

ASI PERFORMANCE WARNING NOTICE

Associated Students, Inc.

California State University, Los Angeles

Name: Jose Abarca	Date: 7/23/18
Position: ASI Business and Economics College Rep	Area: Associated Students, Inc.

INCIDENTS

- | | |
|---|--|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Unexcused absenteeism <input type="checkbox"/> Unexcused tardiness <input type="checkbox"/> Early Departures from meetings <input checked="" type="checkbox"/> Failure to notify Direct Report of absence from work <input type="checkbox"/> Theft of company property <input type="checkbox"/> Discourtesy to public or coworkers <input type="checkbox"/> Failure or refusal to perform assigned duties <input type="checkbox"/> Unauthorized access and/or distribution of confidential information <input type="checkbox"/> Misrepresentation of time keeping <input type="checkbox"/> Failure to report to office hours <input type="checkbox"/> Insubordination, refusal to comply with instructions or failure to perform reasonable and assigned duties <input type="checkbox"/> Use of work time for non-work-related or personal matters <input type="checkbox"/> Other (explain below) | <ul style="list-style-type: none"> <input type="checkbox"/> Violation of safety rules <input checked="" type="checkbox"/> Inability to accomplish work at an effective level <input type="checkbox"/> Misuse of company property <input type="checkbox"/> Engaging in practices inconsistent with U-SU/ASI policies or procedures <input type="checkbox"/> Sleeping on duty <input type="checkbox"/> Securing leave under false pretenses <input type="checkbox"/> Fighting or engaging in horseplay <input type="checkbox"/> Harassment and/or discrimination of other employees <input checked="" type="checkbox"/> Unexcused absence from required meeting/training <input type="checkbox"/> Inappropriate or excessive phone usage/computer <input type="checkbox"/> Unauthorized access to private offices/areas |
|---|--|

DESCRIPTION OF INCIDENTS: (Include dates, times and names of witnesses, if any)

This Performance Notice is being issued to Jose Abarca for not fulfilling the minimum requirements of an ASI Board of Director in accordance with the ASI Board of Directors Code of Procedure (Article II, Section 3) and the following policies:

- Policy 025, 3.1 "ASI elected and appointed members are required to participate in summer trainings, orientations, and meetings once their term or appointment begins the first day of the summer intersession."
- Policy 010, 5.2- "It is the responsibility of each member to attend all meetings in their entirety."
- Policy 022, 7. Respect- "keeping others informed of work progress," "responding to business related emails in a timely manner"

- On 06/20/18 Jose failed to submit a Bi-weekly report to the Secretary Treasurer.
- On 6/21/18, the Secretary Treasurer sent a reminder to Jose to submit his Bi-Weekly report.
- On 6/22/18, another reminder was sent to Jose to submit his Bi-Weekly report.
- On 6/27/18 Jose failed to respond to the Secretary Treasurer's second attempt to contact him regarding his missing Bi-weekly report.
- On 06/29/18 Jose missed the college representative specific leadership training. This was counted as an unexcused absence.
- On 6/29/18, an email was sent directly to Jose regarding his absence in the College representative training.
- On 07/02/18, Jose received an unexcused absence for the Board of Directors leadership training.
- On 07/05/18, Jose received an unexcused absence for the Board of Directors meeting.
- On 07/05/18, Jose failed to submit his second Bi-weekly report.
- On 07/21/18, the Secretary Treasurer sent Jose another email regarding his missing Bi-weekly

On June 19, 2018, Jose sent an e-mail to the ASI President stating he was participating in a summer internship that would not end until August 10, 2018. The email left the impression that Jose would not be available to participate in any ASI summer meetings or trainings until the August 10, 2018 retreat. On Wednesday, June 20, 2018 the ASI Executive Director sent an email requesting Jose to clarify his future participation and stressed it was mandatory to ensure success in the position. Following that email, Jose remained unresponsive.

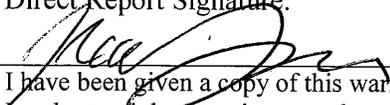
In addition, Jose has not submitted any bi-weekly reports to his direct, ASI President Nia Johnson. Lastly, Jose has been unresponsive to emails sent by his Direct Report, ASI President, Nia Johnson, ASI Secretary/Treasurer, and ASI Executive Director.

In order to take part in Associated Students, Inc., you must fulfill the duties and expectations as stated in the policies noted above and in the Director's Agreement you signed on Thursday, June 7, 2018.

An email requesting a meeting or phone conference was sent on Wednesday, July 18, 2018. The meeting needed to take place on or before Friday, July 20 at 5:00 PM but this did not happen. There have been several attempts to communicate with you, but these expectations have not been met. Given the above you will be put up for removal at the next Executive Committee meeting to be held on Tuesday, July 24, 2018. If you have any questions regarding this notice, please e-mail Nia Johnson at asipres@calstatela.edu.

(If more space is required, use attachments)

Direct Report Signature:



Date:

7.24.18

I have been given a copy of this warning notice and understand that a copy will be placed in my official file. I understand that my signature does not mean that I agree with the content of this notice. I also understand that I may prepare a written statement explaining or disagreeing with the content of this notice and that my statement will also be placed in my official personnel folder.

Signed _____

Date _____

(Note to Supervisor, if employee refuses to sign, give the employee a copy of this performance notice and indicate that the employee refuses to sign.)

Weser, Intef

From: Weser, Intef
Sent: Wednesday, June 20, 2018 10:18 AM
To: Jose Luis Abarca; Jose Abarca (asiber2@calstatela.edu)
Cc: ASI President
Subject: RE: Jose Abarca (Schedule & Request for continued participation)
Attachments: 2018 ASI Summer Leadership Training and Retreat Schedule - 6.20.18.pdf

Importance: High

Tracking:	Recipient	Delivery
	Jose Luis Abarca	
	Jose Abarca (asiber2@calstatela.edu)	Delivered: 6/20/2018 10:18 AM
	ASI President	Delivered: 6/20/2018 10:18 AM

Hello Jose,

Thanks for your e-mail below. I am sending you this email and attachment on behalf of Nia in response to your e-mail regarding your attendance at future ASI Leadership Trainings.

It is important that if you are going to miss any of the required trainings going forward you need to let Nia know in advance. As you know Nia's contact information is: ASI e-mail asipres@calstatela.edu, you can send her notice via GroupMe, or via her cell 323-806-0207.

On the attached schedule, I have highlighted in yellow all of the required trainings & meetings that you should plan to attend. ***Nia would like you to be a little clearer regarding your request and send her a list of all of the trainings you will be attending and those you may not with the reason why by our first BOD this Thursday, June 21 at 3:15.***

As you know, this summer window of training is essential to preparing you all for a successful year. Per your e-mail below, it looks like it will be a significant challenge to participate fully in the ASI Summer Leadership Training & Retreat this summer. If this is the case, Nia and you will need to set up a meeting to discuss the matter in detail.

If you have, any questions regarding the above let Nia or myself know.

PS: Were you able to access the ASI E-mail? I was able to log on with no issue. Let me know.

Intef W. Weser
ASI Executive Director
Associated Students, Incorporated
California State University, Los Angeles
"For the Students, By the Students"

5154 State University Drive | U-SU Room: 203
Los Angeles, CA 90032
Office: 323.343.4778 | iweser@cslanet.calstatela.edu
Fax: 323.343.6420 | www.asicalstatela.org

"Don't make it or take it personal. Life is too short so enjoy living."
"Success doesn't come to you. You go to it." - Marva Collins



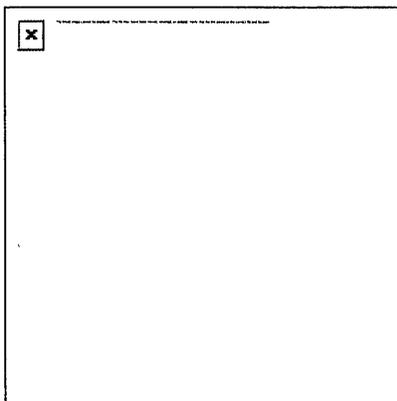
From: Jose Luis Abarca <abarcajoseluis@outlook.com>
Sent: Tuesday, June 19, 2018 12:07 PM
To: ASI President <asipres@calstatela.edu>
Cc: Weser, Intef <IWeser@calstatela.edu>
Subject: Jose Abarca (Schedule & Request for continued participation)

Hello Nia,

I am sending this email from my personal email account because I am not able to access "Office 360-ASI email account" on my Deloitte laptop. Yesterday afternoon I was briefed by Christopher, he was extremely informative. I delayed this email because I did not know the tentative schedule pertinent to the client I've been assigned to here at my internship. I will be working from 8 am to 5 pm next week in the city of Burbank, however, I will be back in downtown on the following week. My internship will end on August 10, and I look forward in meeting with everyone on the retreat by car if possible? I am extremely passionate about ASI, given the circumstances with tardiness and absence-I understand it is difficult to believe that a continued relationship with me and ASI will benefit the team. However, the skills I am learning here at Deloitte and the extensive network I have can be tremendously valued for our ASI team.

Please feel free to email me any concerns or good news, I look forward to your response.

Sincerely,
-Jose Luis Abarca



Jose L.
Abarca -
Project
Manager -
International
Soccer ...

www.linkedin.com

View Jose L.
Abarca's profile
on LinkedIn, the
world's largest

professional
community. Jose
L. has 1 job job
listed on their
profile. See the
complete profile
on LinkedIn and
discover Jose L.'s
connections and
jobs at similar
companies.



ASSOCIATED STUDENTS, INC.
California State University, Los Angeles

2018 ASI SUMMER LEADERSHIP TRAINING AND RETREAT SCHEDULE*

Rev: 6/20/18

MONDAY, JUNE 4 THROUGH FRIDAY, JUNE 15

ADMINISTRATION AND OFFICE PROTOCOLS | AREA RESEARCH

Elected and newly appointed members will complete paperwork, submit their official bios and take any necessary headshots for use on the ASI website and/or use in ASI publicity. Training on Outlook/OneDrive will also be provided. Members will further research their areas and be ready to report back to the BOD.

TUESDAY, JUNE 5

EXECUTIVE COMMITTEE MEETING

04:15-05:45PM | U-SU Board Room 303AB

THURSDAY, JUNE 7

ASI BOARD OF DIRECTORS MEETING (ALL ASI MEMBERS)

03:15-06:00PM | Administration Building Room 313, Academic Senate Conference Room

- Internal and External Committee Review and Appointment Process
- ASI Bylaws and Codes: Highlights with Q&A
- Grant-In-Aid Process, Biweekly Reports and State of Affairs Overview
- Robert's Rules Made Simple: Parliamentary Procedure Workshop – PART I

FRIDAY, JUNE 8 THROUGH SUNDAY, JUNE 10

CSSA PLENARY MEETING (VPEAA & PRESIDENT)

CSU Monterey Bay

SUNDAY, JUNE 10 THROUGH SUNDAY, JUNE 17

PANETTA INSTITUTE (PRESIDENT)

CSU Monterey Bay

MONDAY, JUNE 18

BOARD OF DIRECTORS AND SENATORS TRAINING (ALL BOD & SENATORS)

09:00AM-04:30PM | Los Angeles Room A, University-Student Union

- ASI Teambuilding
- Cal State LA Demographics: Who We Serve w/ Dr. Octavio Villalpando, Vice Provost for Diversity & Engaged Learning
- Relationship Building: University Administration and Elected Officials



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California State University, Los Angeles

- University Organizational Chart: Understanding Roles and Responsibilities w/ Dr. Nancy Wada-McKee, VP for Student Life
- Shared Governance and Student Representation w/ Dr. Veena Prabhu, Chair of the Academic Senate
- Robert's Rules Made Simple: Parliamentary Procedure Workshop – PART II
- Student Support and Services: Dean of Students Office w/ Dr. Jen Miller, Dean of Students
- ASI Leadership Skills Assessment
- Summer and Fall Schedule/Calendar Overview and Retreat Form Completion

TUESDAY, JUNE 19

PERSONNEL COMMITTEE MEETING

03:15-05:45PM | U-SU Board Room 303AB

WEDNESDAY, JUNE 20

ASI INAUGURATION (ALL MEMBERS)

04:30PM-05:15PM | Los Angeles Room ABC, University-Student Union

THURSDAY, JUNE 21

BOARD OF DIRECTORS

03:15-05:45PM | U-SU Board Room 303AB

- Special Presentation: The Role of the President's Designee w/ Dr. Jen Miller, Dean of Students

THURSDAY JUNE 26

EXECUTIVE COMMITTEE MEETING

03:15-05:45PM | U-SU Board Room 303AB

THURSDAY, JUNE 28

EXECUTIVE OFFICERS & CHIEF JUSTICE MANAGEMENT TRAINING

09:00AM-0:500PM | ASI Conference Room 203, University-Student Union

- Establishing Expectations
- Communication and Assertiveness
- ASI Bylaws and Codes: Specific Duties and Responsibilities
- Developing Management Themes (e.g. relationships, engagement, planning)
- Setting and Meeting Long and Short Term Goals
- The Importance of Assessment and Evaluation
- Positive Work Habits and Inspiring Direct Reports
- Interview Strategies and Behavior-Based Interviewing

FRIDAY, JUNE 29

SHARED GOVERNANCE TRAINING (VPAG & SENATORS required, Open to All ASI)

09:00AM-04:00PM | Library Dean's Conference Room (LIB N B 137)

- ASI Senators Teambuilding
- Academic Senate Organizational Structure, Committees and Senator Handbook: Highlights with Q&A w/ Dr. Veena Prabhu, Chair of the Academic Senate, Cal State LA
- Debrief: Aligning ASI Mission and Purpose with Shared Governance Expectations
- Student Voice and Committee Involvement: ASI Specific Duties and Responsibilities



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California State University, Los Angeles

- Engaging with Campus Policy and Creating Reports for the Board
- Setting and Meeting Long and Short-Term Goals
- Positive Work Habits
- Review of any Remaining Business or Discussion Items from Spring 2018

FRIDAY, JUNE 29

COLLEGE REPS TRAINING (PRESIDENT & COLLEGE REPS)

09:00AM-04:00PM | Library Dean's Conference Room (LIB N B 137)

- ASI College Representatives Teambuilding
- Shared Governance and the College Organizational Structure
- Specific Duties and Responsibilities (Club Council and College Committees)
- Importance of Assessment/Evaluation: College Efforts and Resources (e.g. Advisement and Academics)
- Actively Seeking out the Opinions, Needs, and Wants of your Constituents
- Action-Oriented Representation and Creating Formal Reports for the Board
- Soliciting Program Proposals from College Clubs and Councils: Benchmarks and Deadlines
- Setting and Meeting Long and Short-Term Goals
- Positive Work Habits
- Review of any Remaining Business or Discussion Items from Spring 2018

MONDAY, JULY 2

BOARD OF DIRECTORS, JUSTICES, AND SENATORS TRAINING II

09:00AM-05:00PM | Los Angeles Room A, University-Student Union

CSUNITY 2018 Applications Due

- Why Nonprofit Stewardship Is Essential To Your Organization
- ASI Bylaws and Codes Analysis
- Ethics in the Workplace: Harassment and Discrimination Prevention w/ the Office of Equity, Diversity, and Inclusion, Cal State LA
- California State Student Association: Purpose and Structure w/ Dr. Rob Shorette, Executive Director for the California State Student Association
- Building Professional Credibility: Public Relations and Communication w/ Hilda Munoz, Communications Specialist, Division of Student Life
- Review of any Remaining Business or Discussion Items from Spring 2018

THURSDAY, JULY 5

BOARD OF DIRECTORS

03:15-05:45PM | U-SU Board Room 303AB

MONDAY, JULY 9

CABINET OF ACADEMIC SENATORS

10:00AM-12:00PM | U-SU Board Room 303AB

TUESDAY, JULY 10

PERSONNEL COMMITTEE

03:15-04:30PM | U-SU Board Room 303AB

EXECUTIVE COMMITTEE

04:30-05:45PM | U-SU Board Room 303AB



ASSOCIATED STUDENTS, INC.
California State University, Los Angeles

WEDNESDAY, JULY 11

COMMISSIONERS AND REPS-AT-LARGE/OFFICERS TRAINING (VPA, VPEAA, COMMISSIONERS, OFFICERS)

09:00AM-04:30PM | Soriano Board Room, Golden Eagle Building

- ASI Teambuilding
- Serving Publically as a Student Representative
- Organizational Chart Review and ASI 101 Packet Distribution
- Specific Duties and Responsibilities
- Cabinet of Commissioners and Legislative Affairs & Advocacy Codes of Procedure
- Identifying Campus and Community Events and Collaboration Opportunities
- Programming Process Map: Plans and Protocols with Proposal Deadlines
- The Importance of Data Collection, Assessment and Evaluation
- Setting and Meeting Long and Short-Term Goals
- Positive Work Habits
- Review of any Remaining Business or Discussion Items from Spring 2018

THURSDAY, JULY 12

SHARED GOVERNANCE COUNCIL MEETING & CABINET OF COLLEGE REPRESENTATIVES

03:15-04:30PM & 04:30-05:45PM | U-SU Board Room 303AB

- Conflict Resolution for Leaders – Dr. Michael D. Caldwell, Associate Vice President for the Office of Faculty Affairs and Dr. Jen Miller, Dean of Students

FRIDAY, JULY 13

FINANCE COMMITTEE

12:00-02:00PM | U-SU Board Room 303AB

MONDAY, JULY 16

BYLAWS COMMITTEE MEETING

01:45-03:00pm | U-SU Board Room 303AB

TUESDAY, JULY 17

LEGISLATIVE AFFAIRS & ADVOCACY COMMITTEE MEETING & STRATEGIC PLANNING COMMITTEE

03:15-4:30PM & 04:30-05:45PM | U-SU Board Room 303AB

- Activism v. Advocacy: Student Roles and Responsibilities
- Intro to the ASI Strategic Plan: Creating Effective Communication Strategies

WEDNESDAY, JULY 18

JUSTICES' TRAINING (CHIEF JUSTICE & ASSOCIATE JUSTICES)

09:00AM-05:00PM | ASI Conference Room 203, University-Student Union

- ASI Justices Teambuilding
- Organizational Chart Review and ASI 101 Packet Distribution
- Specific Duties and Responsibilities
- Serving as a Parliamentarian
- Robert's Rules Made Easy: Parliamentary Procedure Workshop
- Bylaws & Codes: Analysis and Approval Expectations



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California State University, Los Angeles

- Setting and Meeting Long and Short-Term Goals
- Staying Connected in ASI
- Review of any Remaining Business or Discussion Items from Spring 2018

THURSDAY, JULY 19

BOARD OF DIRECTORS

03:15-05:45PM | U-SU Board Room 303AB

FRIDAY, JULY 20

CABINET OF COMMISSIONERS MEETING

10:00AM-12:00PM | U-SU Board Room 303AB

FUNDING SUBCOMMITTEE MEETING

12:00PM-2:00PM | U-SU Board Room 303AB

MONDAY, JULY 23

BYLAWS COMMITTEE MEETING

01:45-03:00PM | ASI Conference Room 203, University-Student Union

TUESDAY, JULY 24

EXECUTIVE COMMITTEE MEETING

04:15-05:45PM | U-SU Board Room 303AB

WEDNESDAY, JULY 25

ALLIES AND ADVOCATES TRAINING (ALL MEMBERS)

09:00-02:45PM | Los Angeles Room A, University-Student Union

- ASI Teambuilding
- Title IX Training for Allies and Advocates w/ Mariel Mulet, Director for the Office of Equity, Diversity, and Inclusion, Title IX Coordinator, DHR Administrator
- Identifying Club, Campus and Community Advocacy Opportunities w/ the Center for Student Involvement, University-Student Union
- Campus and Community Organizing: Service Learning Projects w/ Taffany Lim, Senior Director-Center for Engagement, Service, and the Public Good

FRIDAY, JULY 27

ENVIRONMENTAL POLICY COMMITTEE MEETING

10:00-12:00PM | Administration Building Room 313, Academic Senate Conference Room

FINANCE COMMITTEE MEETING

12:00-02:00PM | Administration Building Room 313, Academic Senate Conference Room

SATURDAY, AUGUST 4 THROUGH MONDAY, AUGUST 6

CSSA PLENARY MEETING | CSUNITY CONFERENCE

CSU Long Beach



ASSOCIATED STUDENTS, INC.
California State University, Los Angeles

THURSDAY, AUGUST 9 THROUGH SUNDAY, AUGUST 12

ASI LEADERSHIP RETREAT

DAY ONE at Cal State LA | 10:00AM-04:30PM | Los Angeles Room A, University-Student Union

- Diversity Training w/ Daniel Loera, Director of Multicultural Services, University of La Verne
- LGBTQIA Allyship Training w/ the Cross Cultural Centers at the University-Student Union

DAY TWO at Cal State LA and Calicinto Ranch | 08:30AM-07:30PM | Los Angeles Room A, University-Student Union and 22850 Soboba Rd, San Jacinto, CA 92583

- Exploring Group Dynamics: Teambuilding
- Relationship Building: Story of Self
- World as it is, World as it should be: Organizing for Positive Change
- Vision Building and Status of the Strategic Plan
- How Journaling is Important to Success

DAY THREE at Calicinto Ranch | 09:15AM-10:00PM | 22850 Soboba Rd, San Jacinto, CA 92583

- Exploring Group Dynamics: Teambuilding
- Discover Your Gifts: Serving and Stewardship
- What Do We Need to Know and Who Can Help Us?
- Building Your Own Board: Who's in Your Support Circle?
- Setting Goals and Preparing for Action
- Identifying Potential Projects
- Recreation and Teambuilding
- Circle of Light: Personal Experience and Team Dynamics
- Connecting and Appreciating in a Meaningful Way
- Journal Reflections

DAY FOUR at Calicinto Ranch and Cal State LA | 08:30AM-02:45PM | 22850 Soboba Rd, San Jacinto, CA 92583 and University-Student Union

- "What's the 411?" Upcoming Initiatives and ASI Obligations
- Social Change Leadership
- Your Support Circle: Connecting with Your Community and Building Relationships

AUGUST 14

CAMPUS COMMUNITY MIXER

02:00-03:25PM | Montebello Room, University-Student Union

- Introduction of ASI Members: Our Vision and the ASI Strategic Plan
- ASI and You: How can we partner during the 2018-19 academic year?
- 2018-19 ASI Signature Initiatives

THURSDAY, JANUARY 17 THROUGH FRIDAY, JANUARY 18, 2019

MID YEAR MEETING

Location TBD

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Bi-Weekly Reports and Unexcused Absences

ASI President

Fri 6/22/2018 4:00 PM

Sent Items

To: Jose Luis Abarca <abarcajoseluis@outlook.com>; ASI BE Representative 2 <asiber2@calstatela.edu>;

Cc: ASI Secretary Treasurer <asist@calstatela.edu>;

Hello Jose,

The Bi-Weekly reports were due Wednesday, June 20th at 12:00 PM. I have been informed that you have not submitted your report to the Secretary Treasurer. Failure to submit your Bi-Weekly report can result in the withholding of your GIA payment.

In addition, I am concerned about the amount of absences you have acquired in regards to our training's and Board of Directors Meetings. I recall Intef notifying you that any absences must be submitted to me through email at least 24 hours in advance and I have to approve of them in order for them to be counted as excused absences. This is the same procedure for tardies and it appears that you have struggled with following this procedure. If this behavior persists, this may impact your position here in ASI. As of right now, you have one unexcused absence for the Board of Directors training and one unexcused absence for the Board of Directors meeting. If this is a re-occurrence, you may be subject to an initial review and performance warning. If your internship is your top priority at this time, I would recommend you reconsider your position and apply again in the fall.

Nia Johnson

President, Associated Students, Inc.

5154 State University Dr. U-SU Room 203, Los Angeles, CA 90032

(323) 343-4792 Office

asipres@calstatela.edu

www.calstatela.edu/asi

Weser, Intef

From: Weser, Intef
Sent: Wednesday, July 18, 2018 2:42 AM
To: Jose Luis Abarca; ASI BE Representative 2
Cc: ASI President
Subject: Meeting Request and Performance Hearing Notice Follow-Up

Importance: High

Dear Jose,

On behalf of Nia Johnson, ASI President I am sending you this notice regarding your status in ASI as the ASI Business and Economics College Representative.

There have been multiple attempts to communicate with you clarifying expectations relating to attendance and participation requirements for summer meetings and trainings in ASI. Due to your lack of response since June 20, 2018 a Performance Notice has been created outlining the issues and will be shared with the Executive Committee during a hearing next Tuesday, July 24, 2018 with the possibility of probation or removal from your position.

This email serves as an official last request and extension of an opportunity to contact Nia and discuss the situation and the next appropriate action that will be taken. Please reach out to Nia to schedule a face-to-face meeting or a phone conference. The meeting/phone conference needs to happen on or before 5 pm on Thursday, July 19, 2018.

You can reach Nia via the following options:

E-mail: asipres@calstatela.edu

Phone ASI Office: 323-343-4778

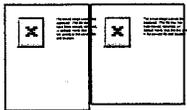
Knowing your enthusiasm to serve in ASI it is hoped that you take advantage of this opportunity to determine the next best steps.

Please cc me with your attempt to contact Nia at iweser@calstatela.edu.

Intef W. Weser
ASI Executive Director
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From: Weser, Intef
Sent: Wednesday, June 20, 2018 10:17 AM
To: Jose Luis Abarca; Jose Abarca (asiber2@calstatela.edu)
Cc: ASI President
Subject: RE: Jose Abarca (Schedule & Request for continued participation)

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It is important that if you are going to miss any of the required trainings going forward you need to let Nia know in advance. As you know Nia's contact information is: ASI e-mail asipres@calstatela.edu, you can send her notice via GroupMe, or via her cell 323-806-0207.

On the attached schedule, I have highlighted in yellow all of the required trainings & meetings that you should plan to attend. **Nia would like you to be a little clearer regarding your request and send her a list of all of the trainings you will be attending and those you may not with the reason why by our first BOD this Thursday, June 21 at 3:15.**

As you know, this summer window of training is essential to preparing you all for a successful year. Per your e-mail below, it looks like it will be a significant challenge to participate fully in the ASI Summer Leadership Training & Retreat this summer. If this is the case, Nia and you will need to set up a meeting to discuss the matter in detail.

If you have, any questions regarding the above let Nia or myself know.

PS: Were you able to access the ASI E-mail? I was able to log on with no issue. Let me know.

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ASI Executive Director
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"Don't make it or take it personal. Life is too short so enjoy living."
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From: Jose Luis Abarca <abarcajoseluis@outlook.com>

Sent: Tuesday, June 19, 2018 12:07 PM

To: ASI President <asipres@calstatela.edu>

Cc: Weser, Intef <IWeser@calstatela.edu>

Subject: Jose Abarca (Schedule & Request for continued participation)

Hello Nia,

I am sending this email from my personal email account because I am not able to access "Office 360-ASI email account" on my Deloitte laptop. Yesterday afternoon I was briefed by Christopher, he was extremely informative. I delayed this email because I did not know the tentative schedule pertinent to the client I've been assigned to here at my internship. I will be working from 8 am to 5 pm next week in the city of Burbank, however, I will be back in downtown on the following week. My internship will end on August 10, and I look forward in meeting with everyone on the retreat by car if possible? I am extremely passionate about ASI, given the circumstances with tardiness and absence-I understand it is difficult to believe that a continued relationship with me and ASI will benefit the team. However, the skills I am learning here at Deloitte and the extensive network I have can be tremendously valued for our ASI team.

Please feel free to email me any concerns or good news, I look forward to your response.

Sincerely,
-Jose Luis Abarca

Re: Checking "In"

ASI President

Thu 7/19/2018 12:49 PM

Sent Items

To: ASI BE Representative 2 <asiber2@calstatela.edu>;

Hello Jose,

Thank you for taking the time to check in. As indicated in the previous email sent to you by Intef, we need to meet to discuss the absences you accumulated, as well as expectations of ASI members. We will also discuss what action will be taken. Please contact me as soon as possible regarding when you would like to meet. This meeting needs to happen before 5PM today. If I am unavailable please contact my assistant before 5:30 PM for further instruction. My assistants number is (323) 343-4791.

Nia Johnson

President, Associated Students, Inc.

5154 State University Dr. U-SU Room 203, Los Angeles, CA 90032

(323) 343-4792 Office

asipres@calstatela.edu

www.calstatela.edu/asi

From: ASI BE Representative 2

Sent: Thursday, July 19, 2018 10:53 AM

To: ASI President

Subject: Checking "In"

Hi Nia,

I just want to inform you that I am really embarrassed with my absences. Currently at my internship I have been in client sites, which are far beyond the commute I had talked about prior. I am happy where I am, however, I know that missing out on ASI trainings and meetings will hinder my progress as ASI Rep. If you find that I will not be capable to orientate myself back into the autonomy of the group, then I will understand if you have to take actions. However, if there is a sense that my absences can be redeemed in terms of having sufficient acumen to participate in the fall successfully- Please allow me to stay in ASI.

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Kind regards,

Jose Luis Abarca



Business and Economics Representative

Associated Students, Inc.

California State University, Los Angeles

5154 State University Drive

Room 203

Los Angeles, CA 90032

T. 323.999.8071

F. 323.343.6420

calstatela.edu/ASI

Weser, Intef

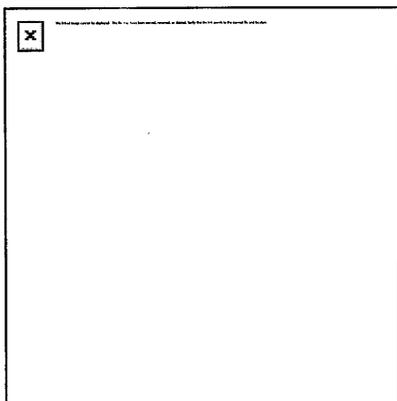
From: Jose Luis Abarca <abarcajose Luis@outlook.com>
Sent: Tuesday, June 19, 2018 12:07 PM
To: ASI President
Cc: Weser, Intef
Subject: Jose Abarca (Schedule & Request for continued participation)

Hello Nia,

I am sending this email from my personal email account because I am not able to access "Office 360-ASI email account" on my Deloitte laptop. Yesterday afternoon I was briefed by Christopher, he was extremely informative. I delayed this email because I did not know the tentative schedule pertinent to the client I've been assigned to here at my internship. I will be working from 8 am to 5 pm next week in the city of Burbank, however, I will be back in downtown on the following week. My internship will end on August 10, and I look forward in meeting with everyone on the retreat by car if possible? I am extremely passionate about ASI, given the circumstances with tardiness and absence-I understand it is difficult to believe that a continued relationship with me and ASI will benefit the team. However, the skills I am learning here at Deloitte and the extensive network I have can be tremendously valued for our ASI team.

Please feel free to email me any concerns or good news, I look forward to your response.

Sincerely,
-Jose Luis Abarca



Jose L. Abarca - Project Manager -
International Soccer ...

www.linkedin.com

View Jose L. Abarca's profile on LinkedIn, the world's largest professional community. Jose L. has 1 job listed on their profile. See the complete profile on LinkedIn and discover Jose L.'s connections and jobs at similar companies.

Weser, Intef

From: ASI Secretary Treasurer
Sent: Saturday, July 21, 2018 10:20 AM
To: Abarca, Jose L; ASI BE Representative 2
Cc: Weser, Intef; Florez, Dena; ASI President; ASI Secretary Treasurer
Subject: Bi-Weekly & Current Absences
Attachments: Biweekly Template.pdf

Good Morning Jose,

I hope all is well. Thank you for your message regarding bi-weekly's. **Attached is the bi-weekly form.** You will need to complete and send it back to met at: asist@calstatela.edu.

I would also advise you to **take a look at Policy 002 in regards to office hours and expectations.**

Link: <https://asicalstatela.org/sites/default/files/content/upload/2018/05/policy-002-adm.s.i.board-directors-code-procedure-policy-002-new-position-11.2.pdf>

Please note, **as of today, I still have not received any of your bi-weekly forms or mandatory office hour schedule.**

Below is a record of your absences, Bi-Weekly submittals, and office hours, per my record.

Training & Meetings Attendance:

ASI BOARD OF DIRECTORS MEETING (ALL ASI MEMBERS)	JUNE 7, 2018	PRESENT
BOARD OF DIRECTORS AND SENATORS TRAINING (ALL BOD & SENATORS)	JUNE 18, 2018	EXCUSED ABSENCE
ASI BOARD OF DIRECTORS MEETING	JUNE 21, 2018	EXCUSED ABSENCE
COLLEGE REPS TRAINING (PRESIDENT & COLLEGE REPS)	JUNE 29, 2018	UNEXCUSED ABSENCE
BOARD OF DIRECTORS, JUSTICES, AND SENATORS TRAINING	JULY 2, 2018	UNEXCUSED ABSENCE
ASI BOARD OF DIRECTORS MEETING	JULY 5, 2018	UNEXCUSED ABSENCE
SHARED GOVERNANCE COUNCIL MEETING & CABINET OF COLLEGE REPRESENTATIVES	JULY 12, 2018	UNEXCUSED ABSENCE
ASI BOARD OF DIRECTORS MEETING	JULY 19, 2018	UNEXCUSED ABSENCE

Bi-Weekly Submissions

Bi-Weekly #1	Due June 20, 2018 AT 12:00 PM NOON	NOT SUBMITTED
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Bi-Weekly #2	Due July 5, 2018 AT 12:00 PM NOON	NOT SUBMITTED
Bi-Weekly #3	Due July 18th, 2018 12:00 PM NOON	NOT SUBMITTED

Office Hours (4 hours per Bi-weekly)

	Submitted official mandatory office hours to secretary/treasurer by deadline ?	Attended mandatory office hours at the ASI office room USU 203?
SUMMER 2018 OFFICE HOURS	NOT SUBMITTED	NOT ATTENDED AS OF JULY 20, 2018
FALL 2018 OFFICE HOURS	NOT SUBMITTED	N/A

Please fill out your Bi- Weekly Reports as soon as possible and email it to: asist@calstatela.edu.

Attachments:

Bi-Weekly PDF Template

Thank you



Jennifer Martell
 Secretary and Treasurer
Associated Students, Inc.
 California State University, Los Angeles
 T 323.343.4782 | calstatela.edu/asi
"Ignite Potential and Empower Student Voices"



Bi-Weekly Report

Bi-Weekly Reports are due on Wednesday by NOON before a Board of Directors Meeting.

Name: _____ **Position:** _____
For Work
Completed between: _____ **&** _____

Please respond to the questions below (minimum 3 sentences). Your Direct Report will be verifying your report with the ASI Secretary Treasurer and provide feedback at your next one-on-one meeting.

- 1. How did you complete your specific duties during this period in relation to the ASI policy? Please provide detail regarding the project(s) are you currently working on?**

- 2. What did you learn during this biweekly period? Do you have any comments or concerns that ASI can follow up on?**

3. Which events did you attend this biweekly period? Do you have any announcements you would like to share regarding the events attended?

4. What are your goals for the next bi-weekly period?

For Office Use Only:

Authorized Signatures

Signature for Approval

Date of Signature

Direct Report

Secretary/Treasurer

ASI President

Weser, Intef

From: ASI President
Sent: Monday, July 23, 2018 5:45 PM
To: Weser, Intef
Subject: Fw: Checking "In"

Nia Johnson

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From: ASI President
Sent: Thursday, July 19, 2018 12:49 PM
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