

Clubs and Organizations Commission
Department of Clubs and Organizations
Minutes for Monday, August 28th, 2017 at 5:30 PM
Joe Crowley Student Union, Presidents' Conference Room, 3rd Floor

1. CALL MEETING TO ORDER

Director Desamero called the meeting of the Department of Clubs and Organizations to order on August 28th, 2017 at 5:34 pm in the President's Conference Room of the Joe Crowley Student Union. Presiding Secretary, Kaitie Christensen.

2. ROLL CALL

Director Desamero and commissioners Bittar, Gomez, Adams, Hickman, and MacNeill were present. Commissioner Wang was absent excused.

3. PUBLIC COMMENT

4. POLICIES, PROCEDURES, AND ADMINISTRATIVE ACTIONS

- a. The Commission may discuss and/or act upon items regarding Department policies and procedures, Club Support Funding requests, conduct proceedings requests, and other matters related to the functions of the Department.
 - i. **Action:** The Commission will hear the following Operations funding requests.
Director Desamero asked the club to introduce themselves and if they sent a proxy email

Plant club said they sent one to Rachel and neither were ASUN officials. They were requesting money for a moss ball work shop, like tiny baby moss balls. They have the event on campus for free for students

Commissioner Adams moved to approve Plant Club for 183.96
No second

Commissioner Gomez said the moss balls are coming in packs of 20

Plant club said yes

Commissioner Gomez moved to change nonfood item one to quantity eight at unit price \$15.98

Commissioner Adams said he needed to look at it. It looked weird.

Director Desamero said it should reflect the supporting docs
Motion carried

CSFM Bittar said it was the same amount

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

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Commissioner Hickman moved to move non-food items line four and five to food items

Seconded by commissioner Macneill

Motion carried

Commissioner Gomez moved to approve plant club

Seconded by commissioner Hickman

Motion carried

Director Desamero said they already reviewed professional network of women, so they provided flexibility.

Our story introduced their president and treasurer.

Director Desamero asked if they had a proxy email

Our Story said they were pretty sure they sent it

Commissioner Adams said the secretary had to write everything, it's hard when there are lots of people talking.

Commissioner Gomez said what do you call a fake noodle? An IMPASTA

Our Story said they just started last year, and their goal was to let students have a platform to talk about their story and why they are who they are

CSFM Bittar said he received the email

Our Story said they wanted this funding for the whole semester for 11 events. They are a club on campus for students to share personal stories, ranging from racism to racist encounters, heartbreaks, finances, and last semester they hosted events but paid out of pockets. So they reached out and Sandy directed them. They are requesting for things they need for the rest of the semester, and likely the year

Commissioner MacNeill said she only saw documents for the video card and website

Our Story said they had the rest of them

Director Desamero asked if they could see it

Our story said they had two copies of each

Commissioner Macneill asked them to explain

Commissioner Adams said he didn't see anything about otter pops. He still had comments about the button press

Our story said they could get that one or the one they saw online, but Amazon changes prices weekly. The cost is higher but then they were looking at with the funding, they would currently place some funding into that, and if they decided to do fewer banners they can pay for the buttons.

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Commissioner Adams said he forgot who did it, At One, and they had a cap on how much they can give for the buttons and he was not sure if they would be allowed to get the button press. They could just fund the cap for the buttons and go through out one. There are also stickers listed, but no quantity or price listed.

Our Story said they weren't sure how much it would cost

Commissioner Adams said they had a cap for screen printed t shirts at 6 dollars, and they have to attempt to go through the wolf shop if they are cheaper. They had to have documentation before they gave money. He understood that this was their first time and that was intimidating.

Commissioner Hickman said the t-shirts had to have the ASUN logo and the banner as well

Commissioner Adams moved to strike line items two, five, and food item one from the funding application by unanimous consent.

CSFM Bittar said the application was now 828.20

Commissioner MacNeill moved to change nonfood item three, unit price three to six dollars

CSFM Bittar said the application was 628.20

Commissioner Adams moved to add a stipulation that Our Story had to provide them with a design of the t-shirt including the ASUN logo and attempt to go through the Wolfshop

Commissioner Adams asked what they need for the ted talk.

Our Story said it would be two of the plywood if they make the large and small signs.

Commissioner Adams said they can request funds at any time, so the stuff they removed or didn't fund, they can come back for. But they can't fund retroactively.

Commissioner Adams moved to change nonfood item line four to read "sheet plywood" and change the quantity to two and price to 22.15

CSFM Bittar said the application was 632.50

Commissioner Adams asked what the video card device was for.

Our Story said they would stream all their events live. When they set up, they use the hand camera and stream the events live on Facebook and twitter with the consent of the speakers. They need to transfer the video image and convert it to a data form that is readable so they can stream live on social media. They use the At One and they anticipate a lot of students to attend. They might host events at the At One and have extension or overflow in another room.

Commissioner Gomez moved to change nonfood item line seven, item name to "game recorder"

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Commissioner Adams said they just had to have it say what it said. Amazon doesn't pay for taxes.

Our Story said they would have the Wolf Shop buy it from Amazon and they would buy it from the Wolfshop

Commissioner Gomez said he didn't see documentation for the price of the buttons.

Commissioner Adams said he didn't see it

Commissioner Gomez said without the documentation they can't fund them. They can go through the KC. It's only 10 cents per button at the At One, and it's closer.

Commissioner Gomez moved to strike nonfood item one by unanimous consent

CSFM Bittar said it was now 560.50

Commissioner Adams moved to approve Our Story for 560.50

Commissioner Hickman seconded

Motion carried

Director Desamero said that was a lot of stuff. There is an overview of the funding manual on the website and everything they need to know for the caps. They also have the manual on the website, and they use that for a basis on the website. Make sure to talk with their commission to go over everything.

Commissioner Adams said great first attempt

KAPPA DELTA CHI introduced their proxy for president and proxy for treasurer.

CSFM Bittar said he had the proxy email

KAPPA DELTA CHI said they were not officials. They were requesting items to make first aid kits for the homeless and for t-shirts

Commissioner Hickman asked for supporting documentation for the t-shirts, they had pictures of the shirts but not the price

KAPPA DELTA CHI said they were asking for the cap

Commissioner Bittar asked if they spent the money because the date said August 22

KAPPA DELTA CHI said no

Commissioner Adams asked if they went through the Wolfshop

KAPPA DELTA CHI said they always went through the same third party vendor

Director Desamero said the policy with the Wolfshop was as of April, so it's new. They used it in spring. They want the quote that they have with the third part should be brought to the Wolfshop, and if they can't quote it then they can use a third party.

Commissioner Adams moved to strike nonfood line item one from the application unanimously

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Motion carried

CSFM Bittar said the amount was 162.27

Commissioner MacNeill moved to approve KAPPA DELTA CHI in the amount of 162.27

Commissioner Adams seconded

Motion carried

Director Desamero said they needed to resubmit an application for shirts and then see if they price match. It takes a long time to get shirts, usually a week at the fastest.

KAPPA DELTA CHI said they sent in the order for the request

Director Desamero said they might have to use their club account for that

Commissioner Gomez said to reach out with their commissioner to make sure they “dotted all their T’s” to make sure they got all their funding. Their next meeting was Tuesday

Commissioner Hickman said she was their commissioner

Director Desamero said he worked with Anthropology club and they submitted for on campus but he agenized under operations

Commissioner Gomez and CSFM Bittar said they couldn’t open the spreadsheet

Anthropology club said they did not submit this application

Commissioner Gomez said the file was corrupt

Commissioner Adams said he thought that they could look at it and see if they could gather the total and if it made sense

Commissioner Gomez said they could skip it for now, and have them ask their president and treasurer for the funding application

Commissioner Adams asked if they could hear it as an emergency application

Anthropology club said they were told they couldn’t submit the information. The person was in class and they couldn’t answer

Director Desamero said the meeting would last for a while, they could contact and get back

Anthropology club said they could try that

PI KAPPA PHI introduced their president and treasurer. Neither were ASUN officials. They were applying for Rush Week, like GSR stuff to hit golf balls, getting food, and more sports stuff like a football, soccer disks. They were going one day at the park for sports and they were doing a bbq. It’s for the week of the 4th through the 8th for rush week.

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Commissioner MacNeill said she wanted to clarify that they wanted to use operations. They would have like a dollar left.

PI KAPPA PHI said yes

Director Desamero asked if they requested funding before

PI KAPPA PHI said yes, in different tiers

Commissioner Adams asked if they contacted the Wolf Shop for t-shirts

PI KAPPA PHI said yes for the nonfood items and they would consult with the Wolfshop

Commissioner Gomez asked if anyone saw supporting documents for the hot dogs. They had burgers twice on the ap.

Commissioner Adams asked if they wanted the hot dog buns if they didn't get the hot dogs

PI KAPPA PHI said no

Commissioner MacNeill said they would get it if they had the docs

PI KAPPA PHI said they don't need them

Commissioner Hickman asked if they had proof for the t-shirts with the ASUN logo

PI KAPPA PHI said they had the design without the logo. Here should be an invoice with the price.

Commissioner Hickman said they needed the draft of the design.

Commissioner Adams said branded does it differently and break it up, but they are so close to the cap that they don't think that breaking it up would make a difference.

Director Desamero asked what they would split up

Commissioner Adams said if they split up the t-shirts it will be over the funding cap

Director Desamero said for the spreadsheet they had to make sure that all items

CSFM Bittar said if they would attempt to go through the wolf shop t would be more beneficial to leave it

Commissioner Adams said they could split it up, but if they did it would be over the funding cap

Director Desamero said they could just cap it at 1000 because how it works is central station sees something different in the blue squares. They don't see the items, and operations automatically remits. In the case that it doesn't work out, he and Bittar could change the line items in the stipulation.

Commissioner Gomez asked to be excused

Commissioner Gomez left the room at 6:19 pm

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Director Desamero asked if the commission wanted to split it up

Commissioner Hickman said it would be better to leave it because if they end up going through the Wolfshop it would be a mess.

Commissioner Adams said they don't pay for tax through Amazon.

PI KAPPA PHI said they were tax free on Amazon.

Commissioner Adams said there was a discrepancy in price between the sports scrimmage vest and documentation. It's a red picture.

Commissioner MacNeill said 36.37 on the picture and 31 on the spreadsheet.

Commissioner Adams said if there was a discrepancy but changing it would put them over the cap they have to change it anyway

Director Desamero said Bittar would input the cap

Commissioner Hickman moved to change nonfood item line 11 to unit price 36.37

CSFM Bittar said it was now 1007.60

Commissioner Adams moved to add a stipulation that PI KAPPA PHI had to attempt to go through the Wolfshop and that they provide them with a proof of the design with the ASUN logo

Commissioner Hickman asked if they moved to approve they say 1000 dollars

Commissioner Hickman moved to approve for the amount 1000 dollars
Seconded by commissioner Adams

Commissioner Adams said they only requested a few extra dollars, they don't have to spend it all. It will remit in a month.

Commissioner Adams asked if they removed the hot dogs and the buns. Never mind.

Director Desamero asked if Anthro was okay

Anthropology club asked if it was okay to resubmit for next week

Director Desamero said their application was for club fair

Anthropology club said they got funding for club fair in July and they haven't spent the money from the summer

Director Desamero said it was auto remitted, so they can't use it after a month. That's in the policy manual. They can't access that money anymore, but they can rerequest it

Commissioner Adams said all they need is a spreadsheet with all the information.

Anthropology club said they can't get ahold of her

Director Desamero said they could keep going and come back.

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ALPHA PHI OMEGA introduced their secretary and treasurer.
CSFM Bittar had a proxy

ALPHA PHI OMEGA said they were not ASUN officials. They were asking for funding for a service fraternity. There were some bumps in the road, they just got the funding email and wanted funds for new clubs. They got the email the day before it was due, so they had to rush it.

Director Desamero said operations could be requested at any time. Asked if they needed the funds now. They can request at any time, it can be used the next week. They will review, and if they choose not to spend it, it will be auto-remitted. They will try to get Bittar to send notifications. They would have to submit by Wednesday night

Commissioner MacNeill moved to change nonfood item line one to unit price of six dollars unanimously
Motion carried

Commissioner Adams moved to add a stipulation to go through the Wolfshop and include an ASUN logo

CSFM Bittar said the amount was 120

Commissioner Macneill moved to approve ALPHA PHI OMEGA for 120 dollars
Seconded by commissioner Hickman
Motion carried

Student Trauma Intervention Program introduced their president and vice president

CSFM Bittar said he had a proxy

Student Trauma Intervention Program said they were not ASUN officials. They wanted funding for their recruitment for food and sweatshirts. They work with the local chapter that does volunteer for first responders on scene to provide emotional and practical support for the family members. It's hard to recruit before it takes a lot of time

Director Desamero asked if they submitted with an old spreadsheet

Student Trauma Intervention Program said possibly

Director Desamero said they said to use the new spreadsheets. This was really old from three years ago. Asked Bittar to transfer it to a new spreadsheet. In the meantime, it can be reviewed.

Commissioner Hickman asked if they had a sweatshirt cap

Director Desamero said yes. Plain sweatshirts and pants are 10 dollars if not embroidered.

Commissioner Adams asked if they had to change it, because these will be screen-printed. Branded did it different, and they were buying separately.

Student Trauma Intervention Program said it was all through one company

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Director Desamero said it had to be through the Wolfshop
Commissioner Adams asked if the cap had to be for it. On the spreadsheet it said 11, but did it have to be ten or 11?

Director Desamero said that was up to their interpretation

Commissioner MacNeil said in the past they itemize it like the company does

Commissioner Adams said he was talking about the unit price of the item itself

Director Desamero said for the cap plain shirts were ten but screen-printed was 15.
Should they could the final product or the ten-dollar cap?

Commissioner Adams said the wording said “will not be” screen printed but these ones will be screen printed.

Director Desamero said that was interesting

Student Trauma Intervention Program said they got approved for the same thing last year

Director Desamero said every year was different in interpretation.

Commissioner Hickman said she would do it at the 15-dollar cap because they would be screen printed and that follows the manual

Director Desamero said that was friendlier

Commissioner Hickman said for the nonfood items, they could take the total and divide it by 15 to get the total

Director Desamero said they could distribute the 15-dollar cap among all the items

Commissioner Hickman said it would be easier to have it as one item rather than broken down

Director Desamero said to think of it like accounting in order to allocate money

Commissioner Adams said he was confused. It made sense to change it for the Wolfshop

Director Desamero said they could make duplicate items to take from one item rather than the five and the rest would be unused

Commissioner Adams moved to add non-food item line four, screen printed sweatshirts, quantity 60 at unit price 15 unanimously

Commissioner Hickman asked why they weren't changing line item one to a unit price instead of adding another line item

Commissioner Adams said he left it in case they went through branded
Commissioner Adams retracted

Commissioner Hickman moved to change nonfood item line one to unit price 15 unanimously

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CSFM Bittar said it was now 1236.21

Commissioner Adams moved to approve STI for 1000 dollars

Director Desamero asked if he was sure
Commissioner MacNeill seconded

Commissioner Adams retracted his motion

Commissioner Adams added a stipulation to go through the Wolfshop unanimously
Motion carried

Commissioner Hickman moved to approve STI for 1000 dollars

Seconded by commissioner Adams
Motion carried

Director Desamero asked Anthro how they were doing

Anthropology club said they would resubmit

Director Desamero said club fair was on Thursday

Anthropology club said it was okay. Asked if they could get reimbursed

Director Desamero said no

Commissioner Adams said he was dyslexic.

Director Desamero said they had to postpone women

Commissioner Hickman moved to indefinitely postpone

Seconded by commissioner Adams

Commissioner Adams asked if they needed to postpone Anthro

Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
Professional Network of Women	Operations	\$66.15		
Our Story	Operations	\$987.40	Operations	560.50
Kappa Delta Chi	Operations	\$282.27	Operations	162.27
Anthropology Club	Operations	\$188.83	Operations	
Pi Kappa Phi	Operations	\$998.84	Operations	1000
Plant Club	Operations	\$183.96	Operations	183.96
Alpha Phi Omega	Operations	\$200.00	Operations	120
Student Trauma Intervention Program	Operations	\$1,000.00	Operations	1000

5. PROJECTS AND DEPARTMENT INITIATIVES

- a. The Department of Clubs and Orgs may discuss short-term projects, year-long projects, or large-scale Department initiatives for the purpose of developing new/existing programs, building Department infrastructure, or engaging clubs and organizations on campus.

- i. **Proposition of New Tasks, Projects, or Department Initiatives**

- ii. **Short-Term Projects:**

1. Fall Club Fair: Noah Adams and Katie Hickman
Director Desamero said he would send Katie the schedule for the day of for everyone's responsibilities. During the day, there will be a lot of clubs who switch tables or show up and don't have a table. There will be a section for non-recognized organization. If anyone switches tables, he will make a sheet with a column and she will write down the new table spot for them. They will organize by coalitions.

Commissioner Hickman asked the time frame

Director Desamero said it could start as early as one for programming and ends at 8:30 or 9. It was a full eight hours in terms of what they were doing. He will send out emails and by that day everyone should have a detailed description

Commissioner Adams asked the date and time

Director Desamero said 1:30 to eight on August 31st. Make it when you can. Adams will work on the Givepulse thing to get that uploaded.

Commissioner Adams said the day of he was free from one to three and six to 8:30 for set up and takedown

Commissioner Hickman said she didn't get out of work until two so that was perfect. Asked if he could put their phone numbers on the Givepulse thing

Director Desamero said yes

Commissioner MacNeill asked to be excused

Commissioner MacNeill left the room at 6:48 PM

Director Desamero said this event was good. There were 217 signups and 235 tables. Last year they had 197 signups and 220 tables. So he got more tables but they are exceeding expectations. If anyone wants to still sign up, send him an email with the same information as the club signup sheet and he will set that up.

Commissioner Hickman asked for the nonrecognized clubs, were they first come first serve

Director Desamero said he was saving five tables for them but it will work

Commissioner Hickman asked when they come to check it

Director Desamero said three

Commissioner Hickman asked if they were doing that

Director Desamero said he would assign that and he would work with the director of Programming. They will work a table and he will contact them. He will forward all the details to everyone.

Commissioner Adams asked if he would send him the information on the sign-up sheet

Director Desamero said he was still changing the coalitions and he will upload that to box

Commissioner Hickman said she kind of had access, but she couldn't see the club fair

Commissioner Adams said he just got access to his email and he hasn't checked box yet.

2. iLead Conference: Rachel Wang

Director Desamero said Wang was absent excused. Wang wanted to make sure they turned in all their stuff and did everything on time.

Commissioner Adams asked if she needed help

Director Desamero said to ask her

Commissioner MacNeill entered the room at 6:54

3. Service Palooza / Taste of Reno: Brooke MacNeill

Director Desamero said servicepalooza was fun and there were a lot of people, they ran out of food tickets. It was fun and successful, in the future they should coordinate with the chair for civic engagement to get more service clubs there. Last year there was a lot more diversity.

4. FAQs: Luke Bittar

Director Desamero said they would get hat up in a month when things die down. The first two weeks were busy. Once the deadline passes, they can get that going.

iii. Year-Long Projects:

1. Advisor Outreach: Rachel Wang
2. Funding Tracker: Luke Bittar

iv. Department Initiatives:

1. clubLead

Director Desamero said they would start hitting these topics during regular meetings

Commissioner Adams asked what time

Director Desamero said 7:30. Keep up on emails, they won't have another department meeting until club fair.

2. Club Retention Program

6. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS*

- b. The Director of Clubs and Organizations, Jared Desamero, will give his report.
- v. General updates from the Director regarding the Department.

Director Desamero said he had his pick for the sports coalition, this person was going through senate on Wednesday, and he had been coordinating with them to speak in front of senate. They had good recommendations and good feedback. Go to the meeting on Wednesday if you can make it.

Commissioner MacNeill asked if they could be late.

Director Desamero said that they could

Commissioner Hickman recommended not using the main door so they don't have to walk through senate.

Director Desamero said they would be public comment and could sit in the audience. He had been working on sash change with Senator Thummel, and he will send him that soon. The first meeting was Friday

Commissioner Adams asked if that was for changing the funding manager

Director Desamero said that would change to assistant director to reflect the increase in duties and update the SAS to reflect the department

Commissioner Adams said they were not changing the coalitions to anything more than what they already are

Director Desamero said it would shift the internship to the assistant director

Commissioner Adams asked if they would change the manual

Director Desamero said yes that would be on the agenda. They didn't need senate to approve they just had to present it

Commissioner Adams asked who would present it

Desamero said that could be anyone. It was recommended that the director attend senate meetings, so he could make the presentation and he would attend senate every week.

vi. Communications from the President, the Senate, and other officers of ASUN.

7. REPORT OF THE CLUB SUPPORT FUNDING MANAGER*

- a. The Club Support Funding Manager, Luke Bittar, will give his report.
- i. General updates from the Club Support Funding Manager regarding the Club Support Funding account and the Clubs and Orgs Internship Program.
- ii. Director Desamero said he would meet with Bittar. Asked if he could post agendas
- iii. CSFM Bittar said yes

8. REPORT OF THE COMMISSIONERS*

- a. The Club Commissioners will each give their report.
- i. Sports and Recreation
- ii. Katie Hickman, Greek Life / Social & Political Involvement
Commissioner Hickman said she met with the Young Democrat and Socialists and they are pumped but they are having troubling finding and advisor. She said to email her if they couldn't find one and she could help.

Commissioner Adams said because it was socialism it was difficult.

Director Desamero asked how clubs could get an advisor

Commissioner Adams said check instructors

Director Desamero said faculty could serve the purpose

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- iii. Patrick Gomez, Pre-Professional and Academic: Arts, Business, & Education
- iv. Rachel Wang, Pre-Professional and Academic: Science & Engineering
- v. Brooke MacNeill, Faith Based / Service & Community Outreach

Commissioner MacNeill said she met with someone who wanted to start a club but was overwhelmed. She was getting emails from Jared Demotto about clubs who renewed. They have to come to a meeting.

Director Desamero said if they finished renewal they didn't have to come to a meeting. That was only for new clubs

Commissioner MacNeill asked when new clubs need to come

Director Desamero said right after they finish

Commissioner Hickman asked who was the reviewer

Director Desamero said Jared Demotto

CSFM Bittar said he did officer transitions too.

Director Desamero said Jared had another person who he was training

- vi. Noah Adams, Campus Life / Multicultural & Diversity
Commissioner Adams was contacted by WolfPack Vets. They sent an officer transition from twice

Commissioner Bittar said Philippe contacted him

Director Desamero said Jared should be handling the forms and he can make sure they bring it up
Commissioner Adams said he was in email contact with someone who was starting a club called no Stigma Nevada, part of this national organization, but before it can be a part of that it has to be called something else. It's about how college students deal with mental illness. He told her options she had. She emailed and called him, but he didn't know the answers. How often do clubs meet? How often do officers meet? How do we enforce attendance? How do we track community service? Two ladies want to be president, and she doesn't want to disappoint them.

Commissioner Hickman said that would be something up to the club. You don't have to tell them to pay dues. They have to have officers, but everything else is up to her

Commissioner Adams said she was not the advisor; she was an alumna who was helping them. Asked if they tell her to let the people vote

Director Desamero said that was up to the club, but they cannot charge a fee, it has to be open to the public, but they if they charge a fee it can't stop someone from attending meetings.

Commissioner Adams said that was a due paying member

CSFM Bittar said they can do that, but they can't discriminate

Commissioner Adams said with the whole officers thing, should he tell her how to structure it?

Director Desamero said they should be concerned how they want to do things. They have a strict president, vice president, treasurer, and they could do that on their own. That was at the club level. For their purposes, they needed someone listed for president and treasurer.

9. APPROVAL OF MINUTES

a. August 22nd, 2017

b. August 25th, 2017

10. REMARKS

Commissioner Hickman said happy birthday

11. STAFF REPORT(S)

Director Desamero said they were still looking for an assistant director, the people they interviewed denied the position. Everything was running smoothly with James and Jared

Commissioner Adams asked what that was the director of

Director Desamero said for the center for student engagement

12. PUBLIC COMMENT

Commissioner Adams said he hoped everyone had a great day

13. ADJOURNMENT

The meeting was adjourned at 7:15 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.