



# ATI Steering Committee Meeting

## Agenda & Meeting Summary

### Meeting Information

<b>Meeting Title:</b> ATI Steering Committee Meeting	<b>Date:</b> 03/19/2015
<b>Location:</b> WH-442	<b>Time:</b> 2:00 pm – 3:00 pm
<b>Meeting Called By:</b> ATI Executive Sponsor	<b>Purpose:</b> 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	
Patricia A. Wells	Disabled Student Services	
Kaye Bragg	Academic Affairs	X
TBD	ASI	
Will Crawford	Bookstore	X
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	
Wei Ma	Faculty	X
<b>Staff Support Team Members:</b>		
Emily Olson	Public Affairs	X
Adelbert Baylis	Contracts & Procurement	
Ángel Covarrubias	Bookstore	X
JuLinda Holmes	Disabled Student Services	
Karraha Cunningham	Disabled Student Services	
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	• Welcome	Marci Payne	3 min.
2	• Status Reports from Working Groups <ul style="list-style-type: none"> <li>○ Instructional Materials Accessibility Plan</li> <li>○ Electronic &amp; Information Technology Procurement Plan</li> <li>○ Web Accessibility Plan</li> </ul>	Group Leaders: Wei Ma Adelbert Baylis Shon Lee	55 min.
3	• Next Meeting – First or second week of April	Marci Payne	2 min.

### Meeting Summary

#	Agenda Discussion and Decisions
1	Welcome

#	Agenda Discussion and Decisions
2	Status Reports from Working Groups <ul style="list-style-type: none"> <li>• Instructional Materials Accessibility Plan                             <ul style="list-style-type: none"> <li>○ The Group is close to being finished and will be complete by next Wednesday.</li> </ul> </li> <li>• Electronic &amp; Information Technology Procurement Plan                             <ul style="list-style-type: none"> <li>○ The Group has not submitted anything and was not in attendance.</li> </ul> </li> <li>• Web Accessibility Plan                             <ul style="list-style-type: none"> <li>○ The Group finished and submitted their portion of the plan.</li> </ul> </li> </ul>
3	Next Meeting – Thursday, April 16, 2015 from 2:00 – 3:00 pm

**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	03/24/2015	Complete (on time)	Working Groups
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