



## Associated Students of the University of Washington

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Personnel Committee | **Agenda** | Session 125

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February 25<sup>th</sup>, 2026 | Husky Union Building 307 | 4:30 – 5:30PM

[Virtual Meeting Link](#)

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### **AGENDA**

#### Call to order:

**Owen** calls this meeting to order at 4:41 pm

#### 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 | 12 total \*10 voting 6 quorum # present (P). # excused (E). # absent (A)  
Tardy (T)

**P \*Owen Rivera– Personnel Director**

**E \*Nandana Jaideep- President, or proxy**

**E \*Sonal Virk– Vice President**

**E \*Khushi Loomba– Finance and Budget Director**

**P \*Reaa Dureja– ASUW Member**

**P \*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 Shriya Sundar– Personnel Coordinator**

**P Alan Galvez– SAO Advisor**

*Approval of Agenda:*

**Reaa** motions to approve the agenda

**Lynn** seconds

*Unanimous vote. Agenda is approved at 4:43 pm.*

*Approval of Minutes:*

[2-18-26 Personnel Committee MINUTES.docx](#)

Reaa motions to approve the minutes

Angelina seconds

*Unanimous vote. Minutes pass at 4:44 pm.*

**PUBLIC FORUM**

**CONSENT AGENDA**

**NEW BUSINESS**

**OLD BUSINESS**

**DISCUSSION ITEMS**

-New Hiring Schedule

**Owen** goes over the new hiring schedule and explains the formatting of the sheet. Many jobs need job description changes, some are unopened, and

some are ongoing. Some positions need major changes, and these will eventually need to go through personnel committee.

**Reaa** asks for an edit to make the due date for EAC redactions to be a bit sooner.

**Owen** explains that many of the position's timelines coincide with our meeting schedules. He goes over the tentative deadlines for each part of the hiring process.

**Owen** explains that we will be going forward with hirings, and personnel committee will be chairing more next quarter. He suggests everyone signs up for different hirings.

He is going to get everyone's schedules to see when they are available to hire. He requests the committee to ask for SAO availability a minimum of 2 days in advance.

Everyone in the committee fills out a when2meet for general availability for hirings.

#### - [Hiring Block Schedule](#) Signup

**Owen** says that moving forward we will not be recording interviews, so need to ensure there are three people on the committee.

**Alan** reiterates best practice for notifying SAO advisors, since they are so busy.

Most committee members would have to do 4-5 hirings at most if everyone is spreading work out evenly.

## - Transition Document Template Discussion

**Owen** goes over the transition document template and asks committee members for input and areas for improvement.

**Reaa** suggests dividing role by quarter into role by week. Have important deadlines set, which can help especially pertaining to her role. She also says that it would help to preserve our previous records.

**Owen** goes through the document to review the template. He hopes that everyone meets their predecessor, but if not, then they can do a recording going through the transition document.

**Sonal** says that potential consequences are a pay freeze. Needs to create a clear process for if employees are not doing the work. It's hard to incentivize this. **Owen** explains his ideas and thoughts.

**Skylar** suggests sending regular emails throughout the year may be helpful to remind people to keep up with the document.

**Sonal** says that internal and external quarterly reports are due and if they refer to them, it shouldn't be hard to do transition documents.

**Isabel** asks if it matters that much to have different deadlines, she says that deadline should be set to when the last entity is hiring. Clarifies about summer hours.

**Sonal** says that she agrees that having one deadline at the end of April would be best.

**Isabel** asks what the current process is if people don't submit the transition documents. **Sonal** responds that nothing much happens as of now except repeated reminders.

**Isabel** also asks if there is a review process for people submitting transition documents.

**Sonal** says that last year she provided a template, but documents were very subjective in regards to length. She says that this year **Owen** and **Shriya** will review them over.

**Owen** wants to find an accountability measure to ensure there is communication between the predecessor and the successor. Says its a lot easier to do this if people are hired before the summer as it can count in employee hours.

## **REPORTS**

## **ADJOURNMENT**

**Skylar** motions to adjourn

**Lynn** seconds

Non objectionable

*Unanimous vote. Meeting adjourned at 5:28 pm.*