

**Assembly Meeting Agenda**

Monday, September 23, 2019

12:00PM - 1:00PM

Saffell Boardroom

Call to Order 12:00 pm

12:00PM - 12:05PM Attendance

12:05PM - 12:20PM Guest Speaker

1. John Lewis
   1. Security for university 4.5 yrs
   2. Start of the year there was self defense class and active shooter training
   3. Initiated architecture and design center lock
      1. Had to replace the doors
   4. Annual security report (ASR)
      1. Has to generate nationally
      2. Outlining policies
         1. Missing persons, Sexual harassment, etc
         2. 43 pg document
         3. Crime stats (specializes)
         4. LAPD and SAN Diego
         5. Luckily there was no activity last semester/yr
         6. 57,000 fine per violation
2. Ian Wright
   1. [ian.wright@woodbury.edu](mailto:ian.wright@woodbury.edu)
      1. Best way to notify problems
   2. Snap inc
   3. Office in england
   4. Keyless system
      1. Architecture, design, res halls
      2. Safer doors
      3. ID cards store data for everytime they are scanned
      4. IT had a huge department
      5. The first two weeks library can get ID cards
         1. 3rd week needs the ID card
         2. ID card gets into common spaces
      6. Architecture students
         1. Not everyone had restrooms access
         2. Understanding of what students are going through
         3. Denied access is king at right now, going through & verifying
   5. 24/7 print lab is not accessible for anyone
      1. Mainly for graphic design students
      2. Last thursday is when gave access
         1. Should work : 24/7 moving forward
         2. Let Ian know if students still don't have access
         3. Architecture, interior arch and graphic design students will also have access as well
   6. Survey results for keyless system
      1. 68.4% like it
      2. 15.8% doesn't matter
      3. 15.8% don’t like it
      4. Ian Wright committed to Bringing the number higher
   7. Want to give all students access to all bathrooms on campus
      1. Will run through department representative
   8. Architecture computer lab
      1. All students have access to it
   9. Semester ID
      1. Do not need to redo/renew
         1. Sticker every new semester

12:20PM - 12:25PM Announcements/Upcoming Events

1. BSA skate night this friday 8-12pm
   1. Tabling tickets wed & thursday
      1. $5 per ticker
2. Moria poetry reading
   1. alhmanson
   2. 4-6pm
3. Breast Cancer awareness
   1. Collab BPWOW and CEO
   2. Oct 9 4-6pm
4. Saudi Students Association
   1. September 25th 11:30-1:30
5. UNA
   1. Oct 16th speaker for the UN

12:25PM - 12:35PM 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 isfidewebsite aswu.woodbury.edu.
2. Senior Graphic Design
   1. Check in library to get keycards
3. IT will be during the next assembly meeting
   1. WIFI problems
   2. Printing Issues
      1. Cabrini laptops won’t print
      2. Library
         1. Printing wrong pages
      3. Miller hall 209
         1. No printer connected to the computers
   3. Access in the Game Design center
      1. Can not log into the computers

12:35PM - 12:45PM Senator Reports

School of Architecture

1. Lorena Mendoza
   1. Met with security to finalize some changes that needed to get made.
      1. Now all Architecture students should have access to the water station & both upper and lower restrooms in our two story building.
      2. We have begun to submit the various maintenance requests for the department. (The Bathrooms and Air conditioning units have been flagged as urgent)
   2. Appointments have also been made with Catherine, Heather, and Ingalill.

1. Erika Shipcott
   1. In the works of booking a meeting with Christoph.
   2. I have a meeting coming up in a few weeks with Ingalill and Lorena (ASWU Senator of Architecture).

School of Business

1. David Manikad
   1. All majors are welcomed and encouraged to meet with the Executives in Residence that we have weekly.
      1. These 30 minute, one-on-one sessions are to get career advice, improving your social skills, building your network with true and tried professionals or pick their brain for their respected business.
   2. The Entrepreneur Lecture Series continues next Monday, September 30th.
      1. The first speaker to kickoff this series is the owner of Priscilla's Gourmet Coffee House, Ms. Shannon Hartman, and will take place inside SB208, from noon to 1pm.
   3. Meet the Firms is a business mixer by people working for accounting firms for those interested in accounting careers.
      1. Accounting students will be a priority and will have informational feedback on the spot. Those "interested in accounting" are encouraged to come check out this event to see if it is for them.
      2. This event is happening Thursday, September 26 in Woody’s 5pm -8pm.
   4. School of Business is supporting the Saudi Student Association 89th Celebration happening in the Alumni Quad.
      1. It will take place on Wednesday, September 25. All students are welcome to join the festivities and learn about the Saudi culture and this momentous event.
2. VACANT

School of Media, Culture, and Design

1. Jonei Battle
2. Meeting scheduled to discuss the fashion department with Anna Leiker.
   * 1. To discuss the negligence towards equipment and the computer labs to be open 24/7 for fashion design students.
     2. Animation Students said computer labs were closing at 8 pm so will bring it up with the department soon
3. Emmanuel Adewuyi
   1. Still waiting to hear back from the dean and the chairs I have contacted.
   2. Llabs in the Design center close on Fridays through the weekend.
      1. Limits the amount of time available to do homework.
         1. Plan to bring this up to Sue.

College of Liberal Arts

1. Gayane Mikaelyan
   1. Dean of COLA meeting Oct 26th
   2. If anyone wants to bring anything up please let me or Meline know
2. Meline Safaryan
   1. Monday the 16th met with Dr. Schockman who is a chair for PSA, apart of COLA.
      1. The business rooms no longer have a projector and computers linked to the tv are difficult to use.
      2. Dr. Schockman’s class was moved to the Architecture building
         1. it’s hard to work in there with saw noises.. etc
      3. Working on meeting with Tippens

12:45PM - 12:55PM Executive Board Reports

1. William Garcia, President [William.garcia@woodbury.edu](mailto:William.garcia@woodbury.edu)
   1. With a new co - advisor finances are slow
      1. Had to get new signature cards
      2. The delay will pick up soon
   2. Michelle Sidney
      1. Other co-advisor
   3. Sitting in as a student rep for the strategic planning meeting off
   4. Looking into ASGA
      1. The e-board will be attending
   5. Website should be up by the end of the day today
      1. Flyers for events will be able to be posted
2. Marta Huo, Executive VP [Marta.huo@woodbury.ed](mailto:Marta.huo@woodbury.edu)u
   1. Hi everyone hope all is well
   2. The interns are working on the haunted house for Spooktacular currently, if you have any suggestions on what you would like to see please feel free to let them or me know
   3. The pool will be getting new furniture very soon so be on the lookout for that
   4. If anyone have any ideas on how the drop off canopy should look like or elements that you think students would love to see please also let me know or send me an email
   5. Thank you
3. Veronia Alkomos, VP of Finance [Veronia.alkomos@woodbury.edu](mailto:Veronia.alkomos@woodbury.edu)
   1. For the events that happened please do not forget to do your reconciliation. It's 10 business days after your event. Just send me an email so I could send you the link.
   2. Please take down your old flyers. You're supposed to take it down after 24 hours of your event.
   3. I sent all the transfers except for 4 orgs : AIAS, Accounting, Deltas and 7500 Club
   4. Any cancelation, changes or adding an event please let me know 2 weeks in advance.
4. Matthew Pardini, VP of Marketing [Matt.pardini@woodbury.edu](mailto:Matt.paridini@woodbury.edu)
   1. Hello everyone
   2. I put in the order for swag
   3. Should get an update on discount cards this week
   4. Thanks to everyone who sent me their logos for the table cloths. Will be starting the process of getting those ordered
   5. That's all I have for now thank you
5. Marina Castillo, VP of Student Orgs [Marina.castillo@woodbury.edu](mailto:Marina.castillo@woodbury.edu)
   1. Registered Orgs
      1. United Nations Association
      2. Outside Voices
      3. Behind the Seams
   2. Film Club Update
      1. 12 attendees at the meeting this past Thursday
      2. They are moving forward with elections and looking over their constitution/bylaws.
      3. If you are interested, let me know and I will add you to their group chat
   3. Bon Appeit
      1. $1000 grant to student orgs
         1. Project to improve food sustainability
         2. Taking applications right now
         3. Sending flyer to all of organizations soon
6. Melissa Castillo, VP of Student Life [Melissa.castillo@woodbury.edu](mailto:Melissa.castillo@woodbury.edu)
   1. There is a CAB and Get it this Wednesday.
      1. There will be a pool filled with rubber ducks and your objective is to throw a ring around the ducks
      2. If your ring falls around more than one duck, you get to pick 2 ducks. If both ducks have a color under them, you get to pick between the designated prizes.
   2. Atmosphere reveal:
      * 1. Location
           1. The Federal bar
           2. 5303 Lankershim Blvd, North Hollywood, 91601
        2. Theme
           1. Gatsby
           2. Attire

1920s

* + - 1. Time: 9pm-1am
      2. 3 drinks max to those who are 21+
      3. We will have specialty drinks available and there will be beer, wine, and other spirits available but once you are done with the 3 drinks, you’re done.
      4. Food will be available while supplies last
         1. Vegetarian options available while supplies last.
    1. Tickets sales start Wednesday sept. 25th at 12pm
    2. Go until Thursday October 17th at 5pm
    3. There is free parking, however we have 89 bus tickets so if you want to avoid driving, buy a bus ticket
    4. Woodbury Students
       1. Bus- $10
       2. Non-bus- $5
       3. Alum & non-woodbury students $15
  1. How would you guys feel about having a second movie night to get ready for atmosphere?
     1. Would be showing
        1. the Great Gatsby
        2. Chicago
        3. Can email suggestions to Melissa until this Friday
     2. Oct 10th - 8pm
     3. We are using your money so I want to make sure that if we do this, you guys are going to show up

12:55PM - 1:00PM Advisor Report

1. Michelle Sidney
   1. Students sign in for events
      1. Keeping a record for retention purposes
      2. Can share w/ initiative committee
      3. Name list
         1. Email it to Michelle after
   2. Work w/ marina for organizations
      1. michelle.sidney@woodbury.edu
      2. Office is open if you have any questions
      3. Reach out to Marina first
2. Seta Javor
   1. No reports
   2. Board of Trustee meeting past saturday
   3. Informed about what is going on in university

Next Meeting

1. Monday, September 30, 2019, 12:00PM-1:00PM, Saffell Boardroom

Adjourn 12:43 pm