



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 3, 2025

BoR Conference Room

MINUTES

PRESENT:

Alexandria J. Lajar

Dr. Elizabeth Switaj*

Edward Alfonso

Rigieta Lord*

John Zedkaia

Jemimah Razalan

Valyn Chong Gum

Suemina Bohanny

Evelyn Dulei

Bonifacio Sanchez*

David Debrum

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

Associate Dean of Learning Support

Interim Director, FABS

Director of Financial Aid Office

for Registrar/Director of Admissions

Director, IT

for Director, Auxiliary Commercial Services

Student Government Association (SGA)

Representative/SGA Public Relations Officer

Staff Senate Representative I

Attendees via ZOOM

Dr. Rosalie Bojos

Janelynn Mandira-Kios

Mellesia Crawford

Director, IRA

Staff Senate Representative II

Faculty Senate Representative

Duty Travel

Meyar Laukon

Chairperson/Dean of Student Success

*** Not Present**

The *first* EMC meeting for April 2025, was called to order by the Chairperson at 11:05 a.m.

Before convening with the meeting, the Associate Dean of Learning Support recited the mission statement to the members of the Enrollment Management Committee.

I. Review of the Previous Meeting Minutes

A. [March 20, 2025 \(Draft\)](#)



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1. After being reviewed carefully, the Associate Dean of Learning Support made a motion to approve the meeting minutes of [March 20, 2025 \(Draft\)](#). The motion was seconded by the proxy for the Registrar/Director of Admissions and successfully carried by the majority, with no abstentions.

a) DECISION

- (1) **Having no modifications, the minutes for the meeting held on [March 20, 2025 \(Draft\)](#), was approved, as presented.**

II. Matters Arising from the Previous Meeting

A. [Admission Policy 310](#)

1. It was decided by the majority members that the [Admission Policy 310](#) be disseminated once more to the respective senates for their feedback.
 - a) The [Admission Policy 310](#) was to be tabled in the next meeting on April 17, 2025.

B. [Registration Policy 330](#)

1. The committee discussed thoroughly the comment on the [Registration Policy 330](#).
 - a) The following comment was:
 - (1) “There's still a common misunderstanding with students thinking that the second half of add and drop is registration and now I have one student crying in my class because he can't go to school anymore for the second half because he registered for 9 credits thinking he can re register in the add and drop period for those two failed classes taking his credit load to 15 total thinking he won't be charged. This is still poorly miscommunicated and registration during orientation needs to do better. If we spend so much time during student orientation with even meals and games, this should be the defining factor when doing orientation as it relates to student finances and program sheets. “
 - b) The committee reviewed and discussed the add/drop process and the need to develop a working group to review the process.
 - c) Recommendation:

It was recommended by the committee members that page numbers be added to the document.

III. New Matters Arising

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

1. The designated Chairperson shared the document with the members of the committee and encouraged them to review and share with their respective departments and senates.



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- a) The [CMI Operation Policy on Integrity in Student Recruitment](#) was to be tabled in the next meeting on April 17, 2025.

IV. Report back from the EC/BoR

- A. As per the Chairperson, there was no report back from the Board of Regents and the Executive Council.

V. Secretariat Report

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

VI. SGA Report

- A. With the absence of the Student Government Association's Representative, there was no report from the SGA.

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.
 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.
- B. Team Recommendation: In order to increase effectiveness, the team HR in 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
 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



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1. As per the Chairperson, there was no update from the Residence Life Admission.

IX. 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.

X. Other Matters Arising

- A. Graduation Update
 1. The designated Chairperson updated the committee regarding the following:
 - a) There were 94 candidates that had been confirmed to graduate in May 2025 and 216 that had not been confirmed.

XI. Adjournment

- A. The *first* Enrollment Management Committee's meeting for April 2025, was adjourned at 12:00 p.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer
Executive Council

Signed by:

C9EB092361FB4FA...
Alexandria J. Lajar
Acting Dean of Student Success
Designated Chairperson, EMC

April 17, 2025

Certificate Of Completion

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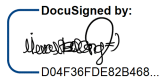
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	1/23/2026 4:43:08 PM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	1/23/2026 4:43:35 PM
Completed	Security Checked	1/27/2026 4:27:26 PM
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