



Assembly Meeting Agenda
Monday, September 11, 2017
12:00PM - 1:25PM
Saffell Boardroom

- 12:00PM - 12:05PM Attendance
- 12:05PM - 12:10PM Upcoming Events
1. Sigma Omega Nu: Dodgers Event
 - a. Contact Sunnies to purchase tickets
 2. IIDA: health events coming up this semester
 3. Monday, September 18, 2017, 12:00PM-1:25PM, Saffell Boardroom. Guest Speakers Sue Vessella, Jamie Brown, Erik Greeny, & Rebekah Albrecht, topic WU Website.
- 12:10PM - 12:25PM Senator Reports
- School of Architecture
1. Mohamed Hassan Mohamed.Hasan@woodbury.edu
 2. VACANT Please email any recommendations to aswu@woodbury.edu
- School of Business
1. VACANT Please email any recommendations to aswu@woodbury.edu
 2. VACANT Please email any recommendations to aswu@woodbury.edu
- School of Media, Culture, and Design
1. Niomie Glory Niomie.Glory@woodbury.edu
 2. Anna Harrington Anna.HarringtonBilu@woodbury.edu
- College of Liberal Arts
3. VACANT Please email any recommendations to aswu@woodbury.edu
 4. VACANT Please email any recommendations to aswu@woodbury.edu
- 12:25PM - 12:40PM Executive Board Reports
1. Alexandra Holguin, President alex.holguin@woodbury.edu
 - a. Congratulations on all events passing we look forward to seeing great events from everyone this year.
 - b. Next week is a very important meeting where big players in the website committee including: Erik Greeny, Jamie Brown, Rebekah A., & Sue Vessella will be present. Please help us fill saffell board room with students to voice their concerns about this issue. It's one thing to hear it from me as president but a total different thing to hear it from all the students. Our goal is to pack saffell board room so please help us do that. After this meeting I will be posting the flyer Adam made in the President and Treasurer's groupme please spread them around as much as possible. Share on groupmes, social media, text message, email everything you can think of please we would really appreciate the help and support. We will be ordering extra chairs to help seat everyone that day and will be handing out swag for attending as well.
 - c. A link was sent out yesterday for voting for the OAC changes after reports I will do a quick read through those changes. For everyone reference.
 - d. Lastly, I've been working to get a coffee machine on campus I am working through the approval process now and hope to finalize that soon.
 2. William Garcia, Executive VP william.garcia@woodbury.edu

- a. With the changes to the Woodbury.edu email, I will need everyone to update their emails with me
 - b. I have ordered a stop clock as requested from previous semesters to help assembly meetings go smoother, and so we can make sure we all get out of these meetings on time, please feel free to contact me with ideas for more projects
 - c. Last, but not least we have hired senators, interns and project managers for the fall 2017 semester. However, we still need senators for school of business, and COLA so please reach out to any students you think may be interested in the position and have them apply through our website. Thank you
3. Bennet Cariaga, VP of Finance bennet.cariaga@woodbury.edu
- a. The final anticipated number of undergraduate students stands at 953. With that being said, the \$100 ASWU fee collected has been disbursed to the various ASWU accounts accordingly. You can find more about the breakdown of the fee in the ASWU Constitution, under Article IV, Section B.
 - b. OAC
 - i. A total of 15 orgs were in attendance, with all 48 events being approved for this semester. The total for all events amounts to a little over \$14,000, with an average amount of \$310 per event. Transfers will be submitted within the next 5 business days.
 - ii. Thank you for participating in OAC this semester. I will continue to take steps in making the process easier and efficient for the spring semester.
4. Marta Huo, VP of Student Orgs marta.huo@woodbury.edu
- a. Hi everyone, thank you all for coming to OAC yesterday. We do have a lot of events this semester so please keep in mind to have all paperworks such as FREA and flyers done at least two weeks in advance. We do also have spirit week coming up in October from the 11-13th. We will be collaborating with CAB to lead up to their atmosphere event. I will provide more information as details are finalized.
5. Adam Ramirez, VP of Marketing adam.ramirez@woodbury.edu
- a. So remember when submitting your FREA for your event to Sarah, please also attach a pdf of your Flyer and CC me at my woodbury email that is provided in the agenda. She will then email you back and I will be CC'd so I know your event has been approved. Just remember that Sarah's new digital stamp has her initials, time and date of approval, So make sure it is submitted 2 weeks in advance to avoid the \$25 penalty fee.
 - b. Remember, for your OAC events, the 'cosponsored by ASWU' stamp that goes on your flyer has to be sized according to your flyer size. The templates for the 4 different flyer sizes can be found at aswu.woodbury.edu under the DOCS & SURVEYS tab, then under the OTHER tab.
 - c. As of now, all your OAC events have been posted on our calendar on the ASWU website. You will also find on the bulletin board outside of Woody's, a flyer that has all OAC funded events for the month of September, for all students to see.
 - d. Michelle is working on getting all organizations to have an organization email. As well as ASWU Eboard, we will all be using our @woodbury.edu emails, which you can find in the agenda for today, as well as on our website under the WHO WE ARE tab
6. Autumn Davis, VP of Student Life autumn.davis@woodbury.edu
- a. The Freshman PPDV students will be visiting us on 9/25. Because of this, assembly that day will take place in the Fletcher Jones Auditorium. We are also asking all organizations to participate in an ASWU org fair during that meeting. Please bring tabling things, signup sheets, etc. for that. The meeting will be split between Org. Fair and Assembly. I will be sending an email with the itinerary to all orgs. Thank you!
 - b. Thanks for collabing on Winter Fest for OAC! We have 11 orgs participating, and we look forward to seeing you all there!
 - c. Atmosphere theme is Masquerade. More updates as time goes on!
 - d. CAB is looking for interns. Email me if interested in applying. My email is in the agenda. You can also text me. 314.805.0762

1. Mauro Diaz mauro.diaz@woodbury.edu
 - a. Woodys cafe is supposed to be open 24 hours
 - i. Mauro has been doing an unconventional survey to see how many people are aware of Woody's being open 24 hours
 1. Latest group Mauro has seen was until 1 a.m.
 2. Mauro has had it opened recently for 24 hours as a cooling stations for south hall residents
 - ii. Mauro is working on having woody's DINING AREA open 24 hours
 1. Entrance closest to cabrini will be unlocked
 2. In theory, it was supposed to be open all the time, Mauro has not found documentation of this, so he is working on making this official
 - a. Security had recently only opened 1 door, leading students to assume all doors are locked
 3. Mauro will see to it that security opens all doors
 - a. Additional security patrols will be implemented
 - iii. If this is the case, it would be a study space, not meant for people to be loud in
 - iv. Furniture was suggested by IIDA, however, this is expensive to fund.
 1. They also suggested using Woodshop, although Woodshop is not accepting projects this semester, they would not be able to make furniture for the dining hall.
 - v. Mauro is looking into finding a place for commuter students to be able to be at, attempting a "student lounge" area.
 - b. All are aware of the fire
 - i. Woodbury was never asked to prepare, or to evacuate
 1. City safety did their best to keep the fire in control and made sure the fire did not pass cabrini
 2. We've lost power 3 times this year
 - a. Not solely Woodbury was effected by the outages.
 - ii. There have been meetings within Woodbury faculty to prepare for disasters that may occur
 - iii. Wild life, do not touch these animals
 1. There have been students that have been stopped from petting a raccoon
 2. Deer, squirrel, other wildlife will be more present because their home is lost
 3. Stay away from these animals, call security, do not pet, touch or feed these animals
 4. Let your fellow peers know not to be near these
 - iv. Creating protocols for fires, mudslides, and any other disasters that may happen
 1. Please relay this message to other students

12:45PM - 1:15PM

Guest Speaker: Dr. David Steele-Figueredo, University President

1. University Cost Structure
 - a. We were projecting a loss to the structure by-3 million dollars, but we broke even rather than being at a loss.
 - b. We reduced the cost by about 6 million
 - c. Biggest cost reduction was replacing full time, with part time faculty. They are less expensive
 - i. Still trying to maintain a good academic quality
 - d. Had cuts across the board in just about every area
 - e. We may have cut too much
 - i. Will restore some positions, including student affairs
2. Enrollment
 - a. Based budget on 1150
 - i. Good news, we came in at 1160

- b. Pool analogy
 - i. Pool of students, students exiting, students entering, students returning, and students dropping
 - ii. We are to the point where we are stabilized
 - iii. Biggest problem was reduction in international students
 - 1. Suspect that political environment affected and will continue to affect enrollment
 - 2. Putting full court press to continue international recruitment
 - a. Will be recruiting more students from China and India
 - 3. Have full time workers that work on international recruitment
 - iv. Number of graduates peaked in 2010
 - 1. Now have a smaller amount of students to compete for recruitment
 - 2. Spending more money, finding less students
- 3. Donation
 - a. President donated 30,000 to ASWU account
 - i. Meaning we have more funding for OAC
 - ii. Breakdown of that \$30,000 Donation is as follows
 - 1. 50% Fall 2017 & 50% Spring 2018
 - 2. 50% will then go to Organization Allocation Committee
 - 3. 25% will then go to Campus Activities Board
 - 4. 25% will then go to Campus Life Enhancement
- 4. Comment/Questions/Concerns
 - a. Recognition event for Bill Thomas
 - i. Postponed to February
 - ii. Bill was not available in August
 - iii. Event is still happening
 - b. Delta Sigma Phi reached out to President offering any help that they can give towards Bill Thomas
 - i. Bill Thomas is the 2nd longest serving members of the Board of Trustees
 - c. IIDA suggested public transportation for Woodbury, and advertised
 - i. Bus stops are very expensive
 - ii. Constantly trying to determine what to do with marketing money
 - 1. Went from 5,000 a month to 10,000 a month in marketing
 - 2. New students coming in do not respond to emails, or social media
 - 3. They spend most of their time online comparing websites, which is why the website has had the most attention for advertising budgets
 - a. Making websites most available for students on handhelds (tablets, cell phones, etc.)
 - b. 60-65% students hear about woodbury online
 - iii. \$7-8 thousand dollars a year, this does not include advertising on the bus solely for bus stop advertising
 - d. AIAS- bus system comment
 - i. Look into getting student bus passes for commuters
 - ii. Alex- the system that was mentioned selects the schools they give passes too
 - 1. There is also a cost for the university
 - 2. Students get discount for pass, but university has to pay for this to be implemented
 - 3. This is something that is offered more so to bigger universities, we are looking at other options
 - e. IPA- advertisement comment
 - i. Are online advertisements online in other countries?
 - ii. Answer- no, there is one advertisement in Europe
 - iii. Woodbury is expensive compared to free schools in other countries
 - iv. Looking into advertising in China and India but it is expensive to have these advertisements

- v. SACM(Saudi Arabian Cultural Mission) is working on a portal system that lists the schools that Saudi students can attend
- f. Each deans recently put together a report of all their activities
 - i. Hopefully , this will help all majors to bring more international students aside from just business management and architecture
- g. Marketing is a tricky area because we don't have data to prove potential students are retaining information from marketing
- h. Suggestion- could the website have different versions of the website according to language
 - i. Spanish, Chinese, Arabic
 - ii. President says it is an expense, but so far all collateral information has been translated into Spanish and Mandarin that will be used for marketing but having the website changed is an expense but not one we can afford right now but possibly in the future.
 - iii. Next suggestion a pie chart of international students for reference on website.
 - 1. Ethnicity pie chart or country of origin.

1:15PM - 1:25PM

Open Forum

1. CAB bylaws were changed to mirror ASWU's distribution change
2. Comment Box:
 - a. "I have a complaint in regards to the SOAR Peer Advisors, there are some that are rude. It makes me feel intimidated where I do not feel comfortable approaching them for questions or comments. This is unfortunate as I thought SOAR Peer Advisors were supposed to be friendly and welcoming, especially since they represent Woodbury University. There is a specific peer advisor that I have had a negative encounter with, but I hope there is change and growth, so that all the students on campus, including myself can feel comfortable in a safe, positive, environment."
 - b. REPLY: Dear Student Body, As supervisor of the SOAR Peer Advisors, I would first like to apologize to any of you who may have had a less than welcoming experience with any of my team members. It is our goal to ensure that every incoming (and returning) student have a pleasant experience at Woodbury and feels supported by his/her peers. If there were an occasion in which anyone from the student body did not feel comfortable around any of my team members, I would want that individual to please speak with me about the incident so that I can address it directly with my team. That way I can be sure that these situations are handled before they become a larger issue. The SOAR Peer Advisors and I truly care about your well-being and would never want to contribute to or create a negative experience for any of you. Again, I encourage you all to feel free to come and speak to me if you ever have any concerns and/or questions.
3. 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.

1:25PM

Next Meeting

1. Monday, September 18, 2017, 12:00PM-1:25PM, Saffell Boardroom. Guest Speakers Sue Vessella, Jamie Brown, Erik Greeny, & Rebekah Albrecht, topic WU Website.

Meeting adjourned 1:05

