**Committee on Committees Agenda Annotated for Chair**

Associated Students  
Senate Office  Minutes Recorded by:  Priscilla Lee

October 7, 6:00 PM

**CALL TO ORDER at 6PM by Sydney Bennet, Chair**

**A. MEETING BUSINESS**

1. **Roll Call**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Note:**  absent (excused/not excused)  arrived late (time)  departed early (time)  proxy (full name) | **Name** | **Note:**  absent (excused/not excused)  arrived late (time)  departed early (time)  proxy (full name) |
| **Sydney Bennet** | Present |  |  |
| **Andrew Neiman** | Present |  |  |
| **Eve Kopecky** | Present |  |  |
| **Izeah Garcia** | Absent |  |  |
| **Kelly Pearman** | Present |  |  |
| **Oscar Zarate** | Present |  |  |
| **Pedro Villalobos** | Present |  |  |
| **Priscilla Lee** | Present |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Acceptance of Excused Absences**

**B. DISCUSSION ITEMS**

**B-1: AS Retreat**

* Oscar - liked activities and fun; learned teamwork through Adventure Program
* Eve - everyone was so nice and cool; a lot more comfortable in the office
* Sydney - Adventure Program was favorite; good team building

**B-2: Pardall Carnival**

* Saturday
* Talk to people about AS/hang out
* Face painting
  + sign up for shifts
  + Get face painting (Kelly and Pedro)
* Schedule
* 11-12pm (set-up): Kelly, Pedro
* 12-1pm: Kelly, Pedro, Andrew
* 1-2pm: Andrew, Priscilla, Oscar
* 2-3pm: Priscilla, Oscar, Sydney, Eve
* 3-4pm: Sydney, Eve

**B-3: Interview Scheduling**

* A lot of people you haven’t heard back from? No
* Friday slots are still empty
* Oscar - internal climate coordinator applicant didn’t get a call (Nancy)
  + Schedule Nancy’s
* Sydney - Couple more calls left; let me know who can call

**B-4: Interview Reminders (staying on time)**

* Sydney - interviews in Senate office
* Three chairs with one chair in front, can kick senators out
* trying to print questions out, but if not, two computers
* one person asking questions, one taking notes
* Read the questions first so that you can rewrite them if you want
* Some questions optional
* Try to make sure interviews end on time, you can eliminate questions if not enough time
* Documents for each person with questions in them (Fall Interviews > Position > Person’s name as title > Copy&Paste Questions)
* Note taking is documenting all interviewee’s answers; third person can take notes on his/her own opinion
* Third person is for deliberations
* **Deliberations**: Friday 4:00-5:30PM, Senate office
* Kelly - have to check interviewing schedule one more time to just make sure

1. **REMARKS**

* Sydney - call the rest of applicants for interviewing schedule

**ADJOURNMENT**

Meeting adjourned by Sydney Bennet at 6:23 PM