

Monday Message

Nov. 29, 2021



President's Message

Dear all,

First, as we move into the last weeks of the fall 2021 semester, we can be proud to have successfully navigated incredibly challenging circumstances. Well done, Warriors!

Second, in case you missed it... As was shared in our Thanksgiving week message, we had 332 employees respond to our COVID-19 Safety Protocol survey; and 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).

The reality is that COVID-19, in one form or another, 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. As has been shared, our documented employee vaccination rate is over 71% – far exceeding local, regional, state and even national rates. 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** (NOTE: At this time these metrics do not indicate the [omicron variant](#) is present). Our large air-volume space mask-optional pilot does not appear to have escalated campus case counts/infections; and [CDC](#) guidelines are differentiated based on regional categorization regarding transmission rates and vaccination status.

With this in mind, **and** the caveats listed below, 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 in 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. 30 – Tuesday at Two** – President Pemberton’s Tuesdays at Two continue through Zoom (<https://lcsc.zoom.us/j/861031866>). All are welcome to join the conversation.
 - **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.
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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.idahoprepmo.com or call 208-799-3100.
- **Seeding Our Tomorrows:** “FOUR NEW first contacts! This fall, we took some important initial steps in expanding our recruitment footprint. Because LC State is a particularly appealing institution for students who come from smaller, more rural communities, we reached out to guidance counselors and school principals from smaller high schools in the states of Alaska, Hawaii, Washington, Oregon, Nevada, Utah, Wyoming, Montana, and North Dakota to make them aware of our college and to provide them with an opportunity to learn more about it through a series of virtual info sessions. First contact guidance counselor sessions were hosted by the Office of Admissions and included either myself or Vice President Hanson; and were followed by a similar series of info sessions for interested students and/or parents (additional student-focused sessions are planned to occur ahead of our March 1 priority financial aid and scholarship deadlines). While the idea launch is yet new – on the first day of guidance counselor sessions four new contacts were made with guidance counselors who had never heard of LC State! Will this generate new students next year? Perhaps – initiatives like this often take two or three years before they produce substantial results. Ultimately, will this initiative make a difference? Absolutely! Well done and thank you to our Admissions team!” – President Pemberton
- **Purchasing:** Purchasing/Administrative Services has reorganized to provide better customer service. Purchasing now has three personnel with the ability to assist with bids \$10,000 and over. To help streamline these requests, please enter a requisition (“Solicitation” as vendor) and then

go to the [Purchasing website](#) and review “\$10,000+: How do I place an order?” for further information. At the start of this new process, you will be assigned one of three buyers to assist. Additionally, MCD (mobile communication devices aka cell phones) agreements are streamlined and this process now starts with the division/department entering a requisition, then sending the MCD agreement to purch@lcsc.edu.

- **Student Course Evaluations (SCEs)** are now available for students to complete ([see calendar](#)). Please encourage students to check their LC State email for further instructions on how to complete SCEs. SCEs will close on Dec. 10.
- **Campus Song for the Week:** “[You Make It Feel Like Christmas](#)” by Gwen Stefani and Blake Shelton
- **HR Updates:**
 - [Weekly PDT/Wellness Flyer](#)
 - LC Cares needs donations! [View the wish lists](#) from our LC Cares families!
 - Holiday Appetizers and “Mocktails” with Magen Fairley – [learn more](#).
 - Angela Kraft from DHR will be doing a personalized one-hour Performance Evaluation “micromodule” through Zoom for LC State supervisors on Dec. 7 at 2 p.m. This is a great refresher. Please encourage your employees to register online at <https://www.lcsc.edu/hr/pdt>.
 - Course Description: Performance evaluations are the most important feedback tool a supervisor has. They should be a year-long process and deserve our time and energy. This micro-learning module will explore core principles behind effectively writing a performance evaluation and how to deliver one as well.
- **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.
- **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.

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