

**Minutes of the Computer Committee meeting held on 22nd November 2021 at 13:00pm via  
Teams**

**Present:** Allison Lewis, Charlie Weiss,

The office reorganisation is working well however the cramped conditions in which Jason is working in the store room are not sustainable and we are still looking to secure O4. This will accommodate Jason and be used as a storage area to compensate for the imminent removal of our storage from both N & O attics. With the departure of the Deputy IT Manager and the handover period pending, hopefully January - March, it will be essential to have more space.

On that note, the closing date for the applications is today and so far we have received 10 independent and 8 applications via agencies. Jason will be shortlisting soon and interviews are expected to begin 13th December.

Use of Computer Policy – as mentioned in the last meeting, JR and the HR Manager have co-authored an updated draft use of computer policy to reflect social media usage to make people more aware of the potential consequences of writing about their college/working environment. It is suggested that disclaimers are used to reflect that the views are their own and not those of their employers. JR has also updated some webpages and links. There were no objections, and it was recommended that it be forwarded to FC for ratification at the next available meeting.

The website redevelopment plan is underway and JR has attended meetings with some of the potential providers to get more information about the offers they are making, what is provided and other important details. There are a couple more of these to be held and then further discussions and a choice will be made. A timescale of three months is still hoped for.

#### **4. UCS Report**

SM asked at what point students would be involved with the new website and reiterated his concern about accessibility. AL assured him that accessibility is high on the list of priorities being put to the companies being considered. It was explained that the content of the website will be discussed with all affected parties once the supplier has been chosen.

SM went on to suggest that the new website be deployed at the end of the academic year to minimise disruption to existing students and to have it up to date for potential applicants.

SM expressed concern about the RDB and was under the impression that funds had been allocated to an overhaul. AL explained that one of the website suppliers had suggested a sum but had not asked for any details of what providing it entailed. SM suggested that something for students to see ie, room layouts, facilities and pictures be separated from the rent calculations. He also had received complaints from students because the facilities on the RDB did not match reality. It was also pointed out that the current RDB does not display well on tablets and phones. AL mentioned that the photos

## **6. AOB**

CR asked for clarification on the timing of work being carried out in the FML over the December break. She advised that the FML will be closed from 23rd December – 4th Jan 2022. AL assured her that the work will be done within that time frame and we will be liaising with the Maintenance department as they also have power works going on during the same period.

### **Date of next meeting**

Monday 24th January to discuss the draft report to Council