The May 17, 2018 MIS meeting began promptly at 8:30a.m. at the District Annex Conference Room 3 with the following discussions and individuals in attendance (\* = *via CCC Confer*):

**Present:**  *Dianna Jones, Samantha Sarabia, \*Artour Aslanian, \*Corrina Baber, \*Miriam Saadeh, \*Yancie Carter, \*Kirsten Colvey*

1. **MIS – Spring 2018 Term Processing Status**
   * **MIS Files Created:**
     1. Course Basic (CB)
     2. Section/Session/Assign (XB/XF/XE)
     3. Stu. DSPS (SD)
        1. Preliminary data reports sent May 8, 2018
     4. Stu. EOPS (SE)
        1. Preliminary data report sent May 8, 2018
     5. CalWORKs (CW/SC)
        1. Preliminary data report sent May 8, 2018
     6. Stu. VTEA (SV)
     7. Employee Basic (EB)
        1. Sent to Payroll on 4/23/18
        2. Due back to TESS on 6/1/18
     8. College Calendar
   * **MIS Files to be Created:** 
     1. Special Populations (SG)
        1. Student Lists – Due May 25, 2018
           1. Tumaini (Umoja)
     2. Student Success (SS)
     3. Student Enrollment (SX)
     4. Student Basic (SB)

**The Committee was notified of all currently created Spring 2018 MIS data files and the status of the pending MIS data files. No one had any questions or concerns in regards to this agenda item.**

1. **MIS – Spring 2018 Friendly Deadline Reminders**
   * **DUE Friday May 25, 2018**
     1. Tumaini (Umoja) special groups data
   * **DUE Thursday May 31, 2018**
     1. Semester grades due (per 2017-2018 Academic Calendar)
   * **DUE Friday June 1, 2018**
     1. Payroll to return the EB/EJ files
     2. SARS Contacts to be imported

**The Committee was reminded of the upcoming deadlines for certain data that is required for the creation of the pending MIS Spring 2018 files.**

1. **Miscellaneous**

The Committee was asked if anyone in attendance had any questions, comments or concerns.

The May 17, 2018 MIS Executive Committee meeting adjourned at 8:39am.

The next regularly scheduled MIS Executive Committee meeting will be *Thursday May 31, 2018* at 8:30am in District Annex Conference Room 3 and will also be available via CCC Confer.