

Computer Team meeting

4/20/17

Attendees: Melissa Pappas, David Owens, Willie Newell, Diane Anastos, Julia Hupperts, Aaron Smothers, Gerard Forys, Keri Levin, William Hughe

Faronics:

The Faronics installs are taking longer than expected because of some issues installing on older computers. Installs should be done next week.

We will be sticking with Amp Winoff for the present. It works well but does have some glitches. Please document any issues you have with the timer. (Timer not showing, not working, etc.)

If computers are running slowly try defragging the hard drives and running CC Cleaner.

Please have your hi-rise complete the computer preference survey if you have not done so already.

Computer recycling:

Here are the recycling options we've found.

Tech Dump St. Paul:

- Printers .25 a pound
- CRT monitors and TVs .33 a pound.
- Everything else is free
- Pickups are free for 20 or more computers

St. Paul Computer Recycling:

- CRT monitors \$20 per monitor
- Pickup \$159 and .40 per pound

Role of computer administrator in the hi-rise:

A reminder was given that monies for computer related things are put in next year's budget. This includes things like tech recycling, toner and paper, other computer supplies. Internet cost is another consideration. New modems have been purchased. This will save sites that are currently renting modems \$15 a month in fees.

Putting funds in the budget for a computer administrator stipend is also strongly recommended.

There will be training for computer administrators in the future. Some might be at one of the family site computer labs.

We are thinking of putting together computer cleaning kits for each hi-rise.

A list of responsibilities for admins was handed out.

Computers should be cleaned weekly. If there are repeated issues with people eating by the computers you should let the manager know. Posting signs by the computers is a good idea. (That doesn't mean people will comply with them though.)

Please report all issues to the help desk number. Also report rule violations. Include the date and time of the incident when you report something. (This is especially important for things like looking at porn and illegal downloading.)

There needs to be a list of approved programs made up.

PCAs should not be using the hi-rise computers. Let Julia and your manager know if you see that happening.

You need to check in at least monthly with Aaron and Julia. If two months go by without a check in you will be removed from the position.

You are not a security person or policeman. Report all issues, don't confront rule breakers. It is not your job to police the computers.

Computer admin binders should be returned to the Presidents Council if a computer admin resigns. These binders will be where maintenance logs are kept and where problems are recorded.