

# Monday Message

Dec. 7, 2020



- **President's Message:** "Fah who foraze! Dah who doraze! Welcome all Who's far and near!" Friday, Dec. 11, 2-3 p.m.: "...every Who down in Whoville the tall and the small" is invited to visit the Centennial Mall. Hope to see you there.
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## Events

- **Dec. 8 – 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. **Special guest:** Human Resource Services.
  - **Dec. 8 – Facebook Event** – President Cynthia Pemberton and Vice President for Student Affairs Andy Hanson will discuss LC State's plans for spring semester and answer questions live starting at 6 p.m., PST. Watch on the LC State Admissions Facebook Page: [www.facebook.com/lcscadmissions](http://www.facebook.com/lcscadmissions). Please encourage current students and prospective students and parents to tune in.
  - **Dec. 11** – Given the Idaho stage guidelines and COVID-19 case counts in our community, we will not be able to host Winter Revels. Instead, on Friday, Dec. 11, between 2-3 p.m. "every Who down in Whoville, the tall and the small" is invited to visit the Centennial Mall.
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## 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: Moderate.
  - **Cases Update:** Currently there are **four** active cases and **no** students in isolation in campus housing. The college has had **138** confirmed cases this fall. For the latest numbers visit the coronavirus webpage.
  - **Instructional Delivery Plan:** The [Spring 2021 Instructional Delivery Plan](#) is available on the Provost's webpage.
  - **Travel Guidelines:** [Spring 2021 travel guidelines](#) are available. Current guidelines are subject to change as we continue to monitor COVID-19 or if the state implements new travel restrictions.
  - **Telework:** The [Temporary Telework Application & Agreement form](#) has been updated. As of today, the old form will not be accepted.
- **Winter Break Building/Room Scheduling:** Need access to a conference room, classroom, lab, etc. during winter break? To help ensure the safety of our community and security of our facilities, Campus Security is asking you to [schedule the space through 25Live](#) at least two days prior to

use. If you need a space unlocked with shorter notice, contact Security by calling x2815 at least one hour in advance.

- **Phone Outage:** The campus phone system will be upgraded on Dec. 29. This upgrade requires a phone system outage from 7:30 a.m. to approximately 10:30 a.m.
- **Student Registration:** Help us spread the word with current students that it's time to register for spring semester! Please remind them to get in touch with their advisor as soon as possible.
- **Unit Assessment Report (UAR) and Resource Request Form (RRF):**
  - UARs: Units will continue to engage in their usual assessment and quality improvement practices, however, no UARs will be submitted to Institutional Research & Effectiveness (IR&E) for posting. Instructional Programs will update UAR forms with current program learning outcomes, in preparation for the 2021-2022 assessment cycle and NWCCU mid-cycle review in fall 2021.
  - Program Performance: Instructional Programs are crafting work plans aligned with the recent program performance initiative. Non-instructional Programs will engage in the performance review process in early spring 2021.
  - RRFs: The RRF template and directions are posted to the [IR&E Intranet site](#) and are due to the next level supervisor and IR&E on Dec. 8.
  - The Functional Area Committees (FACs) will review the RRF requests in January-February and chairs from each constituent group will meet with President's Cabinet to make resource recommendations reflecting the priorities of their respective group.
- **Create Your Profile:** To help us stay on track with the website upgrade project, if you haven't already, please remember to enter your directory profile information as soon as possible. This is the information that displays in the [staff and faculty directory](#). The IT Department has tutorials to help you complete this task. You can [watch this video](#) and/or [read these instructions](#). If you are unable to sign in, or have issues filling out your profile please contact your [site editor](#).
- **LC Cares:** This year, LC Cares is running a clothes and toy drive (new with tags only) from Nov. 13-Dec. 17. Please place your donations in the box in your building and they will be collected by the LC Cares committee! If you know of any LC student or staff families in need this holiday season, please email Alaina Porquis at [alporquis@lcsc.edu](mailto:alporquis@lcsc.edu).
- **HR Updates:** For Warrior Wellness and Professional Development opportunities [view this week's flyer](#). **"Secret 007" Mini Challenge:** This challenge invites you to do seven nice things for another person in the next 31 days without them knowing it. Big or little, noticeable or not, it will make a difference for both of you. Sneak their favorite snack onto their desk, leave them a typed note giving them a compliment, or shovel their walkway when it snows. Feel free to invite others to help you accomplish your kind deeds. Focusing on other people helps you look outside yourself, which, ironically, makes you happier. Trying to focus on what would make others happy takes it one step further. Also, participate in our [Random Acts of Kindness Calendar](#).

