

Department of Programming

Executive Branch of the Associated Students 88th Session

Agenda for Wednesday, July 22nd, 2020 at 4pm

Zoom Meeting – Contact Wes Fullmer at Directorofprogramming@asun.unr.edu for details.

1. **CALL MEETING TO ORDER***

Call Meeting to Order must be listed by Secretaries

2. **ROLL CALL***

Roll Call must be listed by Secretaries

3. **PUBLIC COMMENT***

Items heard under public comment may be for items either on or off the agenda. Action may not be taken on items raised under public comment. The Chair may elect to take public comment on action items on this agenda. The Chair may impose reasonable limits on the length members of the public may speak

4. **MINUTES**

5. **Reports of ASUN Officers**

- a. Wes Fullmer, Director
- b. Tara Okui, Assistant Director of Budget and Assessment
- c. Michala Matovina, Assistant Director of Marketing and Interns
- d. Ricky Galaviz, Event Programmer
- e. Rey Keene-Gutierrez, Event Programmer
- f. Vanessa Komanduri, Event Programmer
- g. Emily Leech, Event Programmer
- h. Ashley Parenti, Event Programmer
- i. Benjamin Reynolds, Event Programmer
- j. Madison Romero, Event Programmer
- k. Maria Zamudio, Event Programmer

6. **OLD BUSINESS**



Posted at the ASUN Offices online at www.nevadaasun.com.

If you would like a copy of any of the agenda items listed, please contact Director Fullmer at Directorofprogramming@asun.unr.edu.

7. NEW BUSINESS

The department will review, discuss, and debate the following events and budget proposals. After discussion, the department will have the opportunity to approve, amend or table the following proposals.

a. Welcome Week Budget – Paint the N

Programmers Galaviz, Keene-Gutierrez, and Komanduri submitted a Budget Proposal to the Assistant Director of Budget and Assessment for their Welcome Week Event.

b. Welcome Week Budget – Taste of Reno

Programmers Zamudio and Komanduri submitted a Budget Proposal to the Assistant Director of Budget and Assessment for their Welcome Week Event.

c. Welcome Week Budget – Pack Parfait

Programmers Parenti, Reynolds, and Romero submitted a Budget Proposal to the Assistant Director of Budget and Assessment for their Welcome Week Event.

d. Welcome Week Budget – What’s the Scoop?

Programmers Leech and Zamudio submitted a Budget Proposal to the Assistant Director of Budget and Assessment for their Welcome Week Event.

e. Welcome Week Budget – Club Fair

Programmers Galaviz and Romero submitted a Budget Proposal to the Assistant Director of Budget and Assessment for their Welcome Week Event.

f. Welcome Week Budget – Department Purchases

Director Fullmer submitted a Budget Proposal to the Assistant Director of Budget and Assessment for necessary purchases for Welcome Week.

g. Long Term Use Items Budget

Director Fullmer Submitted a Budget Proposal to the Assistant Director of Budget and Assessment for necessary department purchases.

8. PUBLIC COMMENT*

Items heard under public comment may be for items either on or off the agenda. Action may not be taken on items raised under public comment. The Chair may elect to take public comment on action items on this agenda. The Chair may impose reasonable limits on the length members of the public may speak.

9. ADJOURNMENT

10. NOTES.

Unless otherwise marked by an asterisk, all items are action items upon which the Senate may take action. 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 email Director Fullmer at directorofprogramming@asun.unr.edu in advance so that arrangements may be conveniently made.

ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Programmer:	Rey Keene, Ricky Galaviz, Vanessa Komanduri	Phone:	(775)527-5389 ; (702)533-9676 ; (702)193-6290
Intern:	Unknown	Phone:	N/A

EVENT INFORMATION

Event Name: Paint the N

Event Date: August 26, 2020

Event Synopsis: Continuing a traditional events where students “Paint the N”

Event Location: Softball fields at Park, Joe (Tabling), Great Basin passway (Tabling)

Hours of Event: **8am-6pm**

Expected Attendance: **300-500**

Target Audience: **Students** Public Other

Learning Outcomes:

- 1. Unite Students by gathering to paint the N**
- 2. Give students the opportunity to practice social distancing**
- 3. Promote Health by hiking and giving healthy snacks to students**

BUDGET INFORMATION *Please itemize your ENTIRE event budget below:*

DESCRIPTION:	AMOUNT:	VENDOR:
1. White Paint \$58.98 per 5 gallon x 20 - (80% estimate because some is getting donated).	\$1,179.60	Reno Paint Mart
2. Paint Rollers \$1.01 x 275	\$277.75	Home Depot
3. Mops- 25 mops x \$7.20	\$180	Home Depot
4. Wet Wipes- (240 wet wipes/ pack) \$4.74 X 3	\$14.22	Walmart
5. Granola bars- 13 boxes of great value 24 pc	\$39.00	Walmart
6. Fruit Snacks- \$11.89 Welch's fruit snacks 80pc x 4	\$47.56	Walmart
7. Water- 15 boxes of 28pc. pure life water \$3.98	\$59.70	Walmart
8. REMSA \$65 per hour	\$650	REMSA
9. Mini Fans (500 phone fans x \$0.63)	\$315	EverythingBranded.com

10.. Jimmy Johns x 300 sandwiches (without donation--still waiting on a response--currently exploring other donors)	\$600	Jimmy Johns
11. MISC x (10% of initial budget)	\$237.09	
	\$4,000	
TOTAL EVENT BUDGET		
TOTAL ASUN REQUEST	\$4,000	

ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Programmer:	Maria Zamudio, Vanessa Komanduri	Phone:	(775)409-7540, (702)493-6290
Intern:		Phone:	

EVENT INFORMATION

Event Name:
Taste of Reno

Event Date:
8-24-20

Event Synopsis: Students get to enjoy a taste of local food trucks and businesses from the Reno/Sparks area while having the opportunity to become civically engaged in the community.

Event Location:
The Quad

Hours of Event:
11 AM- 3 PM

Expected Attendance: **600+**

Target Audience: Students Public Other

Learning Outcomes:

1. Allows students to learn more about local businesses and get to know food businesses in the area
2. Students can network with local businesses for potential jobs/internships
3. A nice way to welcome students especially incoming freshmen back to our campus. Allows students to meet people in a safe environment and get an idea of how events will look the rest of the week/ school year.

BUDGET INFORMATION *Please itemize your ENTIRE event budget below:*

DESCRIPTION:	AMOUNT:	VENDOR:
1. Hawaiian BBQ Chicken plate with two scoops of rice and macaroni salad (175 plates, \$9.25 each)	1650	Kenji's
2. Supreme burrito and 3 tacos with rice and beans on side (175 meals, \$10 each)	1780	Carlito's Calle Tacos
3. Wings (125 meals)	1650	Food truck 4/TBD
4. Sandwiches (125meals)	1650	Food truck 5/ TBD
5. Italian Ice Cups (450 cups, \$3.19 each)	1500	Rita's Italian Ice
6. Tickets - (4 Rolls of 2000 Double Tickets=8,000 Total)	30	Amazon
7. Miscellaneous	740	

TOTAL EVENT BUDGET

9000

TOTAL ASUN REQUEST

9000

ASUN DEPARTMENT OF PROGRAMMING

EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Programmer:	Ashley Parenti, Madison Romero, Ben Reynolds	Phone:	(925)518-1838, (209)303-5699,(775)386-5103
Intern:		Phone:	

EVENT INFORMATION

Event Name: Pack Parfait Event Date: August 26, 2020

Event Synopsis: This event allows students to get free grab-n-go smoothies, pressed juices, and parfaits. Reusable utensils will be handed out to students. All Programmers/Interns will be following proper COVID-19 regulations at all times during this event.

Event Location: KC lawn Hours of Event: **9:00 am - 11 am**

Expected Attendance: **50 (50 at all times)** Target Audience: **Students** Public Other

Learning Outcomes:

- Students will learn the importance of a good healthy breakfast.
- Students will learn how to preform small acts of daily sustainability.
- Students will also learn the importance of fueling your body with nutritional foods.

BUDGET INFORMATION *Please itemize your ENTIRE event budget below:*

DESCRIPTION:	AMOUNT:	VENDOR:
1. Ice (3 bags at roughly \$6 each), Tablecloths (6 at \$3 each)	\$ 36	Walmart
2. Jamba Juice ((1) Bogo Box, (2) smoothie packs, combined roughly 60 smoothies)	\$420	Jamba Juice
3. Raley's ((67) Yogurt Parfaits at \$3.99 each)	\$268	Raley's
4. Jüs (67 pressed juices)	\$550	Jüs
5. ((100) 2-pk bamboo utensils at \$11.99 each)	\$1,200	Amazon
6. Miscellaneous	\$247	Walmart
7.		
TOTAL EVENT BUDGET	\$ 2,721	
TOTAL ASUN REQUEST	\$ 2,721	

ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Programmer:	Madison Romero, Ricky Galaviz	Phone:	(209)303-5699, (702)533-9676
Intern:		Phone:	

EVENT INFORMATION

Event Name:
Club Fair

Event Date:
8-27-20

Event Synopsis: **Annual Club Fair**

Event Location: **TBD**

Hours of Event:
4-7pm

Expected Attendance: **500**

Target Audience: **Students** Public Other

Learning Outcomes: **Students will learn about the clubs and organizations on campus, while building community and practicing safe social distancing guidelines.**

BUDGET INFORMATION *Please itemize your ENTIRE event budget below:*

DESCRIPTION:	AMOUNT:	VENDOR:
1. 500 bags of chips (12 boxes @ \$11.98 each)	\$145	Walmart
2. 200 vegan granola bars (40 boxes @ \$4.98 each)	\$200	Walmart
3. 300 granola bars (9 boxes @ \$6.97 each)	\$65	Walmart
4. 250 gatorades (11 cases @ \$12.50 each)	\$145	Walmart
5. 250 caprisuns (9 boxes @ \$6.50 each)	\$60	Walmart
6. 500 fruit snacks (13 boxes @ \$6.98 each)	\$95	Walmart
7. miscellaneous	\$290	Walmart
TOTAL EVENT BUDGET	\$1000	
TOTAL ASUN REQUEST	\$1000	

ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Programmer:	Wes Fullmer – Director	Phone:	(702) 600-4837
Intern:		Phone:	

EVENT INFORMATION

Event Name: Welcome Week Event Supplies

Event Date: August 24-28, 2020

Event Synopsis: Welcome Week aims to provide various opportunities for students to engage with their campus, whether it is their first time stepping foot on our campus, or if they are a returning students.

Event Location: UNR Campus

Hours of Event:

Expected Attendance: 2000

Target Audience: Students

Learning Outcomes:

1. **Students will become engaged with their campus and learn about various traditions and resources that our campus and community offer.**
2. **Students will feel welcomed and safe at all of our events**

BUDGET INFORMATION *Please itemize your ENTIRE event budget below:*

DESCRIPTION:	AMOUNT:	VENDOR:
1. Dual Layer – Reusable Face Covering w/ adjustable ear straps (quantity 1000)	\$4380.00	Club Colors through Nevada Wolf Shop
2. GERM-X Original Hand Sanitizer, 32-Oz Flip-Cap Bottle (\$9.99 each)	\$79.92	Office Depot
3. Germ-X Original Hand Sanitizer, 8 Oz (\$4.49)	\$107.76	Office Depot
4.		
5.		
6.		
7.		
TOTAL EVENT BUDGET	4567.68	
TOTAL ASUN REQUEST	4567.68	

ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Programmer:	Wes Fullmer	Phone:	7026004837
Intern:		Phone:	

EVENT INFORMATION

Event Name: Long Term Use Items Event Date: 2020 and 2021

Event Synopsis: These items will be used as long term use items that programmers will need to use throughout the year.

Event Location: ASUN Hours of Event: N/A

Expected Attendance: n/a Target Audience: Students Public **Other**

BUDGET INFORMATION *Please itemize your ENTIRE event budget below:*

DESCRIPTION:	AMOUNT:	VENDOR:
1. Two way radios with earpieces (12)	129.96	Amazon
2. Portable Speaker with Microphone	159.99	Amazon
3. Spatulas x10	120.00	Walmart
4. Tongs x 10	100.00	Walmart
5. Buckets (5 gallon)	20.00	Lowe's
6.		
7.		
TOTAL EVENT BUDGET	529.95	
TOTAL ASUN REQUEST	529.95	