

**EL CAMINO COLLEGE ASSOCIATED STUDENTS ORGANIZATION**

16007 Crenshaw Blvd, Torrance, CA 90506

**ASO Cabinet | Retreat | January 30, 2024 @ 1:00 P.M. | City Barn Coffee**

**NOTICE IS HEREBY GIVEN** that the ASO Cabinet will hold a **Retreat and Meeting** on **January 30, 2024, at 1:00 p.m.** at **City Barn Coffee**, located at 15916 Crenshaw Blvd, Gardena, CA 90249. The Cabinet reserves the right to suspend the orders of the day if necessary to conduct business. All 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 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 Cabinet will be made available for public inspection at this meeting. Materials prepared by 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			
<b>Jose Merino (Chair)</b> President		<b>Danielle Kabboul</b> Director of External Affairs	
			<b>Connor Lai</b> Student Trustee
<b>Jeon Park</b> Vice President		<b>Oscar Hernandez</b> Director of Human Resources	
			<b>Andres Osorio</b> Director of EDI
<b>Kennedy Hayashi</b> Director of Finance		<b>Thanh (Emily) Phan</b> Director of Public Relations	
			<b>Nabeeha Muhammad</b> Director of Student Services
<b>Jason Irie</b> Director of Academic Affairs			
Alternate Voting Members			
<b>Manuel Ortiz</b> Commissioner of Finance		<b>Jannah Harris</b> Commissioner of External Affairs	
			<b>Kai Alexander</b> Commissioner of Finance
<b>Vacant</b> Commissioner of Academic Affairs		<b>Kevin Choi</b> Commissioner of Human Resources	
			<b>Vacant</b> Commissioner of EDI
<b>Emily Barrera</b> Commissioner of Student Services		<b>Uzo Emeh</b> Commissioner of Public Relations	
Advisors			
<b>Tyler Strohl</b>		<b>Ricky Gonzalez</b>	
			<b>Austin Toney</b>

**C. Public Comment –**

*This segment of the meeting is reserved for persons desiring to address the 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 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).*

## **II. CONSENT CALENDAR**

### **A. Adoption of the Agenda**

*The Cabinet will consider any amendments to the agenda.*

### **B. Approval of the Minutes**

*The Cabinet will consider any amendments to the prior minutes from the December 8, 2023 meeting.*

### **C. Written Reports**

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

## **III. CABINET UPDATES & OVERVIEW (30 minutes)**

### **A. Advisor Strohl's Introduction and Remarks | 20 min Presentation | 10 min Discussion**

*Advisor Tyler Strohl will provide an overview of the retreat, what has occurred since the last senate and cabinet sessions, and will introduce the setting of the ASO Cabinet retreat within the context of the larger organization.*

## **IV. THE FOUR AGREEMENTS**

### **A. Book Conversation and Personal Growth Discussion | 2 hours | Guided Facilitation**

*The Cabinet will participate and engage actively in a discussion based off the book "The Four Agreements" by Don Miguel Ruiz.*

## **V. CABINET ORIENTATION**

### **A. What is my Role? | 20 min | Presentation**

*The Cabinet will review roles and responsibilities and define deliverable actions based on specific roles and goals for each position.*

### **B. Start, Stop, Continue and SWOT Analysis | 20 min | Discussion | 1 min per speaker**

*The Cabinet will review the SWOT Analysis compiled by Advisor Strohl pertaining to the Cabinet and then discuss the direction of the future of the Cabinet as it relates to current and future practices and goals.*

### **C. Where do I go from Here? | 20 min | Discussion | 1 min per speaker**

*The Cabinet will center future individual and organizational goals in preparation for the Cabinet business meeting occurring January 31, 2024.*

## **VI. FUTURE ACTION ITEMS**

### **A. Cabinet Retreat Day 2 Overview | Informational**

*The Cabinet will review the sessions for Day 2 of the ASO Winter Cabinet Retreat.*

## **VII. ADJOURNMENT**

**EL CAMINO COLLEGE ASSOCIATED STUDENTS ORGANIZATION**

16007 Crenshaw Blvd, Torrance, CA 90506

**ASO Cabinet | Retreat | January 31, 2024 @ 1:00 P.M. | COMS-101**

**NOTICE IS HEREBY GIVEN** that the ASO Cabinet will hold a **Retreat and Meeting** on **January 31, 2024, at 1:00 p.m.** at **COMS-101**. The Cabinet reserves the right to suspend the orders of the day if necessary to conduct business. All 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 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 Cabinet will be made available for public inspection at this meeting. Materials prepared by 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](#)

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## III. COMMITTEES 2.0 (60 minutes) | Vice President Park

### A. Committee Overhaul | 20 min Presentation | 40 min Discussion | Action Item

*Vice President Jeon Park will present the committee overhaul to the Cabinet for approval.*

## IV. CABINET MEETING STUDY SESSION (30 mins)

### A. Spring Cabinet Meeting Planning | 30 min Discussion | Action Item

*The Cabinet will discuss and approve the Spring Semester Cabinet meeting time, as well as the weekly cabinet check in if needed prior to Senate.*

## V. FISCAL OUTLOOK AND PLANNING

### A. Fiscal Overview | 15 min | Presentation | Advisor Strohl

*The Cabinet will review the current fiscal standing of the organization including current balances, Fall expenses, ASO Funded Programs, and reserve balances.*

### B. Upcoming Purchase Overview | 10 min Present | 10 min Discuss | 1 min per speaker

*The Cabinet will be presented with an overview of upcoming purchases that will be presented to Finance and Senate at the February 7<sup>th</sup> meeting for approval. Purchases proposed include one utility vehicle and a 5-year contract with the Anthology/Engage student platform.*

### C. Spring Fiscal Planning | 25 min | Discussion | 1 min per speaker

*The Cabinet will discuss for proposal future Spring expenses, partnerships, and fiscal planning.*

## VI. SELF-EVALUATIONS

### A. Self-Evaluation Overview | 20 min

*The Cabinet will review the comments about Cabinet that were received as part of the Winter Self Evaluations.*

### B. Self-Evaluation Individual Meetings | 40 min

*Advisor Strohl will review individual self-evaluations with members of Cabinet.*

## VII. ADJOURNMENT