



Meeting Information

Meeting Title: ATI Steering Committee Meeting	Date: 11/02/2016
Location: WH-442	Time: 10:00 am – 11:00 am
Meeting Called By: Committee Chair	Purpose: 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	
Kate Esposito	Academic Affairs	
TBD	Faculty Affairs	
TBD	Public Affairs	
Eva Alvarado	Human Resources	
Mitch Avila	Dean, CAH	X
Steve Williams	CEIE	X
Representative	ASI	

Attendee	Representing	√
Jim Hill	Academic Senate Chair	X
Naomi Moy	Faculty	
Wei Ma	Faculty	
Staff Support Team Members:		
JuLinda Holmes	Student Disability Res Center	X
Karrah Cunningham	Student Disability Res Center	X
Jorge Stenz	Bookstore	
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"> • Welcome 	Marci Payne	2 min.
2	<ul style="list-style-type: none"> • Turn in assigned Annual Report sections • Assigned groups for completing the 2015-2016 annual report <ul style="list-style-type: none"> • Instructional Materials Group: Reza, Will, Kim/Steve, Jim, Naomi, and Karrah • Procurement Group: Sally, Eva, Kate, and JuLinda • Web Group: Shon, Mitch, Wei, Kulong, and Tak 	Marci Payne	50 min.
3	<ul style="list-style-type: none"> • Discuss next meeting date: 1/10/17, 3:00pm – 4:00pm 	Marci Payne	3 min.

Meeting Summary

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

Agenda Discussion and Decisions	
2	<ul style="list-style-type: none"> Turned in assigned Annual Report sections Assigned groups for completing the 2015-2016 annual report <ul style="list-style-type: none"> Instructional Materials Group: Reza, Will, Kim/Steve, Jim, Naomi, and Karrah Procurement Group: Sally, Eva, Kate, and JuLinda Web Group: Shon, Mitch, Wei, Kulong, and Tak
3	<ul style="list-style-type: none"> Next meeting date: 1/10/17, 3:00pm – 4:00pm

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	Complete	Groups
2	Compile report sections into an Executive Summary	11/02/2016	11/04/2016	In Progress	Marci
3	Submit the Annual Reports to the CO	11/10/2016	11/15/2016		Marci
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