MINUTES

ITS Executive Team Meeting

MEET No. Meeting no.01/2013

PRESENT Peter Nikoletatos (Chair) (PN), Roxanne Missingham (RM), Kus Pandey (KP), Samantha Gilbert (SG), Anne Kealley (AK), David Richardson (DMR), Dominy Evans (DE), Allison Magoffin (AM)

ATTENDING Siobhan Muir-Williams (Secretariat, SMW)

APOLOGIES Belinda Day (BD)

DATE/TIME Wednesday 23 January 2013, 9:30 – 10:54am

VENUE South Oval Meeting Room, Building 88T1

Part 1. Agenda

ITEM 1. Apologies/Accept previous minutes

- BD apology, to return from annual leave 28/01/13.
- Minutes accepted.

ITEM 2. Welcome to Allison Magoffin, ITS Finance Manager

- PN welcomes AM, ITS Finance Manager, reporting to Melissa Abberton, Finance and dotted-line to CIO.
- AM to be based in South Oval Building and to be a permanent member of the Executive Team.
- AM to report on all financial matters to Executive Team and will endorse all major financial decisions, CIO to approve.
- 2013 will see a change in costing of projects and a consolidation of the budget structure.
- AM will work with ADs to establish financial structure in respective portfolios.

ITEM 3. Action Register*

Part 2. Standing Items

ITEM 4. Portfolio Reports

a. Peter Nikoletatos (PN)

- PN provided a meeting template to ADs and EO. ADs/EO to provide summary of all actions throughout week.
- ADs/EO to share completed meeting template one day before meeting via email/Dropbox.
- PN comfortable with Finance, happy with budget and structure moving forward.
- 2013 will see a further realignment within ITS to ensure we optimize delivery.
- Major projects in focus include UniDoc.
- ANU Executive looking to ITS for leadership and strategy in 2013.
- ITS looking to strengthen engagement with stakeholders.
b. Roxanne Missingham (RM)

- RM has completed an annual report for the ANU Council which discusses 2012’s achievements and highlights:
  - over 1.2 million visits to the ANU library, over 600 000 of those were to the Chifley Library
  - 2012 saw a heavy increase in electronic resource use and a 13% decline in print resources
  - almost 7000 students visited the Library during the extended hours. Extended hours will continue for Chifley and Hancock Libraries in 2013. Information on these extended hours will appear in the Deans and Directors newsletter.
- RM attended Research Planning Day run by Margaret Harding DVC R (Deputy Vice-Chancellor, Research).
- $30000 will be invested in implementing a new notification scheme for research awards and grants, that will replace the existing scheme, to be announced in February.
- ANU not implementing software as such besides putting it on websearch, but it will presumably require password access and will therefore come under Identity Management.
- Discussed need for a single research repository.

ITEM 5. Strategic Discussion

- RM’s membership will continue as she is a highly valued member of the executive team.
- DMR provided update on Action Item #1, On Call Activity. Loadings have been extended for those on 24 hour call-out. Three employees (technology specialists) are paid a 10% loading for being on call 24/7, 365. There is a need for a standardised on call loading procedure.
- SG provided update on post-Christmas Party review. Suggested an early set up of a Working Party for the 2013 Christmas Party. Christmas Party came in around $1000 dollars over budget, mostly due to FBT component which was significant.
- DE provided update on the development of a high profile scholarship. ANU engaging a third party to provide a proposal.
- DMR provided update on reorganisation of NetComms. Operations Manager position will be advised shortly. ANU migration to 365 platform successful.
- AM advised that updated staff listing should be provided to her or Vanessa Quigley before the budget is entered next week (28 Jan – 1 Feb).
- DMR advised of ‘portfolio housekeeping’ email to be forwarded by ADs/EO to their staff. To be sent Wednesday 23 January 2013 by all ADs.
- DMR discussed flex time and the need to confirm a standardised procedure.

ITEM 6. Update from ITS HR Manager (BD) – none at this time

Part 3. Other Business

Part 4. For Noting

ITEM 7. Other items for noting

- Kitti Whitworth, the former EDAP (Executive Director Administration and Planning) project officer, has moved on to work with Jane O’Dwyer in the Strategic Communications and Public Affairs Office. Cassie May Gibson has taken up the position as Executive Assistant to the Acting EDAP, David Sturgiss.
- PN thanked AK for her efforts as Acting CIO during January and for her handling of various incidents that occurred during this time, including the Sliding Springs Observatory fires and evacuation communication.
- Allison Daun, General Manager College of Law has left the University.
- Bernard Lineham will commence full-time in the Service Manager role 25/01/13.
• KP advised that ICT Contracts Manager interviews are being held, and a 6 month contracted position will be advertised to cover Aine Dowling's position while she is on secondment to Chancelry.
• SG advised the Deborah Houlihan has commenced employment, driving the StudyAt project.
• AK advised that the Audio/Visual team reporting line has changed.
• AK on leave 28 Jan – 1 Feb.
• SG on leave 4 – 15 Feb.
• PN 2 weeks leave in July.
• DMR discussed flex time and the need to confirm a standardised procedure.

ITEM 8. Update on Microsoft Student Lounge (AK)

• The Microsoft Tech Lounge build has been completed, some technical equipment yet to be delivered.
• AK would like to take ITS and CBE through the Lounge before O-Week. Media and student launch date to be confirmed.

ITEM 9. OMG ToR Discussion (KP)

• PN re-outlined roles of Executive Team and OMG – Executive Team about strategic delivery. OMG’s role is to take a greater responsibility in steering service delivery and day-to-day business. PN commended OMG for the increase in organisational communication during 2012.
• PN requested those ADs that have made comments on the ToR explain/share with Executive Team:
  o DMR suggested that there was nothing in the ToR that discussed the actual ownership of day-to-day operational management of IT operations. DMR would like to see a greater emphasis on reviewing IT operational functions. Suggest clarifying the OMG’s role in the ToR.
  o AK suggest connecting working parties and their actions with the relevant ADs for review, ensuring de-duplication. PN agreed with AK and DMR that working parties should be endorsed by ADs to maintain high-level governance.
  o DE added that OMG should adopt a significant level of autonomy.
  o PN suggest AM attend OMG re: finance matters and budgeting.
  o PN wants OMG to be participative as well as having reviewing function.
  o DE suggest having a tangible measurement strategy for OMG – way to measure the performance and achievements of the group. PN agrees with this idea, and suggest that Executive Team has the same measurement strategy in place. Executive Team to provide criteria for measurement to KP.

Meeting close 10:54am

Next Meeting held:
Peter Nikoletatos (Chair)
Thursday 7 February 2013
11:30am – 1pm
J/K Block 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>28/08/12</td>
<td>On call activity: BD extending the activity to end of February 2013, meeting scheduled for 7 February</td>
<td>BD</td>
<td>In progress</td>
<td>31 March 2013</td>
</tr>
<tr>
<td>2.</td>
<td>28/08/12</td>
<td>Create engagement plan recommendation plan. Travelling road shows have commenced, OMG and ITS Exec team members included in preparation of materials. AK to provide update in the new year.</td>
<td>AK</td>
<td>In progress</td>
<td>20 Feb 2013</td>
</tr>
<tr>
<td>3.</td>
<td>23/01/12</td>
<td>KP to add AM to the Executive mailing list, <a href="mailto:exec.its@anu.edu.au">exec.its@anu.edu.au</a></td>
<td>KP</td>
<td>In progress</td>
<td>7 Feb 2013</td>
</tr>
<tr>
<td>4.</td>
<td>23/01/12</td>
<td>KP to reword/rework OMG ToR</td>
<td>KP</td>
<td>In progress</td>
<td>7 Feb 2013</td>
</tr>
<tr>
<td>5.</td>
<td>23/01/12</td>
<td>KP to contact OMG members to obtain feedback about 2012 functions, achievements, etc.</td>
<td>KP</td>
<td>In progress</td>
<td>7 Feb 2013</td>
</tr>
<tr>
<td>6.</td>
<td>23/01/12</td>
<td>All Executive Team to provide high level criteria for gauging OMG/Exec performance and achievements to KP.</td>
<td>All Executive Team</td>
<td>In progress</td>
<td>7 Feb 2013</td>
</tr>
<tr>
<td>7.</td>
<td>23/01/12</td>
<td>BD to provide update on ANU flex time policy/procedures.</td>
<td>BD</td>
<td>In progress</td>
<td>7 Feb 2013</td>
</tr>
</tbody>
</table>