



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, June 10, 2025

BoR Conference Room

MINUTES

PRESENT:

Meyar M. Laukon

Dr. Elizabeth Switaj

Edward Alfonso

Rigieta Lord*

John Zedkaia*

Valyn Chong Gum*

Suemina Bohanny Note

Raymond Guiruela

Bonifacio Sanchez*

Camilla Betwell

-Vacant-

-Vacancy-

Janelynn Mandira-Kios

-Vacancy-

Chairperson/Associate Dean of Student Equity & Engagement

Vice President of Academic and Student Affairs (VPASA)

Dean of Academic Affairs

Dean of WAVES

Associate Dean of Workforce Development and Career Opportunities

Interim Director, FABS

Director of Financial Aid Office

for Director, IRA

Director, IT

Director, Auxiliary Commercial Services

Student Government Association (SGA)

Representative/SGA Public Relations Officer

Staff Senate Representative I

Staff Senate Representative II

Faculty Senate Representative

Attendees via ZOOM

Monica Jetnil-Gordon

Jemimah Razalan

Registrar/Director of Admissions

Associate Dean of Learning Support

*** Not Present**

The *first* EMC meeting for June 2025, was called to order by the designated Chairperson at 11:18 a.m.

Before convening with the meeting, the proxy for the Director for the Institutional Research and Assessment department recited the mission statement to the members of the Enrollment Management Committee.



CMI

Environment 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

I. Review of the Previous Meeting Minutes

A. [April 17, 2025 \(Draft\)](#)

1. After being reviewed carefully, the Financial Aid Office Director made a motion to approve the meeting minutes of [April 17, 2025 \(Draft\)](#). The motion was seconded by the Dean of Academic Affairs and successfully carried by the majority, with no abstentions.

a) DECISION

- (1) **Having no modifications, the minutes for the meeting held on [April 17, 2025 \(Draft\)](#), was approved, as presented.**

II. Matters Arising from the Previous Meeting

A. [Catalog 2025-2026](#)

1. The committee agreed that the [Catalog 2025-2026](#) was to be reviewed and considered for approval in the next committee meeting on June 19, 2025.

B. [Admission Policy 310](#)

1. The following were discussed by the committee:
 - a) Application Requirements
 - (1) The committee discussed the need to review the enrollment process and requirements for students that were recruited from the Upward Bound program.
 - (a) As a way forward, the Chairperson/Dean of Student Success was to meet with the Dean of WAVES and the Upward Bound Director to develop a procedure process for the students that were recruited to enroll at CMI from their areas.
 - (2) The importance of ensuring that the upcoming dates to hold the NSOs didn't conflict with the high school graduations.
 - (a) This was to be reviewed by the Dean of Academic Affairs.

C. [Registration Policy 330](#)

1. The [Registration Policy 330](#) was to be reviewed by the working group and resubmit, per the committee's review and consideration.

D. [Graduation Policy](#)

1. After being carefully reviewed, the committee was given their *first* reading of the document.
 - a) The document was to be shared with the members' respective senate groups and departments.

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



CMI

Environment 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

1. The Chairperson updated the committee that the following was in the process of being integrated electronically into a website and was to be available online soon.
- F. Moodle for Title IX and Student Disciplinary Policies
 1. The Title IX and the Student Disciplinary Policies were being finalized and were also to be integrated into a website.

III. **Report back from the EC/BoR**

- A. [Residence Life Handbook](#)
 1. The [Residence Life Handbook](#) was returned back from the Executive Council to review the “Cost and Fees” table.
- B. The Vice President of Academic and Student Affairs shared that the [CMI Operational Policy on Integrity in Student Recruitment](#) was approved by the Executive Council on May 13, 2025.

IV. **Secretariat Report**

- A. As per the Secretariat Officer, she was in close coordination with the IT department in regards to uploading the meeting minutes to the CMI website.

V. **SGA Report**

- A. There was no Student Government Association’s Representative present in the meeting.
 1. The Chairperson shared with the committee that the new elected Student Government Association’s President was Willy Lebeau.

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) The committee discussed how the standard and its criterion were currently practiced at the college.
 - (a) Some of the discussion included:
 - (i) The incorporation of the Institutional Research and Assessment department with the Academic Affairs.



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

- (ii) The need for the deans to have discussions and review current barriers and conflicts in terms of scheduling needed courses for students, especially the Nursing students, and their target time to complete within their expected period of time.
- (iii) The need to find out if students were pressured to take unnecessary courses.
 - (a) The need to advise students their right to file complaint forms when necessary.
 - (b) The inclusion of the following question to be included in the Scheduling Survey.

VII. Reports from the Subcommittees and Working Groups

- A. Admissions Board
- B. Calendar and [Catalog](#)
- C. Placement
- D. CIAO - Career, Internship, Apprenticeship, and Opportunities
- E. Residence Life Admission
 - 1. In the interest of time, the agenda items from VII.A to VII.E, were deferred.

VIII. New Matters Arising

- A. SP25 Academic Probation & Suspension Report
- B. [Summer Enrollment as of June 10 at 11am](#)
 - 1. In the interest of time, the agenda items from VIII.A. to VIII.B., were deferred.

IX. Other Matters Arising

X. Adjournment

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



CMI

Environment 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

Submitted By:

DocuSigned by:

D04F36FDE82B468...

Meria N. Bollong
Secretariat Officer
Executive Council

Concurred By:

DocuSigned by:

DB23F2F5611443D...

Meyar M. Laukon
Dean of Student Success
Chairperson, EMC

Approval Date:

June 19, 2025

Certificate Of Completion

Envelope Id: 7BC41409-42F8-4EC7-8737-3EB9ECBFBEB8
 Subject: Complete with Docusign: EMC Minutes 06/10/25 (Approved)
 Source Envelope:
 Document Pages: 5
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC+12:00) Fiji

Status: Completed
 Envelope Originator:
 Meria Bollong
 1258
 Majuro, MH 96960
 mbollong@cmi.edu
 IP Address: 117.103.91.226

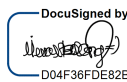
Record Tracking

Status: Original
 1/23/2026 4:47:17 PM
 Holder: Meria Bollong
 mbollong@cmi.edu
 Location: DocuSign

Signer Events

Meria Bollong
 mbollong@cmi.edu
 College of the Marshall Islands
 Security Level: Email, Account Authentication
 (None)

Signature

DocuSigned by:

 D04F36FDE82B468...

Signature Adoption: Uploaded Signature Image
 Using IP Address: 117.103.91.226

Timestamp

Sent: 1/23/2026 4:48:27 PM
 Viewed: 1/23/2026 4:48:39 PM
 Signed: 1/23/2026 4:48:46 PM

Electronic Record and Signature Disclosure:

Accepted: 4/12/2022 3:22:50 PM
 ID: df73e34a-c18a-4c7e-b371-e7636d0046a3

Meyar Laukon
 mlaukon@cmi.edu
 Dean of Student Success
 College of the Marshall Islands
 Security Level: Email, Account Authentication
 (None)

DocuSigned by:

 DB23F2F5611443D...

Signature Adoption: Drawn on Device
 Using IP Address: 117.103.91.226

Sent: 1/23/2026 4:48:47 PM
 Viewed: 1/26/2026 9:38:56 AM
 Signed: 1/26/2026 9:39:43 AM

Electronic Record and Signature Disclosure:

Accepted: 12/2/2021 2:47:00 PM
 ID: d8003437-e5a0-4570-8b16-88e44db46536

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 4:48:27 PM
Certified Delivered	Security Checked	1/26/2026 9:38:56 AM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	1/26/2026 9:39:43 AM
Completed	Security Checked	1/26/2026 9:39:43 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, College of the Marshall Islands (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact College of the Marshall Islands:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bsanchez@cmi.edu

To advise College of the Marshall Islands of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bsanchez@cmi.edu and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from College of the Marshall Islands

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to bsanchez@cmi.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with College of the Marshall Islands

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to bsanchez@cmi.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify College of the Marshall Islands as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by College of the Marshall Islands during the course of your relationship with College of the Marshall Islands.