288 was approved.

*Commissioner Ronquillo left the room at 5:40 pm
and re-entered at 5:45 pm.*

5. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS

Director Long said he had a couple emails today. The first came from Cairn Lindloff. He read the email into the record: "Good Morning. On Tuesday, September 27, at 10 am I have scheduled a Wolf Pack Welcome evaluation and planning forum. Hopefully you, or a representative of your area, can attend to share how your events went during Welcome and we can start thinking about Welcome 2017. I hope to see you there, 10 am in room 323 of the JCSU. Go Pack! Cairn."

He asked if anyone from the commission could attend.

Commissioner Hidalgo asked if he knew how long the meeting would be.

Director Long did not know. He couldn't go because he had class but wanted someone to be there for input. They had club fair and he helped with the orientation sessions for ASUN. If someone could go, it would be a good place for them as a commission to give some input.

CFS Desamero asked for the location again.

Director Long said Room 323 in the Joe.

Commissioner Wang had class.

Commissioner Ronquillo was going to be out of town.

Commissioner Hidalgo said he had class at 11 and could stay until about 10:40.

Director Long said that would work if no one else could go. He asked Commissioner Carrasco if she was available.

Commissioner Carrasco said she had a training until 10 and then worked from 11-1. She would miss the beginning and the end of the meeting.

Commissioner Tarr said he had class at 11.

Director Long said would be harder for Commissioner Carrasco to go as opposed to Commissioners Tarr and Hidalgo. He asked either they both go or that one of them goes for him and retains some of the information. He read the other email into the record: "Hello Richard. I hope all is well. I am working for First in the Pack, a first-generation support program in the Academic Opportunity & Support Programs department. We host workshops throughout the year to provide students with resources that will help them be successful in and out of the classroom. On October 5th we are hosting a Campus Involvement workshop. I am hoping that we can have you and/or the Club Commissioners present to our students. I originally thought of reaching out to club leaders, but I think having the Commissioners present would be more of an objective approach where the focus is promoting involvement instead of just that specific organization. We provide two times to work around the student schedule—11:30 am & 5:30 pm. Please let me know if you and the Commission are interested so we can discuss more details. Thank you, Desirae Acosta." This was something he wanted to bring to their attention and see if they were interested in presenting.

Commissioner Hidalgo asked if he could go over what they would do.

CFS Desamero said he knew a little about it; it was a first generation program typically promoting involvement. They just want to get first generation students to get involved somehow. They would give general information about what they do as commissioners, how to start a club, what clubs are available to them as first generation students, and an overview of the coalitions.

Director Long said the email mentioned that it would be a workshop to help students get involved. Some tidbits of fact showed that they saw higher grade point averages with first generation students that are involved as opposed to those that are student employees or government officials. It is very important and it would look good for the commission to go, plus they know campus involvement the best. It was going to be 11:30 and 5:30 on Wednesday. He had class at 11:30 but could go to the 5:30 one

Ronquillo said he could go to the 5:30 one.

CFS Desamero said he wanted to go to the 5:30 one too.

Commissioner Carrasco said she was going to be out of town but wished she could go since this was something that was near and dear to her heart.

Commissioner Bittar said he had class at 5:30.

Director Long asked if anyone could go to the 11:30 one.

Director Ayard asked Director Long to please send her that email. She wasn't sure if they were just looking for students but if her schedule was open, she would go.

Commissioner Hidalgo asked where it would be.

Director Long said the email didn't say but seeing as how there was interest, he could get more information and follow up with them.

Commissioner Wang said she couldn't make either because she had an honors thesis meeting and a physics lab.

Commissioner Tarr said he could do the 11:30 one but wanted more information before committing entirely.

Director Long said he would get more information about what will be happening at the event. For the doodle poll and their meetings, they got a break on Wednesdays at 10 am but the doodle poll was overwhelming. He asked if that time worked for everyone.

Commissioner Carrasco said she worked from 8am-1pm.

Director Ayard asked if she could reschedule it.

Commissioner Carrasco asked if the meetings would be weekly.

Director Ayard said yes. She asked if Commissioner Carrasco could move that.

Commissioner Carrasco didn't think so because it was set for the whole semester and that was the only chunk they gave her. She said she would try to move a couple of the hours around so that she could have a break and be there.

Director Ayard asked what time she worked.

Commissioner Carrasco said from 8 am - 1 pm.

Commissioner Ronquillo asked how much time they would need.

Director Long said that something that he thought of was doing two meetings a week. That would ensure they could do shorter meetings. They would probably do a meeting on Wednesday and Friday but in the past, he had seen meetings last 4-6 hours and they were not funding hearings. It depended on what was agendaized; 2 hours was theoretically enough but you never knew.

Commissioner Tarr asked if it was feasible to schedule a short meeting on Wednesdays and long meetings on Fridays.

Director Long said it could be feasible but there might be problems with agendaizing. They would have to know by Thursday the week prior.

CFS Desamero said the super long meetings were usually policy edits. If they followed commissioner Tarr's project, they would only have 1 meeting that would take that long. In terms of Wednesday/Friday thing, it is difficult to get agendas up on time. They would have to be up consistently either early or stay long nights. It is more of an inconvenience and they didn't also want to cut any commissioner out.

Director Long said agendaizing will always be an issue but that shouldn't be the focus as to what time they decide on. The biggest issue is making sure they have the necessary communication between commissioners and himself and CFS Desamero and also communication between the commissioners and club leaders by that Thursday.

Director Ayard said that aside from Commissioner Hidalgo, everyone could do Wednesdays.

Commissioner Hidalgo said he worked at 11.

Ayard said she was trying to work with their schedules and not make them cut things but it was hard when there weren't many options. It has to be a consistent meeting, especially for any students that want to attend. She thought they should take 5 minutes to accommodate everyone's schedules but it looks like someone will have to make a sacrifice. Fridays at 4 pm sounded like it could be a last resort but she has seen it happen and it is not ideal; travel plans and holidays always interrupt meeting times. Programming also had meetings scheduled on Fridays at about 2 and might not be able to come depending on how long Programming meetings go.

Commissioner Hidalgo asked if they were available earlier on Wednesdays, like 8 am. It sucks to have meetings at 8 am but they need a consistent time.

Commissioner Wang had class at 9 am Mondays, Wednesdays, and Fridays.

Commissioner Ronquillo had class at 8 am Mondays and Wednesdays and Fridays.

Director Ayard asked what Tuesday and Thursday mornings looked like.

Director Long said he had class at 9:30.

Commissioner Tarr had class at 11.

Commissioner Ronquillo was free all day unless he substituted.

Commissioner Hidalgo had work at 9 and it was hard to get a ride.

Director Ayard said they should start by looking at class schedules then work schedules because they needed a few options and they didn't have any.

Commissioner Wang said that looking at the poll, Tarr had class at 4 pm Wednesdays.

Director Ayard said that Wednesdays are not ideal since they had SEAB meetings every other week and they are usually from 2-4 pm.

Commissioner Carrasco said that for Wednesdays in the morning, she could be free from 9 or 10 till about 1 when she had class. She could split her work schedule in half and take care of some of her other stuff later.

Commissioner Wang said that it looked like Director Long was not available from 10:30-2:30 on Wednesdays.

Director Long said he had those times blocked off because he had class at noon and for his one on ones with Director Ayard, but that can change.

Director Ayard asked if they settled on Wednesdays at 10 am.

Commissioner Hidalgo said he would need to move his work schedule around.

Director Ayard asked if they felt confident in moving forward with that time; otherwise they would be doing Fridays at 4 pm.

Commissioner Wang said she could not make meetings on Fridays because of her research. She is required to be there for 7 hour blocks. If they had an emergency meeting on Wednesdays, she would have to make up for it on Fridays and then would not be able to attend Friday meetings.

Director Ayard said the posting would not work out this week and would go into effect next week. They had a week to figure it out. She suggested that they get an email going to figure things out for next, next week.

Director Long said they would schedule a meeting for Friday at 4 pm and then they will need the stuff for the following agenda by Thursday to make Wednesdays.

Director Ayard said they shouldn't stress about agendas. If they set a deadline with the clubs that they need things the Thursday before, they will be fine.

Director Long said that until the 12th, they need to notify their coalitions that they need to notify them by Thursdays if clubs want to be on the agendas. They will also put that information in the newsletters.

Commissioner Bittar asked what time he wanted clubs to notify them

Director Long said Thursdays by 4 pm.

Commissioner Hidalgo asked if the next meeting would be Friday.

Director Long said the next meeting would be Friday at 4 pm.

Commissioner Hidalgo said he could not go because he had to work from 2-6. His work schedules are different every week and could make them usually at 4.

Director Ayard said that September 30th from 4-5, they needed at least 5 of them. Moving forward, they need top but that on their calendar so that they are not schedules for work on Fridays. Another thing she and Director Long talked about, if they had trips coming up, they need to communicate that ASAP.

Director Long said that until last night that his best friend's sister's wedding was going to be up at Tahoe and he will not be able to attend. Desamero will be chairing it and he will give them all the information of what they need to hear and all that. He asked them to treat Desamero like they would treat him.

Commissioner Wang said that for next Friday's meeting, she asked if it was okay for her to b 15-20 minutes late. She said it shouldn't go past 3:45 but she also didn't want to rush the meeting.

Director Long asked if they would have quorum.

Commissioner Carrasco said she had an extra credit lecture from 3:00-4:15 but she could leave early.

Director Long said that was fine as long as she could be here by 4:15 pm

Commissioner Tarr asked if they could just time the meeting to start at 4:15 pm.

Director Long said they can agendize for 4:15 pm or 4:30 pm.

The commission wanted 4:30 pm.

Director Ayard said they should check the president's conference room just to see if they could consistently meet there.

Director Long said it would be better to have a bigger room for some things since they can have a lot of people come in. if the senate chambers are open, that would be awesome.

Commissioner Bittar said the graduate student lounge is pretty big.

Director Ayard said that rooms didn't matter much but they should try to have consistent rooms if possible. The center's philosophy was that they should use that space as much as possible to not take away room from clubs but it was fine.

Director Long said that this Friday, they would do a meeting at 4:30 and then following that, meetings Wednesdays at 10 am. He asked them to communicate that with their coalitions.

Commissioner Wang asked if they were going to discuss the two emails she had sent him PrePPA and AMSA being agendized for next week.

Director Long said they should agendize them and discuss and vote if necessary at that time.

Commissioner Carrasco said that she will miss the first meeting they have on Wednesdays because of work.

6. REPORT OF THE CLUB SUPPORT FUNDING MANAGER

CFS Desamero said he will be away October 31st – November 2nd. He will be in Arkansas and will miss that week's meeting but he knew they would be fine. For the website pictures, they are coming up next Wednesday. They need to get that done from 4:30-6:30 next Wednesday.

Director Long said it only took about 3 minutes to do. They just put a robe over them and take a few pictures. They just schedule a big time.

Commissioner Bittar asked if they could do it earlier since he had class.

Director Long said the email said the photographer was available earlier but he didn't want to push pictures off anymore. If they could work out a different time, please do so.

Commissioner Wang said she had class at 5 pm.

Director Long said they were all old enough to sort out who took their pictures first but it was important since they were going to have a website audit and it looked better if the website was crisp and clean. Right now he was the only one that had his picture taken and on the website.

Commissioner Hidalgo asked if they could just come in at anytime during that block.

Director Long said that was fine but if they knew they had to be somewhere, please send the photographer a quick email to let her know. It will be easier for her.

Commissioner Hidalgo said it would look cool if they all dressed professionally.

Commissioner Carrasco agreed.

Director Long said they should at least wear their polo's.

Commissioner Bittar said they should wear their polo's otherwise they will be mismatched.

CFS Desamero said attire didn't matter much since the robe mostly covered you all. It was more important that their face was recognizable.

Commissioner Wang said they should all look uniform since they had never had this done before.

Director Long wanted them to all wear their polo's. he will wear his as well to re-take the picture.

Commissioner Ronquillo asked where they would take pictures.

Director Long said it will be in the center somewhere.

CFS Desamero said that aside from that, the funding tracker will be done soon and Director Ayard sent an email so that the calculations could be done in the tracker. He could do them by hand as well. It should be done soon.

Director Long said that three years ago, CFS Sharma did a presentation that had pie charts and stuff to see demographics of those requesting funds. He should do something like that.

CFS Desamero said he could do that for a report.

7. REPORT OF THE COMMISSIONERS

a. **Luke Bittar, Sports and Recreation**

Commissioner Bittar will bring a list to Director Ayard next week for the Sports Council so she can contact them.

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

Commissioner Hidalgo had a few clubs that wanted to get on the agenda for the next meeting. He will talk to Director Long later.

Director long asked he sent an email to him and CFS Desamero with who needs to be on the agenda for the next meeting.

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

Commissioner Tarr said his coalition was killing it and took the down time to catch up with other responsibilities. He had not done much with the policies recently but will catch up over the weekend.

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

Commissioner Wang will send the budget to Director Long but she and Director Ayard calculated it and they spent \$4990.67 and the projected budget was \$5,775. She will include a breakdown of the conference as will. They will have a debrief of the conference soon. By next week, she will compile all the clubs that didn't go and then discuss what to do. Funding was already released so that is an issue. She wanted to create a legacy binder for the iLead conference as well.

Director long asked her to save all the files to the folder and he will save them to their drive for the next commission to review.

Commissioner Wang knew that some of them might not be at the meeting next Friday but she wanted to do the debrief ASAP since it would become an issue if they keep putting it off.

Director long asked how long she thought the debrief would take.

Commissioner Wang said maybe 30 minutes.

Director Ayard said she could bring up the debrief next Wednesday and just bring up the issue of clubs that didn't go on Friday.

e. **Casandra Carrasco, Multicultural & Diversity**

Commissioner Carrasco had no report.

f. **Kenneth Ronquillo, Campus Life/Faith Based/Social & Political Involvement**

Commissioner Ronquillo will email them soon about what he needs for the newsletter. Meeting with Commissioner Hidalgo for GivePulse. He will be gone next week Monday-Thursday but will be back in time for their meeting.

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

Commissioner Hidalgo asked when they would do something fun again. They had been working hard and deserved some downtime.

Director Long thanked them for going through last weekend. They pushed through it and he was exhausted by the end of it and only survived by getting 14 hours of sleep after. He was happy with the way it went. Director Ayard said they could celebrate their birthdays.

Director Long asked if they wanted a retreat or what.

Commissioner Hidalgo said they could go to dinner or go bowling or something.

Director Long said there was a pack game tomorrow against Purdue.

12. ADJOURNMENT

Director Long adjourned the meeting at 6:27 pm.