

Monday Message

Nov. 22, 2021



President's Message

Dear all,

First, **Happy Thanksgiving**. May it be a time of well-deserved rest and reflection, good food, friends and family.



Second, **thank you for responding to last week's COVID-19 safety protocol survey**. We had 332 employees respond to the survey, and overwhelmingly the campus community indicated folks were comfortable giving mask-optional a try (77% comfortable immediately, 80% as of Jan. 3, 2022, and 89% effective pending successful spring semester on-boarding). Our priority has been and remains providing a safe, live/in-person, high quality education experience; and I am extremely proud and appreciative that we have been succeeding.

The reality is that COVID-19 will likely be part of our lives moving forward; with the tragedies of severe illness and death mitigated by vaccination opportunities and improving infection medical treatment options. So, where does that leave us today and as we consider next steps to move forward into our tomorrows? Read on...

- As has been shared, our documented employee vaccination rate is over 71% – far exceeding local, regional, state and even national rates. Well done LC, and thank you!
- Our documented student vaccination rate varies by type of student (i.e., resident students, full-time/part-time, face-to-face, online, etc.), and ranges from 40ish% to 60ish%.
- Public Health data, city wastewater analysis, and healthcare/facility impact associated with active infections seem to be stabilizing at manageable levels – **at least for now**.
- Our large air-volume space mask-optional pilot does not appear to have escalated campus case counts/infections.
- [CDC](#) guidelines are differentiated based on regional categorization regarding transmission rates and vaccination status.

With all the above in mind, **and** the caveats listed below, given the likely elevated risk associated with Thanksgiving gatherings, we will give the mask-optional protocol a try in classrooms and office/interior building spaces **beginning Jan. 3, 2022**. Note: Our testing strategy will remain in place through January, which will help us monitor the success of on-boarding and mask-optional implementation.

- Mask-optional means the faculty/staff member can direct whether or not masks will be worn in classrooms and individual or shared office spaces that they occupy. Faculty may wish to quote this definition on their spring syllabi, and are welcome to do so.
- Consistent with CDC guidelines, masking, regardless of vaccination status is recommended in indoor public settings in areas of [substantial or high transmission](#); and the CDC recommends masking indoors in public for all persons who are [unvaccinated](#) regardless of level of community transmission. LC State recommends individuals exercise mask-optional judgement consistent with CDC guidelines.
- **If we experience a spike in our campus community COVID-19 infection rate, and/or the various data points we rely on indicate otherwise** (e.g., CDC and Public Health guidance, campus and community infection rates [i.e., Public Health data, city waste water analyses, etc.], vaccination rates, and healthcare/facility impact) **we will resume our prior protocol strategy related to masks.**

We will continue to manage our COVID-19 reporting line and EXPECT students and employees to **remain home if they have symptoms of illness**. Campus events and scheduling requests will continue to require protocol submission and review – and will not yet be considered for mask-optional status. Please be patient as we move forward incrementally – there are a lot of behind the scenes moving parts that have to be in place to accommodate these changes. All other protocols (hand sanitizing, food handling, etc.) will remain in place. The Coronavirus Resource Page will include the most current guidelines and protocols; as well as ongoing dashboard updates.

Cynthia Pemberton, Ed.D.
President

Events

- **Nov. 23 – Tuesday at Two** – There will be no Tuesday at Two this week.
- **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.lcsc.edu/coronavirus. In accordance with its [Operational Levels Matrix](#), LC State's current risk level is: Moderate.
 - **Cases Update:** Currently there are **3** active cases and **1** student 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.idahoprepmod.com or call 208-799-3100.

- **Seeding Our Tomorrows:** "It warrants saying again and again, a huge thank you to our Physical Plant folks, students, student clubs and organizations, and various staff/faculty offices and units, including a special shout out to [Workforce Training for lighting up our LC State North Lewiston Training Center](#). The holiday lights are simply joyful and the SUB festival of trees delightful!

"Kudos also to Ms. Michelle Nelson and the BTS/CTE faculty and staff for hosting *Discover LC State* last week. Over 20 LC employees attended this informative, interesting, and, thanks to the Hospitality program folks, yummy tour. Faculty teaching in the BTS and T&I programs at the main campus are excited for the remodeling and expansion of space in the Mechanical Technical Building to allow for increased enrollment. Well done and thank you!" - President Pemberton

- **Teaching & Learning Equipment Update:** Equipment installation for the Super Classrooms, ACW 134 and 136, has been delayed due to supply chain issues associated with critical control components. The system is unusable without the missing control units. Their projected delivery date from the manufacturer is the end of December. If the final components are received quickly, IT will strive to install the equipment before the start of the spring semester so there will be enough time to train the faculty using those classrooms. If they are not received soon, IT will work with the Office of Academic Affairs and identify an appropriate schedule for installation.

- **Campus Song for the Week:** "[Thanksgiving Song](#)" by Mary Chapin Carpenter

- **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 IR&E 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.

- **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](#).

- **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.
 - 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.

