### Agenda

**Item 1:** Status report from New IT Professional Employee Orientation Sub-committee  
**Description:** Subcommittee met this Wednesday; they’ll give a brief update on their findings and progress.  
**Action Items:**

**Item 2:** Follow Up Questions  
**Description:** Develop follow up questions regarding the type of confidential information being stored and the devices being used.  
**Action Items:**

**Item 3:** Other Questions  
**Description:** What other questions do we want the survey to include?  
**Action Items:**

**Item 4:** Survey  
**Description:** Discuss survey options and costs so that Willis can approach Pierce about budget.  
**Action Items:**