

Clubs and Organizations Commission

Department of Clubs and Organizations
Minutes for Friday, July 13, 2018 at 12:30 PM
William J. Raggio Building, Room 4063, 4th Floor

1. CALL MEETING TO ORDER

Director Bittar called the meeting of the Clubs and Organizations Department to order on July 13th 2018 at 12:41 PM in room 4063 in the William J Raggio building. Presiding Secretary Zachary Jacoby.

2. ROLL CALL

Director Bittar, and Commissioners Fiore, Keegan, Raquel, Setnan, and Young were present.

Assistant Director Hickman and Commissioner Fullmer were absent excused.

A quorum was met.

3. PUBLIC COMMENT

There was no public comment at this time.

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 and Summer Club Support Funding Requests.

Funding Block	Time	Club Name	Tier Requested	Amount Requested	Tier Funded	Amount Funded
A	12:30 PM	Wolf Pack Vets	On-Campus	\$1,425.35		
	12:30 PM	Pi Kappa Phi	Off-Campus	\$71.40		
	12:30 PM	Pi Kappa Phi	On-Campus	\$216.58		

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

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	12:30 PM	Pi Kappa Phi	Off-Campus	\$65.42		
	12:30 PM	Pi Kappa Phi	Off-Campus	\$97.20		
	12:30 PM	Pi Kappa Phi	Off-Campus	\$327.46		
B	1:00 PM	National Association for Music Education Collegiate	Operations	\$119.56		
	1:00 PM	Tau Kappa Epsilon	Off-Campus	\$770.46		
	1:00 PM	Japanese Student Action Network	On-Campus	\$1,021.29		
	1:00 PM	NSSLHA	On-Campus	\$491.45		
	1:00 PM	Kappa Delta Chi	Off-Campus	\$75.83		
	1:00 PM	Kappa Delta Chi	On-Campus	\$245.40		
C	1:30 PM	FarmHouse Fraternity	Travel	\$552.41		
	1:30 PM	InterVarsity Christian Fellowship	Operations	\$692.00		
	1:30 PM	InterVarsity Christian Fellowship	Operations	\$95.00		
	1:30 PM	InterVarsity Christian Fellowship	On-Campus	\$372.84		
	1:30 PM	The Coffee Club	Operations	\$213.28		
	1:30 PM	Sigma Alpha Epsilon Pi	Travel	\$903.60		
D	2:00 PM	Kappa Phi Lambda	Operations	\$725.23		
	2:00 PM	Kappa Phi Lambda	Travel	\$1,443.68		
	2:00 PM	Beta Beta Beta Biological Honor Society /Club	Operations	\$30.00		
	2:00 PM	Men's Ultimate Frisbee	On-Campus	\$342.00		
	2:00 PM	Nevada Pre-Dental Society	Operations	\$144.00		
	2:00 PM	Nevada Hockey	Operations	\$145.98		
E	2:30 PM	Nevada eSports	On-Campus	\$588.98		
	2:30 PM	The American Medical Student Association	Operations	\$353.62		
	2:30 PM	Society of Women Engineers	Travel	\$2,664.48		
	2:30 PM	Panhellenic Council	On-Campus	\$509.21		

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	2:30 PM	Panhellenic Council	On-Campus	\$1,152.35		
	2:30 PM	Alpha Epsilon Delta	On-Campus	\$29.87		
F	3:00 PM	Orvis Student Nurses' Association	On-Campus	\$23.35		
	3:00 PM	Orvis Student Nurses' Association	On-Campus	\$144.67		
	3:00 PM	Orvis Student Nurses' Association	Off-Campus	\$274.49		
	3:00 PM	Orvis Student Nurses' Association	On-Campus	\$113.87		
	3:00 PM	Orvis Student Nurses' Association	On-Campus	\$175.80		
	3:00 PM	Orvis Student Nurses' Association	On-Campus	\$268.20		
G	3:30 PM	Association for Computing Machinery	Operations	\$124.86		
	3:30 PM	Association for Computing Machinery	On-Campus	\$333.91		

Director Bittar stated that clarification for the on campus tiers will be made for each application.

Director Bittar asked to hear the funding application for the Coffee Club

The president and proxy were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

Director Bittar asked what the funding would be used for.

The representatives stated that the funding would be used to support their club this upcoming semester.

Commissioner Fiore reviewed the application and said that the ASUN logo was missing.

Commissioner Raquel moved to add a stipulation to add the ASUN logo to their banner proof by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Young moved to approve the application in the amount of \$213.28.

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Commissioner Raquel seconded the motion and all of the commissioners voted for the motion. It passed!

Director Bittar thanked the representatives for coming.

Director Bittar asked to hear the funding applications for the Pi Kappa Phi Fraternity

The treasurer and a proxy were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

Director Bittar asked what the funding for the first application would be used for.

The representatives stated that the funding would be used to take photos of their RUSH week events.

Commissioner Raquel moved to relegate the application to the operations tier by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Raquel moved to approve the funding application in the amount of \$119.00.

Commissioner Fiore seconded the motion and all of the commissioners voted for the motion. It passed!

Director Bittar asked what the funding for their second application would be used for.

The representatives shared that the funding would be used to purchase food for their RUSH event.

Commissioner Raquel moved to change food item line 1 to a unit price of \$15.99, line item 2 to a unit price of 19.94, line 4 to a unit price of 15.99 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Raquel moved to approve the funding application in the amount of \$216.20.

Commissioner Fiore seconded the motion and all of the commissioners voted for the motion. It passed!

Director Bittar asked what the funding for their third application would be used for.

The representatives shared that the funding would be used to purchase food for an invite only dinner event.

Commissioner Raquel moved to move food item line 4 and 5 to the nonfood item section by unanimous consent.

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There was no dissent to the motion and it passed.

Commissioner Young moved to approve the funding application in the amount of \$65.42.

Commissioner Raquel seconded the motion and all of the commissioners voted for the motion. It passed!

Director Bittar asked what the funding for their fourth application would be used for.

The representatives shared that the funding would be used to fund a RUSH event at a driving range.

Commissioner Young moved to approve the funding application in the amount of \$97.20.

Commissioner Raquel seconded the motion and all of the commissioners voted for the motion. It passed!

Director Bittar asked what the funding for their fifth application would be used for.

The representatives retracted their application.

Director Bittar thanked the representatives for coming.

Director Bittar asked to hear the funding application for the Wolf Pack Vets Club.

The president and treasurer were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

Director Bittar asked what the funding would be used for.

The representatives stated that the funding would be used to fund a barbecue for a welcome back event. The event is open to all students.

Commissioner Young shared that the application needed some changes.

Commissioner Young moved to strike nonfood item line 6 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Young moved to separate the t-shirts items by size by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Young moved to approve the funding application in the amount of \$1370.34.

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Commissioner Raquel seconded the motion and all of the commissioners voted for the motion. It passed!

Director Bittar thanked the representatives for coming.

Director Bittar asked to hear the funding application for the NSSLHA Organization

The president and treasurer were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

Director Bittar asked what the funding would be used for.

The representatives stated that the funding would be used to pay for Silver and Blue Catering.

Commissioner Fiore stated that the application was ready to be approved.

Commissioner Raquel shared that since this event was for graduate students, the club could not receive ASUN funding.

Director Bittar thanked the representatives for coming.

Director Bittar asked to hear the funding application for the National Association for Music Education Collegiate.

The president and treasurer were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

Director Bittar asked what the funding would be used for.

The representatives stated that the funding would be used to recruit new members.

Commissioner Young shared that the application was good but needed a stipulation.

Commissioner Young moved to add a stipulation that the club submit their proof to Central Station before receiving funding by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Young moved to approve the funding application in the amount of \$119.56.

Commissioner Raquel seconded the motion and all of the commissioners voted for the motion. It passed!

Director Bittar thanked the representatives for coming.

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Director Bittar asked to hear the funding application for the Tau Kappa Epsilon Fraternity.

The president and a proxy were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

Director Bittar asked what the funding would be used for.

The representatives stated that the funding would be used to purchase RUSH materials for this upcoming semester.

Commissioner Fiore shared that the application was ready to be approved.

Commissioner Young moved to approve the funding application in the amount of \$770.46.

Commissioner Raquel seconded the motion and all of the commissioners voted for the motion. It passed!

Director Bittar thanked the representatives for coming.

Director Bittar asked to hear the funding application for the Japanese Student Action Network.

The president and treasurer were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

Director Bittar asked what the funding would be used for.

The representatives stated that the funding would be used to fund their annual cultural festival.

Commissioner Raquel reviewed this application and shared that it was ready to be approved.

Commissioner Raquel moved to approve the funding application in the amount of \$1021.29.

Commissioner Young seconded the motion and all of the commissioners voted for the motion. It passed!

Director Bittar thanked the representatives for coming.

Director Bittar asked to hear the funding application for the SAEPI Fraternity.

The president and a proxy were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

Director Bittar asked what the funding would be used for.

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The representatives stated that the funding would be used to purchase flight for their national convention.

Commissioner Fiore shared that the application was ready to be approved.

Director Bittar asked to see a deposit slip for the club account.

Director Bittar shared that since they did not have the 60% for the travel application they could not receive travel funds.

The representatives shared that they would like to use the operations tier funding for this application.

Commissioner Young moved to relegate the application to the operations tier by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Young moved to approve the funding application in the amount of \$903.60.

Commissioner Raquel seconded the motion and all of the commissioners voted for the motion. It passed!

Director Bittar thanked the representatives for coming.

Director Bittar asked to hear the funding applications for the Intersarsity Christian Fellowship

The president and treasurer were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

Director Bittar asked what the first application funding would be used for

The representatives stated that the funding would be used to fund an interactive art event.

Commissioner Raquel moved to approve the funding application in the amount of \$372.84.

Commissioner Young seconded the motion and all of the commissioners voted for the motion. It passed!

Director Bittar asked to hear about their second application.

The representatives shared that the funding would be use for a student counseling event.

Commissioner Raquel moved to approve the funding application in the amount of \$692.00.

Commissioner Fiore seconded the motion and all of the commissioners voted for the motion. It passed!

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Director Bittar asked to hear about their third application.

The representatives shared that the funding for this event would be used for tabling purposes.

Commissioner Raquel moved to approve the funding application in the amount of \$95.00.

Commissioner Young seconded the motion and all of the commissioners voted for the motion. It passed!

Director Bittar thanked the representatives for coming.

Director Bittar asked to hear the funding application for the Beta Beta Beta Biological Honor Society.

Two proxies were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

Director Bittar asked what the funding would be used for.

The representatives stated that the funding would be used to purchase a new trifold for their table at the club fair.

Commissioner Young reviewed the application and shared that the club was missing supporting documents.

Commissioner Young moved to strike line item 4 by unanimous consent.

Commissioner Raquel moved to approve the funding application in the amount of \$24.71.

Commissioner Young seconded the motion and all of the commissioners voted for the motion. It passed!

Director Bittar thanked the representatives for coming.

Director Bittar asked to hear the funding application for the Nevada Hockey Club.

Two proxies were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

Director Bittar asked what the funding would be used for.

The representatives stated that the funding would be used to purchase hockey nets for their practices.

Commissioner Keegan reviewed the application and shared that it was ready to be approved.

Commissioner Raquel moved to approve the funding application in the amount of \$145.98.

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Commissioner Fiore seconded the motion and all of the commissioners voted for the motion. It passed!

Director Bittar thanked the representatives for coming.

Director Bittar asked to hear the funding application for the Nevada E Sports Club.

Two proxies were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

Director Bittar asked what the funding would be used for.

The representatives stated that the funding would be used to host their upcoming overnight LAN event. This event would allow new members to meet existing members while competing in competitive video games.

Commissioner Raquel reviewed the application and stated that the pricing for the Joe was an estimate and that anything over said estimate would be the club's responsibility.

Director Bittar also reminded the representatives about the commission's new reimbursement process.

Commissioner Raquel moved to approve the funding application in the amount of \$588.95.

Commissioner Young seconded the motion and all of the commissioners voted for the motion. It passed!

Director Bittar thanked the representatives for coming.

Director Bittar asked to hear the funding application for the American Medical Student Association.

The president and a proxy were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

Director Bittar asked what the funding would be used for.

The representatives stated that the funding would be used to make flyers for the upcoming club fair as well as purchase a renewal for their website's subscription.

Director Bittar asked if this event would be used to recruit new members.

The representatives said yes.

Commissioner Setnan reviewed the application and stated that everything was in order.

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Commissioner Setnan moved to approve the funding application in the amount of \$353.62.

Commissioner Young seconded the motion and all of the commissioners voted for the motion. It passed!

Director Bittar thanked the representatives for coming.

Director Bittar asked to hear the funding application for the Kappa Phi Lambda Organization.

The president and a proxy were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

Director Bittar asked what the funding would be used for.

The representatives stated that the funding would be used to purchase plane tickets so that some of their members could attend their national conference.

Commissioner Raquel reviewed the application and stated that he needed to make some changes.

Commissioner Raquel moved to add non food item line 1 with an item name of Roundtrip Flight, at a quantity of 2, at a price of \$700 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Raquel moved to approve the funding application in the amount of \$415.34.

Commissioner Fiore seconded the motion and all of the commissioners voted for the motion. It passed!

Director Bittar thanked the representatives for coming.

Director Bittar asked to hear the funding application for the Society of Women Engineers.

The president and treasurer were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

Director Bittar asked what the funding would be used for.

The representatives stated that the funding would be used to send 13 of their members to a professional development event this upcoming semester.

Commissioner Keegan asked if the club made sure their 40% was accurate in Central Station.

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The representatives stated that the 40% was in their club account.

Director Bittar reminded the club that they would be at the travel cap for the fiscal year after using the funds from this application.

Commissioner Raquel moved to approve the funding application in the amount of \$2500.

Commissioner Fiore seconded the motion and all of the commissioners voted for the motion. It passed!

Director Bittar thanked the representatives for coming.

Director Bittar asked to hear the funding application for the Alpha Epsilon Delta Organization.

The president and a proxy were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

Director Bittar asked what the funding would be used for.

The representatives stated that the funding would be used to purchase candy and food to hand out during the club fair and at their upcoming meeting.

Director Bittar asked if this meeting was for recruiting new members.

The representatives said yes.

Commissioner Setnan reviewed the application and shared that he needed to make changes.

Commissioner Setnan moved to change line item 1 to a quantity of 3, at a unit price of \$10.

Commissioner Raquel seconded the motion and it passed.

Commissioner Young moved to approve the application in the amount of \$24.85.

Commissioner Raquel seconded the motion and all of the commissioners voted for the motion. It passed.

Director Bittar thanked the representatives for coming.

Director Bittar asked to hear the funding applications for the Panhellenic Council.

Two proxies were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

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Director Bittar asked what the funding for the first application would be used for.

The representatives stated that the funding would be used to purchase food for their upcoming cookout event.

Director Bittar told the representatives that they could only receive funding for items that are on their supporting documents.

Commissioner Young moved to change food item line 6 to an item name of “Ketchup 3 Pack” by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Raquel asked if the event was for all students.

The representatives said yes.

Commissioner Raquel moved to approve the 1st application in the amount of \$509.21.

Commissioner Fiore seconded the motion and all of the commissioners voted for the motion. It passed.

Director Bittar told the representatives that they would now discuss their second application.

The representative stated that their second application was for their yearly event called GO FEST. They shared that the event is open to all students.

Commissioner Young reviewed the application and found nothing wrong with it.

Commissioner Young moved to approve the funding application in the amount of \$1152.32.

Commissioner Raquel seconded the motion and all of the commissioners voted for the motion. It passed.

Director Bittar thanked the representatives for coming.

Director Bittar asked to hear the funding applications for the Orvis Student Nurses Organization.

The president and a proxy were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

Director Bittar asked what the funding for the first application would be used for.

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The representatives stated that the funding would be used to have a movie night for their members at the Riverside Theater.

Commissioner Young reviewed the application and shared that it was ready to be approved.

Commissioner Young moved to approve the funding application in the amount of \$274.49.

Commissioner Raquel seconded the motion and all of the commissioners voted for the motion. It passed.

Director Bittar told the representatives that they would now discuss their second application.

The representative stated that their second application was for hosting a guest speaker at one of their upcoming meetings.

Commissioner Raquel asked if the meeting was closed off to non-members.

The representatives said no.

Commissioner Raquel moved to approve the funding application in the amount of \$268.20.

Commissioner Fiore seconded the motion and all of the commissioners voted for the motion. It passed.

Director Bittar told the representatives that they would now discuss their third application.

The representatives stated that this application was identical to their previous application, except that it would take place one month later.

Commissioner Raquel moved to approve the funding application in the amount of \$175.80.

Commissioner Fiore seconded the motion and all of the commissioners voted for the motion. It passed.

Director Bittar told the representatives that they would now discuss their fourth application.

The representatives stated that this application was also identical to the last.

Commissioner Raquel moved to approve the funding application in the amount of \$102.30.

Commissioner Fiore seconded the motion and all of the commissioners voted for the motion. It passed.

Commissioner Setnan left the room at 3:26 PM.

Director Bittar told the representatives that they would now discuss their fifth application.

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The representative stated that this application was for students to get to know their current members. They would be providing food.

Dr. Beattie shared that the organization is not able to store propane on campus and that a stipulation would need to be added to their application.

Commissioner Raquel moved to add a stipulation to withhold funds for this application until they received clearance from risk management by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Young moved to approve the funding application in the amount of \$144.67.

Commissioner Raquel seconded the motion and all of the commissioners voted for the motion. It passed.

Director Bittar told the representatives that they would now discuss their sixth application.

The representative stated that this application was for clinical pocket books to hand out to new nursing students.

Commissioner Young shared that the application was ready to be approved.

Commissioner Young moved to approve the application in the amount of \$23.35.

Commissioner Raquel seconded the motion and all of the commissioners voted for the motion. It passed.

Director Bittar thanked the representatives for coming.

Director Bittar asked to hear the funding applications for the Association for Computing Machinery.

The president and treasurer were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

Director Bittar asked what the funding for the first application would be used for.

The representatives stated that the funding would be used to host a recruitment event to tell students about their club. The event would take place in September.

Director Bittar told the representatives that they would need to spend the funding within one month of receiving it.

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The representatives decided to re-submit the application for a later meeting.

Director Bittar asked to hear about their second application.

The representatives shared that this application was for their barbecue mixer event.

Commissioner Young reviewed the application and moved to strike line 4 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Young moved to approve the application in the amount of \$314.92.

Commissioner Fiore seconded the motion and all of the commissioners voted for the motion. It passed.

Director Bittar thanked the representatives for coming.

- ii. The Commission will discuss and make decisions regarding the allocation of funds from the Department of Clubs and Organizations Budget.
 - a. Fall Club Fair 2018 - \$1,577.28
 - b. ASUN Retreat- \$44.00

Assistant Director Hickman joined the meeting at 3:51 PM.

Assistant Director Hickman explained that the budget proposal was for 150 tables and 300 chairs for the upcoming club fair. She shared that she was using Top Hat Party Rentals for the event.

Commissioner Raquel moved to approve the proposal in the amount of \$1577.28.

Commissioner Young seconded the motion and all of the commissioner voted for the motion. It passed.

Assistant Director Hickman stated that the next application was for the upcoming ASUN retreat. The funds would be used to purchase binders.

Commissioner Raquel moved to approve the application in the amount of \$44.00

Commissioner Fiore seconded the motion and all of the commissioner voted for the motion. It passed.

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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 Projects or Department Initiatives
 - ii. Short-Term Projects:
 1. iLead 2018: Wes Fullmer
 - iii. Year-Long Projects:
 - iv. Department Initiatives:

6. REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS

Director Bittar thanked the commissioners for their work today and told them that they were very patient with the clubs. He told the commission to brush up on their policies and ask him any questions if they had any. He then ended his report.

7. REPORT OF THE ASSISTANT DIRECTOR OF CLUBS AND ORGS

Assistant Director Hickman reminded the commission to reach out to clubs about the upcoming club fair.

8. REPORT OF THE COMMISSIONERS

Commissioner Fiore reported that the representatives from the Farmhouse organization retracted their application.

Commissioner Young had no report.

Commissioner Raquel shared that he has been tabling at orientation and teaching new students about the internship program.

There were no more reports at this time.

9. APPROVAL OF MINUTES

Commissioner Raquel moved to approve the minutes.

Commissioner Fiore seconded the motion and all of the commissioners voted for the motion. It passed.

10. REMARKS

There were no remarks at this time.

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11. STAFF REPORT(S)

- a. Members of the ASUN professional staff may provide comments, update the Commission, and discuss outreach to pending clubs and organizations.

12. PUBLIC COMMENT

There was no public comment at this time.

13. ADJOURNMENT

The meeting was adjourned at 3:57 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.

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