

Department of Legislative Affairs
Senate of the Associated Students 88th Session
Minutes for Thursday, September 3, 2020 at 7:15 PM Room
423 Joe Crowley Student Union Zoom Online Conference:
email directorlegislativeaffairs@asun.unr.edu for login

1. CALL MEETING TO ORDER

Director Rangel called the meeting of the Department of Legislative Affairs to order at 7:15pm in room 423 of the Joe Crowley Student Union and virtually via a Zoom Conference meeting. Presiding secretary was Mackenzie Zappe.

2. ROLL CALL

Director Rangel, Assistant Director Oster, Projects Director Martinez, Policy Director Pike, and Student Outreach Coordinator Callis were present.

Policy Analyst Clements was absent excused.

A quorum was present.

4. MINUTES

There were no minutes to be discussed at this time.

5. OFFICER REPORTS

The Director of the department of Legislative Affairs shall recognize any senior officer of the Association, including the Secretary, to offer a report on his or her official activities since the previous meeting and make any summary announcements he or she deems necessary for no longer than five minutes.

i. Director of Legislative Affairs, Alexa Rangel

Director Rangel stated she has continued work on the Voter Summit and has contacted the student panelists throughout NSHE. Additionally, she reported she met with the Women's soccer team to discuss how they can vote.

ii. Assistant Director, Beau Oster

Assistant Director Oster stated that the internship deadline was the upcoming Sunday the 6th and said that there are interview time slots to be filled for next week, Director Rangel will fill one slot and will send a link to get the other slots filled. He then stated that he has been working with Poll Defenders, Amy, and the WCSD registrar to secure a polling place for election day. Currently there is early voting on campus but Oster said his team and him are trying to move the location to Lawlor to accommodate COVID-19 precautions. In regard to Voter Registration Day, Assistant Director Oster said he received the \$500 grant and is working with Amy to make sure everything is filled out correctly to accept the money. He then confirmed that Chiwawa's Cantina and Grill will provide 140-160 individually wrapped burritos for Voter Registration Day for tabling and all they have to do is display the company banner.

iii. Projects Director, Ashley Martinez

Projects Director Martinez reminded the department that she has been updating a Google calendar with different dates and events that are happening on campus.

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clarified that events by UNR and ASUN are under a blue folder and the events pertaining to this department are under a purple folder. She also said to watch out for the possibility of moving meeting rooms.

iv. Policy Director, Abbey Pike

Policy Director Pike has been working on the voter guide and it is 8 pages of text. She clarified that InkBlot could format the text. She also reached out to Senator Torres about the Police budget but is waiting for a response.

Student Outreach Coordinator Callis suggested that Policy Director Pike send her the guide because she has two other InkBlot requests in anyways.

v. Policy Analyst, Samantha Clements

Given by proxy of Director Rangel, Policy Analyst Clements has gotten in touch with at least one senator from each college and they should be sending in their recommendations for their individual board regards. Additionally, she finished the brief for Nevada Ballot question 1 and contacted NV Cares to see if they are interested in helping with the legislative efforts but they have not gotten back. Finally, she said that she will, have the boards survey finished by next Thursday.

vi. Student Outreach Coordinator Callis

Student Outreach Coordinator Callis has been working with InkBlot to secure marketing materials such as stickers and posters for Voter Registration Day. Additionally, she put n an order for posters with a QR code attachment to online voter registration. Student Outreach Coordinator Callis confirmed that she should order 150 guides.

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6. NEW BUSINESS

a. **Voter Registration Day**

Director Rangel introduced Amy Koekus who is an associate director at the Center of Student Engagement.

Director Rangel outlined the plans needed to be made for Voter Registration Day and the idea of going to the students in addition to the tabling.

Projects Director Martinez reached out to RHA president about setting up multiple locations throughout the day but has not heard back on the Residence Halls until they get back to her.

Director Rangel spoke with Amy about needing a super detailed plan about social distancing and COVID-19 guidelines to present to the SEAB. She suggested creating a google docs outlining how they should be wiping down iPads, setting tables up six feet apart, etc.

Amy clarified that the SEAB form should be entered immediately to be processed, food donations should be prepackaged, there can only be one worker per table, and the paper forms need to be cleaned. Furthermore, she specified that stickers and flyers are ok to pass out one time and that she has different sticker formats in her office. She also reminded that there is a lot of national resources available to help with marketing.

Student Outreach Coordinator Callis asked if there was a way to pick up the marketing material to take inventory in regard to her sticker order from InkBlot. Amy confirmed that they are in her office and that she has designed handbills and brochures.

Director Rangel brought up that the department should reach out to other athletic advisors to see if they can register them on that day like with the Women's Soccer Team. She asked Student Outreach Coordinator Callis if she is available to reach out. Assistant Director Oster reached out to the football team; however, Amy said that they already have put in efforts to vote. Amy also suggested creating consistent presentation material for the Athletics departments.

Director Rangel moved the discussion back to locations of tabling for Voters Registration Day. She confirmed that a location in the Joe was ideal and opened up discussion to include any other locations across campus.

Student Outreach Coordinator Callis suggested Nye Circle.

Assistant Director Oster questioned if tabling was to be inside the Joe or elsewhere surrounding the Student Union. Director Rangel confirmed the exact location to be the area on the way to the KC.

Student Outreach Coordinator Callis suggested near the Fitness Center and Projects
Director Martinez will confirm that Gateway plaza is a reservable location.

Assistant Director Oster suggested the department reach out to Programming Director Weis to see if tents and tables can be borrowed to accommodate for Voter Registration Day and

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the sun. Amy said that there are some tents and table clothes under their jurisdiction in the storeroom of the Center for Student Engagement.

Amy proposed a virtual option for the Voter Registration Day in order to address people not on campus. Director Rangel said they have discussed live streaming the event and needing to reach out to the social media curators. Amy continued that there needs to be captions and a solid structure for the live streaming in order for the social media request to go through. Student Outreach Coordinator Callis said she will take over the live streaming prospect and contact Director Kwan.

Amy clarified with Student Outreach Coordinator Callis what the countdown infographics were.

Director Rangel proposed a zoom meeting perhaps during tabling and Assistant Director Oster suggested a prerecorded video to be set out via the newsletters and such to reach online-only students.

Amy stated that there needs to be a written script for the prerecorded video to accommodate for adding captions.

Given the time restraints, Director Rangel and Assistant Director Oster decided a live stream would be a better option.

Director Rangel suggested a Leg Affairs Instagram takeover of the ASUN account for Voter Registration Day. Student Outreach Coordinator Callis stated that last year this was unattainable because they cannot control recorded but would need to be preapproved. Amy suggested maybe the department could do a takeover on the university account.

Assistant Director Oster said he will confirm the time of pick up and that the food is individually prepackaged.

Director Rangel moved the conversation to times for the event. Assistant Director Oster said they should base the tabling around the busy times of the day and he noticed this is around 9am-1pm and 3:30-7pm. Director Rangel said that the different locations should have designated time slots and not be run simultaneously. Policy Director Pike suggested to have a tabling around the cafeteria because it gets busy during dinner times. Assistant Director Oster suggested the residence halls in the morning, the Joe in midday, and in front of the dining hall during the evening. Amy brought up the Programming Ice Cream Social in front of the PSAC which was successful.

Director Rangel asked Amy if they needed to submit a SEAB form for residence halls or if they need to reach out to RHA only. Amy clarified that Nye Circle is reservable by the residential life and housing office. This differs from in front of the Den which is scheduling services and the Joe which is the Joe scheduling services.

Director Rangel recapped the locations to include in front of the Joe, the dining hall, and the residence halls.

Student Outreach Coordinator Callis said she will reserve a tentative place for locations on the InkBlot flyers.

Director Rangel decided on time intervals. Assistant Director Oster designated the intervals to be 9am-11am, 12pm-2pm, and 4pm-6pm. The department decided that the 9am-11am tabling will take place in front of the residence halls, the 12pm-2pm tabling in front of the

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Joe, and the 4pm-6pm tabling in front of The Den. Projects Director Martinez confirmed she will submit an SEAB form in the morning for these locations.

Director Rangel proposed a question of need for a budget on the regards of the grant which must be used. She questioned if the money should be used on care packages. Amy suggested passing a budget in case the grant money does not pass in time. Student Outreach Coordinator Callis proposed items for the care packages to be stickers, leg affairs information, buttons, and prepackaged food. Amy suggested contacting Vice President Brown about the left over hand sanitizers and bags from the freshman welcome packages especially because materials that are branded by ASUN or Leg Affairs are preferred. Director Rangel said she will reach out to Vice President Brown and that they shouldn't need more than fifty.

Director Rangel pushed that the department needs to get out the marketing materials as soon as possible and suggested that the department members talk with their faculty to see if they can promote in class. Student Outreach Coordinator Callis asked when the deadline for the Voter Registration Guides was so she could attach the QR code to them for the InkBlot request. Policy Director Pike confirmed that it will be done by Sunday and confirmed that the inclusion of extra links was better than no inclusion. Student Outreach Coordinator Callis suggested QR codes to other states registration links. Assistant Director proposed a link to a national cite that includes all the state links.

Director Rangel reminded that the department cannot incentivize registering to vote. Amy asked if everyone has been trained to register people to vote and Director Rangel confirmed that she shared a link to a video from a summer training.

Director Rangel said she is going to reach out to the registrar to get more forms which implies the need for passing a budget given only the first 50 are free. She also brought up the alternative national registration form. The department decided that it would be beneficial to only use the fifty free forms and then going to the national forms because the fifty forms need to be tracked and documented.

Assistant Director Oster circled the conversation back to the food donation and proposed picking them up all in the morning and then refrigerating throughout the day. He also said he could reach out to Doughboys.

Student Outreach Coordinator Callis confirmed that the universal link worked for the 40 states and DC that allow for online registration.

Director Rangel confirmed the passing of a budget for next meeting and suggested putting the donut costs on there just in case. She also finalized the items of the care packages to be bags, hand sanitizer, and buttons. Amy clarified that Inkblot will cover posters, stickers, and flyers and everything else is on the department financially. Student Outreach Coordinator Callis confirmed that the @One is renting out the button maker. She also confirmed the button design to be "Vote 2020". Director Rangel finalized the total price of the budget.

Director Rangel summarized the discussion of Voter Registration Day. She said that tabling is to take place 9-11am at the residence halls, 12-2pm at the Joe, and 4-6pm at the Den with Projects Director Martinez filling out the SEAB forms and contacting the three different scheduling offices. Assistant Director Oster proposed signing up for the tabling intervals and said they can ask Senators to work some of the tabling. Director Rangel also confirmed that Policy Director Pike will have the voter guide done by Sunday and Student Outreach Coordinator Callis is working on marketing materials. She also said she will be reaching

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to Senate next week for volunteers for tabling and they will be passing a budget next meeting regarding the donuts and care packages. She stated she will reach out to Vice President Brown to see if they can use the leftover supplies, Projects Director Martinez will fill out the club resources form, and the department needs a clear SEAB form outline. She also said that Assistant Director Oster will be reaching out to Director Fullmer for tents and food.

7. PUBLIC COMMENT

Amy brought up athlete registration and where that will take place. She said that she has received inquiries for this Sunday the 13th about registering teams but does not know the scale of the event. She also wanted to update the how to register to vote PowerPoint with a member of the department. Additionally, Amy talked about the canvas modules resources for faculty and they advocated for a templated canvas module which should then be sent to the faculty that they can add to their course to provide that information to students. She then brought up how education week and early voting is in early October. She mentioned that the Blue Fishbowl is not ideal as an early voting place in regard to corona precautions so they are attempting to move to Lawlor which needs to be marketed and will potentially need volunteers for line management. Then she proposed election day in November, how to get people to the polls, and how there are efforts to have a polling location at UNR.

Student Outreach Coordinator Callis commented that she could reach out to establish a polling place for election day. Assistant Director Oster said he is working with WCSD Registrar to get a polling place on campus as well.

Committee Secretary Zappe brought up the FDA standards about refrigeration of the burritos given the climate and duration of the absence of refrigeration. Assistant Director Oster suggested putting in a request for coolers or the department bringing their own.

Assistant Director Oster and Amy confirmed the documents they needed to exchange to fill out the grant paperwork.

Amy confirmed that there was support for the 13th with athletics registration.

Director Rangel mentioned the voter summit next Wednesday and said people need to sign up via the link they sent out.

8. ADJOURNMENT

Director Rangel adjourned the meeting of the Department of Legislative Affairs at 8:39pm.

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