

NGL STEERING GROUP

Minutes of Meeting held at 09:00 hours on Monday 3rd October 2011 in City of Glasgow College

Circulation:

Sandra Gunn (City of Glasgow College)	Jennifer Louden (City of Glasgow College)
Kirsteen Dowie (Chair, GCLG)	Graeme MacCormick (Cardonald College)
Scott Renton (Cardonald College)	Janet Thomson (Cardonald College)
George Harkins (City of Glasgow College)	Susan Walsh (Cardonald College)

		ACTION
In Attendance	K Dowie, G Harkins, J Louden, S Renton, J Thomson	
1. Apologies	G MacCormick	
2. Minutes of Last Meeting	<p>The minutes of the meeting held on 31 May 2011 were accepted.</p> <p>G Harkins will post this minute to the HIP.</p>	GH
3. Matters Arising	All covered in agenda.	
4. GCLG Issues	<p>(a) Timing of Invoices J Thomson agreed to produce a quarterly schedule indicating when invoices will be issued. The final invoice will be issued in July.</p> <p>(b) Steering Group Membership Due to internal restructuring, T Donnelly is no longer G Harkins' direct line manager and will no longer participate in the Steering Group. The Steering Group acknowledged the huge contribution which Tony has made to the group since its inception. City of Glasgow College is represented by one senior manager (J Louden). Cardonald College is represented by J Thomson (senior manager) and S Renton (technical). The remaining membership is made up of NGL Project staff – George Harkins and Graeme McCormick and the Chair of GCLG (currently K Dowie).</p> <p>GCLG members had expressed concern that the formation of the Steering Group had moved some decision making away from GCLG. The Steering Group was formed by the principals of former Met and Cardonald College to manage their partnership arrangement. The focus for the group is the delivery of the service to colleges and on</p>	JT

	<p>resolving staffing, administrative and financial issues relating to the partnership. There is therefore a requirement for separate meetings, however the Steering Group had no objection to additional representation from GCLG. Minutes of meetings will continue to be posted on the Hub and K Dowie will invite GCLG to nominate another college to attend meetings.</p>	<p>KD</p>
<p>4. Symphony – operational update</p>	<p>G Harkins provided a verbal update on his Summer Maintenance Schedule 2011.</p> <p>Authorities Records – G Harkins to investigate and report on any cost implications.</p> <p>NAS box set-up – G Harkins outlined the dependency on CoGC network staff who are fully occupied with merger integration activity. The work should be completed by Christmas.</p> <p>Removal of ebrary, Grove Art and Credo collections – these will go on the test server and be tested next week.</p> <p>G Harkins highlighted the dependencies on Graeme MacCormick for successful delivery of the Helpdesk Development Plan. S Renton confirmed that Graeme's workload can accommodate the activity.</p> <p>G Harkins continues to investigate options for the LMS post July 2013 and will complete a paper for GCLG by June 2012.</p>	<p>GH</p>
<p>5. Technical Update</p>	<p>S Renton allayed concerns over the server upgrade. Microsoft support for Windows 2003 continues until July 2015 under their Extended Support lifecycle agreement. This fits well within the GLCG timeframes for review of the system, which will include the implications for existing hardware. He acknowledged that there are changes in the structure of support whereby customers pay for any 'unique' issues (only affecting that customer). However the likelihood of such an issue arising was very low and the Steering Group agreed that this was an acceptable risk.</p> <p>Recognising the potential for a 'single point of failure' when Graeme McCormick was unavailable/on leave, Cardonald College is introducing an additional member of staff to provide network support for Symphony. Karen Thomson brings a useful perspective with a back-up/restore background and the Steering Group welcomed her involvement.</p> <p>Cardonald College has introduced an external support contract for their VM Ware which brings an additional level of resilience and support for the Symphony infrastructure set-up.</p> <p>S Renton to share Estates contacts for Christmas/New Year with G Harkins.</p>	<p>SR</p>

<p>6. Administration / Finance</p>	<p>(a) Funding Models – the paper on funding models was agreed. J Thomson to update the accompanying spreadsheet with 2011-12 figures and send to J Louden by 14 October for circulation to Linda McTavish (Federation) and Paul Little (CoGC).</p> <p>(b) 2010-11 Budget – J Thomson to provide a final breakdown of spend so that the management fee can be split between Cardonald and CoGC. J Louden confirmed that G Harkins spent 5h of overtime dedicated to work on the integration of the library catalogues for City of Glasgow College. This work will be directly coded to merger activity within CoGC and will not be billed to the NGL project.</p> <p>(c) 2011-12 Budget – J Thomson to update and circulate. Costs will be kept to a minimum with salaries remaining fixed and no increase in the management fee. There were no anticipated additional costs for 2011-12.</p>	<p>JT</p> <p>JT</p> <p>JL</p> <p>JT</p>
<p>8. AOB</p>	<p>J Louden circulated a draft Service Level Agreement for 2011-12. J Louden will update this document in line with discussions and send to J Thomson for issue with the first quarterly invoice.</p>	<p>JL</p> <p>JT</p>
<p>9. Date of next Meeting</p>	<p>13:00h Tuesday 13th December 2011 – Allan Glen's campus, City of Glasgow College.</p> <p>Future meetings for AY 2011-12: Tuesday 6th March – Anniesland College Tuesdya 29th May – North Glasgow College</p>	