



Assembly Meeting Agenda

Thursday, March 1, 2018

6:00PM - 7:30PM

Saffell Boardroom

6:00PM - 6:05PM

Attendance

6:05PM - 6:35PM

Guest Speaker: Tamara Blok, Assistant Registrar

1. Graduation Check is an application for graduation.
 - a. Now is the time to check with your department chair to make sure you are on track. Start early so you don't end up in a bad situation. For instance, if you have anything left that you haven't turn in all the papers (i.e. transcripts) you need to fill a petition walk. This can take the honors away from you.
 - b. The document is to track the graduation. It tells not only the degree but also the information of what name you want on your diploma, where do you want the diploma to be sent.
 - c. The applications are accepted at any point of the year. However, the goal is to be done with the letter as early as possible. This process is done by one person and it's manual so it takes a lot of time to get it done. The later you submit it, the later you get it.
 - d. You can request a copy of your letter
2. Comments:
 - a. Mauro- you should get the letter even if you are a sophomore so it can buy you time, or get it three semesters ahead of time.
 - b. The November graduation checks are coming up.
3. Walking and graduating are two different things,
 - a. If you walk, that doesn't mean you are getting your diploma
 - b. You need to have finished ALL your units to receive your diploma
4. Thank you for the large signs reminding to fill out the graduation check
5. For the work experience you only need a letter from your employer
 - a. Alex-There is no communication.No one notifies if the work experience has been approved or not.
 - b. Tamara will suggest an improvement to communicate the students whether their work experience has been approved or not.

6:35PM - 6:40PM

Upcoming Events

1. Beta Broomball next Friday
 - a. At Pickwick at 11 PM
2. WU-CON this Saturday at 6:00 PM
3. CEO Annual Barron Business Competition- cash prize. Deadline March 4th
4. BPWOW- International Women's day on March 6th.
 - a. Polaroid of your best pose
5. Car Show , \$5 tickets - March 11th
6. Sigma Omega Nu Culture Fest on March 7th

6:40PM - 6:55PM

Senator Reports

School of Architecture

1. Mohamed Hassan Mohamed.Hasan@woodbury.edu
 - a. I've been reaching out to other firms and architects about having the opportunity to speak at this years thesis reviews. I've been keeping contact with Catherine about the idea. If you guys have any other suggestions please let me know thanks!
 - b. Suggestions:
 - i. LA forum, Lamoss firm, IDI firm, Frank Gehry, Santiago C, Alvaro Siza.

2. Jasmine Mangona jasmine.mangona@woodbury.edu
 - a. Hi everyone! I met with Ingalill today and we discussed various topics regarding both Interior Architecture and Architecture. She brought up the idea of setting up more recycling bins in the studios and using the leftover materials for the summer architecture programs for children as a way of repurposing material. She is planning on getting more Interior Architecture students to work in the Digital Fabrication Lab. In regards to the desks and chairs in the studios in the Design Center, she brought up the idea of possibly getting sponsors to help pay or donate furniture. She wants to market Interior Architecture more by showing more student work on both the IIDA and Woodbury Architecture social media. Another topic we discussed was doing more site visits for both IA and Architecture and she gave me a few firms that had Woodbury alumni that I could get in contact with. Lastly, she said there will be Japanese flower making class on March 13th and 15th from 4pm-6pm, which she will forward me other details about it. Thank you!

School of Business

1. Melissa Toribio mel.toribio@woodbury.edu
 - a. I would like to remind everyone that the next Executive In Residence will be Ms. Jane Skeeter who is the CEO and Founder of UltaGlas, Inc. She will be here on Tuesday, March 6th from 1-4 p.m and you can contact Joy to schedule an appointment.
2. Marie Vanian marie.vanian@woodbury.edu
 - a. Hello assembly, this week I will be meeting with the Dean of the Accounting Department. My marketing professor has made the appointment for me to discuss how we can incorporate new programs and get new members.
 - b. My apologies for not being able to meet with Dean Joan Marques, I have been out with the flu and an eye infection the last ten days. Next week I will catch up on my meetings and appointments.
 - c. Thank you for your patience. If you have any questions, please feel free to email me.

School of Media, Culture, and Design

1. Niomie Glory Niomie.Glory@woodbury.edu
 - a. This week I wasn't able to meet with any of the chairs due to scheduling issues, however I do plan on meeting with Jennifer Peterson for next week. So those who have anything that want me to bring up, please let me know.
2. Anna Harrington Anna.HarringtonBilu@woodbury.edu
 - a. Hello everyone! I hope everyone is doing well. This week I met with the chair of Fashion, Anna Leiker. From that meeting, she requested that I make two announcements:
 - i. Please remind students to check their Woodbury emails. This is a prominent issue that all departments are facing.
 - ii. There is volunteer service needed to assist in the 54th Annual "Inner Vision" Fashion Show. The event will be held on Saturday, May 5th. The fashion show needs volunteers to dress models and assist in the front of the house as well. For more information about this event please email Anna at Anna.Leiker@woodbury.edu
 - b. As per usual, if you have any comments, questions, or concerns, please email me. I am more than happy to help. Thank you.

College of Liberal Arts

3. Akeima Young akeima.young@woodbury.edu
 - a. Hello everyone, hope you all are having a great week. Not much to report this week other than chair meetings. I had a few suggestions from one of the chair members about some

ideas that I hope to share with you soon about the courses that non cola members are required to take as well as a few other things. I look forward to keeping everyone updated on how those ideas can possibly be implemented

4. VACANT

Please email any recommendations to aswu@woodbury.edu

6:55PM - 7:10PM

Executive Board Reports

1. Alexandra Holguin, President

alex.holguin@woodbury.edu

- a. AS-You Day thank you everyone for coming out and supporting AS-You day we had a huge turn out and gave out almost 200 burgers when we originally only ordered 157. Thank you for all the support at AS-You day. During Autumn's report we will discuss how we can continue to improve this.
- b. Elections: Thank you for taking the time to vote our voter turnout continues to grow. Be sure to use your woodbury.edu emails for your vote to count. Also be sure to take the time to vote for the optional votes as they are still important although optional.
- c. Restroom Bulletin Boards: The replacement restroom bulletin boards are here and maintenance is slowly putting them up. This bulletin boards should be more sturdy then the last and we hope you like the new look.
- d. Guest Speakers: Greg Houle will be joining us next week to discuss what the university is doing to market themselves and also open the floor to an open dialogue.
- e. Spring Break: Friendly reminder we do not have an assembly meeting the 15th of March due to spring break.
- f. Constitution Committee: The constitution committee has finished rewriting the constitution and have moved on to the bylaws. The constitution will go through a rigorous proof reading while the bylaws are being written. We hope to show the proposed bylaws and constitution the second to last meeting of assembly with the vote taking place the last assembly meeting.
- g. Student Life Fee Breakdown: I've heard your comments that our student life fee break down flyer isn't enough and you want to know specifically where our money has went. I hear you. I will work with Bennet and Adam to get this done for our fall semester budget as soon as we can with our current workload.

2. William Garcia, Executive VP

william.garcia@woodbury.edu

- a. I apologize for not sending attendance reminders yet this semester, moving forward I will be more diligent with attendance reminders. Please understand that your attendance does affect OAC funding.
- b. We finally have our outgoing mailbox with our branding on it. It has been given to maintenance to install on the exterior wall of Central Services

3. Bennet Cariaga, VP of Finance

bennet.cariaga@woodbury.edu

- a. Hi everyone, hang in there! We are nearly halfway through the semester.
- b. Remember to check your upcoming deadlines regarding OAC. You can find the Event List and Deadlines on the ASWU Website > Docs & Forms > Organization Forms. You can also find the OAC Reconciliation link on there as well.
- c. Be mindful of the rain and other planning hiccups! If you believe your OAC event cannot be held due to the weather and unforeseen issues, then let me know as soon as possible. So that Executive Board can approve these changes.
 - i. With that being said, BSA's Skate Night has been postponed to Wednesday, March 21st. Phi Sigma Sigma's Color Run has been postponed to Saturday, March 24th.
- d. Fines from OAC violations are collected and then used to reward perfect attendance orgs, provide seed money for new orgs, or help fund another org's OAC event. Please be aware that recurring violations may result in your org being ineligible for future OAC funding.
- e. OAC Reconciliations are due for the following:
 - i. 7500 Club - Lunar New Year Celebration - Friday, March 2nd

4. Marta Huo, VP of Student Orgs

marta.huo@woodbury.edu

- a. Hello everyone, one more week and then it's spring break.
- b. Just a reminder that since it rained, please take down any flyers that got ruined.

- c. Graduation medals have been finalized, we just need to order them after spring break when we get all the projects that we have going on right now wrapped up.
 - d. Now, can I get a show of hands of those who are having problems with their org emails. I only received three responses.
 - e. Thank you to everyone for being patient and understanding about this situation.
 - f. Continuing on, if your org have a new eboard or a new advisor, you have to get a new signature card with new names. If this applies to you, please email michelle or drop by her office to let her know.
 - g. Lastly, signature cards are ready for phi sigs, AIAS, Unity, Betas, Sunnines, and 7500. The cards are in your org mail boxes located in the whitt.
 - h. Thank you
 - i. Organizations that have been having problems with their emails
 - i. Phi sig; Delta sig; CLEA; Student veteran association; BSA; RHA; AIAS;CEO; Moria; Unity; Sunnie; Accounting; Animation;IIDA
5. Adam Ramirez, VP of Marketing adam.ramirez@woodbury.edu
- a. Hey everyone. Since its a bit difficult for Sarah to catch up on all the FREA's and flyers, I advise you to submit them 3 weeks early rather than 2 weeks
 - b. Remember, to use the Co Sponsor stamp that is on our website. You will be fined if you use an older co sponsored stamp
 - c. Another reminder, talk to those students you usually don't talk to about upcoming events and what not, and make mini flyers to provide them with
 - d. FREA/Marketing are due for the following:
 - i. AIAS - Stressbusters 1 - Monday, March 5th
 - ii. Beta Lambda Chi - Betasada - Tuesday, March 6th
 - iii. BSA - Skate Night - Wednesday, March 7th
 - iv. Delta Sigma Phi - Hoopin' With Adam - Friday, March 9th
 - v. Phi Sigma Sigma - Color Run - Friday, March 9th
 - 1. Comments:
 - a. Question for tv in front of security booth
 - b. We can bring this up to Greg for more information
 - c. Woodys tv- contract is ending this semester
 - d. Will hopefully replace with new tv's
6. Autumn Davis, VP of Student Life autumn.davis@woodbury.edu
- a. Hey there! Happy almost spring break! Finally march, 2nd best month after october- 14 days until my birthday woo!
 - b. Thanks for Hanging out with us at ASYou day! Hope you enjoyed the Wildlife learning center! I'll be taking suggestions and comments for my successor now!
 - c. Be on the lookout for Woodstock teasers! They'll be popping up hopefully next week! Though applying for our marketing team is closed- we are still taking art installations and tshirt designs! Email me or CAB for details. Additional food- we'll be having esquites and raspados provided by raspado express! And non-alcoholic aguas frescas from Green Crush.
 - d. As Marta mentioned, we would be talking about spirit week in the future. You will be allowed to ask for spirit week funding starting the week of Mar. 20! We will be sending out a list of ideas for you all to draw from in your requests, but you aren't limited to these options!
 - 1. Feedback from AS YOU day:
 - a. Animals were a good idea
 - b. People were saying that they need more time to think about the voting.
 - c. People like the thought of the owl package
 - d. Hard for commuters to be at events because they don't come until the afternoon
 - 2. We use wednesday at noon because statistically this is the time that most students are on campus
 - 3. Suggestion for vending machine closer to the school of business

4. More late night food runs
5. Idea for Woodstock
 - a. Have all drinks in red solo cups
6. Feedback from last years woodstock
 - a. Tickets for swag was hindering
 - b. Some people don't like to participate

7:10PM - 7:15PM

Advisor Report

1. Mauro Diaz mauro.diaz@woodbury.edu
 - a. WASC Reminder: we have a team visit. Thursday March 8th 11:15- 12:00
 - b. They will open to hear question. They have already visited the San Diego campus and this is the first time they visit the burbank campus. They will not be looking at majors, just Woodbury as a whole

7:15PM - 7:30PM

Open Forum

1. Mohamed Hassan: The opportunity to go to other school to put our logo there. Ask Greg for help with getting paintings on walls
 - a. Willing to take other students with
2. Use snapchat for your events with a geo location. Geolocation is a relatively small price if you do a small location.
3. Students can email either Mauro or Alex with any concerns they would like to voice regarding ASWU actions
4. Every Wednesday in the Grove, yoga
5. Salsa Night, March 5th in Woodys
6. Health Fair 11:00-1:00
7. 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.

Adjourned at 7:15

7:30PM

Next Meeting

1. Thursday, March 8th, 2018,6:00PM-7:30PM, Fletcher Jones Auditorium, Speaker: Greg Houle