



Assembly Meeting Agenda
Thursday, February 15, 2018
6:00PM - 7:30PM
Saffell Boardroom

6:00PM - 6:05PM

Attendance

6:05PM - 6:10PM

Upcoming Events

1. No upcoming events

6:10PM - 6:25PM

Senator Reports

School of Architecture

1. Mohamed Hassan

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- a. I attended Heather Flood's town hall on Tuesday the 13th, we discussed the film cage, study abroad program, ways to recruit students to the study abroad program, and encouraging students to register for studio sooner than later.
- b. Heather noted that she will make all architecture faculty aware of its existence (which should have been done by now) and remind professors that teach photography related classes like Gerry's Contemporary issues how to sign up.
- c. The study abroad program wasn't successful because of the lack of students who didn't sign up. We told her that we weren't either aware of the program, didn't want to give up a summer when we could be working on AXP hours, and couldn't afford it.
- d. She was thinking of introducing the exchange student program and the week long abroad visits during the fall/spring semester like the Argentina class in 5A. Also considering recruiting high school students to possibly be part of the study abroad program. (Example of that would be pairing a senior/junior in high school with a 4th-5th year and they design something while abroad).
- e. The last one is about studio registrations. Heather's job is to hire faculty as well and we as students keep delaying signing up for studio and wait until the first day to register. it's hard because they don't know whether to open more sections or not. My solution was to automatically enroll students into the next studio and it would be their responsibility to drop. Just so Heather can have a headcount. Thanks!

2. Jasmine Mangona

jasmine.mangona@woodbury.edu

School of Business

1. Melissa Toribio

mel.toribio@woodbury.edu

- a. This week I met with Dr. Marquez. She would like everyone to look out for an announcement regarding a Career Advisement Encounter. This event will take place towards the end of March or beginning of April and will give students a chance to get career advice from the advisory board. There will also be three entrepreneur lecture series this semester. However, the dates for that have not been finalized.

2. Marie Vanian

Marie.vanian@woodbury.edu

School of Media, Culture, and Design

1. Niomie Glory

Niomie.Glory@woodbury.edu

- a. This week I have kept in contact with Behnoush and we are having smaller desks inputted into the studio room, D210. At the moment, there is less room because there are larger desks as well as the new small desks. By this weekend, there will only be smaller desks

and chairs instead of stools. The estimated completion time will be next week. Have a great four day weekend.

2. Anna Harrington Anna.HarringtonBilu@woodbury.edu
 - a. Hello everyone,
 - b. This week I met with Doug Post, the chair of the Design Foundation. He mentioned the problem of students not checking their Woodbury Student email, and therefore missing valuable information for classes, assignments, events, grades, etc. He asked me to remind everyone here, at Assembly, to spread the word about this problem and to keep a word of mouth conversation going about this problem to try and draw awareness and, ultimately, fix it.
 - c. I also reschedule my meeting with George Larkin, the chair of the Film Department, to late next week and will be meeting with Anna Leiker, the chair of Fashion, on the 28th of this month.
 - d. As usual, please contact me if you have any questions, concerns, or want to meet with me. I am here to help.
 - e. Thank you!

College of Liberal Arts

3. Akeima Young akeima.young@woodbury.edu
 - a. No Report.
4. VACANT Please email any recommendations to aswu@woodbury.edu

6:25PM - 6:50PM

Executive Board Reports

1. Alexandra Holguin, President alex.holguin@woodbury.edu
 - a. We have two new senators one would be Jasmine Mangona for architecture, specifically interiors and the other is Marie Vanian who will be the second senator for school of business and is a junior accounting major.
 - b. Respectful of those running for ASWU elections and this also includes respecting their flyers. A lot of hard work goes into running for elections so please respect those running.
 - c. Does anyone have assembly topic suggestions for ASWU Assembly Meetings?
 - i. Stevon Lewis for counseling services
 - ii. PPDV students, unable to do this as this only takes place in the fall. also in the fall the course was at the same time as assembly which worked out well.
 - iii. IT for basics about information on campus- projectors, computers
 - iv. Jeff Franco- how to put together a resume with leadership positions
 - v. Tamara for Graduation check
 - vi. Interdisciplinary- Will McConnel
 - vii. Gregory- Director of Marketing
 - viii. Terry Thompson for social media for student organizations
2. William Garcia, Executive VP william.garcia@woodbury.edu
 - a. Hello everyone, hope all is going well. Hopefully stress levels are as low as possible
 - b. Projects- I am still waiting on the vinyl for the mailbox, but once that is done I can move forward with some other projects.
 - i. We will have a sports box in the gym where you will be able to rent equipment for the basketball/soccer/volleyball courts.
 - ii. We will also be putting up lights in front of the WOODBURY letters so that they can be lit up at night, similar to the hollywood sign. These lights will be solar powered
3. Bennet Cariaga, VP of Finance bennet.cariaga@woodbury.edu
 - a. Hey everyone. Sometime Tuesday morning, the lounge furniture for Woody's will be installed. Stop by later that day or the week to try it out! There will be six pieces in total, with three on one side and three on the other. They should also be able to charge your laptops, phones, or other devices.
 - b. The final anticipated number of undergraduate students stands at 815. With that being said, the \$100 ASWU fee collected has already been disbursed to the various ASWU accounts accordingly. You can find more about the breakdown of the fee in the ASWU Legislation, under Article IV, Section B.

- c. OAC
 - i. Thank you for participating in OAC this semester. To summarize, 18 student orgs proposed for funding, totaling 61 approved events and/or collabs. Last semester, only 14 orgs participated and 48 events were approved.
 - ii. The total funding amounts to a little over \$22,000 this semester, an increase of \$8,000 from the last semester. The average funding per event is \$364.
 - iii. The excel sheet containing all deadlines will be uploaded to the ASWU website, along with the reconciliation form for this semester.
 - iv. With that being said, I will continue to make improvements and seek suggestions regarding OAC. I will also try my best to attend OAC funded events.
- d. Fines
 - i. We will be stepping up on enforcing fines this semester. That means you should be abiding by all the guidelines regarding marketing and posting around campus for OAC events. If you have been fined, I will be emailing you a notice and an explanation on why your org is being fined.
- 4. Marta Huo, VP of Student Orgs marta.huo@woodbury.edu
 - a. Hello everyone, OAC is done! Congrats to all of the orgs having all of your events approved. We have a lot of fun and exciting events this year. Make sure to come out and support each other.
 - b. Just a reminder, please review the guidelines for posting flyers around campus that is posted on the ASWU website. You can find it under Docs & Survey, then organization forms. We are enforcing the guidelines and you will be fined.
 - c. An exciting project that I am working on right now is graduation medals. Any students who have held a student leader position throughout their years at Woodbury University will be given a medal for each positions to wear at graduation. So if you held three different positions, you will receive three medals. The medals have different color neck straps to indicate what positions you have held. The final details are in the works and hopefully it will be available to those that are graduating this year.
 - d. Thank you
- 5. Adam Ramirez, VP of Marketing adam.ramirez@woodbury.edu
 - a. Hey everyone, now that OAC is over, remember to submit your FREA's for all your OAC events as soon as possible. With that being said, please also create your flyers as soon as possible and try to have them up at least 2-3 weeks prior to your OAC event. Don't forget to attach the Co Sponsored stamp which can be found on our website under the Documents tab.
 - b. For those that use Canva, There are 3 different types of files for the co sponsored stamp on our website, so at least one of them should work, and just remember, depending on your flyer size, put the proper size stamp on it or you will be fined. Canva resizes it so you need to double check it is the correct size stamp. I won't be adding the co sponsored stamp for those that have trouble with it. I believe in you. Please also leave space on your flyers for the FREA approval stamp
 - c. Although your events are catered to all students, I think it is a great idea to market or advertise your events a little more towards Commuters because we already know the usual people that attend these events, whether its members of greek life, residents, or students in other orgs. Commuters don't really stick around much so try to target them a bit more. I advise you to make 4x6 flyers (since they don't need approval, and leave them at desks of people in studio or just hand them out during class to those you usually do not talk to.
 - d. FREA/Marketing Due:
 - i. WUCON, Color Run, and Cars, Coffee, & Charity - Tomorrow, 02/16
 - ii. I Want You To Be Happy Day, Salsa Dance Night - Monday, 02/19
 - iii. International Women's Day - Tuesday, 02/20
 - iv. Culture Fest - Wednesday, 02/21
 - v. Beta Broomball - Friday, 02/23
- 6. Autumn Davis, VP of Student Life autumn.davis@woodbury.edu
 - a. Hey everyone, hope the week is going great! This week I have a lot of updates for you!

- b. Firstly, elections and ASYOU day are around the corner, good luck to all candidates, I love seeing your posters around! Regarding ASYOU day, orgs will be receiving email from me regarding tabling. This tabling does not require funding, and can be used as a recruiting effort for you all to grow! It's similar to what you all would do for welcome week. I am only able to take a few on first come first serve so those who answer my email will receive priority. Also, I'm excited to announce that the Wildlife learning center will also be joining us with a few of their animal friends, including a REAL owl! It's shaping up to be a good time, so I hope to see you there!
- c. Woodstock updates, we're moving along!
 - i. Thanks to all the orgs that were collaborating and donating with OAC. Be on the lookout for an email from my organization concierge team by Monday with further instructions and info needed from you all.
 - ii. Artists confirmed: we will be having Malik, Johnny Goth, DJ Bella Foxx, the Throwback time Machine, and a Silent Disco to keep the party going all night and actually NOT get shut down due to noise.
 - iii. Thanks to Adam and Cristina for signing up to be a part of our marketing team! I can't wait to see what you come up with.
- d. Finally, I know midterms are coming. If they're not here already. Please make sure to take care of yourselves!

6:50PM - 6:55PM

Advisor Report

- 1. Mauro Diaz mauro.diaz@woodbury.edu
 - a. Reported by Alexandra Holguin, ASWU President.
 - b. Raise your hand on starfish for friends and colleagues
 - c. I know you are all tired, try to get rest, drink water and eat. Keep the ambulances away from campus
 - d. WASC
 - i. Accreditation visit for the entire school as a whole. We can not be accredited as individual schools without the WASC accreditation.
 - ii. We have not been visited in 8 years because we did so well last time
 - iii. Faculty from other Universities in the area will have 3 days on campus to analyze the school
 - iv. If you wish to interact with faculty from other institutions please reach out to me. Mauro's email is above
 - v. Being part of this is a part of being active on campus, this is a great opportunity as a student leader
 - e. Elections
 - i. Please vote it is important to share your thoughts and opinion of who you would like to see in your executive board as they represent you.

6:55PM - 7:25PM

Open Forum

- 1. Veterans Association- to all students. The reason why he re started this organization to attract veterans, if you can, please reach out to any veterans that you may know and urge them to join.
- 2. Woodbury.edu email- no update on when they will be working. Michelle just got back in office, assembly will be updated as soon as possible
- 3. Spirit Week- when can organizations start requesting funding for spirit week?
 - a. After spring break
- 4. February 21st- Healthy Living Program is having improv night at Woodys at 5 pm.
- 5. Gym- Yoga mat is falling apart
- 6. 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.

Meeting adjourned - 6:34 PM

7:25PM

Next Meeting

- 1. Thursday, February 22, 2018, 6:00PM-7:30PM, Saffell Boardroom