



Assembly Meeting Agenda
Monday, November 13, 2017
12:00PM - 1:25PM
Fletcher Jones Auditorium

12:00PM - 12:05PM

Attendance

12:05PM - 12:10PM

Upcoming Events

1. Swing Dance night tonight at 6:30 brought to you by 7500
2. Harry Potter dinner this Friday at 6:30
 - a. Spaces are limited
3. BPWOW is having High Tea tomorrow
4. Thursday- Personal Pitch at 9 in SB 102
5. ASWU tabling- last one this Wednesday
6. Thursday is winterfest
7. Lunch with Steele this Wednesday

12:10PM - 12:25PM

Senator Reports

School of Architecture

1. Mohamed Hassan Mohamed.Hasan@woodbury.edu
 - a. A friendly reminder to take the surveys, that's how I can better understand what changes you want to see for the following semester.
 - b. We're 3 weeks out to studio finals, make sure to be: prepared for rendering, don't hog the computers and be kind. Don't shut down computers as well please many of us have work on there. Don't right by the doorstep as well or indoors please, it bugs a lot of people. Also don't use the spray-mount indoors as well. They have toxic fumes.
 - c. My rule is I leave studio by 9 pm at least every night. I come back 6-7 am and just work all day. Instead of staying up all night you won't get as much done as you would getting rest.
2. VACANT Please email any recommendations to aswu@woodbury.edu

School of Business

1. Angel Arias Angel.Arias@woodbury.edu
 - a. This week I just wanted to remind all students of the School of business to take the surveys on the ASWU website, Melissa and I will also try promoting it more as well. Register for spring classes if you have not done so already! Also, take this time to start reviewing for finals, it is best to start assembling study guides now and adding as you go to make studying easier. Try organizing study groups as well!
2. Melissa Toribio mellytoribio@gmail.com
 - a. I'd just like to remind everyone to take the survey corresponding to their major by using the flyers posted around campus or going to the ASWU website

School of Media, Culture, and Design

1. Niomie Glory Niomie.Glory@woodbury.edu
 - a. For this week I plan on scheduling a meeting with Ana Herruzo, the chair of Media Technology. If anyone has any comments or concerns that they'd like me to bring up, please email me by 11:00pm Wednesday.
2. Anna Harrington Anna.HarringtonBilu@woodbury.edu

- a. This week I will continue to meet with the chairs of my department. I have, right now, an appointment scheduled with George Larkin, the chair of film, and I am awaiting a response from Novak, the animation chair.
- b. I also, am continuing to inform students about the MCD Student Survey.

College of Liberal Arts

- 3. Akeima Young akeimayoung@hotmail.com
 - a. Hope everybody has had a great week. I rescheduled meetings again with my dean and some of the professors from cola. I have also been pushing surveys. If anyone here is in the college of liberal arts please take a couple minutes to fill it out. My dean and I are ultimately working towards creating a way to make cola students feel more involved as we are the smallest major.
- 4. VACANT Please email any recommendations to aswu@woodbury.edu

12:25PM - 12:40PM

Executive Board Reports

- 1. Alexandra Holguin, President alex.holguin@woodbury.edu
 - a. Student Life Fee Increase: Voting has officially began today ASWU added a new page to our website just to promote voting please spread the word! We want this to pass and we want to support the organization's and your efforts to help make it pass thus we will be offering an initiative to all organizations that are present with good attendance during assembly IF this initiative passes, to reiterate if the initiative passes. Bennet will clarify during his report what this initiative is.
 - b. Parking Passes: A reminder you can swap out your bad parking passes with ones that stick with John Lewis he is located in central services with Helen.
 - c. Maintenance Requests: A reminder ASWU does have the capability to submit maintenance requests if you ever see any issues on campus with broken lights or other items please be sure to let us know so we can put in a maintenance request.
 - d. A reminder next week is our last meeting, we apologize for the last minute location change it was due to a board meeting needing to take place in saffell at the same time next week we should be in our normal location.
- 2. William Garcia, Executive VP william.garcia@woodbury.edu
 - a. Goodmorning guys, I hope you all had a good weekend, good luck to everyone as we are nearing in on finals
 - b. Thank you to all those who attended our gardening day on Saturday, the South Hall Garden has plenty of new plants and flowers, it looks beautiful. If you get a chance, you should stop by and enjoy the new scenery.
 - c. If you would like a letter of recognition for community service hours, please reach out to me so I can provide you with a letter on behalf of ASWU
- 3. Bennet Cariaga, VP of Finance bennet.cariaga@woodbury.edu
 - a. Please continue to take care of yourselves as we all continue to work towards finals in the coming weeks. Take breaks in between, and when I mean breaks, I mean that you should physically get out of your seat and out of the space that you are working in and take a short walk. When you get to breathe in fresh air, you will be able to think much clearer and keep a longer focus at the task at hand. Don't forget to drink water too!
 - b. As Alex has mentioned in her report, ASWU is supporting an initiative similar to rewarding student orgs with perfect attendance to Assembly meetings. ASWU would like to help out orgs with good attendance by supporting qualifying orgs with \$100 for their own use through the OAC account. Recruiting, marketing, and member retention are strongly encouraged and this \$100 will give a boost to orgs in these areas. This is in addition to existing incentives as well, making it easier for orgs to operate. This is only if the initiative, put forth by ASWU, passes.
 - c. We have received approval to move forward in getting lounge furniture for the Woody's Dining Room! We will continue to keep you all updated as this progresses.
 - d. As the semester is quickly coming to a close, I have a reminder to all Presidents and Treasurers of each org: please pay attention to your account balances and make sure that it does not slip into a deficit. If there are any problems, please have them addressed immediately and preferably before the semester ends. If this deficit continues into the

- following semester, your org is at risk of not being eligible for OAC funding. Reach out to me if you have any concerns.
- e. Thank you for continuing in completing deadlines on time for OAC events, whether it may be FREA/Marketing items or reconciling.
 - f. With that being said, the following orgs that have OAC Reconciliations due this week:
 - i. Pasillo de Los Muertos - Tuesday, 11/14
 1. AIAS
 2. Animation Club
 3. Delta Sigma Phi
 4. Phi Sigma Sigma
 5. RHA
 6. Zone V
 - g. The business office will not be processing checks during the thanksgiving period (next week)
 - i. If you have to submit checks to be cut for vendors, submit them immediately
4. Marta Huo, VP of Student Orgs marta.huo@woodbury.edu
 - a. Hello everyone, happy early thanksgiving! For those of you with studio finals make sure to eat and sleep so you don't get sick.
 - b. Just a reminder to turn all paperwork so FREA flyers vender forms at least two three weeks in advance to ensure room for any mistakes that might occur
 - c. If anyone needs ideas or help with any events for next semester to recruit to retain members please reach out to me. I am here to help and give ideas in any way possible
 - d. Winter festival in this thursday, start advertising if you have not and come out and have fun to destress.
 5. Adam Ramirez, VP of Marketing adam.ramirez@woodbury.edu
 - a. Hey everyone, just a reminder. For the table cloth, send me your emails as soon as possible. I am extending the time frame so I can have every org participate. I have received some files already from orgs but not in the format that was needed (as far as 2 colors), so I will take it upon myself to redo them.
 - b. If that can't be figured out, I will look into just possibly writing out your organization's name on the table cloth.
 - c. Another reminder, for the ASWU Co sponsor stamp, an email was sent out to Presidents and Treasurers regarding where to find the stamp in different files on the ASWU website, so if you were sending me your flyer to put the stamp on, there is no need to anymore as i've uploaded different files on the website.
 - d. This Wednesday is the last tabling, we will have a plinko to give out swag for those who do not have all the current swag
 - e. The following org(s) have Marking/FREA due this week:
 - i. AIAS - Stressbusters 2 - Today, 11/13
 6. Autumn Davis, VP of Student Life autumn.davis@woodbury.edu
 - a. Hope everyone had a great weekend, ad are ready for the short thanksgiving break! Yesterday afternoon the CAB team and I returned from our weekend in Reno at NACA. We definitely have come back with plenty of new vendors and event ideas to break up the norm on campus. Be on the lookout next semester for workshops, socials, and other events you haven't seen before!
 - b. Winter Festival is also this THURSDAY from 7-9:30! Come enjoy winter crafts, food, and The Grinch on the big screen- SNOW included!
 - c. Our final event for this semester will be late breakfast. AS earlier mentioned, this will be 11/29 from 10-midnight in Woody's! We will be having an open cereal bar with tons of cereal and tons of toppings.
 - d. Lastly, I wanna say that I hope you're all taking time for yourselves. Finals are coming and it may be stressful, so please take at least 10 minutes a day to just be with yourself and relax! You've got this!

2. Stevon Lewis, in replacement for Mauro Diaz
 - a. Thanks for having me again
 - b. Self care- make sure that you are staying hydrated, and eating
 - i. Make sure that you are monitoring yourselves and your peers
 - ii. Stay vigilant

12:45PM - 1:15PM Forum Topic: Smoking Policies & Zones On Campus

A. Locations

- a. Current Locations
 - i. 20' into parking lots
 - ii. Front of South Hall behind Woodys
 - iii. By Basketball Courts
 - iv. Architecture Complex
- b. Locations that are not good as smoking zones or where people are seen smoking
 - i. Area by the business building is not a smoke zone, but people always smoke there and it is not enjoyable on the way to class
 - ii. Fashion area, smoke can be smelled
 - iii. People are smoking inside studios-
 1. 5th year right by AIAS lounge
 2. Upstairs, opposite side of AIAS lounge
 3. First year, in A106 and outside A106
 - iv. Behind design center, by spray booth
 - v. By stairs of North Hall (between C and D halls)
 - vi. By emergency stairs in the back of North Hall
 - vii. Outside of the Ahmanson
 - viii. Area by the grove
- c. Areas that work:
 1. Basketball court works
 2. By Ahmanson towards parking lot
 3. By Design Center
 4. Parking lots (20 feet inside the parking lots)
 5. Upper Quad
 6. LAW- cannot smoke within 20' of a building Enforcement

B. How to Better Implement Smoking Zones

- a. Marketing
 - i. Ash trays for designated areas
 - ii. Different colored umbrellas that say where a smoking zone is and isn't
 - iii. Paint the floor
 - iv. Seating for people to smoke at
 - v. Promote School of Business seating for smokers
 - vi. Have flyers to show where smoking zones are
- b. Rules/Ideas to Implement
 - i. Have security give tickets to people who are smoking on campus
 1. Issue is that we are a private university
 2. Can still propose this as an option
 3. Have security that is on rounds tell smokers to go to smoking area
 - ii. Voice Smoking Zones
 1. Voice smoking zones
 2. Trash from cigarettes is a big issue
 3. If there is a place with seating and ash trays for students to smoke they will go there.
 - iii. Smoke alarm
 1. Scares people off
 - a. Good idea, a lot of factors to consider for this idea though
 2. Sprinkler that goes off during certain times
 - a. Goes off for 10 seconds every hour or so
 3. New security team, not sure if this issue has been communicated yet

iv. Tickets

1. How much should they be fined?
2. Suggestion for warning
 - a. Voiced should not get warning because they know the rules
3. Fines at Pasadena City College:
 - a. First Offense \$10,
 - b. Second Offense \$20
 - c. Third Offense \$40
 - d. \$150 any offense after third
 - e. Bonus for security if they ticket someone
4. First week of school, security gives warnings for smoking areas
 - a. After that, smokers in non designated areas are fined

C. Other

- a. Why do students have an issue with people smoking?
 - i. As much as it is a right to smoke in designated areas, it is a right to not inhale smoke
 - ii. Second hand smoke and other health concerns that are related to this
 - iii. Damage to property and littering
- b. We will be meeting with President Steele this Thursday to voice these concerns

1:15PM - 1:25PM

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.

1:25PM

Next Meeting

1. Monday, November 20, 2017, 12:00PM-1:25PM, Saffell Boardroom

Meeting Adjourned 12:52