



Assembly Meeting Agenda
Tuesday, September 13, 2016, 7:00PM
Saffell Boardroom

Meeting called to order 7:00p

- I. Attendance
- II. Guest Speakers
 - A. David Steele, President (7:00-7:30p)
 1. Addressing Financial Hardships
 - a) A lot more endowment compared to when the school was roughly at the same amount of students
 - b) When enrollment went up, the university took more costs by adding more staff and positions which made us suffer. Cuts will be made to staffing to stop these extra costs.
 - c) Looking at 5% reduction in cost
 - d) These costs should have been cut 3-5 years ago
 - e) Enrollment equals revenue
 - f) Increase in 3% tuition this past years, past 5 years increased 4.5%, 10 years ago almost 6%
 - (1) Previous administration would increase tuition to offset enrollment numbers
 - (2) Other universities in comparison have increased 4-5%
 - g) Faculty Senate will be met with tomorrow
 - (1) 80 full time professors
 - (a) No cuts to full time professors
 - (2) 200 adjunct professors
 - (a) Cuts will be made with adjunct professors
 - h) Class sizes still at 14-15 students
 - i) Believes enrollment dropped in 2011 because of CSU system did not receive a lot of funding from the federal government
 2. Open Forum
 - a) MCD technology cuts
 - (1) Cuts will not affect the student experience
 - (2) Still planning on spending in information technology
 3. Job placement after school. Having school pay companies to come recruit Woodbury University students?
 - a) Steele's experience has never paid schools to recruit students.
 4. Marketing funding still continuing
 - a) The president is investing into newspaper and radio ads.

- b) Looking in to bring more people on campus.
- c) Having films filmed on campus for revenue as well as marketing the Woodbury University name.
- d) Working to bring alumni back on campus more frequently to market the university.
- 5. Question regarding alcohol policies, changing to be more lenient?
 - a) They are in place for health and safety reason and for the law of drinking age being 21, thus being subject to the rule of law.
- B. David LaChina, Vice President of Finance & Crystal Assistant Controller (7:30-8:00p) Open Forum
 - 1. Organization had money pulled out but without a signature card signature, and only a faculty member had signed and wasn't an advisor.
 - a) All organizations have access to statements when asked by representative on signature card.
 - 2. Are new control systems being in placed for the business office?
 - a) Working to move to all electronic systems starting with the business office. Working to add organizations but there is a lot of information to be added to add all the organizations.
 - b) New systems are already launching via Accounts Payable systems.
 - (1) Hoping this will better help control and better monitor costs.
 - 3. What changes from his experience to be made.
 - a) He will be more closely watching budgets being spent for what is meant to be spent for in the correct account.
 - (1) This will better clarify what is happening in the accounts.
 - (2) Better recording and reporting of expenses.
 - b) Focusing on improving revenues.
 - (1) Has to improve by being improving student experience.
 - (2) Also improving marketing for enrollment.
 - (a) The whole university is in this together to improve enrollment including student such as the possibility of talk to previous high schools.
 - 4. Student: Students will talk about Woodbury when students are happy to be at Woodbury.
 - 5. RHA Treasurer: Instance where charge was not taken off account when needed.
 - a) Business office is in an audit and has fallen behind will be closed in the next couple weeks.
 - b) Don't forget to be accountable for credit card charges because credit card charges sometimes come in very late due to faculty not reconciling a lot later than the actual charge.
 - (1) Plans to make faculty more liable for such things.
 - (2) Prone to error when system is manual rather than electronic.
 - 6. Will everything moved to digitalization and automation.
 - a) Yes timeline is unknown because it is a lot of work.

III. Event Announcements

- A. Library get your library card tomorrow in the WU library, 11:00p - 1:30p
- B. National Voting Day (register for voting) September 29th 11:00p - 1:30p
- C. Saturday September 24th Parent Lunch, 10:00am - 2:30pm
- D. Open House October 8th, 8:00am - 2:00pm

IV. Senators and Interns Announced

- A. Senator for College of Liberal Arts: two positions waiting to be filled - please let Exec Board know if you would like to recommend anyone

- B. Senator for School of Architecture: Mohamed Hasam, Hind Hattar
- C. Senator for School of Business: Roderick Harris (one open spot open)
- D. Senator for School of Media, Culture, & Design: Andrew Hill (one position waiting to be filled)
- E. Intern for Exec VP: Kimberly Chirino, William Garcia
- F. Intern for VP Finances: Jane Tan
- G. Intern for VP Student Orgs: Justine Huh
- H. Intern for VP Marketing: Jasmine Mangona

V. Executive Board Reports

- A. Jia Er Lin.....President
 - 1. jiaer.lin@woodburyuniversity.edu
 - a) Exec Board met with President Steele
 - (1) Projects coming: bulletin boards, quad furniture
 - (2) Gym staffing issues
 - (3) Parking issues
 - b) If you see any facilities issues with the campus, please report it to ASWU (ASWU@Woodbury.edu)
- B. Alexandra Holguin.....Executive Vice President
 - 1. aswu@woodbury.edu
 - a) If you will be absences or late, please email Alex 24 hours ahead of time
 - b) New Woodbury website
 - c) Orgs asked to stay after meeting: Silver Screening Society, United Nations, ASA
- C. Alexandra Rodriguez.....Vice President of Finance
 - 1. Alex.rodriquez@woodburyuniversity.edu
 - a) OAC: 47 events passed throughout the fall semester.
 - b) Some events need to change due to OAC guidelines be sure to let Alecks know those new days and times.
 - c) Alecks will be going over reconciliation reports with organizations that request this.
 - d) Transfers will be done this week by ASWU wait business office may not transfer them this week.
 - e) Don't use your own money to buy things for your organizations
 - f) No longer allowed to use credit cards of advisors.
 - g) Updating reconciliation forms.
- D. Esteban Cerna.....Vice President of Student Organizations
 - 1. esteban.m.cerna@hotmail.com
 - a) Organizations- please ask for help when needed. This will help organizations to have smooth OAC events.
- E. Stephanie Sandoval.....Vice President of Marketing
 - 1. stephanie.sandoval@woodburyuniversity.edu
 - a) Please email Stephanie flyers for to post on the website. They must first be approved with the "APPROVED" stamp.
 - b) For OAC events, please submit flyers to be posted on the website at least two weeks in advance.
 - c) If you need help with flyers, please let Stephanie know at least three weeks in advance via email with any necessary details/information
- F. Amanda Sachartoff.....Vice President of Student Life
 - 1. amandasachartoff@gmail.com
 - a) Presented project to president, top three being bulletin boards, hammocks, and banners for Woody's
 - b) Event "CAB and Get It" will take place tomorrow during lunch at the Quad

- c) Lyft reached out to have codes for organizations, code with most usages will get money from Lyft.

VI. Advisor Report

A. Mauro Diaz.....Interim, Vice President of Student Development

- 1. 3 concerns brought by ASWU
 - a) Hammocks
 - (1) Can be installed in the Grove rather quickly
 - (2) Also installed behind whitten center
 - (a) Missing a tree.
 - b) Bulletin Boards have been pushed by President to VP Randy.
 - c) Gym
 - (1) President has promised to push to help Mauro to hire those people.

VII. Open Forum

A. Email aswu@woodbury.edu if you have anymore questions that were not addressed today.

- 1. Why pool house is not open fully.
 - a) Currently under construction
 - b) Once construction is completed, students will have access to the first third of the ASWU Pool House. This rule is in place because students have misused the space in the past.

VIII. Next Meeting: Tuesday, September 20, 2016, 7:00PM - 8:30PM, Saffell Boardroom

Meeting adjourned 8:47PM