



**Assembly Meeting Agenda**  
Thursday, January 25, 2018  
6:00PM - 7:30PM  
Saffell Boardroom

6:00PM - 6:05PM

Attendance

6:05PM - 6:10PM

Upcoming Events

1. Swing Dance Night with Healthy Living February 5th
  - a. Live band, instructor
2. Wednesdays and Thursdays Noon to 1pm, mediation and yoga

6:10PM - 6:25PM

Senator Reports

School of Architecture

1. Mohamed Hassan Mohamed.Hasan@woodbury.edu
  - a. Going to meet with Marc Neavu, Associate Dean of Architecture, next week
2. VACANT Please email any recommendations to aswu@woodbury.edu

School of Business

1. Melissa Toribio mel.toribio@woodbury.edu
  - a. Hello, I hope everyone enjoyed their winter break. This upcoming week I have scheduled to meet with Dr. Marquez and Jeff Neumeister to discuss their expectations for the semester.
2. VACANT Please email any recommendations to aswu@woodbury.edu

School of Media, Culture, and Design

1. Niomie Glory Niomie.Glory@woodbury.edu
  - a. So far I had the chance to work with Behnoush, the Chair of Graphic Design, to have easier accessibility of outlets in studio classes in the design building. So far we have managed to get the "okay" to have them installed in D210 within a few weeks. Hopefully in the future if it is possible to have it throughout the design building. I plan to set a meeting with Joye Swan and Michael Faber, if you have anything that you would like me to bring up, please email me by Sunday, January 28th at 10pm.
2. Anna Harrington Anna.HarringtonBilu@woodbury.edu
  - a. Hello everybody and welcome back. I am looking forward to continuing to enhance the school of MCD this semester.
  - b. One of my goals for this semester is to provide more awareness about the Equipment Cage, it's policies, and what it can and cannot provide for students. I plan to do this by making small informational handouts as well as through conversation and word of mouth.
  - c. Another goal of mine is to meet with the chairs of MCD more frequently. Thus far, I have scheduled an appointment with Sue Vessella for February 7th where I can discuss my goals, concerns, and ideas for the semester. Along with Sue, I have also begun making a schedule of days for myself to meet with the other department chairs including Film, Animation, Game Art and Design, Fashion, Anthropology, and Design Foundation.
  - d. All in all, I am looking forward to all that this semester holds. Cheers!

College of Liberal Arts

3. Akeima Young akeima.young@woodbury.edu
  - a. No report

4. VACANT

Please email any recommendations to [aswu@woodbury.edu](mailto:aswu@woodbury.edu)

6:25PM - 6:50PM

Executive Board Reports

1. Alexandra Holguin, President [alex.holguin@woodbury.edu](mailto:alex.holguin@woodbury.edu)
  - a. Met with President Steele last week to discuss our goals for the semester as an executive board.
    - i. 2 more bulletin boards this semester
    - ii. General stronger knowledge of student help and what to do in certain situations
      1. Psychology club's mission is to help with mental health
      2. I want you to be happy day March 3rd
        - a. Can be OAC event
        - b. Possibly collaborate with healthy living, and office of student affairs
  - b. Constitution Committee: We will be forming a constitution committee this semester to comb through the suggestions given by ASGA. If anyone is interested in sitting on this committee please reach out to me ASAP as we are beginning to meet this week.
  - c. Elections: If anyone is interested in running for ASWU's executive board for the academic year 2018-2019 please stay after the meeting. Applications for executive board will be due Monday, February 5th the application can be found on our website under the applications tab for more information.
  - d. Bulletin Boards: We will be moving forward with two more bulletin boards this spring similar to the one at woody's. One will be placed in a location close to MCD's classes and the other is in the process of being finalized.
  - e. Bust: The bust is in the financial stage of processing paperwork so the company can begin production. We hope to see our bust sometime this semester. As we know more information we will provide.
2. William Garcia, Executive VP [william.garcia@woodbury.edu](mailto:william.garcia@woodbury.edu)
  - a. Elections be sure to run for executive board for ASWU applications are available on the ASWU website and due February 5th.
  - b. Presidents and Treasurers
    - i. All representatives at Assembly meetings should either be the president or treasurer of their organization. If you are not, please let me know either of the positions are not present
  - c. Counselors breakfast
    - i. Just a quick reminder that the counselors connection breakfast is tomorrow at 7:30 AM for those who committed to going on the Presidents and Treasurers groupme, you have been RSVP's and are expected to be there
    - ii. There is no specific attire required, you may dress as you please, so long as it is appropriate clothing
3. Bennet Cariaga, VP of Finance [bennet.cariaga@woodbury.edu](mailto:bennet.cariaga@woodbury.edu)
  - a. Hi everyone! I hope you are finding all of your new classes well.
  - b. If you are looking to run for an executive board position for ASWU, please stay after the meeting. The applications for the 2018-2019 term are due Monday, February 5th.
  - c. OAC
    - i. Thank you to the 7 orgs who have attended the first of two OAC workshop sessions. Please also remind your org officers to attend the second OAC workshop if they haven't done so already. Also encourage other members as well, as it gives them an insight in the OAC process.
    - ii. An email was sent out to each org President and Treasurer containing the step-by-step process for OAC. If you haven't received this email, please speak with Will after the meeting, or [update your org contact info online](#).
    - iii. The second OAC workshop will occur on Thursday, February 1, from 12:00PM - 1:00PM in the School of Business, room SB210. As a reminder, orgs that are requesting for OAC funding must attend one workshop to maintain eligibility as things have changed since the last semester.
    - iv. There have been a few updates throughout the OAC process. I removed and added questions, and changed the way transfers should work. One big change is the way each org will vote during the OAC meeting. But more on that later.
    - v. Here are important dates regarding the following OAC items:

1. OAC Contracts due: Thursday, February 8, before 5:00PM in the ASWU box, located in the SORC or to me.
  2. [OAC Funding Requests](#) due: Friday, February 9, at 9:00PM.
  3. Org Presentations due: Friday, February 9, at 11:59PM
  4. OAC Meeting: Sunday, February 11, from 11:00AM to 3:00PM
4. Marta Huo, VP of Student Orgs marta.huo@woodbury.edu
- a. Keep in mind the pace of meetings, try not to shove too much information at once
  - b. Hello everyone, welcome back. Hope you all had a great winter break and are excited for the new school year. I know a lot of you have been asking about the org emails, IT have finally made them, yay! Michelle and I are working out the final details so be on the lookout for an email about the finalized details from Michelle most likely next week.
  - c. Since this is the first meeting back, I'm just going to recap some norms and rules that we have for assembly meetings. E-board if you guys want to add anything that I have missed feel free to do so.
    - i. No phones or laptops allowed
    - ii. No side conversations allowed
    - iii. Food is allowed
      1. Use placemats
      2. Be courteous and respectful
      3. Clean up after yourself and return placemats
    - iv. Professional tone, no attitude
      1. Voice opinion but do not be rude
    - v. Take notes of informations given
      1. Relay all information to the respectful position
      2. Minutes are also posted on the ASWU website
    - vi. Pick up agenda at the front
    - vii. Pick up name plate before going to seat
    - viii. SIPs sits towards the front of the room
    - ix. Perfect attendance incentive
    - x. Is there anything that you all want to see in assembly?
    - xi. If you have any questions or comments please speak now.
  - d. Also, elections and applications are coming up faster than you think. ASWU helped me grow as a student leader on campus and taught me many other skills that you will not learn in a classroom. If you are interested in my position, please feel free to email me with any questions.
  - e. Thank you
5. Adam Ramirez, VP of Marketing adam.ramirez@woodbury.edu
- a. Hello everyone. So all active orgs will be receiving a black table cloth with your respective logo as hopefully as soon as a week or so. This is so when your organization tables, you have another asset for recruiting and visibility. I will reach out to you all individually via email.
  - b. Remember, when it comes to advertising your events, if they are OAC funded events, they should have the ASWU cosponsor stamp on them, even if its a joint event with your school or staff/faculty. You can find these stamps on the ASWU website under the docs & surveys tab, then under organization forms. You'll find 3 different files for each flyer size. The only size flyers allowed are 5x7, 8.5x11, 11x17, and 24x36, so the stamp has to be according to the size of the flyer
  - c. I will also reach out to each org individually for our social media. We want to incorporate representative spotlights from all organizations. So I will reach out to all of you via email for an image and a brief description
  - d. Also, elections and applications are coming up. If you're looking for leadership experience in student government, I advise you apply. It is a great opportunity to make a difference on campus, especially for students. If you are interested in my position, please feel free to email me with any questions, ask for my number, or even come up to me, I don't mind chatting at all. Thanks
6. Autumn Davis, VP of Student Life autumn.davis@woodbury.edu
- a. Welcome back! So excited to see everyone's faces. I hope you're all ready to get back in gear and that we all have an awesome semester! There are a lot of things going on already, but I believe in you all!
  - b. Of course, I want to talk to you all about woodstock. The stage is set for April 7th! CAB and I super excited. Things will be a bit different this year- We're going for a different vibe;

our theme is Project W, a play on the film Project X. So of course anything can happen so be prepared.

- i. I sent an email regarding woodstock to org presidents regarding OAC. We will have tabling, but only from 5-7pm. Woodstock is from 5-11pm. If you would like to table please tell me what you're doing by February 5.
- ii. The proposal from the email is one similar to what we've had in past years regarding rides. This year we are asking to request OAC for artists! You can table and request for artists at the same time. For clarification, If you were to request say the full \$1400 from OAC, you could use \$400 for your table, and give \$1000 to CAB for an artist. Any amount really would help. Of course if you have questions, please don't hesitate to ask myself or Bennet.
- c. Lastly, Elections are soon and Applications are coming up! I encourage you all to apply, as ASWU is a stepping stone to even bigger positions in leadership, and will help prepare you for the working world. If you're interested in student life, specifically, of course come ask me about it!

6:50PM - 6:55PM

#### Advisor Report

1. Mauro Diaz mauro.diaz@woodbury.edu
  - a. Good evening, thank you for the time here. Thank you to the returners for the continued leadership.
  - b. Moving your institute forward is done through dedication. It is appreciated.
    - i. Appreciated by the cabinet, the President, Dean of Students, Vice President of Academic affairs
    - ii. Faculty really cares about what is going on and respond to issues addressed by the students (through ASWU).
    - iii. If no one addresses an issue, it will not be fixed. We cannot fix it if we do not know about it, we do take your comments seriously.

6:55PM - 7:25PM

#### Open Forum

1. "Can you remove someone from office?"
  - a. Mauro: one may not be taken out of office because of a difference of opinion
  - b. What constitutes impeachment is for an executive board member violates the constitution
  - c. Please reach out to Mauro if you have reason you want to remove a member from office
2. "It is unfair the faculty members take up the DFL or woodshop when us as students are the ones paying for the services. DFL run times up to 3 HRS on two machines at once!"
  - a. We will be reaching out to Randy Stauffer, Ingalli, and Matthew Corbitt and have a response at our following meeting.
3. Senators for MCD
  - a. Film cage
    - i. Is the film cage reserved for just film majors?
    - ii. Departments rent equipment for their classes for the semester
    - iii. Instructors must request equipment
      1. Architecture is under discussion if they can borrow
      2. No one has purchased reservations for architecture students
      3. Architecture students are in need of cameras, Anna Harrington is addressing this issue
      4. Also reach out to Mohammed, the Senator of Architecture
4. Business plan competition is coming up
  - a. If anyone would like to do a pitch
    - i. Winner receives \$1,000
    - ii. Gets to travel to CEO's national headquarters in Florida all expenses paid
  - b. There is no set date yet
  - c. Applications are out
    - i. Reach out to Mila to apply
5. First CAB and get next Wednesday

- a. ASWU and CAB will be alternating weekly for tabling on Wednesdays during the events block
6. Voting
  - a. Can vote for best org of the year, and 3 other votes
  - b. Favorite teacher for each school
  - c. Vote for student initiative (i.e. student lounge, events block, smoke free campus)
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](http://aswu.woodbury.edu).

Meeting adjourned at 6:58 PM

7:25PM

Next Meeting

1. Thursday, February 1 , 2018, 6:00PM-7:30PM, Saffell Boardroom