

EL CAMINO COLLEGE ASSOCIATED STUDENTS ORGANIZATION

16007 Crenshaw Blvd, Torrance, CA 90506

Executive Cabinet | Regular Meeting | September 15th, 2023, at 9:00 a.m. | COMS-109

NOTICE IS HEREBY GIVEN that the Executive will hold a **Regular Meeting** on **September 15th, 2023, at 9:00 a.m. via COMS-109**. The Executive Cabinet reserves the right to suspend the orders of the day if necessary to conduct business. All Executive Cabinet meetings are held in locations that are wheelchair accessible. Other disability-related accommodations will be provided to persons with disabilities upon request. Persons requesting such accommodations should notify the Chair, Jose Merino, asopresident@elcamino.edu no less than three working days prior to the meeting. The Executive Cabinet will make efforts to meet requests made after such date, if possible.

Pursuant to Government Code §54957.5: Supplemental materials distributed less than 72 hours before this meeting to a majority of the Executive Cabinet will be made available for public inspection at this meeting. Materials prepared by Executive Cabinet members and distributed during the meeting are available for public inspection at the meeting or after the meeting if prepared by some other person. Documents will also be posted in our OneDrive.

Please note that the full Agenda packet, which contains all attachments & reports, is available at the following: [Executive Cabinet OneDrive](#)

I. ORDER OF BUSINESS

A. Call to Order –

B. Roll Call

Voting Members	
Jose Merino (Chair) President	Danielle Kabboul Director of External Affairs
Jeon Park Vice President	Oscar Hernandez Director of Human Resources
Kennedy Hayashi Director of Finance	Thanh (Emily) Phan Director of Public Relations
Maple Groves Director of Academic Affairs	Connor Lai Student Trustee
Nabeeha Muhammad Director of Student Services	Andres Osorio Director of EDI
Alternate Voting Members	
Manuel Ortiz Commissioner of Finance	Vacant Commissioner of External Affairs
Vacant Commissioner of Academic Affairs	Vacant Commissioner of Human Resources
Vacant Commissioner of Student Services	Uzo Emhe Commissioner of Public Relations
Lili Nemzer Commissioner of EDI	

C. Public Comment –

This segment of the meeting is reserved for persons desiring to address the Executive Cabinet on any matter of concern that is not stated on the agenda. A time limit of two (2) minutes per speaker and ten (10) minutes per topic shall be observed. The law does not permit any action to be taken nor extended discussion of any items not on the agenda. The Executive Cabinet may briefly respond to statements made or questions posed; however, for further information, please contact the Chair, Jose Merino at asopresident@elcamino.edu to request items of discussion to be placed on a future agenda. (California Government Code §54954.3).

D. Adjourn to Closed Session

II. CLOSED SESSION

A. Course of Action for the Vacancy of a Cabinet Position | 10 minutes | Action Item

The Executive Cabinet will discuss and approve an appropriate course of action to fill the vacant Cabinet Office.

B. Protocol for Current Members to Assume Other Vacant Position in ASO | 10 minutes | Discussion

The Executive Cabinet will discuss establishing a standard operation procedure for current members requesting to assume vacant positions within ASO.

C. Adjourn to Open Session

III. CONSENT CALENDAR

A. Adoption of the Agenda

The Executive Cabinet will consider any amendments to the agenda.

B. Approval of the **Minutes**

The Executive Cabinet will consider any amendments to the prior minutes from the August 31st, 2023 meeting.

C. Written Reports

Any member of the Executive Cabinet can submit written reports that do not require an action item.

IV. OLD BUSINESS

A. ASO Office Hours | 10 min | Discussion

The Executive Cabinet shall discuss potentially all members in ASO host office hours.

V. BUSINESS

A. Creating Protocol for Transition of Power | 10 min | Discussion

The Executive Cabinet will discuss the creation of a standard operating procedure for transitions of power.

B. Metro Presentation Request | 10 min | Discussion | Action Item

The Executive Cabinet will discuss and consider for approval a presentation from the Los Angeles County Metropolitan Transit Authority (METRO) on the [C Line Extension Project](#).

C. Quick Check-in | 10 min | Discussion

The Executive Cabinet will share their feelings throughout the week and discuss any accomplishments and concerns throughout the week.

VI. FUTURE ACTION ITEMS

VII. ORAL REPORTS

A. Campus Committee Reports

B. ICC Reports

C. SUN Reports

D. Advisor Reports

VIII. ADJOURNMENT