MINUTES

MEETING        Dol Executive Team Meeting
MEET No.       Meeting no.5/2012
PRESENT        Peter Nikoletatos (Chair), Allan Williams, Susan O’Neil, David Richardson, Samantha Gilbert, Kus Pandey, Roxanne Missingham, Dominy Evans, Anne Kealley
ATTENDING      Sarah-Jane Macri (Secretariat)
APOLOGIES      N/A
DATE/TIME      Wednesday 4 July 9:30am – 11am
VENUE          South Oval Meeting Room

Part 1. Action Register

ITEM 1. Apologies

ITEM 2. Accept previous minutes/actions

- Previous minutes will be held over for approval until next Exec meeting

ITEM 3. Action Register

<table>
<thead>
<tr>
<th>Action #</th>
<th>Meeting Ref</th>
<th>Actions</th>
<th>Action Owner</th>
<th>Status</th>
<th>Expected completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>22/06/12</td>
<td>SO circulating data relative to sick leave.</td>
<td>SO</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>22/06/12</td>
<td>SO: after hours on call. Paper to be forwarded to CIO for comments.</td>
<td>SO</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>6/06/12</td>
<td>Inviting Marnie Hughes-Warrington, Margaret Harding and Erik Lithander to attend a DoI Exec Team meeting</td>
<td>PN</td>
<td>In progress</td>
<td></td>
</tr>
</tbody>
</table>

Part 2. Standing Items

ITEM 4. Portfolio reports

4.1 Peter Nikoletatos (PN)

- Research Services Division review has been released. Noted that there are implications for our involvement with regard to the evaluation of ARIES. We need to write a paper regarding Research Management Systems at the ANU – author not yet nominated.
- RDSI. ANU now officially a primary node, or aggregation point, for collections of national significance for BOM, CSIRO and Geosciences Australia data. Deployment strategy not yet established. Discussions between CIO and DVC to ensue on this point.
- Delegations. PN will discuss any changes resulting from the restructuring activity with individual members of the Exec by the end of the week.
- e-Newsletter for EDAP portfolio to be created, with a section covering each area reporting to the EDAP. CIO to manage.
- IT governance audit by Deloitte. Discussion regarding the changes to the PAC structure reporting to UISC, with only one remaining (newly formed ISPPAC), which will co-ordinate all ES.
- OVC support. Very dissatisfied with the current IT support.

4.2 Roxanne Missingham (RM)
- DVC spoke to senior SIS/Library staff on 3/7. She is finding ANU quite different and encouraged the Library to focus on supporting the development of research and information skills development for HDR students and researchers.
- RFQ – currently working with Sam/Juliet to evaluate a suitable solution to for automation of inter-lending/document supply. There are two solutions which will work with the national Australian interlending system of which we are a member (Relais and VDX). Implementation expected in November.
- Creative Arts library merger project is well underway. Building work commenced on 2 July. Expected completion 23rd July.

4.3 Allan Williams (AW)
- Teaching and Learning Capital fund - project is now complete. Report due at the end of the month.
- ANU ANDS. DC7/SC06 Project is proceeding well. Expect to have a early beta testing by the end of the month. Lisa Bradley has been seconded from SIS so that SIS can develop their skills support framework and will start later this month.
- Wattle. New version of Moodle (v2.2) went live 24th of July. Failure during the upgrade process by the provider Netspot required the contingency plan to be enacted. 123 student submissions were lost as they were not on the most recent back-up. Recovery of these files has been a priority and majority of the files have been resubmitted or recovered.
- National Data Centre. Building due to be completed on 6 Sept. It is expected that it will be ready for the installation of the NeCTAR node. The contract for the new supercomputer has been announced but the old supercomputer is unlikely to be dismantled before mid 2013 as there will need to a series of acceptance tests and a full migration before the old system can be switched off.

4.4 Anne Kealley (AK)
- ANU Service Desk. Meeting with Shane Geisler (Project Manager) today; KP tomorrow; for full briefing on activity to date.
- Communications strategy. Will examine stakeholders, contacts, changes to organisational structure around the University and the implications to process.
- CMBE/CPMS IT Strategy Committee. AK to discuss with Bernard Lineham re the language in this document, e.g. “independent IT strategy”.
- Microsoft Student Lounge. Met with CASS senior management to look at proposed space in Beryl Rawson building foyer. CASS very supportive.

4.5 David Richardson (DR)
- Office365. Core infrastructure was ready as scheduled by 2/7. Testing of the migration process for Exchange users will commence today. Work on how best
to migrate the Unix (ANUMail) users will also commence this week. The business review group have been advised to have their kick off meeting and be ready to commence work within the next week.

- Server issues. Latest downtime due to a hardware issue. Raises Division’s need to review Incident management processes. DR has spoken with Outreach to create a communications strategy for future incident management, and DR will circulate his PIR to the Exec so that all areas can use this format for their processes. PN suggested that on another occasion, the Exec needs to review the 12 ITIL processes and map them against the Exec structure, so that each Portfolio can begin to identify and align their processes accordingly.

4.6 Kus Pandey (KP)
- Self-evaluation report for Admin review. Require requested items by COB today. KP to distribute JG’s review interview schedule to the Exec with instructions that it is not for further distribution.
- Copyright project. Working with RM to refresh and update the ANU’s copyright guidance pages.
- University email project. Have received useful input from AK, and will be revising aspects of the project accordingly.

4.7 Susan O’Neil (SO)
- Purchasing. Remodelling and streamlining current processes. Need a register of assets given to staff to enable retrieval when staff exit the University.
- Modelling review. Mark Baker (EO to EDAP) has reviewed our Services charge out model and recommended that with next year’s budget process, DoI will be allocated a % distribution from ANU clients, rather than issuing a service charge.
- SA 3 & 4 recovery achieved.
- Communications group:
  - a. Introducing new processes to streamline services and cost of delivery.
  - b. Website renewal project
- Social media policy updated.

4.8 Dominy Evans (DE)
- TM1. Budgeting tool to be used for preparing 2013 budget. Intention is to feed budgets into the FMIS however project time constraints may impact this decision. Finance have formally requested that TM1 be classified as an ES and to that end a service definition will be developed by DE’s team. Need clarification about DoI Fin representation – SO to follow up.
- Kofax. Implementation date: September. Fundamental change to invoice processing with centralised capture of Accounts Payable invoices. Will require a change to vendor processing work-flow model which can be proactively addressed for high volume vendors. Expect a long process to work through with all vendors in sending invoices to a single point.
- PeopleSoft Recruitment module upgrade. Required as part of Admin review report of HRD for implementation by end of year. To achieve this timeframe configuration of the existing but unused version 9.0 module is likely rather than installation of a more feature rich 9.1 version. Further discussion required to determine pro’s and con’s of either approach however at this stage configuration of the version 9.0 solution is being proposed.
• Oracle. 23rd July 'live' date. Have just encountered during testing a random issue that results in application time-out. Following several paths to resolve, may delay go-live.
• Exam results were issued by SMS/email for the first time this semester, with no problems.

4.9 Samantha Gilbert (SG)
• New PM for UniDoc and Single Service Desk has started: Shane Geisler.
• Juliet Fisher is the allocated PM for archives database project which is in the planning stage & interlibrary loan project for which an RFQ is currently being prepared
• Team gave workshops to the Manager Essentials Program & Early Career Academic Program
• Have engaged SMS Management & Technology to configure Microsoft Office Enterprise Project Management. Engagement is for 2 weeks duration. Will provide Executive Team with project dashboard

PN noted: PMs will report to SG for PM process matters; each project will have its own delegate – PM reports to that delegate, and ultimately to CIO for governance.

Part 3. Other business

ITEM 5. Other business

5.1 Moodle Issue Update (AW)
• Covered in AWs portfolio report

5.2 Server Issues (DR)
• Covered in DRs portfolio report

5.3 General Discussion
• Maggie Shapley to attend Exec on an irregular basis, if at all – still being discussed with University Librarian
• When items are circulated for feedback to the Exec, no feedback will be assumed to mean acceptance of the proposed item

Meeting closed 11:00am

Next Meeting held:
Peter Nikoletatos (Chair)
Monday 16th July 2012
South Oval Meeting Room
11am-12:30pm