



Assembly Meeting Agenda

Thursday, April 5, 2018

6:00PM - 7:30PM

Saffell Boardroom

6:00PM - 6:05PM

Attendance

6:05PM - 6:35PM

Guest Speaker: John Lewis, Security Coordinator

1. John has been here for three years, when he came here he brought changes into place
 - a. Campus safety is definitely an issue, especially in light of recent tragedies
2. How is the university prepared for emergency situations?
 - a. There is an emergency response book in every room that explains what to do during emergency situations and who to contact
 - i. John has a box of copies in his office, available for anyone to come by and take one to look at as well.
 - ii. This is a good start of what to do if a situation arises.
3. Keyless Door Access
 - a. The university has just signed a contract for keyless door access to be soon implemented
 - b. Locations will include architecture studios, resident halls, Design Center, and The Making Complex
 - c. Contract was just signed today
 - d. Doors can be set to be locked at specific times, and days as well which will be easier for security as well
4. Emergency phone systems
 - a. Will be used during the recent fires near campus to keep everyone updated and in communication. Mauro Diaz is the first to test the new phone system.
 - b. Will have new phones on campus the beginning of next semester, will be up to date
 - c. Will also have emergency phones that will direct to the front gate, and will tell security your location
 - d. Speakers will be put on campus to make mass announcements during an emergency (stay away from faculty annex because there is a fire)
 - e. Professor's responsibility for their students
 - i. Should be keeping count of their students, and how many are safe
5. How is security trained
 - a. Security has 3 posts
 - i. Stationary in front
 - ii. 2 Moving
 - b. Gate will call 911
 - i. This will be the big trigger for LAPD who will come in hot, officer at gate will have map to tell officers where to go
 1. LAPD response is about 9 minutes
 2. We are at the edge of LAPD foothill division even though burbank PD is closer
 - ii. Will notify security coordinator and Dean of Students
 1. President will be notified
 - c. 2 responding security will respond to where the hazard is
 - i. Will also find out description of shooter

- ii. They are not armed, they will be the ones talking to police officers. They are not meant to be first responders but they are trained to take important notes that first responders will need.
 - iii. Security takes step back, they will assist police (opening doors, etc.)
- 6. Workshops
 - a. Safety skills program
 - b. Looking to do multiple trainings to get as many people to be able to go as possible
 - c. Security has a library of 325 topics of emergency situations and how to handle them
 - d. Plan-
 - i. Plot out a topic each month
 - ii. Similar to class for sexual harassment
 - iii. Will have on going safety awareness program going
- 7. Video- Run, Hide, Fight
 - a. Trainings could be similar to video.
 - b. First and foremost- if you can get out. GET OUT
 - i. Even if people are encouraging you not to
 - ii. Do not let others slow you down, getting out safely should be your number one priority.
 - iii. Get out of the line of fire and then keep others from entering the area.
 - iv. Call 911
 - c. If you can't get out safely, you need to find a place to hide.
 - i. Act quickly and quietly. Secure your hiding spot.
 - ii. Silence your phones.
 - iii. Do not restrict your movements
 - d. As a last resort. By yourself or with others, Fight
 - i. Improvise weapons.
 - ii. Commit to taking the shooter down.
 - e. Victims are generally chosen randomly
 - f. First responders are not there to evacuate or tend to victims, they are there to stop the shooter
- 8. Evacuation zones
 - a. There is a diagram that shows all three evacuation zones in case of an emergency.
- 9. Suggestion
 - a. Required safety seminar similar to title 9
 - i. Have something that is mandatory for students to be taught how to be safe
 - ii. John agrees, it should be mandatory for students to know basic safety procedures
 - b. Question- would doing seminars have a financial impact of tuition?
 - i. This is not a question John can answer as it is out of his scope
 - ii. If there are they would be minimal and more than worth it
 - c. Question- Should the evacuation zones be better placed
 - i. We can not focus on what if situations if an evacuation zones is not in a safe are for the matter at hand it is expected that everyone will use good judgement to find a safe place.
 - ii. Student Comment- This is why training is important because some students will not exercise good judgement and go to the evacuation zone regardless if it is unsafe because they feel that is where they are suppose to go as guided by the handbooks.
- 10. If you see something that doesn't look right, you have to say something to either John Lewis or Campus Security
 - a. Woodbury is a private University, what applies to us is different from other public Universities
 - b. Woodbury has a low crime rate
 - i. The unarmed officer can handle a vast majority of the situations on campus
 - ii. If needed, they will contact police, or fire department if needed

6:35PM - 6:40PM

Upcoming Events

1. Unity- Wednesday the 11th, Skate night.
 - a. \$5 tickets, first come first serve.
 - b. Only have 50 tickets
 - c. Buy your tickets at tabling
 - d. Accept venmo, cash and google wallet
2. Sigma Omega Nu-
 - a. Tuesday- substance abuse workshop with Wynn at the Whitten Center
3. Zone V-
 - a. Photo Exhibit "Hidden Spaces" starting tomorrow until April 20th during gallery hours

6:40PM - 6:55PM

Senator Reports

School of Architecture

1. Mohamed Hassan mohamed.hasan@woodbury.edu
 - a. Hey Everyone! Hope you're all enjoying your week so far. I wanted to start off by correcting myself saying that I was going to meet with Marc this week when it was next week.
 - b. I also met with Ingalil yesterday and she's ready to hook me up with swag from school of architecture. Starting next week I'll be distributing them. Thanks!
2. Jasmine Mangona jasmine.mangona@woodbury.edu
 - a. Hi everyone! I met with Christoph this week to discuss the changes to the desks and chairs again. I showed him a few sketches that I had done which we revised a bit. Christoph's plan was to have at least one desk for at least 16 students; however due to the size of each space and the size of each desk there is only enough room for 12 students. We came up with a new orientation where each student would have enough space for one desk, a 2'x 3' storage cabinet to store models, and one additional storage cabinet to store materials. I will draw this new orientation to scale and will continue to sketch different plans as well.
 - b. In regards to the additional plotters that are suppose to be installed in the first bay upstairs in the Design Center, Christoph does not have any updates on it, but will email whoever is in charge of that soon.
 - c. Lastly, I brought up to him about giving recognition to the Interior Architecture projects that are displayed behind and in front of the Design Center as well as the Meditation Room regarding who designed them and their concept statements. Please let me know if you have any questions, comments, or concerns. Thank you!

School of Business

1. Melissa Toribio mel.toribio@woodbury.edu
 - a. Hello everyone, This week I met with Dr. Marquez who would like to notify everyone of two upcoming events:
 - i. First Annual Career Development Encounter which will be on Wednesday, April 11th. The purpose is to strengthen students' interviewing skills and get their resume reviewed. Only 16 students will be accommodated so if you are interested you can contact Joy to sign up.
 - ii. What's New in Business event on June 2nd. The event will be open to alumni, students, and all members of the community. There will be 4 short lectures to learn about new business trends and there may be volunteer opportunities but I will bring updates as everything is sorted out.
 - iii. Lastly, I would like to remind everyone that the next Executive in Residence will be Mr. John Humphrey, who is an experienced international executive in the Marketing Information Industry covering geographies across North and South America, Europe and Asia. He will be here on Tuesday April 10th from 10 a.m-1 p.m. If anyone is interested in meeting with him you can contact Joy to schedule an appointment.
2. Marie Vanian marie.vanian@woodbury.edu
 - a. Dear Assembly,
 - b. I am currently looking at the possibility of bringing to all the students a series of seminars on various things ranging from interview skills to important mindfulness tools.
 - c. I am scheduling another meeting with Dr. Marques to see how this can be implemented. I feel it is important to cater not only to the education of the students but also how to respond and bring out the best in ourselves.
 - d. I look forward to speaking to her about this next week and will update you.
 - e. Thank you

School of Media, Culture, and Design

1. Niomie Glory niomie.glory@woodbury.edu
 - a. After talking with Sue Vessella and Jennifer Peterson. It was decided that the logo contest would not be a good fit and instead we will let the graphic design classes give a speed project to produce the Woodbury University Radio logo. Also, for next week I plan on meeting with Joye Swan. If anyone has any questions or comments please email me.
2. Anna Harrington anna.harringtonblui@woodbury.edu
 - a. Hello everyone!
 - b. This week I shared the Animation Department Survey with a couple members from the Animation Club to gain feedback and comments about the topics covered within the survey. I plan to collect all the feedback and suggestions by Friday so that I can get the survey out within the next two weeks.
 - c. Please spread the word to Animation Majors to keep their eyes and ears out for advertisements on when the survey will officially be released.
 - d. As per usual, please contact me if you have any comments, questions, or concerns. I am more than happy to help.
 - e. Thank you!

College of Liberal Arts

3. Akeima Young akeima.young@woodbury.edu
 - a. Hello assembly,
 - b. This is week I have been busy with school work but next week I intend to continue looking into how to get more donors for a Cola scholarship along with my dean. If you have any questions or concerns please feel free to let me know.
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. Mr. Woodbury Bust: The Mr. Woodbury bust should be making his way out to us sometime next week. I will be meeting with Erik Greeny next week to discuss the location and how we will be placing the bust. We are looking to have an unveiling event when it is complete, if we do move forward with this I will keep you all updated.
 - b. FREA Speaker: ASWU has purchased a speaker to be used at events the can be requested through the FREA. The speaker will be available soon for all students and student organizations. If two events take place on the same day if one event is OAC funded that event will take precedent for the speaker. We will keep you updated as to when it will be officially ready to request, faculty and staff events will not be able to request the speaker.
 - c. Constitution & Bylaws: We are quickly trying to work to meet next weeks deadline to read the constitution. If we are unable to make this deadline we will push it back to the following week. Please keep in mind our constitution requires us to read all changes. Since the documents were basically rewritten that means we have to read the documents in there intereity I suggest bringing your patience to these meetings.
2. William Garcia, Executive VP william.garcia@woodbury.edu
 - a. Check out the new lights on the Woodbury letters, they are awesome and look super nice. Now we have our own little hollywood sign.
3. Bennet Cariaga, VP of Finance bennet.cariaga@woodbury.edu
 - a. Hi everyone! Hang in there, we're almost one month away from the end of the semester! Several organizations still have outstanding transfers from OAC reconciliations. Once I confirm your reconciliation through email, please process a transfer request, if necessary. Contrary to what you might have heard, we do not have the ability to single handedly take back OAC funds from your org accounts. If this is not completed by the end of the semester, then your org is ineligible for OAC funding in the fall.
 - b. The following organizations have OAC reconciliations due:
 - i. Phi Sigma Sigma - Color Run - Monday, April 9th
 - ii. AIAS - Beaux Art Ball - Monday, April 9th
4. Marta Huo, VP of Student Orgs marta.huo@woodbury.edu
 - a. Hello everyone, hope all is well.
 - b. Just wanted to say thank you to all the orgs who have participated in spirit week. It's been a big success for the past four days. One more day left, we can do this. Please feel free to reach out to me for any additional help or questions. I have been getting some everyday which is great. So please don't hesitate to reach out to me.
 - c. I also wanted to say thank you to all the SIPS, e-board members as well as all of CAB members with helping out spirit week as well. Spirit week would not have been as smoothly as it has been without all of you. I greatly appreciate all the effort.
 - d. Just a reminder that the animation woody contest will be ending tomorrow at 9 pm. All submission need to be emailed to aswu@woodbury.edu. For rules and guidelines please email either me or animation club.

- e. Also if you would like to volunteer for graduation, you can sign up in the Whitt no later than Friday, April 27, 2018. There will be one shift and you must be available to work the entire time from 6am to 12pm on Saturday, May 12, 2018. Volunteer will receive free breakfast and you are required to attend a training orientation.
- f. Thank you
- 5. Adam Ramirez, VP of Marketing adam.ramirez@woodbury.edu
 - a. Hey everyone, just a constant reminder about submitting FREA/flyer together at the same time. If it makes it easier for you, email both your advisor and FREA at the same time so they both receive it simultaneously.
 - b. Table cloths were only made for the 14 orgs that I had their logos of. For those that have been tabling during spirit week of those 14 orgs have been receiving them. For those that have not tabled, I will give them out after assembly. Reminder: These were funded from OAC, so we only made one. You have the option of returning it back to us so we can hold onto it, or you can hold onto it within your org. If it gets lost their, we unfortunately will not be able to provide another one
 - c. The following organizations have FREA/Marketing due:
 - i. Communication Club - Summer Kickoff - Tomorrow, April 6th
 - ii. Residential Hall Association - Grand Prix - Tomorrow, April 6th
 - iii. Delta Sigma Phi - Delta Farmer's Market - Tuesday, April 10th
 - iv. AIAS - Stressbusters 2 - Friday, April 13th
- 6. Autumn Davis, VP of Student Life autumn.davis@woodbury.edu
 - a. The main event is here! Woodstock is saturday, RAIN OR SHINE. 5-11pm.
 - b. Late Breakfast is from 10pm-midnight May 2nd. We will serve crepes... yay.
 - c. I am planning a workshop around sexual assault awareness for late april. More details on the speaker as well as date and time to come.

7:10PM - 7:15PM

Advisor Report

- 1. Dustin Brentlinger dustin.brentlinger@woodbury.edu
 - a. There was an earthquake today
 - b. There is no longer a \$400 deposit for residents
 - i. Sign up for housing
 - ii. There is still a cancellation fee
- 2. Security information
 - a. Dustin is really impressed with security here
 - b. There is no incident that is ever going to be the same, you cannot prepare for every detail
- 3. Shoutout to ASWU
 - a. Really impressive
 - b. Helpful, thank you for updating Dustin
 - c. Thank you for invitations to events
 - d. Dustin is going to Delta Sigma Phi's Carnation
 - e. Still waiting on invitations to events
 - f. Thank you for stopping Dustin at tables during spirit week
- 4. Drink Milk
 - a. Water is boring

7:15PM - 7:30PM

Open Forum

- 1. Comment box
 - a. Is there something in the bylaws that states that orgs can't steal another org's event ideas? Especially if it's an annual event that the org always grows and then a different org decides to steal the idea and do the same thing. If there's not, there should be some type of thing to prevent it because it's not fair to orgs that put so much dedication to putting on an event, only for some other org to copy and steal it.
 - i. Currently there is nothing in the bylaws that says anything about org events
 - ii. However in the OAC guidelines, there is a clause that says for similar events, during the OAC meetings this should be discussed
 - 1. If there are problems with organizations doing similar things, this can be discussed and hopefully fixed.
 - 2. At the end of the day, YOU approved the OAC events. Not ASWU
 - iii. If you do have a concern with copying events, make yours better but we can not add a "copy cat" clause into our bylaws.
 - b. April is sexual assault awareness month, are we going to have any events for this month? Do we have any programs for sexual assault? Who are the counselors if this were to happen?

- i. Yes, April 25th. This is a program that will have outside speakers. It is not finalized at this moment.
 - ii. Best way to help to talk to people that you are most comfortable with first.
 - iii. Take someone to the hospital for forensic evidence to help the victim.
 - iv. If someone is sexually assaulted they will not go to a counselor first, they will go to people they are comfortable with.
 - v. There is a flyer explaining what to do if you have been sexually assaulted in the whitten center.
 - vi. Stevon and Wynn are the only two people that are able to keep a situation like this confidential. Any other faculty member legally has to report to the authorities.
2. Looking for volunteers for Woodbury Fashion show
 - a. If you are interested, ask one of the Fashion people.
 - b. You will get a free meal.
 - c. Will need to sign up for a certain amount of hours (minimum).
3. 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.

7:30PM

Next Meeting

1. Thursday, April 12th, 2018,6:00PM-7:30PM, Saffell Boardroom