



Associated Students of the University of Washington

Personnel Committee | **Agenda** | Session 125

March 11th, 2026 | Husky Union Building 307 | 4:30 – 5:30PM

[Virtual Meeting Link](#)

AGENDA

Call to order:

Owen calls this meeting to order at 4:35 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

P *Sonal Virk– Vice President

E *Khushi Loomba– Finance and Budget Director

P *Reaa Dureja– ASUW Member

P *Skylar K Fridriksson - Student Senate Liaison

E *Isabel Gan– Committee Member 1

P *Hanna Turnes– Committee Member 2

P *Angelina Nguyen– Committee Member 3

P *Lynn Nguyen–Committee Member 4

***Vacant–Committee Member 5**

P Shriya Sundar– Personnel Coordinator

P Alan Galvez– SAO Advisor

Approval of Agenda:

Reaa motions to suspend the rules and move all items in consent agenda to move it into New Business.

Owen explains that it can be more efficient to keep items in consent agenda over new business.

Reaa rescinds her motion

Reaa motions to approve the agenda

Lynn seconds

Vote is unanimous. Agenda passes at 4:38 pm.

Approval of Minutes:

[2-25-26 Meeting Minutes](#)

Reaa motions to approve the minutes

Hanna seconds

Motion passes unanimously at 4:40 pm.

PUBLIC FORUM

No members of the public

CONSENT AGENDA

[Office of Inclusive Design Director Job Description.docx](#)

Owen explains that the Office of Inclusive Design has been restructured from Director and Assistant Director to just a single Director.

Reaa asks if both the job descriptions were synthesized or if points were removed

Owen says they were synthesized; it just makes shared responsibilities into singular ones now.

[Job Description for Media_Multimedia Coordinator 2026-2027](#)

Consolidates the jobs of multimedia curator and the coordinator roles into one. **Owen** explains that it can help with consistency and managing interns.

[OCOMM Tech Job Description \(JD 2026-2027\)](#)

This combines the role of tech administrator and front-end developer, combining front-end and back-end while increasing their hours.

Reaa wants to add a responsibility that they should teach students how to use Microsoft 365 tools.

Reaa motions to move Tech Job to new business

Lynn seconds

Motion passes unanimously. Moved into new business. 4.45 pm.

[Job Description GEC Director \(2026-27\).docx](#)

The Gender Equity Commission has structurally changed from director and assistant director to solely a director, similar changes to before.

Reaa makes a grammar note about recruitment, should reflect both volunteers and interns.

Reaa motions to amend line to reflect “volunteers and interns” instead of just “volunteers”

Lynn seconds

Motion passes unanimously. 4:48 pm.

[AISC JOB DESCRIPTION 2026-2027](#)

Similar director streamlining changes are applied to this role, consistent with other commissions.

Reaa motions to amend line to reflect “volunteers and interns” instead of just “volunteers”

Hanna seconds

Motion passes unanimously. 4:49 pm.

Reaa notices another grammatical change, **Owen** corrects it.

Reaa asks if people cannot have online office hours anymore.

Owen says they want to promote having in-person office hours.

Reaa clarifies a point in the JD about adding zoom for flexibility, and Owen says that this is referring to a physical place other than the HUB, not implying remote vs in-person. Confirms with Alan.

Reaa mentions two additional grammatical changes, which **Owen** fixes.

[Job Description QSC Director \(2026-27\) .docx](#)

Link is broken

[Job Description OISA Director \(2026-27\) .docx](#)

Reaa mentions that RCSA should be listed as one of the collaborators in the job description.

Reaa motions to take the OISA JD out of Consent agenda and into New Business.

Hanna seconds.

Motion passes unanimously. 4:55 pm.

[Job Description SARVA Director \(2026-27\)](#)

Reaa motions to suspend the rules and take out SARVA and QSC from the consent agenda

Lynn seconds

Unanimous vote

Motion passes at 4:56 pm.

[UPDATED ASUW ASC JOB DESCRIPTION.docx](#)

Owen says that it's the same structural changes as the commissions prior.

Reaa makes a grammatical change.

Reaa motions to take the ASC JD out of Consent agenda and into New Business.

Lynn seconds.

Motion passes unanimously. 4:59 pm.

[Job Description EAC Director \(JD 2026-27\)](#)

[Job Description EAC Assistant Director \(JD 2026-27\)](#)

EAC has made changes to change from Co-directors to Director and AD.

Reaa explains how the different roles operate, including differences in volunteer and intern recruitment, collaborations, and event planning.

Skylar motions to remove EAC Director JD into new business

Hanna seconds

Unanimous vote. *Motion passes at 5:01 pm.*

Reaa motions to approve consent agenda.

Angelina seconds.

Unanimous vote.

Consent agenda passes at 5:04pm.

NEW BUSINESS

OCOMM Tech Job Description (JD 2026-2027)

Reaa motions to change job description to reflect training ASUW employees to use Microsoft office in compliance with constitution.

Lynn seconds.

Unanimous vote.

Motion passes at 5:05 pm.

Reaa motions to approve the OCOMM Tech Job Description

Lynn seconds

Unanimous vote.

Motion passes at 5:06pm.

Job Description OISA Director (2026-27) .docx

Skylar motions to add RCSA in the collaborations section of the OISA Director JD

Reaa seconds

Unanimous vote.

Motion passes at 5:06 pm.

Lynn motions to approve the OISA Job Description

Hanna seconds

Unanimous vote

Motion passes at 5:07pm.

UPDATED ASUW ASC JOB DESCRIPTION.docx

Reaa motions to amend a bullet to say “programming, advocacy, and program development and implementation”.

Angelina seconds

Unanimous vote

Motion passes at 5:09 pm.

Reaa motions to add hosting 2 cultural events in the job description.

Owen objects

Reaa rescinds her motion

Owen is concerned that quantifying one commission to have a programming requirement diverts from the standard JD of the other commissions.

Reaa agrees but there are specific events laid out in their JD. She says she hasn't seen much programming from JCC and adding this could help encourage more.

Owen suggests there should be more programming examples rather than mandates.

Reaa suggests adding “host at least 2 events” and list examples

Owen is still hesitant to quantify that amount

Reaa says she understands that point, but believes that every entity in JCC should have some mandated programming events outlined in the JD. She says she would want to add that to all JCC JD's because mandating will incentivize event programming.

Owen says that the Director of Div Efforts is pushing for 2 events by each JCC entity, but it could be productive to put it in writing.

Reaa says the more in writing the better it is.

Reaa motions to amend the JD to say “Host at least one event that celebrates Asian heritage, culture, or holidays each quarter to serve Asian students on campus and enhance outreach”

Angelina seconds

Unanimous vote.

Motion passes at 5:15 pm.

Reaa wants to add working with OISA into the Job Description as most international students tend to be of Asian heritage, and also adds RCSA collaboration as well

Reaa motions to add “liaison to OISA, CIRCLE, and ISS to improve the experiences of Asian international students on campus in the form of advocacy, programming, etc.”

Lynn seconds

Unanimous vote.

Motion passes at 5:20 pm.

Skylar asks if we should spell out acronyms. **Reaa** responds that they are already spelled out earlier in the JD.

Reaa adds another grammatical change about BOD title.

Reaa motions to approve the ASC JD.

Lynn seconds

Unanimous vote.

Motion passes at 5:24 pm.

Job Description EAC Director (JD 2026-27)

Reaa motions to amend point 14 to add “as needed during elections season”

Reaa also mentions a grammatical change. **Owen** corrects it.

Skylar asks if evaluating EPP is in the JD, and **Reaa** responds that it is and elaborates more.

Reaa motions to approve the EAC Director job description.

Skylar seconds

Unanimous vote.

Motion passes unanimously at 5:26 pm.

OLD BUSINESS

DISCUSSION ITEMS

-Hiring Committee Signups

Owen says that everyone should add a name for 4 hirings they'd like to be a part of.

REPORTS

ADJOURNMENT

Reaa motions to adjourn

Hanna seconds

Non objectionable

Unanimous vote. Meeting is adjourned at 5:32 pm.