



EDMONDS COMMUNITY COLLEGE ASSOCIATED STUDENTS

Assistant Hiring Committee Committee Meeting

04/19/2018

Time: 2:00 p.m. - 4 p.m.

Place: BRI 244

Minutes

1. Chair:

Quan Trung Nghiem - Assistant to the Executive Board

2. Members:

Quan Nghiem

Assistant to the Executive Board

Amanda Tedjawinata

Communication Assistant

Verena Girgis

Executive Officer for Clubs

June Vethanayagam

Executive Officer for Diversity

3. Unfinished business:

4. New business:

- a. Determine hiring process and interview guidelines
 - i. The committee start reviewing individual applications on April 26th
 - ii. There will be 10 interview questions for each of the position
 - iii. Decided the timeline for the hiring and interviewing process
- b. Sign confidentiality statement. After signed document, applications will be released to members for individual review