



ASWU

ASSOCIATED STUDENTS

of

WOODBURY UNIVERSITY

Assembly Meeting Agenda

Monday, February 4, 2019

11:45AM - 1:00PM

Saffell Boardroom

Call to Order

11:45AM - 11:55AM

Announcements/Upcoming Events

- Sigma Omega Nu speaker raffle on Feb 6th and purchase any tickets from a sister or scan the QR code and type speaker raffle with name and email and description (\$5)

11:55AM - 12:00PM

Attendance

12:00PM - 12:10PM

Senator Reports

School of Architecture

1. Lorena Mendoza lorena.mendoza@woodbury.edu
 - a. Katherine had everyone turn in their application and something was wrong with the email they used and needed to be fixed
 - i. She made a list of people that she did receive
2. Rafael Aguilar rafael.aguilar@woodbury.edu
 - a. Met with chair of interior of getting students in interior arch
3. VACANT (San Diego)

School of Business

1. Mare Goodin mary.goodin@woodbury.edu
2. David Manikad david.manikad@woodbury.edu

School of Media, Culture, and Design

1. Niomie Glory niomie.glory@woodbury.edu
 - a.
2. Haley Lambert haley.lambert@woodbury.edu
 - a. Hope to have opportunity to speak to new animation chair and meet up with co senator for MCD to set some goals

College of Liberal Arts

1. VACANT
2. VACANT

12:10PM - 12:25PM

Executive Board Reports

1. Bennet Cariaga, President bennet.cariaga@woodbury.edu
 - a. Election season
 - i. In order for students to understand positions more the eboard will be available wed feb 6th and feb 8th from 12-1pm at woody's
 - ii. If cannot make any times email or ask bennet when they are available
 - iii. Mandatory if interested in running for eboard as well as posting applications online
 - iv. Deadline for application is Feb 13th (next wed)
 1. After bennet will email you whether or not you are an eligible candidate
 - v. Feb 14th is campaigning beginning
 - vi. Actual ASWU elections begin Mar 25th

- vii. Provide \$50 for campaigning like printing and buttons (save receipts!)
- 2. William Garcia, Executive VP william.garcia@woodbury.edu
- 3. Veronia Alkomos, VP of Finance veronia.alkomos@woodbury.edu
 - a. Transfer all the funding for all the orgs that don't have outstanding money
 - b. Will send transfer forms for last semester
 - c. Will have FREA reconciliations by tonight, if not by the end of the week
 - i. If something is wrong please contact her so that she can fix it right away
 - d. Please submit FREA's now for the following 2 weeks
- 4. Destiny Garcia, VP of Student Orgs destiny.garcia@woodbury.edu
 - a. Intern and her planned org tabling day for org recruitment
 - b. Feb 13th is when it will happen (if raining the org tabling will be inside of Woody's)
- 5. Adam Ramirez, VP of Marketing adam.ramirez@woodbury.edu
- 6. Crystal Sims, VP of Student Life crystal.sims@woodbury.edu
 - a. Fun and frustrating trying to pop the balloons
 - b. Winner for the basket raffle will be emailed and told where to pick up prize if they are not present

12:25PM - 12:30PM

Advisor Report

- 1. Tracci Johnson tracci.johnson@woodbury.edu
 - a. Thank you to everyone who participated in Discover Woodbury
 - i. 286 people participated with parents and students coming
 - ii. Appreciate the student's participation
 - b. Whoever is graduating make sure to pay attention to your emails and filling out the forms and things you need in order to walk across that stage
 - i. Emails will be sent on continuous bases
 - c. Tomorrow will be the memorial for Rosalie Catalano @ 6pm at the Alumni Quad if it does end up raining

12:30PM - 12:50PM

Ad Astra - FREA

- For uploading digital fliers is there a guid for what size to make it?
 - On the rules list
 - Digital needs to be landscape and follow the dimensions on page
 - If any issues email marina or sarah
- Concern about maintenance getting diagrams on time and miscommunication. Is there a way to CC maintenance when sending the flyer to FREA
 - You can email them but might get confusing with multiple copies of one thing
 - Maintenance only want set up diagrams no matter the task
 - On the report they get any diagram that they need to set up
 - Try making visual and put in the drive (OneDrive)
- Stuck on Login page
 - Many issues have been resolved by using Google Chrome
 - Make sure to use Chrome
 - No mobile version but will be discussed with consultant of Ad Astra
 - If still have any issues just email Marina
- If not receiving FREA emails
 - Can always check the scheduling grid for events
 - Will talk to the consultant about this and might be a login issue as well
- Conference rooms
 - Can use after hours and on weekends
 - If no rooms available then you can request the conference room
- Do security know a schedule of events
 - FREA office links them and all service department and they get a report
 - IT, Maintenance, Security, and Catering
 - If in future events if this happens please let Marina or Sarah know and they will try to fix it
- If unfamiliar with Ad Astra there is a video tutorial and everything you need is on the left

- Try having only 1 or 2 people in orgs use the Ad Astra to prevent having multiple copies of one thing
- If an event needs to be postponed or changed just email Marina or Sarah at least three days ahead
- Sarah and Marina were discussing whether having a training day in order to show all the forms and the filter panels

12:50PM - 1:00PM

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. Everyone please be respectful to Rosalie's family and there is a gofundme for any funeral cost and any donations are very welcomed
3. Anyone who does taxes please check the 1098-T form and be aware of this nuance

1:00PM

Next Meeting

1. Monday, February 11th, 2019, 11:45AM-1:00PM, Saffell Boardroom

Adjourn: 12:31

REPORT

Call to Order

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College of Liberal Arts

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12:10PM - 12:25PM

Executive Board Reports

1. Bennet Cariaga, President bennet.cariaga@woodbury.edu
 - a. Elections
 - i. Informational Session - Please know that we are holding informational sessions for Executive Board positions this Wednesday, February 5th and Friday, February 7th, from 12:00pm to 1:00pm inside Woody's.
 1. This is mandatory if you are interested in running for E-Board. You will speak with the position you are interested in and we will tell you everything you need to know for elections week.
 2. Applications are to be posted online as well
 - a. Very straightforward application
 - ii. Deadline for applications - Wednesday, February 13th at 3:00PM
 1. You will receive an approved email from me
 2. Campaigning begins on Thursday, February 14th
 - iii. Campaign Flyers
 1. Also submit with the application
 - iv. ASWU Elections

1. Monday, February 25th - Friday, March 1st

v. ASYou Day

1. Wednesday, February 27th at 12:00pm in the Quad

2. William Garcia, Executive VP william.garcia@woodbury.edu
3. Veronia Alkomos, VP of Finance veronia.alkomos@woodbury.edu
 - a. Since all the events are approved I'll go ahead and transfer the fundings only if you don't have any outstanding funds.
 - b. Same with the perfect attendance from last semester
 - c. I'll have the times from reconciliations and freas up on the website by the end of this week.
4. Destiny Garcia, VP of Student Orgs destiny.garcia@woodbury.edu
5. Adam Ramirez, VP of Marketing adam.ramirez@woodbury.edu
 - a. Please start submitting FREA's through the new system. If anyone needs the link, just ask an Eboard member so we can put it on the groupme (the program works a lot faster and better with google chrome. Flyers can now be submitted digitally as well in order for IIT to display flyer on the television in the main office
 - b. Discount Cards are being outsourced now by a vendor. Currently working on enrolling Woodbury University into a discount program via an app, rather than giving every single person a discount card (This will eliminate cards so people can just use the discount app)
 - c. Table cloths are still currently in the works.
 - d. Sorry I cannot make these meetings. Please if you have any marketing questions, tag me on the groupme and ask me!
6. Crystal Sims, VP of Student Life crystal.sims@woodbury.edu
 - a. Any feedback on the last CGI which was the balloon pop
 - b. The next GCI is Feb. 13th it will be valentine postcards and also a raffle for a basket
 - c. Thank you to all the orgs that requested OAC for spirit week and Woodstock we appreciate so much!

12:25PM - 12:30PM

Advisor Report

1. Tracci Johnson tracci.johnson@woodbury.edu

12:30PM - 12:50PM

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