



**Assembly Meeting Agenda**  
Monday, October 23rd , 2017  
12:00PM - 1:25PM  
Saffell Boardroom

- 12:00PM - 12:05PM Attendance
- 12:05PM - 12:10PM Upcoming Events
1. Beta Broom Ball, Friday night
  2. ASA turn up on Thursday
  3. BPWOW Breast Cancer Awareness cupcakes and cookies on Wednesday
  4. Free headshots that will be available on November 8th from 6:30-7:30, location to be announced
- 12:10PM - 12:25PM Senator Reports
- School of Architecture
1. Mohamed Hassan [Mohamed.Hasan@woodbury.edu](mailto:Mohamed.Hasan@woodbury.edu)
    - a. No report
  2. VACANT Please email any recommendations to [aswu@woodbury.edu](mailto:aswu@woodbury.edu)
- School of Business
1. Angel Arias [Angel.Arias@woodbury.edu](mailto:Angel.Arias@woodbury.edu)
    - a. I hope everyone's midterm are going/ went well. I'm still waiting on Ms. Holt to get back to me, because of her busy schedule we haven't had the chance to sit down yet however we are still in the works of meeting. If anyone has any concerns or questions you can email me or bring it up during the proper time of this meeting.
    - b. Thank you!
  2. Melissa Toribio [mellytoribio@gmail.com](mailto:mellytoribio@gmail.com)
    - a. Hello everyone, last week I met with Dr. Marquez.
      - i. We discussed some changes she would like to see within ASWU.
      - ii. She also mentioned that she would like to be invited to an ASWU meeting, which I have already talked about with Alex.
      - iii. Next she'd like everyone to take advantage of free headshots that will be available on November 8th from 6:30-7:30, location to be announced.
      - iv. November 8th is also when the Creative Minds Conference will take place so all organization leaders should encourage members to attend. It has also been confirmed that the first place prize for the "So You Think You Can Sell" contest will be a high paying full time job position. Dress code for the event is business casual or better.
      - v. Overall, Dr. Marquez thinks everyone is doing a great job!
- School of Media, Culture, and Design
1. Niomie Glory [Niomie.Glory@woodbury.edu](mailto:Niomie.Glory@woodbury.edu)
    - a. This week I'm going to schedule and meet with different departments within MCD and plan on getting to know more about any concerns or that they may or may not have.
  2. Anna Harrington [Anna.HarringtonBilu@woodbury.edu](mailto:Anna.HarringtonBilu@woodbury.edu)
    - a. This past week Niomie and I divided out the MCD chairs. I will be meeting with Film, Animation, Anthropology, Design Foundation, and Fashion chairs (she will be meeting with the others). I plan to meet with them near the end of this week and finish up my meetings by the end of next week.

- b. Flyers are posted about MCD Survey and I have been spreading the word to students to participate.
- c. My next meeting with Sue will be discussing the design lab hours as well as the beehive in the Design Building.

College of Liberal Arts

- 1. Akeima Young [akeimayoung@hotmail.com](mailto:akeimayoung@hotmail.com)
  - a. For my report this week as senator I sent out an email through my dean, introducing myself as senator as well as extending an invitation for students to engage with me. I also set up future meetings with the chairs of my departments as well have been in conversation with my dean about ways to further engage the students in my college. Ultimately were waiting on feedback while brainstorming ways amongst ourselves to better the college.
- 1. VACANT Please email any recommendations to [aswu@woodbury.edu](mailto:aswu@woodbury.edu)

12:25PM - 12:50PM

Executive Board Reports

- 1. Alexandra Holquin, President [alex.holquin@woodbury.edu](mailto:alex.holquin@woodbury.edu)
  - a. Coffee Vending Machine: I'm excited to announce our coffee vending machine will be going up later this week if not earlier next week.
  - b. Last week we had a meeting with the President and discussed future projects that we are currently working on. He also shared some exciting news with us that we can not announce yet that he will be announcing this to the campus community in the near future so be on the lookout for this. We also discussed the possibility of turning ASWU E-Board stipends into scholarships provided by the school to allow more funding to organizations as well as provide more incentive for people to run for ASWU E-Board.
  - c. ASGA Legislation Review: We have officially committed to having ASGA, Associated Student Government Association, look into our legislation document and do line by line edits and suggestions to further improve or document to be ready by the spring to vote on.
  - d. Parking Passes: John from security reached out to the parking pass company and they will be getting us all new parking passes. How this process will work in terms of pick up will be announced in a school wide email sent by John or Mauro so be on the lookout for that in your emails in the near future.
- 2. William Garcia, Executive VP [william.garcia@woodbury.edu](mailto:william.garcia@woodbury.edu)
  - a. South Hall garden renovation is in the works, the interns and E board will be cleaning the garden in preparation for a gardening day where we can new plants for the garden and plant them
    - i. We will have an event where all students are welcome to attend in planting, re organizing and renovating the South Hall garden for community service hours
  - b. Outgoing mailbox
    - i. We are looking into different options for a mailbox, once we have decided which one to buy, we will buy and install outside of central services
- 3. Bennet Cariaga, VP of Finance [bennet.cariaga@woodbury.edu](mailto:bennet.cariaga@woodbury.edu)
  - a. Hello, I hope you have been taking care of yourselves since the last time we met last week. I would also like to thank those who tabled at Discover Woodbury this past Saturday, the transfers will be submitted today.
  - b. The ASWU Fee breakdown is almost complete. Please expect that to be uploaded to the ASWU website sometime this week.
  - c. We are still working on adding new lounge furniture in the Woody's Dining Room. We are currently waiting for fabric samples and have been looking at two different quotes.
  - d. The following orgs have OAC Reconciliations due this week:
    - i. Psychology Students Association - Mental Health Awareness Day - Wed., 10/25
    - ii. Sigma Omega Nu - Pretty in Ink - Wednesday, 10/25
    - iii. AIAS - Stressbusters 1 - Thursday, 10/26
  - e. Please check your woodbury.edu emails, as formal notifications have been sent there regarding updates, confirmations, and fines.
- 4. Marta Huo, VP of Student Orgs [marta.huo@woodbury.edu](mailto:marta.huo@woodbury.edu)

- a. Hi everyone, just a reminder if you still have not emailed me your organization's meeting time please do so.
  - b. So I recently have reached out to Erik greeny about the statue as a proposal. We are just starting the process of this project with him so we will update you all when there's any changes.
  - c. Also Autumn and I will be presenting a powerpoint that is going to go over everything related to programming.
5. Adam Ramirez, VP of Marketing [adam.ramirez@woodbury.edu](mailto:adam.ramirez@woodbury.edu)
- a. Hey everyone, thanks again to those organizations who were able to make it to Discover Woodbury this past Saturday.
  - b. Also, when you are submitting your FREA and Flyer, remember it has to be sent to your advisor for approval first, and usually your advisor will then send it to Sarah for final approval. When you send it to your advisor, ask if you can be CC'd when they send it to Sarah, that way you are aware it was approved by your advisor and sent to her.
  - c. FREA/Marketing Due this week:
    - i. Phi Sigma Sigma/Sigma Omega Nu - Sigma Pie Mixer - Due Wednesday, 10/25
    - ii. CEO - CEO Headshots - Due Wednesday, 10/25
    - iii. BPWOW - Personal Pitch - Due Thursday, 10/26
    - iv. Animation Club - Life After Woodbury - Due Thursday, 10/26
    - v. Delta Sigma Phi - Hoopin with Adam - Due Friday, 10/27
    - vi. Phi Sigma Sigma - Ice Skating Night - Due Friday, 10/27
6. Autumn Davis, VP of Student Life [autumn.davis@woodbury.edu](mailto:autumn.davis@woodbury.edu)
- a. Hey everyone! Hope you all had productive weekends! This week's CAB and Get it is Wednesday on the main quad: We're keeping Halloween alive and having Scary movie trivia- guess correctly and you could win a gift card!
  - b. Special Thanks to those of you who reached out for Winter Festival: BE SURE TO RESPOND to the email that was sent out so that CAB knows how many tables/chairs you need... if you don't, we'll just randomly get tables and chairs. Reminder Winter fest is 11/16 from 7-9:30pm on the main quad. CAB will be providing fake snow, bread bowls from Bread Co., and we will be screening How the Grinch Stole Christmas- in addition to all of the tabling activities the other orgs are providing
  - c. If you still wish to attend and get OAC funding, please email me! I have a list of ideas you all can pick from.
  - d. CAB Will be attending the NACA conference on 11/9-11/12, and we're going to get a lot of cool event ideas and potential new vendors for the campus community!

12:50PM - 12:55PM

Advisor Report

1. Mauro Diaz [mauro.diaz@woodbury.edu](mailto:mauro.diaz@woodbury.edu)
- a. Discover Woodbury was successful, almost 200 prospective students were there. Plus their family
    - i. Thank you for being there
  - b. This time is stressful
    - i. Remind your friends to drink water, eat, can't tell you to get sleep but at least get some rest
    - ii. Have had to call ambulance because people haven't eaten all day, haven't slept in too long, haven't drank enough water
  - c. Final withdrawal date was Friday
    - i. Reach out to advisors
  - d. Starfish
    - i. Since the beginning of this semester we have 121 flags
    - ii. This is the amount of students being helped

Presentation

1. ASWU website- we have the forms needed for programming
- a. Navigation- pull downs for documents and surveys
  - b. Pull downs for Student Organizations

- c. Take advantage of the items being offered on the ASWU website and let us know if you would like to see more.

12:55PM - 1:25PM

#### Open Forum

1. Programming Presentation, full presentation can be found on our website in the near future
  - a. Programming is the process of planning an event/program
  - b. Pre-Planning
    - i. Fill out a FREA form
      1. Email to advisor then Sarach Tracy
      2. Send in at least two weeks prior
    - ii. Take out a cash advance/cash request
      1. Form found in SORC and business office
      2. Keep all receipts
    - iii. Request a check
    - iv. Vendor forms
    - v. Contracts
    - vi. Reconciliation
  - c. Planning
    - i. Passive vs active programming
    - ii. Purpose/goal
    - iii. Audience
    - iv. Activity
    - v. Entertainment
    - vi. Location and Time
    - vii. Budget
  - d. Marketing
    - i. Market at least 1 month in advance/ 2-3 weeks for smaller events
    - ii. Have a marketing strategy
    - iii. Make flyers visually stimulating
    - iv. Promote events via flyer/poster, social media and word of mouth
    - v. Flyer must be approved and stamped by Sara Tracy before copied and posted
  - e. Execution
    - i. Have an internal schedule
      1. Set up, tabling, tear down
    - ii. Have enough help
    - iii. Have back up plans
  - f. Small scale events ideas
    - i. Water Balloon dodgeball
    - ii. Sundae station
    - iii. Hike preparedness kits
  - g. Medium scale events ideas
    - i. Campus scavenger hunt
    - ii. WU olympics
    - iii. Swimming competition
    - iv. Video game trivia
2. Virtual Comment- "Hi, my name is jason park.  
I would like to see ASWU to have a recycling program with the recycling containers on campus for the plastic, glass bottles and aluminum cans because I seen the regular garbage cans with the stickers on it but I do not trust it because it might just go to the landfill instead since it has been contaminated with trash and food waste and bunch of other things which contributes to pollution and climate change and global warming,etc and it might not get sorted as it advertised and I saw a non profit organization called the Los Angeles conservation corps do have a recycling program to collect the plastic bottles,glass bottles,aluminum cans according to its website and they might provide the recycling containers for them and they might come on campus to collect them and

maybe a monthly monetary donation to there organization can maybe be helpful if the ASWU budget allows since they are a non profit organization and they help and assist with transforming the local youth with jobs,conservation education and the environment and could you have the ASWU staff look into it to see if the ASWU and the Los Angeles conservation corps could hopefully work together in the recycling of the plastic bottles,glass bottles and the aluminum cans for the environment and maybe also supporting the local youth in conservation and the environment and there website is [www.lacorps.org/support/hire-the-corps/](http://www.lacorps.org/support/hire-the-corps/) ....with the contact information,etc and on the bottom it describes the programs and the services they provide and do for the L.A community and the environment and they are a legit organization recognized by the city of Los Angeles for the things they do for the local community and the environment....If ASWU have questions you can email me and I hope it will soon be implemented on campus....

Thanks,

Jason Park.”

- a. staff from Woodys is asking for ASWU to fund recycling bins
  - b. The University pays for a company to sort waste and recyclables
  - c. Mauro will address this issue
3. “Go faster”
- a. We schedule our time, there are slots of time that we have planned out
  - b. We may finish early sometimes, but everything is planned out and we never go over
4. DO NOT HAVE YOUR PHONES OUT DURING MEETINGS
- a. It is against assembly norms in our legislation
5. Attendance
- a. If you don't come to assembly, you risk OAC funding for the current and following semesters
  - b. Attendance reminders will be emailed
    - i. Let Will know if you are late/ respond to email if there is any miscommunication
    - ii. Tell Will if you are late, otherwise you will be marked as absent
6. What other presentations would you like to see during open forum?
- a. Will do a presentation on the basics of finances for organizations
  - b. Smoking Discussion
    - i. Smoke goes towards fashion design
    - ii. Add more smoking area signs
    - iii. In front of nan rae, there are always people smoking where there are no smoking signs
    - iv. We have brought it up to Steele, he does want a smoke free campus
      1. Will look to bring in the right person for assembly meeting
      2. We are a minority, most colleges are completely smoke free
        - a. Students in other schools get tickets
      3. Has to be a student driven project
      4. We will try to promote this more
7. RHA will be tabling this week for Pasillo De Los Muertos
8. Social media spotlight
- a. Students in organizations will be posted with description of them/ their organization
  - b. Please reach out to Adam with a photo or ask him to take a member of your organization's photo
9. 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](http://aswu.woodbury.edu).

1:25PM

Next Meeting

1. Monday, October 30, 2017, 12:00PM-1:25PM, Saffell Boardroom Guest Speaker Randy Stauffer

Adjourned- 1:12 PM