

MINUTES

GOVERNANCE COUNCIL – February 1, 2023

Members Present: Chris Bailey, Kristen Finnel, Kendra Sprague, Sue Orchard, Alex Brehm, Mark Gaither, Catie Graham, Adam Wolfer, Nichole Seroshek, Brandon Ray, and Bryanna Smith.

- 1. Minutes of December 7, 2022**
Minutes were approved unanimously
- 2. Multi-Factor Authentication** – Nichole and Brandon joined the Governance Council to discuss Multi-Factor Authentication (MFA) for ctcLink. Multi-factor authentication (MFA) is now available for colleges. The state board purchased MFA through OKTA to assist with the prevention of account hacking. With all of the data stored in ctcLink, the system is a high priority to secure. Brandon and Nichole have met with the ctcLink alignment team to determine a rollout plan. Some concerns raised on MFA were regarding using personal devices for business purposes. Through MFA, personal devices will only receive a code and no business information will be stored. At LCC, employee email could also be used at this time due to email not using MFA. Employees can also elect to receive a call on their office phone, or a USB key can be used. Once implemented, MFA will be a daily occurrence for employees. Although ctcLink logs out after twenty minutes of inactivity, MFA has a 16-hour memory and will not need to be used at each ctcLink login throughout the day. Questions were received regarding the impact of MFA on students, but LCC will not be using this for students at this time. There is not enough critical data on student accounts to require the need for MFA.
- 3. Procedure 701.1A- Employee Acceptable Use:** – Changes were recently made to procedure 701.1A and the updated procedure is being brought to unions for review. Some changes were minor, including a Google name change and changes to match the structure of the rest of the procedure. Other changes included the addition of guidelines around conducting business transactions within information systems. Governance Council members shared some concerns with some of the new wording in the procedure that was corrected to address concerns. Members would like to be provided any feedback from the classified union before approving the procedure.
- 4. Other-** It was expressed that it is important to find a balance between safety and making students feel welcome on campus, specifically in regards to locking exterior doors. In the new block schedule, many buildings are not being unlocked on Fridays when there are no classes, but meetings are still being held with staff and students. Nolan will ask security to ensure that doors are unlocked on Fridays for meeting purposes. A concern was recently raised regarding meeting modalities. It is important to provide flexibility for committee members, but ultimately the meeting modality is at the discretion of the committee chair. It was expressed that it is important to find equity across meetings.

With no further comments, the meeting was adjourned at 3:54 PM.