

#1 –

11/21/17 Email requesting a one-on-one and committee reports. This request was also done verbally to all Academic Senators

Reminder: Verification Forms and Reports Due

ASI Vice President for Academic Governance

Tue 11/21/2017 4:00 PM

To: ASI Vice President for Academic Governance <asivpag@calstatela.edu>; ASI Undergraduate Academic Senator1 <asiuas1@calstatela.edu>; ASI Undergraduate Academic Senator2 <asiuas2@calstatela.edu>; ASI Undergraduate Academic Senator3 <asiuas3@calstatela.edu>; ASI Graduate Academic Senator4 <asigdas4@calstatela.edu>; ASI Graduate Academic Senator5 <asigdas5@calstatela.edu>; ASI President <asipres@calstatela.edu>; ASI Vice President for Administration <asivpa@calstatela.edu>; ASI Vice President for Finance <asivpf@calstatela.edu>; ASIVPEAA <ASIVPEAA@calstatela.edu>; ASI Secretary Treasurer <asist@calstatela.edu>; ASI Campus Affairs Representative <asica@calstatela.edu>; ASI Community Affairs Representative <asicar@calstatela.edu>; ASI College of Art and Letters Rep1 <asicalr1@calstatela.edu>; ASI College of Art and Letters Rep2 <asicalr2@calstatela.edu>; ASI BE Representative 1 <asiber1@calstatela.edu>; ASI BE Representative 2 <asiber2@calstatela.edu>; ASI Charter College of Education Rep1 <asiccer1@calstatela.edu>; ASI Charter College of Education Rep2 <asiccer2@calstatela.edu>; ASI ECST Representative 1 <asiecs1@calstatela.edu>; ASI ECST Representative 2 <asiecs2@calstatela.edu>; ASI HHS Representative 1 <asihrs1@calstatela.edu>; ASI HHS Representative 2 <asihrs2@calstatela.edu>; ASI NSS Representative 1 <asinssr1@calstatela.edu>; ASI NSS Representative 2 <asinssr2@calstatela.edu>; ASI Chief Justice <asicj@calstatela.edu>; Fernandez, Maximiliano D <mferna61@calstatela.edu>; Cardona, Christopher C <cardon8@calstatela.edu>; Guevara, Jose S <jgueva15@calstatela.edu>; Joshi, Raturaj S <rjoshi3@calstatela.edu>; Dao, Minh-Triet D <mdao2@calstatela.edu>; Niu, Wilson <wniu2@calstatela.edu>; Pena, Vicente G <vpena8@calstatela.edu>; Pineda, Joanna A <jpined70@calstatela.edu>; Hoshizaki, Savino K <shoshiz@calstatela.edu>; Doolittle, Allison M <adoolit@calstatela.edu>; Plasencia, Fritza <fplasen@calstatela.edu>;

 2 attachments (362 KB)

Committee Member Verification of Duties Template 2017-18 Fall Only 11.13.17 (3).pdf; A.S.I. Committee Report Form rev. 8.30.17.doc;

Hey All,

Just sending out a final reminder that your verification forms and committee reports are due next week. Please be advised that if committee verification or reports are not turned in, your status as a committee member will be under review. **This applies for all positions.** Thank you for understanding.

In addition, I will be having one-on-ones with each of you to discuss your experience this semester as committee member. Please email me with your availability for winter break - I am open to meeting in person or by phone.

If your committee did not meet this semester, please let me know.

I hope you all have a wonderful break before finals! Take care.

Stay Ignited,

Neyda Umaña

Vice President for Academic Governance

Pronouns She/Her/Hers

Associated Students, Incorporated

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California State University, Los Angeles

5154 State University Drive | U-SU Room: 203 Los Angeles, CA 90032

Office: 323.343.4778 | Fax: 323.343.6420 | www.asicalstatela.org



#2 - 12/20/17-1/2/18 Email
correspondence without response
from William

Re: Fall Semester Review

ASI Vice President for Academic Governance

Wed 1/3/2018 12:50 PM

To: ASI Graduate Academic Senator5 <asigdas5@calstatela.edu>;

Cc: Rodriguez, Marcus <MRodriguez@cslanet.calstatela.edu>; ASI Secretary Treasurer <asist@calstatela.edu>;

Hi Will,

I hope you had a good break. As Marcus mentioned you were able to respond to his email, I wanted to reach out to see if we could schedule our one-on-one before Spring semester starts. Your attention to this matter is much appreciated. Looking forward to hearing from you soon.

Stay Ignited,

Neyda Umaña

Vice President for Academic Governance

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From: ASI Vice President for Academic Governance

Sent: Wednesday, December 20, 2017 4:39 PM

To: ASI Graduate Academic Senator5

Cc: Rodriguez, Marcus; ASI Secretary Treasurer

Subject: Re: Fall Semester Review

Hi Will,

I am following up on scheduling a meeting with you. We had set it up for Friday, however I did not hear back from you on what time, and we did not meet. You mentioned you would be offline for Winter; please reach out to me at your earliest convenience so we can plan for the Spring '18 semester.

Additionally, I still need your schedule for Spring and your committee reports. This is the last reminder; please get back to me on these items.

Stay Ignited,

Neyda Umaña

Vice President for Academic Governance

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From: ASI Vice President for Academic Governance

Sent: Wednesday, December 6, 2017 8:18 AM

To: ASI Graduate Academic Senator5

Cc: Rodriguez, Marcus; ASI Secretary Treasurer

Subject: Fall Semester Review

Hi Will,

I hope these last weeks are treating you alright. I am following up to ask what time/day works for you to meet for our one-on-one. **Let's meet by Friday, 12/15.** Please let me know what day/time works for you next week; ASI is open 8 to 5pm.

During the meeting, we will be reviewing our progress for Fall Semester as well as plan for the Senate Office you selected. Be sure to bring any proposals or ideas you have for this office.

I'm also following up on:

- Your schedule or availability for Spring Semester to schedule Academic Senator Cabinet Meetings
- Committee Reports

Let me know what the situation is and let me know if you need any help. Great job this semester and good luck with finals!

Stay Ignited,

Neyda Umaña

Vice President for Academic Governance

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#3 - CAS minutes noting his absence
on 1/22/18



Cabinet of Academic Senators Minutes

Date: Monday, January 22, 2018

Time: 10:00 am to 12 pm

Location: US-U Board Room 303

Attendees: ASI VPAG, ASI Academic Senators, Executive Director, General Public

Type of Meeting: General

1. Organizational Items:

1.1. Call to order by: Neyda Umana, ASI VPAG at 10:05 am

1.2. Roll Call

(Name)	(Position)	(Present, Excused Tardy, Excused Absent, Unexcused Tardy, Unexcused Absent)
Neyda Umana	<i>Vice President of Academic Governance</i>	Present
Jacquelyn Acosta	<i>Undergraduate Academic Senator 1</i>	Present
Elise Dang	<i>Undergraduate Academic Senator 2</i>	Present
Marcial Romero	<i>Undergraduate Academic Senator 3</i>	Present
I' Jazz Brooks	<i>Graduate Academic Senator 1</i>	Unexcused - Tardy
William Hess	<i>Graduate Academic Senator 2</i>	Unexcused- Absence
Marcus Rodriguez	<i>Director of Government Affairs & Leadership Program</i>	Excused-Tardy
Guests of the Gallery	None	

1.3. Adoption of Agenda:

Offered By:	E. Dang	Seconded by:	M. Romero
Approved by Acclamation			
All in Favor	3	Opposed	0
Abstained	0	Motion: Passed	

1.4. Approval of Minutes (action):

Offered By:	E. Dang	Seconded by:	M. Romero
Approved by Acclamation			
All in Favor	3	Opposed	0
Abstained	0	Motion: Passed	

2. Public Forum:

2.1. No Comments

3. Reports:

3.1. Vice President of Academic Governance

- ✦ **N. Umana:** working on reforming policies; specifically, policies 015 and 024 with the hopes that these policies will empower both policies and structures. She has also been working with Executive Committee to reform the biweeklies.

3.2 Academic Senators

- ✦ **J. Acosta:** The University Appeals Board is currently working on redrafting their policy and she is working closely with the board and policy makers to provide student input. She is also working with **E. Dang** in the Senate Collegiate Collaboration Office to create questions for the College Representatives to gather feedback from the students in their designated college to bring back to the senators, so college issues can be addressed.
- ✦ **E. Dang:** EPC (Educational Policy Committee) has changed everything to meet new executive order (Executive Order 1100) and they are working with graduate studies to change their policy as well. The Academic Advisement committee doesn't have a specific charge, it doesn't focus on policy making, yet there is not a specific focus, but they are working to become a standing committee.
- ✦ **M. Romero:** In Fiscal Policy Committee, there is a new chair, Dr. Emily Acevedo, and they are working on submitting formal recommendation in regard to how the university should prioritize their money. For Strategic Planning Committee, there has been a lack of solid direction and needs support; potentially, working with incentives for students who sit on committees.

4. Old Business:

4.1. Informational Item on Spring 2018 Expectations

- ✦ **N. Umana:** VPAG and senators need to collectively address the structural needs of ASI. Also, before meetings, it's important to come prepared, she encourages the senators to read the material and policies before meetings. On that note, to ensure efficiency, she emphasizes that senators respond to their emails in a timely fashion, preferably, 48 hours.

4.2 Discussion Item- Committee Reports

- ✦ **E. Dang:** suggests that students should be accountable for their committee reports and that there needs to be an emphasis on recommendations of business.
- ✦ **M. Romero:** recommends that the committee reports include the mandate of the committee.
- ✦ **N. Umana:** Reports will be due every Sunday at midnight, which gives students/senators/ASI reps the entire week to submit their reports.
- ✦ **J. Brooks:** proposes that we make the reports more flexible so that each student can tailor them to their own information.
- ✦ **M. Rodriguez:** emphasizes that students who sit on committees point out recommendations to benefit students at large.

4.3- Discussion Item- Dr. Veena Prabu

- ✦ **V. Prabu:** she informs us that the proposed number for student senators in the Academic Senate's Constitution is 4 undergraduate senators and 2 graduate senators, and questions whether the 6th senator will be the VPAG. She also updates the committee on the GE (General Education) policy, which only has changes to accommodate Executive Order 1100.
- ✦ **J. Acosta:** opposes the idea for the 6th senator to be the VPAG because it's too many responsibilities for that one individual, also too much power in one person's hands, and takes the opportunity away from another student being involved.
- ✦ **J. Brooks:** advocates that the 6th senator be left open so either an undergraduate or graduate student can apply.

- ✦ **V.Prabu:** clashes with the idea of making the 6th senator seat open because it makes things too complicated
- ✦ **M. Rodriguez:** encourages that there be a sense of unity when the senators go to the Senate
- ✦ **N. Umana:** mentions the idea of Student Impact Statements because it would create a strong, united front for pressing issues.

5. New Business:

5.1. Discussion Item- Policy 015 and 024

- ✦ **J.Brooks:** advises that all senators collaborate on making only one transitional folder rather than each senator working on their own
- ✦ **E. Dang:** suggests that the senator that partakes in the post-baccalaureates office should sit in the grad-sub committee
- ✦ **M. Rodriguez:** proposes that 'Marketability' in the title: Senate Office of Marketability be changed to Marketing

5.2 Discussion Item- Policy 023

- ✦ **E. Dang:** raises the concern that if the vicechair of SGC (Shared Governance Council) were to help VPAG read committee reports, then it overlaps with their duty as a senator, who is also in charge of other committee representatives and their reports
- ✦ **J. Brooks:** points out that the process of committee reports is unclear and that there needs to be some chart to show the flow of committee reports. The student writes their reports, and does their due diligence, but then the senator sends the reports go to the VPAG. Definitely needs to be some sort of clarification.
- ✦ **N. Umana:** offers to create a flow map to represent the process of committee reports
- ✦ **E. Dang:** mentions the possibility of having Grammarly available for students to assist them with their reports

Postpone 5.3 to Next CAS

Offered By: Neyda Umana		Seconded by: M. Romero				
Approved by Acclamation						
All in Favor	4	Opposed	0	Abstained	0	Motion: Passed

6. Adjournment

Offered By: Neyda Umana		Seconded by: Elise				
Approved by Acclamation						
All in Favor	4	Opposed	0	Abstained	0	Motion: Passed

Cabinet of Academic Senators Meeting

January 22, 2018

Summary of Actions

- I. Organizational Items**
 - a. Roll Call
 - b. Adoption of Agenda:
 - c. Adoption of the Minutes

Adoption of Agenda:

Adoption of Agenda:						
Offered By:		E. Dang		Seconded by:		M. Romero
Approved by Acclamation						
All in Favor		3	Opposed	0	Abstained	0
Motion: Passed						

Approval of Minutes (action):

Offered By: E. Dang		Seconded by: M. Romero				
Approved by Acclamation						
All in Favor	3	Opposed	0	Abstained	0	Motion: Passed

Postpone 5.3 to Next CAS

Offered By: Neyda Umana		Seconded by: M. Romero				
Approved by Acclamation						
All in Favor	4	Opposed	0	Abstained	0	Motion: Passed

7. Adjournment

Offered By:		Neyda Umana		Seconded by:		E. Dang	
Approved by Acclamation							
All in Favor	4	Opposed	0	Abstained	0	Motion: Passed	

CERTIFICATION

Official Minutes taken for the **Cabinet of Academic Senators Meeting** of the Associated Students, Inc., Cal State Los Angeles held on January 22, 2018 in the USU Board Room 303 and were approved by consensus by the (your committee) on (date).

Prepared by:

Jacquelyn Acosta
Recording Secretary

Secretary/Treasurer

#4 - 2/9/18-2/19/18 Email
correspondence attempting to
schedule a meeting after William's
eligibility had been confirmed

Re: Follow Up

ASI Vice President for Academic Governance

Mon 2/19/2018 9:39 AM

To: ASI Graduate Academic Senator5 <asigdas5@calstatela.edu>;

Cc: Rodriguez, Marcus <MRodriguez@cslanet.calstatela.edu>;

Will,

Yes, Marcus can definitely join us. Unfortunately today after 3pm will not work for me, but Wednesday and Friday afternoon does. Let us know what time works best for you so Marcus and I can make sure we are available.

Stay Ignited,

Neyda Umaña

Vice President for Academic Governance

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From: ASI Graduate Academic Senator5

Sent: Sunday, February 18, 2018 9:28:56 PM

To: ASI Vice President for Academic Governance

Cc: Rodriguez, Marcus

Subject: Re: Follow Up

Neyda,

I am available tomorrow after 3 PM, which is when my Faculty Policy Committee meeting concludes; if tomorrow after 3 PM does not work for you, I will have to make time on Wednesday afternoon or on Friday afternoon. It would be beneficial to include Marcus in this meeting if and when he is available because I think that his skills in coordinating efforts between individuals (inside and outside of ASI) are needed after the issues I have unfairly endured under tenure as the Vice-President of Academic Governance (i.e.: improper procedures followed by those who handled the false grievance against me; you stating that you did not support my opposing opinion regrading Academic Senators not being consulted about adding an additional Academic Senator, although you had told/texted me that you did in fact support my position and the fact that I spoke against Academic Senators not being consulted; these issues are exist in addition to other major issues). For these reasons, I, again, think it would

be best if we both met in the presence of Marcus because I trust him, as he is a solutions oriented person and he will help facilitate both of us in performing our position-related duties. I want to finish this year by making sure that ASI fully supports the food pantry and is supporting the effort against student homelessness and housing insecurity at Cal State LA, I hope you too are on board with these issues, as they are the major issues that I have been concerned about since last semester. There is still a lot of time to accomplish these and other goals and I hope that ASI's student members can all work together on what really matters, the well-being of Cal State LA students. -Will (ASI Academic Graduate Senator)

From: ASI Vice President for Academic Governance
Sent: Saturday, February 17, 2018 8:30 PM
To: ASI Graduate Academic Senator5; Hess, William
Subject: Re: Follow Up

Hello Will,

Per ASI Policies 015, 023 and the Bylaws, ASI Academic Senators must report to the VPAG and coordinate with the CAS and SGC committees within their duties. Due to the difficulty in scheduling a meeting to discuss important business matters, please send me your schedule of availability for next week **by Sunday night**. Doing so will enable us to schedule a one-on-one meeting in a timely matter, where we may review your progress for Fall 2017 and tie in your continuation for Spring 2018.

Thank you,

Neyda Umaña
Vice President for Academic Governance
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From: ASI Vice President for Academic Governance
Sent: Thursday, February 15, 2018 9:54 AM
To: ASI Graduate Academic Senator5
Subject: Re: Follow Up

I'm free typically mornings only. I can meet Fridays in the afternoon - does tomorrow afternoon work for you?

Stay Ignited,

Neyda Umaña
Vice President for Academic Governance
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From: ASI Graduate Academic Senator5
Sent: Wednesday, February 14, 2018 2:00:57 PM
To: ASI Vice President for Academic Governance
Subject: Re: Follow Up

Are you free this afternoon?

From: ASI Vice President for Academic Governance
Sent: Wednesday, February 14, 2018 9:05:02 AM
To: Hess, William; ASI Graduate Academic Senator5
Cc: Rodriguez, Marcus
Subject: Re: Follow Up

Hello Will,

Please let me know by today what time works best to meet this week. We do need to meet this week before contiuing business next week. Hope to hear from you soon.

Thanks,

Neyda

From: ASI Vice President for Academic Governance
Sent: Friday, February 9, 1:12 PM
Subject: Follow Up
To: Hess, William, ASI Graduate Academic Senator5

Hi Will,

I hope all is well. I have been informed that your eligibility has been cleared. Let's schedule a meeting to catch up in ASI matters and plan for the Spring Semester. I am available next week, Tuesday through Friday 10am to 12pm. Let me know what time works best for you.

Stay Ignited,

Neyda Umaña

Vice President for Academic Governance

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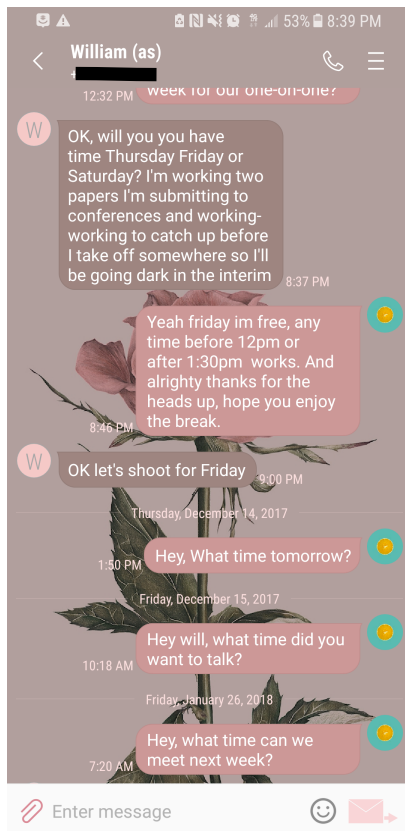
California State University, Los Angeles

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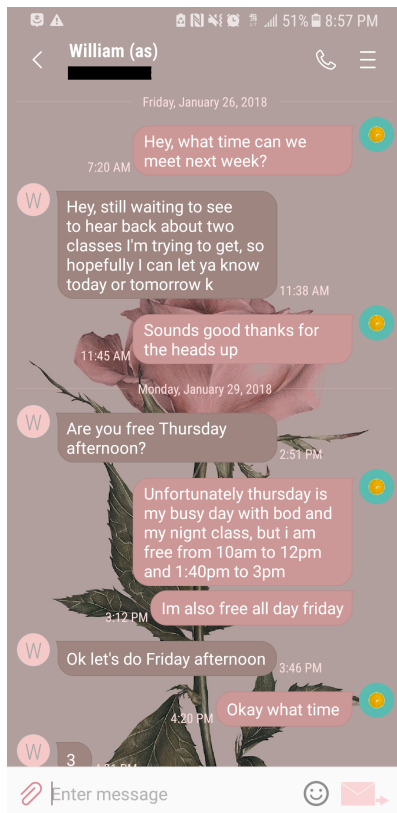
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#5 - Text correspondence 12/9/17
through 2/13/18

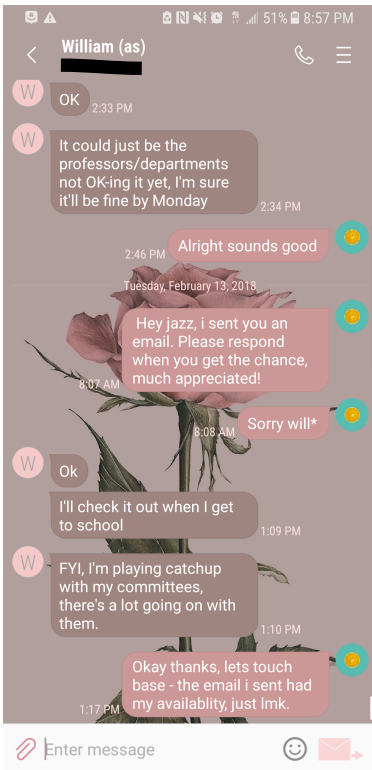


Texts on 12/9/17 agreeing to meet on Friday 12/15/17.



Texts after 1/22/18 missed CAS meeting.

We also scheduled a meeting for Friday at 3pm, which was later cancelled (reason confidential). William cancelled via text on 2/2/18.



Follow up text after lack of response to email sent on 2/9/18 to set up meeting.

#6 - Summer correspondence between William and Jazmin after her inquiries regarding missing bi-weeklies 8/23/17 and 9/6/17 as well as State of Affairs on 7/27/17. A meeting was scheduled between myself, Jazmin and Will to discuss the missing biweeklies and the expectations for communication moving forward.

Re: Performance Evaluation Meeting

ASI Graduate Academic Senator5

Wed 9/27/2017 2:50 PM

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

Cc: ASI Vice President for Academic Governance <asivpag@calstatela.edu>;

I did not confirm 3 PM, I confirmed that I am available on Wednesday, but I will make time in my busy schedule to attend this meeting. I'll have you know that I have put a lot of time and effort into ASI despite conducting research, working on two theses, and working towards completion of my dual master's degree.

It is my understanding that my pay (grant money) being tied to the completion of bi-weekly forms is in violation of regulations/University wide executive orders that mandate grant money be issued in a lump sum at the beginning of the semester. If this is true, and I will do my due diligence to confirm the validity of this issue, then why is my performance being evaluated in regard to the completion bi-weeklies? As you are the treasurer, I am sure that you are well versed on this issue. In regard to the two successive bi-weeklies I did not submit, I was in Germany and France during the first missed bi-weekly (in the Summer) and when I attempted to issue the next bi-weekly there was a I.T.S. issue, and so, I could not log-in to my account. I need to add that although I was in France and Germany meeting with professors at PhD programs I am interested in, I spent time learning about the nature of the particular committees I would be/may be sitting on. For instance, I researched: the intricacies of the universities' budget/finances (this relates to the Fiscal Policy committee I sit on), faculty union agreements (relates to the Faculty Policy Committee I sit on), the nature of Academic Information Systems on campus (relates to the Academic Information Systems Committee that I sit on), and researched the nature of grant pay in ASI.

In regard to the completion of the State of Affairs (SOA) form on 07-27-17, I have found the document in my mobile phone Word-app, as I had completed it on my mobile phone, and it failed to attach when I sent the email. This is a simple mistake and is by no means an egregious error at all! There were no set-backs and any progress ASI was/is working towards was not impeded. I've answered questions very similar to those on the SOA questionnaire multiple times so my thoughts and sentiments related to those questions have been expressed to those I work with ad nauseam.

In sum, my 'performance' as an Academic Senator being called into question is uncalled, insulting, and in error, yet still, I do not feel any less passionate about this job because I will continue to attend every single committee meeting, I will continue to educate myself in regard to the myriad issues that are discussed in the various committees that I sit on so that I can provide superior input (and this is no easy task! For example, it takes more than two hours on a library computer—and that is unfortunate time limit, separate issue however—to sort through past minutes/learn about past policies/learn the terminology of what will be discussed/and learn how similar policies have impacted other universities and their student bodies/etc...), I will continue to meet with grad students in other programs at our school, and I will continue to meet/consult with the professors I have had many—many meetings with, among other things! I see that this is a thankless job—and that is fine with me—but I will not allow my performance to be called into question when I am going above and beyond the requirements of my position in order to represent and meet the needs of the student body! I will see you at the meeting.

Best,

William (ASI Graduate Academic Senator)

From: ASI Secretary Treasurer
Sent: Tuesday, September 26, 2017 10:06 PM
To: ASI Graduate Academic Senator5
Cc: ASI Vice President for Academic Governance
Subject: Re: Performance Evaluation Meeting

Hello,

Great Wednesday at 3 pm is confirmed.

Thank you, see you tomorrow!

Best,
Jazmin Ortiz

From: ASI Graduate Academic Senator5
Sent: Monday, September 25, 2017 8:12 PM
To: ASI Secretary Treasurer
Subject: Re: Performance Evaluation Meeting

Wednesday works for me! -William

From: ASI Secretary Treasurer
Sent: Sunday, September 24, 2017 9:49 PM
To: ASI Graduate Academic Senator5
Cc: ASI Vice President for Academic Governance
Subject: Performance Evaluation Meeting

Hello William,

You did not submit biweekly due 08/23/17, biweekly due 09/06/17, and your state of affairs due 07/27/17. You will have an adjustment in your upcoming GIA. Remember that your work will not properly recognized unless you submit the necessary documents.

Due to this I want to schedule an appointment with both you and Neyda (direct report) to go over your performance in ASI. I' am available on Monday and Wednesday after 3 pm. Please let me know what time works for you so we can work a mutual schedule.

Remember we are here to help, if you ever need anything please feel free to reach out.

Thank you!

Best,
Jazmin Ortiz

A.S.I Secretary/ Treasure

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#7 - Email notification from Jazmin to William regarding missing bi-weekly for 1/31/18

GIA Spring Distribution 1

ASI Secretary Treasurer

Thu 2/8/2018 8:01 PM

To: ASI Graduate Academic Senator5 <asigdas5@calstatela.edu>;

Cc: ASI Vice President for Academic Governance <asivpag@calstatela.edu>; Florez, Dena <dflorez3@calstatela.edu>;

Hello Will,

We are processing the GIA Spring Distribution I. We are looking to have checks disbursed on Friday, February 23, 2018.

Currently you are missing the following Biweekly:

X Biweekly due January 31, 2018 – covers the November 15, 2017 - January 31, 2018

Please provide your missing paperwork by Friday, February 9, 2018 at 6 pm. Failure to submit by this deadline will result in a reduction of your GIA for this disbursement and the remaining payment will be delayed to the next available processing. Reply to all when submitting the following missing biweekly.

Please let me know if you have any questions or concerns.

Thank you.

Jazmin Ortiz



Jazmin Ortiz

Secretary and Treasurer

**Associated Students,
Inc.**

California State University, Los
Angeles

T 323.343.4782 |calstatela.edu/asi

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