



CHAPMAN UNIVERSITY
SENATE MEETING AGENDA
ZOOM MEETING
Wednesday, June 16, 2021

- I. Call to Order**
 - a. Roll Call**
 - Absent: Avery Davidson, Talia Israel
 - b. Approval of Minutes**
 - Motion - Sarah Band
 - 2nd - Hannah Welsh
 - Unanimous
 - c. Approval of Agenda**
 - Motion - Rachel Berns
 - 2nd - Brady Francisco
 - Unanimous
 - d. Welcome Guests**
 - None
 - e. Introduction**
 - Mary Ren Moench - Hi everyone, my name is Mary Ren and I'm a rising senior. I'm the new Assistant of Internal Affairs, so I'm working with Danny and so excited to work with you all this coming year.
 - Greta Ghei - Hi everyone, I'm Greta, I will be a junior this year, I'm doing External Affairs and working more with Philip so I'm really excited.
- II. Public Forum**
 - a. None
- III. Old Business**
 - a. None
- IV. Committee Reports**
 - a. Executive Council**
 - Philip Goodrich - I have a couple updates, I presented updates to the board of trustees at the end of May. That went well, I gave an overview of what the year is going to look like for SGA this upcoming year so hopefully we have a better relationship with the board moving forward. We released an official statement condemning anti-semitism on our campus and in our Community and then shared some resources for Jewish students. We interviewed all final candidates for the new VP for DEI position so that was a fun time, got to meet them



CHAPMAN UNIVERSITY
SENATE MEETING AGENDA
ZOOM MEETING
Wednesday, June 16, 2021

and then provide a formal recommendation to President Struppa and Provost Pfeiffer. We wrote letters to our state legislators, urging them to support an increase in the Cal Grant Award. And currently that increase is actually going to be part of the budget so hopefully that effort is going to come to fruition. Looking ahead, we're talking about mental health resources, specifically a program called You At College. I don't know if I've brought that up before, but we're making strides with that. Our climate change advocacy: Danny and I have been meeting with some folks on campus, specifically Collette Creppell who is the VP of campus planning and design, and those meetings have been going well. We have some standing meetings moving forward so excited about that effort, and lastly rolling out the graduate test initiative. We'll be working with Hannah, Allocations, and any other senators that want to be part of that to bring that program to fruition.

- Coury Hawks - Major updates as far as finance goes, we opened up new funding applications on Engage for regular funding applications, check requests, and the co-sponsorship applications. At this time we are now opening up for regular funding policies, not with COVID specifics, but we did add COVID language saying we have to abide by all university and state guidelines, but that's all up on our website. As far as the budget goes, we have not officially taken out any money from this year's 2021-2022 budget so nothing on that yet, but we'll be having an Allocations meeting pretty soon.
- Christian Grevin - I finished the election calendar for the upcoming academic year. It has all three elections in it: the fall election, the executive election in the spring, and then the other senate election next spring. Avery was able to post it on our Instagram and it's there under the permanent story titled Elections if you want to look at it that way. And then we're about to put it up on our website too. And if any of you want it personally to send to someone or to have it on hand, email me and I can email you a copy of it too. Also please encourage your friends or anyone that you know that's interested in running in this upcoming fall election, there are four open seats.

V. New Business

a. Foundational Trainings - Danny Gaitan



CHAPMAN UNIVERSITY
SENATE MEETING AGENDA
ZOOM MEETING
Wednesday, June 16, 2021

- Happy summer and welcome back, I enjoyed that recap of everyone's summer so far at the beginning, let's keep that energy flowing and momentum going.
- A recap of parliamentary procedure, a little bit of this presentation is going to go into our foundational training that I wanted to do back in our first three meetings of senate that we weren't able to do because of time constraints, so I'm using this opportunity to dive in and then making the actual training session next week something completely different. During senate meetings we use Robert's Rules of order, this is a form of parliamentary procedure that allows us to keep order and run our meetings efficiently, which we have been practicing well. But we just wanted to reiterate a couple of things: all meetings will have an agenda and to vote on an item, there must be a motion and a second, and the wording has to be specific. You must say "I move to approve insert motion" you can't say "motion to approve" due to the rules. Feel free to practice this. It'll be confusing at first, but we are constantly in the practice of doing this and I know all of us will get even more practice through the year.
- Philip has been leading us, now it's his second term, for those of us interested in the future, the President acts as the official representative of SGA to the University Administration, he oversees the Executive Council, he is the liaison with the University community at large, and is ultimately responsible overall for SGA and how we move forward. That's why a lot of his updates are externally focused: what's going on with the campus and beyond the campus and community, while also keeping in mind and taking care of not only the SGA but the student body as a whole.
- Vice President will act again as an official representative in conjunction with the President of SGA to the University Administration. I oversee Senate and committee chair-people and am the liaison between senate and executive council. I'm going to be up in your business trying to make sure that you are one advocating, not only for yourself but for your constituencies, and making sure that you feel supported in your endeavors while keeping everyone updates on



CHAPMAN UNIVERSITY
SENATE MEETING AGENDA
ZOOM MEETING
Wednesday, June 16, 2021

the Executive Council, and how we can all work together to continue growing the overall SGA operation.

- Something that we wanted to reiterate is the summer strategy that we introduced at our last meeting. We had proposed and done this overview for all of you, this is our first senate meeting of the three that we have committed. Internal committee meetings; you should either start thinking about it, or have already scheduled your first internal committee meeting and met with them. External committee meetings I apologize, I am still making sure that I have the correct contacts for all of you to make sure that you are coordinating with them and being a part of those external committees. My goal is the end of this week that you will have a contact for somebody.
- Trainings and development, our first training session is next week, thank you for everyone's availability, again I'm trying to make it completely different from this presentation, and a little more interactive.
- Team building and bonding initiatives: communication and conduct, with team building and bonding I'm hoping that we can (if everyone feels safe and okay to do so) potentially meet up, and if you're in the area and if you're not, I'm down to host some Zoom hangouts and just get to know each other a bit more outside of the SGA organization.
- Initiatives: I hope you all have reached out to your proper schools or constituencies or any resources, if not, I'm monitoring my inbox at all times, and if you don't know what or who your resources are, please let me know and I will find that resource for you. And if not me, Philip and I, we will make sure that you can get those initiatives going and those brainstorming sessions going. Summer is the time where you have an opportunity to get this going: people have reached out to me and now that they have time over the summer they have gotten meetings done, a lot of interaction, so if they can do it, I know everyone else has the opportunity as well. Communication is key, keep in contact with us, use every platform available to yourself. We're here to help and don't do anything that you wouldn't want people to know about. Be a representative of the school and SGA. We have the rest of the summer to look forward to.



CHAPMAN UNIVERSITY
SENATE MEETING AGENDA
ZOOM MEETING
Wednesday, June 16, 2021

- What is SGA Senate? Article 2, Purpose section 1, the Student Government Association was established to advocate and represent the undergraduate student body, this includes but it's not limited to representing the student body on standing committees, faculty committees, and legislative processes. All processes are opportunities for you to have initiatives and get stuff done. I'm trying to set an expectation for you to dive into the governing documents that we have, because there will be answers for things in next week's training session that I'm going to ask you for, yes pop quizzes, you're welcome.
- Some expectations for all of us: attend all regularly scheduled SGA meetings, obviously we are in summertime and our regularly scheduled summertime meetings are more ad hoc than regularly scheduled, but as soon as school starts, we are sticking to that Friday 1-3pm regularly scheduled meetings. And this includes being available to all your committee meetings, internally and committee meetings externally that you serve on. Attend all scheduled SGA events, SGA events include but are not limited to the town halls, retreats, and assigned SGA events deemed by the council. We're going to have events, we want to make sure that we have representatives there that make sense and it's important that if the university is having a town hall we should be in the know of what's going on, what's being talked about, so that we can then tell the student body that potentially doesn't attend to these town halls and keep them informed. And we are about to hop into a transition mode of virtual to in person that is going to feel very weird to some, and I think the key here for all of us is to one be knowledgeable and be informed so that we can have the opportunity to communicate and speak effectively on what's going on at the university level. In regards to just the senate meetings that we have, if you're not available just send an email to myself, speaker Lexi, and Mary Ren. Just use our SGA emails and give us a heads up that you're not available and we'll go from there, it's just that respecting communication that we want to make sure that we're knowing what's going to be more effective to run a meeting and who's going to be there and whatnot.



CHAPMAN UNIVERSITY
SENATE MEETING AGENDA
ZOOM MEETING
Wednesday, June 16, 2021

- We have our assigned committee meetings, I hope that you either have already met or are thinking about meeting because you have June, and there's like a week and a half left of it, then you have July, then you have August, and then we're going to hop into weekly occurrences so that's really exciting. Fun fact, Speaker of Senate you're not required to serve on a senate committee but you know, you do what you want. Senator appointment must pass with a majority vote of senate, we did that we practiced, we appointed.
- External committees, I'm working on that for all of you, and then attend at least two university town halls before I take any deeper dive, I want to take a break and see if Philip can give us maybe more insight or perspective on what town halls look like.
 - Philip Goodrich - We were talking about modifying this a little bit because a lot of the town halls that were previously listed are no longer a thing, so the biggest one I can think of is the state of the university that happens every year, and when SGA is in person, usually everyone goes in their polos and is there in person, together, but that didn't happen this year or last. And then any other institutional updates, whether it be student life, for instance, used to do a kind of town hall like the state of the student life, that I don't think really happens anymore but anything of that nature. So this isn't necessarily like one of their COVID town halls about research, but if it was a COVID town hall about return to campus or those types of policies that would be an example so that's what this portion of the governing documents is emphasizing. And like Danny said it's important for all of us to be at least the most knowledgeable about campus happenings and I think those town halls are a great way to do that and just representing SGA also being there as representatives.
- Danny Gaitain - Thank you Philip, appreciate that. Maintain one regularly scheduled office hour per week during an academic day between the hours of 8am and 5pm. Correct me if I'm wrong Philip, we're not going to start this until fall semester starts? Okay, perfect. So look out for an email either from myself or Mary Ren as we approach



CHAPMAN UNIVERSITY
SENATE MEETING AGENDA
ZOOM MEETING
Wednesday, June 16, 2021

August. You all should know what your class schedule looks like by then, I just wanted to know what time you're available that you are going to be fully present for an hour for your constituency to meet with you. It's one regularly scheduled office hour, and this includes Executive Council as well, just a heads up.

- We've become familiar with parliamentary procedure, we talked about it earlier, become familiar with it with practice, if you want to look up Robert's Rules feel free to be an expert, I am not.
- Delegation: I'm becoming familiar with past associated students and student government association legislation. You are more than welcome to look at what has happened in SGA in the past, where we're going, how you want to move it forward, that's how we try to look at history, what we can grow from and move on into.
 - Philip Goodrich - If I could interject, I've actually been working on this this week, because on our website you'll notice a lot of things are outdated so we've been working on updating it and one of those components of the site is the updates and initiative section. So hopefully, but the end of this week we'll have this past year's initiatives and advocacy updated, and then you can get a glimpse of what SGA did last year and then how we can kind of carry on all of those initiatives and then build upon those too. So especially becoming familiar with what we did last year, but also beyond that. So we've done some pretty cool things, whether it's the Henley Fitness Center, Smoke Free Campus, etc. Look into some of those things, and if you want to talk about any of them, we are here to talk. Thanks Danny.
- Danny Gaitan - Awesome, thank you for adding that I appreciate it. Our website: we're excited for the overhaul that it's going to take and it's needed, we have people on it right now that want to edit and update it, so use that as a resource as well.
- Every senator is required to address a line of advocacy work relevant to their constituency and show documented progress throughout the semester. So as you're connecting with either your schools or your constituency this summer, what are you brainstorming, what does your progress look like, try to document or have a running Google



CHAPMAN UNIVERSITY
SENATE MEETING AGENDA
ZOOM MEETING
Wednesday, June 16, 2021

form or Microsoft form, whichever platform that you're working on, because I'm going to want to one, either have a check in with you, or get a report from you to see where you are, what you're doing, what your strategy is. Similar to what Executive Council is going to provide hopefully for next meeting, we want to give you a strategy of what we're doing and where we want to be, and what next year can look like for all of us.

- Voice any internal or external concerns regarding the senate to speaker of senate, in turn speaker of the senate to the entire senate, or party in question. You have this relationship, reach out to each other, voice any concerns, we're here, you're more than welcome to use myself and Philip as a resource, or you know direct anything to the speaker that she should talk to us about.
- Are there any questions, is there anything that didn't make sense?
 - Cury Hawks - I know previously in our governing documents it said that our office hours were to be held in person on campus, in designated areas. Is that something that's going to be continued this year, is there going to be opportunities to be on Zoom, or do you have any idea of what that might look like, what the answer might be?
 - (1) Danny Gaitan - That is something I wanted to talk to Philip about, and I wanted to get an answer as soon as we have your hours solidified.
 - (a) Philip Goodrich - Yeah, I was telling Rachel, she asked about this too, it's probably going to be a little bit of both, one just depending on COVID but I mean we've been able to utilize Zoom more efficiently so perhaps this could be a way that we incorporate video chat into office hours, so that maybe we have some people on campus, some people via Zoom, or a little bit of both. I would expect more of a hybrid next year and moving forward.
- Danny Gaitan - Great question, thanks Cury. Maintain a professional appearance at all scheduled meetings, events, faculty, senate,



CHAPMAN UNIVERSITY
SENATE MEETING AGENDA
ZOOM MEETING
Wednesday, June 16, 2021

committee, or outside appointments and university town halls.

Whatever the event calls for, at the very least we're going to wear a polo. If it's formal, we are going to hopefully dress up and stay in this business casual/business professional attire.

- Second bullet point, maintain a cumulative grade point average of 2.75 and comply with the student conduct code through the term. Maintain a good attendance record for all SGA meetings, scheduled SGA events, and weekly office hours. And then quarterly reports, again I mentioned these earlier, keep progress, keep track, we will have something either a check in or report that you have to fill out. Can't wait to see what you all are working on.
- I'm now talking to committee chairs for a second. Just setting the expectation for all of you, during the summer your expectation is to hold one meeting a month. As soon as we start the semester, were going to try to get into those weekly committee meetings. And we want to make sure that we, get those minutes to the speaker prior to the next meeting. Expectation for next senate meeting of July, you have June minutes to send to speaker and then we will discuss and see what's going on with those updates, and will present a weekly report during the scheduled meeting.
- Discuss schools and progress of committee initiatives, hold an additional two office hours during the week during the academic year. And these office hours are not public office hours, they're just for you to know that there's an expectation set that you'd have two hours to work on/to progress the committee forward. You are responsible for monitoring senators and their engagement in the committee, and oversee the creations of this report of the committee's progress, and accomplishments. And have other responsibilities consistent with the provisions of the senate operating procedure, as well as other legislation pertaining to the student government association senate. So, along with quarterly reports, you have an overall senate committee report as a chairperson. We just want to know what you've accomplished that will help us, overall SGA, then present to the student body what we have overall accomplished and then people



CHAPMAN UNIVERSITY
SENATE MEETING AGENDA
ZOOM MEETING
Wednesday, June 16, 2021

won't say "what does SGA do?" We can say this is what SGA does. Mind break, can you type into the chat what your favorite dessert is.

- Victoria Mas - I have a question regarding the minutes, I know that last year we used Microsoft Teams and I know that I mentioned this to you Danny, but we're not going to do that anymore? We're just going to email the minutes, Microsoft Teams is gone now and we're just emailing?
 - (1) Danny Gaitan - That's a great question, as of right now we are doing a pivot from Microsoft Teams, so your formal answer will be yes. Just give Speaker Lexi what your minutes look like, and we will hopefully be presenting something next meeting that then helps supplement and put this all together, if that makes sense. So those of you that have Microsoft Teams and have one, looked at your transition manual, and two looked at your committee minutes, use that as a template to help you move forward. Again, it's just a pivot, I think we're just going to hibernate Teams for a second, then readdress, and come together.
- Danny Gaitan - I have a sweet tooth right now, this all sounds good: apple pie, ice cream, not a special kind of ice cream?
 - Coury Hawks - I'm a capricorn, I don't know what you want from me. I like ice cream--ok, oreo ice cream, sorry.
- Danny Gaitan - Mint or mint chocolate chip ice cream, Richard?
 - Richard Rodriguez - You can throw chocolate chips in there, but when I eat it usually they aren't there but either way is fine.
- Danny Gaitan - Thanks everyone for that mind break, are there any other questions that have come up so far throughout this presentation?
 - Philip Goodrich - Can I add something, for committee meeting minutes if you could also copy Mary Ren and Greta, copy them in that email just so that they have that and then Greta and I will be working on getting that on to the website, so please do that, thank you.



CHAPMAN UNIVERSITY
SENATE MEETING AGENDA
ZOOM MEETING
Wednesday, June 16, 2021

- Danny Gaitan - Yes, please copy Mary Ren and Greta on those committee meeting minutes. Moving on, a couple more things, Senate training session next week, 5:30 on Wednesdays. Please start or keep up the good work through the summer, use this time to your advantage, make sure you have connected with your constituency, reach out, connect, introduce yourself. Go over the governing documents, brainstorming and working on initiatives, and if you have any ideas or suggestions please reach out and contact Exec, let us know how we can amplify your efforts at any point. Committee meetings: have them reach out, go over transition manuals, stay healthy. Thanks everybody, I appreciate all of you, and that's all my new business for today.

VI. Open Forum

- a. Coury Hawks - I reached out to orientation, I know a couple of you were talking about it last time, reaching out for constituencies, I'm going to drop those emails in the chat right now. It's three people who are heading actual orientation for this year, and one is a major graduate assistant. I would suggest that a bunch of you get together and send an email and say hey these are these people, but if that's not possible obviously nobody has to do that. And then I was talking to them briefly about you know, has anything ever happened in the past, where SGA has been a part of orientation? And it really hasn't. I think this is a great place for a lack of a better word, to infiltrate. They have a Major meeting where all majors in one area of study get together and they say hi here is the head of political science for example, here are some of the professors, there's all your supporting stuff, I think that would be a great place to say also, here's your SGA representative. But that's kind of up to you guys and them to figure out, but I will drop that in the chat for anyone who's interested.
- b. Philip Goodrich - I wanted to see if anyone's got anything as far as campus happenings or anything that we should be talking about as a group? There might not be, it's summer, I know it's quieter, but if you have anything, if there's any issues or topics or things we should be talking about, this is a good time to do it so just wanted to pose that question.
 - Alexis Reekie - If anyone does have any questions, Philip maybe they could reach out to you after the meeting and ask those.



CHAPMAN UNIVERSITY
SENATE MEETING AGENDA
ZOOM MEETING
Wednesday, June 16, 2021

VII. Announcements

a. Speaker of Senate

- Alexis Reekie - I have a quick announcement, this is mostly pertaining to fall semester, but when we do start having our Friday meetings, if you could all make sure to get anything that you would like me to add to the agenda by Wednesday at 5pm, that'll be a pretty hard-set deadline, that would be great. I'll be sending out a Google form before we start the semester, where you can submit those to me, but I just wanted to add that really quickly. I believe that's it for today's announcements.

VIII. Adjournment

- a. Motion: Rachel Berns
- b. 2nd: Victoria Mas
 - Unanimous / Adjournment: 6:18pm PST