

# Committee on Budget and Finance

Senate of the Associated Students 93rd Session

Agenda for **Tuesday, March 31st at 6:30 pm**

In-Person: Room 323 located on the 3rd floor of the Joe Crowley Student Union

1664 N. Virginia Street, Reno, NV 89557

Zoom link: <https://unr.zoom.us/j/86726272402>

## 1. **CALL MEETING TO ORDER**

Call of meeting to order must be done by the Chair or presiding officer.

## 2. **COMPLIANCE WITH NEVADA OPEN MEETING LAW**

- a. Was the agenda posted three full working days before 9 am, not including the meeting date?
  - i. <https://nevadaasun.com/meetings/committee-on-budget-finance-8/>
- b. Is the meeting taking place on the day of the week, month, day, year, at the time and location listed on the agenda?
- c. Is the Zoom link working and available to the public?

## 3. **LAND ACKNOWLEDGEMENT**

We acknowledge that the University of Nevada, Reno is situated on the traditional homelands of the Numu (Northern Paiute), Wašiw (Washoe), Newe (Western Shoshone), and Nuwu (Southern Paiute) peoples. These lands continue to be a gathering place for Indigenous Peoples and we recognize their deep connections to these places. We extend our appreciation for the opportunity to live and learn on their territory.

## 4. **ROLL CALL**

Roll call must be listed by the Secretaries

## 5. **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 Chair may elect to take public comment or action items on this agenda. The Chair may impose reasonable limits on the length members of the public may speak.

## 6. **ADOPTION OF MINUTES (FOR POSSIBLE ACTION)**

There are no minutes to be adopted at this time.

## 7. **REPORTS (INFORMATION ONLY)**

Members of the committee may give a report to any work relation to the committee.

## 8. **OLD BUSINESS (INFORMATION ONLY/FOR POSSIBLE ACTION)**

Posted at the ASUN Offices in the Joe Crowley Student Union and online at [www.nevadaasun.com](http://www.nevadaasun.com). ASUN supports providing equal access to all programs for people with disabilities. Reasonable efforts will be made to assist and accommodate persons with physical disabilities who wish to attend the meeting. Please call ASUN at (775) 784-6589 in advance so that arrangements can be made conveniently. If you would like a copy of any of the agenda items listed, please contact Senator Dillon Moss at [Speakerprotempore@asun.unr.edu](mailto:Speakerprotempore@asun.unr.edu)

There is no old business at this time.

**9. NEW BUSINESS (INFORMATION ONLY/FOR POSSIBLE ACTION)**

**a. Review of legislation and memorandums**

**i. S.B. 93 - An Act to Expand the Department of Campus and Public Relations**

**ii. S.B. 93 - A Bill to Reinstate the ASUN Menstrual Hygiene Fund**

**10. MISCELLANEOUS BUSINESS (INFORMATION ONLY)**

There are no items to be discussed at this time.

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

**12. ADJOURNMENT**

**13. NOTES**

Agenda items may be considered out of order at the discretion of the Chair. The committee may combine two or more agenda items for consideration. The Committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

The Associated Students 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 call the Speaker of the ASUN at (775) 784-6589 in advance so that arrangements may be conveniently made.

[DISCUSSION DRAFT]

93rd SESSION  
2025-2026

**S.B. 93 -**  
**AN ACT TO EXPAND THE DEPARTMENT OF**  
**CAMPUS AND PUBLIC RELATIONS**

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IN THE SENATE OF THE ASSOCIATED STUDENTS

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JANUARY 15TH, 2024

SUBMITTED TO THE SENATE OF THE ASSOCIATED STUDENTS BY PARLIAMENTARIAN ISSA  
CO-SPONSORED BY SENATOR LAWSON  
ORIGINALLY AUTHORED BY SPEAKER ACKLIN

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*Whereas*, the Department of Public Relations is responsible for managing the Association's public perception and informing the student body about ASUN's matters, initiatives, and events; and

*Whereas*, the Department currently operates with only one Director and one Assistant Director, who are expected to manage, market, and communicate the work of a \$3 million budget, oversee 50–60 student employees, attend 5–7 weekly meetings during peak periods, and support 3–4 events per week across multiple departments; and

*Whereas*, allocating \$6,000 to hire two (2) Communications Coordinators, compensated at \$3,000 each, will provide necessary structural support to meet these demands; and

*Whereas*, the funds allocated for this purpose shall be taken from the ASUN Senate unused wages account, the total balance of which is currently undetermined; and

*Whereas*, the Communications Coordinators shall provide general communications and outreach support to both the Legislative and Executive branches of the Association, including but not limited to assisting with Senate transparency efforts, executive initiatives, and cross-departmental programming support; and

*Whereas*, the addition of these two positions will establish a four (4) person permanent operational structure within the Department of Campus and Public Relations, consisting of the Director, Assistant Director, and two Communications Coordinators; and

*Whereas*, the total allocated wages for the Department of Campus and Public Relations shall equal \$14,000, consisting of \$5,000 for the Director of Campus and Public Relations, \$3,000 for the Assistant Director of Campus and Public Relations, and \$3,000 for each of two (2) Communications Coordinators, with \$6,000 representing newly allocated funds; and

*Whereas*, the Association has historically struggled to increase voter engagement and effectively communicate its efforts to proactively support students; and

*Whereas*, it should be a priority of the Association to strengthen the Department of Public Relations in order to advocate for students through consistent and accessible social media communication, including but not limited to highlighting Pack Provisions, ASUN-funded scholarships and awards, and the wide range of free resources available to students who may otherwise be unaware of these services; and

*Whereas*, this investment would take effect at the start of the 94th Session, providing critical support to the President and the Director of Public Relations of the 94th Session; and

*Whereas*, it shall be the responsibility of the 94th ASUN President, in collaboration with the Budget and Finance Committee, to identify, reallocate, or adjust funding as necessary to ensure the continuation of this program into the 95th Session; and

*Whereas*, providing additional staff to market and communicate the Association's work will ensure greater visibility, stronger engagement, improved student advocacy, and overall positive outcomes for the student body; now, therefore,

***THE STUDENTS OF THE UNIVERSITY OF NEVADA REPRESENTED IN THE  
SENATE, DO ENACT AS FOLLOWS:***

*Be it enacted*, that, as outlined in Addendum A, the Associated Students of the University of Nevada shall allocate \$6,000 beginning in Spring 2025 to the Department of Campus and Public Relations, funded through the ASUN Senate unused wages account, to hire two (2) Communications Coordinators at \$3,000 each, who shall report to the Director of Campus and Public Relations and work in coordination with the Assistant Director, in order to expand

outreach, improve student engagement, increase accessibility on digital platforms, strengthen advocacy for student resources, and provide communications support to both the Legislative and Executive branches of the 94th Session, with the intent that this program be sustained into the 95th Session through action by the President and Budget and Finance Committee; and

*Be it further enacted*, that the budget and line-item breakdown attached in Addendum B shall be used, beginning in the 2026-2027 fiscal year, to fund this act; and

*Be it further enacted*, that a copy of this bill be sent to the following individuals:

- Vice President, Student Services, *Heather Speed*;
- Senior Associate Director, Center for Student Engagement, *Amy Koeckes*;
- Director, Center for Student Engagement, *VACANT*;
- Associate Director, Student Government, *Luis Aguilar-Herrera*;
- President, Associated Students, *Carmina Aglubat*;
- Vice President, Associated Students, *Ethan McNamara*;
- Speaker, 93<sup>rd</sup> Senate, Associated Students, *Leaf Acklin*;
- Director, Campus & Public Relations, *Keira Mendoza*;
- Assistant Director, Campus & Public Relations, *Jade Espino-Pineda*;
- Chair, Committee on Budget & Finance, *Dillon Moss*; and
- Chair, Committee on Government Operations, *Nicholas Bohlander*;

# Addendum A

## TITLE II: THE EXECUTIVE BRANCH

### CHAPTER 204: THE DEPARTMENT OF CAMPUS AND PUBLIC RELATIONS

#### SECTION 03: STRUCTURE

The Department of Campus and Public Relations shall consist of:

- a) A Director of Campus and Public Relations;
- b) An Assistant Director of Campus and Public Relations;
- c) Two (2) Level III Communications Coordinators; and
- d) Departmental interns as authorized

#### SECTION 04: DIRECTOR OF CAMPUS AND PUBLIC RELATIONS

##### a) IN GENERAL:

There is a Director of Campus and Public Relations, appointed by the President, with the consent of the Senate.

##### b) HEAD OF THE DEPARTMENT:

The Director shall be the head of the Department and shall have direction, authority, and control over it. The Director shall directly supervise:

1. The Assistant Director of Campus and Public Relations;
2. The Communications Coordinators.

##### c) FUNCTIONS:

1. To form focus groups and committees at the President's request to collect student concern on local, national, and campus issues.
2. To focus on increasing the visibility of the Association in greater campus, local, state, and national communities.
3. To draft media releases for the Association with approval from the President.
4. To produce multimedia content to release weekly updates to students about ASUN, including but not limited to new initiatives, allocations of funds, passed legislation, and upcoming events.
5. To provide a vision statement and branding blueprint for Inkblot in coordination with the Creative Director.
6. To act as President in accordance with succession provisions if no other executive officer is available.
7. To advise the Senate regarding the efficacy of its outreach efforts.

8. To have a report read or spoken into record at minimum every other Senate meeting.
9. To cross-promote relevant content across Association digital platforms.
10. To work with the Center for Student Engagement's Information Technology team to update and maintain ASUN web content.
11. To collaborate with the Vice President on marketing for the Pack Friendly Business Program.
12. To communicate with and oversee the Assistant Director and Communications Coordinators.
13. To attend all ASUN retreats and trainings as directed.

#### **SECTION 05: AUTHORIZATION OF APPROPRIATIONS**

There is hereby authorized to be appropriated such sums as may be necessary for the support of the Department, including wages for Level III Communications Coordinators, subject to Senate approval.

#### **SECTION 06: ASSISTANT DIRECTOR OF CAMPUS AND PUBLIC RELATIONS**

##### a) IN GENERAL:

There shall be an Assistant Director of Campus and Public Relations, appointed by the Director, with the consent of the Senate.

##### b) FUNCTIONS:

- i) To act as Director in the Director's absence or at their request.
- ii) To assist in developing departmental strategic plans and objectives.
- iii) To support visibility efforts at the campus, local, state, and national level.
- iv) To assist in producing weekly multimedia updates for students.
- v) To work with the Center for Student Engagement's IT team on ASUN website content.
- vi) To ensure departmental content complies with accessibility requirements under the Americans with Disabilities Act.
- vii) To supervise departmental interns and entry-level staff in coordination with the Director.

#### **SECTION 07: COMMUNICATIONS COORDINATORS**

##### a) IN GENERAL:

There shall be two (2) Level III Communications Coordinators within the Department of Campus and Public Relations.

##### b) REPORTING STRUCTURE:

The Communications Coordinators shall report directly to the Director of Campus and Public Relations and work in coordination with the Assistant Director.

##### c) FUNCTIONS:

The Communications Coordinators shall assist in developing and executing communication strategies that increase awareness of Association initiatives and improve

transparency across the Legislative and Executive branches. Responsibilities may include, but are not limited to:

1. Providing operational and communications support to the Director and Assistant Director of Campus and Public Relations as needed, and assisting with additional responsibilities as required to support the overall functions and needs of the Department.
2. Working directly with the ASUN Senate to publish monthly Senate recaps;
3. Promoting Senate tabling events and legislative outreach activities;
4. Highlighting passed legislation to improve transparency and student awareness;
5. Supporting the Executive Branch by assisting the Chief of Staff with communications and messaging efforts;
6. Collaborating with the Department of Programming and the Department of Clubs and Organizations to strengthen marketing and outreach efforts;
7. Assisting in promoting executive initiatives and student-facing programs;
8. Supporting internal and external messaging efforts across digital and in-person platforms;
9. Assisting in increasing awareness of student resources, including but not limited to Pack Provisions, ASUN-funded scholarships and awards, and other free services offered by the Association;
10. Supporting cross-departmental collaboration to ensure consistent branding and messaging across the Association;

#### **SECTION 08: CONTINUITY AND FUNDING RESPONSIBILITY**

- a) The initial implementation of the Communications Coordinator positions may be funded through reallocation of ASUN Senate unused wages, subject to availability and Senate approval.
- b) It shall be the responsibility of the 94th ASUN President, in collaboration with the Budget and Finance Committee, to identify, reallocate, or adjust funding as necessary to ensure the continuation of these positions into the 95th Session.

# Addendum B

*Paid for by rollover from the 2025-2026 fiscal year Unused Senate Wages & Unused Director and Assistant Director of Campus and Public Relations stopgap in place.*

<b>Department of Public Relations</b>				
Student Wages:	Operating Allocation	T. Actual Dollars	FY25	Difference
Director of Public Relations	\$5,000.00		\$5,000.00	\$-
Assistant Directors	3,000.00		3,000.00	\$-
Communications Coordinators	3,000.00		3,000.00	\$3,000
Communications Coordinators	3,000.00		3,000.00	\$3,000
Balance Forward				
<b>Total</b>	\$14,000.00	\$14,000.00	\$14,000.00	\$6,000
	T. Allocated	T. Actual Dollars	T. Allocated	T. Allocated

[DISCUSSION DRAFT]

93<sup>rd</sup> SESSION  
2025-2026

**S. B. 93-**  
**A BILL TO REINSTATE THE ASUN**  
**MENSTRUAL HYGIENE FUND**

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IN THE SENATE OF THE ASSOCIATED STUDENTS

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FEBRUARY 26<sup>TH</sup>, 2026

SUBMITTED BY SENATOR BARRUS TO THE SENATE OF THE ASSOCIATED STUDENTS  
CO-AUTHORED BY CHIEF OF STAFF DETRICK  
CO-SPONSORED BY SENATOR CASTRO

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**A Bill to Reinstate the ASUN Menstrual Hygiene Fund**

*Whereas*, in 2019 the ASUN Menstrual Hygiene Fund was created to subsidize period products in the Joe Crowley Student Union bathrooms;

*Whereas*, this initiative was originally allocated \$500 under the Executive Board budget allocations<sup>1</sup>;

*Whereas*, this budget line-item was never used, and was not allocated any funding for FY26;

*Whereas*, the goal of this bill is to revise the Menstrual Hygiene Fund into a long-term, sustainable partnership with Project Marilyn;

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<sup>1</sup> 2019; Public ASUN Budget

*Whereas*, Project Marilyn<sup>2</sup> supplies menstrual products to those lacking access, addressing the critical yet often overlooked health and dignity issues caused by the scarcity of donated period supplies;

*Whereas*, the new and improved ASUN Menstrual Hygiene Fund will centralize this system in at least one location;

*Whereas*, Project Marilyn, they will send a variety of their kits in a monthly package to the Center for Student Engagement for distribution in equal parts to these locations;

*Whereas*, ASUN should allocate 3,500 dollars annually to maintain the partnership;

*Whereas*, in the pilot test (Spring 2026), \$3,400 will be reserved for the sponsorship, and \$100 will be saved to pay for bins in each of the locations

*Whereas*, beginning in the 94th session, the Department of Campus Wellness should become responsible for the maintenance of the fund and our relationship with Project Marilyn;

*Whereas*, this includes the marketing, sponsorship, and distribution of kits to the resource centers and may also include hosting period kit packing events in support of Project Marilyn and the community;

*Be it enacted by the Senate of the Associated Students*, that the ASUN Menstrual Hygiene Fund is reinstated as a practice of the Associated Students of the University of Nevada;

*Be it further enacted by the Senate of the Associated Students*, that \$3,500 be allocated to the ASUN Menstrual Hygiene Fund as shown in Figure A;

*Be it further enacted by the Senate of the Associated Students*, that the responsibility shall fall onto the Department of Campus Wellness as shown in Addendum B;

*Be it further enacted by the Senate of the Associated Students*, that the Menstrual Hygiene Fund is adopted into the Statutes of Associated Students as shown in Title XXXI;

*Be it further enacted by the Senate of the Associated Students*, a copy of this bill shall be sent to:

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<sup>2</sup> <https://projectmarilyn.com/>

- Associate Director of Student Government, *Luis Aguilar-Herrera*;
- Senior Associate Director, *Amy Koeckes*;
- President of ASUN, *Carmina Aglubat*;
- Vice President of ASUN, *Ethan McNamara*;
- Speaker of the 93rd Senate, *Leaf Acklin*;
- Chair of the Committee on Safety, Sustainability, and Wellness, *Anna Barrus*;
- Chair of the Committee on Budget and Finance, *Dillon Moss*;
- Director of Campus Wellness, *Lauren Sousa*;
- Assistant Director of Campus Wellness, *Jordan Brown*;
- Chief of Staff, *Gabriella Detrick*;
- Director of Executive Outreach, *Naomi Tecson*.

## ADDENDUM A

# TITLE XXXI: ASUN MENSTRUAL HYGEINE

## FUND

### Chapter 3101: ASUN Menstrual Hygiene Fund

#### SECTION 01: ESTABLISHMENT

There is hereby established the ASUN Menstrual Hygiene Fund

#### SECTION 02: PURPOSE

The purpose of the ASUN Menstrual Hygiene Fund supplies menstrual products to those lacking access, addressing the critical yet often overlooked health and dignity issues caused by the scarcity of donated period supplies. Through Project Marilyn, they will send a variety of their kits in a monthly package to the Center for Student Engagement for distribution in equal parts to these locations.

#### SECTION 03: LOCATIONS OF PRODUCTS

Products will be placed in at least one location, up to the discretion of the Department of Campus Wellness.

#### SECTION 04: STRUCTURE

Throughout several locations, they use a discreet bag distribution system. Individuals can ask for the bag that Marilyn left them and receive a kit with zero questions asked.

#### SECTION 05: ADHERANCE

The Department of Campus Wellness should become responsible for the maintenance of the fund and our relationship with Project Marilyn. This includes the marketing, sponsorship, and distribution of kits to the resource centers. It may also include hosting period kit packing events in support of Project Marilyn and the community.

**ADDENDUM B**

**CHAPTER 209: DEPARTMENT OF CAMPUS**

# WELLNESS SECTION

## **01: ESTABLISHMENT**

There is hereby established a Department of Campus Wellness as an executive department of the Association.

## **SECTION 02: MISSION**

The primary mission of the Department is to:

- a) Be well-informed of the mental and physical health challenges concerning the students of the university.
- b) Pursue initiatives that educate the students of the university on mental and physical health.
- c) Program various events and activities that will showcase mental and physical health resources on campus.
- d) Other matters properly relating thereto.

## **SECTION 03: STRUCTURE**

The Department of Campus Wellness shall consist of a Director and an Assistant Director of Marketing and Special Projects.

## **SECTION 04: DIRECTOR OF CAMPUS WELLNESS**

- a) **IN GENERAL:** There is a Director of Campus Wellness, appointed by the President, with the consent of the Senate.
- b) **HEAD OF DEPARTMENT:** The Director will be the head of the Department, and shall have the direction, authority, and control over it.
- c) **FUNCTIONS:**
  - a) Develop relationships with and meet regularly with leaders from mental and physical health related student organizations.
  - b) Develop a working relationship with the Director of the E.L. Wiegand Fitness

Center, The Administrative Assistant of the Counseling Center, and the Health Promotion Program Coordinator of the Student Health Center.

- c) Serve on university committees and task forces relating to mental and physical health, including but not limited to, the Student Wellness Advisory Group and ADA accessibility groups.
- d) Program a Wellness Week highlighting mental and physical health issues and resources in coordination with the School of Social Work Senator.
- e) Chair all meetings of the Department.
- f) Manage the department budget and related administrative duties.
- g) Convey to the Senate of the Associated Students information and data related to mental and physical health issues concerning university students and new initiatives.
- h) Provide a written report to the Senate showing the usage of the Counseling Center fee, Health Center fee, E.L. Wiegand Fitness Center fee, and the usage by students of these resources.
- i) Have a report read or spoken into the record at a minimum every other Senate meeting.
- j) Responsible to attend all ASUN retreats, and trainings as decided by the President and the Director of Executive Outreach.

#### **SECTION 05: ASSISTANT DIRECTOR OF MARKETING AND SPECIAL PROJECTS**

##### a) IN GENERAL:

There will be an Assistant Director, appointed by the Director, with the consent of the Senate.

##### b) FUNCTIONS:

1. Act as the Director of Campus Wellness in the Director's absence or at the Director's request.
2. Program and promote events and initiatives related to campus health and wellness

assigned by the Director of Campus Wellness, including but not limited to, It's On Us, green Dot Training, Pack Fit, Wellness Wednesdays, etc.

3. Work with Inkblot and campus marketing organizations to promote campus wellness resources and manage Department public relations.
4. Collaborate with ASUN and campus entities to provide support and informational resources to students regarding issues of public health.
5. Responsible to attend all ASUN retreats, and trainings as decided by the Director of Campus Wellness and the Director of Executive Outreach.

**SECTION 06: THE ASUN MENSTRUAL HYGEINE FUND**

The Department of Campus Wellness is responsible for the upkeep of the ASUN Menstrual Hygiene Fund as mentioned in Title XXXI of the Statutes.

**SECTION 07: AUTHORIZATION OF APPROPRIATIONS**

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

**FIGURE A**

<b>Executive Board</b>			
Student Wages:			
President			\$8,800.00

Vice President			7,000.00	
Attorney General			5,000.00	
Director of Public Relations			5,000.00	
Assistant Director of Public Relations			3,000.00	
Director of Executive Affairs			5,000.00	
Director of Executive Outreach			5,000.00	
Director of Sustainability			5,000.00	
Assitant Director of Sustainability			3,000.00	
Director of Campus Wellness			5,000.00	
Assitant Director of Campus Wellness			3,000.00	
Fringe			1,370.00	
Travel			5,000.00	
Host				
ASUN Retreat			4,000.00	
ASUN Pack Internship Event			4,880.00	
ASUN Banquet			3,000.00	
Exec Branch Outreach			37,000.00	
Operating				
ASUN Retreat			8,530.00	
ASUN Banquet			2,000.00	
Sustainable Nevada Initiative Fund			1,000.00	
Civically Engaged Nevada Initiative Fund			500.00	
Marketing & Advertising				
Operating			12,225.00	
ASUN Menstrual Hygiene Fund			\$3,500	
Class Tree Sustainability Initiative			500.00	
Balance Forward	\$16,006.84			
<b>Total Exec. Board</b>			<b>\$138,305.00</b>	

T. Allocated