

EXHIBIT M

From: **Suzanne Guevarra** <sguevarra@cca.edu>

Date: Thu, Nov 16, 2023 at 8:02 AM

Subject: Complaint Received

To: Karen Fiss <kfiss@cca.edu>

Cc: Maira Lazdins <mlazdins@cca.edu>

Dear Ren:

I am reaching out to you with regards to a recent complaint that was forwarded to me from a student. The complaint outlines perceived harmful behavior by you towards the Havurah group as well as a harassing and discriminatory interaction with another student.

At CCA we take all reports of violations of our policy on discrimination and unlawful harassment seriously, and as a result, we look into all reports that are submitted. Please know that no determination has been made on this matter at this time. For reference, here is CCA's [Policy Prohibiting Discrimination, Unlawful Harassment and Retaliation](#).

Maira and I would like to meet with you for a 1 hour meeting via Zoom to discuss this complaint, hear your perspective on what has been reported, and review the various policies at issue. We may not need the full hour. We are available for most of the business day on Monday, November 20th or Tuesday, November 21st.

Please let us know when you are available. Once you confirm, I will send a calendar invite with a Zoom link.

Thanks,
Suzanne

SUZANNE GUEVARRA Director of Human Resources (she, her)
sguevarra@cca.edu | p 415.551.9288



1111 Eighth Street | San Francisco, CA | 94107

CCA is located on the unceded territories of the Chochenyo and Ramaytush Ohlone peoples. Learn about the [CCA Land Acknowledgment](#).