



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, April 17, 2025

BoR Conference Room

MINUTES

PRESENT:

Alexandria J. Lajar

Dr. Elizabeth Switaj

Edward Alfonso

Rigieta Lord*

John Zedkaia

Valyn Chong Gum

Suemina Bohanny Note

Raymond Guiruela

Monica Jetnil-Gordon

Bonifacio Sanchez*

Camilla Betwell

Goodwin Silk

Roseann Muller*

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

Registrar/Director of Admissions

Director, IT

Director, Auxiliary Commercial Services

Student Government Association (SGA)

Representative/SGA Public Relations Officer

Staff Senate Representative I

Attendees via ZOOM

Dr. Rosalie Bojos

Jemimah Razalan

Janelynn Mandira-Kios

Mellesia Crawford

Director, IRA

Associate Dean of Learning Support

Staff Senate Representative II

Faculty Senate Representative

Duty Travel

Meyar Laukon

Chairperson/Dean of Student Success

*** Not Present**

The *second* EMC meeting for April 2025, was called to order by the designated Chairperson at 11:20 a.m.

Before convening with the meeting, the Student Government Association Representative recited the mission statement to the members of the Enrollment Management Committee.



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I. Review of the Previous Meeting Minutes

A. [April 3, 2025 \(Draft\)](#)

1. After being reviewed carefully, the Financial Aid Office Director made a motion to approve the meeting minutes of [April 3, 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 3, 2025 \(Draft\)](#), was approved, as presented.**

II. Matters Arising from the Previous Meeting

A. [Admission Policy 310](#)

1. The following were discussed by the committee:
 - a) Application Requirements
 - (1) This was to be reviewed by the Admissions subcommittee and shared in the upcoming EMC meetings.
 - (2) The Financial Aid Director was tasked to look into alternatives to the high school diploma for qualifying for financial aid.

B. [Registration Policy 330](#)

1. A need to develop a working group was thoroughly discussed by the committee.
 - a) The working group was to consist of the following members:
 - (1) Dean of Academic Affairs
 - (2) Associate Dean of Student Engagement
 - (3) Financial Aid Office Director
 - (4) Interim Director for Financial and Business Services
 - (5) Registrar
 - (6) Student Government Association Representative
2. The [Registration Policy 330](#) was deferred until the return of the Registrar.

C. [CMI Operation Policy on Integrity in Student Recruitment](#)

1. After being carefully reviewed, the Financial Aid Office Director made a motion to approve the [CMI Operational Policy on Integrity in Student Recruitment](#). The motion was seconded by the Dean of Academic Affairs and carried unanimously, by the majority, with no abstentions.

a) **DECISION**

- (1) **Having no modifications, the [CMI Operational Policy on Integrity in Student Recruitment](#), was approved, as presented.**



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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. As per the Vice President for Academic and Student Affairs, the early registration for the Fall Semester 2025, was to resume in the following week.

IV. Secretariat Report

- A. There was no report from the Secretariat Officer.

V. SGA Report

- A. The Student Government Association’s Representative shared the following with the committee:

1. The new Sports Coordinator
2. Spring Bash
 - a) A survey was disseminated resulting in the need to obtain better communication between the students and the bus drivers regarding events hosted by 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 review of the standard and its criterion were deferred.

- B. Team Recommendation: In order to increase effectiveness, the team recommended for the College to 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. It was agreed by the majority members of the committee that the **Team Recommendation** be taken off from the next agenda and onwards.

VII. Reports from the Subcommittees and Working Groups

- A. Admissions Board



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1. In the absence of the Registrar/Director of Admissions, there were no updates from the Admissions Board.
- B. Calendar and [Catalog](#)
 1. According to the Dean of Academic Affairs, the [Catalog](#) was in progress and had been scheduled to be finalized by April 30, 2025.
- C. Placement
 1. With the Registrar/Director of Admissions absence, there were no reports from the Placement subcommittee.
- D. CIAO - Career, Internship, Apprenticeship, and Opportunities
 1. The Dean of WAVES was not present in the meeting.
- E. Residence Life Admission
 1. As per the Chairperson, there was no update from the Residence Life Admission.

VIII. Matters Arising from the Previous Meeting

- A. [Student Handbook and Guide](#) (see minutes of 09/21/23)
- B. Moodle for Title IX and Student Disciplinary Policies
 1. As per the Chairperson, the following agenda items were deferred until the Dean of Student Success' return.

IX. Other Matters Arising

- A. Graduation Update
 1. The designated Chairperson updated the committee regarding the following:
 - a) The Graduation Committee was to meet in the following week.

X. Adjournment

- A. The *second* Enrollment Management Committee's meeting for April 2025, was adjourned at 12:06 p.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

Meria N. Bollong
Secretariat Officer
Executive Council

DocuSigned by:

Meyar M. Laukon
Dean of Student Success
Chairperson, EMC

June 10, 2025

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 mlaukon@cmi.edu
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In Person Signer Events

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Envelope Summary Events

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