



ATI Steering Committee Meeting

Agenda & Meeting Summary

Meeting Information

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

Date: 10/09/2015
Time: 1:00 pm – 3:00 pm
Purpose: ATI Annual Report

Attendees

Checkmark “√” or “X” indicates the attendee is present.

Attendee	Representing	√
Chris Manriquez	VP IT / CITO, Chair	x
TBD	IT ATO	
Marci Payne	IT PMO	x
Bill Chang	IT Enterprise Applications	
Adelbert Baylis	Contracts & Procurement	x
Patricia A. Wells	Disabled Student Services	
Kaye Bragg	Academic Affairs	x
TBD	ASI	
Robert “Will” Crawford	Bookstore	
Kim McNutt	Extended & Int'l Education	
Benjamin Boish	Human Resources	
Brenda Knepper	Public Affairs	

Attendee	Representing	√
Jim Hall	Senate Chair	
Mitch Avila	Faculty	
Farah Fisher	Faculty	
Naomi Moy	Faculty	
Wei Ma	Faculty	x
Staff Support Team Members:		
Emily Olson	Public Affairs	x
JuLinda Holmes	Disabled Student Services	x
Karrah Cunningham	Disabled Student Services	x
Angel Covarrubias	Bookstore	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	• Welcome and Introductions	Marci Payne	3 min.
2	• ATI Annual Report <ul style="list-style-type: none"> ○ Review ATI Plan ○ Write Accomplishments ○ Determine Status Levels 	Marci Payne	115 min.
3	• Next Meeting	Marci Payne	2 min.

Meeting Summary

#	Agenda Discussion and Decisions
1	• Welcome and Introductions

#	Agenda Discussion and Decisions
2	<ul style="list-style-type: none"> • ATI Annual Report <ul style="list-style-type: none"> ○ Review ATI Plan ○ Write Accomplishments ○ Determine Status Levels <ul style="list-style-type: none"> • Web Not finished yet. • Instructional Media Completed • Procurement Completed
3	<ul style="list-style-type: none"> • Next Meeting

Action Items

#	Action Item	Date Originated	Expected Completion	Status	Assigned To
1	Complete the ATI web portion of the Annual Report	10/09/2015	10/19/2015	In Progress	Shon & Tak
2	Update the ATI Multi-year Plan	10/05/2015	11/13/2015	In Progress	Marci
3	Submit the ATI Annual Report	10/05/2015	11/13/2015	In Progress	Marci
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