



Meeting Information

Meeting Title: ATI Steering Committee Meeting	Date: 04/16/2015
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	
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	X
Brenda Knepper	Public Affairs	
Jerry Moore	Senate Chair	

Attendee	Representing	√
Farah Fisher	Faculty	
Garry Hart / Miguel Dominguez	Faculty	
Naomi Moy	Faculty	
Wei Ma	Faculty	X
Staff Support Team Members:		
Emily Olson	Public Affairs	X
Adelbert Baylis	Contracts & Procurement	
Ángel Covarrubias	Bookstore	
JuLinda Holmes	Disabled Student Services	
Karrah Cunningham	Disabled Student Services	
Reza Boroon	IT Academic Tech Team	
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	• Begin reviewing the comprehensive multi-year ATI plan for errors or omissions	Marci Payne	50 min.
3	• Next Meeting – October 9, 2015	Marci Payne	2 min.

Meeting Summary

#	Agenda Discussion and Decisions
1	Welcome ATI Audit Update: The auditors accepted the plan and cleared our findings on 4/7/2015
2	Begin reviewing the comprehensive multi-year ATI plan Instructional Materials Accessibility Plan for errors or omissions Made some edits and updated the plan

#	Agenda Discussion and Decisions
3	Next Meeting – October 9, 2015

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