

Monday Message

Nov. 14, 2022



Dear all,

Veterans Day was Friday. On behalf of LC State, I would like to extend a belated but sincere thank you to all those who have served or are serving.



Cynthia Pemberton, Ed.D.
President

Events

- **Tuesday @ Two** – There will be no Tuesday @ Two this week due to the President's travel schedule.
- **Nov. 18, 19 – Discovery Day** – Discovery Day events for prospective students are coming up! These events are for high school juniors, seniors, and their parents to see what the Warrior Way is all about. They'll be able to meet with instructors and students, tour campus and residence halls, and connect with student clubs and resources. The Admissions Office encourages your department to put on your best "Warrior Welcome" – decorate your areas, wear your Warrior gear, and show your Warrior Pride to our prospective students. For a full agenda, please visit www.lcsc.edu/discovery-day, and reach out to the Admissions Office if you have any questions!

- **Dec. 7 – Ask & Answer** – Fall Ask & Answer sessions will be held in the SUB over the lunch hour. The first 10 attendees are hosted for lunch by the President.
- **Dec. 9 – Winter Revels** – It's time to revel! [Winter Revels 2022](#) will be held on Dec. 9 from 4-6 p.m. at the Williams Conference Center. Winter Revels is an all-campus/campus community holiday celebration. This year's event includes an adult plus-one, drinks, food, games, and more. [RSVP here](#) by Nov. 18 to get a basket drawing ticket and a free drink ticket (not available to plus-ones). LC State welcomes participants with disabilities. For questions, or to request disability related accommodations, please contact the event organizer, Angela Meek, at 208-792-2623 or acmeek@lcsc.edu at least one week prior to the event. In all situations, a good faith effort will be made to provide accommodations. P.S. Special thanks to the Winter Revels planning team for their creative work bringing this event to life!

Announcements

- **Website Support:** Please take some time these next weeks to review department/division/unit/personal profile website information. Along with providing web editor training, Web Coordinator Hailey Denton is available to assist individuals and departments/divisions/units with ongoing website development, update, and correction needs. LC State's web presence is critical. We have content on nearly 4,000 webpages and need to make sure it is up-to-date and accurate. Hailey can be reached directly at hadenton@lcsc.edu or by submitting a web-related [Help Desk](#) ticket. With nearly 500,000 unique users visiting LC State's website every year, keeping our content vibrant and up-to-date is an important part of serving both prospective and current students.
- **Redwood Transition:** IT has been working on a project to migrate Redwood drives (for example [\\redwood\it](#)) to a newer server called [\\lcsc.edu\docs](#), as the Redwood server is out of warranty and is at the end of its life. IT will be migrating all Redwood mapped drives to this new server name on Monday, Nov. 21, from 5-8 a.m. If you have a [\\redwood\home](#) drive, it will not be affected at this time. IT will work on migrating Redwood home drives later.
 - **What do you need to do?** Do not access any files on the network shares (Alder, Redwood, or Lcsc.edu\docs) on Monday, Nov. 21, from 5-8 a.m. Accessing any files during this timeframe may result in loss of data. Starting at 8 a.m., restart your computer and sign in. Open your File Explorer window and click on 'This PC' to verify that your [\\redwood](#) drives now state [\\lcsc.edu\docs](#). [Click here to](#) bring up an image of what a successful connection to [\\lcsc.edu\docs](#) looks like. If you still see [\\redwood\share](#) then restart your computer and check again. If after two restarts you still see [\\redwood](#), call the Help Desk at x2231 and IT will manually map your drives to the new server name.
 - **Who does this affect?** This change will apply to anyone who has a [\\redwood](#) drive mapped (does not apply to home drive). Windows users should be automatically moved over to the new server within two restarts. Mac users will need to map re-map the new drive. [Here are instructions](#) for how to map to the drive on a Mac.
- **Internet Outage:** On Monday, Nov. 21, from 5-8 a.m., the internet connection from LC State will be down for maintenance. During this outage, there will be no internet connectivity. After the maintenance has been completed, the bandwidth for the college internet connection will be increased to meet the growing needs of the college community.
- **Annual Student Survey:** Students have been sent the annual Student Survey administered centrally by the Office of Institutional Research. Please encourage students to respond to this

campus-wide survey. Responses will help us better support and serve our students. The survey will close Monday, Nov. 28, at 5 p.m.

- **Staff Evaluations:** The new CSO and PSO evaluation forms have been posted to the [HR website](#), along with an [instructional video](#). This year, the employee begins the process by completing sections I, II, and III of the [Non-Supervisory](#) or [Supervisory](#) Performance Evaluation and forwards it to their immediate supervisor, who will complete the remainder of the evaluation. Please review the employee's job description during this process. Email their job description (make sure it is on the new [job description template](#)) to hr@lcsc.edu. All staff performance evaluations are due Jan. 31, 2023.
- **Holiday Cards:** Are you sending out photo holiday cards to family and friends? Check out the options from the Graphic Communications Printshop. Talented design students have come up with six different template designs for holiday cards. To see the templates please stop by the Printshop SGC 113 or download the order form: [Holiday Card Order Form](#). You can email the order form, pictures or any questions to cpms@lcsc.edu. Or call x2252 for questions.
- **Evacuation Drills:** As part of ongoing efforts to ensure emergency preparedness across campus, the Department of Public Safety will conduct evacuation drills in all buildings (except residence halls) the week of Nov. 14-18. All drills will be conducted during business hours, however, the specific day/time will be unannounced. To prepare for the evacuation drill, and to be familiar with the assembly location for your respective building, please review the Building Evacuation Plan on the intranet: <http://intranet.lcsc.edu/eri/default.asp>.
- **Coronavirus:** For the latest coronavirus updates and information visit www.lcsc.edu/coronavirus.
- **Campus Song for the Week:** "[America](#)" by Neil Diamond
- **Did You Know?** LC State's institutional strategies are listed in the strategic plan available at www.lcsc.edu/ir/what-is-our-strategic-plan. All public higher ed institutions in Idaho must annually submit a five-year Strategic Plan to the State Board of Education that aligns with the board's Education Plan, Complete College America initiatives, and Idaho's higher education system-wide priorities of Complete College Idaho, as well as campus-specific priorities. Review this page and then [take this week's quiz](#). If you're one of the first 10 to answer right you'll win a prize (Swag prize location: Grants & Contracts Office)

