



**MIS Executive Committee Meeting
MIS | TESS**

MINUTES

Thursday, October 31, 2019
8:30 a.m. – 9:30 a.m.
District – TESS Offices, Room 229
550 E. Hospitality Lane, Suite 200,
San Bernardino, CA 92408

The October 31, 2019 MIS meeting began at 8:34 a.m. with the following discussions and individuals in attendance (* = via ZOOM):

CHC:
DIST:
SBVC: Albert Maniaol
TESS: Corrina Baber, Andy Chang

Agenda Items	Discussion
<p>1. MIS – Annual 2019 Submission Status</p> <ul style="list-style-type: none"> • Financial Aid • Assessment 	<p>I continue to work on the FINANCIAL AID file. Our errors are down considerably. On our way to get this submitted soon. Fully aware offices are waiting for this information.</p> <p>I have already begun working on the Assessment. It is due actually today. I will provide an update for both submissions at our next MIS meeting.</p> <p><u>Due Date:</u> Assessment: October 31</p>
<p>2. Completed Projects:</p> <ul style="list-style-type: none"> • Programs • SM19 	<p>The Annual Programs file was submitted on October 9, 2019. Again, thank you to all for your assistance.</p> <p>The SM19 files were submitted on September 9, 2019. I have not forgotten that I will be reviewing the CalWORKs, DSPS and EOPS files again for Summer 2019. Both offices have questioned why a few students were not included in the original submission.</p>
<p>3. Upcoming Projects</p> <ul style="list-style-type: none"> • Fall 2019 • Employee Fall Collection 	<p><u>Due Dates:</u> Fall 2019: January 29-31, 2020 EB/EJ: January 31, 2020</p> <p>Friendly reminders to all in Instruction to run your XMDR report for missing MIS elements, as well as to remove faculty from cancelled sections. Following these reminders helps tremendously when processing terms.</p>
<p>4. Miscellaneous</p>	

Our next meeting, November 14, 2019, will be held at the District Office, Room 229.