The January 14, 2016 MIS meeting began at 8:35a.m. at the District Annex Conference Room 3 with the following discussions and individuals in attendance (\* = *via CCC Confer*):

**Present:** *\*Corrina Baber, \*April Dale-Carter, Andy Chang,\*Ben Gamboa, \*Colleen Gamboa, Cyndi Gundersen, Carol Hannon, \*Amalia Perez, \*Dr. James Smith, Dr. Keith Wurtz, and*

*Dianna Jones*

1. **Upcoming MIS Submissions**

⦁ Annual Employee Fall Collection – Carol Hannon advised the committee that the MIS ***Annual 2015*** Employee Fall Collection (EB/EJ) data file is due to the State Chancellor’s Office by January 29th, 2016.

⦁ MIS Fall 2015 Term – Carol Hannon stated that this file is also due no later than January 30th in order to meet the IPEDS reporting requirements for Graduation rates.

**II. IPEDS Winter data collection timeline**

The committee was reminded that Fall 2015 enrollment data must be submitted in January in order to meet the IPEDS reporting requirements.

**III. EJ file – District (980) employees**

Dianna Jones advised the committee that she is still researching the issue of District (980) employees not identified as such in the EJ file.

**IV. Employee MIS Reporting**

Keith Wurtz advised that he had met with Colleen Gamboa, Payroll Administrator, to review the workflow process that Payroll performs in conjunction with the SB County payroll system in order to create our EB/EJ files. Keith stated that he is working on a diagram outlining the steps and he will present it for MIS committee review upon completion.

**V. HSCU Title V eligibility** – Keith Wurtz advised the committee that he is still researching why our colleges are being excluded from the list of Hispanic Serving Colleges and Universities (HSCU).

The meeting adjourned at 9:20am.

The next regularly scheduled MIS Executive Committee meeting is *Thursday, January 28th, 2016* at 8:30am in District Annex Conference Room 3.