



ASWU

ASSOCIATED STUDENTS

of

WOODBURY UNIVERSITY

Assembly Meeting Agenda

Thursday, April 26, 2018

6:00PM - 7:30PM

Saffell Boardroom

6:00PM - 6:05PM

Attendance

6:05PM - 6:20PM

Guest Speakers: Erik Greeny, Vice President of Advancement and Greg Houle, Director of Marketing

1. Marketing and Identity Committee
 - a. Here to drop off a survey to here from the students
 - i. 3 questions
 - b. We are trying to find out how to improve the identity of Woodbury
 - c. What does the "woodbury experience" mean?
 - i. We want the students to answer this
 - ii. Answer authentically
 - iii. Give us the good, the bad and the ugly
 - d. What we are trying to do is essentially create some talking about Woodbury's marketing so it is important that students communicate

6:20PM - 6:25 PM

Upcoming Events

1. ASA- May 3rd 7pm
2. AIAS- tomorrow 6pm at the architecture quad
 - a. Food: pizza, donut
 - b. Smashing objects

6:25PM - 6:40PM

Senator Reports

School of Architecture

1. Mohamed Hassan mohamed.hasan@woodbury.edu
 - a. Hey Guys, for my final report of the semester I would like to recap and give my plans for the next year,
 - b. I've been working on improving town halls, I've been wanting to involve more architecture students to give feedback about what could be improved within the school of architecture, I've also begun marking my spots to paint in a few schools (details will be out there soon!). Restarting the recycle bins hopefully in the summer and the study abroad program.
 - c. Finally I've met with heather today and wanted to discuss a new woodstock like event I wanted to plan in the fall that would target community college students as well as high schoolers. It would involve interior architecture and architecture as well as collaborating with multiple organizations in order to get it done. More details in the fall. Thanks for a great Semester!
2. Jasmine Mangona jasmine.mangona@woodbury.edu
 - a. Hi everyone! I met with Christoph and Matt Corbitt today and we discussed the new organization of the desks and the construction of the additional storage unit. Matt said he would give us an estimate of how much it would cost to build 56, 2'x 3'x 3' storage units with a door and lock and self healing cutting mats as well as replacing the table tops. Christoph hopes this can be completed in the summer and ready for students to use in the fall. Please let me know if you have any questions, comments, or concerns. Thanks!

School of Business

1. Melissa Toribio mel.toribio@woodbury.edu
 - a. Hello everyone, this week I scheduled my last meeting with Dr. Marquez to discuss a few events she has planned for next semester. One of the things I accomplished this semester was working with Dr. Holt to improve the Business Plan Competition that was held last

month. I also worked with Dr. Marquez to develop the first annual Career Development Encounter and help get more involvement with the Executive in Residence program. Lastly, I hope to continue working with Dr. Dhiman next semester to enhance the Masters program offered to Accounting students.

2. Marie Vanian marie.vanian@woodbury.edu

School of Media, Culture, and Design

1. Niomie Glory niomie.glory@woodbury.edu

- a. This year has been a very productive year. Being able to have a helpful and responsible partner, we were able to meet with all the chairs in the MCD department. This year we were able to talk to the chairs about ways we can improve the classrooms and how they can be best arranged for the classes. Secondly, we were able to guide and see through the creation of the WU Radio logo. Finally, we helped create the survey for MCD and the animation survey to hear how each department is going and also to see if there is anything that we can do to help make them even better. Thank you for such a great year.

2. Anna Harrington anna.harringtonbilu@woodbury.edu

- a. Hello Everyone!
- b. This week I gave our advisor, Dustin, a tour of the School of MCD. I got to show him around the MCD facilities as well as tell him about campus life, the programs, and the supplies that MCD provides to students.
- c. With that said, this is my final report for the semester. I want to take this time to quickly re-cap what has been done and the goals that have been accomplished for this semester.
 - i. My first goal was to bring more awareness to the Film Equipment Cage and to the idea of other majors, specifically Architecture, being able to rent equipment from the cage.
 1. I believe that there has been more awareness brought to the film equipment cage.
 2. However, the Architecture Department is in the process of gaining equipment for students to use; the ability for other students to rent out equipment is still in progress.
 - ii. Another goal was to meet with my chairs more frequently.
 1. I am very pleased with my ability to meet with my chairs, however, I do wish I could have met with them more, but all in all I was able to achieve this goal.
 - iii. Finally, after hearing many comments, complaints, and suggestions from Animation Students about their department I decided to put together a survey that would assist in addressing these concerns.
 1. I did accomplish making this survey, with the help of my colleague Niome Glory, but will not be able to gather the data from the survey and translate it. This duty will be passed on to the next Senator of MCD. However, the results that I have received have been very helpful.
- d. All in all, this semester has been very productive and the goals accomplished have been helpful in supporting the School of MCD. I loved holding the position as Senator and being a part of ASWU. Thank you for this opportunity, I am so happy that I have gotten to work with everyone. Looking forward to what is to come.
- e. Have a wonderful summer everyone, thank you!

College of Liberal Arts

1. Akeima Young akeima.young@woodbury.edu

- a. I hope everyone is doing well in preparation for finals. First I'd just like to thank Alex and the Aswu e-board for giving me an opportunity to serve as a senator. The College of liberal arts has a strong ally in our dean and college chairs and I know that in the future we will only grow stronger. This will be my last semester at Woodbury so I wish you all the best in your future endeavors!

2. VACANT Please email any recommendations to aswu@woodbury.edu

6:40PM - 6:55PM

Executive Board Reports

1. Alexandra Holguin, President alex.holguin@woodbury.edu

- a. Bust of Mr. Woodbury: The bust of Mr. Woodbury pedestal location has been approved we are hoping to have him up and ready for the class of 2018's graduation ceremony. We are also working to get him a dedication plaque to place on the pedestal but this most likely will not be complete until after graduation since it will be in bronze.
- b. Next Semester Assembly Meeting: The fall 2018 assembly meeting and time will be decided by the incoming executive board. This day and time should be announced to organizations sometime over the summer. If you know your next semesters President and Treasurer please be sure to provide this to your organizations next executive board as soon as possible to avoid emails while you are no longer in term.

- c. Constitution Vote: Reminder the vote is due today by 8pm. If there are any questions regarding the constitution please speak now. Please be sure to take the time to vote or the votes will be counted as abstain votes.
- d. End of the year debrief:
 - i. History: I've been apart of ASWU since my first year here at Woodbury and before I debrief how we've done this semester I really wanted to acknowledge that ASWU along with student organization have made a tremendous improvement that I hope students that have been here long enough to see have noticed.
 - ii. I took a lot of pride in the projects I worked on throughout my President & Executive Vice President term including:
 - 1. Bust of Mr. Woodbury with help from advancement and Denise Caro, outdoor bulletin boards, restroom bulletin boards, the volleyball net, the south hall courtyard revamp, the coffee vending machine, Woody with help from Kimberly Chrino, the Pool house redesign in partner with the 2016-2017 board, the pool house privacy fence with Will and Marta, the swagon, the privacy tint in partner with Jane Tan, the condom dispensers, and the Woody redesign in partner with the 2016-2017 board.
 - iii. The Organization within ASWU: A big part of my goal during presidency was to improve the efficiency behind the scenes. This included improving the overall function of the executive board and completion of tasks. This also included improving the passdown procedure of the executive board. Although most of this is behind the scenes I believe it improved the overall outlook to the campus community of ASWU.
 - iv. President & Other Faculty Relationship: ASWU has continued to strengthen our relationship with President Steele which earned us his large donation the beginning of this school year. We also created many connections through working with faculty and staff throughout the school year.
 - 1. Senators: As president I oversee senators and I've encouraged much more collaboration between the two school senators to ensure each chair is being seen by at least one senator. I also know Bennet and Dustin have some ideas to continue to improve this relationship between senators and their schools.
 - v. Constitution & Bylaws: We spent most of our summer combing through the legislation and making it one large document as well. We continued to do this as we reached out to ASGA to give us line by line suggestions. Once we received these suggestions we put in place our first special committee to rewrite and reorganize our constitution and bylaws. The constitution should be voted on today and the bylaws at the begiging of the fall semester. The bylaws have been written but need to be organized and proofed.
 - 1. An important note and accomplishment with our new documents is CAB being officially written in as a committee of ASWU.
 - vi. Lastly I would like to thank everyone for an amazing opportunity to serve you the students as your student body President. I look forward to seeing the next executive board to build on what the current executive board have created. I also want to thank my current executive board for dealing with me. I know the students don't see everything behind the scenes but this executive board made hug waves for the student body and I want to thank them for all their hard work and service.
- 2. William Garcia, Executive VP william.garcia@woodbury.edu
 - a. End of the year debrief:
 - i. I'd like to start off by saying thank you to all of Assembly for a great term, as well as to all the students for electing me into this position.
 - ii. This term I worked a lot on projects, starting my term with finishing projects that had already been started, including the WOODBURY lights, fixing the swagon,

fabricating and installing the Pool Privacy fence. My position requires a lot of behind the scenes work, which includes making the agendas for these meeting, as well as taking minutes during these meetings to ensure that all information during assembly meetings is accessible to you and all students, as well as over all documentation of ASWU actions and functions. I assisted with reviewing and revising the constitution and bylaws. And lastly, I worked a lot on projects with my team of interns. We were able to start many small scale projects, and some big scale projects, notably; with the help of my interns we were able to start the process of finding vendors for a bust that then was completed by our President, Alex. Also, we renovated the South Hall garden and attempted to keep it alive. Unfortunately that was not as successful as we had hoped, but it gave me ideas for how to keep the garden alive in the future. We were able to get an outgoing mailbox for the Central Services office. And now we have spotlights on the Woodbury lights

iii. Next year I hope to:

1. Bring life to the pool area and have it utilized by students and hopefully student organizations.
2. Have a living garden to also be utilized more by students and student organizations.
3. Bring more projects that will reach the masses, specifically the commuter students who do not have the conveniences resident students may have

3. Bennet Cariaga, VP of Finance bennet.cariaga@woodbury.edu

a. End of the year debrief:

- i. Over the past year, a lot has been done to the OAC process, from the start to finish. This includes a revamp of the Funding Request form, instead of submitting multiple forms you submit at least one. Another is a step towards improving how presentations and events are handled and voted on. Also, how OAC reconciliations are handled, in which almost everything is completed online.
- ii. Additionally, I have helped produce a few presentations on how to do business with the Business Office, including Cash Advances, Check Requests, Reconciliation, and much more.
- iii. Through OAC, we have funded at least 118 events and collaborations. This is over a total of \$36,500 in event funding for the student body in the past year! To add onto that, we have provided table clothes for organizations to support their recruitment and name recognition on campus.
- iv. The lounge furniture was finally placed in the dining room this past semester. As you can see, we are looking for ways to have a permanent layout to accommodate the piano and the flex space that we all use for our diverse events.
- v. Next year I hope to:
 1. Increase awareness of ASWU to the student body and allow for more opportunities for student participation and input.
 2. Continue to carry out existing projects and revisit completed projects.
 3. Continue to build on existing relationships between the administration, staff, and faculty.
 4. Make ASWU become more efficient by changing the way we perform our duties.

b. The following organizations have recently held their OAC events and must complete their reconciliations:

- i. Accounting Society
- ii. Animation Club
- iii. Armenian Students Association
- iv. Black Students Association
- v. Delta Sigma Phi
- vi. Residence Hall Association
- vii. Phi Sigma Sigma

- viii. Sigma Omega Nu
 - ix. Unity
 - x. Zone V
- c. Lastly, I want to reiterate that outstanding OAC reconciliations will affect your org's eligibility for OAC funding next term. If they are not completed, the organization is ineligible until the previous OAC events have been reconciled:
- i. American Institute of Architecture Students
 - ii. Communications Club
 - iii. International Interior Design Association
 - iv. Moria
4. Marta Huo, VP of Student Orgs marta.huo@woodbury.edu
- a. Just a reminder that the student leader graduation medal form is on the website under doc&survey. You have to print it out and have it signed by the staff with their wet signature. We will be getting the medals ready once they get to campus. Keep an eye out future information on our social media about how to pick them up and when.
 - b. End of the year debrief: thank you everyone for an amazing year. Being part of aswu have taught me a lot and I hope I have served you all well. Just to recap what I am done over the school year of 2018-2019. I was able to bring spirit week onto campus and made it a tradition. Thank you all for the feedback and participation of spirit week. At the beginning of the year, I constructed the student by-laws that is now apart of our legislation as well as the posting guidelines for flyers. Another project that I have worked on is the student leader graduation medals. We would like to give back to those who have served as student leaders on campus and this will be a ongoing tradition as well for the future. We have had a good handful of new student organization emerge throughout this school year as well as previously inactive student organization coming back as well. Bring sports onto campus has been my own personal goal for my position as vp of student organization, this did not happen. However we do have soccer games every Tuesday up at the basketball courts thanks to CLEA. Hopefully in the near future, we will be able to branch out and include other sports.
 - c. Overall I would like to thank the rest of executive board as well as Mauro and Dustin for an amazing year. Also i would like to thank all of you as well as our student body for the continued support. I am excited to pass this position to Destiny and to see what she can bring to this campus. I will be around still, I am not graduating so if you need any help or have any questions I am more than happy to help. Thank you all
5. Adam Ramirez, VP of Marketing adam.ramirez@woodbury.edu
- a. Hey everyone, thank you to those who were always on time when it came to submitting FREA's/flyers and posting up flyers for advertising purposes.
 - b. End of the year debrief: It has been an awesome year being a part of the ASWU Executive Board. I enjoyed being the visual aspect of ASWU, as far as promoting and advertising ASWU. Some things I have done and improved in the position are being able to vastly improve the ASWU website. A couple of years ago it was a single home page, and little by little the following terms added to it for the students. Now you can find lots of documents, surveys, ASWU project, ASWU representatives, events, etc. Woody the mascot wasn't specifically my project but the mascot is under the supervision of the VP of Marketing, so that has been fun as well. I hope that you all enjoy Woody. With the help of this executive board, I also created restroom flyers, a social media plan as far as scheduling certain posts on certain days (Student org representative spotlights or Deans/Chairs spotlights), exclusive swag to be given out in intriguing ways, and just overall creating template for flyers, the website, and other things that can be passed down to the next VP's of Marketing.
 - i. Next year I hope to: Next year I hope to improve the visual communication between ASWU and the student body. I hope to inform more students, staff, and faculty about what ASWU stands for and who ASWU serves. Having our faces plastered in your bathroom stalls was pretty creepy (I found it creepy looking at myself as well) but the thing is our faces were probably burned into your brains and you were probably tired of seeing us, but metaphorically speaking, I want that for ASWU overall. I want a wider range of the Woodbury community to see

the letters ASWU, see our logo, or our colors, and automatically know who and what ASWU does. I would like the Woodbury community to talk about ASWU in nothing but a positive way.

- c. Picture: At this time I would like to ask that we take a picture with the entirety of assembly. (Adam ask Dustin to take the picture for us) Doesn't matter when we do it but want a group picture at some point during the meeting then a picture of solely current e-board, then current e-board plus sips then incoming exec plus outgoing. -Alex
6. Autumn Davis, VP of Student Life autumn.davis@woodbury.edu
 - a. End of the year debrief: Hi everyone! Again my apologies for not being able to be here. But I am enjoying Portland! As I look back on this year and my term, I am proud of what I've done for everyone, and I'm proud of what CAB was able to accomplish. Namely being having a sold out atmosphere- something we've never done before. I also am happy that our cab and get it's have gotten more notoriety and popularity among students. I'm happy that we've been able to in life a lot more diverse programming and ideas to the team. I hope that in the future, CAB continues to challenge everyone and their norms. To Crystal, I've trained you well. I know you'll be amazing! I can't wait to see what you do. Thanks everyone for an amazing year!
 - b. On that note, we have 2 more events to cap off the semester. All next week will be the stress cart, one go round at lunch, and another at around 6pm! And the LAST cab event is Late breakfast, 10pm-12am at woodys.

6:55PM - 7:00PM

Advisor Report

1. Dustin Brentlinger dustin.brentlinger@woodbury.edu
 - a. Thank you Anna for the tour, it was a joy .
 - i. I really enjoy see all the designs that the students work
 - b. Faculty really appreciated students recognizing hard working faculty members
 - i. Highly advise small tokens of appreciation
 1. Card
 2. Just saying "Hey I appreciate you"
 - c. Finals
 - i. Do not de-stress by causing stress
 1. Don't go out and eat pizza, the carbs will hit you
 2. Eat fruit, water, milk
 - ii. Take care of each other, don't put your stress on someone else
 - iii. Be nice to one another
 - iv. Eat complex carbs, not simple carbs
 1. NO SUGAR, drink milk

7:00PM - 7:15PM

Open Forum

1. If you have anything that was not addressed, please submit an anonymous comment into the Comment Box right outside in the hallway, in the pool house, or via our virtual comment box on our website aswu.woodbury.edu.

7:15PM - 7:30PM

Forum Topic: Instill New Officers

7:30PM

Next Meeting

1. Fall 2018 Assembly Meeting Date & Time TBD. Please check your Woodbury emails and the ASWU calendar for updates. Please email your Fall representative to aswu@woodbury.edu