Dear all,

Welcome to 2023! As we prepare to launch the spring semester I want to first thank folks for the work done to make the fall 2022 semester meaningful and productive for the college, community and most importantly, our students. Please take a moment to scan the announcements and events below (e.g., The Governor's State of the State address today – viewing link below; All-Campus Meeting, 2 p.m. on Jan. 12 in the Silverthorne, followed by the Faculty Association Meeting – same location; etc.).

I also ask that staff/faculty reach out to any advisees/students who may not yet have registered for spring (it isn't too late) to be sure they remain enrolled and on track to achieve their education goals. Also note that the Prior Learning Portfolio program is fully operational and can be registered for either the first or second eight-week mini-mesters. Prior Learning Assessment and the Portfolio program provide guidance and pathways for meaningful life/work experiences to be translated into degree-seeking credit. Information about Prior Learning Assessment and the Portfolio program (e.g., requirements, how to get started and a brief intro/instructional video) can be found at: www.lcsc.edu/adult-learning/prior-learning-assessment/portfolio-assessments. Prior Learning Assessment can be an important degree-pursuit and advising tool for our students/staff/faculty.

I look forward to seeing you on Thursday during our campus meeting, and will share information and insights related to the Governor's address/recommendations and budget implications.

Cynthia Pemberton, Ed.D.
President

Events

- **Tuesday @ Two –** Tuesday @ Two will resume Jan. 31.

- **Jan. 9 – Gov. Little's State of the State Address** – Held earlier today, the recording is available here: https://youtu.be/Lw1JetFcOM4

- **Jan. 12 – All-Campus Meeting** – The spring All-Campus Meeting will be held on Thursday, Jan. 12, from 2-3 p.m. at the Silverthorne Theatre.

- **Jan. 12 – Faculty Association Meeting –** Immediately following the All-Campus Meeting in the Silverthorne Theatre. This is a live, in-person event.

- **Feb. 9, March 15 – Ask & Answer** – Spring Ask & Answer sessions will be held in the SUB over the noon lunch hour. The first 10 who join the conversation enjoy lunch paid for by the President.

Announcements

- **IT Updates:**
  - **Jan. 11 outage** – College network systems will be serviced during the early mornings of Jan. 11 from 6-7 a.m. Please expect all network services on the college campus to be

unavailable during those hours. Also, the outage may interrupt college phone service during the posted hours.

- o **Zoom Storage Change coming Jan. 13** – This coming Friday, Jan. 13, Zoom storage rules will be changed to allow Zoom recordings to be stored for up to 150 days (five months). After that time, files will automatically be placed in the Zoom Recordings Trash folder for 30 days. At the end of 30 days, the file will be deleted. This setting will be applied to all LC State Zoom accounts. If you have any Zoom recordings that were recorded before Aug. 16, 2022, and those recordings must be retained, you will need to move the recordings from the Zoom file storage. They can be transferred to a local hard drive for archiving or your Microsoft OneDrive for sharing or long-term storage. This must be done before 4 p.m. on Jan. 13, 2023. Please contact the Help Desk with any questions at x2231.
- o **Multifactor Authentication –** LC State will require Multifactor Authentication (MFA) for all employees starting with Office 365 applications beginning Feb. 15. This change is necessary for compliance with federal regulations, including the Gramm-Leach-Bliley Act. Many individuals are already using MFA when logging into certain websites. For example, when logging into a banking website, you may receive a text message to your phone before allowing you access. The IT department has used MFA for the past five months and rolled out MFA to other early adopters in November. You can read about the implementation, timeline, scope, and how to get started by going to IT's website. All LC State employees that have not yet enrolled their device with DUO will receive another enrollment email on Jan. 10. We are progressively requiring users to use DUO for MFA to access Office applications as we work toward the Feb. 15 deadline. We encourage you to enroll before Feb 15. Please contact the Help Desk at x2231 with questions if you did not receive the email or have any problems enrolling with Duo. If you have any concerns about MFA or Duo, please contact Marty Gang at mpgang@lcsc.edu.

- **Events:** To help with event management and the overall efficiency of our campus, please remember to schedule all events within 25Live. How-to guides and more information are available here: www.lcsc.edu/event-services/schedule-your-event. Also, be sure to download the Do More app on your phone so you always know what's happening on campus.

- **Did You Know?** Soo Lee Bruce-Smith is LC State's Director of Admissions while Rachel Peasley is the Associate Director. There are four admissions specialists, including one located in Boise and another in Coeur d'Alene**.** The office makes recruiting visits and helps potential students with the admissions process. Learn more about the Admissions Office, application process, and the staff at www.lcsc.edu/admissions. Review this page and then take this week's quiz. If you're one of the first 10 to answer right you'll win a prize (Swag prize location: Admissions Office).

- **Staff Evaluations:** The new CSO and PSO evaluation forms have been posted to the HR website, along with an instructional video. 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. Please review the employee's job description during this process. Email their job description (make sure it is on the new job description template) to hr@lcsc.edu. All staff performance evaluations are due Jan. 31, 2023.

- **Song for the Week:** "Welcome To The Future" by Brad Paisley