



**Assembly Meeting Agenda**  
Monday, September 25, 2017  
12:00PM - 1:25PM  
Fletcher Jones Auditorium & Atrium

- 12:00PM - 12:05PM Attendance
- 12:05PM - 12:30PM Organization Row
- 12:30PM - 12:35PM Upcoming Events
1. CAB movie night this Wednesday
  2. Thursday, RHA and IT just dance day on the quad during lunch
  3. Sigma Omega Nu wing eating contest on Wednesday inside Woodys
  4. Rissa Williams- 6 pm in Ahmanson Thursday, self defense course
    - a. Other healthy living events that will be emailed to all students
- 12:35PM - 12:45PM Senator Reports
- School of Architecture
1. Mohamed Hassan [Mohamed.Hasan@woodbury.edu](mailto:Mohamed.Hasan@woodbury.edu)
    - a. I've begun the design process of the spray booth, requirements will be :
    - b. It will be portable (Folds and comes with a mask), it's got to be under \$100 and it will also need to be replicated for multiple student use. So I will need to design a blueprint. I'm meeting with the dean this week and sharing my thoughts as well as student concerns.
  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)
  2. Melissa Toribio [Mel.Toribio@woodbury.edu](mailto:Mel.Toribio@woodbury.edu)
- School of Media, Culture, and Design
1. Niomie Glory [Niomie.Glory@woodbury.edu](mailto:Niomie.Glory@woodbury.edu)
    - a. Last week I met with both Behnoush and Sue to both introduce myself and also talk about any upcoming actions that are being made about the classroom. When I spoke with Behnoush she mentioned that she wanted to see some student involvement with this topic so it would show what the students think and ways we can go about it. And after my conversation with Sue we came to the conclusion that for this week I will create a survey, so it can be sent to the students to see their opinions on classrooms and ways we could improve them. In this, the survey will be sent to each chair then passed to the students in MCD. As for further conversations I had also talked to Behnoush about the participation rate with AIGA, considering last year nobody wanted to participate, she said that this year we had a really good turn out with 22 participants for both AIGA and SEGD.
  2. Anna Harrington [Anna.HarringtonBilu@woodbury.edu](mailto:Anna.HarringtonBilu@woodbury.edu)
    - a. I will be meeting with Sue Vassella on Monday, today, at 3pm in order to introduce myself and go over future project plans for The School of MCD. I also want to find out what expectations Sue may envision for this year so that I can bring them to life.
    - b. I also want to schedule a team meeting with Niomie, The Senator for MCD 'Graphic Design' in order to meet with other members of our department.
- College of Liberal Arts

3. Akeima Young
4. VACANT

Akeima.Young@woodbury.edu  
Please email any recommendations to aswu@woodbury.edu

12:45PM - 12:55PM

#### Executive Board Reports

1. Alexandra Holquin, President [alex.holquin@woodbury.edu](mailto:alex.holquin@woodbury.edu)
  - a. Hello everyone I first wanted to welcome all the PPDV students, SPAs, and professors alike.
  - b. I wanted to let you all know a little more briefly about what ASWU or Associated Students of WU, is and does for you. ASWU is your student government and we advocate for you in many ways. We have senators in each school to hear your concerns for your schools, we help and support student organizations financially and with guidance, we also fund several projects around campus to improve student life and run events for all students to partake in. If you ever have a concern do not hesitate to reach out to one of us or use our comment box you can find on our website [aswu.woodbury.edu](http://aswu.woodbury.edu) and we'll be sure to address your comments and suggestions.
  - c. For updates for assembly we had a meeting with the president last week and discussed the the different projects we are working on such as the coffee machine and we debriefed him on our why purple forum meeting.
  - d. I recently met with Randy Stauffer to work through the possibility of an events block as voted on in the spring to have no classes occur wednesdays from 12-1:30 to allow students to partake in events during lunch
2. William Garcia, Executive VP [william.garcia@woodbury.edu](mailto:william.garcia@woodbury.edu)
  - a. Goodmorning everyone, today the only items on my report to remind everyone to fill out the survey updating your emails to your woodbury.edu emails as stated in last weeks assembly meeting
  - b. The next item is to remind everyone that applications are still open for interns and project managers, as well as our new secretary position. We also are still accepting applications for senators for COLA and interior architecture
3. Bennet Cariaga, VP of Finance [bennet.cariaga@woodbury.edu](mailto:bennet.cariaga@woodbury.edu)
  - a. Hello! As VP of Finance, I assist student organizations with financial-related needs and the Organizational Allocations Committee, also known as OAC. Many student organization events throughout campus are funded through OAC. This process ensures that events are inclusive of the Woodbury community, while helping out orgs by funding 85% of each of their proposed event budget.
  - b. Although the bulk of OAC funds have been allocated for the semester, orgs can still apply for additional funding or propose funding for more events. They will be reviewed on a case-by-case basis.
  - c. In the past week, the following items have been sent out through email:
    - i. OAC Contracts
      1. If you haven't yet, please have them turned into me or the ASWU box, located in the SORC at the Whitten Center, by Wednesday, Sept. 27, at 5:00pm. Extra copies are found in the Pool House or as a digital file in my email message.
    - ii. OAC Reconciliation Form
      1. Everything you have to do for reconciliation are now done in one form. You can upload the required items directly to the form. As a reminder, the following items are needed for reconciliation: Digital copies of all receipts, business office transactions, approved event flyer, transfer request form, attendance sheet (if event had less than 30 attendees), list of org members assisting with event and pictures of said event (3 for events under \$500, 5 for events over \$500). [Reconciliation Form here.](#)
    - iii. OAC Events
      1. A full list has been made available to all organizations. This list also includes deadlines for FREAs, Marketing, and Reconciliations. [Full list here.](#)
    - iv. Office Hours

1. From 4:30pm - 5:30pm, Tuesday - Thursday, I will be available to help you out with anything regarding OAC or other financial items. You can find me in the Design Center, Room D207.
4. Marta Huo, VP of Student Orgs [marta.huo@woodbury.edu](mailto:marta.huo@woodbury.edu)
  - a. Hello everyone like Bennet mentioned, please keep in mind of your OAC deadlines and have everything turned in beforehand in case more information is needed.
  - b. Also For any orgs that only have one or two events this semester, don't hesitate to apply for more since we still have money left in our OAC budget. If you need any help coming up with event ideas please come to me and I can sit with you to plan it step by step.
  - c. Thank you
5. Adam Ramirez, VP of Marketing [adam.ramirez@woodbury.edu](mailto:adam.ramirez@woodbury.edu)
  - a. Hey everyone, I did not make this clear but if possible, only CC me on your FREA and Flyer emails to Sarah if your event is OAC funded, as these are the events that ASWU will be putting on social media to advertise.
  - b. Also, as a reminder, AIAS - your stressbusters FREA/flyer is due today, so make sure to submit that to Sarah before she leaves to avoid any fines. SON and Psychology Students Association - your Pretty in Ink/ Mental Health Awareness Day FREA/flyer is due by this Wednesday, so make sure to get that approved ASAP.
  - c. Communication Club, your FREA and flyer approval submission deadline was Thursday Sept 21, was it submitted and approved?
  - d. Phi Sigma Sigma, your rollerskating night FREA and flyer submission deadline was Friday Sept 22, was it submitted and approved?
  - e. So last years org fair didn't go so well due to the lack of organization participation. On Saturday, October 21st, there's going to be an open house for incoming freshman and transfer students. I spoke to Sabrina in admissions about organizations attending, and she is willing to have orgs table. By show of hands, which organizations would like to table for this event, roughly from 9am-Noon. Mind you, if you say yes to tabling, you cannot back out last minute. You will have to show up. As an incentive...
6. Autumn Davis, VP of Student Life [autumn.davis@woodbury.edu](mailto:autumn.davis@woodbury.edu)
  - a. CAB & Get It this week on Wednesday! It'll be kind of like a carnival fishing game, with prizes and candy
  - b. CAB's first movie night is also this Wednesday from 8-10pm on the main quad! We'll be watching Clueless with tons of snacks!
  - c. Atmosphere is set for October 13th from 10pm-1am! The theme is Masquerade- plan accordingly! Tickets are \$5 for students presale and \$10 for non students presale. We will be having a bus so if you want to ride that's also \$5 extra. Ticket sales will begin october 1st so ask me or a CAB member!
  - d. Lastly, thanks student orgs for hosting our PPDV students! On behalf of the SOAR team, we really appreciate you taking the extra time to do this in addition to meetings.

12:55PM - 1:00PM

#### Advisor Report

1. Mauro Diaz [mauro.diaz@woodbury.edu](mailto:mauro.diaz@woodbury.edu)
  - a. Introduction- Dean of Students
  - b. Engaging can be difficult as new students. Start to learn, don't miss out on activities on campus. You pay a student life fee that funds these events, take advantage of it.
  - c. Because of the fires, Mauro has emailed every student about displaced wildlife
    - i. Deer, racoons, squirrels. Wild animals that have lost their homes
      1. DO NOT TOUCH THESE ANIMALS
      2. Have already stopped students from trying to pet a racoon
      3. Have sharp claws, they bite and carry rabies
      4. This happened at 6 pm, have seen deer at 4 am on campus
      5. Report to security
    - ii. Can be a landslide due to fire
      1. If this happens, emails and text messages will be sent out to students
  - d. TITLE XI
    - i. Please complete title 9 for any new students that have not completed it

- ii. If you do not finish, you will receive a letter from Mauro (you do not want a letter)
- e. Stressful times
  - i. Get sleep
  - ii. Eat
  - iii. Drink water
    - 1. Do not need students passing out
    - 2. Talk to ASWU, PPDV staff, faculty to let us know how to help you out with anything you may have questions for

1:00PM - 1:25PM

#### Open Forum

1. How can I get involved with ASWU?
  - a. Apply for Senator
    - i. Helps with connection
  - b. Apply for intern/project manager
    - i. Do projects with Will and Autumn
  - c. Secretary
    - i. Writes the minutes for assembly meetings (would look good for professional writing majors)
  - d. All positions get \$150 per semester
  - e. Can run for E board
2. How much responsibility does ASWU have? Overwhelming? Fun?
  - a. SIPS only have one meeting per week, pretty easy, can be fun if you make it
  - b. E board has a lot more responsibility
3. What kind of fundraisers does ASWU do to fund projects? What projects do we do? Any projects in the works?
  - a. We do not do fundraising since the student life fee is what funds us
  - b. We fund student organizations
  - c. Do events with CAB
  - d. Advocate for students
  - e. Yes, we have a couple projects in the works. Bulletin boards for each school, commuter centric boards, coffee machines, trying to make a student lounge, events block, metro pass, studio scrap bins, volley ball net
    - i. Mauro- keep your eyes open for activities that you can be a part of
4. What are good orgs to join for arch?
  - a. IIDA, AIAS
  - b. CLEA is an inactive org but if you would like to bring it back speak with Marta
5. How can I get involved outside a student organization
  - a. RA (Resident Advisor)
  - b. RHA (Residence Hall Association)
  - c. SPA (SOAR Peer Advisor)
  - d. ASWU (Associated Students of Woodbury University)
  - e. IPA (International Peer Advisor)
  - f. APM (Academic Peer Mentor)
  - g. Will see more positions open during the spring
  - h. Join organizations, all have leadership positions
  - i. Get involved with working on campus such as: the library, DFL, woodshop, computer labs, student affairs, ASWU gym, etc.
6. What are the benefits of being involved? How do I manage my time?
  - a. Networking, resume building, connections
  - b. Time management
  - c. Leadership skills
  - d. Organizations
  - e. Knowing how to react through certain situations
  - f. Maturity
  - g. Way to not stress out about EVERYTHING at once. Being in the know about activities going on around campus

- h. Knowing how to approach issues, thinking before you act
  - i. Being more independent
  - j. Alex: Wouldn't be the person I am today without being involved
  - k. Making the time for what you want to do is how you manage your time and can work with an Academic Peer Mentor.
7. Networking opportunities?
    - a. Organizations have networking events
    - b. Get involved with organizations, will naturally help with networking
    - c. Fraternities and sororities have a lot of alumni
      - i. So do other long standing organizations on campus
    - d. CAB alumni student mixer with advancement
    - e. Each school has different events where you can meet alumni
  8. Halloween party?
    - a. Atmosphere is halloween themed, Pasillo de los Muertos (path of the dead)
    - b. Spirit week is IT themed
    - c. We have a calendar with all the events
    - d. Atmosphere is dress up for masquerade but not directly Halloween related
  9. Arch studios- first aid kits?
    - a. First aid kits are being updated right now
  10. Internship programs?
    - a. For internship requirements, contact your academic advisor
      - i. Plan early
    - b. Start at career services
      - i. Help set up your resume
      - ii. Help with interviews
      - iii. Will help with linked in account
  11. 1st and 2nd Year Architecture Studio
    - a. Door that doesn't lock
    - b. Always tell ASWU so we can contact maintenance and fix these types of things
    - c. First year door, pull door hard. But it can jam
  12. 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 2, 2017, 12:00PM-1:25PM, Saffell Boardroom

Adjourned at 1:24 PM