

# Monday Message

Dec. 14, 2020



**President's Message:** Dear all. As we work our way through the final (and finals) week of the semester, I thought it a good time to remind folks to attend to some housekeeping items. Indeed, given the incredibly intense and challenging times we have been navigating, a focus on more routine "to-do" items seems refreshing. So, to that end:

1. Make contact with any advisees or student mentees who have not yet registered for spring. If in contacting them you learn of barriers to enrollment that they are perceiving and/or experiencing, please help connect them to campus support offices and personnel (e.g., advising, financial aid, student accounts, student health, counseling, the library, testing services, accessibility services, residence life, international programs, Native American, Minority & Veterans Services, student employment and career services, etc.) so that we can help. Even in our financially lean and even austere circumstances, we remain a campus committed to and focused on student success. Let's reach out. Let's support. Let's help our students through these times, as we begin to look toward a spring of renewed hope.
2. The website project launch date is approaching, if you haven't already, please remember to enter your directory profile information before the semester ends. 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](#).
3. We'll take a break from Tuesdays at Two after this week (Dec. 15) until Jan. 5. So, please Zoom in, say hello, ask a question, share a concern or even just some holiday cheer. Hope to see you: <https://lscs.zoom.us/j/861031866>.
4. LC Cares wraps up this week. Please place your donations (new with tags only) 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@lscs.edu](mailto:alporquis@lscs.edu).
5. Read through the various event and announcement notices below, the **Secret 007** challenge in particular puts a smile on my face; and be on the lookout for the info letters being mailed to home addresses. Employee and student letters go out this week. Employees will receive their letter and a copy of the student letter so we can all feel fully informed about what to anticipate for our spring semester.

Happy Holidays all. Be safe, stay healthy, and be proud of the education mission we serve, the good we do, and the difference we make. Sincerely and Warmly, Cynthia

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## Events

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## Announcements

- **Coronavirus Updates & Risk Level:** For the latest coronavirus updates and information visit [www.lscs.edu/coronavirus](http://www.lscs.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 **six** active cases and **no** students in isolation in campus housing. The college has had **147** confirmed cases this fall. For the latest numbers visit the coronavirus webpage.
- **Faculty Telecommuting:** A [Faculty Telecommuting Decision Matrix](#) has been added to the coronavirus web page as a faculty resource, and incorporated into the Spring 2021 Instructional Plan. The document describes the decision-making process that is engaged when a faculty member requests to telecommute.
- **Updated Resources:** The following documents were recently updated.
  - [Spring 2021 Travel Guidelines](#)
  - [Temporary Telework Application & Agreement Form](#)
  - [Self-Screening Protocol](#)
  - [Campus Cleaning Protocol](#)
- **Instructional Calendar:** LC State's [Instructional Calendar](#) has been updated.
- **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.
- **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](#).

