



CMI

Enrollment Management Committee

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258

Uliga Campus

Tel: (692) 625-3394/3291/4931

Fax: (692) 625-7203

Email: emc@cmi.edu

**Enrollment Management Committee
11:10 a.m. Thursday, September 19, 2024
BoR Conference Room**

MINUTES

PRESENT:

Meyar Laukon

Vasemaca Savu*

Joy E. Obet **

Jemimah Razalan

Lilly Michael

Merlina Aijer**

Joseph Lanwe

Monica Gordon*

Mellessia Crawford

Edward Alfonso

Jeremy Myazoe

Goodwin Silk

Designated Chairperson/Assoc. Dean of
Student Equity and Engagement

Dean of Academic Affairs

for Dean, WAVES

Associate Dean of Learning Support

for Acting Director, FABS

for Director of Financial Aid Office

for Director, IRA

Registrar

Faculty Senate Representative

Faculty Senate, CC Chairperson

for Staff Senate Representative II

SGA Representative/SGA Vice President

Attendees via ZOOM

On Leave

Vacancies

Vacant

Vacant

Vacant

Dean of Student Success

Director of Admission

Staff Senate Representative I

*** Not Present**

**** Tardy**

The *second* EMC meeting for September 19, 2024 was called to order by the designated Chairperson at 11:15 a.m.



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The mission statement was recited by the designated Chairperson after she briefly welcomed all the members/proxies that were present before convening with the meeting.

- I. **Review of the Meeting Minutes**
 - A. March 7, 2024 (Draft)
 - B. July 19, 2024 (Draft)
 1. With the absence of the Secretariat Officer, the following meeting minutes were deferred.
- II. **Report Back from the EC/BoR**
 - A. As per the Chairperson, there were no reports back from the Executive Council/Board of Regents that were relevant to the Enrollment Management Committee.
- III. **Secretariat Report**
 - A. With the absence of the Secretariat Officer, the Chairperson reminded the members of the need for the committee's RSA to be revised.
 1. The Chairperson was to revise the RSA and share with the members once the revisions were completed.
- IV. **SGA Report**
 - A. There was no report from the SGA as it was the SGA Representative's first meeting with the Enrollment Management Committee.
- V. **EMW Monitoring**
 - A. **4.2: Implement a central database of Students have more opportunities for para-professional internships, apprenticeships, and career training. Students will be more informed of para-professional internships, apprenticeships, and career opportunities.**
 1. The EMW Monitoring was deferred to allow the committee to thoroughly review the documents that had been submitted for the committee's review and consideration.
- VI. **Accreditation**
 - A. **Standard 2.5. The institution holds itself accountable for students' success by scheduling courses in a manner that ensures degree and certificate programs can be completed in the expected period of time.**
 1. **Review Criterion:**
 - a) **The institution schedules classes in alignment with student needs and program pathways to ensure students have the opportunity to complete programs (including baccalaureate programs, if offered) within a reasonable period of time.**
 - B. **Team Recommendation:** In order to increase effectiveness, the team recommends the College update its recordkeeping system to consistently maintain



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student records permanently, securely, and confidentially, where access, retention, and destruction of records are in place. (Standard II.C.8)

1. The review of the standard and the criterion were deferred by the Chairperson.

VII. Matters Arising from the Previous Meeting

- A. [Student Handbook and Guide](#) (see minutes of 09/21/23)
 1. As per the Chairperson, the finalized [Student Handbook and Guide](#) was to be shared and tabled in the upcoming meeting.
- B. Moodle for Title IX and Student Disciplinary Policies
 1. The drafts were in the process of being finalized and were to be shared with the committee members once they were completed.

VIII. Reports from the Subcommittees and Working Groups

- A. Admissions Board
- B. Calendar and Catalog
- C. Placement
- D. CIAO - Career, Internship, Apprenticeship, and Opportunities
 1. With the absence of the subcommittee representatives, there were no reports from VIII.A to VIII.D.
- E. Residence Life Admission
 1. The Chairperson shared with the EMC members a brief update regarding the Residence Life Admissions.

IX. New Matters Arising

- A. [Student Club Handbook and Bylaws](#)
 1. The Chairperson urged the members, especially club advisors, to review the [Student Club Handbook and Bylaws](#).
- B. [Residence Halls Handbook Revision](#)
 1. The Faculty Senate Representative recommended that an advising session for the students should be held to give them a better understanding of the [Residence Halls Handbook Revision](#).
- C. [2024-2025 Catalog Version](#)
- D. [Policy on Access, Retention, and Destruction of Records](#)
 1. The members were allowed their “first read” for the agenda items from IX.A. to IX.D.
 2. The Chairperson urged the members to provide their feedback and informed them of a possible “special” EMC meeting in the coming week.
 - a) Once the “special” EMC meeting was confirmed, the Chairperson, or the Secretariat Officer, was to inform the EMC members.



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X. **Other Matters Arising**

A. Enrollment Report

1. Data regarding the Enrollment Report, was still in the process of being compiled by the IRA department and the Registrar.

B. Graduation

1. The Chairperson updated the members regarding early preparations for the CMI graduation ceremony for the academic year 2024-2025.

C. Title IX

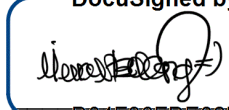
1. The EMC discussed the need for a policy to be developed for faculty/staff members.

XI. **Adjournment**

The *second* EMC meeting for September 2024, was adjourned at 12:07 p.m.

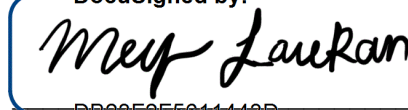
Submitted By:

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Meria N. Bollong
Secretariat Officer
Executive Council

Concurred By:

DocuSigned by:


DB23F2F5611443D...
Meyar M. Laukon,
Associate Dean of Student Equity and Engagement
Designated Chairperson, EMC

Approval Date:

October 3, 2024

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Meyar Laukon

mlaukon@cmi.edu

Dean of Student Success

College of the Marshall Islands

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In Person Signer Events

Signature

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Editor Delivery Events

Status

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Agent Delivery Events

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Intermediary Delivery Events

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Timestamp

Certified Delivery Events

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Timestamp

Carbon Copy Events

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Envelope Summary Events

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Envelope Sent

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Security Checked

1/26/2026 9:51:11 AM

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