



Regular Meeting Minutes - Approved July 5, 2018

Members Present

Rachel Salomon	Stevenson Kotton	John D. Villafania
Elizabeth Switaj	Va Savu	Jennifer Seru
Jomi Capelle	Cheryl Vila	Monica Gordon
Mary Van Auken - proxy for Dr. Nix		

The meeting was called to order @ 11:08 AM

Agenda Items

1. Review of Minutes
2. Audit Findings
3. Admission and Registration Procedure
4. Procedures task-force
5. Others

Minutes

1. REVIEW OF MINUTES

- March 8, 2018 Minutes.
 - Jennifer moved to approve the March 8, 2018 Minutes as projected. Stevenson seconded the motion. The motion was unanimously approved with 5 abstentions.
- May 14, 2018 Minutes
 - Jomi moved to approve the May 14, 2018 Minutes. Stevenson seconded the motion. The motion was unanimously approved with 1 abstention.

2. AUDIT FINDINGS

- All audits were due June 30th.
 - Our audit is unqualified, we had few issues to resolve.
- The issues are the three audit findings.
 - 1. Reporting
 - Finding is clear.
 - 2. Special Tests and Provisions - Return of Title IV Funds
 - This finding is a Repeated finding from 2016, but not only 2016 it goes back to 2008.
 - The termination Letter said Maybe the College does not have the capacity or incompetent to do the job.
 - We may go back to reimbursable basis of Title IV money, in which we need to have 4-5 million out front in our account for spending and send the stack of invoices to the Department of Education (DOE).



- If the invoices are good, DOE will reimburse the money.
- If the invoices are not good, DOE will not reimburse the money.
- If a Student Withdraw from 1 or 2 Course, Financial Aid will adjust their pell.
 - Between 0 - 60%, we're supposed to do a testing and return the money.
 - If we don't return the money than it become an issue because we must return it.
 - 21 days apply to when the refund check are process, after 21 days if the student didn't pick up the check. Business office will void and return them to DOE.
 - A month ago a 32,000 check was process to return the money, but 4 student on that list were missed.
- If we can brainstorm on how to improve this.
- Stevenson asked Rachel that we do a round of training every semester to everybody especially the Faculty.
- Stevenson, Rachel, Lina and Daryl are close to clearing this finding.
- 3. Special Tests and Provisions - Enrollment Report
 - If we provide the report they're asking for, this is eliminated.
 - Only Jacinta can process the report.

3. ADMISSION AND REGISTRATION PROCEDURE

- For Admission just a reminder that we do have a procedure in place.
 - For Nssp, from last summer 2 are still incomplete and Official transcripts are coming slowing.
 - AP still have incomplete students.
- Also a problem when the administration have to step in and order to do things.
 - Pressuring issues - One of us from CMI keep emailing and demanding to put in grades for students, even though these students were past the deadline and weren't register probably for the semester they came in but she demand the admission and registrar to enroll these students.
 - These are Dual students from last summer, this faculty is demanding the offices to post the grades.
 - Nobody were aware of these students attending.
 - Any program under CMI should go through the Admission process.
 - It's up to Jomi, Rachel and Va to discuss more on this.
- We need to create a policy in place to follow it.
 - We have a special meeting next Tuesday at 11am.
- Give them their Student ID in their acceptance letter.
 - For student to view the classes.
- Working group for the multiple measures.
 - 2 Department Chair
- Possible moving the placement test to the Orientation Days.



ENROLLMENT MANAGEMENT COMMITTEE

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Majuro
Marshall Islands, MH 96960

Tel: (692) 625-3394
Fax: (692) 625-7203
Email: emc@cmi.edu

4. PROCEDURES TASK-FORCE

- Elizabeth suggest to put up a task-force of 2 or 3 people to work on a document, to put together a handbook of procedures.
 - Admission, Registrations and all of our related enrollment procedures.
 - Once the handbook is drafted, it goes to the EMC and to the constituent group who are involved.

5. OTHERS

Meeting adjourned @ 12:20 PM

Next Meeting: July 19, 2018.

Special Meeting: July 10, 2018 at 11am.

Kelly Luce Sebastian, Recording Sec.
Scribe

EMC
Reviewed & Approved by

03 - April - 2019
Date approved