

Monday Message

Sept. 4, 2023



Dear all,

Speaking of Labor Day... Our students **Do More** in the classroom and go on to **Do More** in life. Go Warriors!



Cynthia Pemberton, Ed.D.
President

Events

Keep up on events and activities through [25Live](#) and online calendars: [LC State Do More](#), [Academic & Instructional](#), and [Events & Activities](#).

- **Sept. 5 – Tuesday at Two** – President Pemberton will host the first Tuesday at Two of fall semester on Sept. 5 at 2 p.m. via Teams ([Meeting ID: 254 585 086 033](#), Passcode: VnDLAM). All are welcome to join the casual conversation.
- **Sept. 6-20 – Multicultural Discovery** – LC State will celebrate Multicultural Discovery 2023 with four campus events during September. All events are free and open to the public. [Click here to learn more.](#)
- **Sept. 15 – Active Shooter Exercise** – City of Lewiston and Nez Perce County emergency management personnel will be hosting an active shooter exercise at LC State on Friday morning, Sept. 15. For purposes of the exercise, Meriwether Lewis Hall will be closed from 8 a.m.-1 p.m. The exercise aims to simulate the emergency response to an active shooter incident on campus, ensuring a coordinated, timely, and effective response and recovery in the event of a major incident. The training exercise is a collaborative effort involving numerous public agencies. Details will be shared in next week's message.
- **Sept. 15-16 – Warrior Volleyball** – The LC State volleyball team plays Corban University on Friday at 6 p.m. and Bushnell University on Saturday at 5 p.m. at the P1FCU Activity Center. Visit www.lcwarriors.com to learn more.
- **Sept. 30 – Washington-Idaho Symphony: Silverthorne Chamber Series** – The first performance – featuring the symphony's *Principle Players* – will be held at 3 p.m. in the Silverthorne Theatre. This is the first of three performances to be held at LC State by the WA-ID Symphony this coming season. The President's Office sponsors tickets for students for the season. Students need to show their ID cards to attend a performance.

Announcements

- **Can You Do...? (CYD):** As you may remember, earlier this calendar year, the Information Technology Department migrated all departmental files from the old Redwood server to \\LCSC.edu\docs. The Redwood server has reached the end of its life and will be shut down in November. Therefore, IT will soon require anyone with a Redwood Home drive to move their files to the Microsoft 365 OneDrive by Oct. 31. If you complete this week's CYD before the deadline, your name will be entered in the drawing to win great prizes in the next All-Campus Meeting.
Saving Files to OneDrive
OneDrive, Microsoft's cloud storage service, offers several benefits that can enhance your digital life and productivity.
 1. Access Anywhere: With OneDrive, your files are stored in the cloud, allowing you to access them from any device with an internet connection.
 2. Data Backup and Recovery: Files stored in the cloud are protected from local hardware failures.
 3. Version History: OneDrive keeps track of changes made to your files, so you can revert to previous versions if needed. This is useful when collaborating on documents and if you accidentally make changes you want to undo.
 4. Collaboration: OneDrive makes collaboration easier by allowing you to share files and folders with others. You can control permissions, such as view-only or edit access, and work together on documents in real-time using Microsoft Office Online Apps.

Option 1: If you have a Redwood Home drive, follow these steps:

1. To move your files out of your Redwood Home Drive
 - i. Open One Drive
 - ii. Create a folder named Redwood Home Files
 - iii. In a second window, open your Home drive
 - iv. Move your files from Redwood Home into this new folder on your One Drive. (For reference on moving large numbers of files click [HERE](#))
- b. Send a screenshot of your empty Redwood Home Drive to helpdesk@lcsc.edu with the subject 'OneDrive Can You Do?' (For reference on how to take a screenshot, click [HERE](#))

Option 2: If you do not have a Redwood Home drive, follow these steps:

1. Go to OneDrive
 - i. Create a folder named TestFolder
 - ii. Inside the TestFolder, upload a simple text document (e.g., a Notepad file or Word document) named "TestDocument".
- b. Send a screenshot of the OneDrive window displaying the TestDocument to helpdesk@lcsc.edu with the subject 'OneDrive Can You Do?' (For reference on how to take a screenshot, click [HERE](#))
If you are unfamiliar with OneDrive, you can use resources on the general web or [IT's website](#) to assist you with these steps.

- **Dental Hygiene:** The North Idaho College Dental Hygiene Clinic, located on the LC State campus, has opened for the fall semester. Both adults and children can receive preventive care such as cleaning, x-rays, fluorides and sealants for minimal fees. The clinic is open Tuesdays from 4-7 p.m. and Wednesdays from 9 a.m.-4 p.m., through Dec. 7. For more information contact the clinic at 208-792-2930.
- **Employee Compliance Training:** All benefit-eligible faculty and staff received a personalized email from [VectorSolutions](#) containing the compliance tutorials they must complete by Oct. 31. Please check your Clutter or Junk email if you did not receive this email in your inbox. As a reminder, usernames consist of your first initial, middle initial, and last name (Ex: vjswift). You will not be required to enter a password. If you have questions, please contact Human Resource Services at 208-792-2269.
- **LCMail:** LCMail will prompt users to enroll in Two-Step Verification (also known as Multi Factor Authentication). This policy will be enforced on Sept. 27 which means that users will be asked to enter a one-time password when signing in. This one-time password will be sent to either your recovery email or phone that was configured during enrollment. After Sept. 27, anyone who has not enrolled will be locked out of their account and will require a bypass code from the Help Desk. Two-Step Verification helps to protect the account by providing stronger security.
- **Library Roof:** The Library reroof project begins Tuesday, Sept. 5. Weathertight Roofing will be on site starting with crane activities the week of Sept. 5 to remove the rock ballast material from the roof. This will require partial shutdown of the parking lot on the west side of the Library, although there will be an attempt to leave access to the ADA parking stalls in this lot. There will also be an attempt to maintain a one-way drive lane through the west side of this parking lot, so the one-way traffic can still access the area around Sacajawea Hall, Meriwether Lewis Hall, and the Library. Please look for coned-off areas that limit access. Weathertight will then proceed to remove the existing roof membrane and place the new membrane. Physical Plant has been coordinating with the Library and Testing Center to minimize disruptions to operations. Please share the word on the craning activities to all students, staff, and faculty and advise them to be safe in this construction zone. Call Physical Plant at 792-2247 with any questions or concerns.
- **Sodexo:** Two messages from Sodexo Dining Services General Manager Laura Buckley.

- “Sodexo Dining is pleased to introduce its new chef, Eric Mullins, to the LC Community. Eric comes to us from Colorado, with 21 years of cooking experience. We are excited to have him, and to see what new ideas he brings to the dining services program here on campus!”
- “Sept. 1, 2023, marked the 50th anniversary of Sodexo’s partnership with LC Dining. We are so honored that you have allowed us to provide such an integral part of campus life, and look forward to another 50 years!”
- **Songs for the Week:** [“Takin’ Care of Business”](#) by Bachman–Turner Overdrive

