

Computer Team Meeting 4/19/18

Attendees: Gerard Forys, Phil Lee, Bill Hughe, Julia Hupperts, Diane Anastos, Ron Sexton, Melissa Pappas, Gerard Forys, David Owens

Posters with new help desk information were handed out. (help@phatech.net) This address will send an email downtown where Diane and Julia will receive them and send a Peer out to address the problems.

Computer Peer application

The final version of the Peer application was handed out. It will be posted on the PC website soon.

The application has been approved by the Presidents Council and the Citywide Council.

The Peer stipends and invoice have been approved by the Executive Board. The proposals will now go to the Presidents Council for approval.

Presidents Council will pay the stipend for Computer Peers. Hi-rises will pay the stipend for Peer Computer Administrators.

Admin stipends would be once much they no matter how many trips to the site the admin had to make. Regular Peers get \$15 an hour with a half hour minimum.

Bill Hughe made a motion to accept the Peer stipend recommendations. Ron Sexton seconded. Motion carried.

The Computer Peer invoice was discussed. A question was asked about space for writing details of the problem handled. Additional details can be written on the back or another sheet can be stapled to the invoice form.

The invoice is filled out for the whole month, not for each site visit. Stipends are paid at the end of the month.

Several small changes will be made to the form. (Remove mention of Resident Council meetings, put Citywide and Presidents Council on the same approval line.

Ron Sexton made a motion to accept the invoice form with the changes listed above. David Owens seconded. Motion carried.

Computer maintenance

What should be done as regular maintenance and cleaning of the computer area was discussed. Computer areas should be swept and equipment wiped down weekly. The admin should also check for damaged or missing equipment and report any issues to their Board.

If any breaking of rules (such as looking at porn, illegal downloading) are noticed they should be reported to the help desk.

Computer and program updates should be done monthly. Also check for programs that aren't supposed to be installed on the computers.

Posting a computer cleaning and maintenance log is optional.

Ron Sexton made a motion to accept the computer admin requirements Aaron made up. Melissa Pappas seconded. Motion carried.

