



## Assembly Meeting Agenda

Monday, October 2, 2017

12:00PM - 1:25PM

Saffell Boardroom

12:00PM - 12:05PM

Attendance

12:05PM - 12:10PM

Upcoming Events

1. Moment of silence for Las Vegas Shooting
2. Delta Sigma Phi fundraiser, thrift shop. Wednesday October 4th at lunch
3. RHA tabling for Zombie Run tomorrow on the quad
4. Healthy Living Program, yoga. Meditation on Wednesdays
5. Comm Club library event on October 5th
6. October 4 and October 18th, President Steele will be outside of Woodys for lunch, stop by and say hello, voice any concerns you may have

12:10PM - 12:25PM

Senator Reports

School of Architecture

1. Mohamed Hassan [Mohamed.Hasan@woodbury.edu](mailto:Mohamed.Hasan@woodbury.edu)
  - a. I've finished the blueprints for the spray-booth... next step follows:
    - i. materials were ordered I'm making one for myself.
    - ii. show the prototype to the dean and make do the fixes/changes
2. VACANT Please email any recommendations to [aswu@woodbury.edu](mailto:aswu@woodbury.edu)

School of Business

1. Angel Arias [Angel.Arias@woodbury.edu](mailto:Angel.Arias@woodbury.edu)
  - a. Hello Students of Woodbury University, I'm Angel Arias one of your senators for the school of business along with Melissa. This week I am scheduling to meet with the department chairs of the school business so if there are any concerns or comments you want me to relay feel free to email me or stop me in person if you see me on campus. Thank you!
2. Melissa Toribio [mellytoribio@gmail.com](mailto:mellytoribio@gmail.com)
  - a. I am still in the process of scheduling meetings with Joan and the department chairs for the upcoming week to introduce myself and review the expectations for this year.

School of Media, Culture, and Design

1. Niomie Glory [Niomie.Glory@woodbury.edu](mailto:Niomie.Glory@woodbury.edu)
  - a. This week I have a follow up meeting with Behnoush and will be discussing other issues that she may or may not have within the graphic design department. Also, Anna and I will be working on a survey to see if there are any concerns within the school of Media, Culture, and Design.
2. Anna Harrington [Anna.HarringtonBilu@woodbury.edu](mailto:Anna.HarringtonBilu@woodbury.edu)
  - a. I met with Sue Vassella last week, on Monday, to introduce myself and go over her expectations for the year. In short, she shared with me her values on positive communication and activism and how I can implement them into my tasks as Senator. This meeting set me up to begin my next project of working with Niome on meeting with all of the chairs of MCD in order to introduce ourselves and get to know their concerns, expectations, and goals for this year.

College of Liberal Arts

3. Akeima Young [akeimayoung@hotmail.com](mailto:akeimayoung@hotmail.com)
  - a. For my first week as senator for the college of liberal arts, I set up a meeting with our college's dean. I also attended my first ASWU meeting, where I was given an overview of my responsibilities.
4. VACANT Please email any recommendations to [aswu@woodbury.edu](mailto:aswu@woodbury.edu)

12:25PM - 12:40PM

Executive Board Reports

1. Alexandra Holguin, President [alex.holguin@woodbury.edu](mailto:alex.holguin@woodbury.edu)
  - a. We recently had a meeting with the President and the Meeting Topics were as follows:
    - i. Updates on current projects including: student lounge space, coffee vending machine, volleyball net, commuting possibilities, events block, and fall voting to increase the student life fee.
    - ii. We also discussed the possibility of the greeks throwing a formal dance every year through OAC to provide Greek unity since Greek Council is currently inactive. If the greeks are interested in doing something such as this please speak with Autumn.
    - iii. We discussed possible committees the student body can serve on which he will be getting back to us about.
    - iv. We also suggested to the President to still consider AC possibilities in SH, more water stations throughout campus, and adding furniture throughout campus to invoke lounge spaces.
    - v. Lastly we suggested to the President that he come to Woodys more often to be accessible to students. Thus, he will be at lunch October 4th and 18th to say hello and hear any concerns you may have. We will also have a comment box that way you can leave a comment as well if you don't feel comfortable talking to him yourself.
  - b. Tuition Break Down Flyer
    - i. I am hoping to provide an updated tuition break down flyer in the near future but I am waiting for David LaChina to get back to me.
  - c. I am working with IT and have a meeting with them tomorrow to vote this fall to be effective in the spring of increasing the student life fee from \$100 to \$125
    - i. This failed last year due to the confusion of voting so we lowered the amount and are hoping to try again.
    - ii. The president suggested this change so we would like to move forward with it and would like all student organizations help to do this.
    - iii. A fee increase would mean more funding for OAC, CAB, and CLE to get all the things you have all been requesting so much so please voice this to the students that a fee increase will be worth it and help increase campus life.
2. William Garcia, Executive VP [william.garcia@woodbury.edu](mailto:william.garcia@woodbury.edu)
  - a. Student emails have been updated to woodbury.edu emails. All communication from ASWU to any student or student organization will be to the woodbury.edu emails so please check the correct emails for information from us
  - b. We have also kicked off with our interns, so expect updates on progress with new projects and new initiatives for this semester
3. Bennet Cariaga, VP of Finance [bennet.cariaga@woodbury.edu](mailto:bennet.cariaga@woodbury.edu)
  - a. Hi everyone! In the past week, I have been working on finally completing a simple run through of the reconciliation process. If you need something to refer to while reconciling, just look to a presentation that I made for. It should be uploaded in the immediate future to the website. A couple of reminders for you all:
    - i. OAC Contracts - I am still waiting for many orgs to complete the revised contract reflecting changes in the OAC Guidelines.
    - ii. Reconciliation - I have received the first OAC reconciliation of the semester. Thank you Armenian Student Association! With that being said, the form to fill out reconciliation was easy to understand and complete.

1. If you still need help with anything, feel free to reach out to me and I will be glad to help. Remember, I am available between 4:30pm - 5:30pm from Tuesday - Thursday in the Design Center, Room D207. I appreciate those of you who have already taken advantage of this time!
- iii. Additional funding - If you still want to propose funding for more events, just ask! I am hearing that students want to see more weekend events, since many cannot attend during lunch due to class or other commitments. Remember, events don't always have to be on campus!
- iv. FINES - I have been told of and seen many OAC violations, mainly regarding flyers. Normally, there are FINES associated with these violations. We will be reviewing these guidelines after our reports. After today, I will start to enforce FINES on any new violations. The first violation is a \$25 FINE. These FINES will be given for the following, but are not limited to:
  1. Late submissions of any sort that are OAC-related
  2. Improper marketing placement
  3. Improper use of the "Co-Sponsored" stamp
  4. Changing event details without prior approval from the ASWU Executive Board
4. Marta Huo, VP of Student Orgs [marta.huo@woodbury.edu](mailto:marta.huo@woodbury.edu)
  - a. Hello everyone, just to clarify all orgs are encouraged to apply for more OAC events. Any org can reach out to me for programming ideas or for planning help. If you reach out, I will sit down with you and help plan beginning to end step by step. I strongly encourage the following orgs to reach out to me. 7500 Club, Behind the Seams, Beta Lambda Chi, Communication Club, and Delta Sigma Phi. Just send me an email with a general idea and we can go from there. You can find my email on the agenda. Thank you
5. Adam Ramirez, VP of Marketing [adam.ramirez@woodbury.edu](mailto:adam.ramirez@woodbury.edu)
  - a. Hey everyone, so first thing. I want to clarify FREA and flyer approval. Please do not CC me on FREA's and flyer emails for your events if they are NOT OAC FUNDED (if ASWU did not help contribute to your event, there is no need to CC me on those emails).
  - b. Another reminder, If your event is OAC funded, when you send your flyer for approval to Sarah, CC me, and please make sure it has the "Co-Sponsored by ASWU" stamp on it before emailing it, and the size has to be the appropriate size for the flyer. You can find these Cosponsored stamp templates on [aswu.woodbury.edu](http://aswu.woodbury.edu), under the DOCS&SURVEYS tab, under ORGANIZATION FORMS. Remember, Michelle does not approve flyers anymore, so send them to Sarah. You will be fined if there is no Co-Sponsored stamp on your flyer
  - c. If you make your flyers on Canva, I have tried to upload the Co-sponsored stamp as a JPG on our site but it does not allow for that, so I am allowing that you send me your flyer first as a PDF, so I can add the Co-sponsored stamp on it for you and email it back to you the same day so you can send it to Sarah asap. Leave an appropriate blank space for the stamp on your flyer and just let me know on the email that you're sending it to put the stamp for you. If you don't use Canva, don't send me your flyer for me to put the stamp, I trust you know how to on Illustrator or Photoshop
  - d. Also, to all orgs, please remember you have to send your FREA to your advisor for approval before sending it to Sarah
  - e. The following orgs have flyers/FREA due this week:
    - i. Behind the Seams, write this down - Welcome Party: FREA/flyer due 10/04
    - ii. BPWOW/CEO - write this down - High Tea/Business Etiquette Tea: 10/05
  - f. Some organizations have brought up that ASWU promote their event on social media and on our website. I will definitely be able to do this, as long as your flyer is approved by Sarah, then you may email me, and on the subject of the email put - For Social Media
  - g. Also, I talked about open house October 21st, which is a Saturday. Sabrina is open to having orgs table, roughly from 9-12. There is an incentive of \$50 dollars by OAC to your respective accounts if you can table. Once you commit, there is no backing out. Show of hands, who would like to table?
  - h. Last thing, Fines will be enforced after this meeting

- i. Orgs that can for sure attend open house tabling
    - i. RHA
    - ii. Beta Lambda Chi
    - iii. Delta Sigma Phi
  - j. Orgs that can possibly attend
    - i. Phi sig
    - ii. AIAS
    - iii. Accounting
    - iv. 7500
    - v. Comm
    - vi. Beta
    - vii. Behind the seams
    - viii. ASA
6. Autumn Davis, VP of Student Life [autumn.davis@woodbury.edu](mailto:autumn.davis@woodbury.edu)
- a. Happy 2nd day of Halloween everyone! It's the best time of the year! CAB will be having spooky events all month for you!
  - b. The main event, our Masquerade Atmosphere will be held on Friday, 10/13 from 10pm-1am at Project LA in Hollywood. Tickets are on sale for presale now! \$5 for students, \$10 for non. There will be a bus to take you from campus to the event and back that is also a \$5 charge. Please ask me or Cabbie for ticket info!
  - c. As a part of ASWU's IT themed- Spirit Week; our CAB and ASWU will be having a lot of fun events even though it is a short week- there may even be horror nights tickets involved....
  - d. CAB is also co-sponsoring this year's Zombie Run with RHA which will be held on October 12th at 7pm! Get your teams organized now!
  - e. Finally, thanks to everyone who came out for movie night, even with the tech issues at the start, we hope you had fun, and we're working on getting a better sound system so we can have better ones in the future!

12:40PM - 12:45PM

Advisor Report

- 1. Mauro Diaz [mauro.diaz@woodbury.edu](mailto:mauro.diaz@woodbury.edu)
  - a. Discover Woodbury- for those who can attend please be sure to and let Mauro know.
  - b. Some departments may be requested to be present from department chairs
  - c. Starting to get into midterms
    - i. RELAX
    - ii. Drink water, eat, get as much as rest as you can
    - iii. Starting to get students passing out, is starting to happen a little bit more frequently
  - d. President lunch on Wednesday, tell other students to talk to him
    - i. Let him know that students want to talk to him

12:45PM - 1:15PM

Speaker:

Bennet Cariaga, VP of Finance & Adam Ramirez, VP of Marketing

- 1. OAC
  - a. Step by step reconciliation (Formal presentation to be uploaded to ASWU website)
    - i. Step 1: Basic information
    - ii. Step 2: Event coordinator, president and treasurer
    - iii. Step 3: Event analysis
      - 1. Quick review of event (turnout rate, how did it benefit woodbury community, will this event be held again?)
    - iv. Step 4: Final contributions and transfer
    - v. Step 5: Upload all required documentation
      - 1. Need copies of receipts, transfer forms, reconciliation, and transactions with the business office
  - b. Co sponsor stamps size and paper size
    - i. 1"x2" on 5"x7"
    - ii. 3"x1.5" on 8.5"x11"

- iii. 2"x4" on 11"x17"
  - iv. 3"x6" on 24"x36"
    - 1. PDFs are on ASWU website under the docs and surveys tab
    - 2. Forms available on website that are needed for orgs in regards to hosting events
  - c. PLEASE REVIEW YOUR ANSWERS
    - i. Filling out this form does not help if there is incorrect information given to the VP of Finance
  - d. Once done, VP of finance will review form and send a confirmation email to the organization
    - i. Will send an email with the necessary links for reconciliation and helpful tools for reconciliation (spreadsheet with events, dates, and due dates)
  - e. You have 10 days to complete form after your event
    - i. Will be on ASWU website
    - ii. If not done in 10 days, your org will be put on hold
2. Flyers
- a. Have seen improper sizes for stamps
  - b. Posted in places that are not allowed
  - c. Flyers with changed information that was not approved by ASWU such as date or time changes
  - d. Fines will be enforced, today is the last warning
  - e. All approved flyers with co sponsored stamps will be sent to Adam to check
3. CHECK YOUR SPELLING

1:15PM - 1:25PM

Open Forum

- 1. For future meetings without a speaker what topics of discussion would you like to have
  - a. Have a topic of discussion for each meeting: quick workshops
    - i. How we do events
    - ii. Woodbury organization's culture
  - b. Can have conversations regarding issues on campus
- 2. Can we please get reusable cups at woodys its the law that any food establishment must give water for free but having to pay for the 15 cents for the cup does not make it free and there are no reusable cups provided to avoid that fee. Can we please have cups at woodys so we can get water as we are suppose to especially for commuter students that do not have a meal plan. Thank you.
  - a. Mauro will look into this
- 3. Why aren't organization flyers being promoted on the website or on Instagram? I think it would be a good way to get more promotion especially since the vp of marketing is already being attached whenever we await approval.
  - a. Email Adam if you would like your flyer posted
- 4. Please create an easy link to get to the virtual comment box on moodle or any other place where students can find out about it easier. Also I am very concerned at night when walking on campus parking lot, it is too dark.
  - a. Have anonymous concerns on portal
  - b. We do not have control over moodle
  - c. Problems on starfish
- 5. I've noticed my parking pass doesn't stick to my window. I've also noticed I am not the only one with this issue. The previous parking passes ticked fine was a budget cut made to our over priced parking passes?
  - a. Talked to John Lewis
  - b. Has been addressed, will hopefully have more to say about this next meeting
- 6. No reports next week for senators due to no meeting

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).

1:25PM

Next Meeting

1. Monday, October 16, 2017, 12:00PM-1:25PM, Saffell Boardroom, Guest Speaker Stevon Lewis
  - a. Topic of discussion will include suicide, depression, and services available on campus. If you are uncomfortable with this conversation please have another representative for your organization attend.

Meeting adjourned 1:05