

From: Rogers, Patricia L

Sent: Friday, August 7, 2020 8:28 AM

To: LSC-Campus-Employees <LSC-Campus-Employees@lsc.edu>; Dalager, Steven J <steven.dalager@lsc.edu>; Hallsten Erickson, Kelli A <kelli.hallstenerickson@lsc.edu>; Johnson, Vaughn Z <vaughn.johnson@lsc.edu>; Maisuk, Sherri M <sherri.maisuk@lsc.edu>; Robinson, LaNita C <lanita.robinson@lsc.edu>; Turner, Keith <keith.turner@lsc.edu>

Cc: LSC-Student Senate <senate@lsc.edu>

Subject: Campus Update for Employees August 7

Importance: High

Dear Lake Superior College Campus Employees,

The temperatures are getting a little cooler, some leaves are beginning to change colors and we are now just a few days away from the start of Fall Semester. It is slowly but surely becoming clearer how some things are going to look and work during this unique upcoming semester, and it's also equally clear that we must remain flexible as it all plays out, as this is uncharted territory for all of us. I can't stress enough how grateful I am for your work, your patience and your dedication to our institution – especially your dedication to our students!

As many of you likely know, Governor Walz signed [Executive Order 20-82](#) on July 30. This Order outlines a broad plan for Minnesota K-12 schools during the COVID-19 pandemic. In announcing this plan, the Governor reiterated the safety and well-being of all Minnesotans is his top priority, just as the safety of our students, faculty and staff and guests remains LSC's top priority. Last night the Duluth School District (ISD 709) approved their fall plans as well, just as other nearby districts have done and/or will be doing soon. We understand these plans will directly impact our students, as well as all of you – our valued employees. I want to remind you we are all in this together, and the entire leadership team here at Lake Superior College is here to support you, regardless of your situation.

We want you to succeed, at work and at home. As the school year approaches, we encourage you to have a conversation with your supervisor about how these plans may impact you. Supervisors, please continue to be in close communication with your administrator/Vice President so you can continue to work together to come up with an approved plan (following system, state, contractual, internal/campus and other requirements) to help support our employees while also making sure we're able to meet and exceed the needs of our students.

Even if you do not have school-aged children, it may be a good opportunity to discuss how your team is working together and any of your COVID-19 related needs, concerns, questions. We value the work you do and are committed to supporting you the best we can.

We, as a campus and as part of the Minnesota State system, have policies and resources to help employees in situations related to COVID-19. They include:

- The possibility for some employees to continue to telework, even with children present, as long as the employee can perform expected job duties. (Clearly, this is not an option for everyone as we simply do need several positions to be on campus most of the time. Those are often

positions that have direct contact with students. However, supervisors and the Administrators/Vice Presidents will work with you to explore options for each situation.);

- Modifying your work schedule, and flexing work hours where appropriate and approved;
- Reducing actual work hours with [Salary Savings Leave](#) without losing insurance eligibility (again, with approval of your supervisor and Administrator/Vice President, depending on workloads and other factors);
- [Paid COVID-19 Leave](#) or [Extended FMLA](#) for health, care, and school closure needs related to COVID-19;
- Allowing use of vacation leave and sick leave where appropriate and approved;
- Modifying the work environment or modifying equipment where appropriate and approved; and
- The new [Employee Assistance Program](#) that offers free visits with counselors and life coaches that help you and your family navigate through these challenging times

As you know, the LSC Administration has established a return to work plan for those positions that have direct contact with students or have a direct impact on student enrollment and success. If our students are successful, we are successful and your presence on campus is imperative. In the event that you need an accommodation or have medical concerns, please contact your supervisor and HR and we will work with you and provide you with options in order to be successful.

We know the value you bring to Lake Superior College, which is why we are committed to working with you to find a suitable arrangement when we are able to do so.

If you are looking for child care or school-age care information, here are some good resources:

- Child Care Aware referral line at 1-888-291-9811 lists available licensed child care providers.
- [MN.gov/childcare](https://mn.gov/childcare) contains a map of available providers and those willing to support distance learning.
- [Parent Aware](#) has tools and information to find the best quality child care and early education for your child. Search more than 12,000 programs by quality rating, location, schedule, ages served, and more on the website. The website is presented in four different languages.
- Community Education and other school-based care programs promote learning and social development through after school and school-age programming for students. Contact your local school district office for more information.

Perhaps some of the most important lessons COVID-19 can teach us are the importance of empathy, communication, and resilience. If we focus on these traits, we will discover new ways of working together that will make us a stronger, more unified team.

Thank you for your patience and flexibility as we navigate this together. Thank you for your commitment to our important work, your dedication to Lake Superior College, and especially to our students.

Hope you have a great weekend.

Sincerely,

Patricia L. Rogers, Ph.D.

President

Lake Superior College

Pronouns: She, Her, Hers -- [More about pronouns](#)



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