

## Computer Team Agenda

Thursday, March 23, 2023 at  
1:00p.m.

### Introductions

Please state your name and your Computer Position

***Attendees: Melissa Pappas, Beth Pacunas, Gary Laskowski, Terry Hogan, Derrick Malone, Andrew Ward, Youa Thao, Aado Perandi, Michelle Newell, Keri Levin***

### Updates from Administrators:

- Cleveland: **No problems to report. Everything is working fine. The printer might need the drum replacement soon.**
- Hamline: **The computers are working fine. Printer ink is still needed. (Ink was purchased but it was the wrong cartridge.)**
- Montreal: **No problems here. Computers have been updated.**
- Wabasha: **No problems here. The computers might not be being used since the Wabasha Council is closed down.**
- Ravoux: **Everything is working fine.**
- Seal: **Computers are working fine. The only issue is people not reporting things like paper jams in a timely manner.**
- Front: **No admin in attendance. The previous admin stepped down.**

### Update from Computer Peers:

- **Closed Helpdesk Tickets**
  - Melissa Pappas: Checked Neill computers when I was there for their meeting after being told there were several issues. Everything was working fine. Reinstalled Windows on Front's office computer. It was working when I left. I was informed a few days later that there were problems again.
  - Michelle Newell: No tickets recently. Mt. Airy is looking to buy two new computers for their Community Room.
- **New Tickets**
  - Beth Pacunas: No new tickets lately except for Front.

### Updates from IT Contractor

Derrick Malone: He went to Mt. Airy and Dunedin hi-rises. Dunedin has at least one computer with a bad hard drive.

Edgerton might need a new monitor.

McDonough May have an issue that needs to be looked at.

Setting a color inkjet to just print in black and white was suggested. That might be hard with inkjets. (You can set it to print grayscale, but it still might not work if one of the colors is used

up.)

### **Updates**

Beth Pacunas:

Clarification on the difference between Computer Admins and Computer Peers was asked for. Computer Administrators take care of their own hi-rise's computers. They don't go out to other sites. Computer Peers go out to other hi-rises to take care of computer problems there.

Youa Thao:

Giving people a reminder not to shut the computers down was suggested.

Dunedin is still having issues with their Council office computer.

There have been several issues recently with computer admins taking the position and then stepping down shortly after. Because of this, the recruitment process will be stricter going forward.

Keep filling out your computer logs and turning them in to your Councils.

**Next Meeting: April 27th at 1:00p.m.**