**From Raquel Vigil**

**Business Manager**

Historically the ASVP for Business and Operations interfaces with my position as a secondary advisor.  The primary advisor is Eric Alexander.

In the past the minimum interface that I would expect with the position (In large part initiated by the position holder) is as follows:

Summer Quarter:             Getting acquainted with my position, the AS Business Director and AS finances (Current year Budgets, Past Year Spending, New initiatives, Policy and Forms development, Training for AS Board on financial structure).

Fall Quarter:                       Collaborating with AS Business Director on establishing Business Committee Agenda, with advisement from my position and consultation with Eric Alexander.  Begin process of review, revision and proceeding with AS Budget Committee collaborating with AS Business Director, with advisement from my position and consultation with Eric Alexander.  Provide leadership in Budgeting philosophy for upcoming budget process.

Winter Quarter:                Continue AS Business Committee and AS Budget Committee leadership in collaboration with AS Business Director, with advisement from my position and consultation with Eric Alexander.  Begin participation and provide leadership to the S&A fee committee.  Collaborate with my position and the AS Business Director for financial reports, with advisement from Eric Alexander.

Spring:                                  Continue AS Business Committee and conclude AS Budget Committee.  Continue to provide leadership to the S&A fee committee with collaboration (financial reports, forecasting, impact) from my position and advisement from Eric.  Move forward strategies or policy revisions as a result of information obtained throughout the year via hand-on experience.

Raquel Vigil

Business Manager

**From Ian Ferrer – AS Assessment Coordinator**

Good evening, Levi,

Below is the summary of my professional relationship as the AS Assessment Coordinator in relation to the AS Vice President of Business & Operations, Genaro, regarding my job responsibilities as the AS Assessment Coordinator.

I found that the Genaro, in his capacity as the AS Vice President of Business & Operations, did not fulfill his job responsibilities regarding AS Assessment. In fact, he had almost no presence in the process.

When I started my position as AS Assessment Coordinator last summer, I tried to find a way to meet with him, as is required under the job description for both of us. He never responded, and I only found out later that he was actually out of the country and would not return until Fall classes started. As a result, I had to build the assessment process and meet with various offices (Such as the AS Publicity Center), independently and with only minuscule guidance. the AS President and the AS VP of Academic Affairs were available and did give some guidance to me on navigating the AS and to setting up the assessment process.

When Genaro returned, after missing both Summer and Fall trainings, I attempted to schedule a meeting with him. He did not respond to my email message on Outlook, or any of the subsequent ones. I decided to try and meet him in person by stopping by in his publicly listed office hours. He was not in office  during the times that I stopped by. Eventually, I stopped trying to communicate with him as he never seemed to be responsive, and I met instead with the other AS Board members regarding the assessment process (AS President && AS VP of Academic Affairs mostly). This is abnormal because traditionally, and per his job description, he is supposed to be the primary link of communication to the AS Board from the AS Assessment Coordinator (me).

Several weeks later, I did manage to find him randomly in his office and I had a short 10 minute chat informing him of my role, and what he can do in his position to help the assessment process. To his credit, he was friendly and well mannered. But he didn't seem to be interested in taking a larger role.

Because he was not chairing Management Council, which is stipulated in his job description, I found it very difficult to keep Management Council updated on the latest exploits regarding assessment. None of the meeting times worked for me due to scheduling conflicts, and because Genaro was not chairing it, I found it difficult to keep them informed. I worked with the AS Business Director to create a sub-committee, to report on assessment progress. the AS Business Director did a fine job; i found her to always be friendly and helpful. The committee's first meeting was at the same time as the protest in the President's Office and received poor attendance. To his credit, Genaro was present (and Nate as well), and he did provide some insight. Nothing more came of the committee after that.

Since then, I have invited Genaro to group discussions regarding assessment. For instance, I invited him to both the AS Outback Farm and the AS Publicity Center, when they were going through their respective recommendations. He did not take me up on that, but perhaps I should have been more persistent with ensuring his attendance and perspective.  Despite the disconnect, I believe that the AS Board of Directors, and the AS itself, have been incredible to work with, and we have made incredible progress in both the assessment process and beyond.

Thank you.

Ian Ferrer

AS Assessment Coordinator

**From Ally Palmer – AS Business Director**

Working with Genaro over that last few months or rather, working without him for the last few months, has been frustrating on many levels. He has regularly cancelled on meetings, left commitments early, and did not follow up or complete assigned projects. One example is the budgeting statement that was released to the budget authorities—this was meant to be a collaborative effort between myself and him but I ended up completing it individually after receiving zero response or input on Genaro’s behalf. There have been multiple situations that are a replica of this one. Genaro has displayed a lack of commitment, engagement, and respect for myself and others by continually choosing to disregard his responsibilities and not follow through on communications. It is my opinion that he does not have enough time to dedicate to being the VP for Business and Operations as shown by his lack of attendance to his required duties.

Ally Palmer

AS Business Director

**From Nate Jo – AS Board Assistant for Internal Committees**

As the board assistant working most closely with Genaro Meza-Roa, I have noticed that he has failed to perform the basic requirements of the AS Vice President for Business and Operations position on many accounts.

1) Term of Position: This is a four quarter position beginning the Saturday of Spring Commencement and ending the Friday of finals week.  Meza-Roa did not work at all in the summer, even immediately before the start of the quarter.  Furthermore, Meza-Roa failed to attend AS Fall Staff Development (as well as AS Winter Staff Development) and all of the trainings specifically for the board of directors.  This left me in charge of coordinating and pulling together the committees that Meza-Roa is in charge of.

2) Committee Responsibilities: Meza-Roa is responsible for chairing or serving as a voting member multiple AS committees.  Meza-Roa failed to attend Personnel Committee Meetings on August 1st, 2018, September 23rd 2018, and September 25th and failed to attend the Management Council Meeting on November 16th, 2018.  Furthermore Meza-Roa was frequently late to important committee meetings, such as Management Council on November 2nd, 2018.  Additionally, it is Meza-Roa's responsibility to review and update the charters of the Budget Committee, Facilities & Services Council, Management Council, Business Committee, Personnel Committee, and others.  Committees are not legally allowed to meet until their yearly charter is approved.  Other board members such as Levi Eckman, Vice President for Academic Affairs frequently updated the charters to allow committees to meet.

The Facilities and Services Committee is a standing committee to the AS that was inactive over the past year.  Meza-Roa took no steps to bring it back and preferred to let it remain inoperable.

3) Office Hours: AS Vice Presidents are required to post five office hours per week.  Meza-Roa failed to post five office hours for the majority of fall quarter or even attend the office hours that he posted.  Meza-Roa only updated his office hours after the board passed a policy that would reduce pay for failing to post the required number of office hours.  This basic disregard for his duties made it extremely difficult for committees to begin their work and for directors, board assistants, and board members to communicate with him to complete their duties.

I fully support and recognize the ability and necessity for board members to be politically autonomous.  This is not the issue.  The issue is that Meza-Roa continually shows a lack of effort to contribute to the Associated Students or perform the responsibilities outlined in the job description for the ASVP for Business and Operations.

Sincerely and respectfully,

Nate Jo

AS Board Assistant for Internal Committees

**From AS Personnel Director – Rachel Walsh**

Hello Levi,

I have included a short statement below on Genaro and the behaviors I have witnessed as the AS Personnel Director.

The Associated Students Personnel Office plans and facilitates mandatory staff trainings throughout the year, including Summer, Fall Staff Development, Pre-Winter Quarter, and Pre-Spring Quarter Trainings. Out of the first three trainings\* that have occurred, Genaro Meza-Roa has not attended any of them.

Some of the sessions that were offered at these trainings include:

* Pronouns & Inclusive Language
* Micro Aggressions
* Ethical Decision-Making
* Sexual Harassment
* Student Professionalism
* Sexism in the Workplace

The AS Personnel Office works toward equipping our employees with applicable knowledge to increase job performance and enable student leadership. These sessions are a catalyst toward that goal.

\*Board Member Attendance:

Summer Training: Levi Eckman, Millka Solomon, & Natasha Hessami

Fall Staff Development: Levi Eckman, Camilla Mejia, Millka Solomon, Ama Monkah, Natasha Hessami, & Anne Lee

Pre-Winter Training: Levi Eckman, Camilla Mejia, Millka Solomon, Ama Monkah, Natasha Hessami, & Anne Lee

Rachel Walsh

AS Personnel director

**From AS Board Assistant for Representation Committees – Grace Dreschel**

The ASVP for Business and Operations is a voting member on the Sustainability, Equity and Justice Committee. Genaro has been included on the email list for all correspondence concerning SEJ, and I have never received any sort of response for him or even an acknowledgment that he is a part of the committee.

Grace Dreschel

AS Board Assistant for Representation Committees