



CHAPMAN UNIVERSITY
SENATE MEETING AGENDA
Friday, April 14th, 2023

I. Call to Order - 1:02 PM

a. Roll Call

- i. Absent: Mo Hijazi

b. Approval of Minutes

- i. Motion: Amanda Dornsife
 1. Second: Cintya Felix
 - a. Unanimous

c. Approval of Agenda

- i. Motion to add to new business the Kapamilya, KASA, NSU, and Pua'Ikeana Formal Funding Request: Tiffany Le
 1. Second: Cristina Inboden
 - a. Unanimous
- ii. Motion to add to new business the Accounting Society funding request: Tiffany Le
 1. Second: Sydney
 - a. Unanimous
- iii. Motion: Sydney Pfeifer Picard
 1. Second: Rachel Berns
 - a. Unanimous

d. Welcome Guests

II. Public Forum

- a. CSOP representative: What is the current status of the P-card? We cannot purchase anything from the around \$7000 that we were allocated from the beginning of the semester and with shows coming up we have a very tight timeline in being able to use



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those allocated funds. If we are not able to use the p-card are there any alternate options? And how can we prevent this in future years?

- i. Whitney Gassmann Mennes: there is a \$4000 limit per month and on top of that I have to individually verify all the purchases and at the start of the month, already for the month of April we exceeded that limit. We have been working to get all the receipts from other student orgs to verify the purchases and also are working to increase the credit limit to \$15,000 which needs to be signed by multiple senior staff and get approval from Financial services. For the note on future issues with this, we are working with our CFO to approve Zelle reimbursements.

III. Committee Reports

- a. Allocations
 - i. Tiffany Le: We reviewed 15 requests, approved 5, tabled 4, denied 1, and there are 5 before you today.
- b. University & Academic Affairs
 - i. Daniella Benabou: We met with Dean Price to talk about the guide and today in new business we'll be talking with the Health and Wellness guide as well.
- c. Diversity Affairs
 - i. Riya Belani: Talked about finishing out the semester and started creating transition notes.
- d. Community Outreach
 - i. Cristina Inboden: working with correspondence with some final semester volunteer opportunities
- e. Executive Council
 - i. Alexis Reekie: I need a senator to sit on the committee picking scholarship recipients with me. I also wanted to provide an update about ASL course being phased out and met with the Provost to try and make a plan to keep it



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around. I also want to bring up the point of zelle and reimbursements for student orgs, we have been working on this for a really long time and we know it won't be able to be fully fleshed out and working but I know the project will continue after transitions.

- ii. Mac Francini: An update on the midterm initiative, I am meeting with the faculty senate president next week and will update you all next week.
- iii. Elyse Crimmins: Stoles are in production and I will be talking with you all once those get in, please remember to RSVP for the end of year SGA dinner and get media funded by SGA approved before posting.
- iv. Whitney Gassmann Mennes: I'm going to send out final rounds of fellowships to financial services today.
- v. Anya Nguyenkhoa: tonight at 6pm will be the candidate meeting for the spring senatorial election. Please turn in candidate packets if you are planning to be a senator again.
- f. External Committee Updates
 - i. none

IV. Old Business

- a. None

V. New Business

a. Alondra Diaz x Attallah Funding Request

- i. Alondra Diaz is a 3rd grade teacher who won the California teacher of the year award. I had the chance to see her speaker this past year and am excited to get to work with Atallah to be able to bring her as a keynote speaker here. She is a Chapman alum and also the recipient of the 2020 women of the year award in the community and education category given by the National Hispanic Women's Business Association. Dean Miller and another professor



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are bringing their entire classes which is around 38 students and it is being advertised by both Attalah and the career centers Senior Week. It will be in AF 208, all agreements have been made, I am requesting \$109.40 which is for this event and from a former request as I overspent as tax was more expensive than I accounted for.

1. Motion to fund in the full amount of \$190.40: Amanda Dornsife
 - a. Second: Misty Vu
 - i. Unanimous

b. Kapamilya KASA NSU and Pua'Ikeana Formal Funding Request

- i. Tiffany Le: Kapamilya, KASA, NSU, and Pua'Ikeana are putting together a cross cultural formal. They are requesting \$6,925 and Allocations does not have a recommendation.
- ii. Representative: We were able to put this event on last year and are asking for funding so we can limit the amount each of our clubs and members have to spend.
- iii. Lauren Bramlett: for senate, we didn't have a recommendation because we have different opinions on funding opportunity drawings and wanted to gain more insight on the event.
- iv. Tiffany Le: a note, please disregard the contracts that are in the folder as they are going through Chapman Student orgs to get proper contracts signed.
- v. Whitney Gassmann Mennes: originally Kapa had signed contracts with the Venue and with the DJ but in order for Chapman and SGA to process funding for that it needed to be signed through Chapman. As far as the security deposit goes, have they refunded you or explained what is going to happen with that as the contracts were voided and will be renegotiated.
- vi. Representatives: no she has not gotten back to me.
- vii. Rachel Berns: What has been the stance in past years on opportunity drawings?



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- viii. Tiffany Le: in the past they were under \$1000 so only allocations dealt with them, we don't like funding them as the funds only benefit one or two people.
- ix. Whitney Gassmann Mennes: To summarize some of the discussions, it's a large sum of money to just go to one student and we wanted to focus on the max amount of students benefiting from it.
- x. Mac Francini: is there a difference between why we can have opportunity drawings and others orgs we don't think should?
- xi. Nicole Drew: The drawings we have done are for the clear goal of promoting and incentivising the election and getting people to vote and participate.
- xii. Rachel Berns: also that came from elections and senate line, while this is from student orgs and the question is, is this really using that line of funding in the most fruitful way.
- xiii. Riya Belani: How much money was allocated last year? And was this event the same kind of collaboration last year? I believe that the policy on opportunity drawings is that it has to be equal opportunity so everyone would have to have the chance to enter. I would recommend we fund in the partial without the drawing amount.
- xiv. Amanda Dornsife: what kinds of drinks are you all planning on having since it is totalling \$750 which is almost as much as food?
- xv. Representative: we will not have any alcohol, we will have water, soda, other fountain drinks and a coffee stand.
- xvi. Whitney Gassmann Mennes: Last year we allocated \$8600 for the same event.
- xvii. Riya Belani: I want to make sure as the contracts are renegotiated that no alcohol will be included. In the current contract it says that \$125 will be for beer and toast champagne. Otherwise, it is similar to other events we have



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funded and it is cheaper than last year's request as well as benefiting 4 different organizations.

xviii. Cristina Inboden: I saw that students pay \$25 for a ticket, what does that funding go towards?

xix. Representative: I believe it goes back to fund the formal costs.

xx. Tiffany Le: Without the opportunity drawing, the costs for the partial amount is \$6823.17 for a motion.

xxi. Riya Belani: What do the ticket sales go towards directly? For example, what was used for it last year?

xxii. Representative: it was the same amount for tickets last year but I am not sure what that money specifically went to.

1. Motion to fund the request in partial for the amount of \$6823.17:

Nicole Drew

a. Second: Pamela Perez

i. Unanimous

c. American Chemical Society Funding Request

i. Tiffany Le: this was tabled from last week, they are asking for 100 t-shirts totalling \$1857 and allocations recommendation is to fund in the partial amount of \$1800 as we are allowed to fund a max of \$18 per shirt.

ii. Representative: We found a website that is actually able to get the costs down to \$1650 and in addition to that Schmid was able to fund \$200. So our total amount will be for \$1650 from SGA.

iii. Tiffany Le: with the funding from Schmid, will you be requesting \$1450?

iv. Representative: No, the \$1650 is without tax, so we will be asking for that amount and the amount from Schmid is able to fund the shipping, handling, taxes, and fees.

1. Motion to fund in the partial amount of \$1650: Tiffany Le

a. Second: Richie Amarillas



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i. Unanimous

d. Diversity Fest Funding Request

i. Cintya Felix: I am going to be hosting a SGA x Cross cultural center collaboration to celebrate the new CCC mural and am requesting funding from the co-sponsorship line. The event is taking place April 26th from 11 am - 1 pm on AF patio and in the CCC. Cultural student orgs will have the chance to gather and the CCC coalition will be celebrated and grow its connections. I would estimate about 60 people and want to incentivize the event with food from Sodexo totalling \$891.44 and the CCC and SGA will be splitting the costs so my total request is for \$445.72.

1. Motion to fund the event in the full amount of \$445.72: Lauren Bramlett

a. Second: Alison Taylor

i. Unanimous

e. Accounting Society

i. Tiffany Le: they are asking for funding for their annual spring banquet and are requesting \$8000 out of the academics awards line. Allocations has reviewed this request and recommended \$7002.70.

ii. Representative: We host this event to bring together students, accounting professionals for local, national and international firms together. Many professionals from the big 4 accounting firms will be in attendance and provide the chance to network and celebrate staff and students.

iii. Lauren Bramlett: to give context why we recommended to fund in partial, it was cutting out the photographer, we wanted to ask for the significance and want for the photographer?

iv. Representative: our President wanted it and we wanted to post it on our social media and use it as PR.



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- v. Daniella Benabou: The floral centerpieces are super expensive so if we are looking to cut down some costs that might be a good place.
- vi. Nicole Drew: The photographer is also a lot of money but everyone has a phone and that might be a free way to get photos.
- vii. Whitney Gassmann Mennes: for context, last year the funding for the event was \$2071.41.
- viii. Riya Belani: I understand wanting to host a high scale event but I do feel a little uncomfortable because of how expensive and how much more the cost is.
- ix. Kayla Weichert: to give context, my perception of this is that it is a return to how the event was hosted pre-covid but they are presenting what they were very familiar with from the past.
- x. Representative: we have had high attendance around 95-105 people per attendance and want to put on a good event for that.
 - 1. Motion to fund in the partial amount of \$5427.70: Nicole Drew
 - a. Second: Tiffany Le
 - i. Unanimous

f. Health and Wellness Resource Guide

- i. Daniella Benabou: we have been working on a resource guide for health and wellness and tried to base it on the 8 pillars of wellness we have at Chapman. After meeting with Dean Price we are going to help wellness and rec to try and find a way to make it more obvious what the resources we have are. On the Health and wellness website we want to reorganize it to make the resources close to the top. The UAA committee wants to make it more eye-catching. So for example, when you click mental health and scroll down the page you can find links to resources. We want to make this a QR code and even when you click on the resource there are even more pages and links you have to click through to find what is needed. We want to make sure that



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students can find what they need since they normally don't go looking for it until they absolutely do.

- ii. Rachel Berns: I know a senator tried to put something together last year with getting QR codes in dorms, so you could try and find some of those contacts.
- iii. Daniella Benabou: I know that project was never seen through because Dean Price was even saying about the website that it's for people wanting to learn more about chapman not for people who go to chapman almost. He also wants us to make comments on the website so we can create a quick link page.
- iv. Alison Taylor: I think for a Canvas page, even with college's pages since many have just home pages, putting those resources on there would be good.
- v. Alexis Reekie: I know at Grand they have magnets with resources so you could reach out to the new resident director about adding or changing them.
- vi. Pamela Perez: I think the canvas page is smart but I don't know how many people are going to do a course.
- vii. Daniella Benabou: It wouldn't be a course you have to complete, it's just a module and an existing page people could have on their canvas at all times. Dean Price was saying students ignore things that are right in front of them until they need them, but having this exist in front of them would help minimize them having to search for things.
- viii. Riya Belani: I think that's a great idea and even post your committee I think having just a health and wellness canvas page that can be updated and share continuous resources and things and updates are also able to be sent out. For the website edits, is there a doc you want us to be working on, like a shared one?
- ix. Daniella Benabou: Yes, I am going to send out that collaborative document with all the notes I have and then more can be added. With the page the only issue is that it would have to be someone's job to be updating the page.



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- x. Riya Belani: I agree with Dean Price that the website is not tailored to Chapman students and there needs to be changes to make that more effective for the student body.
- xi. Rachel Berns: I do think it might be helpful for health panther Dani Smith to go over or just mention this and these kinds of resources.
- xii. Amanda Dornsife: Also on the document please list the things that you like about the website so we don't change those things.
- xiii. Riya Belani: I also think if we are able to put in the information section in the syllabus for it to just live there.

g. Wilkinson Funding Request

- i. Nicole Drew: I am asking for funding for catering to create more of an incentive for a career workshop with Erin Berthon for seniors. We are looking for Chipotle catering totaling \$214 and all taxes and fees should be included.
- ii. Whitney Gassmann Mennes: we will need to reallocate money and I am proposing we reallocate \$1000 from the senate line to the cosponsorship line
 - 1. Motion to reallocate \$1000 from the Senate line into the Co-sponsorship line: Riya Belani
 - a. Second: Tiffany Le
 - i. Unanimous
 - 2. Motion to fund in the full amount of : Riya Belani
 - a. Second: Pamela Perez
 - i. 12 approved, 1 abstention

h. Bylaws Discussion

- i. Rachel Berns: We have been talking about transitioning some of the executive office roles to be hourly paid roles as opposed to fellowship pay. Many of these roles are a bit more structural and have predictable hours and they can



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- reflect the hours that are working more accurately. They would be paid \$15.50 like all student workers, the one thing to consider is that if the Director of Finance is working 19 hours a week for the max weeks in the year then they would earn more than the President maxing around \$12K per year.
- ii. Lauren Bramlett: have there been conversations about splitting up the DoF role into multiple roles to lower the workload?
 - iii. Rachel Berns: Yes, we talked about reallocating some duties between director and the assistant director.
 - iv. Daniella Benabou: If they came to senate would that be a part of their hourly?
 - v. Whitney Gassmann Mennes: I think if it was restricted to Brooke the Student Activities fee assistant and one or two director roles I think the hours could reach under 19 a week.
 - vi. Cintya Felix: Would this be a Federal work study or non-work study job, and are they capped at 19?
 - vii. Rachel Berns: yes they would be capped with the student worker 19 hour limits, and it can be either work study or not.
 - viii. Tiffany Le: I think allocations could also help the finance team as well.
 - ix. Daniella Benabou: If they get paid and go to Senate, I feel like they have to have a precedent set to be here and still take it seriously and not get like 2 hours of free pay basically.
 - x. Riya Belani: I think it's fair to compensate them for coming as they are still a part of senate even as an ex-officio member.
 - xi. David Bryant: We did add that all Directors in the job roles must be in senate.
 - xii. Nicole Drew: I don't see a problem with them being paid for being at senate as they have a role here to help guide and answer questions and give more insight even if they don't vote.
 - xiii. Rachel Berns: It also does, with making them hourly, create more accountability as they have to show up and do the work to earn their pay.



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- xiv. Alexis Reekie: they would also need to clock in and out in the office on our system which increases accountability.
- xv. Kayla Weichert: The current proposal is that the director of justice is still on a fellowship as we might need them more or less depending on the week as we can need them more during a given week and not at all the next week.

VI. Open Forum

- a. Anya Nguyenkhoa: As of right now we still need candidates from COPA, school of Comm, and Dodge so please see if anyone has any interest they have 2 hours to get their signatures.
 - i. Lauren Bramlett: If they didn't file in time those would be open for the fall elections?
 - ii. Anya Nguyenkhoa: they would still be able to turn in a candidate packet and be an official candidate as a write in. If they don't submit a packet then yes the position would roll over to the fall election.

VII. Announcements

- a. Karsyn Aoki: Please respond to the invite about the SGA end of year banquet and sooner rather than later let me know if you have any allergies or dietary restrictions please let me know so we are able to make the Sodexo order.
- b. Daniella Benabou: I wanted to congratulate Riya on her event yesterday as well.

VIII. Adjournment - 2:46 PM

- a. Motion: Daniella Benabou
 - i. Second: Rachel Berns
 - 1. Unanimous