The January 28, 2016 MIS meeting began at 8:30a.m. at the District Annex Conference Room 3 with the following discussions and individuals in attendance (\* = *via CCC Confer*):

**Present:** *\*Corrina Baber, Joe Cabrales, \*Bridget Candelaria,\*Ben Gamboa,\*Colleen Gamboa, Cyndi Gundersen, Kristina Heilgeist, \*Dr. James Smith, Dr. Keith Wurtz, and Dianna Jones*

1. **Upcoming MIS Submissions**

⦁ Annual Employee Fall Collection – Submitted on 1/15/2016.

⦁ MIS Fall 2015 Term – Carol Hannon was not present. No update provided.

**II. Employee MIS Reporting**

Keith Wurtz reviewed with the committee the Process Workflow diagram outlining the steps that Payroll performs in conjunction with the SB County payroll system in order to create our EB/EJ files. Colleen Gamboa advised the committee that she discovered using the last date of the term when processing from the county system results in capturing faculty who are entered after the start of term. This resulted in capturing the 26 faculty whose EB data was missing from the Fall 2015 staff data download returned to DCS. Colleen stated that she would regenerate the data file and expects to have it completed sometime this afternoon.

**III. HSCU Title V eligibility** – Keith Wurtz discussed with the committee and reviewed several

documents on the Title III and Title V programs eligibility requirements as well as the application for Fiscal Year 2016. Keith stated that he is still trying to get the methodology used by IPEDS which identifies both colleges as not meeting the “needy student” requirement to be a Hispanic Serving Institution.

**IV. 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.

 **V. Miscellaneous**

 There were no additional items brought up for discussion.

The meeting adjourned at 8:50am.

The next regularly scheduled MIS Executive Committee meeting is *Thursday, February 11th, 2016* at 8:30am in District Annex Conference Room 3.