Minutes of the Computer Committee meeting held on 24th March 2025 at 13:00pm in the Glover Room

Present: Jason Randall, Ian Elliott, Phil Ward, Charlie Weiss, Raphaëlle Goyeau, Larry Paulson, Luca Swinnerton (UCS), Nils Lauermann (MCR), Qi Guo

Apologies: Jason Carroll, Rebecca Willatt, Aylmer Johson, Sian Lazar, Catherine Reid

1. Declarations of Interest

None

2. MMA

UIS have now commissioned the Development Office photocopier, but we are still waiting for them to complete the one in the Catering Office.

3. IT Department Update

JR has been ordering replacement hardware for staff which includes desktop PCs, laptops, docking stations, keyboards, and mice. IE has started working his way through them which will take a while.

The new hardware is also important due to the imminent rollout of Windows 11 and Office 365 to those members of staff not already using those systems. PW has been automating the roll out of Office 365 which is currently going well although there are a few minor issues with some legacy software not working with the 64-bit version of Office 365

JR has prepared an application to hire an IT Security Support Officer for the team. This role would be aimed at providing assistance with cyber-security with the aim of achieving UK Cyber Essentials accreditation for the college staff environment. It is important to achieve and maintain this as UIS are now publishing expected standards for departments/faculties and whilst there currently no mandatory requirements for colleges, the colleges IT management group have decided that we should meet the requirements. If the University was compromised by a college which was out of scope, then it would look equally as bad for both parties. The new role would be part-time (4 days per week) and would be a hybrid role working both in the office and at home. A business case has been put to the Finance Committee so we will wait to see if the recommendation is approved. If this happens then JR would be hopeful they could start in October.

The budget for 2024/25 is complete and within the 0% increase requested. JR has not had his budget review yet with the Bursary, but this is imminent.

The two requests submitted earlier this year for capital expenditure have both been approved. £171k has been allocated for new server/storage hardware and £41k has been allocated for the mid-range solution to provide internet access to those graduate housing properties which do not currently have it. Once we receive the money in July, we will start to look at available opportunities to access the properties to carry out the work.

4. <u>UCS report</u>

LS had nothing to report although he stated that this would be his last meeting after a two-year spell as the UCS representative. JR thanked LS for all that he had contributed to the committee which was very much appreciated by everyone.

5. <u>MCR report</u>

NL had nothing to report.

<u>6. AOB</u>

RG reported that all IT systems in the FML were working smoothly.

Replacement hardware for FML staff has been budgeted for and approved.

The Head Librarian wanted to know if it was possible to provide usage statistics for the iDiscover PCs. JR doubted this was possible as they are just kiosk terminals.

<u>Date of next meeting</u>

Monday 12th May 2025 in the Glover Room.