

Monday Message

Dec. 19, 2022



Dear all,

Happy holidays from Lewis-Clark State College! Congratulations to Sierra Wright who is this year's holiday card contest popular vote winner! Sierra, who is from Reubens, Idaho, completed her degree in Graphic Communications this fall and has already been hired by a local design company, Hells Canyon Apparel & Athletics.

Click on her design below to [watch](#) a holiday greeting.



Cynthia Pemberton, Ed.D.
President

Events

- **Tuesday @ Two** – Tuesday @ Two has concluded for the semester and will resume Jan. 31, 2023.
- **Dec. 24-Jan. 2 – Campus Closed**
- **Jan. 12 – All-Campus Meeting** – The spring All-Campus Meeting will be held on Thursday, Jan. 12, from 2-3 p.m. at the Silverthorne Theatre.

Announcements

- **Monday Messages:** The Monday Message will be on pause until Jan. 9, 2023.
- **TikTok:** As announced to campus on Friday, Idaho Governor Brad Little issued an executive order requiring that TikTok be removed from all state-owned and state-issued devices with internet connectivity due to security issues. The order, which mirrors a similar order for some federal agencies, requires that the app be removed from all state-owned and leased devices immediately, and that college employees and contractors cease accessing the app or visiting the TikTok website from any state-owned or leased device or equipment, including the college's internet network. For more information, a copy of this order is available [online](#). Steps to take in your departments/areas:
 - Departments with TikTok accounts must immediately deactivate or delete any TikTok accounts associated with the college. This includes department accounts as well as accounts run by students on behalf of college departments.
 - Student organizations may continue to operate TikTok accounts but are not allowed to access or upload content to the app or website on college devices or through the college's internet systems.
 - The TikTok app needs to be immediately deleted from any college-owned or leased devices.
 - TikTok icons need to be removed from all college websites, electronic newsletters and any promotional materials.
- **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.
- **LC Cares Toy & Clothes Drive:** “LC Cares will be delivering gifts to the families on Friday, Dec. 23. Thank you to everyone for your support! Your generosity and caring will provide seven children and their families with an amazing holiday this year!” - LC Cares Committee
 - **eLearning Name Change:** e-Learning Services has updated its name to eLearning Services. No more hyphen between “e” and “learning.” Please update any name references in your documents, email contacts, and any website links to reflect the new naming structure.
 - **Payroll & I-Time:** Thank you all for your efforts to ensure I-Time was submitted in a timely manner for the Dec. 23 payday. This reminder is for anyone who approves timesheets for others, student workers, people in your department, etc. Please remind them to submit their I-Time for the Jan. 6, 2023, payday before they are gone for the winter break. This also applies to anyone who is taking leave and will not be here to submit a timesheet on Dec. 23 for the Jan. 6 pay date. Don't forget, 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 importance of having I-Time submitted in a timely manner is crucial as 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. Please do not hesitate to contact Jane at jfjohnson@lcsc.edu or 208-792-2204 if you have any questions.
 - **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.
 - **Coronavirus:** For the latest coronavirus updates and information visit www.lcsc.edu/coronavirus.
 - **Song for the Week:** “[Welcome Christmas](#)” by Danny Elfman

