

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

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
February 21, 2020		Email

Members Present:				
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		

Additional Attendees:	Hadleen Hadley (recorder)
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Agenda/Major Topics of Discussion:
<p>1. Vacant Positions</p> <p style="margin-left: 40px;">a. Computer Lab Monitor at National Campus for Education & Social Science Labs</p> <p style="margin-left: 40px;">b. Administrative Assistant for Upward Bound Yap</p> <p style="margin-left: 40px;">c. AHEC Scholar Coordinator at National Campus</p>

Discussion of Agenda/Information Sharing:
On February 19, 2020 Acting President sent out three vacant positions to Cabinet to review and take action on. Cabinet electronically voted to approve all three positions to be advertised and filled.

Handouts/Documents Referenced:
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Prepared/Submitted by:	Hadleen Hadley	Date Distributed:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
1. Cabinet unanimously approved all three positions to be filled.			
Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:	<i>1.a.b.c.</i>	<i>2/21/2020</i>	<i>K. Simion</i>
Approved with conditions:			
Disapproved:			