



Assembly Meeting Agenda
Monday, November 20, 2017
12:00PM - 1:25PM
Saffell Boardroom

- 12:00PM - 12:05PM Attendance
- 12:05PM - 12:10PM Upcoming Events
1. Delta Sigma Phi Thrift shop this Wednesday at lunch
 2. Saudi Student Association is having a destresser from 4 to 9:30 tonight
 3. Delta Sigma Phi Blood Drive on the 28th in the Ahmanson from 10-4
- 12:10PM - 12:25PM Senator Reports
- School of Architecture
1. Mohamed Hassan Mohamed.Hasan@woodbury.edu
 - a. Hey guys! So I met with Marc last week and I gave him some ideas about the following semester and what plans I had for it which I will be recapping.
 - b. During this last semester my main project was working on spray-booths and meeting with Heather.
 - c. I was hearing out the problems students had and addressing them as well.
 - d. I also worked on some side projects with Aias with some event hosting as well as stocking up the lounge with furniture.
 - e. Have a great rest of the semester and good luck on Finals!
 2. VACANT Please email any recommendations to aswu@woodbury.edu
- School of Business
1. Angel Arias Angel.Arias@woodbury.edu
 - a. Hello Everyone, first of I would like to say it has been an honor and pleasure being a senator to represent the school of business and ASWU. This semester came with a lot of fun experiences as well as a few struggles along the way. We have successfully established some communication between the heads of each department to the student body and now realize where there are some areas that can be improved for the next semester. I have met with Holt, Joan, and Nathan this semester. It was my first time speaking to some, and I quickly realized the hardest part about this was to get them to actually talk, aside from Dr. Marques. I feel like this was a common struggle among senators when they spoke to some department leaders however this was addressed in one of our meetings and will be handled so that we can create more communication between our student body and our department leaders for the upcoming semester. I have a meeting with Dr. Marques this week to discuss how to create more participation within the school of business in our surveys as well as how else to get the students' opinions out so that we can fill any other needs they may have. It has been a fun semester and I am ready for the next, thank you everyone and I hope everyone has a nice thanksgiving!
 2. Melissa Toribio mellytoribio@gmail.com
 - a. Hello everyone, this week I checked in with Jeff and Wendy, who both had no issues or concerns to tell me. One of the main things I accomplished this semester as senator for School of Business was working with Joan to create a successful Creative Minds Conference. I also helped Wendy start a fashion marketing tab on the ASWU website so students are aware of upcoming events and who to get in touch with if they have

questions. Next, I worked closely with Jeff to get more involvement in Accounting Society and come of with events that will benefit accounting students. Lastly, Angel and I created a survey for the business school so ASWU has a better understanding of what the students at Woodbury need and what we need to improve on. In the future, I hope to contuse bettering the School of Business and voicing students concerns.

School of Media, Culture, and Design

1. Niomie Glory Niomie.Glory@woodbury.edu
 - a. Hello, for this semester I managed to talk to meet with my half of the departments that I'm in charge of and introduce myself. When I talked to them, most of them didn't have that much concerns or questions they wanted to talk about, but for those who did I managed to help brainstorm ways they could reach out to their students, get more involvement, ways to promote events, or even ways to help organize the different classrooms for each major. In the future I plan to continue with the project of classroom sizes and ways to reorganize it because this is a issue that won't just be fixed overnight. Hopefully in the semester to come there will be other ways or ideas that I can help with to better the Media, Culture, and Design department. Thank you.
2. Anna Harrington Anna.HarringtonBilu@woodbury.edu
 - a. First off, I would like to say that my first semester as Senator for MCD has been a great experience and I truly love my position.
 - b. In the past weeks I have continued to meet with the MCD Chairs. There is no significant reports from them, for they have all been content and happy with how the semester is going. However, despite this, I want to continue to schedule meetings with them to check in, follow up, and provide assistance for next semester. In fact, for next semester, I want to meet with the Chairs of MCD more frequently so that I can get to know them better and plan out/brainstorm ways to improve the school of MCD.
 - c. I have also been talking with students around campus about the ASWU Survey for the school of MCD. One of the biggest concerns mentioned on the survey was the need to extend lab hours in the Design Building. This is in the workings. I still need to meet with Sue to touch based on how this is going and if we will be able to extend the hours.
 - d. For next semester, I plan to speak with more individuals from MCD that I may not have gotten the chance to speak with this semester and involve myself more in ASWU tabling events.
 - e. All in all, I am looking forward to next semester and am excited to move forward and continue to improve the school of MCD through my position as Senator. Thank you

College of Liberal Arts

1. Akeima Young akeimayoung@hotmail.com
 - a. Hey everyone, I hope that everyone's doing well, and had a great weekend. This is my first semester on campus at woodbury. So I'd first like to thank everyone who has welcomed me and helped get started in ASWU and at woodbury. This semester I was able to identify some of the issues that the cola department has, and we've identified some areas of improvement. The main one being that cola students aren't as connected to campus life and aren't as plugged in as we'd like. So through talking to my dean and some of the chairs, all semester we've been brainstorming ways to bring every body in the major together. We plan on having a more cola sponsored events and forums as well as more in major resources for students to utilize. I hope to see all of you guys next semester!

1. VACANT Please email any recommendations to aswu@woodbury.edu

12:25PM - 12:50PM

Executive Board Reports

1. Alexandra Holguin, President alex.holguin@woodbury.edu
 - a. Student Life Fee Increase: The student life fee increase passed. This will begin being active in the fall of (2018/2019). The vote won by a little over 20 votes thus the \$100 initiative will be transferred to the listed organization at last assembly meeting.

- b. Meeting with the President: Our final meeting for the semester with President Steele was productive as we discussed several projects we are working on, the smoking zones issues we discussed, and a general debrief of the semester and where ASWU did well and areas we can improve as a group. I hope to work with John Lewis over break to improve and better implement our smoking policies on campus.
- c. Next Semester Assembly Meeting: At this moment next semester's assembly meeting time will be Thursdays from 6-7:30p. We will be asking for updated contact information. We are also going to be enforcing more heavily that one the representative is the president or treasurer of the organization and two that the representative is the same representative at every meeting. Please communicate this with your organizations. This semester we had a lot of issues generated from representatives not communicating with their respective organization.
- d. End of the semester debrief:
 - i. History: I've been apart of ASWU since my first year here at Woodbury and before I debrief how we've done this semester I really wanted to acknowledge that ASWU along with student organization have made a tremendous improvement that I hope students that have been here long enough to see have noticed.
 - ii. CAB & ASWU: Going off this history originally CAB was known as program board and wasn't even apart of ASWU. Later program board became apart of ASWU and even later developed the name recently to be known as CAB. Some of you may also know ASWU used to be ASG. To get back on track ASWU and CAB have operated as two separate identities but with the same goal in mind to serve the students but in two very different yet important ways of programing and governing. We've tried to bridge the gap more and more each year to be more cohesive and we will continue to work on and improve this.
 - iii. Assembly: In the past assembly did not have any guest speakers, last year was the first year we began this and this year we decided to modify it to be less guest speakers but more open forum topics. Can we please ask how did you like this?
 - iv. President & Other Faculty Relationship: ASWU has continued to strengthen our relationship with President Steele which earned us his large donation the beginning of this semester. We are also working with President Steele to possibly get scholarships for those serving on e-board to hopefully incentives more people to run and also allow for a larger budget without having to pay ASWU E-Board and possibly other members of ASWU.
 - v. Visibility & Feasibility: As a unit we've tried to increase our visibility on campus through means of marketing as well as through general contact with students to let them know we are here for them as their student government. We have room for improvement but I believe the banner by woodys has a been a big help for this since students see our face and if they see us around campus they know they can approach us with concerns.
 - vi. Legislation: We spent most of our summer combing through the legislation and making it one large document as well. We will continue to do this as we reached out to ASGA to give us line by line suggestions that we hope to vote in in the spring term.
 - vii. Senators: As president I oversee senators and I've encouraged much more collaboration between the two school senators to ensure each chair is being seen by at least one senator. Luckily architecture and COLA don't have as many chairs since we have only one senator for these two schools. Please let anyone know that may be interested to apply to be senator for the spring semester. We also hope to continue to improve the awareness of ASWU in faculty through our senators.
 - viii. Projects I've worked on:
 - 1. Volleyball Net: Approved for the upper quad hoping this will be done in time for the spring semester start.

2. Bust of Mr. Woodbury: I've been working with the VP of Advancement Erik Greeny to provide a Mr. Woodbury bust on campus for the purpose of school spirit I hope this project will come to fruition before graduation so that way the President can speak about our new bust at Spring 2018 graduation.
 3. Bulletin Boards: We are in the process to hopefully begin production of the architecture bulletin board in the spring. We are having contractor issues thus why it has taken some time.
 4. Coffee Vending Machine: Is up and working near woodys if this coffee machine continues to perform so well we may consider adding another machine in a different location.
- ix. Overall I hoped to accomplish better work flow within ASWU and a better perspective for ASWU within the student body.
 - x. Next semester I hope to better prepare whomever decides to run for president whether that be one or multiple candidates to make sure the train doesn't stop moving and we continue to strive to be better and better each year for the students. I also plan to finish out the big projects I have been working on before I leave the university including the Woodbury bust and the next bulletin board to be placed in architecture.
- e. Presentations helped a lot
 - f. Would like to address people with laptops
2. William Garcia, Executive VP william.garcia@woodbury.edu
 - a. Good after noon everyone.
 - b. I would like to start off by thanking our interns for their work that they did this summer.
 - i. Sungmin helped with looking into a couple things that have been set into motion, first we will be buying a mailbox for students to be able to drop off mail when Helen is not available. Sugmin also looked into furniture for the pool house so that students can use this area to its fullest potential.
 - ii. Denise helped with looking into prices for a bust of Mr. Woodbury to be displayed on campus. As well as create a finance presentation that was presented to you all here at an assembly meeting
 - iii. Adrian helped with planning of future events and fun activities to be brought to you for next semester
 - iv. Yash met with Autumn and learned more about CAB and planning events
 - v. Valeria and Veronia helped with fixing our swagon that has had a lot of technical difficulties. As well as look into more locations for hammocks on campus for everyone to have lounge spaces.
 - vi. ALL of the interns helped to plan our South Hall Gardening day, and also participated in planting the flowers, as well as watering the garden throughout the week, keeping the plants alive
 - c. The intern program has changed in that I tried my best to focus on the interns learning about the position they are interning for. To do this, I assigned one on one meetings with their respective E board member, I asked for tasks from the E board to give to the interns that would help them learn more about their position and assigned those tasks accordingly. I also assigned tasks as I saw fit as learning exercises for their position. Over all, I wanted this program to prepare the interns in case they do run for an E board position next semester.
 - d. Also, over this semester I have done my best to take accurate minutes in each assembly meeting so that they are accessible for you all on the ASWU website. As well as taking minutes at our E board meetings and intern meetings to make sure everything discussed is properly recorded and organized. Along with those minutes, I have taken minutes at each of our monthly meetings with President Steele so that we can update the student body with items that he has been working on and information that may have been needed to be relayed to the students of Woodbury University.
 - e. For next semester I plan to bring bigger projects to campus that will benefit both resident and commuter students.

3. Bennet Cariaga, VP of Finance bennet.cariaga@woodbury.edu
- a. Hi Everyone! We are in the final stretch of classes leading up to studio and lecture finals. With that being said, I want to remind you all again to take care of yourselves. While you are working on projects for hours on end, you may feel like you are wasting time by staying awake due to being unfocused or tired. By breaking up the monotonous task through naps or longer breaks, you will feel more focused and productive.
 - b. This past semester, I have been mainly working to make the OAC process easier to understand and complete. This includes the application and reconciliation process. Other projects that I have worked on include:
 - i. Presentations on Cash Advance Requests, Check Requests, and Business Office Reconciliation. Another presentation covered on how to do an OAC Reconciliation.
 - ii. I worked on a visual breakdown of the ASWU Student Life Fee for this semester. This showed what the fees cover and how much it covers. It also gives a detailed item explanation at the bottom of the breakdown.
 - iii. As said in last week's meeting, the Woody's Lounge Furniture has been given initial approval! We have already started the PO process and are awaiting further approvals. To recap this project:
 1. ASWU would like to provide lounge furniture near the display cases in the Woody's Dining Room. This space is a 24 hour study space, but there are no comfortable furniture suitable for studying. The furniture is from KI, which would match the existing KI furniture in the space.
 2. Features include a power and USB outlet on each sofa, and sled bases, for easier movement. There would be 3 sofa pieces on each side of the displays, for a total of 6 pieces.
 - iv. Recently, Denise and I held a basic finance presentation for organizations. We hope it will be beneficial for orgs planning for the next semester.
 1. You can find more information on all presentations on the ASWU website. Also all minutes of previous Assembly Meetings are on the ASWU website.
 - v. OAC Events have been great this semester! I want to say to all orgs that I am proud of all of you for your hard work that you put into this campus. Without these events, campus life would be drastically different. It is tough trying to balance your workload, and I applaud for the time and effort put in. Thank you!
 - c. For the next semester, I plan to continue in making improvements to the overall OAC process. This will include voting, feedback from me, and many more. I hope to see more feedback and comments from other orgs as well, especially in how we can help each other out.
 - i. Mark your calendars: The Spring OAC Meeting will occur sometime during the first weekend of February 2018. I will announce workshop days and deadlines in the near future.
 - d. To bring it back to the present, the following orgs have OAC reconciliations due this week:
 - i. Phi Sigma Sigma & Sigma Omega Nu - Sigma Pie Mixer - Wednesday, 11/22
 - ii. CEO - Headshots - Wednesday, 11/22
 - iii. For the remainder of the semester, I will be reminding orgs regarding OAC reconciliations through GroupMe.
 - e. Thank you for all that you do, and if you have any further questions, comments, or concerns relating to finance or OAC, please let me know.
 - f.
4. Marta Huo, VP of Student Orgs marta.huo@woodbury.edu
- a. Hello everyone happy early thanksgiving. Hope everyone is doing well and not too stressed out. Thank you to everyone for voting and making the increase of student life fee happen.
 - b. For next semester, Welcome Week is from January 16-19, if you want to participate please email Michelle what you want to do. If anyone needs any idea on tabling activi please reach out to me. So on the 17th there is the annual welcome lunch so NO

- b. Before I get into my recap of the semester, I want to mention that CAB's final event of the semester, late night Breakfast is November 29th from 10pm-midnight in Woody's dining room! Be sure to get your sweet fix and late night finals fuel at our open cereal bar!
- c. I want to start my recap of this semester by thanking everyone for coming to Winter Fest last week! I hope you all had fun with the orgs and CAB- all organizations thank you so much for participating! It always makes me happy to see collabs like this happen. So I'd like to ask for feedback at this time- Cabbies present, please take notes for me! :)
- d. Between studying, being on Eboard, Managing SIPS with Will, and Chairing CAB- I've been through it all, but, I definitely got a lot done. Thank you so much SIPS for working on as many projects as you are, and will continue to, we have a lot in motion and we wouldn't be able to without your help and input!
- e. I have also been successfully trying to make ASWU and CAB much more cohesive as a total unit. Even though we're almost 2 different bodies, we operate with the same heart for the students in mind. And we'll continue to keep working on that goal.
- f. My CAB team and I have done a lot this semester, from CAB and get its on the quad, to Atmosphere, and all the other events in between. We were even lucky enough to travel to a regional conference to share and get new ideas! We may even be nominated for a few awards at the NACA national conference- which is very exciting! I hope that I have been doing a great job in my position and providing fun events for you, as event planning and having fun are 2 things I am very passionate about. As always, if you all have ideas for things you want to see at cab and get its, or feel as though there is some type of program woodbury could benefit from, PLEASE, please, please reach out to me, or a CAB member! I will be spending my break working hard to create more unique and more inclusive events for every type of student at WU.
- g. This semester, CAB has done a lot. I would like to take this time to thank not only my eboard team for helping out, but all my Cabbies. I am so happy that I get to work with you all and thankful for you letting me lead you this year! I couldn't have asked for a better team. I can't wait to see what we do next semester!
- h.
- i. Winterfest
 - i. Better lighting, possibly string lights
 - ii. The event was way better than last years, in terms of its presence. Looked better from afar, felt better being there
 - 1. To push it further, have tabling around a seating area instead of in a row,. Less of a grab and go, more of a speaking environment. Would make it easier to hang out there because with the rows it really packed
 - iii. Happened during class, movie was distracting for classes during that time
- j. Response
 - i. Will be taking into consideration night classes
 - ii. Tables and seating
 - 1. Was meant to walk through tables and free stuff and then make your way towards the movie
 - 2. Tabling-
 - a. You can request additional tabling and seating
 - b. Spread out from other organizations so that students don't get confused on which organization is doing what
- k. Thank you to all student organizations for collaboration

12:50PM - 12:55PM

Advisor Report

1. Mauro Diaz

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- a. Repeat- reminder to drink water, eat, try to get some rest
- b. Ambulance has been on campus due to students being malnourished
- c. Stress buster events will be happening the week after thanksgiving, take advantage of that
- d. Coffee stations in whitten and miller, and Woodys is open 24 hours
- e. Do not drive while tired, rest before you get on the road
- f. Thank you all for your service

1. How would you like ASWU to improve your student life experience?
 - a. Senators
 - i. New senators trying to communicate with the deans. Brings us back to square one when the next term starts when they are recycled.
 - ii. Busy schedules for chairs- scheduling is near impossible. Give senators leeway this semester because things are in a transition period. Next semester should be stronger
 - iii. ALL deans and chairs will be emailed in regards to introducing senators.
 - iv. ASWU will sit in on faculty town hall meeting to introduce ourselves
 - b. Suggestion: For senator meetings with deans and chairs, have ASWU President and Mauro introduce senator to their deans and chairs in person before the school year begins.
 - c. Suggestion: Voting for budget
 - i. Presenting this budget breakdown
 - ii. We are thinking of ways to be more transparent in our budget
 - iii. Could help attract more students if they know where the money is being used for
2. How would you like ASWU Assembly meetings to be improved?
 - a. Rep Prep Meeting
 - i. Grab your nameplates
 - ii. Don't be on your phones
 - iii. Grab your agendas
 - iv. Let them know what to expect
3. Miles O'connor, 2nd year film major-
 - a. Seven misplaced students due to events block
 - b. Attempt to fix schedule change
 - c. Many work, many intern
 - d. Decisions made a month ago were not promoted to faculty
 - e. Students are suffering from their mistake
 - f. Response felt like "tough luck"
 - g. Asking for exception made for these students
 - h. Feel blindsided, formally asking for exception for class
 - i. Encouraged by professor teaching the film studio to come to the ASWU Assembly Meeting
 - j. Film department studios are small, they need small groups working together. If all classes are pushed to Monday, it would affect the quality of the class
 - k. Was not communicated to students affected until they already had their classes scheduled
 - l. Required classes need to be cancelled to take studio. Pushes classes to the summer
 - m. Asking that ASWU bring this up the chain to get more attention to this issue
 - n. Mauros response (ASWU Advisor)
 - i. Mauro responded to most emails
 - ii. He has CCd the highest personnel you can get
 1. President Steele, Randy, their dean and department chair were also CCd
 - iii. They are aware, Mauro will reach out again to the necessary people in hopes that they can take action
 - iv. Instructors do know, (Mauro has been a chair) there is a 10 minimum student requirement for courses. This is a factor that plays into this issue
 - o. Alex's Response (ASWU President)
 - i. When you get a chance to vote, please vote. Especially because it can affect you. Check your emails. Practice the right you have to voice your concerns as this events block was voted on by the students.
 - ii. We only had about 150 students out of 953 (15%) student vote on the student life fee increase. This is higher than normal however still a very small turnout on voting.

- iii. Recommendation to make an appointment to dean of film as the next step for the students voicing this concern and read the same message you read to us.
4. 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. We will announce our spring meeting time through email and on our website calendar. We will also send out an update for organization contact information for all organization please be sure to pass down this information if you are changing officers in the spring.
2. Thursday, January 25, 2018, 6:00PM-7:30PM, Location TBD; Subject to Change.

Meeting adjourned at 1:12