

ASI PERFORMANCE WARNING NOTICE

Associated Students, Inc.

California State University, Los Angeles

Name: Alysins Green	Date: 7/30/18
Position: ASI Arts and Letters College Representative	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 checked="" 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 checked="" 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 Alysins Green 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"
 - Policy 018, 5. "The duties of the ASI Cabinet of College Representatives shall be the following: Report college announcements and updates at the Cabinet of College Representatives meeting."
- On 06/20/18, Alysins received an email from Intef regarding her unexcused absence from the June 18th Board of Directors and Senators training.
 - On 6/21/18, Alysins submitted Bi-Weekly report late to the Secretary Treasure.
 - On 6/29/18, The ASI President sent an email reminder regarding absentee and tardy policy and procedure.
 - On 7/06/18, an email was sent directly to Alysins to address her absence from the Board of Directors meeting on July 5th and notify her of a tentative meeting scheduled between her and the ASI President.
 - On 07/06/18, The Secretary Treasure sent Alysins an email listing all of her unexcused absences and the time of her bi-weekly submissions.
 - On 07/09/18, both Arts and Letters college reps were emailed in an effort to reestablish communication between the two reps in a meeting scheduled for July 11th at 5:00 PM.
 - On 07/11/18, Alysins failed to appear in a meeting that took place between her direct report, the ASI President and her co-college rep.
 - On 07/18/18, Alysins failed to submit her second Bi-weekly report.
 - On 07/30/18, The ASI President emailed Alysins requesting a conference call to discuss expectations regarding attendance and participation requirements.

On July 3, 2018, Alysia responded to the 06/29/18 email with her availability for a meeting and stated that she would bring in her summer schedule which was amended to allow her time to attend ASI trainings. This email left the impression that Alysia would be able to attend future ASI trainings and official meetings. Upon receiving an email regarding a tentative meeting set up to discuss her scheduling conflict and plan for success, Alysia became unresponsive and failed to appear at the scheduled meeting.

In addition, Alysia submitted her first Bi-weekly report late and following that, has not submitted any more reports.

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.

In an effort to avoid additional performance notices you will need to meet with your Direct Report to outline your schedule to include supplementary trainings to make up for the ones you have missed. Additionally, you will have to bring written documentation detailing the progress you have made in your position. If there has not been any progress you will need to provide documentation explaining why. Lastly, you will need to prepare documentation detailing how you plan to communicate and work effectively with your Direct Report and your Co-Rep.

An email requesting a meeting or phone conference was sent on Monday, July 30, 2018. The meeting needs to take place on or before Wednesday, August 1, 2018 at 5:00 PM. 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:

7.31.18

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.)

ASI Summer Leadership Training Expectations and Notice Expectations

Weser, Intef

Wed 6/20/2018 10:19 AM

To: ASI College of Art and Letters Rep1 <asicalr1@calstatela.edu>; Green, Alisyn R <agreen24@calstatela.edu>;

Cc: ASI President <asipres@calstatela.edu>; ASI President Administrative Assistant <asipaa@calstatela.edu>;

Importance: High

📎 1 attachments (213 KB)

2018 ASI Summer Leadership Training and Retreat Schedule - 6.20.18.pdf;

Hello Alisyn,

I hope all is going well with your summer thus far. It was a pleasure meeting you on June 7. I am sending you this email and attachment on behalf of Nia regarding your attendance at future ASI Leadership Trainings.

We missed you this past Monday, June 18 for Board of Directors and Senators Training. 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. Her email is 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 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. If participating fully in the ASI Summer Leadership Training & Retreat will be a challenge it is important to let us know.

If you have, any questions let Nia or myself 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



Weser, Intef

From: Weser, Intef
Sent: Wednesday, June 20, 2018 11:26 AM
To: Green, Alisyn R
Subject: RE: ASI Summer Leadership Training Expectations and Notice Expectations

Excellent. See you later today.

Intef W. Weser
ASI Executive Director
Associated Students, Incorporated
California State University, Los Angeles
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From: Green, Alisyn R
To: Weser, Intef
Subject: Re: ASI Summer Leadership Training Expectations and Notice Expectations



Sent: Wednesday, June 20, 2018 11:24 AM
<IWeser@calstatela.edu>

Hey Intef,

I had a calendar prepared with all the days I would be working my internship and the days I would be missing the ASI meetings, but my schedule is still being ironed out with my team and my boss. I can have the current schedule sent to Nia later today. Thank you for messaging me, and I will speak to Nia.

Best,
Alisyn Green

From: Weser, Intef
Sent: Wednesday, June 20, 2018 10:19:44 AM
To: ASI College of Art and Letters Rep1; Green, Alisyn R
Cc: ASI President; ASI President Administrative Assistant
Subject: ASI Summer Leadership Training Expectations and Notice Expectations

Hello Alysia,

I hope all is going well with your summer thus far. It was a pleasure meeting you on June 7. I am sending you this email and attachment on behalf of Nia regarding your attendance at future ASI Leadership Trainings.

We missed you this past Monday, June 18 for Board of Directors and Senators Training. 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. Her email is asipres@calstatela.edu, you can send her notice via GroupMe, or via her cell 323-806-0207.

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As you know, this summer window of training is essential to preparing you all for a successful year. If participating fully in the ASI Summer Leadership Training & Retreat will be a challenge it is important to let us know.

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

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Re: Missed Training

ASI College of Art and Letters Rep1

Tue 7/3/2018 7:21 PM

To: ASI President <asipres@calstatela.edu>;

Hi Nia,

Hope your day is going well. I haven't had time to check this email at all, since I have a target email to check as well. I didn't know there was a meeting last Friday or this past Monday otherwise I would have definitely have been there. I can meet anytime this week at around 4pm except this Friday (unless it's before 2:30) since I have work at 3:15pm. But, I would like to bring my schedule for work since it's been updated to allow for me to train with ASI. Again, I'm super sorry if I'm out of ASI that's completely understandable.

Best regards,

Alisyn Green

Alisyn Green
Arts & Letters College Rep
Associated Students, Incorporated
California State University, Los Angeles
"Aspire to inspire"

5154 State University Drive | U-SU Room: 203
Los Angeles, CA 90032
Phone: (323) 343-4778 | asicalr1@calstatela.edu
Fax: (323) 343-6420 | www.asicalstatela.org

From: ASI President
Sent: Friday, June 29, 2018 1:20:44 PM
To: ASI College of Art and Letters Rep1
Cc: Weser, Intef
Subject: Missed Training

Hello Alysin,

I hope your summer is going well. I just wanted to check in with you regarding your recent absences. I have not yet received your summer schedule and this is the second summer training that you have been absent for. Please be aware that any absences or tardies have to approved 24hrs in advance by me in order to be counted as excused. Please respond with your availability. I'd like to meet with you in person to discuss some concerns. I want to encourage you to communicate effectively so that you can be supported to the greatest extent as a member of our ASI family. I hope your internship is going well and I look forward to your reply.

Nia Johnson

President, Associated Students, Inc.
5154 State University Dr. U-SU Room 203, Los Angeles, CA 90032
(323) 343-4792 Office

7/30/2018

Mail - asipres@calstatela.edu

asipres@calstatela.edu

www.calstatela.edu/asi

Missed Trainings and Policy Compliance

ASI President

Fri 7/6/2018 12:35 PM

Sent Items

To: ASI College of Art and Letters Rep1 <asicalr1@calstatela.edu>;

Hello Alysin,

I just wanted to inform you that you have missed a total of three ASI summer trainings and you have on record an unexcused absence for the Board of Directors meeting on July 5th 2018. Per ASI Officer Performance Expectations and Management Procedure Policy 25, all ASI members are required to participate in summer trainings once their term or appointment begins. As your direct report I have some concerns regarding your work flow, scheduling conflicts and participation. Please meet with me on Monday at 10 AM to discuss these concerns and set up a game plan moving forward to remedy this behavior.

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

Missing Bi-Weekly & Absences Record

ASI Secretary Treasurer

Fri 7/6/2018 3:03 PM

To: ASI College of Art and Letters Rep1 <asicalr1@calstatela.edu>;

Cc: ASI President <asipres@calstatela.edu>;

1 attachments (36 KB)

Biweekly Template.pdf;

Good Morning Alisyn,

I hope all is well.

I just want to follow up on your Bi-Weekly Report , as of today I still have not received your form. It was due on Thursday July 5, 2018 at 12:00 pm noon.

I also want to inform you of your current absences & Bi-Weekly Record PER MY RECORD:

BOARD OF DIRECTORS AND SENATORS TRAINING (ALL BOD & SENATORS)	Monday June 18, 2018	UNEXCUSED ABSENCE
COLLEGE REPS TRAINING (PRESIDENT & COLLEGE REPS)	June 29,2018	UNEXCUSED ABSENCE
MONDAY, JULY 2 BOARD OF DIRECTORS, JUSTICES, AND SENATORS TRAINING	Monday July 2, 2018	UNEXCUSED ABSENCE
BOARD OF DIRECTORS	Thursday July 5, 2018	UNEXCUSED ABSENCE, ARRIVED 90 minutes Late

Bi-Weekly Submissions

Bi-Weekly #1	Due June 20, 2018	Late : submitted June 21-2018
Bi-Weekly #2	Due July 5, 2018	Not Submitted

Please verify if these are correct.

Also please fill out Bi- Weekly #2 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"*

Requesting Meeting

ASI President

Mon 7/9/2018 9:22 PM

Sent Items

To: ASI College of Art and Letters Rep1 <asicalr1@calstatela.edu>; ASI College of Art and Letters Rep2 <asicalr2@calstatela.edu>;

Hello Arts and Letters Reps,

I hope everything is going well. The last time we spoke, I mentioned to both of you that the program proposals would be due this Friday, July 13th. I want to follow up on that meeting and discuss your combined vision for the Arts and Letters college. In addition, I want to be able to clear up any confusion you may have regarding future deadlines and meetings. Please meet with me this Wednesday, July 11th at 5PM to go over your combined vision in more detail. If you are unable to make this meeting, please notify me by responding to this email as soon as possible. In addition, it is very important that we establish consistent communication per policy 25. In other words, you are expected to meet with me bi-weekly to address your progress over the course of our term. If you have any questions or concerns please let me know, I want to support and empower you both to the greatest extent. I hope this message reaches both of you and have a wonderful night.

Nia Johnson

President, Associated Students, Inc.

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Communication Concerns

ASI President

Mon 7/30/2018 10:49 AM

Sent Items

To: ASI College of Art and Letters Rep1 <asicalr1@calstatela.edu>;

Hello Alysin,

I hope your summer is going well. I would like to set up a meeting to clarify expectations relating to attendance and participation requirements for summer meetings and training's in ASI. We have not yet met to discuss some of the concerns mentioned in previous emails and as noted before, you have missed several summer training's and Board of Directors meetings. I would like to encourage you once more continue communicating with me as much as possible so that I can support you to the best of my ability. If it is not possible to meet in person, I would like to schedule a conference call to discuss this further. Please schedule a conference call with me before this Wednesday, August 1st, at 5 PM.

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 11:26 AM
To: Green, Alisyn R; ASI College of Art and Letters Rep1
Cc: ASI President
Subject: RE: Intern Calendar
Attachments: G292 T1425 Alisyn Green Intern Calendar 2018.pdf

Tracking:	Recipient	Delivery
	Green, Alisyn R	Delivered: 7/18/2018 11:26 AM
	ASI College of Art and Letters Rep1	
	ASI President	Delivered: 7/18/2018 11:26 AM

Hello Alisyn,

I hope all is going well with your internship and summer overall.

As you know I am assisting Nia in the process of performance challenges with ASI members. Per the emails below you have committed and are expected to make all required meetings such as Board of Directors and summer trainings. In the July 2nd email, you stated you would provide Nia with a schedule that reflects the summer trainings that you would be attending. Were you able to create and send this listing? If you did please resend and cc me.

Also, it has been mentioned that you have been out of touch with your college co-representative. Knowing your schedule is busy it is very important that you are communicating and planning with your college representative partner. Can you confirm one way or the other regarding how that communication has been going? If there have been challenges please identify how you plan on fixing the communication breakdown. Your timely response is important and should be sent to Nia while cc'ing me.

If you have any questions please let us know.



Intef W. Weser
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From: Green, Alisyn R
Sent: Tuesday, July 3, 2018 6:55 PM

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

Subject: Fw: Intern Calendar

Hi Intef,

I forgot to CC you my schedule for Target. My supervisor said have worked around my schedule in order for me to not miss anymore board of directors meetings. I'll definitely be at the next meeting I just wasn't aware of the meeting on Monday or last Friday because I was going off the schedule on the ASI website and not the trainings.

I do apologize for missing the meetings and not letting anyone know I wouldn't be there. I'm attempting to be more vigilant and attentive for ASI since it is what I want to do. Thank you reading this, and for wasting so much time and having a low attendance. I'll try to do better.

Best regards,

Alisyn Green

From: Green, Alisyn R

Sent: Monday, July 2, 2018 4:47:48 PM

To: Johnson, Nia A

Subject: Fw: Intern Calendar

Hi Nia,

Here's my schedule for Target. I'm on my way home now and will also send you the dates that have been switched around in order for me to fulfil my Leadership training this summer.

From: Steven.Martinez2 (T1425) <Steven.Martinez2@target.com>

Sent: Tuesday, May 29, 2018 3:53:26 PM

To: Green, Alisyn R

Subject: Intern Calendar

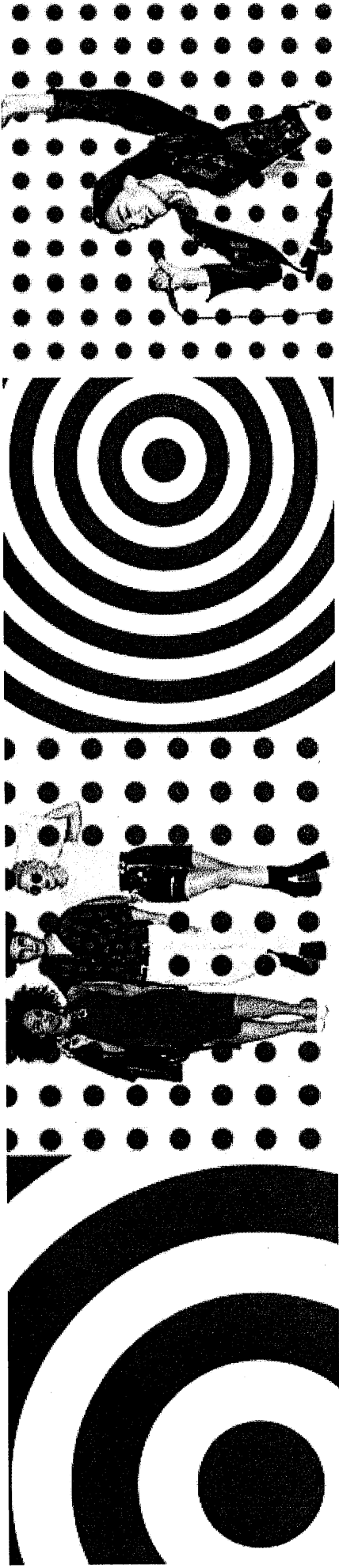
Hi Alisyn,

I have attached your calendar for the summer internship at the Pico Rivera Target. Please take a look at it and if you need to take some days off let me know and we can make adjustments to it. I look forward to meeting you next month.

Thank you,

Steven Martinez

Executive Team Leader - Operations | ©Target 1425-Pico Rivera | 8800 Whittier Blvd, Pico Rivera, CA 90660 | 562-949-6200



Store Internship Program Calendar | 2018

Goal: Create and send a personalized calendar for your intern and attach it to the Intern Welcome (from Mentor) email template in the [Intern Resource Library](#). Please make sure to include key activities listed on the left hand side of the corresponding week and any other Store/District/Group key dates/events.

Reference:

- HRBP –Point of Contact per District
- Intern Manager –STL in the Intern host store
- Intern Mentor –ETL assigned to lead, coach and train each Intern

Workflow:

- Campus Recruiter (CR) will prep calendars for HRBP
- HRBP to insert District specific key dates/events and send to Intern Mentors (cc: CR)
- Intern Mentor to finalize calendar with trainings, store events, schedule/shifts (as far out as possible), etc.
 - The program starts the day your intern completes their kick-off. If your intern is starting outside of June 4th, you will have to adjust the activities accordingly to reflect their start date
 - As a reminder, interns are hourly and should only be scheduled up to 40 hours a week. Please try to add start and end times for each shift.

- o All Learning Plan (LP) information can be found on the [Learn@Target](mailto:Learn@Target.com) site. Note: When accessing Learning Plans, your intern may need to change the "view" in the top right hand corner depending on Stores or Distribution
- o Mentor to send this calendar and welcome email to your Intern two weeks prior to start date (cc: CR and HRBP)

June 2018							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	27	28	29	30	31	1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
WEEK 1 WELCOME WEEK! Focus: Department Overview Shadows in Core Rotations -Mentor Status	17	18 G292 Intern Kickoff G292 Office Fontana CA	19 First Day at Store 8:00am-430pm Team Introduction- Steve Store Walkaround- Steve	20 7:00am-3:30pm Safety tour- John Safety overview John Sales shadow- Jaylynn	21 7:00am-3:30pm LOG shadow-Danny PM shadow- Mike Price accuracy- Ana GE shadow - Julia	22 7:00am-3:30pm Catch up Day Training checkpoint Mentor Status	23 OFF
WEEK 2 Focus: GE/Service & Engagement -Mentor Status	24 7:00am-3:30pm Register Training/ Service Desk - GSA/GSTL	25 7:00am-3:30pm ETL Basics - Steve Systems & Reports- Steve	26 3:30pm-1145pm Closing Routine- Steve	27 OFF	28 7:00am-3:30pm Service Desk Self Checkout	29 7:00am-3:30pm ETL GE - Julia Training checkpoint Mentor Status	30 OFF

Notes:

July 2018

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEEK 3 Focus: GE/Service & Engagement -Mentor Status -Manager 1 st Status -HRBP Check-In -Volunteer Event	1 OFF	2 7:00am-3:30pm FOS Service GSTL Shadow	3 3:30pm-11:45pm Closing GSTL	4 [All Interns OFF]	5 7:00am-3:30pm FOS Service GSTL	6 7:00am-3:30pm ETL GE- Julia Training checkpoint Mentor Status STL Status	7 Shadow Steve
WEEK 4 Focus: Sales floor/Specialty Sales -Mentor Status	8 Shadow Steve	9 7:00am-3:30pm Softlines TL- Tina EZE Style Team	10 7:00am-3:30pm Softlines TL- Tina EZE Style Team	11 OFF	12 7:00am-3:30pm EZE Cosmetics- Oscar Security Basics Theft & Fraud	13 7:00am-3:30pm EZE Cosmetics- Oscar Security Leadership Training checkpoint Mentor Status	14 OFF
WEEK 5 Focus: Sales floor/Specialty Sales -Mentor Status	15 OFF	16 7:00am-3:30pm Shadow Steve	17 3:30pm-11:45pm Closing TL	18 OFF	19 7:00am-3:30pm Elec. Routines- Jesse EZE Electronics	20 7:00am-3:30pm Elec. Routines- Jesse EZE Electronics Training checkpoint Mentor Status	21
WEEK 6 Focus: Sales floor/Specialty Sales -Mentor Status	22 Ad Setup Endcap Audit Signing	23 4:00am-12:30pm Presentation- Ana	24 4:00am-12:30pm Presentation- Ana Price Accuracy	25 OFF	26 7:00am-3:30pm ETL SalesFloor- Jaylynn	27 7:00am-3:30pm ETL SalesFloor- Jaylynn	28 OFF

-Prep DTL Walk								
WEEK 10 -Focus: Development Week w/Shadows (STL, HR, AP, LOD/Closer) -DTL Graduation Visit -Final Review w/ Manager	19 6:00am-2:30pm Shadow/Run Task LOD Shift	20 6:00am-2:30pm Shadow/Run Task LOD Shift DTL Mock Walk	21 OFF	22 6:00am-2:30pm Task LOD Shift DTL Mock Walk	23 7:00am-3:30pm DTL Walk 1:00pm-4:00pm	24 6:00am-2:30pm Task LOD Final Review w/ Manager Last day! We will miss you!	25	

Notes:

Week	Status Schedule
1	Mentor
2	Mentor
3	Manager
4	Mentor
5	Mentor
6	Manager
7	Mentor
8	Mentor
9	Mentor
10	Manager Deliver Final Review

Weser, Intef

From: ASI Secretary Treasurer
Sent: Monday, July 30, 2018 9:34 PM
To: Green, Alisyn R; alisyng5@yahoo.com; ASI College of Art and Letters Rep1
Cc: Weser, Intef; Florez, Dena; ASI President; Rodriguez, Marcus; ASI Secretary Treasurer
Subject: Missing Bi-Weekly & Absences Record
Attachments: Biweekly Template.pdf

Hello Alisyn

I hope all is well. I just want to follow up with you in regards to your absences, bi-weekly's and office hours.

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	UNEXCUSED ABSENCE
BOARD OF DIRECTORS AND SENATORS TRAINING (ALL BOD & SENATORS)	JUNE 18, 2018	UNEXCUSED ABSENCE
ASI BOARD OF DIRECTORS MEETING	JUNE 21, 2018	UNEXCUSED 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 (90 minutes late)
SHARED GOVERNANCE COUNCIL MEETING & CABINET OF COLLEGE REPRESENTATIVES	JULY 12, 2018	UNEXCUSED ABSENCE
ASI BOARD OF DIRECTORS MEETING	JULY 19, 2018	UNEXCUSED ABSENCE
ALLIES AND ADVOCATES TRAINING (ALL MEMBERS)	JULY 25, 2018	UNEXCUSED ABSENCE

Bi-Weekly Submissions

Bi-Weekly #1	Due June 20, 2018 AT 12:00 PM NOON	LATE: SUBMITTED AT JUNE 21, 2018
--------------	------------------------------------	----------------------------------

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 30,2018
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"

From: [Weser, Intef](#)
To: [Green, Alisyn R](#); [ASI College of Art and Letters Rep1](#)
Cc: [ASI President](#)
Subject: RE: Intern Calendar
Date: Tuesday, July 31, 2018 6:50:00 PM
Attachments: [image006.png](#)
[image008.png](#)
[ASI Performance Notice - Alysin Green.pdf](#)
[image005.png](#)
[image007.png](#)
[image009.png](#)

Hello Alysin,

Per this email and the attached performance notice Nia will be recommending your removal from your current ASI position. The recommendation will go before the Executive Committee meeting to be held Tuesday, August 28, 2019.

While removal is being recommended, this window may be an opportune time for you to reach out to Nia and discuss the matter prior to the meeting.

If you have any questions please contact Nia or myself. You can also review the policies that govern this process as well:

- [Policy 020 - ASI Officer Performance Review and Removal Procedure - Policy 020](#)
- [Policy 022 ASI Ethics Policy](#)
- [Policy 025 Performance Expectations and Management Procedure Policy 025 5.10.18](#)
- [Policy 001 Adm - ASI Bylaws Policy 001 Approved 2018-19](#)
- [Policy 002 - ASI Board of Directors Code of Procedure - Policy 002](#)
- [Policy 007 Adm - Director Agreement - 2018-19](#) •
- [Policy 018 - College Representatives Code of Procedure - Policy 018](#) •
- [Policy 010 - Attendance and Absenteeism](#)



Intef W. Weser
ASI Executive Director
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"For the Students, By the Students"

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*"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: Weser, Intef
Sent: Wednesday, July 18, 2018 11:26 AM
To: Green, Alisyn R <agreen24@calstatela.edu>; ASI College of Art and Letters Rep1 <asicalr1@calstatela.edu>
Cc: ASI President <asipres@calstatela.edu>
Subject: RE: Intern Calendar

Hello Alisyn,

I hope all is going well with your internship and summer overall. As you know I am assisting Nia in the process of performance challenges with ASI members. Per the emails below you have committed and are expected to make all required meetings such as Board of Directors and summer trainings. In the July 2nd email, you stated you would provide Nia with a schedule that reflects the summer trainings that you would be attending. Were you able to create and send this listing? If you did please resend and cc me.

Also, it has been mentioned that you have been out of touch with your college co-representative. Knowing your schedule is busy it is very important that you are communicating and planning with your college representative partner. Can you confirm one way or the other regarding how that communication has been going? If there have been challenges please identify how you plan on fixing the communication breakdown. Your timely response is important and should be sent to Nia while cc'ing me.

If you have any questions please let us know.



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From: Green, Alisyn R
Sent: Tuesday, July 3, 2018 6:55 PM
To: Weser, Intef <IWeser@calstatela.edu>

Subject: Fw: Intern Calendar

Hi Intef,

I forgot to CC you my schedule for Target. My supervisor said have worked around my schedule in order for me to not miss anymore board of directors meetings. I'll definitely be at the next meeting I just wasn't aware of the meeting on Monday or last Friday because I was going off the schedule on the ASI website and not the trainings.

I do apologize for missing the meetings and not letting anyone know I wouldn't be there. I'm attempting to be more vigilant and attentive for ASI since it is what I want to do. Thank you reading this, and for wasting so much time and having a low attendance. I'll try to do better.

Best regards,

Alisyn Green

From: Green, Alisyn R

Sent: Monday, July 2, 2018 4:47:48 PM

To: Johnson, Nia A

Subject: Fw: Intern Calendar

Hi Nia,

Here's my schedule for Target. I'm on my way home now and will also send you the dates that have been switched around in order for me to fulfil my Leadership training this summer.

From: Steven.Martinez2 (T1425) <Steven.Martinez2@target.com>

Sent: Tuesday, May 29, 2018 3:53:26 PM

To: Green, Alisyn R

Subject: Intern Calendar

Hi Alisyn,

I have attached your calendar for the summer internship at the Pico Rivera Target. Please take a look at it and if you need to take some days off let me know and we can make adjustments to it. I look forward to meeting you next month.

Thank you,

Steven Martinez

Executive Team Leader - Operations | ☉Target 1425-Pico Rivera | 8800 Whittier Blvd,
Pico Rivera, CA 90660 | 562-949-6200