

EL CAMINO COLLEGE ASSOCIATED STUDENTS ORGANIZATION

16007 Crenshaw Blvd, Torrance, CA 90506

Executive Cabinet | Regular Meeting | October 6th, 2023, at 9:00 a.m. | COMS-101

NOTICE IS HEREBY GIVEN that the Executive will hold a **Regular Meeting** on **October 6th, 2023, at 9:00 a.m. via COMS-101**. 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
Vacant 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).

II. CLOSED 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 September 29th, 2023 meeting.

C. Written Reports

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

IV. PRESENTATIONS

V. OLD BUSINESS

VI. BUSINESS

A. ASO Administrative Assistant | 10 min | Discussion | 1 min per speaker

The Executive Cabinet will discuss the need to hire an administrative assistant for the Associated Students Organization.

B. Student Concerns Open Forum Reflection | 10 min | Discussion | 1 min per speaker

The Executive Cabinet will reflect on the positive and negatives of the Student Concerns Open Forum and discuss any concerns raised by students.

C. Nation First Gen Day Event | 10 min | Discussion | 1 min per speaker

The Executive Cabinet will discuss participating in the Nation First Gen Day event hosted by First Year Experience (FYE) on November 8th.

D. Weekly Reports Review | 10 min | Discussion | 1 min per speaker

The Executive Cabinet will review any concerns directed to this body by members of the Organization.

VII. FUTURE ACTION ITEMS

VIII. ORAL REPORTS | 1 min per speaker

A. Member Reports

B. Campus Committee Reports

C. ICC Reports

D. SUN Reports

E. Advisor Reports

IX. ADJOURNMENT