

Monday Message

Oct. 26, 2020



President's Message: Thank you. Thank you to all who helped make this vision a reality. Truly, a collective point of pride and something for all to celebrate.



Events

- **Oct. 26 – 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. 30 – LC Family Halloween Costume Parade** – LC State families of faculty, staff and students ages 0-10 can enjoy a safe socially distanced parade, music, and a clean goodie bag. Faculty, staff and students are encouraged to cheer on registered trick or treaters between the 2:30-5 p.m. The parade will go from the 4th Street parking lot to the Library lawn. To register and for more details visit www.lcsc.edu/aslcsc/lc-family-costume-parade. The registration deadline is Oct. 27 at 5 p.m.
- **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: Moderate.

- **Cases Update:** Currently there are **13** active cases and **no** students in isolation in campus housing. The college has had **53** confirmed cases this fall. For the latest numbers visit the coronavirus webpage.
- **Fall Athletic Events:** LC State's indoor fall athletic events will take place without spectators. Protocol compliant plans for winter and spring competitions are under consideration and details will be released at a later point.
- **Institutional Report (Oct. 21, 2020):** [Watch LC State's Idaho State Board of Education Annual Progress Report](#) (Note: LC State's presentation begins five hours in at 5:01:00)
- **LC Email Account Usage:** With the election right around the corner, this is a friendly reminder about your LC State email account's appropriate use. Email is essential to our everyday jobs, and we want to ensure that our employees understand the limitations of using their state email accounts. Before sending an email using your LC State email account, please be sure the email is for work-related purposes. If it is not, use your personal email account. Our goal is to protect our confidential data from breaches and safeguard our reputation and technological property. Refer to LC State Policy 1.203 if you have questions.
- **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 the self-evaluation](#) to their supervisor on or before Friday, 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.
 - [Performance Evaluation Memo to Supervisors \(Oct. 26\)](#)
- **Faculty Survey:** If you are teaching a course this semester, we are interested in your input and feedback on your experience preparing for multiple instructional modalities. You should have received an email with a link to our Faculty Survey, but if you did not, you can [take the survey here](#). Your responses will be anonymous.
- **HR Updates:** For Warrior Wellness and Professional Development opportunities [view this week's flyer](#). And a reminder, if you haven't already, please finish your [SafeColleges Trainings](#).
- **Cybersecurity:** October is National Cybersecurity Awareness Month and IT will be publishing a cybersecurity tip each Monday. **Tip #4: Messaging/Smishing Attacks** – Cyber attackers can just as easily trick or fool you in messaging apps as they can in email. Be on the look-out for scams or attacks via apps such as Slack, Skype, WhatsApp or even simple text messaging. The most common clues are a tremendous sense of urgency or curiosity. [To learn more, check out this OUCH! newsletter.](#)

