The October 22, 2015 MIS meeting began at 8:30 am at the District Annex Conference Room 3 with the following discussions and individuals in attendance (\* = *via CCC Confer*):

**Present:** *\*Corrina Baber, Andy Chang, \*Kirsten Colvey, \*Michelle Crocfer, Ben Gamboa, \*Cindy Gunderson, Keith Wurtz, Giovanni Sosa, \*James Smith, Rebeccah Warren-Marlatt, and Carol Hannon*

**MIS Submissions**

 **Annual Employee Fall Collection – Due January 10, 2016**

DCS will be creating the EB/EJ (Employee Basic: Faculty and Staff, respectively) as soon as possible with the intention of researching and correcting data in HR/Payroll/Colleague prior to submission in January.

Ben Gamboa noted that the Data Mart does not have any data for District

980 staff. Only 981 (Crafton) and 982 (Valley) data is available. District employee data (980) which is submitted annually in January via the EJ file is not in Data Mart. DCS will look into this further.

 **Fall 2015 – Due date for term 157 is January 30, 2016. (Since the 30th falls on a**

**Saturday, the due date is Monday, February 1.)**

A good discussion continued about the proposed timeline for the Fall submission. MIS tasks began on 10/20, with Departments running internal Colleague reports to identify discrepancies in MIS data. (DCS is preparing these reports now for distribution since we had not yet discussed the timeline on the 20th).

The date ranges for department and DCS tasks seem reasonable, as long as the CO’s office is open for submission on our target date of Nov 2. This is an ongoing team effort to proactively complete term MIS submissions on schedule, and report data “as is” from Colleague that is correct and complete.

Keith requested we change the date range for submitting a test VTEA file to

Nov 5 to Dec 5, since VTEA surveys are done after census, not end of term.

Any ideas on how to streamline the process are most welcomed; we will tweak the timeline and process as we go.

**Miscellaneous**

**SX02 Grade of ‘W’ prior to census date** (HDO# 8146-74694)

Andy Chang indicated this request will be completed in time for November

Spring registration.

The meeting adjourned at 9:00 am.

The next regularly scheduled MIS Executive Committee meeting is *Thursday, November 5, 2015* at 8:30am in District Annex Conference Room 3.

Meeting conducted and minutes prepared by Carol Hannon, Data Analyst.