



CMI

Enrollment Management Committee

College of the Marshall Islands

Accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC)

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, March 6, 2025
BoR Conference Room

MINUTES

PRESENT:

Meyar Laukon

Chairperson/Dean of Student Success

Dr. Elizabeth Switaj

Vice President of Academic and Student Affairs
 (VPASA)

Edward Alfonso

Dean of Academic Affairs

Rigieta Lord

Dean of WAVES

Alexandria J. Lajar

Associate Dean of Student Equity & Engagement

Jemimah Razalan

Associate Dean of Learning Support

John Zedkaia

Associate Dean of Workforce Development
 and Career Opportunities

Valyn Chong Gum

Interim Director, FABS

Bonifacio Sanchez

Director, IT

Camilla Betwell*

Director, Auxiliary Commercial Services

Dr. Rosalie Bojos

Director, IRA

Goodwin Silk*

Student Government Association (SGA)

Representative/SGA Public Relations Officer

Roseann Muller

Staff Senate Representative I

Janelynn Mandira-Kios*

Staff Senate Representative II

Attendees via ZOOM

Mellesia Crawford

Faculty Senate Representative

Monica J. Gordon

Registrar/Director of Admissions

Suemina Bohanny

Director of Financial Aid Office

*** Not Present**

The *first* EMC meeting for March 2025, was called to order by the Chairperson at 11:15 a.m.

Before convening with the meeting, the Chairperson recited the mission statement to the members of the Enrollment Management Committee.

I. Review of the Meeting Minutes

A. February 25, 2025 (Draft)

1. After being carefully reviewed, the IRA Director moved to approve the meeting minutes of February 25, 2025 (Draft). The Dean of Academic



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Affairs seconded the motion and it was unanimously passed, by the majority, with one abstention.

a) DECISION

- (1) Having no modifications, the minutes of [February 25, 2025 \(Draft\)](#), were approved, as presented.

II. New Matters Arising

A. Dates for early registration for fall and summer 2025

1. [Academic Calendar Fall 2024-Summer 2027](#)

a) [Faculty Senate Concerns](#)

- (1) The committee thoroughly reviewed and discussed the proposed changes and the SONIS system.

- (a) The proposed dates were as follow:

- (i) **Summer Semester Early Registration for Continuing Students 2025**
(a) April 11-17, 2025
- (ii) **Summer Semester Early Registration for Continuing Students 2026**
(a) April 10-16, 2026
- (iii) **Summer Semester Early Registration for Continuing Students 2027**
(a) April 9-15, 2027
- (iv) **Fall Semester Early Registration for Continuing Students 2025**
(a) April 21-25, 2025
- (v) **Fall Semester Early Registration for Continuing Students 2026**
(a) April 20-24, 2026
- (vi) **Fall Semester Early Registration for Continuing Students 2027**
(a) April 19-23, 2027
- (vii) **Midterm Progress Reports Due 2025**
(a) June 30, 2025
- (viii) **Midterm Progress Reports Due 2026**
(a) June 29, 2026
- (ix) **Midterm Progress Reports Due 2027**
(a) June 28, 2027
- (x) **End of Semester 2025**
(a) July 18, 2025
- (xi) **End of Semester 2026**
(a) July 17, 2026



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- (xii) End of Semester 2027
 - (a) July 16, 2027
- (xiii) Grades Due 2025
 - (a) July 21, 2025
- (xiv) Grades Due 2026
 - (a) July 20, 2026
- (xv) Grades Due 2027
 - (a) July 19, 2027
- (xvi) Registration for Fall Opens 2025
 - (a) July 28, 2025
- (xvii) Registration for Fall Opens 2026
 - (a) July 27, 2026
- (xviii) Registration for Fall Opens 2027
 - (a) July 26, 2027

b) After being carefully discussed, the Associate Dean of Student Equity and Engagement made a motion to approve the proposed dates for the [Academic Calendar Fall 2024-Summer 2027](#). The IRA Director seconded the motion and it was successfully passed, by the majority, with no abstentions.

(1) DECISION

(a) The proposed dates recommended for the [Academic Calendar Fall 2024-Summer 2027](#), were approved.

(i) It was agreed, by the majority, that the [Academic Calendar Fall 2024-Summer 2027](#), was to be finalized and considered electronically by the members of the committee by March 18, 2025.

III. Report back from the EC/BoR

A. The Vice President for Academic and Student Affairs (VPASA) informed the committee members of the approval of the [Access, Retention and Destruction of Student Records Policy](#) by the Board of Regents during their previous meeting on March 3, 2025.

1. The VPASA conveyed her appreciation to those who had worked on the policy for their hard work and efforts.

IV. Secretariat Report

A. As per the Secretariat Officer, the committee had no pending meeting minutes.



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V. SGA Report

- A. With the absence of the Student Government Association's Representative, there was no report from the SGA.

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 Criteria:

- a) The institution evaluates the degree to which scheduling facilitates timely completion of degrees, certificates, and transfer.

- (1) The committee discussed how the standard and the criteria were currently practiced at the college.

- (a) Some of the discussions included:

- (i) Course Scheduling

- (a) The Dean of Academic Affairs was currently working with the CMI Centers' Coordinators regarding better course scheduling.

- (i) Once finalized, the Dean of Academic Affairs was to share the course schedules for the upcoming semesters with the committee.

2. **Team Recommendation:** In order to increase effectiveness, the team recommends the College update its recordkeeping system to consistently maintain student records permanently, securely, and confidentially, where access, retention, and destruction of records are in place. (Standard II.C.8)

- a) As per the Registrar/Director of Admissions, the team recommendation was 47% towards completion.

- (1) The Registrar/Director of Admissions reiterated the need for better scanning equipment.

- (a) The VPASA was to assist in following up with the VPBAA regarding the committee's delayed request.

VII. Reports from the Subcommittees and Working Groups

A. Admissions Board

- a. The Registrar/Director of Admissions reported that 60 applicants had registered for the Summer Semester 2025.

B. Calendar and Catalog



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- a. The Dean of Academic Affairs shared the progress made to the [Catalog](#) and informed the members of the calendar being in progress and was to be shared once it was finalized.

C. Placement

- a. According to the Registrar/Director of Admissions, the Placement Test had been scheduled for May 2, 2025.
 - i. The Registrar/Director of Admissions and the Faculty Senate Representative shared with the committee the close coordination with the Ministry of Education, Sports, and Training regarding obtaining a list of the neighboring islands teachers for possible enrollment during the Summer Semester 2025.

D. CIAO - Career, Internship, Apprenticeship, and Opportunities

- a. The Dean of WAVES shared with the committee of the following:
 - i. The successful outcome of the Career Fair.
 - ii. Career Guidance Workshop at Jaluit.
 - iii. In coordination with the Community Liaison, Protocol, and Logistic Officer in terms of apprenticeship implementation with the Majuro community.
 - iv. The need to review the Internship Manual Survey.

E. Residence Life Admission

- a) The Associate Dean of Student Equity and Engagement shared with the committee of the total students residing at the Residence Halls:
 - (1) Uliga Campus: 53 Students
 - (2) Arrak Campus: 20 Students

VIII. Matters Arising from the Previous Meeting

- A. [Student Handbook and Guide](#) (see minutes of 09/21/23)
- B. Moodle for Title IX and Student Disciplinary Policies
 1. The agenda items from B.1. to B.2, were still being finalized and were to be shared in the upcoming meetings.

IX. Other Matters Arising

A. Graduation Update

B. Financial Aid Update

1. As per the Financial Aid Office Director, there were 37 students that still needed to complete their FAFSA.
2. The FAO Director was to share the list of students with the Dean of Academic Affairs.
3. The committee discussed an issue regarding students' attendance after the first two weeks of instruction, and returning to class before the final exams.



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C. Counseling Department Update

1. Male Empowerment Programs

- a) The Chairperson shared the upcoming male empowerment program that was soon to occur, led by the Counseling Department.

X. Adjournment

- A. The *first* Enrollment Management Committee's meeting for March 2025, was adjourned at 12:26 p.m.

Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer
Executive Council

Concurred By:

DocuSigned by:

A blue DocuSign signature box containing a handwritten signature in black ink.

DB23F2F5611443D...
Meyar Laukon
Dean of Student Success
Designated Chairperson, EMC

Approval Date:

March 20, 2025

Certificate Of Completion

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 mlaukon@cmi.edu
 Dean of Student Success
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/23/2026 4:37:19 PM
Certified Delivered	Security Checked	1/26/2026 9:40:35 AM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	1/26/2026 9:41:43 AM
Completed	Security Checked	1/26/2026 9:41:43 AM
Payment Events	Status	Timestamps
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