MINUTES
IT Advisory Committee Meeting
September 11, 2008
8:30-10:00 AM

Present: Aaron Brender, Dr. Becky Carr, John Chivvis, Steven Conway, Dr. Fred Fisher, Kirk Hausman, Willis Marti, Allison Oslund, Dr. Henrik Schmiediche, Ron Szabo

Item 1: Committee Review of Security Camera SAP

A. Presentation of a Standard Administrative Procedure (SAP) draft for Surveillance Cameras
   • Requested review of SAP by committee
   • Mentioned the need to discuss a possible grandfather clause
   • Discussed the need for a Camera SAP
     o No rules in place for camera placement
     o Desire for surveillance cameras is increasing
   • Discussed process of SAP approval
   • Mentioned major components of SAP
     o Intent to watch things not people
     o Secure footage

B. Current concerns about cameras:
   o Privacy
   o Signage
     ▪ College of Education was asked to remove signs
     ▪ Signs must not say that an area is monitored, because it creates a liability issue
     ▪ Signs create increased targeting of areas that are not surveilled

C. Committee Suggestions
   • Specify contact person for each campus
   • Clarify definition of Audiovisual Surveillance
     o Include cameras for marketing purposes
     o Exclude cameras used for distance education (DE)
     o Consider how to handle cameras that serve a dual purpose (DE and Surveillance)
     o Clarify meaning of technology similar to cameras
   • Clarify definition of conspicuous placement of signage
     ▪ Signs should be placed at entrances of buildings
     ▪ Allow AVST Committee to define conspicuous
   • Provide a transition period for current cameras to become compliant with SAP requirements
     o Allow AVST Committee to specify a reasonable time period for transition
     o Specify that all entities with a surveillance camera are required to send a request to the AVST Committee
     o Specify that signage requirements are immediate

D. Committee Questions
   • Does this SAP address requests for surveilled footage?
     o No, contained in a different SAP
   • Should the applicability include information about law enforcement groups?
     o No, government entities are not bound by rules of A&M, and must work with UPD when completing on-campus investigations.
Item 2: Election of Committee Chair

A. Willis Marti called for nominations
B. Members requested a list of expectations of Committee Chair
   • Allison Oslund provided the following list:
     ▪ Meet with Allison biweekly to discuss meeting agenda
     ▪ Manage Sub-committees
     ▪ Create priorities for committee
C. Fred Fisher volunteered to chair the committee
   • Becky Carr Seconded the nomination
MOTION: Willis Marti moved to select Fred Fisher as committee chair, many seconded
MOTION CARRIED
D. Term of Chair Position
   • Fred Fisher asked for the duration of chair appointment
   • All agreed that the term should be 1 year.
DECISION: New chair will be elected at the beginning of each fiscal year.