



Meeting Information

Meeting Title: ATI Steering Committee Meeting	Date: 02/05/2015
Location: WH-442	Time: 2:00 pm – 3:00 pm
Meeting Called By: ATI Executive Sponsor	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	X
Francisco Quinonez	Contracts & Procurement	X
Patricia A. Wells	Disabled Student Services	
Kaye Bragg	Academic Affairs	X
TBD	ASI	
Will Crawford	Bookstore	
Kim McNutt	Extended & Int'l Education	
Benjamin Boish	Human Resources	
Brenda Knepper	Public Affairs	
Jerry Moore	Senate Chair	

Attendee	Representing	√
Farah Fisher	Faculty	X
Garry Hart / Miguel Dominguez	Faculty	
Naomi Moy	Faculty	X
Wei Ma	Faculty	
Staff Support Team Members:		
Emily Olson	Public Affairs	
Adelbert Baylis	Contracts & Procurement	X
Ángel Covarrubias	Bookstore	X
Julinda Holmes	Disabled Student Services	
Karraha Cunningham	Disabled Student Services	X
Reza Boroon	IT Academic Tech Team	X
Shon Lee	IT Web Team	
Tak Yee Poon	IT Web Team	X

Agenda

#	Agenda Topic	Led By	Time Allotted
1	• Welcome	Marci Payne	3 min.
2	• Status Reports from Working Groups <ul style="list-style-type: none"> ○ Instructional Materials Accessibility Plan ○ Electronic & Information Technology Procurement Plan ○ Web Accessibility Plan 	Group Leaders: Wei Ma/Kaye Bragg Adelbert Baylis Shon Lee	55 min.
3	• Next Meetings – February 26, 2015 from 2-3pm March 19, 2015 from 2-3pm	Marci Payne	2 min.

Meeting Summary

#	Agenda Discussion and Decisions
1	Welcome

#	Agenda Discussion and Decisions
2	<p>Status Reports from Working Groups</p> <ul style="list-style-type: none"> • Instructional Materials Accessibility Plan <ul style="list-style-type: none"> ○ There's an overlap between the Library, faculty, bookstore, and DSS – They're working on the processes and measures with each area using a different color to write from their perspective. • Electronic & Information Technology Procurement Plan <ul style="list-style-type: none"> ○ They are working on the procurement plan and ATI checklist and will be in DSS when working on goals. • Web Accessibility Plan <ul style="list-style-type: none"> ○ Working on goals for 14-15 and realized some measurements needed editing. They've divided up the goals to be worked on separately and then will come together to review all their section.
3	<p>Next Meetings – February 26, 2015 from 2-3pm March 19, 2015 from 2-3pm</p>

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	Assigned plan writing to working groups	01/22/2015	03/19/2015	Assigned	Working Groups
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