

Monday Message

Oct. 5, 2020



President's Message: Dear Campus Community, in an effort to provide folks with concrete schedule guidelines – at least as concrete as we can be in our COVID-19 pandemic world – the below outlines our plan for the LC State spring 2021 semester schedule.

1. As per the [Instructional Delivery Plan](#) published to campus this summer, classes will start on Jan. 19, 2021, as scheduled. Per that information we asked folks to “prepare for possible...” remote start to the spring semester. **Note: we will NOT be pursuing a remote start.** Instead, we will employ the following strategy to facilitate a spring semester start and delivery modeled after our so-far successful fall.
 - a. LC State students are expected, as they were this summer, to self-quarantine 14 days prior to the start of classes.
 - i. LC State residence students will be allowed to occupy campus housing and access food services beginning Monday, Jan. 4, 2021 (thereby facilitating an on-campus two-week quarantine prior to the start of classes).
 - ii. Alternately, residence students and student-athletes who do not want or are unable to arrive on campus early to quarantine prior to the start of class will be required to present evidence of a negative COVID-19 test prior to the start of classes. Students will be informed about details related to this requirement including the deadline and process for sharing test results later this semester.
 - iii. CARES funding designated to help mitigate student expenses associated with the pandemic is available (e.g., to cover the cost of housing and food associated with on-campus quarantining prior to the start of school and/or COVID-19 testing). Information associated with verifying qualification for and access to these funds can be found on our LC State [COVID-19 webpage](#).
 - b. Like this fall, instructional modalities will be mixed; and adherence to COVID-19 campus safety protocols will be required (e.g., self-screening and staying home if sick, wearing face coverings when inside campus buildings as well as outside when social distancing cannot be consistently practiced, observing social distancing more generally, and cleaning protocol – updates per ongoing state and local Public Health mandates will be observed and enforced).
2. The holiday on Monday, Feb. 15, will be “traded” for a day off on Wednesday, March 10, **meaning classes will be held on Monday, Feb. 15.**
3. Spring Break will NOT be observed as previously scheduled (i.e., March 29-April 2). **Spring Break will be observed April 26-30.**
4. The last two weeks of the semester, classes will be delivered remotely (as they are this fall); with final exams given during Final Exam Week remotely.
 - a. The Testing Center will be open for testing with limited capacity.
 - b. The Library will be open as a Clean Zone for LC State students and employees only.
 - c. Exceptions to deviate from the spring break and/or the remote operation schedule and plan are to be coordinated and approved through the division chair/department director, dean and appropriate vice president/ president. These exceptions need to be identified as early as possible, and not later than **Dec. 1, 2020**, so that students can plan accordingly.
5. At this time, we are hoping and planning to have a live “in-person” Commencement Ceremony. **It will be held as scheduled, Friday, May 14**, with separate events conducted outside on the Baseball field throughout the day for CTE, Professional Studies and Liberal Arts & Sciences graduates. All 2020 and 2021 graduates will be invited to participate in these live events. No Coeur d’Alene commencement ceremony will be held. Details will be finalized and communicated as we move into the spring semester.

Events

- **Oct. 6 – 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.
- **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! For more information visit [ww5.komen.org]ww5.komen.org.
- **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. 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 **eight** active cases and **no** students in isolation in campus housing. The college has had **14** confirmed cases this fall. For the latest numbers visit the coronavirus webpage.
 - **Catering/Food:** The [Catering/Small Group Gathering Guidelines](#) have been updated.
 - **Wi-Fi Hotspots:** Plans are underway to expand wireless hot spots on campus. Current outdoor hotspots include ones at Harris Field, the 11th Avenue parking lot, the south and east side (Amphitheatre) of the SUB, Doks, the gazebo area, and the Library lawn.
- **Staff Performance Evaluations:** All LC State staff will begin the evaluation process by completing a short self-evaluation between Oct. 19-30, 2020. This is intended to help the employee and their supervisor prepare for a meaningful performance discussion. It provides an opportunity for the employee to reflect upon their actual job duties, needed training, goals, and accomplishments during the last year. **Staff must complete and submit their self-evaluation to their supervisor on or before Oct. 30.**
 - LC State staff members will receive an email from Bamboo HR on Oct. 19 with a link to the self-evaluation.
 - After the employee completes their self-evaluation, they will click on the "approve" button. It will be sent as a PDF to their supervisor to review.

- The supervisor will review the self-evaluation and will click on the green “approve” button. It will be returned to the employee with a copy to Human Resource Services.
- **Office 2019 Upgrade:** This week all campus computers will be upgraded to Microsoft Office 2019. The upgrade takes about 30 minutes and you will not be able to use Office programs during this time.
 - To manually control when the upgrade occurs, follow these instructions: <http://www.lcsc.edu/media/7634215/Office-2019-install-instructions.pdf>
 - To allow the update to occur automatically, just wait. IT will start pushing the upgrade to campus computers on Tuesday afternoon. It may take two days before your computer prompts you to upgrade. When you see the prompt, you will have one hour to save your work and close your Office programs before the upgrade begins. The upgrade will occur even when the computer is locked. If you plan to be away from your desk for more than one hour, either save your work before you leave or upgrade manually. You can preview the automatic process here: www.lcsc.edu/media/7653804/Office-2019-Automatic-Upgrade-Process.pdf.
- **Student Survey Launched:** Please encourage students to complete the annual survey sent to their LC email by Oct. 21. Results from last year’s All Student Survey can be found [on the Intranet](#).
- **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.
- **HR Updates:** For Warrior Wellness and Professional Development opportunities [view this week’s flyer](#).
- **Cybersecurity:** October is National Cybersecurity Awareness Month and IT will be publishing a cybersecurity tip each Monday. Tip #1: Unique passwords – Make sure each of your accounts has a separate, unique password. Can’t remember all of your passwords/passphrases? Consider using a password manager to securely store all of them for you. Learn more in the [OUCH! Monthly Security Awareness Newsletter](#). (Tip and newsletter courtesy of SANS Security, a cooperative research and education organization trusted for its information security training.)
- **Schweitzer CTE Center Construction:** “The construction phase of the project is winding down, and the contractors are working on “punch-list” items, mostly cosmetic. It’s a good sign when you see the window cleaning crew show up. The windows are one of the outstanding architectural features of our building. It may not surprise you to learn that there is 11,800 square feet of glass. To put that in context, the average three bedroom home is 1,600-1,800 square feet. These guys are going to wash every inch, inside and out. I must add, they are doing a great job.” - Tom Garrison, Physical Plant Director

