

ASI PERFORMANCE WARNING NOTICE

Associated Students, Inc.

California State University, Los Angeles

Name: Jesus Mora	Date: 10/08/18
Position: ASI Vice President of Administration	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 type="checkbox"/> Failure to notify Direct Report of absence from work station <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 checked="" 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 |
|---|--|

Unable to inform Board of the devolvement's established within his committee

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

This Performance Notice is being issued to Jesus Mora 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:

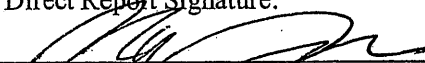
- Policy 001, 8.3.C - "Be a member of the Board of Directors, Executive, Personnel, and Finance Committees."
- Policy 025, 3.2.3- "Request to miss a meeting or training must be provided in advance to the ASI President or committee chairperson, committee recording secretary, Secretary Treasurer, along with cc'ing the Executive Director and ASI support staff."
- Policy 023, 3.5- "All Shared Governance Members are appointed by the BOD. The Shared Governance Committee Members shall:
 - A. Attend all meetings for the committee(s) they have been appointed to.
 - B. Submit a committee report of each meeting by the first Sunday following the committee meeting to the VPAG and their assigned ASI Academic Senator."
- 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 025, 3.4.5- "Committee members are expected to engage and contribute during the meetings."
- Policy 025, 4.1- "Any appointed or elected members may be subject to a performance review, probation, or removal from office for failure to judiciously complete assigned duties outlined in position descriptions,"
 - On 07/24/18 The Vice President of Administration received recommendations from the Personnel Committee on ways to enhance Midyear Evaluations
 - On 8/30/18 Jesus received an unexcused absence for the Shared Governance Council Meeting.
 - On 9/25/18 The Vice President of Administration presented the Midyear Evaluation timeline with no amendments made to policy or to the Midyear evaluation process.
 - On 9/26/18 The ASI President emailed the Vice President of Administration requesting a meeting to discuss the Midyear evaluations

- On 9/28/18 Jesus responded to the email chain with his personal recommendations for the Midyear Evaluations and disregarded the President's request for a meeting
- On 9/27/18 Jesús received an unexcused absence for the Shared Governance Council Meeting.
- On 10/03/18 the President sent Jesus an email regarding his absences in the Finance Committee and Strategic Planning Committee meetings detailing four unexcused absences for Finance Committee and three unexcused absences for Strategic Planning Committee
- On 10/03/18, the Secretary Treasurer sent an email to Jesus regarding his absences in Strategic Planning Committee meetings.
- On 10/03/18, the Vice President for Finance sent Jesus an email regarding his absences from the Finance Committee meetings.
- On 10/04/18 The Vice President was asked to explain the Mid-Year Evaluation process to the Board of Directors, but he was unprepared to present to the Board

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 meetings to go over information 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. Per your agreement with the Chair of Finance, you will need to attend at least two of the remaining Finance Committee meetings and acquire no more than one unexcused tardy for the remainder of the semester. You will also need to attend all of the remaining monthly Shared Governance and Strategic Planning Committee meetings. Finally, you will need to prepare a statement discussing what improvements will be made to ensure you are meeting these expectations moving forward. The meeting needs to take place on or before Monday, October 8 at 1:40 PM. There have been several attempts to communicate with you, if these expectations are not met, you will be put up for removal at the next Executive Committee meeting. 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:

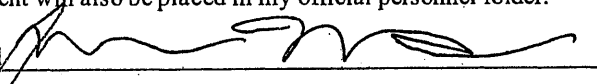


Date:

10.8.18

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

10/8/2018

(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.)



Shared Governance Council Meeting Minutes

August 30, 2018

3:15 p.m. to 5:45 p.m. USU Board Rm. 303 AB

Attendees: ASI Board of Directors, Council Members, General Public

I. Organizational Items:

1.1 Call to Order – The meeting was called to order at: 3:15 p.m.

1.2 Roll Call

Jacquelyn Acosta	Vice President for Academic Governance	Present
Nia Johnson	President	Present
Jesus Mora	Vice President for Administration	Unexcused Absence <i>never shared</i>
Aaron Castaneda	Vice President for Finance	Excused Absence
Jennifer Martell	Secretary/Treasurer	Present
Krystal Rubio	Diversity and Inclusion Officer	Present
Nataly Aviles	Civic Engagement Officer	Present
Jacob Isai Amaya	A&L Representative	Present
Rashad Freeman	HHS Representative	Present
Jocelyn Vargas	HHS Representative	Excused Tardy
Fritza Plasencia	NSS Representative	Excused Tardy
Davona Watson	NNS Representative	Unexcused Absence
Smitkumar Patel	ECST Representative	Present
Edgar Chavez	ECST Representative	Present
Christopher Koo	BE Representative	Present
Raul Rodriguez	CCOE Representative	Present
Raymond Peters	CCOE Representative	Unexcused Absence
Matthew Keels	VA Representative	Present
Katrina Stanley	Committee Member	Excused Absence



Shared Governance Council Meeting Minutes

September 27, 2018

3:15 p.m. to 5:45 p.m. USU Board Rm. 303 AB

Attendees: ASI Board of Directors, Council Members, General Public

I. Organizational Items:

1.1 Call to Order – The meeting was called to order at: 3:16 p.m.

1.2 Roll Call

Jacquelyn Acosta	Vice President for Academic Governance	Present
Nia Johnson	President	Present
Nia Allen	Chief Justice	Present
Jesus Mora	Vice President for Administration	Unexcused Absence
Aaron Castaneda	Vice President for Finance	Present
Jennifer Martell	Secretary/Treasurer	Present
Krystal Rubio	Diversity and Inclusion Officer	Present
Nataly Aviles	Civic Engagement Officer	Present
Jacob Isai Amaya	A&L Representative	Present
Rashad Freeman	HHS Representative	Present
Jocelyn Vargas	HHS Representative	Present
Fritza Plasencia	NSS Representative	Present
Davona Watson	NNS Representative	Excused Absence
Smithkumar Patel	ECST Representative	Excused Absence
Edgar Chavez	ECST Representative	Present
Christopher Koo	BE Representative	Present
Raul Rodriguez	CCOE Representative	Unexcused Absence
Matthew Keels	VA Representative	Present
Katrina Stanley	Committee Member	Excused Absence

Re: MidYear Evaluations

ASI Vice President for Administration

Fri 9/28/2018 12:04 PM

Inbox

To: ASI President <asipres@calstatela.edu>; Weser, Intef <IWeser@calstatela.edu>;

Hello Intef,

I believe that the updated timeline for the Mid-Year evaluations presented it reasonable.

Aside from everything, I do believe that we should allow written evaluations for staff members and yourself. I believe this is important in cases where a member would like to recognize a staff member for their hard work or if they'd like to address any other concerns in letter. That should be allowed and I would like to see a portion that states, written evaluations are encouraged.

Lastly, if you can share this with the rest of the members on executive committee so that if they feel the need to give input they can do so.

Regards,

Jesus Mora

Get [Outlook](#) for iOS

From: ASI President
Sent: Thursday, September 27, 2018 4:45:06 PM
To: Weser, Intef; ASI Vice President for Administration
Subject: Re: MidYear Evaluations

Intef,

Are all BOD members required to do an evaluation for Dena and Marcus. Based on your email, it would appear that we mandate College Reps to give evaluations for Dena but several College Reps have stated that they have not interacted with Dena in any way for them to asses her performance. Please address that in the amendments that you are making.

With respect,

Nia Johnson



Nia Johnson

President
Associated Students, Inc.
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From: Weser, Intef
Sent: Wednesday, September 26, 2018 8:35 PM
To: ASI President; ASI Vice President for Administration
Subject: Re: MidYear Evaluations

Hello Jesus and Nia,

I just listened to the audio and the conversation was very similar to what we discussed this past Tuesday. No specific were really offered so I hope what I provided below and attached proves acceptable.

From what was mentioned there were requests to ensure the training and preparation of members prior to receiving evaluation material, clarifying who will evaluate whom, and having someone from HR address the Board of Directors regarding the process.

I will reach out to Susie or Pablo to put presenting at the ASI Board of Directors meeting on October 4th on their calendar, if that works for Nia.

I would like to offer the attached Mid-year Feedback and Evaluation Timeline for your review prior to our meeting. I believe it will address the committees concerns and requests. To avoid calling an emergency meeting I would suggest you send the attached to Personnel Committee members and poll their approval to move forward with the adjustments. If you want me to send it out let me know.

If you secure consensus we can move forward with the the attached plan. Our next official meeting is scheduled for October 9th which still gives us time to make adjustments if needed prior to the October 18th deadline.

Looking forward to your responses.

Intef W. Weser
ASI Executive Director
Associated Students, Incorporated
California State University, Los Angeles
"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, September 26, 2018 6:25:33 PM
To: ASI President; ASI Vice President for Administration
Subject: RE: MidYear Evaluations

Hello Nia and Jesus,

I will be reviewing the audio on my train home tonight and let you know if there should be any additions to what I have created below. I believe Dena share the audio with you all.

Also, know that the training and preparations for the midyear feedback process have started. I shared the tentative timeline and resources with the JRC and tomorrow it will be discussed at Shared Governance. I will work with the chairs to make sure they announce the process is coming to ensure everyone is informed.

Looking forward to receiving your feedback.

Take care and let me know what you think.

Professional Staff Evaluation Timeline Adjustment

Elected Members will evaluate the following:

- Board of Directors
 - Intef – Submit to HRM
 - Marcus – Submit to Intef
 - Dena – Submit to Intef
 - Gus – Submit to Intef
- Academic Senators
 - Marcus – Submit to Intef
 - Dena – Submit to Intef

Appointed Members will evaluate the following:

- Cabinet of Commissioners
 - Marcus – Submit to Intef
 - Dena – Submit to Intef
 - Gus – Submit to Intef
- Associate Justice/Chief Justice
 - Intef - Submit to HRM
- Vice Chair for Finance
 - Dena – Submit to Intef

Evaluation Preparation:

- September 25-October 4 – All members above will be provided information and training regarding the evaluation and providing feedback to staff prior to being issued the evaluation tools.

- October 4-18 – Members will be tasked to fill out an evaluation for the designated staff member and submit it to the appropriate person.

Follow the same timeline.



Intef W. Weser
 ASI Executive Director
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 "Success doesn't come to you. You go to it." - Marva Collins

From: ASI President
Sent: Wednesday, September 26, 2018 5:59 PM
To: ASI Vice President for Administration <asivpa@calstatela.edu>
Cc: Weser, Intef <IWeser@calstatela.edu>
Subject: MidYear Evaluations

Hello Jesus,

I would like to be involved in the meeting and discussion regarding the improvement Midyear Evaluations. As we know the committee expressed some concerns around how we intend to meet our deadline with incorporating recommended changes. Let me know how I can support you both in doing so. It is very important that we are compliant with our evaluation timeline as well and it is equally important for us to adjust our process so that we do not yield the same results as last year. I want to assist in whatever way possible so that we can achieve both goals. Please notify me on what time the meeting will take place and be sure to notify the committee and ensure quorum if you intend to hold an emergency meeting.

With respect,

Nia Johnson



Nia Johnson
 President
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Missing all Finance Committee meetings this year

ASI Vice President for Finance

Wed 10/3/2018 5:39 PM

To: ASI Vice President for Administration <asivpa@calstatela.edu>;

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

Hello Jesus,

I hope you are doing well.

I want to inform you that in the 5 finance committee meetings we that has occurred this year (2 in the Summer, 3 in the Fall), you have missed all the meetings this year. 4 of them have been unexcused absences, and the only excused absence you have is from when you are having eligibility concerns. I'd like to inform you that you are required to attend Finance Committee meetings throughout the year.

Please let me know if you need to talk to me. I cannot excuse you for missing the entire semester.

Best,



Aaron Castaneda

Vice President for Finance

Associated Students, Inc.

California State University, Los Angeles

5154 State University Drive

asivpf@calstatela.edu | T: (323) 343-4778

SPC meetings

ASI Secretary Treasurer

Wed 10/3/2018 6:32 PM

To: ASI Vice President for Administration <asivpa@calstatela.edu>;

Cc: ASI President <asipres@calstatela.edu>; Weser, Intef <IWeser@calstatela.edu>;

Hello Jesus,

I wanted to update you on your strategic planning absences. We have held 3 meetings and you have unexcused absences for all 3.

Please note that these absences can lead to a performance review and or removal.

Thank in advance

Internal Committee Absences

Wed 10/3/2018 7:28 PM

Sent Items

To: ASI Vice President for Administration <asivpa@calstatela.edu>;

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

Bcc: Weser, Intef <IWeser@calstatela.edu>;

Hello Jesus,

I am emailing you in regards to your acquired absences for the Finance Committee and Strategic Planning Committee. As you know, you have missed all five of our Finance Committee Meetings with four of your absences recorded as unexcused. Additionally, you have missed all three of our Strategic Planning Committee Meetings. As an Executive Officer you are expected to be present and participate in these Internal Committees. I am concerned about your absences and want to set up a meeting with you immediately. Please coordinate with Keomi, so that we can schedule a meeting as soon as possible.

With respect,

Nia Johnson



Nia Johnson

President

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Finance Committee

ASI Vice President for Administration

Thu 10/4/2018 6:25 PM

To: ASI Vice President for Finance <asivpf@calstatela.edu>;

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

Hello Aaron,

I just wanted to follow up in regards to the conversation we had about my absences for finance committee.

As we discussed in the meeting, my current work schedule will not allow me to make the finance meetings on Fridays. But we agreed that I will make an effort of attending at least two of the remaining four Finance committee meetings in the semester.

I assure you that I will be present at the meeting on October 26th and November 9th. I appreciate you being able to work with my schedule.

Regards,

Jesus A. Mora

Vice President for Administration

Associated Students, Inc.

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Fw: Conference Call

ASI President Administrative Assistant

Mon 10/15/2018 9:23 AM

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

Best,



Keomi Barksdale

Administrative Assistant to the ASI President

Associated Students, Inc.

California State University, Los Angeles

5154 State University Drive

Room 203

Los Angeles, CA 90032

T. 323.343.4791

F. 323.343.6420

asipaa@calstatela.edu

From: ASI Vice President for Administration

Sent: Monday, October 8, 2018 11:20 AM

To: ASI President Administrative Assistant

Subject: Re: Conference Call

Sounds good I will meet with her at 1:40.

Get [Outlook for iOS](#)

From: ASI President Administrative Assistant

Sent: Monday, October 8, 2018 10:58:27 AM

To: ASI Vice President for Administration

Subject: Re: Conference Call

This is for a meeting preferably, however, if you are available for a conference that will suffice.

Best,

Keomi Barksdale

Administrative Assistant to the ASI President

Associated Students, Inc.

California State University, Los Angeles

5154 State University Drive



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 asipaa@calstatela.edu

From: ASI Vice President for Administration
Sent: Monday, October 8, 2018 10:53:35 AM
To: ASI President Administrative Assistant
Subject: Re: Conference Call

Is this a phone call or a meeting?

The subject says conference call that's why. Can I get clarification?

Get [Outlook for iOS](#)

From: ASI President Administrative Assistant
Sent: Monday, October 8, 2018 8:59:10 AM
To: ASI Vice President for Administration
Subject: Re: Conference Call

Can you meet today 1:40-2:40pm?

Best,



Keomi Barksdale
 Administrative Assistant to the ASI President
Associated Students, Inc.
 California State University, Los Angeles
5154 State University Drive

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Los Angeles, CA 90032
 T. 323.343.4791
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 asipaa@calstatela.edu

From: ASI Vice President for Administration
Sent: Friday, October 5, 2018 4:49:32 PM
To: ASI President Administrative Assistant
Subject: Re: Conference Call

Hello,

Monday I have two midterms I will only be available during my office hours from 12-2.

I can meet briefly from 4:30 - 5:00 pm as well.

Regards,

Jesus Mora

Get [Outlook for iOS](#)

From: ASI President Administrative Assistant
Sent: Friday, October 5, 2018 4:37:14 PM
To: ASI Vice President for Administration
Subject: Conference Call

Good afternoon Jesus,

Nia would like to set up an emergency meeting with you on Monday. That is the only available so please let me know your availability.

Best,



Keomi Barksdale

Administrative Assistant to the ASI President

Associated Students, Inc.

California State University, Los Angeles

5154 State University Drive

Room 203

Los Angeles, CA 90032

T. 323.343.4791

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asipaa@calstatela.edu

Meeting

ASI President

Mon 10/8/2018 1:39 PM

Sent Items

To: ASI Vice President for Administration <asivpa@calstatela.edu>;

Hi Jesus,

I just wanted to remind you that we have a meeting today, starting at 1:40 PM. Please come straight into my office when you arrive. See you soon.

With respect,

Nia Johnson



Nia Johnson

President

Associated Students, Inc.

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Signed Performance Warning

ASI President

Mon 10/8/2018 2:39 PM

Sent Items

To: ASI Vice President for Administration <asivpa@calstatela.edu>;

📎 2 attachments (293 KB)

Page0001.pdf; request.pdf;

Hello Jesus,

Per our meeting, here is an electronic version of the signed Performance Warning that we reviewed today. In our meeting you were provided a hard copy of the supporting documentation. Please let me know if you would like an electronic copy of all of the supporting documentation as well. So excited to move forward towards success. Let me know if there are any additional ways you would like to be supported.

With respect,

Nia Johnson



Nia Johnson

President

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Strategic Plan Committee Meeting

Minutes

Tuesday, October 2, 2018

Type of meeting: General

Time: 4:45-5:45 pm

Location: U-SU Board Room 303

Attendees: Personnel Committee Members, General Public

I. Organizational Items:

a. Called to Order by Jennifer Martell @ 4:46 pm

b. Roll Call

Nia Johnson	<i>President</i>	Present
Jesus Mora	<i>Vice President for Administration</i>	Unexcused Absence
Jacquelyn Acosta	<i>Vice President for Academic Governance</i>	Present
Aaron Castaneda	<i>Vice President of Finance</i>	Present
Veronica Garcia-Martinez	<i>VP for External Affairs and Advancement</i>	Present
Jennifer Martell	<i>Secretary/ Treasurer</i>	Present
Raul Rodriguez	Charter College of Education College Representative	Excused Tardy @ 4:54 pm
Intef W. Weser	<i>Executive Director</i>	Present
Marcus Rodriguez	<i>Director of Government Affairs & Leadership Programs</i>	Present
Dena Florez	<i>Office Manager of Administration & Services</i>	Present

c. Adoption of Agenda for Tuesday, October 2, 2018

Offered By:	Nia Johnson	Seconded by:	Aaron Castaneda			
Motion to approve the adoption of Agenda for Tuesday, October 2, 2018						
All in Favor	4	Opposed	None	Abstained	0	Motion: Passed

Offered By:	Nia Johnson	Seconded by:	Aaron Castaneda			
Motion to add Referendum to Inform item (a)						
All in Favor	4	Opposed	None	Abstained	0	Motion: Passed

➤ Nia Johnson: Only 2 committee members from this committee sit on the Alternative Funding and Ad Hoc committee, we want to make sure we promote the referendum internally and inform the student body.

d. Adoption of Minutes for Tuesday, September 4, 2018

Offered By:	Aaron Castaneda	Seconded by:	Nia Johnson			
Motion to postpone the minutes for Tuesday, September 4, 2018 until the next meeting						
All in Favor	4	Opposed	None	Abstained	0	Motion: Passed