



June 23, 2022

To: ASI Board of Directors
From: Barnaby Peake, ASI Executive Director

Notification - Maximum Unexcused Absences of ASI Board Members

Elected ASI student leaders begin their term in office on June 1, as indicated in the [ASI Bylaws](#). Prior to taking office, additional training and orientation sessions are required to prepare student leaders for their responsibilities. Missing any of these sessions is detrimental to their ability to serve in ASI and is not permitted without prior approval by the ASI Executive Director.

Two students elected in Spring 2022 have failed to attend the required orientation and training sessions and have been unresponsive to ASI's emails and other efforts to reach them. **Shane Cathcart**, Representative for the College of ECST and **Sebastian Garcia**, Representative for the College of NSS, have not completed their orientation and did not attend the BOD training and meeting on June 9. Furthermore, they have not signed their Student Leader Agreement, Conflict of Interest Statement, or their Coordination of Aid forms. [Policy 007-Student Leader Agreement](#) states that a new student leader must sign the agreement within the first 10 days they are in office.

Numerous attempts have been made to contact Shane and Sebastian including:

- 5/9 - Email to all new student leaders to congratulate them and states their official start date of June 1 and the required training and meetings held Tuesday and Thursday afternoons throughout the summer
- 5/17- Email invitation to the mandatory Winners Roundtable orientation/training on 5/23
- 5/23 - Email reminder asking all to confirm attendance at Winners Roundtable. Texts were also sent to reach students who had not responded
- 5/27- Email requesting those who missed Winners Roundtable to set an individual meeting with the ASI Executive Director
- 5/31- Email from ASI staff to all with instructions to set up ASI email accounts
- 6/1- Calendar invite for 6/9 training was sent out
- 6/7- Second email asking Shane and Sebastian to set a meeting with me because they missed the Winners Roundtable
- 6/8- Email reminder about training and BOD meeting on 6/9
- 6/10- Emailed Sebastian and Shane, who missed the training on 6/9, that they must respond by 6/17 or else ASI may begin the process to remove them from their elected positions
- ASI received no response to the above emails nor repeated text messages to the students by 6/17

The [ASI Board of Directors Code of Procedure](#) (Policy 002) states in Section 13, "Upon the accumulation of two (2) absences, four (4) unexcused tardies, or two (2) early departures from meetings in a six-month period, the name of the absentee shall be placed before the BOD by any director to determine whether the person shall be removed from office." In accordance with the BOD Code of Procedure, the two students are being submitted to the Board of Directors for consideration and possible removal from their elected positions.



Related ASI Policies:

- [Policy 001- ASI Bylaws](#)
- [Policy 002, Board of Directors Code of Procedure](#)
- [Policy 007- Student Leader Agreement](#)
- [Policy 010- Attendance and Absenteeism](#)
- [Policy 020- ASI Officer Performance Review and Removal Procedure](#)