



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, February 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

John Zedkaia

for Dean of WAVES

Alexandria J. Lajar

Associate Dean of Student Equity & Engagement

Valyn Chong Gum

Interim Director, FABS

Angela Laaw

Director of Financial Aid Office

Goodwin Silk

Student Government Association (SGA)

Roseann Muller

Representative/SGA Public Relations Officer

Janelynn Mandira-Kios*

Staff Senate Representative I

Staff Senate Representative II

Attendees via ZOOM

Jemimah Razalan

Associate Dean of Learning Support

Monica Jetnil Gordon

Registrar/Director of Admissions

Mellesia Crawford

Faculty Senate Representative

Raymond Guiruela

for Director, IRA

*** Not Present**

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

The Dean of Academic Affairs recited the mission statement to the members of the Enrollment Management Committee.

I. Review of the Meeting Minutes

A. [January 16, 2025 \(Draft\)](#)

1. After being reviewed carefully by the committee, the Dean of Academic Affairs made a motion to approve the meeting minutes of [January 16, 2025 \(Draft\)](#). The Student Government Association's Representative seconded the motion and it was carried, by the majority, with no abstention.



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a) DECISION

(1) Having no corrections, the minutes for the meeting held on January 16, 2025, were approved, as presented.

II. Matters Arising from the Previous Meeting

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

1. It was decided by the majority that the Student Handbook and Guide was to be deferred to the next scheduled Enrollment Management Committee's meeting.

B. Student Club Handbook and Bylaws

1. After being carefully reviewed, the Student Club Handbook and Bylaws, was to be considered for approval electronically.

C. Residence Halls Handbook Revision

1. The Residence Halls Handbook Revision was deferred by the Chairperson and was to be tabled in the next meeting, scheduled for February 20, 2025.

D. Moodle for Title IX and Student Disciplinary Policies

1. As per the Chairperson, the following agenda item was being finalized by the Web Designer and was to be shared with the committee, once it was completed.

E. Recruitment Academic Calendar Plan 2024-2025

1. After being thoroughly reviewed, the Dean of Academic Affairs made a motion to approve the Recruitment Academic Calendar Plan 2024-2025. The Student Government Association's Representative seconded the motion and it was passed, by the majority, with no abstentions.

a) DECISION

(1) Having no modifications, the Recruitment Academic Calendar Plan 2024-2025, was approved, as projected.

III. Report back from the EC/BoR

A. The Vice President of Academic and Student Affairs shared the approval for the following from the Executive Council:

1. The Policy on Access, Retention, and Destruction of Records

- a) The policy was approved on February 5, 2025, by the Executive Council and had been forwarded to the Board of Regents, per their review and consideration.

IV. Secretariat Report

A. Annual Assessment Report 2023-2024

1. This Secretariat Officer reminded the committee of its pending Annual Assessment Report for 2023-2024.
 - a) As per the Chairperson, once it was finalized, it was to be shared with the committee members.



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V. SGA Report

A. The following was shared by the Student Government Association's Representative:

1. The newly elected SGA officers and ambassadors.
2. Marshall Islands High School's previous visit to the college.
3. New Year/New Me and the Ongoing Basketball Tournament
4. Upcoming Events
 - a) Legacy Conference
 - b) Networking Night
 - c) Spring Bash
 - d) Club Rush
5. Issues
 - a) Residential Life student's meal plans
 - b) Library Stairway
 - c) Debrum Hall's Stairway

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 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.

(1) The Dean of Academic Affairs shared with the committee members that scheduling courses needed improvement, it was currently being worked on.

(a) Once it was finalized, the course scheduling was to be shared with the committee.

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. The committee discussed the urgent need for better scanning equipment to expedite the scanning process.
 - a) The Vice President for Academic and Student Affairs was to follow-up with the Vice President for Business and Administrative Affairs in regards to the committee's request.



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VII. Reports from the Subcommittees and Working Groups

A. Admissions Board

1. The Admissions Director/Registrar informed the committee that there had already been 15 applicants that had applied for the Summer 2025 semester.

B. Calendar and [Catalog](#)

1. The Dean of Academic Affairs shared the [Catalog](#) with the members of the committee.
 - a) According to the Dean of Academic Affairs, a draft was to be shared with the committee by the summer semester.

C. Placement

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

E. Residence Life Admission

VIII. New Matters Arising

- A. Dates for early registration for fall and summer 2025

IX. Other Matters Arising

- A. Graduation Update

*****In the interest of time, the agenda items from VII.C. to IX.A. were deferred.*****

X. Adjournment

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

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

Meria N. Bollong
Secretariat Officer
Executive Council

DocuSigned by:

Meyar Laukon
Dean of Student Success
Designated Chairperson, EMC

February 25, 2025

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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
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Certified Delivered	Security Checked	1/26/2026 9:44:24 AM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	1/26/2026 9:44:56 AM
Completed	Security Checked	1/26/2026 9:44:56 AM
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