



## Meeting Information

<b>Meeting Title:</b> ATI Steering Committee Meeting	<b>Date:</b> 10/10/2016
<b>Location:</b> WH-442	<b>Time:</b> 1:00 pm – 2:00 pm
<b>Meeting Called By:</b> Committee Chair	<b>Purpose:</b> First Annual Report Status Meeting

## Attendees

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

Attendee	Representing	√
Marci Payne	IT PMO, Chair	X
Reza Boroon	IT Academic Technology	X
Bill Chang	IT Enterprise Applications	
Sally Yassine	Contracts & Procurement	X
Patricia A. Wells	Student Disability Res Center	
Robert “Will” Crawford	Bookstore	X
Kate Esposito	Academic Affairs	X
TBD	Faculty Affairs	
TBD	Public Affairs	
Eva Alvarado	Human Resources	
Mitch Avila	Dean, CAH	
Steve Williams	CEIE	
Representative	ASI	

Attendee	Representing	√
Jim Hill	Academic Senate Chair	X
Naomi Moy	Faculty	X
Wei Ma	Faculty	
<b>Staff Support Team Members:</b>		
JuLinda Holmes	Student Disability Res Center	
Karrah Cunningham	Student Disability Res Center	
Jorge Stenz	Bookstore	X
Kulong Cha	IT Web Team	X
Shon Lee	IT Web Team	X
Tak Yee Poon	IT Web Team	X

## Agenda

#	Agenda Topic	Led By	Time Allotted
1	<ul style="list-style-type: none"> <li>Welcome and Introductions</li> </ul>	Marci Payne	2 min.
2	<ul style="list-style-type: none"> <li>Discuss progress and possible issues related to the completion of the annual reports</li> <li>Assigned groups for completing the 2015-2016 annual report               <ul style="list-style-type: none"> <li>Instructional Materials Group: Reza, Will, Kim/Steve, Jim, Naomi, and Karrah</li> <li>Procurement Group: Sally, Eva, Kate, and JuLinda</li> <li>Web Group: Shon, Mitch, Wei, Kulong, and Tak</li> </ul> </li> </ul>	Marci Payne	50 min.
3	<ul style="list-style-type: none"> <li>Discuss next meeting date: 11/2, 10am-11am (<b>Reports Due to Marci</b>)</li> </ul>	Marci Payne	3 min.

## Meeting Summary

Agenda Discussion and Decisions	
1	<ul style="list-style-type: none"> <li>Welcome and Introductions</li> </ul>

Agenda Discussion and Decisions	
2	<ul style="list-style-type: none"> <li>Discuss progress and possible issues related to the completion of the annual reports</li> <li>Assigned groups for completing the 2015-2016 annual report <ul style="list-style-type: none"> <li>Instructional Materials Group: Reza, Will, Kim/Steve, Jim, Naomi, and Karrah</li> <li>Procurement Group: Sally, Eva, Kate, and JuLinda</li> <li>Web Group: Shon, Mitch, Wei, Kulong, and Tak</li> </ul> </li> </ul>
3	<ul style="list-style-type: none"> <li>Discussed next meeting date: 11/2, 10am-11am (<b>Reports Due to Marci</b>)</li> </ul>

## Action Items

#	Action Item	Date Originated	Expected Completion	Status	Assigned To
1	Assign working groups to complete the annual review	09/20/2016	11/02/2016	In Progress	Groups
2	Compile report sections into an Executive Summary	11/02/2016	11/04/2016		Marci
3	Submit the Annual Reports to the CO	11/10/2016	11/15/2016		Marci
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