

TEXAS  STATE
HOUSING AND
RESIDENTIAL LIFE

WRITTEN WARNING

October 18th, 2022

Regina Macias – r_m769
Resident Assistant – Laurel Hall

Dear Regina,

This letter is to confirm the results of a fact-finding conversation held October 13th, 2022, regarding being documented for performance management in the following area: **University Policy and Procedure Statement No. 06.05.02 – Responding to Media Inquiries**

In our conversation, we discussed that an article posted by the University Star had direct quotes provided by student staff members from the Department of Housing a Residential Life. You stated that you willingly provided information to a media outlet without notifying your direct supervisor. In accordance with the University Policies and Procedures Statement No. 06.05.02, Section 4.01 - When university personnel are contacted by media representatives requesting information or making inquiries into matters pertaining to the university, they should follow these procedures:

b.) Notify their supervisor or the director of the OMR or the AVP for University Advancement Communications. As long as time factors are taken into consideration, it is permissible to take a phone number, ask what topic will be covered, and immediately return a call or email. This allows the person queried the opportunity to seek advice.

To ensure the effective, efficient, and consistent performance of duties by staff members, **this letter will serve as a written warning** for failure to comply with university procedures. A copy will be placed in your employment file within the Department of Housing and Residential Life.

If you have any questions, please contact Danielle Nied, Director of Residential Experience in the Department of Housing and Residential Life.

Sincerely,



AJ Arredondo, Residence Director
Laurel & Retama Halls

CC: Valerie Benson
Assistant Director for Living Learning Communities
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