The December 14, 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, \*Larry Aycock, \*Corrina Baber, \*Yancie Carter, Ben Gamboa,*

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

1. **MIS –** Fall 2017

Samantha outlined for the committee that the Staff Data (EB/EJ) and Tumaini (SG) files have not yet been received, but are expected to be returned by 12/21/2017.

1. **MIS –** Fall Employee Collection - Annual

The committee was advised that the EB/EJ files used for Fall term reporting are also used for the Fall Collection where the reporting term is updated to reflect annual, and EJ includes ALL employees not just instructional.

1. **Miscellaneous**

There were no additional items to discuss.

The December 14th, 2017 MIS Executive Committee meeting adjourned at 8:55am.

The next regularly scheduled MIS Executive Committee meeting will be *Thursday, January 11th, 2018* at 8:30am in District Annex Conference Room 3.