

**Assembly Meeting Agenda**

Monday, September 16, 2019

 12:00PM - 1:00PM

Saffell Boardroom

Call to Order 12:02pm

12:00PM - 12:05PM Attendance

12:05PM - 12:20PM Guest Speaker

1. No guest speaker

12:20PM - 12:25PM Announcements/Upcoming Events

1. Senator Business
	1. Restaurants applications
2. See’s Candies Fundraising
	1. 50 or 60 % profit
3. BSA Skate night
	1. Sept 27th 8-10pm
4. ASA Booth
	1. Sept. 19 during lunch

12:25PM - 12:35PM Open Forum

1. 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.
2. Printers
	1. Printers in Miller is taking money but not printing
	2. Architecture department
		1. Print same file twice
		2. Some files will not print
3. WIFI
	1. Wifi was out this weekend
4. Lab time in Miller
	1. Majors need more time (extension)
	2. Film majors
	3. Student workers run the labs so if there are no student works later in the day, the labs will be closed
	4. Possible hotspots around campus
5. Communal Account
	1. Access to money for projects
	2. Will and david will have a conversation about it
6. Design Center
	1. 24/7 printing lab is closed
		1. Lockes at 8 pm
	2. Already bought it up to Dr. Steele
		1. Will be address the issue soon

12:35PM - 12:45PM Senator Reports

 School of Architecture

1. Lorena Mendoza
2. I have begun to schedule meetings with my department heads so I will have a better report next week. As for now, I am collecting complaints and suggestions from the first 3 years of our department and trying to figure out where they should be reported to.
3. Erika Shipcott

School of Business

1. David Manikad
2. Students from all majors are encouraged and welcome to meet with the Executives in Residence. Some instructors are even offering extra credit for scheduling a 30 minute appointment with them.
3. Tuesday the Resume Workshop will be held in SB201 and all are welcomed to join.
4. School of Business is extending its reach to the other School/ Colleges on campus for a project that is in the works. Our Woodbury community can improve on an easy-flowing aliens of communication that’ll get everyone on the same page for what’s in the works currently.
5. Please continue to support each other’s clubs and organizations to build up your network of contacts and openness to possible collaborations in the future.

1. VACANT

School of Media, Culture, and Design

1. Jonei Battle
2. Some concerns that I have with the school is first about the bathrooms, sometimes the toilets tend to not flush and that can be a little uncomfortable. Especially knowing that there is not a lot of options to fix it yourself or if you're short on time.
3. The second concern would be to have maybe for options for the grill side instead of just burgers or quesadillas every day. I understand that’s why we have the other side to offer more options but sometimes the other side doesn’t have a big variety.
4. There are some issues that occur with the scan cards sometimes it doesn’t work on the door hall that I live in.
5. Another issue would be the internet for about two days the internet hasn’t even shown up to sign into it and that was a big issue in my hall as we all had things to complete for school.
6. Emmanuel Adewuyi
7. The WiFi was out this weekend in the dorms and throughout campus.
8. I have also contacted the chairs of the MCD, as well as the Dean. I am still waiting to hear back from them.

College of Liberal Arts

1. Gayane Mikaelyan
	1. Contacted Bridgewater McConnel and Dean Ellis Rouben to schedule a meeting with them. I will be meeting with Bridgewater on either Monday or Tuesday and McConnel during the week.
2. Meline Safaryan
	1. I sent an introduction email to Marty Tippens and Erik Schockman. I have gotten word back from both my chairs and am working on setting up meeting times with them at this moment.

12:45PM - 12:55PM Executive Board Reports

1. William Garcia, President William.garcia@woodbury.edu
	1. Hey everyone, if you have not heard yet. Unfortunately Tracci Johnson is no longer at Woodbury University
	2. Our new advisor for ASWU is Seta
	3. For the students who were offered incentives to live off campus this semester, those incentives are in the works and I will give updates as soon as I have any
	4. The doors with key cards are currently in the process of being updated and troubleshot
2. Marta Huo, Executive VP Marta.huo@woodbury.edu
	1. Hi everyone
	2. We are currently still looking for one more senator for School of Business
	3. Please let your friends know if they are a business major
	4. Just a reminder that if you or a rep of your org is not able to make it to assembly meeting please let me know at least 24 hours in advance in order for me to excuse you
	5. After three absences, you will lose your incentives
	6. If you would like to check in with me to see how many absences you currently have, you can check in with me after the meeting
	7. Thank you
3. Veronia Alkomos, VP of Finance Veronia.alkomos@woodbury.edu
	1. You should see the money you requested in your account by the end of the week.
	2. If you haven't returned the money from last semester yet please do it asap.
	3. If you want to add events please email me 2 weeks in advance.
	4. If you have any changes in your event please let me know 2 weeks in advance.
4. Matthew Pardini, VP of Marketing Matt.paridini@woodbury.edu
	1. Hello everyone
	2. Not much to report this week
	3. Ordering swag this week
	4. Tabling Wednesday
	5. Ordering table cloths this week, so send me your logos if you need one!
	6. Thanks everyone
5. Marina Castillo, VP of Student Orgs Marina.castillo@woodbury.edu
	1. Greek Council: Michelle and I are rewriting the Bylaws and Constitution and there will be an all greek forum in late october where we will be voting on changes and additions to the documents. And if you have any suggestions/ experiences that may be helpful in the editing process, email me.
	2. Met with students interested in La Voz Unida: Five students were there some new to student life and others weren't. They will be moving forward with editing their bylaws and constitution, and recruiting more members. I hope to see them back in the spring.
	3. We are meeting with students interested in the film club next. Meeting will take place This Thursday from 12-1pm, here, in Saffell. Spread the word.
6. Melissa Castillo, VP of Student Life Melissa.castillo@woodbury.edu
	1. Date for Midterms food run: Wednesday, October 16th at 9pm.
		1. If it is raining, we will be stationed inside woodys, if not, keep a look-out for our cart around campus.
		2. Per tradition, we will be getting taco bell
	2. Thank you to everyone who participated in the CAB and Get it last week.
	3. The next CAB and Get it will be next week and that is when ticket sales for Atmosphere will start.
		1. We will be taking cash and card payments. Card payments will be made online via the eventbrite page that is being set up. There will be a QR code attached to our posters around campus and on the TV monitors for your convenience when buying tickets.
	4. To all the Orgs that are participating in Spirit week, you should be expecting and email from Keila Bautista and Odalis Guererro for more information on spirit week.
	5. More information on Atmosphere will be available to you all in the coming weeks.

12:55PM - 1:00PM Advisor Report

1. Seta Javor
	1. President’s senior executive assistant
	2. 29 years at woodbury in November
	3. Dr. Steele is the fifth president Seta worked with
2. Michelle Sidney
	1. Co-Advisor

 Next Meeting

1. Monday, September 23, 2019, 12:00PM-1:00PM, Saffell Boardroom

Adjourn 12:26 pm