



CMI

Enrollment Management Committee

College of the Marshall Islands

Accredited by the Accrediting Commission for Community and Junior 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, March 20, 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

Rigietta Lord*

Dean of WAVES

Alexandria J. Lajar*

Associate Dean of Student Equity & Engagement

John Zedkaia

Associate Dean of Workforce Development
and Career Opportunities

Valyn Chong Gum

Interim Director, FABS

Suemina Bohanny

Director of Financial Aid Office

Monica J. Gordon

Registrar/Director of Admissions

Bonifacio Sanchez

Director, IT

Camilla Betwell*

Director, Auxiliary Commercial Services

Dr. Rosalie Bojos*

Director, IRA

Goodwin Silk*

Student Government Association (SGA)

Roseann Muller

Representative/SGA Public Relations Officer
Staff Senate Representative I

Attendees via ZOOM

Jemimah Razalan

Associate Dean of Learning Support

Janelynn Mandira-Kios

Staff Senate Representative II

Mellesia Crawford

Faculty Senate Representative

*** Not Present**

The *second* EMC meeting for March 2025, was called to order by the Chairperson at 11:25 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 Previous Meeting Minutes

A. March 6, 2025 (Draft)

1. After being carefully reviewed, the IT Director moved to approve the meeting minutes of March 6, 2025 (Draft). The motion was seconded by



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the Interim Director of FABS and successfully passed, by the majority, with no abstentions.

a) DECISION

(1) Having no modifications, the minutes of the meeting held on March 6, 2025 (Draft), were approved.

II. New Matters Arising

A. [Admission Policy 310](#)

B. [Registration Policy 330](#)

1. The Chairperson shared the two policies with the members of the committee and allowed them their “first read” of the documents.

a) The documents were to be shared with the respective senates for their feedback.

III. Report Back from the Executive Council/Board of Regents

A. There was no report back from the Executive Council and the Board of Regents.

IV. Secretariat Officer’s Report

A. There was no report from the Secretariat Officer.

V. Student Government Association Report

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

VI. Accreditation

A. 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 reflects on time-to-completion data in program review and institutional evaluation, and devises plans to improve completion rates.

(1) In the interest of time, the Chairperson deferred the discussion of the ACCJC standard and its criterion.

B. 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)

1. As per the Chairperson, the team’s recommendation was still in progress by the Student Service Department.



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VII. Reports from the Subcommittees and Working Groups

A. Admissions Board

1. There was no update from the Admissions Board.

B. Calendar and [Catalog](#)

1. The Dean of Academic Affairs shared and explained the developments regarding the [Catalog](#).

- a) The [Catalog](#) was to be finalized by April 30, 2025.

C. Placement

1. There was no update from the Placement subcommittee.

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

1. With the absence of the Dean of WAVES, there was no update from the Career, Internship, Apprenticeship, and Opportunities subcommittee.

E. Residence Life Admission

1. There was no update report from the Residence Life Admission subcommittee.

VIII. Matters Arising from the Previous Meeting

A. [Student Handbook and Guide](#) (see minutes of 09/21/23)

1. As per the Chairperson, the [Student Handbook and Guide](#) was to be finalized by July 31, 2025.

B. Moodle for Title IX and Student Disciplinary Policies

1. According to the Chairperson, this was being finalized by the Learning Designer and was to be shared with the members of the committee once it was completed.

IX. Other Matters Arising

A. Graduation Update

1. The Chairperson shared with the committee of the 200 plus candidates, 100 of whom had been confirmed to graduate in May 2025.

X. Adjournment

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

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

Signed by:

April 3, 2025

Meria N. Bollong
Secretariat Officer
Executive Council

Alexandria J. Lajar
Acting Dean of Student Success
Designated Chairperson, EMC

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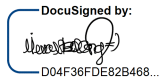
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/23/2026 4:40:05 PM
Certified Delivered	Security Checked	1/23/2026 4:40:16 PM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	1/23/2026 4:40:21 PM
Completed	Security Checked	1/27/2026 4:26:09 PM
Payment Events	Status	Timestamps
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