



Meeting Information

Meeting Title: ATI Steering Committee Meeting
Location: TBD
Meeting Called By: ATI Executive Sponsor

Date: 11/06/2014
Time: 1:00 pm – 2:00 pm
Purpose: ATI Annual Report

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	
Patricia A. Wells	Disabled Student Services	x
Kaye Bragg	Academic Affairs	
TBD	ASI	
Brian Lacey	Bookstore	
Kim McNutt	Extended & Int'l Education	x
Benjamin Boish	Human Resources	x
Brenda Knepper	Public Affairs	x

Attendee	Representing	√
Jerry Moore	Senate Chair	
Clare Weber	Faculty	
Farah Fisher	Faculty	x
Garry Hart	Faculty	x
Naomi Moy	Faculty	
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 	Marci Payne	3 min.
2	ATI Audit Report <ul style="list-style-type: none"> • Review defined roles and responsibilities <ul style="list-style-type: none"> ○ Executive Sponsor ○ ATI Steering Committee ○ Working Teams 	Marci Payne	5 min.
3	<ul style="list-style-type: none"> • ATI Annual Report <ul style="list-style-type: none"> ○ Review the annual report as completed by the Staff Support Teams 	Marci Payne	45 min.
4	<ul style="list-style-type: none"> • Next Meeting – first week of December 	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 – it was suggested to add a line about signature of authority to this role ○ ATI Steering Committee – accepted as is ○ Working Teams – accepted as is
3	ATI Annual Report – The committee needs to establish a process for 6.4 (IM) – it was suggested to refer to the guidelines used for the curriculum committee The Library was audited and have successfully digitized their materials – it was suggested that Reza work with the Library to see their process
4	Next Meeting – first week of December, 2014 (Friday, December 5, 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	In Progress	Marci, All
2	Define and document the responsibilities and duties of the executive sponsor, and ATI Steering Committee.	10/07/2014	11/06/2014	Complete (on time)	Marci, All
3	Complete Annual ATI Report	10/13/2014	11/04/2014	Complete (on time)	Support Teams
4	Review Annual ATI Report with Committee	11/06/2014	11/06/2014	Complete (on time)	Marci, All
5	ATI Annual Report due to CO	10/09/2014	11/15/2014	Complete (on time)	Marci, Chris
6					
7					