

**EL CAMINO COLLEGE ASSOCIATED STUDENTS ORGANIZATION**

16007 Crenshaw Blvd, Torrance, CA 90506

**Executive Cabinet | Regular Meeting | September 29<sup>th</sup>, 2023, at 9:00 a.m. | COMS-101**

**NOTICE IS HEREBY GIVEN** that the Executive will hold a **Regular Meeting** on **September 29<sup>th</sup>, 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](mailto: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**

<b>Voting Members</b>	
<b>Jose Merino (Chair)</b> President	<b>Danielle Kabboul</b> Director of External Affairs
<b>Jeon Park</b> Vice President	<b>Oscar Hernandez</b> Director of Human Resources
<b>Kennedy Hayashi</b> Director of Finance	<b>Thanh (Emily) Phan</b> Director of Public Relations
<b>Vacant</b> Director of Academic Affairs	<b>Connor Lai</b> Student Trustee
<b>Nabeeha Muhammad</b> Director of Student Services	<b>Andres Osorio</b> Director of EDI
<b>Alternate Voting Members</b>	
<b>Manuel Ortiz</b> Commissioner of Finance	<b>Jannah Harris</b> Commissioner of External Affairs
<b>Vacant</b> Commissioner of Academic Affairs	<b>Vacant</b> Commissioner of Human Resources
<b>Emily Barrera</b> Commissioner of Student Services	<b>Uzo Emhe</b> Commissioner of Public Relations
<b>Lili Nemzer</b> Commissioner of EDI	<b>Kai Alexander</b> Commissioner of Finance
<b>Advisors</b>	
<b>Ricky Gonzalez</b> Director of SDO	<b>Tyler Strohl</b> Advisor

Austin Toney Advisor	Debbie Allison Advisor
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**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](mailto: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. Application for Vacant Director of Academic Affairs| 5 min | Action Item**

*The Executive Cabinet shall approve the course of action for the application to the fill the vacant position of Director of Academic Affairs.*

***Recommendation: Release the application to the student body and internally from a result of 5 years: 1 nay: 1 abstention.***

**B. 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 September 15<sup>th</sup>, 2023 meeting.*

**C. Written Reports**

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

**D. Comprehensive Integrated Plan Student Summit**

*The Executive Cabinet will approve collaboration with Institutional Research and Planning (IRP) and the Policy and Advocacy Committee to host a summit for ECC Students outside of ASO to contribute to the Comprehensive Integrated Planning process.*

***Recommendation: Approve this as an event to aid in the CIP process.***

**E. Evening Support Expo**

*The Executive Cabinet will approve Evening Support Expo as an event to be held on October 24<sup>th</sup>, 2023.*

***Recommendation: Approve the event to provide resources to evening students.***

**F. Internal Promotion Policy**

*The Executive Cabinet shall approve a policy in regard to situations where members express a desire to fill a vacant position in ASO.*

***Recommendation: Allow members who are DCMs or Commissioners to apply to fill a vacancy for Senator or Director should the situation present itself.***

**IV. OLD BUSINESS**

**V. BUSINESS**

**A. Overview of Weekly Reports| 10 min | Discussion**

*The Executive Cabinet shall hear and discuss any weekly reports submitted by members of ASO who wish to voice their concerns to the Executive Body.*

**B. 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.*

**C. Member Onboardings| 10 min | Discussion**

*The Executive Cabinet will discuss onboarding for new members in ASO*

**VI. FUTURE ACTION ITEMS**

**VII. ORAL REPORT**

- A. Campus Committee Reports
- B. ICC Reports
- C. SUN Reports
- D. Advisor Reports

**VIII. ADJOURNMENT**