The January 25, 2018 MIS meeting began at 8:35a.m. at the District Annex Conference Room 3 with the following discussions and individuals in attendance (\* = *via CCC Confer*):

**Present:**  *Jun Xiang, Dianna Jones, Samantha Sarabia, \*Yancie Carter, \*Corrina Baber, \*Kirsten Colvey, \*Kristina Heilgeist.*

1. **MIS –** Fall 2017 – DUE January 25, 2018

Samantha provided an update to the Committee that the Fall 2017 term data files were successfully submitted to MIS on Monday January 22, 2018.

1. **MIS –** Fall Employee Collection - Annual – DUE January 31, 2018

Samantha provided an update to the Committee that the Fall Employee Collection data files were submitted to MIS on Friday January 19, 2018.

1. **OEAG –** One Time Emergency Aid Grant setup – In Progress

The Committee was notified that the FA directors at each college requested that the OEAG

award be setup and made available for students for the Spring 2018 term. Currently, the setup

process was only in the R18Test environment, soon to be moved to Production. Will provide

updates at next meeting.

1. **Miscellaneous**

The Committee was asked if there were any comments, questions, or concerns. None were brought forth by Committee.

The January 25, 2018 MIS Executive Committee meeting adjourned at 8:45am.

The next regularly scheduled MIS Executive Committee meeting will be *Thursday, February 8th, 2018* at 8:30am in District Annex Conference Room 3 and will also be available via CCC Confer.