The November 2, 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:** *\*Artour Aslanian, \*Corrina Baber, \*Joe Cabrales, \*Yancie Carter, \*Ben Gamboa,*

*\*Kristina Heilgeist, \*Keith Wurtz, Samantha Sarabia, and Dianna Jones*

1. **MIS – Upcoming** Fall 2017

Samantha advised the committee that the Staff Data file was created on 10/30/17 and placed in a secure folder for retrieval by payroll, who has been requested to confirm access to the folder.

1. **MIS -** Summer 2017 & Annual Processing **-** *Completed*

Samantha advised the committee that the Summer 2017 and Annual (Programs, Assessment, and Financial Aid) MIS data files were successfully transmitted and accepted by the Chancellor’s Office MIS database.

1. **Outstanding MIS Issues** - *Resolved*

The committee was advised that the following anomalies have been resolved, and the affected files have been resubmitted.

⦁ FA award amounts off by 1 dollar. Ellucian workaround was applied and corrected the award amounts.

⦁ SB recent high school graduates SB11 values reported as unknown (3XXXX). A custom version of the CASB process was created and modified to accurately identify the graduation year when the reporting year equals the grad year.

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

Samantha advised committee that the new Grant has been setup and tested. Financial Aid and Fiscal Services have been notified that the grant is now available for awarding in the R18Live environment.

1. **NSC Clearinghouse –** Several Ellucian updates were installed into our non-production environments for testing and validation that the process is not negatively impacted. The source of the Published Program Length will be documented for future reference.
2. **Miscellaneous**

There will be no meeting on November 16th, 2017.

The November 2nd, 2017 MIS Executive Committee meeting adjourned at 8:50am.

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