The September 21, 2017 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:** *\*Yancie Carter, \*April Dale-Carter, \*Noemi Elizalde, \*Kristina Heilgeist, \*John Muskavitch, \*Kristin Raisch, \*Juanita Sousa, \*Keith Wurtz, Samantha Sarabia, and Dianna Jones*

1. **MIS - Summer 2017 Processing Status**

Samantha provided a status on processing of the Summer 2017 MIS data files. All data files have been generated and submitted to the Chancellor’s Office MIS database. Final transmission will occur today.

1. **MIS - Annual MIS Submissions**

Student Programs (SP) - The committee was advised that the Student Program Awards (SP) file was successfully transmitted on September 15th, 2017. Keith Wurtz asked if all certificates, including those less than 6 units, were included; and was advised that all certificates were included.

Financial Aid (SF/FA) - Samantha reminded the committee that the Summer 2017 term data has to be submitted prior to the Financial Aid (SF/FA) data file submissions.

Student Assessment (SA) – We are on target to meet the October 31st due date for the submission of the Assessment file.

1. **Other Annual District Reporting**

The Gainful Employment (GE) files for 2016-2017, due October 1st, were successfully transmitted to Clearinghouse on 9/12/2017 and have approved by NSLDS.

FISAP reports were generated by Ernesto Nery, SBVC Director of Financial Aid. John Muskavitch stated that the report data have been provided to Kristin at District for completion.

1. **CCCG – New Community College Completion Grant setup**

The committee discussed and reviewed the setup requirements for the new CCCG Grant. Financial Aid, Fiscal Services, as well as TESS departments will be involved in updating Colleague forms, etc. to ensure proper setup and testing. John Muskavitch identified the following criteria that the recipients must meet to receive the new grant.

*Must be a Cal Grant B or C recipient*

* 1. To receive ***FTSSG***, must be a ***Cal Grant B*** or ***C*** recipient enrolled in at least 12 units.
	2. To receive ***CCCG***, must be an FTSSG recipient and enrolled in 15 units/term or 30 units/year.

Dianna Jones stated that she would contact Ernesto Nery to determine when to distribute sample setup screens to Fiscal Services and Financial Aid so that setup can begin.

1. **SB11 – Recent H.S. Grads**

Advised the committee that this project is currently still in progress. Nothing new to report.

1. **Miscellaneous**

There were no miscellaneous discussion topics.

The September 21st, 2017 MIS Executive Committee meeting adjourned at 9:00am.

The next regularly scheduled MIS Executive Committee meeting is *Thursday, October 5th, 2017* at 8:30am in District Annex Conference Room 3.