



CHAPMAN UNIVERSITY
SENATE MEETING AGENDA
Friday, April 7th, 2023

I. Call to Order - 1:02 PM

a. Roll Call

- i. Absent: Amanda Dornsife, Richie Amarillas, Pamela Perez

b. Approval of Minutes

- i. Motion: Cintya Felix
 - 1. Second: Sydney Pfeifer Picard
 - a. Unanimous

c. Approval of Agenda

- i. Motion: Cristina Inboden
 - 1. Second: Lauren Bramlett
 - a. Unanimous

d. Welcome Guests

II. Public Forum

- a. None

III. Committee Reports

a. Allocations

- i. Tiffany Le: Reviewed 19 requests, approved 4, denied 3, tabled 5, 7 before senate today. During open forum we are going to talk about allocations bylaws and operating documents and suggestions to improve operations.

b. University & Academic Affairs

- i. Daniella Benabou: Will be meeting with Dean Price to talk about the resources list and will present that next meeting.

c. Diversity Affairs



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- i. Riya Belani: None
- d. Community Outreach
 - i. Crisitna Inboden: None
- e. Executive Council
 - i. Alexis Reekie: None
 - ii. Mac Francini: Working on a policy to allow students to move Midterms with more than 2 on a single day
 - iii. Elyse Crimmins: Stoles are ordered and Director applications are due tonight, driver era tonight, ronald mcdonald house of OC reached out for community relations
 - iv. Whitney Gassmann Mennes: public check request tracking sheet live on the website with the exception of fellowships
 - v. Anya Nguyenkhoa: thank you to all the senators who got signatures we ended with 327. We did not reach our goal so the amendments are not going to be passed. Monday is when the filing period opens for next year Senate seats and please let me know if you have questions
- f. External Committee Updates

IV. Old Business

- a. None

V. New Business

a. Budget Reallocation Proposal

- i. Whitney Gassmann Mennes: I am proposing that we eliminate the \$1000 from the student organization printer line, eliminating the \$2500 allocated for greek life new member awards, and with these amounts we should add it back into the student orgs line in addition with \$1500 from the reserves which



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would total \$5000. I also propose we add \$10000 from our academic reserves into the academic orgs line. Also \$8000 into our co sponsorship fund.

- ii. Sydney Pfeifer Picard: for the greek life new member awards did no one apply?
- iii. Whitney Gassmann Mennes: there was not a formal committee put together in helping the selection or any application made so the funds were just sitting there.
- iv. Elyse Crimmins: When we did these last year there was a consensus that these could be covered by Panhellenic and IFC Scholarships.
 1. Motion to approve the budget reallocation proposal: Nicole Drew
 - a. Second: Cristina Inboden
 - i. Unanimous

b. Student Athlete Advisory Committee (SAAC) Funding Request

- i. Tiffany Le: This was a request we tabled from last week and they are requesting funds for their athlete formal, I believe it will be out of co-sponsorship for the amount of \$1500.
- ii. Representative: This is a yearly event we put on in order to celebrate all of the athletes and the work they have put in during their seasons and throughout the year. The funding we are requesting will just help cover the venue. On the sheet attached to the application there is a line item for funding the bar which can be removed from our request.
- iii. Cristina Inboden: Because we are going through athletics to negotiate these contracts, they are still not completely finalized and we are waiting on a signature from someone in athletics.
- iv. Whitney Gassmann Mennes: Have you received an invoice from them? And what is the amount that is listed there?



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- v. Representative: We have but we are still trying to figure out the costs and are trying to figure out the cheapest alternative. The amount we are requesting today is \$3000.
- vi. Whitney Gassmann Mennes: With athletics are you all working with Chapman Legal? As this isn't a formalized contract I can't approve this or send this to anyone at financials so we would need that ASAP.
- vii. Cristina Inboden: Yes, could we approve the amount without the signature from the contract?
- viii. Whitney Gassmann Mennes: I would like to see an invoice from the venue but we are able to approve it as we have done that in the past.
- ix. Mo Hijazi: I think we can do it contingent on getting the invoice as the event is approaching.
- x. Cintya Felix: the event still takes place in three weeks so I feel like they have time.
- xi. Cristina Inboden: We already tabled it last week so I feel like, do we need to have another conversation and waste time in the senate or just approve it?
- xii. Alexis Reekie: Just to clarify, the bar is not included in the \$3000?
- xiii. Representative: the 3000 goes solely to the venue.
- xiv. Nicole Drew: I don't think it hurts to approve it since if we don't get the invoice they don't get the funds.
- xv. Tiffany Le: Is Athletics covering the operating costs?
- xvi. Representative: yes, any other cost is covered through ticket sales and athletics.

1. Motion to fund in full: Lauren Bramlett

a. Second: Cintya Felix

i. Unanimous

c. Iranian Student Cultural Organization (ISCO) Funding Request



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- i. Tiffany Le: ISCO is requesting T-shirts and tank tops totalling \$1072.44 from the student orgs line.
- ii. Representative: Developed merchandise for ISCO and wanted to partner with SGA as we approached for funding for our event earlier. We are partnering with Promo Brothers and with one of the senators who works with the company. There are no dates or school years on the merch so we are able to stretch it through next year as well as distributing it to this year's club members.
- iii. Tiffany Le: Are you planning to sell them?
- iv. Representative: No, we talked with Whitney and we understand the liabilities and it will be distributed to board members and members who attend meetings.
- v. David Bryant: the total for the invoice looks like it is less than what is being requested?
- vi. Representatives: The only amount to take into consideration is just for the specific invoice for the shirts.
 1. Motion to fund for the full amount of \$1072.44: Cintya Felix
 - a. Second: Cristina Inboden
 - i. Unanimous

d. Queer Prom Funding Request

- i. Tiffany Le: QSA, QTPOCC and Shift Happens are all collaborating with the LGBTQ staff and forums to put on Queer Prom \$6184.48 for decorations and food for the event from the co-sponsorship line. Allocations has recommended to fund in partial for food.
- ii. Representatives: We haven't been able to do this event since pre-covid and want to be able to host this event since many people have had to miss their own Prom due to covid, or not being allowed to bring the date of their choice, or even feel comfortable in the preferred way they want to dress. It is open to



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everyone and it is supposed to be a safe space for queer students to feel comfortable and find community on our campus..

- iii. Riya Belani: I am aware for sorority recruitment, pipe and drape is put up around campus and wanted to know if that was through Chapman or through an outside organization, as this might help cut down on costs.
- iv. Representative: we have looked into multiple different vendors and this is a cheaper quote though I acknowledge it is still very expensive.
- v. Elyse Crimmins: sororities do use signature as well for pipe and drape.
- vi. Sydney Pfeifer Picard: you are also partnering with the DEI office and have you received funding from them?
- vii. Representative: we were able to get \$1000 from DEI and budget with the student orgs as well to figure out who should cover what.
- viii. Cintya Felix: What day is it? As the flier says the 15th.
- ix. Representative: It is the 21st and no marking materials have been sent out and are aware of putting the logo on it. This is a reservation based event as they reserve through ticketing so we do not go over the fire code capacity cap
- x. Daniella Benabou: I wanted more clarity on why allocations recommended to fund in partial
- xi. Tiffany Le: we wanted to ensure food for the event, and wanted to discuss alternatives to pipe and drape.
- xii. Cristina Inboden: Instead of pipe and drape, find a way that it would work to hang drapes from the ceiling and be cheaper.
- xiii. Representative: we cannot hang anything from the ceiling from AF119 due to fire and safety regulations.
- xiv. Whitney Gassmann Mennes: It is a different vendor than CAST that you all are looking at, Allocations.
- xv. Mo Hijazi: have you considered having students pay for tickets? As this is extremely expensive.



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- xvi. Representative: I understand that, this is my first time doing this event, for my work I know that students don't typically have the funds and there are lots of students who are struggling with finances and that would exclude them further and something we want to avoid.
- xvii. Riya Belani: How much has it cost in the past if you have that information?
- xviii. Representative: they didn't request from SGA in the past and this is the first time we are partnering with the DEI and LGBTQ faculty so I do not have that information.
- xix. Sydney Pfeifer Picard: A suggestion for future, The Collective has student businesses sell products at their events and some of the proceedings go to the event itself.
- xx. Whitney Gassmann Mennes: from a policy perspective, they would need to have multiple business licenses and work with the city of Orange and that isn't realistic of an ask sadly.
- xxi. Riya Belani: I think this is a great thing to fund based on the fact that it creates a safe space on campus and to create this experience, as well as they are partnering multiple on campus offices and student organizations to make this happen.
- xxii. Alison Taylor: I know how much the pipe and drape can transform a room, I know that for sorority recruitment a lot of the costs are \$600-\$850.
- xxiii. Rachel Berns: What is our allocated balance in the Co-sponsorship line?
- xxiv. Whitney Gassmann Mennes: We just added \$8000 from the changes, so we have enough to fund in full.
- xxv. Riya Belani: I believe that we can move forward in funding this in full and you all can work together to decrease the costs.
- xxvi. Mo Hijazi: Thinking about a plan for the future to maintain some of these costs is important.



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xxvii. Riya Belani: I think this is a learning experience and next time even things like changing the room could help reduce costs but I believe that this is still a worthwhile request.

1. Motion to fund in the full amount of \$6184.48: Daniella Benabou

a. Second: Nicole Drew

i. Unanimous

e. Coalition of Artistic Students in Theatre (CAST) Funding Request

i. Tiffany Le: CAST is asking for funding for \$5800 for decorations and food for their end of year gala from the academics orgs line and allocations recommended to fund in partial.

ii. Representatives: We are a student coalition and oversee student-led production in the department of theater and work with department heads. Annual awards gala named after the founder of Chapman's Theater department, and we see this event as a send off for the seniors graduating. It will take place in AF209 and have already worked with event operations. With funding we want to be able to revamp the space and cover the costs for Sodexo, and decorations. We will be working with three vendors we have already worked with before as well. All of the specifics of the budget and estimated costs have been laid out in the spreadsheets. We want to celebrate the department and the work they have put in this last year. We do not collect dues and just support different production clubs and do not have much funding from the department as many budget cuts have been made this year already. We have tried to source the cheapest options and done a lot of research and tried to keep it as cost effective as possible.

iii. Lauren Bramlett: I hear a lot that students feel a lack of community and this event is able to help which is great, how did you come to the number allocations came to recommend?



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- iv. Tiffany Le: we wanted to keep it consistent with the last event and we are unable to fund the bar. We wanted to know the possible items the theater department would be able to fund as well to make a more specific request.
- v. Representative: there were talks about having them fund for Sodexo but we are still unsure.
- vi. Lauren Bramlett: for consistency and precedent, we did just fund two events that are similar so it would make sense to fund this one as well.
- vii. Sydney Pfeifer Picard: It is also for the entire theater department and not just one organization which I want to emphasize
 - 1. Motion to fund for the full amount of \$5800: Mo Hijazi
 - a. Second: Cintya Felix
 - i. Unanimous

f. Calliope Funding Request

- i. Tiffany Le: This request for Calliope and their spring 2023 issue which is coming from the academics org line, and we recommend to fund in the partial amount of \$1900.
- ii. Representative: I don't have an official current invoice yet but based on last semester's copies the pricing should be fairly consistent though we are ordering 400 copies instead of 500 as this edition has more pages than the last.
- iii. Sydney Pfeifer Picard: I don't believe we are able to fund a reimbursement for the jotforms listed on the request.
- iv. Whitney Gassmann Mennes: We cannot allot retroactive funding but next year they can come in for approval and that can either be purchased with the P card or filed as a proper reimbursement.
- v. Representative: I also wanted to bring up how we want to also come in for funding for the launch party later this semester and if that was something that would be able to be discussed now?



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- vi. Whitney Gassmann Mennes: we would need to then amend the request for that amount.
- vii. Rachel Berns: Would you like to move forward with that?
- viii. Representative: I think it is probably best to wait to see what the English department is willing and able to contribute.
- ix. Alexis Reekies: how many of the 500 books were picked up last year/semester?
- x. Representative: I would say 3/4ths of them were passed out and we still have some older leftover issues to pass out. We placed them in DMAC, Dodge, and the visitor center as well as tabling and other events.
 - 1. Motion to fund in the partial amount of \$1900: Sydney Pfeifer Picard
 - a. Second: Alison Taylor
 - i. Unanimous

g. American Chemical Society (ACS) Funding Request

- i. Tiffany Le: ACS is requesting funds for 100 t-shirts for their club totalling \$1857 but allocations as recommended to fund in partial for \$1800 as \$18 per t-shirt so the max amount we would be able to fund.
- ii. Anya Ngyuenkhoa: Is it possible for them to work with the company to fix that price as many other clubs have been able to get shirts for less than that amount.
- iii. Rachel Berns: I don't know if in terms of time restraints what this would look like as I can't tell if an event is coming up or not but, we could still fund in full and move forward so we don't necessarily have to table it.
- iv. Alexis Reekie: I'm also not sure what online service they are using but we did raise the price to \$18 per shirt as it might help clubs go with a more sustainable option.



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- v. Riya Belani: I think the price is partly because they have designs on the front, back and both sleeves, so it might be worthwhile to table and have a conversation with them.
- vi. Whitney Gassmann Mennes: It does look like they have an event on May 12th.
- vii. Mo Hijazi: I think it would be helpful to just talk to them first and so they know the kinds of conversations we have and can work with us.
- viii. Whitney Gassmann Mennes: if you have other questions you want to bring to them, please send them to Tiffany or myself.
 - 1. Motion to table this request: Mo Hijazi
 - a. Second: Riya Belani
 - i. Unanimous

h. Riya Belani Conference Funding Request

- i. Tiffany Le: This is a request for conference funding for \$462.70 for the physiology submit conference for Riya and will let her walk you all through that.
- ii. Riya Belani: This amount covers the registration fee, as I will be just driving, the mileage and parking fees are all in terms of transportation. The conference doesn't provide food so I calculated a lower amount for being able to cover that. The reason I want to go is because it provides a unique opportunity in the field that I can't get here and can bring back information for our campus that is outside of the scope of the SEACER Lab.
 - 1. Motion to fund in the full amount of \$462.70: Mo Hijazi
 - a. Second: Sydney Pfeifer Picard
 - i. 1 absention 10 approved

VI. Open Forum



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- a. Mo Hijazi: I think senate should be more about making a bigger difference in terms of advocacy but I feel like all we do is funding requests.
 - i. Alexis Reekie: I agree, it's been brought before and talking about raising the amount and increase the amount of senator that can be on allocations to get
 - ii. Riya Belani: We've talked about this in the past, but our policy is funding merchandise. I think we need to think more about funding merchandise versus events but being more strict on what that looks like and what we want to do moving forward.
 - iii. Rachel Berns: I think it's worthwhile in thinking about what comes to senate in what supports SGA's mission in what we're funding and maybe altering some of those documents.
 - iv. Mo Hijazi: I think that the want for funding is just going to increase and it's important to see on behalf of senate for them to pick up on their own.
 - v. Riya Belani: i agree but I think putting up a precedent but they do already pay the student activities
 - vi. Nicole: I do think it's hard to create a blanket rule, and I want to second the idea on merch that we should reexamine that
 - vii. Mac Francini: I think we can even put in our media guide, the student activities fee hasn't been adjusted in a while and our organizations hasn't keep that stagnant
 - viii. Alexis Reekie: I think having a baseline for events costs for what a standard should be, for example pipe and drape or a photographer could help in lowering some costs.
 - ix. David Bryant: I agree that merch and apparel might be something that clubs can fund themselves, I did that for setting a base of prices for events to follow and get



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- x. Tiffany Le: We are in the process of reviewing our documents and we want to move away from just being seen as a bank. There is a document on the slack where suggestions can be put down
 - xi. Anya Ngyuenkhoa: for the senators, try to remember to show the other ways you can make an impact as a senator in your colleges or for that constituency you impact how they see SGA
 - xii. Whitney Gassmann Mennes: I encourage all of you to think of ways to direct them to other resources and to think of the best way the funding can actually create the biggest impact on the student body
 - xiii. Rachel Berns: I do think student orgs and departments have a lot of gratitude in what we have been able to fund, I think beyond funding them but promoting, showing up, and celebrating the events we are able to fund is important. I don't think funding requests need to be completely negative.
 - xiv. Tiffany Le: I think also compiling a list of the events we were able to fund and show up for those is something that we can move forward with even just on a calendar.
- b. Riya Belani: For the alumni mixer coming up next Thursday, I do need help with PR and one or two senators manning the event. The sign up sheet is in the slack and I wanted to mention that. Also please help me promote it, we have 40 alumni coming and only about 5 RSVP's. If you can make announcements in your classes or to any upperclassmen you know as this event is for them. I also wanted to take ideas to get people to come.
- i. Rachel Berns: If it hasn't gotten to Dean Price for his email if you can do that I would recommend trying.
 - ii. Alexis Reekie: If you can put the flier in the 2024 and 2023 facebook group, or send it to the college Administrative Assistants they can send that out.
 - iii. Nicole Drew: I know many professional fraternities like KAPi have Alumni requirements so maybe reaching out to them as well.



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- iv. Daniella Benabou: I know the business school has its own alumni mixer that many students are already planning on going to as a heads up.
- v. Tiffany Le: Is there a potential to get where the alumni work and what connections they have since I know that's what many students are looking for.
- vi. Riya Belani: I'll see if I can get that information and send that out.
- vii. Mo Hijazi: I know it's been a big issue in STEM for people to get attendance all over so I understand.
- viii. Rachel Berns: If you haven't already, work with the career advisors to send out that information.
- c. Tiffany Le: for the student activities fee are we allowed to know how much it is/ how much it is going to raise?
 - i. Whitney Gassmann Mennes: it is set at \$70 and it is going to be raised \$10 and \$4 is going to be split between the 4 student orgs that get funding from it.
- d. Sydney Pfeifer Picard: I'm working with Dr. Rodriguez with Attalah to do a historic walking tour and the first step is to include the information in the walking tours. If anyone returning next year wants to be included on that please let me know.

VII. Announcements

- a. Daniella Benabou: I know I put this in the Slack, for the Climate Conversations initiative, there is an artistic or written portion to take place in Fowler,
 - i. Elyse Crimmins: I know Sydney and I have been working on a graphic for that which will be sent out
- b. Lauren Brmalett: There is a motherhood academic conference, you get free lunch both days and it is a large scale event, and they are taking submissions for poster presentations until I believe the 12th so if you know anyone interested please let them know.



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- c. Cintya Felix: Golden Panthers which is a diversity org right now will be dissolved into a Diversity sorority, if you have any questions or know anyone who is interested please let me know.
- d. Rachel Berns: Please work on your transitions for the new senators as the term comes to an end
 - i. Riya Belani: please ask any of us for help and working on your transition notes as well
 - ii. Alexis Reekie: Please keep your old transition notes to be passed down as well

VIII. Adjournment - 2:41 PM

- a. Motion: Cintya Felix
 - i. Second: Tiffany Le
 - 1. Unanimous