MINUTES

MEETING ITS Executive Team Meeting

MEET No. Meeting no.13/2012
PRESENT Peter Nikoletatos (Chair), Roxanne Missingham, Anne Kealley, Kus Pandey, Belinda Day, Allan Williams, Dominy Evans, David Richardson, Samantha Gilbert
INVITED GUEST Professor Margaret Harding, DVC R
DATE/TIME Wednesday 24 October 2012, 9:30am-11am
VENUE South Oval Meeting Room

Part 1. Agenda

ITEM 1. Accept previous minutes
- Minutes accepted

ITEM 2. Action register*

ITEM 3. Microsoft Student Lounge
- AK provide an update on the Microsoft Student Lounge project and distributed brochures/diagrams of proposed design layouts
- OHS issues have been raised and addressed
- Would be part of a technology walk
- Will have a Communications strategy developed

ITEM 4. Professor Margaret Harding
- Centralised services are not serving the Colleges well, resulting in disconnected research services offices across campus – 6 college-based, 1 central. Goodwill exists, but issues remain.
- ARIES is of core interest moving forward. Integration with other key Enterprise Systems (ES), data storage and data quality overall are issues.
- Working towards de-duplication of eResearch strategies across Colleges. Also need to improve communications to better support the research endeavour at the University, such as the new research newsletter.
- PN invited DVC R to address this group every 3-6 months so that we can keep ITS aligned with the DVC R’s strategies.

Part 2. Standing Items

ITEM 5. Portfolio Reports
  a. Roxanne Missingham (RM)
- Not given
b. Peter Nikoletatos (PN)

- Oracle Consulting Services (OCS) have replaced Red Rock Consulting on the UniDoc project as a service delivery partner. CIO provided debrief to Red Rock management. Acknowledgement of Shane (PM) and Carol (BA) efforts to stabilize this project during this period.
- We are negotiating with NCI to take on our SGI storage under an SLA, as we will move forward using Dell Compellent as the ANU Private Cloud
- UIISC will be disestablished at its next meeting (Nov 2)
- University ICT Governance Committee (UICT) will have its inaugural meeting on Friday 26th. Members: VC, CFO, CIO, DVC A, DVC R, EDAP, Prof John Hosking, Michelle Searle. The University Librarian may also become a member.
- Met with University Office rep to discuss ARIES.

ITEM 6. Strategic Discussion

Part 3. Other Business

ITEM 7. Christmas Party

- Surveyed staff. 100 staff responded. 50% Friday afternoon; 40% White Christmas theme.
- Result: 7th of Dec. 3-6pm.
- Will be paid for by ITS
- No localised Christmas parties. Will cover both Library and IT.
- PN to give acknowledgement of whole team, rather than long speeches/prizes.

Part 4. For Noting

ITEM 8. Budget meetings

- Need two 1 hour meetings next week with PN & ADs to discuss College priorities and ADs’ priorities for 2013. PN will talk to AK and DMR before the end of this week, as they are both on leave next week.

ITEM 9. Exec Absences – item discussed and left off for privacy

ITEM 10. HR report

- ADs will get full details of the HR report when portfolios are confirmed.

ITEM 11. Excess Leave

- Buying out excess leave is not desirable. People need to take time off regularly, and ITS needs a back-up structure within the organisation. It has been used in a few specific cases, but is not to be encouraged as it sets expectations.

ITEM 12. Exec.ITS mailing list

- Non-members to be removed from the approved senders list for this address. These items need to be sent via the portfolio lead.
Next Meeting held:
Peter Nikoletatos (Chair)
Monday 5 November 2012
3pm – 5:30pm
South Oval Meeting Room

*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>31/07/12</td>
<td>Analysis of sick leave report provided by SO.</td>
<td>BD</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>28/08/12</td>
<td>On call activity: review required to ensure we capture necessary services &amp; full specification – small working group. 24/10 Update: BD has provided an update to DMR, DE and AK.</td>
<td>AK</td>
<td>In progress</td>
<td>21 Nov</td>
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<tr>
<td>3.</td>
<td>28/08/12</td>
<td>Create engagement plan recommendation plan. 24/10 Update: Has discussed with CG and SG – will create travelling road shows. Will be complementary to other activities, and will engage with stakeholders to orient engagement to suit their preferences.</td>
<td>AK</td>
<td>In progress</td>
<td>21 Nov</td>
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<td>4.</td>
<td>28/08/12</td>
<td>AK to organise sharing DoI social media list; ANU projects – Twitter, announcements about projects</td>
<td>AK</td>
<td>In progress</td>
<td></td>
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<td>5.</td>
<td>28/08/12</td>
<td>Finding a better way for Mac users to access EPM systems. 24/10 Update: DMR sent Microsoft’s response to the Exec group.</td>
<td>DR</td>
<td>Completed</td>
<td></td>
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<td>6.</td>
<td>09/10/12</td>
<td>Distribution of ITS staff email with regards to name change protocol</td>
<td>AK</td>
<td>Completed</td>
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<td>7.</td>
<td>24/10/12</td>
<td>ITI.staff address to be rolled into the overall ITS staff email list – advise staff to use this list to post notices of sick leave to keep all of ANU ITS updated</td>
<td>KP</td>
<td>In progress</td>
<td>Mid Nov</td>
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<td>8.</td>
<td>24/10/12</td>
<td>Excess leave. Majority have responded with a plan – BD to provide exception report for non-responders.</td>
<td>BD</td>
<td>In progress</td>
<td>5 Nov</td>
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<td>9.</td>
<td>24/10/12</td>
<td>SG to propose budget for Christmas party</td>
<td>SG</td>
<td>In progress</td>
<td>5 Nov</td>
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<td>10.</td>
<td>24/10/12</td>
<td>SG to check with Marketing Office to see whether Red Bull can give away items and have posters at our Christmas Party</td>
<td>SG</td>
<td>In progress</td>
<td>5 Nov</td>
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<td>11.</td>
<td>24/10/12</td>
<td>KP to distribute agenda/framework for UICT inaugural meeting</td>
<td>KP</td>
<td>In progress</td>
<td>5 Nov</td>
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