The October 5, 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:** *\*Corrina Baber, \*Keith Wurtz, Samantha Sarabia, and Dianna Jones*

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

Samantha advised the committee members present that the Summer 2017 MIS data files have been successfully transmitted and accepted by the Chancellor’s Office MIS database.

1. **MIS - Annual MIS Submissions**

The committee was advised that only the Student Assessment (due by October 31st) remains to be submitted. The Student Programs (SP) and Financial Aid data files were successfully transmitted prior to the deadline. Keith Wurtz asked if all certificates, including those less than 6 units, were included; and was advised that all certificates were included.

1. **Outstanding MIS Issues**

Dianna Jones advised the committee of the following anomalies to be resolved, after which, resubmissions of these files will occur:

⦁ MIS – FA award amounts for FTSSG and PELL are off by 1 dollar. Ellucian has a workaround that will be applied, then, we will re-run and resubmit prior to the December 1st deadline.

⦁ MIS – SB recent high school graduates SB11 values are being reported as unknown (3XXXX). After researching the issue, it was determined that the code needs to be modified to accurately identify the graduation year when the reporting year equals the grad year. Dianna Jones stated that we are currently determining the best method to correct how the data is being reported. Since the MIS reports are baseline Ellucian, best practice is to create a custom version of the process and have the baseline version point to custom.

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

Dianna Jones advised committee that setup and testing will begin next week.

1. **Timeline –** The Fall 2017 Transmission timeline will be distributed within the next two weeks.
2. **Miscellaneous**

The October 19th meeting will be cancelled due to member conference attendance.

The October 5th, 2017 MIS Executive Committee meeting adjourned at 8:56am.

The next regularly scheduled MIS Executive Committee meeting is *Thursday, November 2nd, 2017* at 8:30am in District Annex Conference Room 3.