MINUTES

MEETING

ITS Executive Team Meeting

MEET No. Meeting no.08/2013

PRESENT

Peter Nikoletatos (Chair) (PN), Anne Kealley (AK), Allison Magoffin (AM), David Richardson (DMR), Dominy Evans (DE), Belinda Day (BD), Samantha Gilbert (SG), Roxanne Missingham (RM)

ATTENDING

Siobhan Muir-Williams (Secretariat, SMW)

APOLOGIES

Kus Pandey (KP)

DATE/TIME Wednesday 1 May 2013, 9am – 10:30am

VENUE South Oval Main Meeting Room, 88T1

Part 1. Agenda

ITEM 1. Apologies/Accept previous minutes

• Minutes accepted.

ITEM 2. Action Register

Part 2. Standing Items

ITEM 3. Portfolio Reports

a. Peter Nikoletatos (PN)

• PN shared thoughts on Oracle (and services).
• Tuckwell Scholarship discussion.
• Work on UniDoc project continues.
• Ongoing discussions with Marketing Office regarding branding.
• PN has met with new EDAP, Chris Grange. Has discussed UniDoc.
• PN to invite EDAP to potentially attend Executive Team meeting in the near future, and will be invited to Quarterly Update.

b. Roxanne Missingham (RM)

• CAUL website discussion.
• ARC grant has been applied for to fund digitisation equipment.

ITEM 4. Update from ITS HR Manager (BD)

• New staff member in HR, Wendy Wright.
• Discuss HR download, BD has placed HR information in central file (Director’s Only).
• Discussion of annual leave liability, leave plans and enforceability of those plans; ADs do not have directive power to enforce leave plans.

ITEM 5. Update from ITS Finance Manager (AM)

• Coffee is now to be centrally ordered by SMW via OfficeMax.
• New procedures to be introduced for purchase orders and paying invoices; ADs to provide feedback to AM on PO process (see Action Item #12).
• AM placing emphasis on having an electronic record of invoices/receipts/POs.
• Including ICT Contracts Manager David Hall in all licensing and contracts conversations.

ITEM 6. Update from Associate Directors and Executive Officer

• AK
  o University of Newcastle visit.
  o AK to provide higher level of detail for Engagement Plan.
• SG
  o Two new project managers have started; Anthony (Tony) Davis for UniDoc and Heath Roberts for Identity Management.
  o Juliet Fisher will commence 5 months long service leave from 18 May.
• DE
  o Attended HEUG on behalf of PN.
• DMR
  o Working on position descriptions/SFIA and SoEs.
  o Office 365 transition.
  o OVC hardware rollout discussion.

Part 3. Other Business

• ITS relocation first draft open for comment.
• Action Item #1: PN request information on increased costs associated with on call activity, AM to investigate.
• Action Item #4: PN gives positive feedback on work with SFIA and position descriptions. AK suggest ADs include more specific information in the SoEs.
• Action Item #5: BD to test at HR.
• Action Item #6: BD saved induction pack in Director’s Only/HR/Induction for easy review by Executive Team.
• Action Item #7: BD and KP to discuss University IT recruitment at the next OMG meeting. BD does not have visibility (from HR) on IT recruitment University wide. IT Managers (in OMG) can provide information on potential IT recruiting.
• Action Item #9: DMR trying to track down parking permits for NetComms vehicles. Both NetComms and SDS require all of their vehicles (4 for NetComms and 3 for SDS).
• Action Item #11: BD report 20 days.
• Could all ADs please remind vendors that all meeting scheduling should be done in consultation with SMW to avoid double booking. SMW has visibility for meeting room calendars and AD’s calendars.

ITEM 7. David Howse (PN)

• IT Security discussion.
• PN nominates David Howse as new member of the Executive Team, to attend Team meetings and be included on exec.its mailing list.

ITEM 8. Microsoft Letter (PN)

• Preferred operating environment discussion.

Part 4. For Noting

ITEM 9. Other items for noting

Meeting close 10:44am
**Next Meeting held:**
Wednesday 15 May
9:30am – 11am
South Oval Main Meeting Room, 88T1

*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. PN request information on increased costs associated with on call, AM to investigate.</td>
<td>AM</td>
<td>In progress</td>
<td>15 May 2013</td>
</tr>
<tr>
<td>2.</td>
<td>28/08/12</td>
<td>Create engagement plan recommendation.</td>
<td>AK</td>
<td>Complete</td>
<td>1 May 2013</td>
</tr>
<tr>
<td>3.</td>
<td>07/02/13</td>
<td>BD to collect flextime data from ADs/portfolios and compile for Exec.</td>
<td>BD</td>
<td>In progress</td>
<td>1 May 2013</td>
</tr>
<tr>
<td>4.</td>
<td>07/02/13</td>
<td>All Exec to have completed staff SoEs by mid-April, all staff June 30</td>
<td>All Exec</td>
<td>Ongoing</td>
<td>Mid-April for Exec June for all staff 2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BD to record completed SoEs</td>
<td>BD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>06/03/13</td>
<td>BD to coordinate the reinstatement of policy training procedures</td>
<td>BD</td>
<td>In progress</td>
<td>15 May 2013</td>
</tr>
<tr>
<td>6.</td>
<td>06/03/13</td>
<td>BD to provide induction pack</td>
<td>BD</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>20/03/13</td>
<td>BD to provide information on IT appointments across the University. To be discussed at OMG.</td>
<td>BD</td>
<td>In progress</td>
<td>15 May 2013</td>
</tr>
<tr>
<td>8.</td>
<td>03/04/13</td>
<td>All ADs to provide report on SoEs in their area.</td>
<td>All</td>
<td>In progress</td>
<td>30 June 2013</td>
</tr>
<tr>
<td>9.</td>
<td>17/04/13</td>
<td>AM to provide information on ITS vehicles for review by Exec.</td>
<td>AM</td>
<td>Complete</td>
<td>1 May 2013</td>
</tr>
<tr>
<td>10.</td>
<td>17/04/13</td>
<td>KP to provide update on ITS relocation timeline.</td>
<td>KP</td>
<td>In progress</td>
<td>15 May 2013</td>
</tr>
<tr>
<td>11.</td>
<td>17/04/13</td>
<td>BD to investigate how long a person remains active on the HR system after resignation, and when that access is removed.</td>
<td>BD</td>
<td>Complete</td>
<td>1 May 2013</td>
</tr>
<tr>
<td>12.</td>
<td>01/05/13</td>
<td>ADs to provide feedback to AM on PO process.</td>
<td>All</td>
<td>In progress</td>
<td>15 May 2013</td>
</tr>
</tbody>
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