MINUTES

MEETING
ITS Executive Team Meeting

MEET No. Meeting no.12/2013
PRESENT Peter Nikoletatos (Chair) (PN), Anne Kealley (AK), Allison Magoffin (AM), Dominy Evans (DE), Kus Pandey (KP), David Howse (DH), John Parry (JP), David Richardson (DMR).
ATTENDING Alexandra Hordern (Secretariat, AH)
APOLOGIES Belinda Day (BD), Roxanne Missingham (RM).
DATE/TIME Wednesday 26 June 2013, 9:30am – 11am
VENUE South Oval Main Meeting Room, 88T1

Part 1. Agenda

ITEM 1. Apologies/Accept previous minutes
- Previous minutes accepted
- Action Register*

Part 2. Standing Items

ITEM 2. Portfolio Reports
a. Peter Nikoletatos (PN)
PN noted that he has provided EDAP with recommendations for de-duplication of IT services at the university. They included
- Managed Print Services;
- Data Centre Consolidation;
- Managed Desktop Lifecycle Project;
- Networks & Telecommunications;
- Software licensing; inter alia
PN also noted that a Service Level Agreement will be developed underpinned by our Service Catalogue and ultimately by Activity Based Costing. AH to liaise with ADs for feedback and contributions.
b. Roxanne Missingham (RM)
Held over to next meeting.

ITEM 3. Update from ITS HR Manager (BD)
Held over to next meeting.

ITEM 4. Update from ITS Finance Manager (AM)
AM noted the email she has recently sent in regard to provision of purchase card information. PN asked AM to progress the idea of an online option. AM will provide an update in this regard next week.
AM Noted that the Period 6 budget review did not happen as scheduled and it is likely that ITS will be grouped with the Library this period.
ITEM 5. Update from Associate Directors and Executive Officer

- **KP** – Service portfolios list is now live – email confirming this will go out today. Data from the survey of the last OMG will be tabled at the next exec meeting.
- **AK** – Working on service desk and SLA for teaching and learning commons. Will also review data provided by Dell re the lifecycle project.
- **DH** – Mobile Device Management information and updated TOR have been completed. Risk management framework will be sent out by the risk management and audit office.
- **DE** – Working on ‘clipping’ data etc for Univision. DE noted that he will end data collection at the end of the week and present data the following week.
- **JP** – noted that he would like to utilise space better to establish “project team” areas to encourage interaction with other team members.
- **DR** – Email project going ok – meetings have been held with MHS to fine tune details.

Part 3. Other Business

- A/I #1 – AK provided update and confirmed email has been sent to PN.
- A/I #2 – AK confirmed that an email has gone out. The plan now incorporates all key points from the old communications plan. AK requested any additional feedback from Exec Committee members.
- A/I #3 – Complete.
- A/I #4 – PN confirmed he is meeting with EDAP today to discuss SoE. General discussion about budgetary suggestion box and some of the suggestions that have been proposed. PN confirmed that all SoEs will run from 1 July 2013 to 30 June 2014.
- A/I #5 – BD forwarded details about currently advertised ITS positions as follows:
  - Exemptions sought for BAs which were in progress.
  - Cloud Specialist for NCI
  - IT Manager for MSI
  - AD of Enterprise and Project Delivery.

Meeting close 11am.

**Next Meeting held:**
Wednesday 10 July
3pm – 4:30pm
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 (see above)</td>
<td>BD, AK, DE, DMR, DH</td>
<td>Complete?</td>
<td>26 June 2013</td>
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<tr>
<td>2.</td>
<td>28/08/12</td>
<td>Detailed engagement plan recommendation.</td>
<td>AK</td>
<td>Complete?</td>
<td>31 May 2013</td>
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<tr>
<td></td>
<td>Date</td>
<td>Task Description</td>
<td>Responsible</td>
<td>Status</td>
<td>Completion Date</td>
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<tr>
<td>3</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</td>
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<tr>
<td></td>
<td></td>
<td>BD to record completed SoEs</td>
<td>BD</td>
<td></td>
<td>June for all staff 2013</td>
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<td>4</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>Complete</td>
<td>12 June 2013</td>
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<tr>
<td>5</td>
<td>26/06/13</td>
<td>AM to provide information on possible online approval of Purchase Card Reports</td>
<td>AM</td>
<td>In Progress</td>
<td>10 July 2013</td>
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