

To: Andrew Huse  
From: Tomaro Taylor

RE: Counseling memorandum  
Date: June 11, 20224

I am writing this memorandum to document concerns about recent behavior towards [REDACTED]  
[REDACTED] It has been reported that your repeated calls and voicemails and overall tone were hostile and at a level [REDACTED] deemed worthy of reporting to me, Senior Associate Dean Borchert, and Dean Todd Chavez. [REDACTED] reported that this is a repeat occurrence, meaning that your persistence about certain travel issues has been noted and likewise deemed inappropriate. This is unacceptable behavior that will not be tolerated.

Your questions, comments, concerns, and feedback regarding travel procedures and policies are important. However, your demonstrations of anger and frustration around issues that previously have been [REDACTED] coupled with what is perceived as aggressive behavior, is unacceptable. Civility and collegiality are professional expectations, and you are expected to be professional in your demeanor and interactions with colleagues, be they faculty, administration, or staff.

A toxic workplace inhibits our ability to assist students and to recruit and retain talented faculty and staff, both of which are key to an AAU institution. Disagreements with and lack of understanding about policies and procedures will occur in a university setting, and differences should be expressed in a manner in keeping with civil discourse. I expect open and respectful communication with others, respect for differing viewpoints, freedom from unnecessary disruption, and abstention from insulting, disrespectful, or humiliating language or/or actions.

It is my hope that you are able to take this feedback constructively and that we are able to move past these difficulties and positively contribute toward the Libraries' goals and the University's mission and values.

cc: Carol Ann Borchert