

Computer Team Meeting

1/28/21

Attendees: Melissa Pappas, Diane Anastos, Keri Levin, Youa Thao, Dan Thompson, Andrew Ward

Problem Reporting

There will be a new Google form soon for submitting problem tickets. It will hopefully make it easier for people to give detailed information with problem reports. (Just emailing that a computer is down or that a printer doesn't work is not helpful.)

Computer Peer Interviews

Interviews will be done in February over Zoom.

So far there have been three Computer Peer applications submitted.

Computer rep updates

Dan is the new computer admin at Neill.

He asked about getting the password and username for Neill's computers. He will need to ask Diane or Youa for that information.

Computer admins are responsible for Council office computers as well as the hi-rise computers. He should wait to start until he is officially approved by the Neill Residents Council.

Tutorials and information are available on the Presidents Council website.

<http://www.stphapresidentscouncil.org/compteam.html>

Who has computer keys was brought up. There was a situation at Hamlin recently where a lock had to be cut off a computer because no one there knew who had the keys.

Admins should turn in keys when/ if they step down from the position. Hi-rises need to make their own policies for keys they purchase. (Things like computer locks, etc.)

Gerard is no longer the computer admin at Cleveland or a Computer Peer.

Ravoux has the Community Room and Computer Room locked full time. The office computer has been looked at. Ravoux needs an external hard drive.

Hamline Computer 2 had an issue with Faronics. (There was an error message that said the license for Faronics Antivirus had expired. There may be an issue scanning there.)

The RI department has some funds that can be used for PPE for computer admins. (Cleaning wipes, etc.) Let Youa know if you need anything for cleaning the computer area.

Next Meeting: February 25th by Zoom

