

# Monday Message

Sept. 28, 2020



**President's Message:** Dear All. We are now in week seven of bringing students onto campus, and week six of instruction. Hooray for us, and kudos to all who have and continue to work so tirelessly to make the place and space we find ourselves in today possible. Much has gone right to get us to this point; and I ask that we all take a moment to pause, reflect and appreciate the good work that has been accomplished, each other, and ourselves. This has been no small feat. Please also take a moment to think about what might not have gone as well as we would have liked, and let's together do these three things:

1. Share your perceptions of what we can do better as well as ideas to help us move successfully through the fall and into the spring semester, and email this information to [coronavirus@lsc.edu](mailto:coronavirus@lsc.edu). Please consider and send forth your thoughts inclusive of the role you can and will play to help. We need all of us, playing a role and taking part in all we do, if we are to persist.
2. Reread the [Wellness Pledge](#), re-familiarize yourself with our [coronavirus information and resources webpage](#) and the guidelines therein (e.g., Risk Level Dashboard; Operational Matrix; Instructional Plan; Group, event/gatherings and catering; Self-screening; Face Coverings; Essential Travel [professional and personal]; cleaning and hygiene, etc.); and recommit to doubling-down on exhibiting and living protocol compliance (on-campus and off).
3. Commit to extending grace to each other and ourselves for times when perhaps we were not our best, in whatever form that may have taken (a tired comment of frustration, an expression of exasperation during a face covering conversation, a forgetful moment – standing too close to a colleague during a masked conversation, etc.). Let us reset and recommit. We can do this, as long as our recognition of and commitment to “we” and “us” can be and is, a shared priority over “I” and “me”.

Thank you and Stay Strong Warriors, Stay Strong.



---

## Events

- **Sept. 29 – Tuesdays at Two** – President Pemberton’s Tuesdays at Two continue through Zoom (<https://lcsc.zoom.us/j/861031866>). All are welcome to join the conversation.
- **Sept. 29-30 – LC Spirit Days** – Join us for this two-day event to celebrate all things LC State! Learn more at [www.lcsc.edu/spirit-days](http://www.lcsc.edu/spirit-days).
- **Oct. 6 & 9 – Surplus Supplies** – The Administrative Assistants Leadership Team is taking surplus office supplies again. Donations of your extra, unwanted office supplies will be accepted on Tuesday, Oct. 6, from 1-3 p.m. only. Bring them to the Administration Building basement, Room 10. The donation day is not a “shopping” day. Shopping day will be Friday, Oct. 9, from 1-3 p.m. on a first come-first serve basis. Reminders: (1) We will not take supplies early, (2) No dishes, knickknacks, furniture, computers, or office machines.
- **Oct. 8 – Virtual Career Fair** – Please take the time this week to encourage students to register and attend the virtual career fair on Thursday, Oct. 8, from 10 a.m.-2 p.m. Students [pre-register via Handshake](#) where they will also find information about participating graduate schools and businesses.
- **Oct 13 – Breast Cancer Awareness Day** – Wear pink to help support breast cancer awareness! More details to come.
- **Nov. 5 – Ask & Answer** – Mark your calendar, President Pemberton will host Ask & Answer on Thursday, Nov. 5, from noon-1 p.m. (<https://lcsc.zoom.us/j/98036081807>, password: 513884)

## Announcements

- **Coronavirus Updates & Risk Level:** For the latest coronavirus updates and information visit [www.lcsc.edu/coronavirus](http://www.lcsc.edu/coronavirus). The page will continue to be updated with resources and FAQs. In accordance with its [Operational Levels](#), LC State’s current risk level is: Minimal.
  - **Cases Update:** Currently there are **six** active cases and **no** students in isolation in campus housing. The college has had **12** confirmed cases this fall. For the latest numbers visit the coronavirus webpage. **Risk level change:** Because there are now zero students in isolation in campus housing, the designated campus risk level has changed from moderate to minimal, per LC State’s Operational Levels Matrix.
  - **Spring Schedule:** Considerations associated with spring 2021 operations are underway. Please be reminded that the Instructional Plan (found on the coronavirus webpage and shared beginning mid-summer) noted that LC State anticipated classes to start Jan. 19, 2021, as scheduled; and that although preparations for the possibility of a remote start were advised, “A final determination [would] be made in fall semester.” **In other words, a remote start was not and is not a sure thing.** In order to allow maximum planning and preparation time, LC State anticipates a determination in this regard, as well as other possible modifications, will be finalized and communicated by Monday, Oct. 5, 2020.
  - **Catering/Food:** The [Catering/Small Group Gathering Guidelines](#) have been updated.
  - **Events:** The [Events & Conferences Guidelines](#) have been updated.
- **Budget Director:** Assistant Budget Director Cindy Patterson has been selected as LC State’s new budget director, Vice President for Finance and Administration Julie Crea announced on Monday. Patterson has served in her current role for four years and in the Budget Office since 2007. She graduated from LC State in 2000 and worked in public accounting, doing bookkeeping,

auditing, tax and financial statement preparation, for six and a half years before being hired by LC State. Patterson is very active across campus and is in her second year as chair of the Professional Staff Organization.

- **VPN Users:** IT recommends that you test your VPN connection at least once a month to make sure it works and that you receive all necessary updates. Contact the IT Help Desk for more information.
- **Pathfinder App:** The Pathfinder can now be accessed by searching for the “College News Source” App in both the [Apple App Store](#) and the [Google Play Store](#). Once you download the College News Source App, open the app and start by searching “Pathfinder” or “Lewis-Clark State College”. You will receive push notifications for important events, such as the Career Fair, and updates when stories are published to the site.
- **Phishing:** LC State has been made aware of a “large-scale, highly sophisticated” nationwide phishing campaign. Here’s a quick reminder about how to avoid phishing scams:
  - Never respond to or open up attachments from unsolicited or unknown email senders.
  - Always verify the sender is someone you know and that their return email address matches the sender information.
  - When possible, contact the sender directly if you still have doubts about the validity of the email or attachments and directions inside the email.
  - Please report any suspicious emails or phone calls to the Help Desk or to [phish@lsc.edu](mailto:phish@lsc.edu).
- **Phone Upgrade:** IT will be upgrading LC State’s telephone connection to campus. Once upgraded, the campus will be able to take advantage of new features such as Enhanced 911. The installation of a new fiber connection, which will replace existing copper lines, will start on Thursday, Oct. 1.
- **Microsoft Office Upgrade:** All campus Windows PCs will be automatically upgraded to Microsoft Office 2019 the week of Oct. 5. This is necessary because Office 2016 will no longer be supported starting Oct. 13. Information Technology will send out additional information about the automatic upgrade process on Oct. 5. If you wish to upgrade early on your own, follow the steps [outlined here](#). Note: this process can take 10-30 minutes to complete and you must be on campus. If you use OneNote, please contact the Help Desk before you perform the upgrade. OneNote 2019 requires you to store your files on OneDrive. The Help Desk can assist you in moving your files.
- **Travel Guidelines:** The recently updated travel guidelines and an attestation form have been added to the [SafeColleges Training website](#). Employees should have received an email from SafeColleges on Friday (check your “clutter” folder). The guidelines must be reviewed and the attestation form signed by Oct. 2.
- **Schweitzer CTE Center Construction:** “We are closing in on the final days of the construction contract. The building will be “turned over” to LC State in the very near future. It is exciting to see it all come together. You will notice all the “stuff” in the new auto shop pictured below. This is LC State equipment: lifts for the auto program, workbenches for a variety of labs; we have desks with drawer bases on-site and we are beginning to distribute them throughout the building.” - Tom Garrison, Physical Plant Director

