



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 25, 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

Tembo Langbata

for Associate Dean of Learning Support

Evelyn Dulei

for Registrar/Director of Admissions

Lilly Michael

for Interim Director, FABS

Suemina Bohanny

Director of Financial Aid Office

Dyron Lanwi

for 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

Janelynn Mandira-Kios

Staff Senate Representative I

Staff Senate Representative II

Attendees via ZOOM

Mellesia Crawford

Faculty Senate Representative

*** Not Present**

The *second* 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. February 6, 2025 (Draft)

1. After being reviewed, the SGA Representative made a motion to approve the meeting minutes of February 6, 2025 (Draft). The Associate Dean of Student Equity and Engagement seconded the motion and it was passed successfully, by the majority with one abstention.



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a) DECISION

- (1) **Having no modifications, the minutes for the meeting held on February 6, 2025 (Draft), were approved, as presented.**

II. Matters Arising from the Previous Meeting

- A. Student Handbook and Guide (see minutes of 09/21/23)
 1. The Chairperson deferred the review of the Student Handbook and Guide for the next committee meeting.
- B. Residence Halls Handbook Revision
 1. The SGA Representative made a motion to approve the Residence Halls Handbook Revision after being thoroughly reviewed. The proxy for the Interim Director for the FABS department seconded the motion and it was unanimously approved, by the majority with one abstention.

a) DECISION

- (1) **With the modifications, the Residence Halls Handbook Revision, was approved, as presented.**

- C. Moodle for Title IX and Student Disciplinary Policies

III. 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 the revisions made to the Academic Calendar Fall 2024-Summer 2027 and carefully considered and discussed the Faculty Senate Concerns.

IV. Report back from the EC/BoR

V. Secretariat Report

VI. SGA Report

VII. 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.



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1. Review Criteria:

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

VIII. 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

IX. Other Matters Arising

- A. Graduation Update

*****In the interest of time, the agenda items from IV to IX were deferred*****

X. Adjournment

- A. The *second* Enrollment Management Committee's meeting for February 2025, was adjourned at 12:17 p.m.

Submitted By:

DocuSigned by:

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

Concurred By:

DocuSigned by:

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

Approval Date:

March 6, 2025

Certificate Of Completion

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Meyar Laukon
mlaukon@cmi.edu
Dean of Student Success
College of the Marshall Islands
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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 4:35:36 PM
Certified Delivered	Security Checked	1/26/2026 9:41:55 AM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	1/26/2026 9:43:17 AM
Completed	Security Checked	1/26/2026 9:43:17 AM
Payment Events	Status	Timestamps
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