

**Clubs and Organizations Commission**  
**Department of Clubs and Organizations**  
**Minutes for Wednesday, October 26<sup>th</sup>, 2016 at 10 AM**  
**Joe Crowley Student Union, Presidents' Conference Room, 3<sup>rd</sup> Floor**

**1. CALL MEETING TO ORDER**

Richard Long called the Clubs and Organizations Commission Meeting to order at 10:06 am in the President's Conference Room, 3<sup>rd</sup> Floor of the Joe Crowley Student Union. Presiding Secretary, Kaitie Christensen.

**2. ROLL CALL**

Director Long, Commissioners Bittar, Tarr, Hidalgo, Desamero and Ronquillo were present.

Commissioners Wang and Carrasco were absent excused.

A quorum was present.

**3. PUBLIC COMMENT**

Atherton: The legal council is having an event November 18<sup>th</sup>3-4 the legal council is coming by if anyone is interested in law school or the field of law.

**4. POLICIES, PROCEDURES, AND ADMINISTRATIVE ACTIONS**

**Action:** The Commission will hear the following funding requests for the Fall I Funding Period.

Morales: I am here to request changes in the funding application. We already met with the Joe and had our meeting but we want to use all our money that we requested because we had no sponsor. We are going to pay 912 dollars for the venue and I was wondering if I could use some of the remaining money for ESI security, Silver and Blue catering and for shipping costs.

Director Long: We approved the International Club for the full cap and then the Joe decided to cosponsor the event after the fact. Now we need to decide if we want to approve different separate line items to the total amount that we already approved and then not pay for the whole Joe because it's cosponsored. She's requesting ESI and Silver and Blue and the shipping for table cloths.

Commissioner Hidalgo: Is it going to be under the limit now?

Director Long: We will approve up to the limit, or up to what they were already approved for.

Commissioner Hidalgo: Did we already approve up to the full 2000?

Commissioner Desamero: They were funded \$3181.85 and this is a tier one application. Just cap it at that.

Commissioner Hidalgo: I think we should do what you said earlier to help them out and save a lot of money.

Commissioner Tarr: I think it's fine.

Commissioner Ronquillo: I think it's fine too, if they were cosponsored they would be spending the same amount of money anyways.

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Director Long: This was brought to us last week or the week before but we missed the agenda, so we put it onto this one. It's one of those things that we haven't discussed before or set a precedent. I wanted to run it by you guys first and get a vote on it. I think we should move to change some line items.

Commissioner Tarr: Are we bringing back their fall one application to the table and then changing line items?

Director Long: Correct.

Commissioner Tarr: I move to bring International Club's tier one request back to the table.

Seconded by Commissioner Bittar.  
Motion carriers unanimously.

Commissioner Ronquillo: How much was funded by the Joe?

Morales: 912 dollars.

Commissioner Desamero: Is your total for the funding application 3226.85? In this case the application on the drive is different. So I think we should make the motion and I'll make the line item changes. It's off by about 100 dollars.

Director Long: It was approved differently at the funding hearing is all. We'll just make the appropriate changes on the drive.

Commissioner Desamero: During the funding hearing we changed non-food item 16 to 6 dollars to reflect the cap for t-shirts. That's the only thing that changed.

Commissioner Bittar: I move to add non-food line item 17 UPS ground shipping in the amount of \$119.34.

Seconded by commissioner Hidalgo

Commissioner Desamero: Would you like to have quantity one?

The motion carries unanimously.

Commissioner Ronquillo: I move to add line item 18, ESI Security in the price quantity one, unit price \$404.18.

Seconded by Hidalgo  
The motion carrier unanimously.

Director Long: That added a couple of things, UPS and ESI.

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Commissioner Tarr: You are now paying 912 to the Joe instead of 2800. Silver and Blue is 912 dollars. I move to adjust non-food item one to 912 and add line item 19 Silver and Blue catering quantity one, unit price 30.

Motion carries unanimously. Non-food item one was adjusted to the amount of 912 dollars and line item 19, Silver and Blue catering was added at a unit price of 30.

Commissioner Desamero: This is now an application amount of \$2355.14.

Commissioner Tarr: I move to approve International Club's tier one application in the amount of \$2355.14. Seconded by Commissioner Hidalgo

Director Long asked Morales if everything was clear to her.

Morales asked if she could get a new copy of the funding spread sheet.

Director Long replied that Funding Manager Desamero would provide it.

The motion carries unanimously.

Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
International Club	Tier 1	\$5,358.22		

**Action:** The Commission will propose and make changes to the Department of Clubs and Organizations governing documents.

**a. Club Support Funding Policy Manual**

Commissioner Tarr: Do we want to talk about C-funding?

Director Long: Let's talk about c-funding.

Commissioner Tarr: On the Google Drive, I wrote some policy. It's not entirely finished because you need to finished stuff throughout the course of the manual, but it's the framework, it gets the point across about how it would be done

Commissioner Ronquillo: Can I copy and paste the portion of something I wrote up?

Commissioner Tarr: Sure. The first page is the framework, the second page is notes from the past, the third page is Kenneth's fundraising stuff. We can just discuss this for today. Do we want to set a limit for 11:00?

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Commissioner Ronquillo: 11:00. I move to suspend Roberts rules until 11:00.  
Seconded by Commissioner Hidalgo.

The motion carries unanimously. Roberts Rules were suspended until 11:00 AM.

Commissioner Ronquillo: When we talking about C-funding, I don't like it because not all clubs can make up the money. For fundraising events, I want to make it available for both on campus and operations but there needs to be something to stipulate what is a big fundraiser and a small fundraiser. Reading the old policy manual, it said things that differentiate can be the cost to attend vs if there is not cost to attend. So if there is a cost to attend then it's a big event and if it doesn't, it would operations. I copy and pasted it into the C-funding page in the drive.

Commissioner Tarr: My opinion is that not all clubs should use c-funding, it's not like they have to, it's just that it's available. I think we can lift all fundraising restrictions and they can do it operations, or on campus, or through C-funding if they don't want to use any of those caps. They have more options available.

Commissioner Ronquillo: If we have both through wouldn't they opt to go through operations or on campus instead of the C-funding.

Commissioner Tarr: I think some would, because they wouldn't have to pay it back. It depends on the size of the club.

Commissioner Hidalgo: I think it could help clubs who can make back the five hundred. Clubs should be smart enough to know if they can't make up the five hundred dollars. I like the idea because it helps clubs that do need it and clubs who need to fundraise more and can make up the money.

Commissioner Bittar: The risk is not too high. The likelihood of clubs defaulting on this, you might get a few clubs but it's not enough to break the bank so to speak.

Commissioner Tarr: Sandy was saying that when it was around clubs weren't going into the negative

Commissioner Desamero: What if clubs mix C-funding and other kinds of funding for the same event? Are we going to limit C-funding as like a tier?

Commissioner Tarr: The way I wrote right now it's just for fundraising events, but the commission can scale it up for other events in the future. I created a C-funding manager position. I know there's been talked about creating a director and assistant director role. I think overall we can adjust the department so there's director and assistant director, and then the C-funding manager can take over c-funding specific stuff and be in specific communication with the club. We can create a super specific position just for that and scale pay with the work load.

Commissioner Ronquillo: I just feel like if we have on campus operations and C-funding it will be too confusing to choose which way they should go. I think it should be one or the other.

Commissioner Tarr: Do you think we should remove the fundraising events policy entirely?

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Commissioner Ronquillo: Just getting rid of fundraising in the policy?

Commissioner Tarr: Yeah, so we don't define or restrict fundraising.

Commissioner Bittar: So they can use any tier for fundraising events or C-funding.

Commissioner Ronquillo: I'm fine with that, I like that. It makes it easier, so there's no stipulations anymore.

Commissioner Bittar; I think it makes it easier for the clubs and allows them to flourish.

Commissioner Tarr: normally when you make something easier it makes it more exploitable. So what would the consequences of that be, if any?

Commissioner Bittar: With fundraising have we seen any problems in the past? Like breaking rules, things like that?

Commissioner Hidalgo: Haven't clubs gotten in trouble for flipping a certain amount of money? I know the sororities I've talked to, they've gotten in trouble where they flipped a bunch of money.

Director Long: The only problems I've ever seen are with having outside bank accounts, Venmo and Foursquare and operating for third party things that we don't do here.

Commissioner Bittar: But that's already included in the policy manual.

Commissioner Desamero: From what I recall I thought the square and electronic aps were central station mandated rather than as a policy.

Director Long: It's a technical mandate, not on our end.

Commissioner Tarr: If you're using ASUN funds to host an event you shouldn't charge entrance, but entrance can still be charged for an event if it's not fundraising.

Director Long: If money is raised, do not directly benefit the club directly, it has to be donated to charity, but if it's tier four you can keep all the money for yourself because we consider that infrastructure.

Commissioner Tarr: My opinion with the newer system, it wouldn't be necessary, I think we could remove them without seeing anything extreme happening and the next commission could re-add it if there is anything extreme.

**b. Department Procedures Manual**

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**5. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS**

Director Long: I want to make changes to the SAS and make changes to all the duties that are stated, which always needs to be changed. The Department of Clubs and Orgs has stayed stagnant in that document for a long time. Is there anything you want to see from me this next week?

Commissioner Tarr: Add your SAS changes to the Google Drive.

Commissioner Desamero: Are these suggestions for the SAS or your role in the SAS?

Director Long: I want to reword how the department is formatted and look at the mission statement of the department as well as what other specific duties are stated. We operated differently than the SAS even though the SAS says certain things about how we should operate.

Commissioner Desamero: I will start adding to the Drive too.

Director Long: Senate is today, we discussed last week the change through Gov Ops that was put in the agenda for next senate meeting for next week. The Gov Ops meeting are in Friday so the agendas need to be posted by Monday and the agendas for senate have to be posted by the Thursday prior.

Director Long: It will be on the agenda for next Wednesday's senate for vote.

Commissioner Ronquillo: I wanted to know if I should have added it to the news letter. I'm trying to get it out by next week.

Director Long: If you wanted you could mention that it is going through senate, but it won't be approved yet. I'm interviewing interns, we have six interested applicants which is perfect. I called all of them and one isn't interested anymore, so there are five which is still fine. I'm asking them which coalitions they're interested in. The first one was interested in Ronquillo's commission. I'll get that done by next week. I'm making sure they're qualified and making sure they're actually interested in the department. We have space enough for all of them.

Commissioner Desamero: I don't know if you're only gearing it towards commissioners, but if someone wanted to see the funding side, how would that work?

Director Long: It's stated in the SAS that we're allowed to have interns but we've never had interns while I've been here, so we're kind of figuring out how we want to have interns. Programming assigns mentors like a big-little mentor program, but I want them to see all aspects of the department. I'm thinking put them where they want to be first, then maybe rotate on a schedule so they see all aspects.

Commissioner Tarr: I think rotating would be best.

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Commissioner Bittar: I like the rotating ideas, but if they're going to apply for a specific coalition next year shouldn't they just shadow the commissioner in charge of that coalition?

Director Long: I see that, but I had no idea what I wanted to do, so I think they should see all sides. A lot of them don't really know what they want to be commissioners for. So to give them a whole view of the department and all the commissioners they should rotate so that they can get a broad view they can see where the differences lie.

Commissioner Ronquillo: Whoever applies to commission doesn't always get their first choice, it's based on their strengths for that coalition.

Commissioner Tarr: Do the internships last all year?

Director Long: Yeah, they're good until the term ends.

Commissioner Tarr: Yeah then they can spend a month at each and then chose where they want to shadow.

Commissioner Desamero: Would we expect them to come to all our meetings?

Director Long: I think that's appropriate. It gives them a taste of the department. Our department has the longest meetings, but I think that's fair to let them know what the department is like, to let them know what the job is like. If they don't make it to a meeting we won't throw them out.

Commissioner Hidalgo: It sounds like they do a lot of the work that we're doing. I think we should do something fun with them also, so they don't just see us working on projects and doing office hours. I would be dissuaded from the department if I only saw all the work. I think we should invite them to events outside of this.

Director Long: If we plan a retreat, we will include them in that too.

## 6. REPORT OF THE CLUB SUPPORT FUNDING MANAGER

Commissioner Desamero: I will not be present Tuesday through Thursday November 1<sup>st</sup> through 3<sup>rd</sup> I will be in Arkansas for a partner summit. We have three early applications from Delta Sigma Pi and Nevada Student Ambassadors, so I will need someone will have to handle the funding for that.

Director Long: The spreadsheets?

Commissioner Desamero: Yeah, the spreadsheets and stuff.

Director Long: I can handle that as long as they are on the agenda. If you need me to make the agenda or post the agenda I can handle it.

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Commissioner Desamero: The agenda is already made for November 2nd, and I'll be back for November 9<sup>th</sup> when I do the agenda.

Director Long: When do you come back?

Commissioner Desamero: Wednesday night. So I'm not sure if I'll make office hours.

Director Long: Just remind me and I can do it.

Commissioner Desamero: Aside from that, things have been going well with the funding tracker. Is there anything you want me to track with it that you feel like would be important?

Director Hidalgo: What are you including in the funding tracker?

Commissioner Desamero: I redid the format so the all totals are at the top and in addition, how I'm organizing it, I redid the coalition analysis so it included total amount of funding and break downs of everything. The front page has department budget and a summary of what happened in each of the funding periods. In addition to that I'm also including something where I highlight a cell that includes whether a club is cosponsoring or if they requested or were funded more than the caps, so we know the different trends of which clubs may not be as familiar with funding.

**7. REPORT OF THE COMMISSIONERS**

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

Commissioner Bittar: Yesterday I had a productive meeting with the president of the rugby club who expressed concern about the funding policy. On tier one, he feels that we are discriminating against clubs because only 20% of clubs use this funding, and a majority of those who do are Greek life. He asked me why he can't have access to this 8000 dollars in general. Next, he says tier two is too small for sports clubs, and I know that's a problem for a lot of sports clubs, but I do understand to make sure we don't run out of money we have these numbers in place. He thinks tier four is too small, and he had no problem with tier five. I know we have no control over ESI, but the question was asked why don't we fund all ESI if the university is going to make clubs who host events on campus pay for it. I think that's a valid question that we should talk about. That's not including in the tier caps. So have a separate fund for ESI.

Commissioner Hidalgo: Was he trying to get at there should be an entire tier per se for ESI?

Commissioner Bittar: Yeah that's 100 percent funded.

Director Ayard: So we would make that tier and that's what they would use?

Commissioner Bittar: Yeah. And then the rest of this stuff we have no control over like university logo and mandatory trainers on field.

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Commissioner Desamero: I believe I mentioned this before, but we can also focus on advocating for these issues even though we don't have a big influence, we still can have a role speaking with professionals at that level. This also speaks to the increasing ability of the department to reach out those people. This is part of what we can do to advocate for clubs and orgs on campus.

Commissioner Ronquillo: Did you forward him the policy manual evaluation?

Commissioner Bittar: No I didn't but I did tell him it's under construction.

Commissioner Desamero: What is that?

Commissioner Ronquillo: It was that evaluation I was going to send out in the newsletter so clubs could tell me what they like and dislike. Then Adam can get reference on that and see if there are any clubs that want to participate in his focus groups.

Commissioner Bittar: Is there anything you would like me to tell him regarding the policy changes?

Commissioner Desamero: I would suggest he goes to a meeting.

Commissioner Bittar: I suggested that, unfortunately he has a scheduling conflict so he can't make our meetings.

Commissioner Tarr: He sounds like he's upset at a few things and then he became upset at everything. I think you should find out what he is really upset about. I doubt he actually cares about tier one and tier two. The point of the tier system is that every club has a tier that is available to them.

Commissioner Bittar: He's upset that he can't use the full 8000 dollars.

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

Commissioner Hidalgo: I've been keeping up with all my emails and I've been getting emails from groups that aren't in my coalition. I didn't think it was a problem but I answered their question and said in the future this is your commissioner for future reference, so I've been sending them to their appropriate commissioner. I sent follow up emails on my small project of changing club names, but a lot of them have been saying that their meetings have been pushed back so they weren't able to talk about a name change. I talked with commissioner Tarr and asked if I could help him on his project and he accepted me. On my project, I need to meet with Rocio and I tried to email her but I spelled her email incorrectly, but I will be emailing her soon to figure all that out. I will do my best to fix that. If you need any help with your projects let me know and I will help you guys. My fraternity is having a grilled cheese fundraiser outside the Joe if you want.

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

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Commissioner Tarr: My project is like an amoeba, it's slowly eating all the other commissioners and it's going to be the greatest amoeba of all time. By now everyone has seen the Google Drive, it's pretty robust and in depth, so I'm adding to it and making it better. I'm not trying to change it just to change it, but change it to make it better and I think we're on a really good track right now. The C-funding was brought up last meeting so I wrote a policy and created a framework for it, it's on the Google Drive if we do talk about it today. In my coalition things are just the daily whirlwind, answering emails and making sure things are good.

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

Director Long: Commissioner Wang sent me her report, I'll read it into the record: I agree on having a larger base tier to accommodate for the majority of clubs that do not use tier one or tier three. They should be able to access more money if they do not use up all the tiers and only need travel in tier four amounts. Also, Rocio and I discussed the implications of consequences for iLead, I've come to the conclusion that our image is already kind of tarnished. What we'll do is send a PDF with a save the date for next years conference so that everyone still has the information. The next commissioner can better delegate and plan consequences in a more timely manner. I'm working on the legacy binder, for that I hope you will be agreeable to what I have decided.

#### v. Kenneth Ronquillo, Campus Life/Faith Based/Social & Political Involvement

Commissioner Ronquillo: I wrote up the rough draft for the news letter for November. I'm trying to start getting it out on the first every month rather than in the middle of the month and trying to make it more interactive so the constituents read it. After getting the stats, they look at the email but they don't click on the links or club updates. This time I'm not including club updates because only one person clicked on it. I'm including things that pertain to them like ways to advertise their events, five reasons to attend a funding workshop, local Reno charities to give back to in the month of November the month of giving, stuff like that.

### 8. APPROVAL OF MINUTES

- a. September 16<sup>th</sup>, 2016
- b. September 17<sup>th</sup>, 2016
- c. September 30<sup>th</sup>, 2016
- d. October 7<sup>th</sup>, 2016
- e. October 19<sup>th</sup>, 2016

Commissioner Tarr moved to approve the minutes from October 19<sup>th</sup>

Commissioner Hidalgo seconded.

The motion carried unanimously; the minutes from October 19<sup>th</sup>, 2016 were approved.

### 9. REMARKS

There were no remarks.

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#### 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](http://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](mailto:directorco@asun.unr.edu) or Jared Desamero, Club Support Funding Manager, at [fundingmanager@asun.unr.edu](mailto:fundingmanager@asun.unr.edu).



**Clubs and Organizations Commission**  
Department of Clubs and Organizations  
Minutes for Wednesday, October 26<sup>th</sup>, 2016 at 10 AM  
Joe Crowley Student Union, Presidents' Conference Room, 3<sup>rd</sup> Floor

**10. STAFF REPORT(S)**

Director Ayard: Reminder from Nevada day, for the meeting next week it has to be posted today.

Commissioner Desamero: I handled it, don't worry about it.

Director Ayard: I'll be gone tomorrow and then Friday everyone is off. I'm catching up, I'm pretty behind. If people are asking why she's not responding just let them know, but I should be caught up by today.

Director Long: I was meeting with Pre-Optometry club and it sounds like they're communicating with Brian to get that all figured out. Brian moved to a new position now and doesn't really handle club renewal, so that usually will go to Jarrett or Rocio, but Jarrett for the most part. If you guys are referring different organizations for renewal, sent them to Jarrett because he'll be the guy for that.

Commissioner Dessamero: Be sure to spell it with two T's, because I've gotten emails from people asking me to do the stuff Jarrett and Rocio are supposed to do. If you do have correspondence with a club send a specific email for Jarrett.

Director Long: Yeah, CC him. Also, keep CC-ing me on stuff, I like to read the emails. Is Jarrett two R's and two T's?

Director Ayard: If you forward it to me I can get it to him.

**11. PUBLIC COMMENT**

There was no public comment.

**12. ADJOURNMENT**

Director Long adjourned the meeting at 11:05 am.

*Note: Unless otherwise marked by an asterisk, all agenda items are action items upon which the Commission may take action. Action items may be taken out of the order to be presented at the discretion of the Chair.*

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