



ATI Steering Committee Meeting

Agenda & Meeting Summary

Meeting Information

Meeting Title: ATI Steering Committee Meeting
Location: WH-444
Meeting Called By: ATI Executive Sponsor

Date: 10/07/2014
Time: 2:00 pm – 3:00 pm
Purpose: ATI Audit Report and Begin Plan Review

Attendees

Checkmark “√” or “X” indicates the attendee is present.

Attendee	Representing	√
Chris Manriquez	VP IT / CITO, Chair	
TBD	IT ATO	
Marci Payne	IT PMO	X
Bill Chang	IT Enterprise Applications	X
Francisco Quinonez	Contracts & Procurement	X
Patricia A. Wells	Disabled Student Services	X
Kaye Bragg	Academic Affairs	
TBD	ASI	
Brian Lacey	Bookstore	X
Kim McNutt	Extended & Int'l Education	X
Benjamin Boish	Human Resources	
Brenda Knepper	Public Affairs	X

Attendee	Representing	√
Jerry Moore	Senate Chair	
Clare Weber	Faculty	X
Farah Fisher	Faculty	X
Garry Hart	Faculty	X
Naomi Moy	Faculty	X
Wei Ma	Faculty	X
Staff Support Team Members:		
Emily Olson	Public Affairs	X
Adelbert Baylis	Contracts & Procurement	X
Reza Boroon	IT Academic Tech Team	X
Shon Lee	IT Web Team	X
Tak Yee Poon	IT Web Team	X

Agenda

#	Agenda Topic	Led By	Time Allotted
1	<ul style="list-style-type: none"> • Welcome and Introductions 	Marci Payne	3 min.
2	<ul style="list-style-type: none"> • ATI Audit Report <ul style="list-style-type: none"> ○ Review Recommendations and Responses ○ Review Tasks and Timeline <ul style="list-style-type: none"> ▪ Tasks 1-3 due by 11/28/2014 <ul style="list-style-type: none"> • Roles and responsibilities <ul style="list-style-type: none"> ○ Executive Sponsor ○ ATI Steering Committee ○ Working Teams • Committee involvement strengthened • Meetings documented ▪ Tasks 4-12 due by 12/24/214 	Marci Payne	45 min.
3	<ul style="list-style-type: none"> • ATI Campus Plan for 14/15 <ul style="list-style-type: none"> ○ Orange = change in verbiage ○ Grey = removed ○ Task Dashboard and ATI Steering Committee Notes are new 	Marci Payne	5 min.
4	<ul style="list-style-type: none"> • Next Meeting – Thursday, November 6, 2014 – 1:00-2:00 p.m. 	Marci Payne	2 min.

Meeting Summary

#	Agenda Discussion and Decisions
1	Welcome and Introductions – Marci opened the meeting and inductions were complete around the room by the committee members
2	ATI Audit Report <ul style="list-style-type: none"> • Roles and responsibilities <ul style="list-style-type: none"> ○ Executive Sponsor <ul style="list-style-type: none"> ○ To ensure ATI Steering Committee and Working Teams do what they are supposed to do ○ Take policy recommendations from Steering Committee and forward to President ○ Marci will draft and send out to committee for review ○ ATI Steering Committee <ul style="list-style-type: none"> ○ We are a recommending body, advocate, oversee, gather and pass information, monitor and compliance ○ Use the yellow highlights as the pre-amble ○ Marci will draft and send out to committee for review ○ Working Teams <ul style="list-style-type: none"> ○ Check CO site and pull what's there and send to committee for review
3	ATI Campus Plan for 14/15 -- Marci shared previous years spreadsheet with the committee and stated we will decide as a group/committee what we want to commit to in the coming years which will guide us in writing our updated plan
4	Next Meeting – week of Nov. 3 rd (Thursday, November 6, 2014 – 1:00-2:00 p.m.)

Action Items

#	Action Item	Date Originated	Expected Completion	Status	Assigned To
1	Complete ATI Audit Tasks as per stated in responses	10/07/2014	11-12/2014	Assigned	Marci, All
2	Define and document the responsibilities and duties of the executive sponsor, and ATI Steering Committee.	10/07/2014	11/06/2014	Assigned	Marci, All
3	Complete Annual ATI Report	10/13/2014	11/04/2014	Assigned	Support Teams
4	Review Annual ATI Report with Committee	11/6/2014	11/06/2014	Assigned	Marci, All