

[DISCUSSION DRAFT]

87th SESSION

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S. B. 87-

AN ACT TO CREATE THE DEPARTMENT OF PACK PROVISIONS UNDER THE ASSOCIATED STUDENTS OF
THE UNIVERSITY OF NEVADA

IN THE SENATE OF THE ASSOCIATED STUDENTS

MARCH 27TH, 2020

SUBMITTED BY SENATORS SIVAKUMAR AND SUPPLE TO THE SENATE OF THE ASSOCIATED STUDENTS

A BILL

AN ACT TO CREATE THE DEPARTMENT OF PACK PROVISIONS UNDER THE ASSOCIATED STUDENTS OF
THE UNIVERSITY OF NEVADA

1 *Whereas*, Pack Provisions is a service that provides access to perishable and non-perishable foods,
2 school supplies, hygiene items to members of the University of Nevada Reno community;

3 *Whereas*, Pack Provisions is currently a department under the Center of Student Engagement;

4 *Whereas*; Pack Provisions only has one student worker, the Director of Pack Provisions, who works
5 fifteen (15) hours per week and is paid eight thousand (8,000) dollars per fiscal year and hires unpaid
6 volunteers;

1 *Whereas*; there is one Center of Student Engagement Administrator, the Outreach Coordinator, who
2 directly supervises the Director of Pack Provisions;

3 *Whereas*, the current ASUN budget allocated ten thousand (10,000) dollars to Pack Provisions. Eight
4 thousand (8,000) dollars is the salary of the Director of Pack Provisions and the remaining two thousand
5 (2,000) dollars is the budget to operate Pack Provisions;

6 *Whereas*, the job duties of the Director of Pack Provisions are:

- 7 • Recruit, train, and supervise volunteers to operate the program
- 8 • Serve as an ambassador for the program by representing Pack Provisions on campus and
9 interacting with students and faculty members in person, on the phone, and through email.
- 10 • Keep inventory of items in the pantry and order food/goods when necessary.
- 11 • Initiate donation drives with student organizations and departments on campus to meet food and
12 fundraising goals of the program
- 13 • Identify and cultivate partnerships with the local community around donation of items.
- 14 • Greet students and faculty members and provide necessary information regarding the program,
15 including assisting visitors.
- 16 • Research literature and best practices of campus food pantries nationwide and stay apprised of
17 local and national conversations related to student food insecurity.
- 18 • Assist with loading and unloading of food from donation sites.
- 19 • Ensure the pantry is following proper health codes and ensure proper storage in accordance to
20 health codes by doing weekly visual checks and checking logs.
- 21 • Create and update information about various additional resources available to students/staff.
- 22 • Maintain program data records.
- 23 • Develop/Improve policies and procedures as necessary;

1 *Whereas*, the purpose of Pack Provisions is to support all members of the campus community to
2 promote success at the University of Nevada, Reno;

3 *Whereas*, twenty-two (22) percent of students are food insecure¹;

4 *Whereas*, ASUN is the current source of funding for Pack Provisions;

5 *Whereas*, Pack Provisions is currently understaffed and underfunded;

6 *Whereas*, Pack Provisions is currently operating at its capacity, not allowing more room to grow;

7 *Whereas*, more student workers would allow for students to have more knowledge of Pack
8 Provisions through more outreach efforts, an increase of student input, an increase of student leadership
9 on campus;

10 *Whereas*, safety is a legislative priority for the 87th session of the Associated Students of the
11 University of Nevada²;

12 *Whereas*, Pack Provisions cannot progress without proper funding, staffing, and representation;

13 *Whereas*, creating this as an ASUN department would create new student-job opportunities within
14 the Association;

15 *Whereas*, this would also increase the number of internships available within the ASUN;

16 *Whereas*, community members support Pack Provisions. In the most recent donation for Pack
17 Provisions, there was a total of twenty-seven thousand (27,000) dollars donated³;

¹ <https://www.unr.edu/nevada-today/news/2018/pack-provisions>

² http://de5u0yfu98nbk.cloudfront.net/wp-content/uploads/2020/02/21153732/87-98_S.Res_AResolutionRedefiningTheLegislativePrioritiesOfThe87thSession.pdf

³ <https://mynews4.com/features/news-4-interviews/pack-provisions-surpasses-donation-goal-22-of-students-at-unr-are-food-insecure>

1 *Whereas*, UC Davis’ food pantry is a program through their student government and has four (4)
2 student workers⁴;

3 *Whereas*, Pack Provisions promotes a positive image of ASUN to students;

4 *Whereas*, increasing student workers in Pack Provisions and allowing more student input from
5 ASUN would allow Pack Provisions to be a more student led program;

6 *Whereas*, the executive board of ASUN allows for collaboration and diverse student input from
7 Directors of other departments;

8 *Whereas*, the total number of students that utilized Pack Provisions in the 2018-2019 school year
9 was one thousand four hundred forty-seven (1447) students;

10 *Whereas*, the number of students that utilize Pack Provisions has steadily increased every semester
11 since the 2015-2016 academic school year;

12 *Whereas*, the proposed budget, including wages, host, travel, and operating, for the ASUN
13 Department of Pack Provisions would total to twenty-three thousand (23,000) dollars starting in the
14 budget for Fiscal Year 2021;

15 *Be it enacted*, The Statutes of the Associated Students be amended to reflect the changes in
16 Addendum A and Addendum B;

17 *Be it further enacted*, Director of Pack Provisions be added to Chapter 210, President’s Advisory
18 Cabinet, Section 03 of the Statutes of the Associated Students;

19 *Be it further enacted*, Director of Pack Provisions, Assistant Director of Pack Provisions, and Pack
20 Provisions Commissioners be added to Chapter 211, Terms Limits, Section 02 of the Statutes of the
21 Associated Students;

⁴ <https://thepantry.ucdavis.edu/about/>

1 *Be it further enacted*, Director of Pack Provisions be added to Chapter 212, Nominations and
2 Resignations, Section 04 of the Statutes of the Associated Students;

3 *Be it further enacted*, Director of Pack Provisions be added to Chapter 402, Appointed Officers,
4 Section 03, subsection a, Level I of the Statutes of the Associated Students;

5 *Be it further enacted*, Assistant Director of Pack Provisions be added to Chapter 402, Appointed
6 Officers, Section 03, subsection b, Level II of the Statutes of the Associated Students;

7 *Be it further enacted*, Pack Provisions Commissioners be added to Chapter 402, Appointed Officers,
8 Section 03, subsection c, Level III of the Statutes of the Associated Students;

9 *Be it further enacted*, the position of Director of Pack Provisions be open on workday for at least two
10 (2) weeks after it is posted.

Addendum A

CHAPTER 210: THE DEPARTMENT OF PACK PROVISIONS

SECTION 01: ESTABLISHMENT

There is hereby established a Department of Pack Provisions as an executive department of the Association.

SECTION 02: MISSION

The primary mission of the Department is to:

- a. Combat food insecurity faced by students on campus
- b. Support students through providing them with the accurate resources to succeed
- c. Educate students on food insecurity and Pack Provisions
- d. Keep up to date with food pantries at college campuses nationwide

SECTION 03: STRUCTURE

The Department of Pack Provisions shall consist of one (1) Director, one (1) Assistant Director, and two (2) Pack Provisions Coordinators.

SECTION 04: DIRECTOR

IN GENERAL: There shall be a Director of Pack Provisions, appointed by the President, with consent of the Senate

HEAD OF DEPARTMENT: The Director is the head of the department and shall have direction and authority over it

DUTIES:

1. The Director shall chair and oversee the Department of Pack Provisions.
2. To chair and oversee all meetings of the Department of Pack Provisions, except volunteer meetings.
3. The Director may delegate any of the Director's functions to any other officer, employee, or organizational unit of the Department.
4. The Director shall maintain all the Pack Provisions data including total visitors, unique visitors, and visitor demographics, and all other data relating thereto.
5. The Director shall submit monthly data reports to the Food Bank of Northern Nevada.
6. The Director shall analyze the Pack Provisions data to see where the program should direct its efforts.
7. The Director shall deliver a comprehensive data report to the President each semester.
8. The Director shall research other campuses' models for fighting food insecurity and correspond with leaders of other food pantries to learn and develop Pack Provisions initiatives.
9. The Director shall research different diets and food cultures and incorporate them into the Pack Provisions program.
10. The Director shall have a report read or spoken into record at minimum every other Senate meeting.
11. The Director shall act as the Pack Provisions liaison to other ASUN departments and campus organizations.
12. The Director shall act as the Pack Provisions liaison to Nevada Dining and the Food Bank of Northern Nevada.
13. The Director shall plan and execute Mobile Monday (free farmer's market style event on campus) every month during the Spring and Fall semesters.
14. The Director shall plan and execute a week of events each semester that serves students and promotes the Department of Pack Provisions.
15. The Director shall plan, execute, and host a food insecurity town hall each semester.
16. The Director shall maintain and update the intake form, the Pack Provisions website, and the information presented on the WebCampus portal.
17. The Director shall have weekly meetings with the Pack Provisions advisor, the Outreach Coordinator for the Center for Student Engagement.
18. The Director shall sit on the Center for Student Engagement Silver Paw Committee.
19. The Director shall serve as the student representative of Pack Provisions, advocating on behalf of it in media, with faculty, and with administrative staff.

SECTION 05: ASSISTANT DIRECTOR

a) IN GENERAL: There shall be an Assistant Director of Pack Provisions, nominated by the Director, with the consent of the Senate

b) DUTIES: The Assistant Director shall:

1. Run department meetings in the absence of or at the request of the Director.
2. Oversee the internship program:
 - A. Set goals with interns and work with interns to achieve said goals.
 - B. Chair a weekly intern meeting.
 - C. Work with interns to create one workshop each semester on how to apply to social service programs.
3. Coordinate the meal swipe and gift card program.
4. Manage the budget and account of the Department of Pack Provisions.
5. Oversee the Pack Provisions volunteer program.
6. Work with the Outreach Commissioner to recruit volunteers.
7. Work with the Operations Commissioner to train volunteers.
8. Serve as the chair of monthly volunteer meetings.
9. Create, update, and manage volunteer procedures.
10. Maintain the Pack Provisions Volunteer WebCampus portal to update procedures and disseminate information.
11. Plan and execute a volunteer banquet.
12. Manage and track events on Givepulse for Pack Provisions volunteers.
13. Hold at least one training every other week for new Pack Provisions volunteers

SECTION 06: COMMISSIONERS

a) IN GENERAL: There shall be two Pack Provisions Commissioners, nominated by the Director, with the consent of the Senate.

1. There shall be an Outreach Commissioner who shall:
 - A. Work with Inkblot Marketing to create promotional materials for Pack Provisions.
 - B. Promote Pack Provisions services at Residential Halls and the Residential Hall Association.
 - C. Coordinate weekly Burger King donation distributions at club meetings or various locations on campus (such as the Joe Crowley Student Union or Mathewson-IGT Knowledge Center).
 - D. Hold at least two (2) swipe drives each semester.
 - E. Give presentations to ASUN departments or campus organizations about Pack Provisions.
 - F. Create and maintain a weekly Pack Provisions newsletter to go on the visitor WebCampus portal.
 - G. Coordinate tabling at Club Fair each semester and other on-campus events for Pack Provisions.
2. There shall be an Operations Commissioner who shall
 - A. Coordinate deliveries and pickups for Pack Provisions resources.
 - B. Order food, hygiene items, and school supplies for Pack Provisions, ensuring that Pack Provisions is well stocked on a weekly basis.
 - C. Maintain the tidiness of the Pack Provisions pantry.

- D. Coordinate efforts with the Assistant Director to ensure there are volunteers to carry out operational duties.
- E. Assist the Assistant Director in the training of new volunteers.
- F. Coordinate pickups at Nevada Dining locations across campus.
- G. Ensure the pantry is maintaining proper food safety health codes and weekly temperature logs.

SECTION 07: AUTHORIZATION OF APPROPRIATIONS

There is hereby authorized to be appropriated such sums as may be necessary for the support of the Department.

Addendum B

CHAPTER 508: DEPARTMENT OF PACK PROVISIONS INTERNSHIP PROGRAM

SECTION 01: ESTABLISHMENT

There is hereby established a Department of Pack Provisions Internship Program

SECTION 02: MISSION

ASUN views leadership as a valuable and necessary asset for each student to obtain. The Pack Provisions Internship Program under the Department of Pack Provisions works to uphold the mission and vision of ASUN by teaching students how to serve as a campus resource and clearinghouse for information about Pack Provisions. Interns better the university as a whole by executing the laws and functions related to the Department.

SECTION 03: DEPARTMENT OF PACK PROVISIONS INTERNS

a. In General

A Department of Pack Provisions Intern serves as a volunteer and active learning individual, who is being educated and prepared to hold office in ASUN. All members of the Pack Provisions Internship Program, at the time of their approval and throughout their service, shall meet the

general qualifications to hold office depicted by the ASUN Constitution with the exception of incoming freshmen who do not currently have a University GPA in their first semester.

b. Duties

The duties of the Department of Pack Provisions Interns shall include, but are not limited to, the following:

1. Learn the history behind Pack Provisions
2. Learn the message and the mission to fighting food insecurity on campus
3. Connect with on-campus organizations to initiative donation drives
4. Assist in the duties of their assigned mentor
5. Create a social service workshop each semester

SECTION 04: APPLICATION PROCESS

- a. Applications for the Department of Pack Provisions Internship Program must be planned, organized, and ready to receive applications by June 1st of each year.
- b. Applications will open and close at the discretion of the Assistant Director.
- c. At the close of applications, the Assistant Director will review candidates for eligibility with the assistance of the administrative faculty of the Center for Student Engagement.

SECTION 05: APPOINTMENT OF DEPARTMENT OF PACK PROVISIONS INTERNS

- a. The names of the eligible candidates for Department of Pack Provisions Interns will be forwarded to the Director of Department of Pack Provisions for placement on the next Department of Pack Provisions meeting agenda.
- b. Candidates for the Department of Pack Provisions Internship Program will be interviewed and approved by the Assistant Director of Pack Provisions.
- c. Once approved by the Director of Pack Provisions, candidates are now deemed Department of Pack Provisions Interns and must carry out the duties of the position.
- d. The number of Department of Pack Provisions Interns accepted into the program will be no more than four (4) interns. No member of the department shall have more than one intern.

SECTION 06: REMOVAL

- a. In the event a Department of Pack Provisions Intern fails to execute the duties of the position, the Department of Pack Provisions Intern may be removed from the position by recommendation of any member of the Department of Pack Provisions and at the discretion of the Director of Pack Provisions.
- b. Department of Pack Provisions Interns may resign as a Department of Pack Provisions Intern by submitting a resignation letter to the Assistant Director of Pack Provisions effective immediately.

SECTION 07: CURRICULUM

The Assistant Director of Pack Provisions shall plan, organize, and execute the curriculum of the Department of Pack Provisions Internship Program to include:

1. Producing the education components to include sentiments such as: history of Pack Provisions, hosting events to promote education on food insecurity, and participate and host events related to providing perishable and non-perishable items to students.
2. Presentations or guest speakers that increase the learning mission of the program.

3. Coordinating a system where interns will report to the officer in the Department of Pack Provisions that the Assistant Director deems appropriate.