

# Clubs and Organizations Commission

Department of Clubs and Organizations

Minutes for Tuesday, February 7<sup>th</sup>, 2017 at 5:30 PM

Joe Crowley Student Union, Presidents' Conference Room, 3<sup>rd</sup> Floor

## 1. CALL MEETING TO ORDER

Director Long called the meeting of the Department of Clubs and Organizations to order at 5:30 PM on Tuesday February 7<sup>th</sup>, 2017 in the President's Conference Room on the Third Floor of the Joe Crowley Student Union. Presiding Secretaries Andrea Godoy and Kaitie Christensen

## 2. ROLL CALL

Director Long and Commissioners Desamero, Bittar, Carrasco, Hidalgo, and Ronquillo, were present. Commissioner Wang was absent 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 funding for the Spring I Funding Period.

Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
Economics Club	Tier 3	\$680.70	2	\$680.74
Economics Club	Tier 4	\$150.00	4	\$150
Wired Like This	Tier 3	\$400.00	4	\$80
Nevada Student Ambassadors	Tier 1	\$199.20	1	\$119.52
Women's Club Volleyball	Tier 4	\$725.00	4	\$96.80
Nevada Pre-Optometry Association	Tier 4	\$90.48	4	\$18.48
Delta Sigma Pi	Tier 1	\$5,805.45		
Steel Bridge Competition Team	Tier 2	\$960.00	2	\$576
Management and Human Resources Association	Tier 1	59.97	1	\$35.98
Management and Human Resources Association	Tier 1	59.97	1	\$35.98
Management and Human Resources Association	Tier 1	59.97	1	\$35.98
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*CSFM Desamero left the room at 5:31 pm.*

Director Long said they would start with the Economics Club's first application under tier three.

Commissioner Bittar asked if the event was on campus

Economics Club said no.

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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).



Commissioner Bittar said it wouldn't qualify for tier 3 or would need to be moved to tier 2.

Economics Club asked if boxed lunches still qualified in tier 2

Director Long asked where they would purchase them

Economics Club said Silver and Blue catering.

Director Long said he didn't think they set precedent for tier 2.

Economics Club said that in section 12 it said something. They talked to Commissioner Tarr and he said that section 12 was an exception to that.

Director Long asked what section 12 said

Economics Club said food and beverage requests could be funded under all recruitment and at the rate of one event, or per person. For workshops, food and beverage would be funded for workshops, lectures, or similar events.

Commissioner Tarr said it was the exception to when they would pay for food. Tier 4 regulated food to once per semester for recruitment but nothing for tier 2. That was how he read it.

Director Long asked what the commission thought

Commissioner Bittar said that over the weekend they funded the Society of Hispanic Engineers at a rate under tier two. Didn't think it would be a problem.

Economics Club asked if it would be tier 2.

Director Long said yes. The policy manual reads that tier three is for on campus events.

Commissioner Bittar moved to change nonfood item one, charter bus, to 697.06 unanimously.  
No dissent; motion carried.

Commissioner Bitter moved to relegate unanimously to tier 2  
No dissent motion carried

Commissioner Ronquillo asked if they had the 40%.

Director Long asked if they brought the document for Silver and Blue.

Economics Club said yes.

Commissioner Bittar moved to approve Economics Club tier 2 for \$680.74  
Commissioner Tarr seconded.  
The motion carried

Commissioner Hidalgo reviewed tier 4. Asked why their logo had the One Nevada credit union

Economics Club said they sponsored their econ day. They made a mistake on the price, it should be \$104.57

Commissioner Hidalgo asked if they had an actual supporting document showing how much it is, because he didn't see an actual invoice.

Economics Club said they weren't given an invoice since they didn't actually request the items before they could request the funding to pay for it. She did the math for it, it's \$14.26 per foot and it's seven feet, and they had a photo to prove that which is in the application

Commissioner Ronquillo asked if they can put a stipulation that they send in the information

Economics Club said they had a photo.

Commissioner Ronquillo asked if they could email the picture.

Director Long asked if that was from the website

Economics Club said they had a banner but there are no prices listed, they had a printing packet listed.

Commissioner Bittar asked if they asked if they were president and treasurer

Economics Club sent president and proxy for substitute. They are not ASUN officials.

Commissioner Hidalgo clarified that it was 14.26 dollars a foot, and asked how long it was

Economics Club said seven feet

Commissioner Hidalgo asked to see their math. They will approve them for the cap but they don't have to spend all of it. Take the money and buy it, and remit any leftover funds so that they can have them back

Commissioner Hidalgo moved to approve the tier 4 application in the amount of \$150.

Commissioner Tarr seconded.

The motion carried

*Commissioner Desamero entered the room at 5:41 pm.*

Wired Like This sent the president, vice president, and treasurer; they are not ASUN officials.

Commissioner Tarr said everything looked good, they had a t-shirt cap for \$6 and they need the ASUN logo. They will add a stipulation on it to submit the design.

Commissioner Bittar said the agenda said tier 3; he asked if that mattered.

Director Long asked them to elaborate on the event

Wired Like This said it's Temple Granden, she is coming to campus and speaking at the Silver Legacy to talk about agriculture as well as autism, DRC and the autism coalition. They are trying to get her to speak with neuroscience class as well. We are helping out with her conference at Silver Legacy and holding a stand there with out club information and selling t-shirts if we have any left over.

Director Long asked if the event was at Silver Legacy

Wired Like This said yes.

Director Long asked if it was a fundraiser.

Wired Like This said that they would use any t-shirts left over from the previous event, from the tier-4 they applied for the past Saturday.

Commissioner Bittar asked if it was a tier 4 application because he cannot find a tier 4.

Wired Like This said they should have a tier 3 and 4 application

Commissioner Desamero said it should be under fall 2.

Director Long asked Commissioner Tarr if he was still talking about the same application

Commissioner Tarr said no, he was looking at the wrong application.

Commissioner Desamero said he meant summer 1

Director Long said that a lot of organizations applied under the wrong funding period which is why they have a lot of clubs today.

Commissioner Desamero asked them to explain their tier three application.

Wired Like This said that tier 3 was for the event specifically to help coordinate with them. They will be there at 4:30 pm on the 28<sup>th</sup>. The actual event starts at 7pm

Commissioner Bittar asked if they wanted polos

Wired Like This said yes.

Commissioner Bittar asked if that would be tier three

Commissioner Tarr said it was

Wired Like This said it would be more like a uniform

Commissioner Ronquillo said it would be more like tier 4, because tier four is infrastructure Asked if they requested funding before

Director Long asked how much they were approved for on Saturday

Wired Like This said it was just shy of \$300

Director Long said that if would take out of tier 4 cap if they did approve it. They had up to \$1000 a year in tier four. You would be sitting right around 600 or 700 dollars.

Commissioner Bittar said they would fund it entirely but only at rate of 8 dollars. Their polos are \$39 each.

Wired Like This said they found out the Wolf Shop had better prices, they will try to work with them

Commissioner Bittar said he would adjust the unit price because it falls within their guidelines.

Director Long said changing vendors didn't matter so long as they go with the same materials.

Commissioner Hidalgo said they would pay the difference of whatever if they can't get to or under eight dollars.

Wired Like This said they didn't have any money right now because they just started this semester

Commissioner Hidalgo said that for tier 4 don't need money in the account. If the t-shirts are \$10, if they cannot get them down then work with them to get it down.

Commissioner Bittar moved change non-food line item one to unit price of \$8 unanimously  
No dissent; motion carried.

Commissioner Bittar moved to relegate to tier 4  
No dissent; motion carried

Commissioner Bittar moved to approve the tier 4 application in the amount of \$80  
Commissioner Hidalgo seconded  
Motion carried unanimously.

Commissioner Bittar asked if Nevada Student Ambassadors were present.

Commissioner Ronquillo said they were going to be late.

Director Long said it was fine. Would move into Women's Club Volleyball, they were misgendered but it was fine.

Women's Club Volleyball sent the president and treasurer; they are not ASUN officials.

Commissioner Hidalgo said they needed ASUN logon on the shirts. It must be part of design. Will add stipulation that if approved, it needs the logo

Commissioner Bittar said they need to send the design to Amy or Rocio for trademarking.

Commissioner Hidalgo moved to approve tier 1 for \$72  
Commissioner Bittar second  
Motion carried.

Commissioner Hidalgo said they can also help pay for shipping and handling

Women's Club Volleyball said that was for the whole amount, the t-shirts were only 72, the rest is being paid for.

Commissioner Tarr said they always broke them up

Commissioner Tarr moved to bring back tier 4 back to the table  
Seconded by commissioner Bittar  
Motion carried

Commissioner Bittar said that since they were using Branded, they fund the shirts at \$6 but can also fund the one time set up fee as another line item. That is less than they need to spend. Asked if they do screen printing.

Commissioner Tarr said yes. They would add the screen printing as a six dollar cap and the shirts are three dollars, so it comes out to nine dollars a shirt.

Commissioner Bittar asked if they needed to change the unit price for the shirt.

Commissioner Ronquillo said that because they were not funding screen printing the shirt, they are adding extra charge for printing and set up fee, and it works out more for them.

Commissioner Bittar moved to change nonfood item 1 to a unit price \$4, add line 2 one time set up fee, unit price \$20, line item 3 screen printing unit price \$2.40, quantity 12 by unanimous consent.  
No dissent; motion carried.

Commissioner Bittar moved to Women's Club Volleyball's tier 4 application for \$96.80

Commissioner Hidalgo seconded.  
Motion carried.

Nevada Pre-Optometry Association sent the president and vice president/treasurer; they are not ASUN officials.

Commissioner Desamero said he couldn't open the spreadsheet

Commissioner Hidalgo said he had it but didn't upload it.

Nevada Pre-Optometry Association didn't know about the shirts and the cap so put the cap of 6. They can resend the application

Commissioner Hidalgo asked if they used the sheet on the website

Nevada Pre-Optometry Association said yes but they had a Mac.

Director Long asked they use a school computer or excel to not mix up the format.

Commissioner Hidalgo asked if they had the t-shirt design

Nevada Pre-Optometry Association said no

Commissioner Hidalgo said they will add a stipulation for the design. It must be sent to Director Ayard and have ASUN logo.

Commissioner Bittar asked if they looked at the supporting doc

Commissioner Ronquillo asked if they talked to a vendor about a shirt

Nevada Pre-Optometry Association said no

Commissioner Hidalgo said that the stipulation said they cannot have the money until the card is approved

Commissioner Ronquillo said there is no supporting document, it was just a Word document.

Commissioner Bittar said they can send us the supporting document later. Asked what the difference is between having someone send a doc later versus just having someone put a placeholder and a stipulation.

Commissioner Ronquillo said he thinks it's okay because it's a design.

Commissioner Hidalgo moved to approve this tier 4 application in the amount of \$90.48

Commissioner Ronquillo seconded

Commissioner Tarr felt they had said no to clubs that didn't send the supporting docs they would need to strike t-shirts since that is what they did.

Commissioner Carrasco said they did it in the past is if they had everything but they logo, and that was the stipulation. She didn't think they should make exceptions

Commissioner Hidalgo retracted

Commissioner Bittar moved to take a roll call vote to strike line item.  
Commissioner Tarr seconded

Motion carried; Commissioner Hidalgo nayed.

Commissioner Bittar asked what the pins were for

Nevada Pre-Optometry Association said to promote the club.

Commissioner Bittar moved to approve Nevada Pre-Optometry's tier 4 application for \$18.48

Commissioner Hidalgo seconded.

Director Long said in the future, for supporting documentation, the commission is looking for an invoice for a color for screen printing in a location for t-shirts. The Wolf Shop for sure will do that.

Motion carried.

Commissioner Bittar moved to indefinitely postpone Delta Sigma Pi.

Commissioner Tarr seconded

Commissioner Desamero said they will come next week.

Motion carried.

Commissioner Tarr said they heard Steel Bridge Competition Team during public comment and said they didn't need to comment.

Commissioner Desamero said the amount was 576 dollars at 60 percent.

Commissioner Bittar moved to approve in the amount of \$576

Commissioner seconded.

Motion carried

MHRA sent the president and treasurer; they are not ASUN officials. They had five identical applications for five identical events

Commissioner Tarr asked if they funded this in the past.

MHRA said yes.

Commissioner Ronquillo asked if they limited it to a certain amount for the food.

Commissioner Tarr said no. To stick to precedent, they shouldn't now.

Commissioner Carrasco asked if this was like the lecture series. Asked them to explain the event

MHRA said they have done the same lecture series since they started 25 years ago. They bring in speakers from the Nevada area in order to give exposure to job areas and speak on how to get ahead in their field.

Commissioner Bittar said they emailed Wang with supporting doc with 50% discount

MHRA said the discount was done by Port of Subs, they do it when they show up but do have receipts on file. They use the same document every year. They don't have documents, it's just an agreement between her and the manager there.

Commissioner Tarr moved to approve this application in the amount of \$35.98

Commissioner Ronquillo seconded

Motion carried

Commissioner Bittar moved to approve in the amount of \$35.98

Commissioner Roquillo seconded

Asked if they could approve multiple applications at the same time

Director Long said no

Motion carried

Director Long said they can but it is not in good practice.

Commissioner Bittar moved to approve the application in the amount of \$35.98

Commissioner Hidalgo seconded

Motion carried.

Commissioner Bittar moved to approve this application in the amount \$35.98

Commissioner Ronquillo seconded

Motion carried.

Commissioner Bittar moved to approve this application in the amount of \$35.98

Commissioner Carrasco seconded

Motion carried.

*Commissioner Ronquillo left the room at 6:11 pm*

Nevada Student Ambassadors sent the treasurer and a proxy; notice sent to Ronquillo. They are not ASUN officials.

Commissioner Hidalgo said everything looks fine, they are just funding for sweatbands.

Commissioner Tarr said that Carrasco pointed out the \$3.11 was really an actual \$3.11 and a quarter of a penny, which shows a rounding or calculating error. Asked how they would deal with that

Commissioner Desamoro asked they repeat it again

Commissioner Tarr said there must be a calculating.

Commissioner Bittar asked if they could do at quantity of 8 with unit price of \$24.90

Commissioner Hidalgo said they needed to break it up.

Director Long asked what the supporting documentation said

Commissioner Hidalgo said they needed to break it up line item by line item.

Director Long said he would break it up like that; blue, green, black, gray, pink, orange. With quantity 8 at unit price of \$24.90.

Commissioner Tarr moved to strike line item 8 with unanimous consent

There was no dissent; motion carried.



Commissioner Tarr moved to add line item two, non-food item two blue sweatband, black sweat back, line item four to pink sweatband, line item five to green sweat band, line item six to gray sweat band, line item seven to purple sweat band, and line item eight to orange sweat band, all with quantity 8 and price of \$3.11.

Commissioner Bittar said they ran into the same issue again, the two cent rounding error. It's supposed to be 24.90.

Director Long said to put it in as 3.1125. All central station will see is the total price of the application. Make a comment in the additional comments section that it's 3.1125 per sweat, or add an extra decimal place.

Commissioner Bittar seconded.

Motion carried.

Commissioner Bittar moved to approve tier 1 application for \$119.52

Commissioner Hidalgo seconded.

Motion carried.

**Action:** The Commission will make edits and discuss governing documents for the Department of Clubs and Organizations.

**i. Club Support Funding Policy Manual**

**ii. Department Procedures Manual**

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

**6. REPORT OF THE CLUB SUPPORT FUNDING MANAGER\***

**7. REPORT OF THE COMMISSIONERS**

The Club Commissioners will each give their report.

- a. Luke Bittar, Sports and Recreation
- b. Roderick Hidalgo, Greek Life/Service and Community Outreach
- c. Adam Tarr, Pre-Professional and Academic: Arts, Business, & Education  
Tarr said policy changes are slowing down. Next week they can provide feedback, and will have a town hall for all the clubs and will send that out on the listserv. Asked the commission to read over it to have an opinion.
- d. Rachel Wang, Pre-Professional and Academic: Science & Engineering
- e. Casandra Carrasco, Multicultural & Diversity
- f. Kenneth Ronquillo, Campus Life/Faith Based/Social & Political Involvement

**8. APPROVAL OF MINUTES**

- a. February 3<sup>rd</sup>, 2017 @ 4 PM
- b. February 3<sup>rd</sup>, 2017 @ 5 PM
- c. February 4<sup>th</sup>, 2017

Commissioner Bittar moved to approve the minutes from February 3<sup>rd</sup>, 2017 at 4 pm.

Commissioner Hidalgo seconded

Motion carried.

**9. REMARKS**

- a. Members of the Commission may give remarks to the Director and Funding Manager.

**10. STAFF REPORT(S)**

Dr. Ayard said they are dealing with issue of when talking with dealing for meeting funding period. Needed to research more but what the manual said spend by date of funding. But it was unclear what it meant. For example, someone had an event at Joe prior to the funding deadline, and the event is later. They need to define that. There are organizations that host events but don't get the invoice until after they host the event. How do they interpret that. Needed clarification of what that meant and then she and Logan will make memo to present to Central Station to show them how to handle those types of invoices. There is some gray area but it is causing issues. They mentioned shirts earlier, will work with Director Long to streamline that, but thank you for reminding people. Most times it's not an issue. It needs to be approved with herself or Amy.

#### **11. PUBLIC COMMENT**

Sigma Kappa submitted a club funding application but something went wrong. They sent information in a way to prove that they did submit the application. Had spreadsheet and supporting documents, but wants to know what is going on.

Director Long said they had discussed it over email and asked Desamero to investigate

Commissioner Desamero said they will bring it up in front of commission. He searched the records but couldn't find it. They get an email from the funding Manager when they submit. Asked if they did it through Caspio

Sigma Kappa said yes.

Commissioner Desamero wanted to know what the commission thought, if they should hear it as emergency funding

Commissioner Hidalgo wanted to hear it

Commissioner Tarr asked if they could forward the stuff

Commissioner Hidalgo asked if there was a period when Caspsio was down.

Sigma Kappa said they submitted January 20<sup>th</sup>. They were going to ask questions but it wouldn't go through and she asked Hurdle and she answered questions

Dr. Ayard said that maybe there is another Caspio or an old link. They preferred they went to the ASUN website and then club funding. That might have something to do with it. She can ask Raul Rodriguez.

Director Long said that was pretty unforeseen on their end. If they didn't now and had to investigate for days to figure out that makes it unforeseen.

Commissioner Hidalgo agreed. They should hear them.

Commissioner Desamero said they had to hear it on February 14<sup>th</sup> to be agenized.

Director Long asked if February worked

Sigma Kappa said yes. Asked if she had to be there, she was not the president or the treasurer.

Director Long said she didn't have to but could if she wanted to.

Long said that Senator Tayler was present, and she was interested in the commission for next year. Asked her to come in to see the process of it. If they see her around say hi. some interns and team. Reach out if they had questions.

**12. ADJOURNMENT**

Director Long adjourned the meeting at 6:27 pm.

*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.*