



## Meeting Information

**Meeting Title:** ATI Steering Committee Meeting  
**Location:** WH-442  
**Meeting Called By:** ATI Executive Sponsor

**Date:** 12/05/2014  
**Time:** 1:00 pm – 2:00 pm  
**Purpose:** ATI Campus Plan

## 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	
Francisco Quinonez	Contracts & Procurement	x
Patricia A. Wells	Disabled Student Services	
Kaye Bragg	Academic Affairs	x
TBD	ASI	
Ángel Covarrubias	Bookstore	x
Kim McNutt	Extended & Int'l Education	
Benjamin Boish	Human Resources	x
Brenda Knepper	Public Affairs	

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

## Agenda

#	Agenda Topic	Led By	Time Allotted
1	• Welcome	Marci Payne	3 min.
2	• Review ATI Audit Responses for Tasks 1-3	Marci Payne	5 min.
3	• Update on ATI Audit Finding Tasks 4-12 <ul style="list-style-type: none"> <li>○ Meeting with DSS and HR regarding websites on 11/20/2014</li> </ul>	Marci Payne	10 min.
4	• Discuss and begin writing the ATI Campus Plan	Marci Payne	30 min.
5	• Next Meeting – first week of February, 2015	Marci Payne	2 min.

## Meeting Summary

#	Agenda Discussion and Decisions
1	Welcome

#	Agenda Discussion and Decisions
2	Review ATI Audit Response for Tasks 1-3
3	Update on ATI Audit Finding Tasks 4-12
4	Discuss and begin writing the ATI Campus Plan – We have a lot of work ahead of us!
5	Next Meeting – January 22,2015 from 2-3pm

## Action Items

#	Action Item	Date Originated	Expected Completion	Status	Assigned To
1	Complete ATI Audit Tasks as per stated in responses	10/07/2014	11/28/2014 & 12/24/2014	Complete (on time)	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					