

**Associated Students Executive Committee**  
Humboldt State University  
<https://humboldtstate.zoom.us/j/93861873333>  
([Meeting Recording Link](#))

Tuesday, March 23, 2021, at 7:00pm  
Minutes #17

**I. Called To Order at 7:03 pm**

**II. Roll Call - quorum was present**

- A. President Finley (Chair) - present
- B. Vice President Cuéllar - present
- C. Vice President Lopez - present
- D. Vice President Lamar - present
- E. Officer Sotomayor - present
- F. Officer Barrantes - present
- G. Representative Mort - present
- H. Representative Guerrero (non-voting) - absent
- I. Public Relations Officer Burns-Young (non-voting) - absent
- J. Parliamentarian Shapiro (non-voting) - arrived at 7:05pm
- K. Executive Director Lund (non-voting) - present

Others present: Dan Perez-Sornia (A.S.), Rachel Ostrander (WRRAP), Monica Flandez (SLL), Klara Hernandez (CCAT), Dawn Nystrom (ERC)

Definitions of Organization Acronyms:

- A.S. - Associated Students
- CCAT - Campus Center for Appropriate Technology
- ERC - Eric Rofes Center
- SLL - Student Legal Lounge
- WRRAP - Waste Reduction & Resource Awareness Program
- WRC - Womxn's Resource Center

**III. Adoption of the Agenda**

It was moved (Cuéllar) and seconded to adopt the agenda.  
The motion to adopt was **APPROVED** unanimously.

**IV. Adoption of Minutes**

It was moved (Cuéllar) and seconded to adopt the Minutes dated [March 16, 2021](#).  
The motion to adopt was **APPROVED**, (6 ayes, 0 nays, 1 abstention)

**V. Public Comment**

Vice President Lopez was on Handshake and saw there was a listing for a full time position at The J, and heard that hours are possibly being cut from for student positions from 15 to 10 hours. Vice President Lopez intends to get more information himself, and encourages the committee to do the same. President Finley encourages Vice President Lopez to reach out to the Dean of Students to follow up on this information for more clarification.

## **VI. Unfinished Business**

### **A. Co-Director/Manager/Student Coordinator Hiring – Discussion**

The Committee reviewed the discussion from the previous meeting on the preferred joint model for co-director interviews and advised on any changes. President Finley opened the Core Program Hiring Options for viewing, and reviewed where the committee last left off, to refresh those who were present and share with those who were not present last meeting. It was reiterated that the committee was leaning in favor of the fifth option. Executive Director Lund noted that some programs do not currently have or wish to have a steering committee, stating that it is not necessary to have one, and that it is exchangeable with current core program employees. Ostrander (WRRAP) noted that WRRAP had many questions to ask and asked who they could speak to to answer these questions and not hold up too much time in the committee meeting. President Finley noted that anyone may take up as much time as necessary in relation to the topics of core program, or email the whole A.S. Board.

Ostrander asked about the mentioned training on topics like unconscious bias, but questioned that A.S. programs do not need to follow the A.S. Hiring Process, and wanted to know the ultimate goal of the process. WRRAP themselves try to hire a diverse staff. Ultimately, the question is, “What can A.S. Executive members bring to the hiring/interviewing table?” In the past previous A.S. Executives have pushed their positions of authority. WRRAP would like to know how these dynamics, and timing could affect the program’s hiring. It was also brought up that members in WRRAP are the most knowledgeable and want to be able to have autonomy over the hiring process, and that A.S. Executives may take up space in the process. President Finley inquired as to the best way to address these comments and questions. Ostrander noted that due to small bandwidth, that email would be the best option and will email A.S. following the committee meeting.

Hernandez (CCAT) noted that the fifth option works best for CCAT, and it is the only option they are interested in, and perhaps CCAT can follow the fifth one, with the other programs following the fourth. Vice President Lopez noted that it is important to have a uniform process for all programs. Noted that because student fees are being used to pay for student employees, that A.S. is represented in the process for that reason. Also noted that the student voice should be seen in each respective committee.

Lund explained that there would never be more than three A.S. executives in any meeting to avoid quorum. She noted that there has been concern about A.S. Employees being outnumbered on hiring committees by executives. It was noted that this stipulation could be written into code that A.S. Executives could never outnumber employees on hiring committees.

Ostrander (WRRAP) asked about the terminology used because they do not have co-directors. Vice President Lopez called to focus on the co-director hiring model before focusing on the hiring process for co-directors. President Finley requested the committee to sound off on each other to discuss how they feel about the hiring

options. Roman was in favor of option number 5.

Nystrom (ERC) noted that because all of their employees have “coordinator” in their title, and the 5th option’s wording is not inclusive of their employees. Flandez (SLL) noted that SLL would be interested in doing the first round of interviews and providing a recommendation to A.S. to hire the employees, but wanted more training for employees on these hiring committees. Lund and Perez-Sornia noted that all employees on hiring committees would go through training which serves as professional development for all those involved.

It was moved and seconded that the Executive Committee moves forward with option five (5), with the stipulation that execs do not outnumber employees on any hiring committee. Although the motion passed unanimously, the motion was out of order as this was not an actionable item. The spirit of the motion was noted and the staff and Bylaws Committee will work to create Personnel policy to reflect this intent.

## **VII. New Business**

### **A. Other Employee Hiring: Student Assistants – Discussion**

Perez-Sornia presented the proposed process that was discussed with the CCAT leadership. The Committee discussed the possible processes and guests were given the opportunity to provide context to their programs' current practices and advise on their preferences moving forward.

Lund noted that because student bandwidth is low, that one option for student leader hiring could be that the Co-Director or manager and the A.S. Executive Director work together to do the hiring of non-lead employees. They would then facilitate a meet and greet with other employees. Hernandez (CCAT) noted that the Executive Director would attend interviews and not contribute, just to make sure there are no illegal questions being asked, but did not think that the meet-and-greet example would be used. Executive Director Lund noted that currently, CCAT Co-Directors prepare their questions and she observes to allow students the autonomy to interview their potential employees.

Vice President Lopez noted that it is a good way to go about the hiring process, and wonders if it would be possible for the new employee to come by office hours, or the Executive Committee to introduce themselves. Ostrander noted that having this option would be beneficial for WRRAP. They also noted that they would like help from A.S. in getting the word out for employment, and wants help in encouraging diverse applicants, and sustainable minded applicants. Coordinator Perez-Sornia noted that they would share more information of hiring practices and support WRRAP in practices to solicit applications from different applicant demographics.

### **B. Professional Staff Support – Discussion**

Due to time, this discussion was tabled

**VIII. General Discussion**

Due to time, there was no discussion outside of the business items.

**IX. Announcements**

Due to time, there were no announcements.

**X. Adjournment**

It was moved (Cuéllar) and seconded to adjourn the meeting.

The meeting adjourned at 8:05PM