

**College of Micronesia – FSM  
Committee E-Notes Reporting Form**

<b>Committee or Working Group:</b>	Cabinet
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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
January 23, 2020		Email

<b>Members Present:</b>				
Members:	Name:	Present:	Absent:	Remarks:
President				VPIA+* as Acting
VPAS	Joseph Habuchmai	x		
VPEMSS	Joey Oducado	x		
VPIA	Karen Simion	x		
VPIEQA	Caroline Kocel	x		

<b>Additional Attendees:</b>	Hadleen Hadley ( recorder)
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<b>Agenda/Major Topics of Discussion:</b> 1. Vacant Positions <ul style="list-style-type: none"> <li>a. Library Technician 1 at CTEC</li> <li>b. AFT Instructor at CTEC</li> <li>c. Administrative Assistant at CTEC</li> <li>d. Dean position at FMI</li> <li>e. Instructional Coordinator/Student Life</li> </ul>
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<b>Discussion of Agenda/Information Sharing:</b> Cabinet reviewed five vacant positions and electronically voted to approve to have all five advertised and filled.
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<b>Handouts/Documents Referenced:</b>
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<b>Prepared/Submitted by:</b>	Hadleen Hadley	<b>Date Distributed:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>			
1. Cabinet unanimously approved all five positions to be filled.			
<b>Action by President:</b>	<b>Item numbers:</b>	<b>Date:</b>	<b>Comments/Conditions:</b>
Approved:	1. a - e.	2/21/2020	
Approved with conditions:			
Disapproved:			