



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 13<sup>th</sup>, 2022, regarding being documented for performance management in the following area:

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