



Assembly Meeting Agenda
Monday, October 16, 2017
12:00PM - 1:25PM
Saffell Boardroom

- 12:00PM - 12:05PM Attendance
- 12:05PM - 12:10PM Upcoming Events
1. AIAS pizza with a purpose fundraiser at California Pizza Kitchen all day Tuesday October 17th
 - a. Show flyer printed or on phone
 2. Zone V design building, first meeting Thursday at 12
 3. Behind the Seams welcome party Wednesday from 4:30-5:30
 - a. 80s themed
- 12:10PM - 12:25PM Senator Reports
- School of Architecture
1. Mohamed Hassan Mohamed.Hasan@woodbury.edu
 - a. Meeting with Marc this week to discuss what's going on in the school of architecture this and next semester. Finishing up the prototype spray booth.
 2. VACANT Please email any recommendations to aswu@woodbury.edu
- School of Business
1. Angel Arias Angel.Arias@woodbury.edu
 - a. This week I spoke with Assistant Dean to the School of Business Nathan Garrett. As of right now he has no issues he wanted to address but he wanted to make it clear that he is open to any suggestions, comments, or questions and if anyone wanted to remain anonymous for whatever reason I can relay your message for you. I understand some have never met Nathan so we're trying to get him into a meeting so he can meet all of you. I am trying to meet with Holt the other Assistant Dean next but scheduling is still an issue so far however we will get together some time this week so if anyone has anything they would like me to ask her please let me know as soon as possible so that I may get that to her.
 2. Melissa Toribio mellytoribio@gmail.com
 - a. On October 2nd I met with Joan and we discussed the "Creative Minds Conference" that will be held on November 8. This conference will give business students a chance to network with a variety of local business leaders, get career advice, and explore opportunities for internships or future employment. In addition, students are welcome to participate in the "So You Think You Can Sell" contest, where contestants will receive an unanticipated item, which they will have to sell very convincingly for 2 minutes. Three winners will be chosen and there is a possibility that one of the prizes will be a full-time job position. Joan encourages all business students to attend, so I just want to encourage all organization leaders to spread the word. Furthermore, I met with Jeff Neumeister on October 3rd to introduce myself and we brainstormed different ways to improve involvement within the Accounting Society. Lastly, I am scheduled to meet with Wendy Bondoni on October 18 to discuss some concerns that she has.
- School of Media, Culture, and Design
1. Niomie Glory Niomie.Glory@woodbury.edu

- a. This week Anna and I are going to go over the chairs of MCD and will split them so we can start meeting with other departments.
- 2. Anna Harrington Anna.HarringtonBilu@woodbury.edu
 - a. Since my meeting with Sue, I have been spreading the word about the ASWU MCD Survey as well as gathering MCD Student thoughts and concerns about the campus by word of mouth.
 - b. Two inquiries of information that I gathered from students around campus are regarding:
 - i. Concerns about a beehive in the Design Building
 - ii. Students wanting the labs in the Design Building to stay open later
 - c. I want to talk to Sue about the lab hours and see if there is any flexibility of them staying open later in the evening; I am planning to schedule a meeting with her next week.
 - d. Another task that I am working on, with Niomie, is planning out a weekly schedule of when we can both meet with the chairs of MCD in order to hear their concerns and uncover their expectations for the rest of the year. I plan to have this laid out by next week before the Senator Meeting on Tuesday evening.
 - e. Thank you.

College of Liberal Arts

- 3. Akeima Young akeimayoung@hotmail.com
 - a. No Report
- 4. VACANT Please email any recommendations to aswu@woodbury.edu

12:25PM - 12:40PM

Executive Board Reports

- 1. Alexandra Holquin, President alex.holquin@woodbury.edu
 - a. Parking Passes: As many of you might have seen on group me or snapchat, we have an answer regarding concerns with parking passes. Please share with your friends and orgs the answer is as follows from Crystal Johnson from the business office and John Lewis head of security: For the business office if you are having issues with it adhering please go to the business office and they will assist you. I have also heard students have gotten citations for this issue because their permit was not sticking if this is your case or someone you know please direct them to John Lewis to appeal the citation. Please spread the word.
 - b. Coffee for Midterms: Thursday starting at 8pm there will be coffee out near woodys for those that have midterms. Nathalie Avalos is working with Woodys to provide this as we await approval for our coffee vending machine. Is there any other days that are heavy with midterms that you would like coffee provided?
 - c. Lunch with the President: You might have noticed as we mentioned the president out at lunch October 4 he will be out again the 18th.
 - d. President Meeting: ASWU E-Board will be meeting with the President Thursday for our monthly meeting with him. If there are any issues you would like to bring up please reach out to one of us or, email aswu@woodbury.edu, or leave a comment in our virtual comment box by Wednesday night at 11:59p.
- 2. William Garcia, Executive VP william.garcia@woodbury.edu
 - a. Good afternoon students, I hope all is going well with midterms
 - b. Interns
 - i. Projects
 - 1. Currently Sugmin is looking into a mailbox for students to drop off outgoing mail when Helen is not available.
 - 2. Denise is looking into pricing for a statue of Woody/ a bust of Mr. Woodbury as requested by President Steele.
 - 3. Valeria and Veronia have proposed locations for more hammocks to be put on campus.
 - 4. And as a collective effort, the interns are creating a plan to renovate the South Hall garden as well as a plan to keep the garden running.
 - ii. The project I will be working on this semester is getting a pergola on campus.
- 3. Bennet Cariaga, VP of Finance bennet.cariaga@woodbury.edu

- a. Hi everyone! Hope you are all performing great on your midterms! Since the last time we met, there were several event revisions, an addition to the OAC event list, and more:
 - i. All OAC related links and files have been uploaded to the ASWU website.
 - ii. Should you run into any problems when planning your event, such as vendor issues or similar issues beyond your control, and you may not be able to hold your event on its original date, please let me know immediately to avoid being fined. Communication is KEY. Many orgs have already reached out to postpone or change their event timing to accommodate their needs. You can always check the list of OAC events for changes, as it is being constantly updated.
 - b. For events that have recently been held, here are reminders to do OAC reconciliation:
 - i. Communication Club - Holiday Kickoff - Due Mon., Oct. 23
 - ii. PSA/SON - Mental Health Awareness Day/Pretty in Ink - Due Wed., Oct. 25
 - iii. AIAS - Stressbusters 1 - Due Thurs., Oct. 26
 - c. I am also working on a few projects myself as well. A visual breakdown of the ASWU fee is in the works and I am seeing if we can supplement lounge furniture to the Woody's Dining Room.
 - d. Lastly, I have been trying my best to attend to the majority of the OAC events, and so should all of you as well, remember, a portion of your ASWU fee is funding these events. You all are doing great so far! If I haven't been able to attend, it may be due to my class schedule or other obligations. Keep it up!
4. Marta Huo, VP of Student Orgs marta.huo@woodbury.edu
 - a. A reminder that as a student of an org, you can not create invoices. All invoices need to come from vendors themselves.
 - b. Every organization need to send me your meeting time. Either the E-board meeting or the general meeting time. Please email it to me.
 - c. IT is still working on organization emails. Once it is done Michelle will inform me and an email will be sent out to you all from me. Michelle is requiring all presidents of each organization to set an appointment with her to get the email address and password. It will only take five to ten minutes.
 - d. Also all the forms that any organization need are now available in the pool house for your convenience, the pool house is open later than the whitten center thank you.
 5. Adam Ramirez, VP of Marketing adam.ramirez@woodbury.edu
 - a. Hey everyone, I have had people ask me where to locate the FREA form on the portal, so I've just added a blank FREA form pdf for all of you to have access to on the ASWU website, under ORGANIZATION FORMS that is located under the DOCS&SURVEYS tab.
 - b. Under ORGANIZATION FORMS, you can also find the OAC Reconciliation form, your OAC event deadlines for this semester, the OAC application, and also a step by step guide to OAC reconciliations
 - c. FREA/Flyer Due:
 - i. RHA - Pasillo de los Muertos - 10/17
 1. Will submit one FREA/Flyer on behalf of orgs collaborating
 - ii. Communication Club - Film Screening + Q&A - 10/19 Thursday
 - iii. SON - Sunnie of the Dead - due 10/19 Thursday
 - iv. 7500 Club - Board Games and Tacos Night - 10/20 Friday
 - v. Phi Sigma Sigma - Rollerskating Night - 10/20 Friday
 - d. So we started with a spirit week last semester, and our 2nd spirit week was this past week. How did you all like it? Or what do you think we can improve on to continue this each semester?
 - e. Comments on spirit week
 - i. Felt rushed
 1. Only had 3 days
 - ii. Should be more intertwined with atmosphere
 - iii. Have more E board representation
 - iv. Not fair to commuter students
 1. Next semester will hopefully have events that are fair for commuters and residents

- v. Next year will hopefully be more inclusive, having more organizations table at the same time as
 - 1. 16 hands raised to table for next spirit week
 - vi. Is a work in progress, this was only our 2nd spirit week
6. Autumn Davis, VP of Student Life autumn.davis@woodbury.edu
- a. Firstly, I just want to thank everyone for coming out to Atmosphere Friday! It was a SOLD OUT event, and I'm very happy you all came out and had fun! The CAB team and I promise to keep working hard to give you the best events possible this year! At this time, I'd like to take any feedback you all might have in regards to the event so I can pass them on to my successor for next school year.
 - b. CAB would also like to thank RHA for inviting us to co-sponsor Zombie Run, it was really fun!
 - c. Our next major event is CAB's winter festival on 11/16- Orgs who requested OAC for this, you will be receiving an email from the CAB team- you DO NOT have to fill out a FREA or make a flyer for this. CAB will be requesting everything for you. So when you receive our email, please tell us how many tables/chairs you will need. For orgs who didn't request funding but want to participate- I highly urge to you reach out to myself, Bennet, or Marta so that we can work something out, as there is funding available!
 - d. Lastly, I have been trying to come up with ways to have more movie nights on campus, I'm looking into less expensive alternatives, but for next semester CAB is planning have one at least once per month.
 - e. Comments for Atmosphere
 - i. Liked the food, not enough snacks
 - ii. Really enjoyed last years because there was more events that just dancing
 - iii. Parking was hard to find
 - 1. Cannot rent a parking lot in LA on a friday night
 - 2. Utilize the bus, saves a lot of money and time trying to park
 - 3. Can list out parking lots that are nearby
 - 4. More details on where to enter club
 - 5. Will let vegan foods be more well known

12:40PM - 12:45PM

Advisor Report

- 1. Mauro Diaz mauro.diaz@woodbury.edu
 - a. Right now during midterms please be sure to take care of yourselves
 - b. Has been an increase of numbers to ambulance responders
 - c. If you are concerned for someone, reach out via starfish
 - i. Can raise your hand online
 - ii. Will get responses from most appropriate person to respond
 - iii. You can raise your hand anonymously
 - d. Officially changed security companies as of today
 - i. Security has been getting to know our campus
 - ii. New security is now in service
 - iii. Why security change?
 - 1. We were not getting the service that were requested, contract was also up
 - 2. Contract was done through previous president
 - 3. This security company has worked with colleges and universities, is a much larger company
 - e. Get to know President Steele
 - i. Encourage your classmates to meet him
 - ii. He does not bite

12:45PM - 1:15PM

Guest Speaker: Stevon Lewis, Director of Counseling Services

- 1. Located in the Whitten Center
 - a. Offer individual/ family/ couples counseling services
 - b. On site testing, testing for ADHD, can reach out if you feel you may be on the spectrum

- c. Can be reached by any campus phone, extension 237
 - d. Address stress as early as possible
 - i. Not always easy to do, students are over achievers at Woodbury
 - e. What do you do to help relieve stress?
 - i. Jane goes to BWW with friends
 - ii. Mariam goes shopping (can be stressful)
 - iii. Go to the gym
2. Monitoring when you are stressed and/or overwhelmed
- a. Students have desire/urgency to push through
 - b. Be honest with yourself when you are taking on too much
 - i. Students start to feel guilty to take off certain positions, feel like they are doing too little
 - ii. Jane: Boyfriend primarily is the person that puts in check when too much is being taking on
 - c. Start to get moody, shut down
 - d. Don't want to be bothered, isolation
 - e. Mental health= support, not being isolated
 - i. Stevon usually doesn't get this response, most people have a fear of mental health and counseling
 - ii. People are quick to support physical health when physically hurting
 - 1. When mentally hurting, not so much
3. Do you know anyone who is suicidal?
- a. How do you notice?
 - i. Often times, they will reach out/ express
 - ii. 3 types of suicidal
 - 1. Will say they want to kill themselves out of stress without a plan or means.
 - 2. Reaches out, and already has a plan.
 - 3. Just does it without reaching out or showing any signs.
 - iii. Sometimes no one ever show signs
 - iv. But sometimes we can see things in their behavior
 - 1. Talk more about being stressed
 - 2. Talking about "What's the point"
 - 3. "I just want to sleep and not wake up"
 - 4. "It would be better off if I weren't here"
 - v. Sometimes we don't feel comfortable hearing this because we aren't counselors
 - 1. You don't have to do much
 - 2. Just listen to this person
 - 3. Let them know you are there for them
 - 4. You don't need a magical statement or to say anything
 - 5. Make sure to refer them to counselling services for extra support. RA's and security are also good places to go if you don't know what to do in the situation.
 - vi. We all have our own life
 - 1. Can't blame people for feeling bad because we are not them and can't feel the same way
 - 2. What you see is only part of the story
 - 3. There could be things going on at home you don't know about
 - 4. Direct to 800-273-talk
 - 5. Can create a safety plan through an application called my 3, and have 2-3 contacts that you can call when you need help
 - vii. What does depression look like
 - 1. Sleeping a lot
 - 2. Withdrawal
 - 3. Stop showing up to classes
 - 4. Typically we have bad days

- a. But when it starts to impact your daily functioning
 - b. Unable to follow through with responsibilities
 - c. Will not participate in things that are commonly appealing to that person
 - d. If you see any of these signs- ask about it, be direct with your questions do not beat around the bush.
- viii. High achieving depression
 - 1. Opposite of what was just said
 - 2. Individuals that look like everything is great, are accomplishing a whole lot, but inside are hurting and don't show it
 - 3. Google Madison Holleran a student at University of Pennsylvania that was really good at hiding how much she was hurting. But took her life
 - 4. What sacrifices are you making to accomplish the achievements you have done
- ix. Referring people to counseling services
 - 1. Encourage people and offer to walk over to the Whitten Center with them
 - 2. Stop Stevon if you see him in the Quad and introduce them to him
 - 3. You do not need to be crazy to go to counseling services.
 - 4. Most people are coming in with relationship issues, career stuff, school stuff and home stuff that stresses them out
 - 5. Most of the people that Stevon see are "normal"
- x. Emails come directly to Stevon's phone
 - 1. Stevon constantly checks his emails
 - 2. Tries to respond within a day, unless its a weekend
 - a. If stevon is not available, call 911
 - 3. EMERGENCY PHONE NUMBER WILL LEAD DIRECTLY TO STEVON 818 303 8443
 - 4. You can also always reach out to an RA (regardless of if you are a resident or commuter) at anytime if you feel the immediate need
 - 5. Do not tell someone who is depressed that they are exaggerating, they do not choose to feel this way
- xi. Stevon can do tests to determine how likely people are to hurt themselves
 - 1. Assesses if people have a plan, intent, and desire
 - 2. Stevon will always treat any threat in an appropriate manner
- xii. How to know if someone is serious about taking their life:
 - 1. Do they have a plan of doing this? If yes they may be serious.
 - a. If their plan is unrealistic then odds are they are not serious.
 - b. It is not your job to diagnose this though refer to Stevon if you think someone may be suicidal.
- 4. You can also reach out to Mauro for issues such as these
 - a. Please share what goes on in ASWU meetings with other students and most importantly your student organizations.
- 5. Not enough people know about counseling services on campus
 - a. Stevon will try to improve this.

1:15PM - 1:25PM

Open Forum

- 1. Comment box:
 - a. "The new Woodbury student emails do not work on laptops. There have been a few issues with our log ins not working."
 - i. Please reach out to IT at helpdesk@woodbury.edu
 - b. "What is the process to impeach an ASWU Eboard member? As many students have expressed concern about some of the ASWU Eboard members and would like to know the process."

- i. If you want to impeach an E-Board member please feel free to look over our legislation that can be easily accessed on our website under docs & surveys. If you also feel strongly about this I highly suggest making a meeting with Mauro and/or approaching me to voice your concerns so we can address them ASAP. We are your elected officers and we are here to serve the student body.
2. Spring registration starts on the 30th
 - a. Either Student Affairs or Academic Affairs will send a reminder
3. Parking pass price
 - a. Is there a parking price breakdown to see where our money is going to?
 - b. Students don't understand why it has tripled in the past couple years
 - c. Alex will try to find this out, can bring this up as a concern with meeting with President Steele
4. Next year FAFSA is available now
5. ASWU website has being updated
 - a. There is now classifications for orgs
 - i. Please reach out if you feel your organization isn't under the right tab
 - b. There are also organizations forms on the website. Everything an organization should need should be on the website.
6. RNL is being completed, strategic enrollment plan
 - a. Over 50 faculty/staff are working on improving overall enrollment
 - b. Will always be worked on, will go through constant progress
 - c. In the future will hopefully add students into committee
7. Organizations that are going to Discover Woodbury
 - a. Roughly from 9-Noon
 - b. Will not be allowed to bring banners, or any other items to put on table
 - i. Not enough room because orgs will be sharing, wear your letters and bring small stuff because it will be a collage of different orgs
 - c. Total of almost 500 confirmed to be at discover woodbury. Half of them will more than likely be students
8. 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, October 23, 2017, 12:00PM-1:25PM, Saffell Boardroom

Adjourned at 1:19