MINUTES

MEETING Dol Executive Team Meeting

MEET No. Meeting no.2/2012
PRESENT Peter Nikoletatos (Chair), Allan Williams, Susan O’Neil, Maggie Shapley, Samantha Gilbert
ATTENDING Hayley Calderwood (Secretariat)
APOLOGIES Roxanne Missingham, David Richardson, Kus Pandey
DATE/TIME Thursday 24 May 9:30am – 11am
VENUE South Oval Meeting Room

Part 1. Action Register

ITEM 1. Apologies – as above

ITEM 2. Accept previous minutes/actions – minutes accepted with changes shown

ITEM 3. Action Register

3.1 Item 1 – The Executive Team (ET) decided to remove this item as the User Credentials Policy does not need to be changed. Susan O’Neil (SO) will produce the new policy framework.

3.2 Item 2 – The Student Video campaign item will be removed. Roxanne Missingham (RM) has suggested students create a mobile app instead of a training video. ET suggested students design and state what they would like from an app instead, Peter Nikoletatos (PN) has met with Tracy Chalk, Director of ANU Marketing to create ANU Mobile, PN has also met with representatives from Blackboard to utilise their current program, allowing ANU to place its own ‘skin’ branding on the app.

3.3 The Staff Survey will be placed on the Operational Management Group (OMG) agenda for discussion, to then come to the Executive Team. Item to be removed.

3.4 There are no minutes collected for the Policy Action Group (PAG). SO will continue to circulate the agenda papers. This item will be removed.

Part 2. Standing Items

ITEM 4. Occupational Health & Safety

• No formal advice has been noted, however in future, a summary document will come from the Dol OMG

ITEM 5. Portfolio reports

5.1 Peter Nikoletatos (PN)

▪ The wireless issue is ongoing. Authentication seems to be the cause.

5.2 Roxanne Missingham (RM)

▪ Maggie Shapley (MS) provided update on behalf of Roxanne Missingham.

▪ Janet Fletcher, Director Information Services from the University of NSW Library attended on Wednesday 16 May and presented sessions for staff involving client services, technical services and information literacy. The sessions were well received, with 60 staff attending.

5.3 Allan Williams (AW)

▪ AW reported the issue of pc’s that were out over the weekend in Chifley and Hancock Libraries was resolved on Monday 21 May at 11am. ET discussed the
situation and discovered that there was no call made to ANU Security to resolve the issue. Staff are required to do so, as per the after hours procedure, instead the call was made to AskANU, whereby staff were given an incident number. ET suggested to highlight the after hours procedure with staff. MS will pass on the information to RM.

5.4 Susan O’Neill (SO)
- The Uniforum survey log on details will be circulated to staff soon
- A new staff member has commenced part time to assist Aine Dowling. There will be an article regarding policies in The Link
- Audits and actions are looking good. The Business Continuity Plan/Disaster Recovery (BCP/DR) audit is in discussion, with David James-Brown from JBT Global suggested as a consultant, given his current knowledge of DoI and ANU in general
- SO is currently assisting the National Computational Institute (NCI) with a change management process.

5.5 OMG Chair report
- MS provided an update from the first DoI OMG meeting on Wednesday 23 May. Attendance was good. MS reported the technical discussions may impact on the meetings in future. ET suggested the meetings support communication between the members and highlight matters or concerns in the upcoming fortnight, rather than focus on technical issues.
- MS also reported the metrics that staff were requested to submit for their area were not reported. The ET discussed that perhaps staff would benefit from training to develop their skills in writing metrics.

Part 3. Other business

ITEM 6. ANU Email update
- ANU Email single platform is a key priority for 2012. There has been a commence date of July 1 to move a few groups, in the beginning, to a cloud based email platform, with more groups to follow. The single IT Service Desk has a September deadline, Phase 2 of that project will be to test/tag equipment.

ITEM 7. ANU ICT On-Call Arrangements Review
- SO gave update highlighting a request given to the Networks and Communications team and Security to provide statistics and data. ET suggested syncing services to the Enterprise Bargaining agreement. SO will provide a high level summary of on-call arrangements, describing the different levels of services and costs involved, gold, silver and platinum etc

Action: SO to provide high level summary of on-call arrangements

ITEM 8. Scholarly Information Services projects
- Samantha Gilbert (SG) questioned the correct process for adding additional projects to the Project Portfolio. ET clarified to bring the project summary documents to this group to consider and decide. SG will map the projects to the Operation Plan. SG will meet with RM and AW.

ITEM 9. Project Sizing Tool sign off
- SG will circulate the Project Plan and Sizing Tool for small projects to ET to determine if the documentation is appropriate.

Action: SG to circulate the documentation for small projects to ET members to approve.

ITEM 10. Operations Plan Update process – Addressed in Item 8

ITEM 11. Other business – no other business at this time
Meeting closed 11:26am

**Next Meeting held:**
Peter Nikoletatos (Chair)
Wednesday 6 June 2012
South Oval Meeting Room
9:30am – 11am