



ASWU

ASSOCIATED STUDENTS
of
WOODBURY UNIVERSITY

Assembly Meeting Agenda

Thursday, March 22, 2018

6:00PM - 7:30PM

Saffell Boardroom

6:00PM - 6:05PM

Attendance

6:05PM - 6:10PM

Upcoming Events

1. Delta Sigma Phi Annual Basketball Competition- Hoopin it With Adam, starts at 7:00.
2. SUNNIE. Queenin with killa queen
 - a. full prizes
3. Beta Sada- postponed to next Tuesday due to the weather.
4. Phi Sigma Sigma. Color Run this Saturday at 11:00.
5. Photo Exhibition, accepting submissions until next Monday.

6:10PM - 6:25PM

Senator Reports

School of Architecture

1. Mohamed Hassan mohamed.hasan@woodbury.edu
 - a. Hi everyone. I met with Ingalil on Monday and I plan on meeting with the director of marketing tomorrow.
 - b. She suggested an idea for the presidents of CLEA, AIAS, and NOMAS to sit down and have a coffee session with both Nevau and Ingalil. It's currently open for discussion whether or not it's just limited to presidents of the organizations.
 - c. Ingalil also liked the idea of having firms attend our thesis reviews. She's looking into involving the IPAL coordinators as jury members for thesis reviews as well.
 - d. For my next meeting I will be scheduling it with Marc tomorrow. Thanks!
2. Jasmine Mangona jasmine.mangona@woodbury.edu
 - a. Hi everyone! I met with Christoph this week to further discuss topics that I had talked about with Ingalil; the main topic being the desk and chairs in the studios in the Design Center. A project that I will be working on right now is replacing the table tops in the studios upstairs with the self-healing tops that are currently being used in the Architecture studios. I will be sketching and thinking of new ways to orient the tables and will be in contact with Matt Corbitt to discuss the construction, pricing, etc. I will also be researching better quality chairs for the studios as well. Christoph and I also discussed a possible architectural sketching workshop that could be offered in the future for both Architecture and Interior Architecture students. Please let me know if you have any questions, comments, or concerns. Thank you!

School of Business

1. Melissa Toribio mellissa.toribio@woodbury.edu
 - a. I met with Dr. Dhiman this week and we discussed the following concerns: • the students in his MBA classes would like Woody's to be open later • he would like Woody's to serve more vegetarian and vegan choices • the smoking outside of the Business Office disturbs all faculty in the Deans Suite Aside from that, Dr. Dhiman would like to welcome anyone interested in getting career advice or more information about the MBA program to his office. Lastly, I would like to remind everyone that the next Executive In Residence will be Ms. Tracy Hernandez who is the Founding CEO of the L.A. County Business Federation

(BizFed). She will be here on Tuesday March 27 from 1-4 p.m. If anyone is interested in meeting with her you can contact Joy to schedule an appointment.

1. Marie Vanian marie.vanian@woodbury.edu
 - a. Due to some scheduling conflict we had to postpone the meeting with Dr. Marques to today at 10.30 am.
 - b. I will also be meeting with the President of Cusumano Real Estate Group to see if we can offer some internships for some business students who would like to have real estate experience my meeting with Michael Cusumano is this morning at 10.00. I will discuss my meeting and results with Dr. Marques tomorrow.

School of Media, Culture, and Design

1. Niomie Glory niomie.glory@woodbury.edu
 - a. This week I talked to Jennifer Peterson about the poster contest and ways to advertise for the Woodbury University Radio logo. I will continue working with her next week to create some guidelines to have the contest as soon as possible for the logo to be ready by the end of this semester.
2. Anna Harrington anna.harringtonBilu@woodbury.edu
 - a. Hello Everyone,
 - b. Over the break I worked with my partner Niome Glory to develop a survey for the Animation students under the MCD Department. After gathering feedback from students, we have created a survey with the purpose of:
 - c. 1. Gaging the needs of the Animation students
 - d. 2. Gathering how many students have comments, concerns, ideas, etc.
 - e. 3. Gathering solutions to any problems, comments, or concerns
 - f. I am unsure of when this survey will be officially released to students, but I will be sure to keep you updated on its progress. I also plan to advertise its launch as well, so keep an eye out. Aside from this, I plan to schedule an appointment with George Larkin, the chair of Film, and meet with him sometime in the next couple of weeks; advising has put a strain on his availability.
 - g. As per usual, if you have any comments, questions, concerns, or want to meet with me please email me, I am more than happy to help.
 - h. Thanks so much!

College of Liberal Arts

1. Akeima Young akeima.young@woodbury.edu
 - a. Hello assembly, this week I have been working with Cola professors to coordinate our political forum dates there have been difficulties finding a day that works for all professors involved.. I also am beginning to inquire about a merit based scholarship with Cola leadership. If you have any questions or concerns please feel free to email me. Thank you.
2. VACANT Please email any recommendations to aswu@woodbury.edu

Executive Board Reports

1. Alexandra Holguin, President alex.holguin@woodbury.edu
 - a. Tuition Break Down Flyer: For those of you that may not recall or were not present about two years ago we had a tuition break down flyer. With the transitions with ASWU executive board and the current faculty of the university we were having trouble getting updated information for this. We have finally been provided with an update of our tuition break down which is as follows with a total University Operational Expenditures of \$48,200,000 in mind from the fiscal year 2017:
 - i. Salaries & Benefits 50%
 1. Full-time faculty, part-time faculty, participation adjuncts, full-time administrators, part-time administrators, student and temporary hires
 - ii. Scholarships 20%
 1. Institutionally awarded scholarships based on merit and need
 - iii. Capex 3%
 1. Capital investments in computer hardware, software, building improvements, furniture & equipment

- iv. Utilities 2%
 - 1. Electric, water, gas, telephone, and trash
 - v. Interest 4%
 - 1. Debt service payment for financing the campus new buildings (current and under construction) and short term liquidity needs
 - vi. Food 1%
 - 1. Cost to run Woodys
 - vii. Rent 1%
 - 1. Office and classroom space rental
 - viii. Other 13%
 - 1. Janitorial, travel equipment rental, training and development, dues & subscriptions, maintenance agreements for software, bad debt, insurance, supplies, legal, graduation, library database, landscape, audit, student activities...etc.
 - ix. Consulting and 3rd party services 3%
 - 1. Consulting and outside service
 - x. Advertising and Promotion 1%
 - 1. Advertising and promotion, public relations, publications and printing, web site
 - xi. Security 2%
 - 1. Cost to run campus security
 - xii. Adam and I are working together to translate this information into a flyer we hope to have this up by sometime early next week.
- b. Assembly Semester Schedule: The following is the remainder of the assembly schedule, this is subject to change.
- i. March 29th- Stevon Lewis
 - 1. Will be discussing stress relief and counselling services.
 - ii. April 5th- John Lewis
 - 1. Will be discussing security and what steps they are taking due to the current political climate.
 - iii. April 12th: Read Constitution Edits
 - 1. This day we hope to provide the constitution read with edits provided by the constitution committee that would follow with a vote due the following assembly.
 - iv. April 19th: Read Bylaw Edits
 - 1. This day we hope to provide the bylaws read with edits provided by the constitution committee that would follow with a vote due the following assembly..
 - v. April 26th: Instill New Officers
 - 1. This day we will instill the new officers with their oath and conclude any items remaining for the semester. Executive Board terms do not conclude until graduation but this includes the responsibilities of representatives.
2. William Garcia, Executive VP william.garcia@woodbury.edu
- a. Hi all, I hope you had a fun spring break
 - b. If you guys have not noticed yet, we finally have our outgoing mailbox up. It is mounted on the exterior wall of the central services office to the right of the door.
 - i. You can drop off any outgoing mail you would like to have sent out by Helen when she is not available
 - ii. Make sure when you drop off your mail you have stamps on them, Helen will not send out your mail without stamps and she will not be paying for stamps
 - c. Expect more project updates in the following weeks
3. Bennet Cariaga, VP of Finance bennet.cariaga@woodbury.edu
- a. Hi everyone. First things first, as always, OAC. Please keep up with the deadlines, as we are gearing towards the end of the semester. Remember that there is an online document with all deadlines listed and the many changes that appear on it. Be on top of these

events, as we shouldn't have to be reminding or checking if these deadlines are met. As always, please let us know as soon as possible if there are any issues or problems before, during, or after an OAC event.

- b. The Executive Board has approved the following changes/proposals for OAC events:
 - i. Beaux Art Ball by AIAS - Event approved for March 24
 - ii. Fresh Produce by Zone V - Date changed from April 2nd to April 6th.
 - iii. Woody the Owl Image Contest by Animation Club - Event conditionally approved for March 26.
 - c. The Fall 2017 semester budget has been broken down and will be uploaded to the ASWU website for all to view. Please view this on your own time and feel free to contact me if you have any questions, comments, or concerns.
 - d. Lastly, OAC reconciliations are due for the following:
 - i. Phi Sigma Sigma - I Want You to Be Happy Day - Monday, March 26th
 - ii. 7500 Club - Salsa Dance Night - Monday, March 26th
 - iii. Sigma Omega Nu - Culture Fest - Thursday, March 29th
 - iv. Armenian Students Association - Cars, Coffee, Charity - Friday, March 30th
4. Marta Huo, VP of Student Orgs marta.huo@woodbury.edu
- a. Hello all, hope you are doing well and staying dry in the rain.
 - b. An exciting announcement is that Animation club will be hosting a Woody Animation Contest. This is open to all Woodbury students. Basically to sum it up, you will be designing Woody the owl in a different pose no larger than 4" by 4". There will be three winners with cash prize in the form of a Visa gift card and have the chance to have their design to be used by ASWU. We will be marketing this and sending out the guidelines by Friday. Please check it out and help spread the word.
 - c. Also when submitting an invoice, if you have a deposit, you will need to submit a different invoice for the deposit and another one for the remaining amount. You can submit both at the same time.
 - d. Also invoices and check request need to go to Michelle not the business office. If you drop it off at the business office, this will delay the process.
 - e. Thank you
5. Adam Ramirez, VP of Marketing adam.ramirez@woodbury.edu
- a. Hey everyone, just reminder flyers. Make you sure you are using the correct co sponsor stamp size on your flyers, some of you have blown up the co-sponsor stamp a lot bigger than it should be: thanks for that promotion of ASWU but try to have it the correct size, and not smaller than actual size as well.
 - b. Again, submit both your FREA and flyer at the same time when getting approval, and submit it between 2 and 3 weeks in advance that way flyers are up in time because lately flyers have only been going up a week prior to the event, when it should be 2 weeks in advance.
 - c. FREA/Marketing are due for the following:
 - i. BPWOW - Dine Like A Diplomat - Today
 - ii. Zone V - Fresh Produce - Friday, March 23rd
6. Autumn Davis, VP of Student Life autumn.davis@woodbury.edu
- a. So happy to say Woodstock is a little over 2 weeks away! Please be on the lookout for all the teasers and releases on our social media, As we will be revealing artists and vendors almost daily! Flyers will of course be put out as soon as it stops raining. Make sure to invite your friends/family!
 - i. CAB is also looking for woodstock volunteers to help out at the event. This is a good opportunity for service hours if anyone needs them, and there's also swag in it for you as well. Please see me after or send me an email to sign up to be a volunteer!
 - b. Campus Activities Board(CAB) is also accepting applications, my successor, Crystal will be CAB chair next year, and she needs a great team! She is accepting applications via ELECTRONIC SUBMISSION only until March 30. Interviews will be during spirit week, and announcements should be given out some time after woodstock. I encourage everyone to apply, especially new students and people who may not be super involved...

it's fun and it's an amazing opportunity. Again, see me after for more info, but you also should've received a campus wide email regarding the process.

- c. Our Next big event is LNB... which is set for May 2, 10pm-midnight. At this time I'd like to ask for some suggestions... What do you think the student body would want to have?

Suggestions:

1. Fruit- healthy snacks
2. We have cereal last time
3. Crepes- Nutella
4. Pop corn
5. Donut
6. Hot cheetos
7. Pizza

7:40PM - 7:45PM

Advisor Report

1. Dustin Brentlinger dustin.brentlinger@woodbury.edu
 - a. From Ohio, his partner is an immigration lawyer
 - b. He has worked in China, Mexico, Indiana.
 - c. Has only been in LA once so is open to food suggestions
 - d. Strong believer of protecting the degrees you earn and student advocacy
 - e. Has a degree from Indiana.
 - i. These universities have grown since graduating, elevating his degrees
 - f. You can talk to him about what things can make woodbury better and this helps your degree as well
 - g. Come in and introduce yourself he is located in Mauro's old office in student affairs

Comments:

1. IIDA will share a google maps link with suggestions of things to do in Los Angeles
2. Kelli Ross
 - a. Good to see you all.

6:45PM - 6:15PM

Forum Topic: Spirit Week

1. Updates
 - a. Thanks to those who have signed up to table during spirit week. The deadline to request OAC is tomorrow by 11pm so please email both me and Bennet the request as soon as possible.
2. Event Sign Ups
 - a. I am going to double confirm with those who have signed up. So I'm going to read off by each day, please confirm with me if you are still going to be doing the activity on these days along with if you have send in your request or not.
 - i. Monday: ART
 1. Sigma Omega Nu - henna
 2. Accounting Society - face painting
 3. Moria - poem bookmark
 4. Psychology Student Association - coloring
 5. Unity - canvas
 6. BPWOW - canvas bag
 7. Delta Sigma Phi - caricatures- need to send OAC request
 - ii. Tuesday: SPORTS
 1. Sigma Omega Nu - jump ropes
 2. BPWOW - goal game
 3. Delta - ultimate frisbee- need to send OAC request
 4. Phi Sigma Sigma- Volleyball (dont need OAC, just need the net to be up)
 - iii. Wednesday: ORG ROW

1. Sigma Omega Nu
 2. Moria
 3. Psychology Student Association
 4. Phi Sigma Sigma
 5. Unity
 6. BPWOW
 7. Beta Lambda Chi
 8. Delta Sigma Phi
 9. 7500 Club
 10. Accounting Society
- iv. Thursday: SWAG
1. ASWU
 - a. Scavenger hunt from 7:30 AM to midnight
- v. Friday: PREP FOR WOODSTOCK
1. Zone V - instagram cut out photo booth AND buttons- need to fix slide (borrowing libraries)
 2. Unity - buttons (collabing with Zone V)- need to submit new OAC
 3. Delta - tie dye bandanas - need to submit OAC
- b. There will be a cab n get it during spirit week so people can be prepped for Woodstock
- c. Only 14 ORG submitted their logo to Adam

7:15PM - 7:30PM

Open Forum

1. What if it rains in graduation day?
 - a. The area where the grads are going to be sitting will be covered with a tent
2. Events:
 - a. Disco night \$5 for Saturday
 - b. Hike to the hollywood sign on Sunday
 - c. Go to the website to see the agenda and time

7:30PM

Next Meeting

1. Thursday, March 29th, 2018,6:00PM-7:30PM, Saffell Boardroom, Guest: Stevon Lewis