



Personnel Committee

November 19th, 2025 | LOCATION: HUB 307 | 4:30pm-5:30pm

[Zoom Link](#)

AGENDA

Call to order:

Owen calls meeting to order at 4:33pm.

Land Acknowledgement:

The ASUW acknowledges the stewards of Coast Salish lands, the lands on which we currently sit, and the UW occupies. We acknowledge the original and current caretakers; Duwamish, Suquamish, Tulalip, and Muckleshoot nations and peoples.

Roll Call | 13 total *5 voting 6 quorum # present (P). # excused (E). # absent (A)

Owen Rivera– Personnel Director

E Sonal Virk– Vice President

E Khushi Loomba– Finance and Budget Director

E Reaa Dureja– ASUW Member

E Skylar K Fridriksson - Student Senate Liaison

P Isabel Gan– Committee Member 1

P Hanna Turnes– Committee Member 2

P Angelina Nguyen– Committee Member 3

P Lynn Nguyen–Committee Member 4

P Sejal Dogiparthi–Committee Member 5

E Ben Juarez – Committee Member 6 (non-voting)

P Shriya Sundar– Personnel Coordinator

P Alan Galvez– SAO Advisor

Approval of Agenda:

Lynn motions to approve

Hanna seconds

Unanimous approval. Agenda is approved at 4:34 pm.

Approval of Minutes:

No minutes to approve.

PUBLIC FORUM

No comments.

CONSENT AGENDA

NEW BUSINESS

[Board Bill 2.05- An Act to Amend the ASUW Personnel Policy.docx](#)

Owen explains that there is a board bill to clear up vague language within the personnel policy.

Sejal motions to approve board bill

Lynn seconds

Unanimous approval. 4:37 pm.

[Board Bill 2.07- An Act to Amend the ASUW Volunteers Policy.docx](#)

Owen explains that this volunteer policy was changed to clarify language. It also specifies that interns can be proxies for student senate attendance.

Isabel motions

Angelina seconds

Unanimous approval. 4:38 pm.

[BOARD BILL 4.04 An Act to Amend the Personnel Policy for the Clarification of Provisions Applicable to the ASUW Student Senate.docx](#)

Owen explains that this bill outlines stipend differences between ASUW employees and Senate at-large. They do not have to attend the quarterly staff meetings, but provisions of the personnel policy still apply to them.

Lynn motions to approve board bill

Hanna seconds

Unanimous vote. Approved at 4:41 pm.

OLD BUSINESS

DISCUSSION ITEMS

1. Hiring Training

Owen begins hirings training. Sends the Hiring Guide in the chat and begins to go through it for members. Starts off by explaining the directions for the pre-hire process and all the email templates, then the interview process, then deliberations and hiring confirmation.

Owen explains that criteria D will be mandatory now. Also talks about creating a hiring schedule next quarter to coordinate between personnel committee members and SAO advisors. Also goes over the note about zoom meeting recordings being acceptable in interviews

Owen starts training about interviewing and applications. Committee conducts a mock interview where **Shriya** chairs a hiring and **Owen** is the candidate. Went through two different scenarios with a good vs bad example of answering questions. **Shriya** explains to keep your demeanor professional as you conduct interviews.

Owen reiterates professionalism standards. Comes back to the meeting and asks committee members what their evaluations would be.

Isabel explains that Candidate 1 was clearer and more specific with their responses, which strengthened their interview performance.

Sonal joins the meeting.

Owen continues training and explains the specifics about reference checks and deliberations.

Sonal explains you cannot show favoritism no matter what; the only indication of performance can be through the board bills or offer letters. Also explains that **Owen** is the only person that can draft and send board bills.

Owen explains that if you are interviewing someone you know, reach out to him as it could be a conflict of interest.

Sonal also explains that SAO advisors cannot be references because it's a conflict of interest.

Once the training is complete, **Owen** asks if anyone has questions. **Sonal** explains that this process can be overwhelming at first, but it will get better as everyone starts to actually conduct hirings.

Owen says that there will be no meeting next week. **Sonal** advises that if the committee has questions, utilize the next few weeks to think over and ask them. **Owen** says that we will get started with interviews pretty soon in winter quarter. He says we will let everyone know if there will be any meetings during finals week.

REPORTS

ADJOURNMENT

Isabel motions to adjourn

Lynn seconds

Unanimous vote. Meeting adjourned at 5:16 pm.