Minutes
All College Council
November 18, 2022

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Agenda
November 18, 2022, 9:00 a.m. - 10:30 a.m.
Virtual Via Google Meet
https://meet.google.com/bbp-stzk-xzi?authuser=0

1. **Welcome,** Brandy Randolph, ACC Chair

2. **Vice Chair selection,** Phil Burdick

3. **Gender neutral bathroom update,** Mike Baker, Facilities Operations Manager

4. **Badge readers college-wide,** Donna Baker, Facilities Information Analyst

5. **Multi-factor authentication,** Issac Abbs, Assistant Vice Chancellor of IT and CIO

6. **College's response to "Rate My Professor",** Issac Abbs and Michael Amick, Vice President of Distance Education

7. **Committee members terms -** All
   https://docs.google.com/spreadsheets/d/1trDOYULheNnG_B_zxKDilTo-st21BfBxVBHflHpHmtg/edit#gid=0

8. **2023 Committee Goals Discussion, Phil Burdick**
   a. **Institutional Shared Governance definition**
   b. **DFW/ABC rates action items (institutional-wide)**

9. **Open Forum**

Attendees: Azucena Hughes, Valerie Vidal-King, student senator support, ,James Craig, Issac Abbs, guest speaker, Mike Baker guest speaker, Erika Elias, Sean Mendoza, David Clark guest speaker, Dorothy Netherlin, Donna Baker guest speaker, Phil Burdick, Edgar Soto.

Welcome
The meeting started at 9:02 a.m. Rita Lennon agreed to be the proxy Chair for Brandy as he was unable to attend.

Vice Chair Selection
Phil Burdick and Chair and vice chair-elect Rita Lennon asked for any nominations for a vice chair. Dorothy Netherlin nominated Sean Mendoza. Rita Lennon asked Sean Mendoza if he would accept the nomination, Sean accepted. Six approvals were received through hands raised. (Votes Rita Lennon, Azucena Hughes, James Craig, Erika Elias, Dorothy Netherlin and Sean Mendoza)

Gender Neutral Bathrooms, Mike Baker, Facilities Operations Manager
The project is in three phases. Phase 1, signage for all Gender Neutral Bathrooms. Phase 2, All Bathrooms District Wide. and Phase 3, work on signs for all gender neutral bathrooms district-wide.

Facilities is currently working on changing bathroom signage for 330 bathrooms district-wide. The vendor that was chosen unfortunately went out of business, and Facilities will need to start the quote/proposal process over and select a new vendor.

The new Aviation Technology Center did not have a proper fixture for a Gender Neutral Bathroom. The funding allocation for this fiscal year regarding the Gender Neutral bathroom was agreed upon to utilize at the Aviation location. The hope is to have money left over from this request to utilize at one of the priority campuses.

The priority campuses are East Campus, Downtown Campus and West Campus. Facilities highly recommends construction of Gender Neutral Bathrooms begin at East Campus since the Downtown Campus and West Campus have ongoing construction.

Rita Lennon asked if there will be an open restroom concept at West Campus. Mike Baker responded no due to the square footage and all gender neutral bathrooms will be stand alone in the new Center of Excellence at West campus.

Badge Readers College-wide, Donna Baker, Facilities Information Analyst
Facilities is working with a new vendor to commission new card readers. Problems with card readers could be related to a physical card issue, a software issue or a door issue. If it's a card issue, usually, those can be fixed in a day.

Turnaround time for new badges is usually about a week. However, facilities is training two new people on the system, so turnaround times may be longer in the short term. Facilities is aware that about 300 older cards need to be updated to use the new system. Installation of the newer card readers is ongoing. Out of 55 card access doors, they still need to install about 200 more, with most of those being at the Northwest campus. Questions about card readers should be directed to David Clark and Donna Baker in Facilities.

Multi-factor authentication, Issac Abbs, Assistant Vice Chancellor of IT and CIO
New multi-factor Authentication (MFA) is needed as a second layer of authentication that helps faculty and staff protect themselves and the College against cybercrime. MFA prevents others who know your password from logging into your account because only you have the secondary factor.

Pima is adopting a more secure form using Duo MFA (available for download via the [Google Play Store](#) and [Apple App Store](#).) Self-enrolling in MFA takes place November 30 - December 7. Tokens are available for those who do not have a smartphone. Employees must have MFA after December 7, except for faculty who will have an extension until the end of the term.

This change is needed for three reasons:

- Because the College disburses financial aid, we must comply with the Gramm-Leach-Bliley Act, a federal law that requires the College to use certain information privacy protections and safeguards. MFA is one of those safeguards.
- The College carries an insurance policy that assists us against cybersecurity threats. To remain in force, that policy requires the College to use an MFA system.
- MFA is considered a best practice for computer network security. The College must use MFA to protect the institution and ensure the confidentiality, security, and integrity of faculty, staff, and student information.

College's response to "Rate My Professor," Issac Abbs and Michael Amick, Vice President of Distance Education

This item is a carry over from last year's ACC committee meetings. Sean Mendoza asked if the College could come with its own professor professor profiles as an alternative to Rate My Professors' sometimes unfair reviews and chili peppers ratings. The question is how to expose students to faculty members and their backgrounds.

Michel Amick went through examples of faculty profiles of other higher ed institutions. However, colleges would have a difficult time mimicking the rating system of Rate My Professor as the institution could be accused, rightly or wrongly, of manipulating the data since they control the site.

Questions about potential PCC faculty profiles:
- Could they include student feedback? If so, who would monitor that on an on-going basis?
- Where would the faculty profiles be located? Website? My Pima? Banner?
- Whatever the system that's put in place, College resources would be needed to maintain the system and make sure profiles are up-to-date.

James Craig made a motion to form a working group to explore implementing faculty profiles that can be easily accessible to students as well as making department program and landing pages more robust.

Motion seconded by Dorothy Netherlin

Motion carried unanimously

Committee members terms

ACC members discussed how members' two-year terms could be staggered to ensure experience and continuity. Members reviewed a timeline for the terms of current Board members. Because College groups have various timelines and selection processes to place members on ACC, trying to stagger the terms of ACC members is impractical. Phil Burdick will work with the College Counsel to revise the Administrative policies and procedures to reflect that the ACC members serve two-year terms except for the student representative.

2023 Committee Goals Discussion, Phil Burdick

Discussion about committee goals and tangible actions for ACC as we head toward the Spring semester. A suggestion was made to send a Google sheet to committee members to offer suggestions on spring goals. Discussion about possible goals included:
- Defining Shared Governance more clearly and how it applies to the College
- Clearly Defining the scope and purpose of ad hoc committees and work groups
- Institution-wide work on reducing DFW rates
- More robust ways of continually gathering and sharing the voice of students

Open Forum

Discussion about the difficulties of getting student feedback, especially post-pandemic where more classes are online and in hybrid forms. Valerie Vidal-King talked about how student life is currently collecting student feedback and sharing that across the College and the community. They are open to new ways of soliciting student opinions and sharing them more widely. A new Student Campus Advisory Board will be formed in the spring and will have representatives from all the campuses and will give feedback directly to student senators.

Meeting adjourned at 10:22 a.m.

2022-23 Meeting Schedule
~~Oct. 14, 2022~~
~~Nov. 18, 2022~~
Dec. 09, 2022
Jan. 13, 2023
Feb. 10, 2023
Mar. 10, 2023
Apr. 14, 2023
May. 13, 2023

2022-23 Council Members
Brandy Randolph, Faculty Representative, Chair, Board Representative
Azucena Hughes, Student Representative
Dorothy Netherlin, Staff Representative
Hilda Ladner, Administrative Representative
Erika Elias, Staff Representative
Sean Mendoza, Faculty Representative, Adjunct Faculty

Edgar Soto, Administration Representative, Vice Presidents
Rita Lennon, Faculty Representative
Jim Craig, Administrative Representative to the Governing Board