



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, January 16, 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*

for Dean of WAVES

Alexandria J. Lajar*

Associate Dean of Student Equity & Engagement

Evelyn Dulei

for Registrar/Director of Admissions

Valyn Chong Gum

Interim Director, FABS

Angela Laaw

Director of Financial Aid Office

Dr. Rosalie Bojos

Director, IRA

Goodwin Silk

Student Government Association (SGA)

Representative/SGA Public Relations Officer

Attendees via ZOOM

Jemimah Razalan

Associate Dean of Learning Support

Mellesia Crawford

Faculty Senate Representative

Ruthy Maun

for Staff Senate Representative II

Vacancies

Vacant

Staff Senate Representative II

*** Not Present**

**** Tardy**

The *second* EMC meeting for January 2025, was called to order by the Chairperson at 11:10 a.m.



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The Chairperson recited the mission statement to the members of the Enrollment Management Committee.

I. Review of the Meeting Minutes

A. [March 7, 2024 \(Draft\)](#)

B. [December 19, 2024 \(Draft\)](#)

1. After the meeting minutes of [March 7, 2024 \(Draft\)](#) and [December 19, 2024 \(Draft\)](#) were reviewed carefully by the committee, the Dean of Academic Affairs made a motion to approve the two sets of meeting minutes. The motion was seconded by the Interim Director of FABS and carried successfully, by the majority, with no abstentions.

a) DECISION

- (1) **With no modifications, the minutes of the meetings held on [March 7, 2024 \(Draft\)](#) and [December 19, 2024 \(Draft\)](#), were approved, as presented.**

II. Reports Back from the Executive Council/Board of Regents

A. The VPASA updated the committee on the following:

1. The Enrollment Management Committee (EMC) RSA 2024-2025, was approved by the Executive Council on January 15, 2025.
2. The Executive Council had their first reading for the [Policy on Access, Retention, and Destruction of Records](#) and was to be further tabled by the Executive Council in their next meeting on February 5, 2025.

III. Secretariat Report

A. Annual Assessment Report 2023-2024

1. The Secretariat Officer reminded the Chairperson and the committee members of the pending Annual Assessment Report 2023-2024 for the committee.
 - a) This was to be finalized by the Chairperson and brought to the committee for their review in the upcoming meetings

IV. SGA Report

A. The SGA Representative shared the following with the committee:

1. New Student Orientation (NSO)
 - a) A survey was in progress regarding the NSO.

V. EMW Monitoring

A. 4.3: Create and implement college-approved data definitions and related policies.



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1. It was agreed by the majority members of the committee that with the newly appointed Institution Research and Assessment Director on board, the following was to be reviewed and discussed further in the upcoming meetings.

VI. Accreditation

- A. Standard 2.8: The institution fosters a sense of belonging and community with its students by providing multiple opportunities for engagement with the institution, programs, and peers. Such opportunities reflect the varied needs of the student population and effectively support students' unique educational journeys.

1. Review Criterion:

- a) The institution creates formal and informal opportunities for students to engage with the institution, programs, and peers (e.g., cultural, academic, clubs, political, ethnicity-based engagement, networking, athletics, internships, career training).

- (1) The committee discussed how the standard and the criterion currently occurred at the college.

- (a) Although the committee agreed that the college had met the standard and its criterion, they discussed the need for improvement in terms of better utilizing the college's media outlets.

- (2) The committee also discussed the new development of CMI's meta majors by the Learning Environment and Academic Policy Committee.

- (3) As per the Dean of Academic Affairs, a "Department Month's Celebration during the beginning of each semester was being worked on to occur.

- (a) This was to be shared with the Faculty Senate and department Chairpersons.

- 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. Per the Registrar/Director of Admissions, the team recommendation was still in progress.

- a) The committee discussed the need for better resources to be provided to expedite carrying out the task.

(1) Recommendation

- (a) Once the Policy on Access, Retention, and Destruction of Records was approved by the Executive Council, it was recommended by the



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committee for it to be implemented and strictly followed to avoid repetitive issues.

VII. Matters Arising from the Previous Meeting

- A. [Student Handbook and Guide](#) (see minutes of 09/21/23)
- B. [Student Club Handbook and Bylaws](#)
 - 1. The document was in progress by the Student Government Association and was to be shared with the committee once it was completed.
- C. [Residence Halls Handbook Revision](#)
 - 1. As per the Chairperson, the [Residence Halls Handbook Revision](#) was in progress and was to be shared with the committee once it was reviewed and finalized by the Associate Dean of Student Equity and Engagement.
- D. Moodle for Title IX and Student Disciplinary Policies

VIII. Reports from the Subcommittees and Working Groups

- A. Admissions Board
 - 1. There were no updates from the Admissions Board subcommittee.
- B. Calendar and Catalog
 - 1. As per the Dean of Academic Affairs, the Calendar and Catalog were being finalized and were to be shared in the next meeting.
- C. Placement
 - 1. With the absence of the Director of Admissions, there were no updates from the Placement subcommittee.
- D. CIAO - Career, Internship, Apprenticeship, and Opportunities
 - 1. The Dean of WAVES was not present to provide an update in terms of the CIAO subcommittee.
- E. Residence Life Admission
 - 1. There were no updates from the Residence Life Admission subcommittee.

IX. New Matters Arising

- A. [Recruitment Academic Calendar Plan 2024-2025](#)
 - 1. The Chairperson allowed the committee members their “first read” of the document.
 - 2. The Chairperson also shared the revised Student Service’s recruitment plan for the current high school seniors.
 - 3. EMC discussed the importance of involving the department Chairpersons and the Faculty.
 - a) The committee discussed ways CMI could be more visible to the public, especially the high school students.

X. Other Matters Arising

- A. [Spring 2025](#)



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B. [Spring 2025 Enrollment by Type](#)

- a) The Chairperson shared and explained the [Spring 2025](#) and the [Spring 2025 Enrollment by Type](#) to the members of the committee.

C. Graduation Update

1. Per the Chairperson, there were, currently, 200 plus candidates for the May 2025 graduation.

XI. Adjournment

- A. The *second* Enrollment Management Committee's meeting for January 2025, was adjourned at 12:05 p.m.

Submitted By:

DocuSigned by:

A handwritten signature in black ink, enclosed in a blue DocuSign signature box.

D04F36FDE82B468...
Meria N. Bollong
Secretariat Officer
Executive Council

Concurred By:

DocuSigned by:

A handwritten signature in black ink, enclosed in a blue DocuSign signature box.

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

Approval Date:

February 6, 2025

Certificate Of Completion

Envelope Id: D165AE51-9A05-493C-8F10-A628F4A4152D	Status: Completed
Subject: Complete with Docusign: EMC Minutes 01/16/25 (Approved)	
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mlaukon@cmi.edu
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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 4:34:05 PM
Certified Delivered	Security Checked	1/26/2026 9:43:24 AM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	1/26/2026 9:44:18 AM
Completed	Security Checked	1/26/2026 9:44:18 AM
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