Present:
Aleks Owczarek (Chair), Richard Brak, Averil Newman, Andrew Robinson and Darla Trejo (minutes)

Apologies:
Apologies were received from Steve Carnie, Russell Jenkins, Theo Pham and Peter Taylor.

1. Minutes of the previous meeting
The minutes from the previous meeting were accepted as a true record.

A staff member from the Pure group will not be joining the committee.

Action: Darla to remove the following action item from the previous minutes, “Darla to provide a list of lapsed students for the next meeting”.

Matters arising
Averil reported that the projector in the Thomas Cherry Room would be installed over the break.

2. Report from the Chair
2.1 Faculty IT group
- Aleks attended four meetings in response to the shared services move, which was chaired by Peter Tregloan from Chemistry. A survey was conducted on what has been done in the Faculty. There is reasonable service in Information Systems, Physics and Mathematics and Statistics. The data will be used at a later stage.
- Three sub groups were formed to discuss various areas.
  Teaching and Learning – Chaired by Jon Pearce, Information Systems
  Research computing – Chaired by Aleks
  Infrastructure and Support – IT Managers

2.2 Shared Services
- A document was distributed called Information Services Prospectus in regards to enterprise application suites. There will be core and optional services and will be centrally funded. The document does not mention IT staff, only software.
- A student portal will be implemented, which will change the web addresses. Karen Baker will update the Maths and Stats website.
- The Exchange project will affect staff who use Oracle Calendar. Implementation will occur in the second quarter of 2007 or 2008.
2.3 *UNIX systems administrator position*
- The UNIX position was advertised and two proper applications were received. The offer was made to the best candidate, but the applicant declined due to accepting another offer.
- The position will be readvertised at the end of January.
- Contacts: Andrew Robinson and Tom Coleman (PhD student in Computer Science)

**Action:** Darla to send the position description and pay scale to Andrew Robinson.

**Action:** Darla to follow-up personal corrections and readvertise.

3. *Budget for 2006 report and 2007 proposal*
- Aleks reported that the 2006 budget is on track and will not go over budget.
- Money for equipment will come from a department’s general allocation. There will be no minor equipment grants available.
- A photocopier will be purchased in the early months of 2007.

**Action:** Darla to ask Lara Maia-Pike to record the number of service requests by the OCE technicians for the student photocopier on Level 1.

4. *IT Manager’s report*
- Aleks reported on behalf of Theo Pham that two new servers were purchased during the year. Users are already using one of the servers.
- Digican will be replaced and is currently in the testing phase.
- The majority of the users will be moved over the break and in the new year.
- Theo is creating filters to help with SPAM.

**Action:** Aleks to ask Theo if help is needed during the transition period in IT.

5. *Any other business*
   - None to report.

The meeting concluded at 3:00pm.