

Monday Message

Nov. 28, 2022



Dear all,

I hope folks had a chance to rest, relax and spend time with friends and family; celebrating the Thanksgiving holiday in whatever way or ways are meaningful to you.

This Wednesday, Nov. 30, in concert with the University of Idaho's vigil, the Associated Students of Lewis-Clark State College will host a candlelight vigil at 5 p.m. outside the Student Union Building/Center for Student Leadership at the east entrance. This event is open to the campus community. The vigil will honor the memory of UI students Ethan Chapin, Xana Kernodle, Madison Mogen and Kaylee Goncalves.

LC State leadership will be in attendance at the UI vigil in Moscow.

On behalf of LC State, we and I extend our deepest and most heartfelt condolences to the families and friends of the University of Idaho students who were murdered. Words are simply inadequate.

Cynthia Pemberton, Ed.D.
President

Events

- **Tuesday @ Two** – There will be no Tuesday @ Two this week due to the President's travel schedule.
- **Dec. 7 – Ask & Answer** – The final fall Ask & Answer session has been cancelled due to a scheduling conflict. Look for it to return in the spring.
- **Dec. 9 – Winter Revels** – [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. 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

- **Notifications:** Based on information and guidance provided by the Lewiston Police Department (LPD), LC State issued a security notification Thursday morning, Nov. 17. In response, our campus safety protocol was initiated, the Warrior Alert communication system worked as designed, and the campus community was informed of our situational status via email, phone/text, social media, and our website. Additionally, as part of our ongoing campus safety efforts the Office of Public Safety (208-792-2815, security@lcsc.edu) has and continues to provide safety escort services, and our Counseling Center (208-792-2211, counseling@lcsc.edu)

has been and is available to support students. Faculty and staff, of course, may access the [Employee Assistant Program](#). The below is provided to help inform the campus community regarding LC State campus safety protocols.

- Students may update their contact information at any time and are required to verify their phone numbers and mailing addresses every semester when they register for classes. They can also provide additional phone numbers for family members who may wish to receive emergency notifications (more information on this is below).
- As to general safety protocols, routine coordination with external agencies such as the local police and fire departments occurs for the specific purpose of ensuring that our responses to campus emergencies and even non-emergency events are managed effectively.
- Our [Emergency Response Plan](#) is reviewed and updated throughout the year as are related policies and procedures. The security of our campus and the safety of our campus community remain priorities at LC State.

Two of the most common questions that have come up recently relate to parents who wish to receive alerts and employees who reported not receiving alerts. Both questions are addressed below along with an overview regarding the Warrior Alert system.

- **Warrior Alerts** – The Warrior Alert system is managed by LC State’s offices of public safety and communications, with support from the IT department. All students and employees are automatically enrolled within the system which is updated automatically every day (note: opting in is not necessary for students and employees). The contact information within the system is wholly dependent upon what the student or employee has provided to the Registrar or Human Resources, respectively. Making changes to your contact information is to be handled through these offices and is addressed below.
 - **Employees** – Employees who are not receiving notifications on their cell phones should email the correct phone number to hr@lcsc.edu. HR will then update your file. Employees can see what phone number is currently on file by viewing their WarriorWeb profile.
 - **Parents** – It is possible for parents to receive Warrior Alert notifications, however, it is dependent upon the contact information that a student provides. Students who wish to add a parent to the Warrior Alert system can do so by adding the parent’s phone number to this [change of address form](#) and emailing it to registrar@lcsc.edu. For questions and support email registrar@lcsc.edu.
- **Tree Removal:** The LC State Arboretum Committee wants to let the campus community know about some upcoming tree removals over winter break. The Arboretum Committee encourages tree retention or conservation whenever possible. However, as part of the natural process of aging and renewal, some trees decay and are at risk of falling. From time to time, dying or decaying trees are removed before they become a safety hazard. Ten Ash trees located along the roadway and parking east of Sacajawea Hall have been deemed a safety and welfare issue. All ten trees will need to be removed in the last few weeks of December 2022. In the spring of 2023, 10 trees will be planted in accordance with our tree replacement plan in our Tree Campus Higher Education standards with the Arbor Day Foundation. In the spirit of the location of these trees, adjacent to our Nursing & Health Sciences building, tree species are being selected that have historical significance in medicinal uses. Two members of the Arboretum Committee, Trent Morgan and Celeste Ellis, who are faculty in the Nursing & Health Sciences Division and serve on the Arboretum Committee are spearheading the process of species selection. The LC State Campus is a Level 1 Accredited Arboretum with ArbNet and the Morton Arboretum, as well as a Tree Campus Higher Education with the Arbor Day Foundation. The LC State Arboretum is home to over 1,000 trees. To learn more about our campus Arboretum, visit our [LC State Arboretum Committee website](#). Questions or concerns can be directed to arboretum@lcsc.edu.
 - **Student Course Evaluations (SCEs)** are now available for students to complete ([see calendar](#)). Please encourage students to check their LC email for further instructions on completing their SCEs. SCEs will close on Dec. 12.
 - **HR Updates:**

- **LC Cares** – LC Cares is up and running. Distribution boxes can be found throughout campus. If you have any last minute nominations of an LC State student, faculty or staff member that could use some extra help this holiday season, please nominate them [here](#) (all nominations are anonymous). All donation boxes will be collected on Dec. 14. Cash donations can be brought to the HR office.
- **Inaugural Teddy Toss** – Join us after Winter Revels on Dec. 9 at 5 p.m. for an employee appreciation event at the Teddy Toss basketball game! LC State faculty and staff can purchase the official LC State Teddy for 50% off. These teddy bears are then thrown onto the court at halftime, collected, and distributed to local children in need to make their holiday special. Bring your family for a great LC State women’s basketball game and an evening full of fun for a good cause.
- **Computer Lab and Classroom Software/Hardware Changes:** The deadline to request changes for the upcoming spring semester is Dec. 12. Changes to the computer labs and instructor computers in the classrooms occur twice a year between semesters. Changes include adding additional software, moving computers, and installing new hardware (printers, desktops, laptops, AV systems, etc). Requests will be made by May 1 for the fall semester and Dec. 12 for the spring semester. Requests should be emailed to helpdesk@lcsc.edu by the deadline.
- **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 today, 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.
- **Coronavirus:** For the latest coronavirus updates and information visit www.lcsc.edu/coronavirus.
- **Holiday Song for the Week:** “[Merry Christmas](#)” by Ed Sheeran & Elton John
- **Did You Know?** Alex Sommerfield and Kevin Baker became the first two LC State students in school history to earn a graduate certificate at the college. Both earned a graduate certificate in [Sport Coaching](#) in the spring. LC State currently offers two graduate certificates with the other for [Nursing Management & Leadership](#). Information about all programs can be found at www.lcsc.edu/degrees. Review these pages 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: NHS Division Office)



