

# Monday Message

Nov. 15, 2021



## President's Message

Dear all,

First, congratulations all! We are rounding the corner on a successful and safe fall 2021 semester. As a reminder, we will be live and in-person to complete the semester (unlike last year, as was communicated in the fall, we are NOT going remote after Thanksgiving). Faculty/staff, please remind your students. Also, please note, we will continue our weekly testing strategy at least through January 2022.

Second, I want to address questions I've received about our operational status (and the related matrix) and our protocols heading into the next semester. Given various campus conversations, I am requesting that LC State employees share their comfort-level sentiments regarding our COVID-19 safety protocols (i.e., mask-required versus mask-optional) through this [online survey](#). Maintaining a safe, quality education experience and environment is our priority. And, as you likely recall, our [operational](#) status is determined based on on- and off-campus/community factors (e.g., CDC and Public Health guidance/recommendations, campus and community infection rates [i.e., Public Health data, city waste water analyses, etc.], vaccination rates, and healthcare/facility impact). These data points along with your input will guide us as we make decisions about our operational status for the Spring 2022 semester.

Third, I want to announce our vaccination incentive spring 2022 scholarship winners, whose names were drawn from among the 800-plus students who chose to verify their vaccination status by Oct. 1, 2021. Congratulations to Kallie Mastroberardino (left) and Madigan Kelly (right)!



Cynthia Pemberton, Ed.D.  
President

---

## Events

- **Nov. 16 – Tuesday at Two** – President Pemberton’s Tuesdays at Two continue through Zoom (<https://lscs.zoom.us/j/861031866>). All are welcome to join the conversation.
- **Nov. 18 – CTE Tour** – Career & Technical Education would like to invite you to tour its on-campus CTE programs as part of the Discover LC State series on Thursday, Nov. 18, from 3-4:30 p.m. The tour will begin in the Business Technology & Service main lobby in Sam Glenn Complex, Room 200.
- **Dec. 10 – Winter Revels** – Rain, snow or shine, Friday, Dec. 10, from 3-5 p.m. the campus community is invited to the fountain plaza for a protocol compliant winter “revels” celebration: “Here we go a caroling...” Hot chocolate and hot cider will be served along with holiday cookie treats. Songbooks will be provided. Dress appropriately.

---

## Announcements

- **Coronavirus Updates & Risk Level:** For the latest coronavirus updates and information visit [www.lscs.edu/coronavirus](http://www.lscs.edu/coronavirus). In accordance with its [Operational Levels Matrix](#), LC State’s current risk level is: Moderate.
  - **Cases Update:** Currently there are **5** active cases and **2** students in isolation in campus housing.
  - **Reporting Line:** If someone believes they were exposed to someone with an active case of COVID-19 or believes they are infected themselves, they should contact the campus COVID-19 Reporting Line at 208-792-2002 for guidance.
  - **Vaccine Availability:** To schedule an appointment with Public Health - Idaho North Central District visit [www.idahoprepmo.com](http://www.idahoprepmo.com) or call 208-799-3100.
- **VPN & Cybersecurity:** LC State uses many cybersecurity processes to keep campus data protected. New threats are identified daily, which require new processes to be implemented. Recent cybersecurity requirements and updates have required VPN users to run a full endpoint security (virus) scan. When connecting to the VPN, your computer is assessed to ensure you have the latest operating system updates installed, an operating system firewall enabled, an antivirus system installed with updated definitions, and a full scan performed within the last 14 days. IT recommends setting a calendar reminder for every 14 days to run a full scan on your computer so it will be ready when you need to connect to VPN. This scan may take several hours to complete and slow down your machine, so plan accordingly. College Mac machines already follow a full scan schedule, so those users already comply with this requirement. Instructions for running a full scan can be found in the “Running a full scan on Windows” section of the [VPN instructions](#).
- **2022-2023 Unit Assessment Report (UAR), Program Performance, and Resource Request Form (RRF):**

- **UARs:** Units will continue to engage in their usual assessment and quality improvement practices, however, no UARs will be submitted to Institutional Research & Effectiveness for posting.
  - **Program Performance:** Instructional and Non-Instructional Programs will be refining and working through program performance action plans. Please contact your respective Cabinet member for program performance instructions.
  - **RRFs:** The RRF template and directions are posted to the [IR&E Intranet site](#) and are due to the next level supervisor and IRE on Dec. 3.
  - The Functional Area Committees (FACs) will review the RRF requests in January-February and chairs from each constituent group will meet with President's Cabinet to make resource recommendations reflecting the priorities of their respective group.
- **Seeding Our Tomorrows:** Another Technical Advisory Committee has revealed ambitious, program-based recruiting and outreach efforts undertaken to promote our legal support programs – Legal Practice Assistant and Paralegal. Natalie Holman organized social media and email campaigns, and postcard mailings, and will host a preview event for Lewiston High School students enrolled in Business Law to explore LC programs. Ms. Holman has developed course-equivalency guides with North Idaho College and the College of Eastern Idaho to facilitate transfer into the Bachelor of Applied Science program and has made herself available to speak in high schools throughout Northern Idaho and Eastern Washington. These efforts are exemplars of what's needed to support our institutional enrollment goals.

Also this fall, 24 Nez Perce Youth Advisory Board students (grades 7-12) were on campus engaging leadership training. The training, hosted by LC State Native American student club members, featured a panel discussion about what it takes to be successful in college. A belated kudos is due to Mr. Bob Sobotta and our students for organizing this event.

- **Campus Song for the Week:** "[Carry On](#)" by Crosby, Stills, Nash & Young (P.S. we will feature holiday music beginning next week through December. If you have a favorite holiday song, submit your entry for Song of the Week selection to [president@lcsc.edu](mailto:president@lcsc.edu)).
- **Staff (CSO & PSO) Evaluations:** The new CSO and PSO evaluation forms have been posted to the [HR website](#), along with an [instructional video](#) and more details.
  - 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. **This step should be completed by Dec. 15.**
  - Please review the employee's **job description** during this process. If the job duties have changed, update the job description and email a copy to [hr@lcsc.edu](mailto:hr@lcsc.edu).
  - All staff performance evaluations are **due Jan. 31, 2022.**
  - All employees should have received an email from **BambooHR** on Tuesday, Nov. 9, requesting that they create an account. This email is NOT SPAM. Employees will be able to open BambooHR to review their job description and view past self-evaluations and performance evaluations. Please take a few minutes to create your BambooHR account and browse around in your profile.
  - For questions regarding the staff performance evaluation process or timelines, please contact HRS at x2269.
- **Faculty Evaluations:** The Faculty Job Description / Annual Performance Review forms have been posted, along with more information, to the [Academic Affairs](#) website.
  - Each calendar year a Job Description will be developed for all instructional and library faculty members.

- Before March 1, the division chair or director will meet with the faculty member to negotiate the Job Description for the calendar year (spring semester of the current academic year and the fall semester of the following academic year).
  - By March 1, the signed Job Description must be submitted for approval to the dean. The approved Job Description will be returned to the division/library and kept on file for use in completing the annual performance review.
  - All instructional personnel will be confidentially evaluated annually on assigned duties as established by the current year's Job Description.
  - Performance Reviews shall be conducted by the division chair/director.
  - For non-tenured faculty, the division chair/director must include with the evaluation a recommendation regarding continued employment.
  - For faculty evaluation timelines see [Policy 2.112](#).
  - For questions regarding the faculty evaluation process or timelines, please contact the Academic Affairs office at x2213.
- **HR Updates:**
    - [Weekly PDT/Wellness Flyer](#)
    - **LC Cares:** LC Cares boxes are out and ready for donations of clothes and toys! A specific list of items will be found on the LC Cares website and via a QR code on each box.
    - **Turkey Trot:** Join us for a Warrior Wellness Walk on Wednesday for a chance to win a free turkey!
    - **Gobbles of Gratitude:** Swing by the Admin Building, outside the HR office, and fill the turkey full of gratitude! Write what you are thankful for here at LC State on a feather and attach it to the turkey!

