



**Assembly Meeting Agenda**  
Monday, January 30, 2017  
7:00PM - 8:30PM  
Saffell Boardroom

7:00PM - 7:05PM

Attendance

7:05PM - 7:35PM

Guest Speaker: John Lewis, Head of Security (john.lewis@woodbury.edu)

1. New ticketing system and consistency of parking permit checking
  - a. Buy permit online, print out temporary permit. Permit is sent out by mail.
  - b. Officers access data through tablet, enter information, use belt-mounted ticket writer.
  - c. You have 7 days to appeal a citation, 21 days to pay citation, or citation goes on student account. Will put your account on hold
  - d. 1st 2 weeks of semester, anyone can park. After add/drop, cannot park on campus
  - e. Question - Why did parking permit price increase?
    - i. Answer - security does not control parking permit cost.
  - f. Question - What happens if vehicle does not have parking permit, with no information to be charged?
    - i. Answer- If citation without parking permit, will get a citation, subject to being towed after 5 violations
  - g. Question - Payment method now on card, not on account. What can be done for students that can not pay out of pocket.
    - i. Answer- Talk to business office, let them know you are in a bind
  - h. Question - What is the policy on day permits?
    - i. Answer- day pass is for people who do not go to school at woodbury and have a reason to be on campus (potential student). Students shouldn't be able to come in if they have not bought a pass.
    - ii. Significant others are fine that visit often
    - iii. Day pass policy consistencies will be worked on
2. Professionalism regarding security guard conduct - verbiage that officers would use, taking more than 15 minutes to open the door when an organization has a FREA for the space, etc.
  - a. All FREAs that are related to a space opened up at a specific place are given to John. List is made for the day to be given to security guards. They should abide to these times but they don't always go on time because sometimes things happen, higher priority things such as student safety.
  - b. Can email John in regards to lateness on door opening and also for conduct related issues
  - c. Security guards have to learn a lot, still getting used to things like which buildings are which, "other language" when using walkie talkies
  - d. Maps of Woodbury are currently on the website, tuned and polished up.
  - e. Woodys door has been closed during school hours, officer that worked night shift worked over time. Locked everything up thinking that he was on the night shift when they should have been opened up.

- f. Question- A student was hit because guard post obscured vision
  - i. Answer- John did not hear about this. The student mentioned to officers multiple times. Now they have the wet floor sign to block the way. How can it be resolved?
  - ii. Response (John Lewis) - we have stop signs to help prevent this. Should be wary when entering on foot. Can look into installing a yield sign.
  - iii. Student response - have a circular convex mirror so you have better vision for intersection, will help save money for people who get hit, relatively cost efficient.
- g. Question- Speed bumps, the really thin speed bumps are really annoying regardless on speed going on them. Any way to have consistency with speed bumps?
  - i. Answer- If you're affected by speed bump, you are going too fast. Can see about changing the plastic speed bumps but IF it happens it will not happen until summer
- h. Question - In Arch, the pedestrian gate is closed. Have pedestrian walkway by security post. Not as visible as one might think, opens potential for people to be on campus that should not be there. Feel safer with it closed
- i. Comment - This past academic school year has positive feedback with relation of students and officers. Students feel more comfortable being able to talk to security guards, huge bonus this year. Also, under the belief that the campus is open to the community.
  - i. Response- if you want to get on campus you can, Cabrini is more residential. Glenoaks is more susceptible to vehicles. However, Woodbury is a private property. Have had issues with homeless people sleeping on campus (behind faculty/ west annex) At the end of the day this is private property
- j. Comment- feel comfortable with guards on campus, feel safe. On board with open campus, appreciate the work being done.

7:35PM - 7:45PM

#### Upcoming Events

- Wednesday, February 1st 7:00PM-8:00PM
  - OAC Workshop II; We will be helping fill out and reviewing applications. *Location: Woody's Dining Hall*
- OAC Applications Due Friday, February 3rd by 8:00PM
- OAC Presentations Due Friday, February 3rd by 11:59PM
- Sunday, February 5th 10:00AM-2:00PM
  - OAC Allocations Presentations and Voting. Mandatory for all orgs requesting OAC funds, President AND Treasurer (or substitute) must be present. *Location: Saffell Boardroom*
- Monday, February 6th
  - ASWU E-Board Applications due
  - Applications available online [aswu.woodbury.edu](http://aswu.woodbury.edu)
- Friday, February 10th 10:00AM-11:00AM
  - High School Counselor Connection
  - Please let Jia know if you can attend!
- Saturday, February 11th 9:30AM-11:00AM
  - Discover Woodbury
  - Please let Jia know if you can attend!
- Wednesday, February 22nd 11:00AM-1:00PM
  - AS-You Day: Elections Kick-Off
  - Student Organizations Fair - Please email Esteban if your org is interested in participating

7:45PM - 8:00PM

#### Senator Reports

##### School of Architecture

1. Mohamed Hasan
  - a. No Report

[mohamedhasan1256@gmail.com](mailto:mohamedhasan1256@gmail.com)

- 2. VACANT Please email any recommendations to [aswu@woodbury.edu](mailto:aswu@woodbury.edu)
- School of Business
- 1. VACANT Please email any recommendations to [aswu@woodbury.edu](mailto:aswu@woodbury.edu)
  - 2. VACANT Please email any recommendations to [aswu@woodbury.edu](mailto:aswu@woodbury.edu)

School of Media, Culture, and Design

- 1. Niomie Glory [niomie.glory@gmail.com](mailto:niomie.glory@gmail.com)
  - a. I have spoken with Behnoush McKay, the chair for Graphic Design and we have discussed that there seems to be an issue that not many students are doing much to be involved with the program. For example there's clubs and other events that others can join but seems there aren't as many people interested then in previous years. Currently we are working on ways on how to improve in this and hopefully more people would get involved.
- 2. Andrew Hill [drewboy585@gmail.com](mailto:drewboy585@gmail.com)
  - a. During the first week of school a schedule appointment was made with Sue Vassella, Dean of MCD. I had reported to her regarding concerns of students with in the department about the lack of proper advising that was being given. With regards to previous meetings including this one about the amount of issues that students were raising and that I was addressing to her, the Dean has issued me to begin an investigation amongst the student body to engage and question students regarding any and all concerns they have regarding their department. These concerns can be addressed via survey sent out as well as one on one interviews with concerned students. Those concerns will be recorded and documented for Sue to begin reevaluation of the department as a whole and to make the necessary changes so that ALL students are benefitting fully from their majors with Media, Culture and Design.
  - b. Questions- Were complaints about particular major?
    - i. Answer- started with gaming, have continued with more majors

College of Liberal Arts

- 1. Tricia Lopez [tricia\\_lopez1131@yahoo.com](mailto:tricia_lopez1131@yahoo.com)
  - a. No Report
- 2. VACANT Please email any recommendations to [aswu@woodbury.edu](mailto:aswu@woodbury.edu)

8:00PM - 8:15PM

Executive Board Reports

- 1. Jia Er Lin, President [jiaer.lin@woodburyuniversity.edu](mailto:jiaer.lin@woodburyuniversity.edu)
  - a. AS-You Day: Elections + Org Fair Feb 22nd
    - i. There will be an organization fair for elections
    - ii. Please email Esteban if your org is interested in participating
    - iii. We will provide more information on that date when Jia is present.
    - iv. University provides tables to events
  - b. Counselor Connection + Discover Woodbury
    - i. Saturday, February 11th 9:30AM-11:00AM
      - 1. Discover Woodbury
      - 2. Please let Jia know if you can attend!
- 2. Alex Holguin, Executive VP [alexholguin18@hotmail.com](mailto:alexholguin18@hotmail.com)
  - a. Hello all I apologize for not being able to attend today's meeting due to required class lecture. For organizations to be better aware of their attendance starting today I will be sending emails to organizations rep and president if an organization is ever late or absent so organizations are better aware of their attendance. New semester projects will be picked and decided today and announced next meeting. Also Jia will be handing out name plate contracts. Name plate contracts are required of all organizations to sign stating if you lose or damage your nameplate your organization will be required to replace it. If you are the same rep from last semester you do not have to sign a new contact only if you are a new rep.
- 3. Alecks Rodriguez, VP of Finance [alex.rodriguez@woodburyuniversity.edu](mailto:alex.rodriguez@woodburyuniversity.edu)

- a. Just a reminder check the upcoming events list for dates and time, contracts need to be in, if you've missed the workshop this wednesday is the last chance to meet with me or esteban. We will also be helping you fill out OAC apps if needed. IF you have any questions please let us know via email, or groupme.
- 4. Esteban Cerna, VP of Student Orgs [esteban.m.cerna@hotmail.com](mailto:esteban.m.cerna@hotmail.com)
  - a. When org renewal paperwork is signed, name has to be signed by treasurer of org. Need president, vice president, and real treasurer. Gets really difficult to properly maintain communication and maintain accounts if there aren't actual eboard members. A lot nicer than A-Rod (not jk) lol not true
  - b.
  - c. Willing to help orgs find people to fill positions that are needed
  - d. OAC contract is 2 sided contract saying you have read and understand the rules of OAC, it is not the proposal that is due friday. Has to be signed by the people who are presenting at the OAC presentation. President and treasurer are recommended to be there. If not, then vice president or org rep. Need to have org rep by sunday. Keep good communication with A-Rod. Presentations are from 10-2 on sunday in saffel board room in alphabetical order. Should have put "the" in front of 7500 so she wouldnt have to go first
  - e. Michelle Sidney is Organization coordinator
- 5. Stephanie Sandoval, VP of Marketing [stephanie.sandoval@woodburyuniversity.edu](mailto:stephanie.sandoval@woodburyuniversity.edu)
  - a. Email Steph fliers, ask for help if help is needed
  - b. Este can bring up things to Michelle if needed, just email him.
  - c. Add money for printing in budget
- 6. Amanda Sachartoff, VP of Student Life [amandasachartoff@gmail.com](mailto:amandasachartoff@gmail.com)
  - a. Reiterate Woodstock wishlist, thank clubs who have already signed up.
  - b. Go over Woodstock theme and ask for suggestions. CAB and Get It this Wednesday
  - c. Artists are already locked in. Not going to tell us who they are. Suggestions? There will be a wide variety of music. Going to be lit

8:15PM - 8:20PM

#### Advisor Report

- 1. Mauro Diaz [mauro.diaz@woodbury.edu](mailto:mauro.diaz@woodbury.edu)
  - a. International community is supported at our institution
  - b. All here for everyone, specifically for international population.
  - c. Treasurer, need to keep everyone honest and accountable.
  - d. Hope to continue activities that engage the students such as friday nights
  - e. Don't be afraid to pull Mauro to the side, or email for anything except when sirens are going off
  - f. Faculty member here, is impressed how assembly is runned. Teached marketing and fashion marketing.

8:20PM - 8:30PM

#### 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 or email [aswu@woodbury.edu](mailto:aswu@woodbury.edu).
- 2. Survey emailed to all organizations reps.
  - a. <https://goo.gl/forms/AINOO67siOocMAY73>
- 3. Bees are being addressed
- 4. Ask ASWU members for anything regarding maintenance
- 5. Women's design center bathrooms are messy, people are not flushing
- 6. Women's cabrini/fashion and library bathrooms sometimes don't flush
- 7. Coordination for parking when thesis comes up and everyone has to clean up
  - a. In emergency that is all on you.
  - b. Police officers can give an actual ticket if you park where you shouldn't
  - c. Can parking spots be allocated to arch students, reserve spots for students to be able to park next to arch instead of security parking there

8. Entrepreneur lecture series on Wednesday, room SB 209. Be there or be square. Will help out people looking into business, someone that is good to get to know. Hopefully to get alumni to be involved. From 12-1.
9. VITA program is open to everyone, to help with taxes. Appointments only!
10. OAC workshop, was raining really bad. Horribly flooded, drainage system was not up to par with the weather.
11. Executive order, email is appreciated. Woodbury has high international population, can president's announcement become more visible?
  - a. Posters or chalk on the floor
  - b. Have professors remind students to look at their emails for important messages
  - c. Have something simple that visually represents what they mean (ask me buttons)

8:30PM

Next Meeting

1. Monday, February 6, 2017, 7:00PM-8:30PM, Saffell Boardroom