



ASUN President's Cabinet

Agenda for Thursday, May 22, 2025, at 4:00 PM

Minutes Prepared by Gabriella Detrick (Sept. 22nd, 2025)

In-Person: Frankie Sue Del Papa President's Conference Room (JCSU Room 332)

Virtual: [Teams Meeting](#) Meeting ID: 292 370 678 556 8 Passcode: Vn3X9D4U

Call to Order

Presidebt Aglubat called the meeting to order at 4:06PM

1. Roll Call

2. Land Acknowledgement

3. Public Comment **(INFORMATION ONLY)**

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 President/Chair may elect to take public comment on action items on this agenda. The President/Chair may impose reasonable limits on the length members of the public may speak.

No public comment made at this time.

4. Reports of Officers **(INFORMATION ONLY)**

Officers of the Cabinet may give a report if they have pertinent information. The President/Chair may also ask an officer to give a report. If an officer has no pertinent updates, they may indicate by saying "No Report."

- a. President, Carmina Aglubat **(Present)**
- b. Vice President, Ethan McNamara **(Present)**
- c. Director of Executive Affairs, Gabriella Detrick **(Tardy, excused)**
- d. Director of Executive Outreach, Naomi Tecson **(Present)**
- e. Attorney General, Caleb Oster **(Absent, excused)**
- f. Director of IDEA, Zyna Navarte **(Present)**
- g. Director of Clubs and Organizations, Madison Hess **(Present)**
- h. Director of Event Programming, Railyn Krentz **(Present)**
- i. Director of Campus and Public Relations, Juliauaana Sullivan **(Present)**
- j. Director of Campus Wellness, Emily Hohman **(Present)**
- k. Director of Government Affairs, Kennedy Taylor **(Present)**
- l. Director of Sustainability, Sephora Lee **(Present)**
- m. Speaker of the Senate, Leaf Acklin *(ex-officio)* **(Present)**
- n. Chief Justice, Rena Arneson *(ex-officio)* **(Absent Excused)**

A. President Aglubat

- Provided updates on administrative tasks, including flight bookings for retreat and cabinet check-ins.
- Noted that executive branch is nearly fully staffed; two positions remain vacant (one programming, one commissioner), in addition to the projects director.
- Highlighted approval of the \$3.1 million budget and engagement with university administration.

B. Vice President McNamara

- Discussed work on New Student Initiatives and orientation logistics.
- Provided updates on food trucks and merchandise for orientation.
- Detailed orientation session structure: 15-minute presentation, 5-minute Kahoot, 10-minute CSE tour.

C. DEO Tecson

- Confirmed flight bookings for out-of-town officers and coordination with retreat logistics team.
- Shared deadlines and expectations for department presentations and activities for retreat (due June 2, 2025, 5:00 p.m.).
- Emphasized importance of new hires completing onboarding prior to retreat.

D. Director Navarte

- Reported on recent oaths of commissioners and assistant directors.
- Drafting contracts, responsibilities, and expectations for department staff.
- Researching past campus events for planning purposes.

E. Director Hess

- Reviewed hiring status (17 applicants, three additional sworn-in next week).
- Coordinating club funding and reviewing prior club expenditures for upcoming year.
- Preparing for club renewal and publishing Canvas course.

F. Director Sullivan

- Organizing ASUN Instagram and creating departmental highlights.
- Establishing Teams chat for marketing chairs and planning monthly marketing meetings.
- Initiating monthly Instagram recap forms.

G. Director Homan

- Training assistant director and preparing department safety events for next semester.

H. Director Taylor

- Legislative engagement: providing testimony on contracts and bills related to student opportunities.
- Projects director recruitment in progress; departmental training planned for upcoming session.

DEO Detrick

- Coordinating internship program, creating group chat for committee, and scheduling first meeting.
- Managing administrative tasks and retreat preparation.

J. Speaker Acklin

- Fifth Senate meeting completed; four pieces of legislation passed.
- New senators assigned to committees; one resignation from College of Science noted.

K. Director Lee

- Working on SNF mock-ups and sustainability best practices.
- Coordinating with university staff for upcoming events and meetings.

5. New Business

(FOR POSSIBLE ACTION)

A. ASUN Master Calendar

Members of the President's Cabinet will discuss the creation of a Master Calendar. The final calendar will be due on June 22nd and shared with the Association. (REF-PC)

- **Purpose: consolidate all events and important dates for executive branch and association.**
- **Key dates to include: department events, week-long events, travel, and other significant dates.**
- **Submission deadline: June 22, 2025.**
- **DEA Detrick and President Aglubat to create:**
 1. **Visual calendar**
 2. **Themed printed calendar for office display**
 3. **Shared Outlook calendar (editable by officers)**

B. Discussions on ASUN Retreat

Director of Executive Outreach Tecson will review expectations and details for ASUN retreat that apply to directors and their staff.

☐ **DEO Tecson provided updates: flights booked, transportation logistics, name tags, and schedule distribution.**

☐ **Officer expectations highlighted: positive attitude, engagement, compliance with policies, professionalism, and safety.**

☐ **Emphasis on attending all sessions, being on time, and respecting venue and team members.**

☐ Reminder to complete onboarding and submit I-9 documents for out-of-town hires.

C. President's Cabinet Retreat Expectations

President Aglubat will review expectations for President's Cabinet Retreat on May 31st.

- **Scheduled for May 31, 2025, 12:00 p.m. – 6:00 p.m.**
- **Purpose: build relationships among leaders and align Cabinet on mission of the 93rd session.**
- **Lunch and snacks provided; officers expected in person (Zoom allowed for two individuals only).**
- **Cabinet members instructed to maintain positive energy, engage in learning, and uphold professionalism.**

D. Establishing Future Cabinet Meetings

Members of the President's Cabinet will discuss future meeting times for the rest of the summer and next semester.

No additional discussion recorded; to be scheduled in alignment with upcoming deadlines and events.

6. Upcoming Executive Branch Initiatives

(INFORMATION ONLY)

Members of the President's Cabinet will discuss and provide details, suggestions, or opportunities for support and collaboration for upcoming event programming and initiatives across the Executive Branch.

No items discussed

7. Public Comment

(INFORMATION ONLY)

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No public comment given at this time.

8. Adjournment

President Aglubat adjourned the meeting at 5:43pm

NOTES

This agenda has been posted at the ASUN Offices in the Joe Crowley Student Union, Frandsen Humanities Building, the Pennington Student Achievement Center, the Mathewson IGT Knowledge Center, and online at www.nevadaasun.com and notice.nv.gov a minimum of three (3) business days prior to the meeting in accordance with Nevada Open Meeting Law (NOML). Individuals with any concerns or questions regarding this agenda's compliance with NOML should contact the ASUN Attorney General at attorneygeneral@asun.unr.edu.

Items on the agenda may be taken out of order. The Cabinet may combine two or more agenda items for consideration. The Cabinet may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

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