

Monday Message

Dec. 12, 2022



Dear all,

First of all, congratulations to our fall 2022 “Did You Know?” end of semester winners John Bender III and Julie Bezzerides! They were randomly selected out of all the weekly trivia winners this fall, and will receive a gift basket filled with items from the LC State bookstore. Congratulations, John and Julie! Come by the President’s Office on Wednesday (or after) to pick up your prize. Look for “Did You Know?” to continue with new swag options this spring, beginning Jan. 9.

And speaking of people/LC employees, these past weeks I have been able to schedule some of my new employee 1x1 meetings. I love these meetings and come away feeling proud, hopeful, encouraged, impressed, and just plain happy. I typically ask folks questions about how they came to be here, how things are going for them, and what they like to do for fun. I conclude the meetings asking if they have any questions they would like to ask me.

Here’s a bit of a recap of what I’ve learned: Just about to a person they commented on how much they like/love being here and the welcoming sense of community they feel; as well as how appreciative they are of the new employee workshop orientation. Of the orientation, they described it as “very informative,” “helpful,” “interesting,” “welcoming,” and “fun” (Thank you and well done, HR!).

While many are from the area and/or Idaho, we do have folks that have relocated from across the country. They enjoy the outdoors, hiking, biking (dirt/motor and pedal), golfing, hunting, fishing, boating, skiing, running, 4-wheeling, and a climate that pretty much allows for outside activity year-round. They find the campus grounds to be nothing short of beautiful (Thank you, Physical Plant!). And, in terms of hobbies or pastimes, we have certified man-trackers, avid readers, new parents, grandparents, rescue pet parents, video/computer gamers, photographers, complex Lego-builders, and Star Wars aficionados, just to mention a few.

In all, we have made some great hires and added to our campus community an eclectic group of interesting, motivated, caring, committed education professionals. Welcome, Warriors! Welcome to LC State!

Cynthia Pemberton, Ed.D.
President

Events

- **Tuesday @ Two** – Tuesday @ Two has concluded for the semester and will resume Jan. 31, 2023.
- **Dec. 15 – IT Open House** – The IT Department in SGC will open its doors from 1:30-3:30 p.m. (IT Office, Help Desk, and Marty’s office in SGC 111) and invite the LC State community to stop by for holiday treats, conversation, and perhaps a few rounds of technical trivia or a round of cornhole. Stop by and say hello, ask questions, and share in some holiday cheer.

- **Dec. 16 – College Advancement Open House** – Stop by the College Advancement Office anytime between 12-4 p.m. on Friday, Dec. 16, to visit with office staff, ask questions and enjoy a bite to eat! The staff hopes to see you there.
 - **Dec. 24-Jan. 2 – Campus Closed**
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Announcements

- **Events:** To help with event management and the overall efficiency of our campus, please remember to schedule all events within [25Live](#). How-to guides and more information are available here: www.lcsc.edu/event-services/schedule-your-event. Also, be sure to download the [Do More app](#) on your phone so you always know what's happening on campus.
 - Speaking of events, thank you to the Winter Revels planning committee for organizing this year's event.
- **IT Updates:**
 - **Multifactor Authentication** – LC State will implement Multifactor Authentication (MFA) starting with Office applications on Feb. 15, 2023. This change is required for compliance with federal regulations, including the Gramm-Leach-Bliley Act. Please note that many individuals are already using MFA when logging into certain websites. For example, when logging into a banking website, you may receive a text message to your phone before allowing you access. The IT department has used MFA for the past five months and rolled out MFA to other early adopters in November. You can read about the implementation, timeline, scope, and how to get started by going to [IT's website](#). All LC State employees with an @lcsc.edu email account will receive an enrollment email from no-reply@duosecurity.com on Wednesday, Dec. 14. This one email is not SPAM or a test. Please contact the Help Desk at x2231 with questions or if you have any problems enrolling with Duo. If you have any concerns about MFA or Duo, please contact Marty Gang at mpgang@lcsc.edu.
 - **Zoom Storage Change coming on Jan. 13, 2023** – In January, Zoom storage rules will be changed to allow Zoom recordings to be stored for up to 150 days (five months). After that time, the file will automatically be placed in the Zoom Recordings Trash folder for 30 days. At the end of 30 days, the file will be deleted. This setting will be applied to ALL LC State Zoom accounts. If you have any Zoom recordings that were recorded before Aug. 16, 2022, and those recordings must be retained, you will need to move the recordings from the Zoom file storage. They can be transferred to a local hard drive for archiving or your Microsoft OneDrive for sharing or long-term storage. This must be done BEFORE 4 p.m. on January 13, 2023. Please contact the Help Desk with any questions at x2231.
 - **Dec. 22-23 outage** – College network systems will be serviced during the early mornings of Dec. 22 and 23 from 4-8 a.m. Please expect all network services on the college campus to be unavailable during those hours. Also, note that the outage may interrupt college phone service during the posted hours.
 - **Dec. 28-29 outage** – All Ellucian Colleague services will be down beginning 8 a.m. on Wednesday, Dec. 28, and will not be restored until noon on Thursday, Dec. 29.
- **Payroll & I-Time:** Please be aware over the next few weeks there will be emails and reminders for I-Time. Payroll wants to be ahead of the game as much as possible for the next two paydays, Dec. 23, 2022 and Jan. 6, 2023.
 - With the semester coming to an end, please ask student workers who will not be working after the conclusion of the semester to complete and submit their I-Time as soon as possible for the Dec. 23 payday. This payday covers the days/hours worked from Nov. 27-Dec. 10. This request for I-Time also applies to the payday of Jan. 6 which covers the days/hours worked from Dec. 11-24.

- For those folks who do not usually enter a timesheet, if you use leave, be sure to complete the timesheet for the full pay period. If you only enter the leave taken, that is all you will be paid for.
 - The payroll processing for Jan. 6 will be shortened by a day as Christmas will be observed on Monday, Dec. 26, which means **I-Time needs to be submitted no later than Dec. 23.**
 - The importance of having I-Time submitted in a timely manner is crucial, and in particular with year-end coming up the State has very specific deadlines for payroll processing. Please do not hesitate to contact Jane Johnson at jfjohnson@lcsc.edu or 208-792-2204 if you have any questions.
- **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 today, Dec. 12.
 - **HR Update:**
 - **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.
 - **Computer Lab and Classroom Software/Hardware Changes:** The deadline to request changes for the upcoming spring semester is today, 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.
 - **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.
 - **Song for the Week:** "[You Make It Feel Like Christmas](#)" by Gwen Stefani and Blake Shelton

