

Monday Message

Dec. 9, 2024



Dear all,

First – It's finals week! As we make this last semester push, I ask that staff and faculty check in yet again with our students to make sure they are registered for spring, and empowered to wrap up the semester successfully. As reminders (in case you missed it in last week's message), Tuesday, starting at 5:30 p.m. the Center for Arts & History will host Creation Collaboration: Holiday Hygge; and Wednesday starting at 4:30 p.m., LC State will be featured during Winter Spirit at Locomotive Park. **Friday from 4-6 p.m. we will celebrate the semester and season with Winter Revels in the Williams Conference Center.**

Second – Congratulations to Lily Eglund, our LC State graphic design student Holiday Card Contest winner! Be sure to check out next week's message for an animation of the card, and also stop by the SUB/CSL upstairs gallery to see a display of the winners to date.



I am very much looking forward to celebrating the season and seeing folks throughout the week. I could not be prouder, nor more appreciative of all we have accomplished this semester.

Happy Holidays, Warriors!

Announcements

- **Controller's Office During Winter Break:** The Controller's Office will be closed Dec. 25-26 and Jan. 1 for the holidays. From Dec. 23-Jan. 1, the Controller's Office will have limited staff and will not be doing a check run. Normal business hours will resume on Thursday, Jan. 2. The Travel and Accounts Payable (AP) offices will be working hard prior to Dec. 23 to get items complete. This will lead to tight deadlines the week of Dec. 16-20.
 - **Travel** – All materials must be submitted and approved by Monday, Dec. 16, by 5 p.m. This will allow time to process prior to the check runs on Dec. 18 and 19. Travel will return to normal business hours on Thursday, Jan. 2.
 - **Accounts Payable** – Check run deadline will be Tuesday, Dec. 17, by 5 p.m. This will give AP time to complete their process for the check run. If there is a late request, please contact AP at coap@lcsc.edu and advise them of the situation. There will be no check run from Dec. 23-Jan. 1. AP will return to normal business hours and have both check runs on Thursday, Jan. 2
- **CTL Creativity Workshop:** Starting the first week of class in spring 2025, Rachelle Genthôs will be facilitating a 12-week creativity workshop at the Center for Teaching & Learning using “[The Artists Way at Work](#)” (AWAW; Bryan et al., 1999). If you are interested in joining the group (more info in this [longer description](#)), fill out the [Doodle Poll](#) at your earliest convenience (priority deadline to join is Jan. 3). All faculty, staff, and administrators are encouraged to join.
- **CTO Position Search:** The first campus open forum for the Chief Technology Officer/IT Director position will occur on Friday, Dec. 13, from 2:15-3 p.m. in Sacajawea Hall, Room 112, and via Teams. The candidate's resume and the Teams link will be shared within the next few days on the LC State Intranet.
- **Dec. 20 Timesheet:** With campus closed to the public Dec. 23-Jan. 1, and payroll processing timelines being shortened, the State of Idaho Controller's Office (SCO) is requiring timesheets be completed and submitted sooner than usual. In order to adhere to the SCO deadlines, and to prevent any delays in payroll processing, **timesheets must be completed and submitted for approval by noon on Thursday, Dec. 19. Timesheets must be approved by 5 p.m. on Friday, Dec. 20.** Supervisors, please make sure your student workers submit their timesheets before they leave campus for the holiday break. If you will be out of the office, please plan accordingly and ensure timesheets are approved ahead of time. If you expect any delays, please notify Jane and/or Debie in payroll immediately.
- **Fidelity:** Just a friendly reminder that your Idaho Optional Retirement Plan is moving to Fidelity. As of Nov. 22, you no longer have access to your Idaho Optional Retirement Plan mutual fund account at Corebridge or TIAA. Your mutual fund balance transferred on Dec. 3, from Corebridge and on Dec. 4, from TIAA. You will be able to access your Idaho Optional Retirement Plan account at Fidelity during the week of Dec. 22. To stay updated, please visit the transition website at www.myfidelitysite.com/ISBOE.
- **KinderCollege Book Drive:** KinderCollege is hosting a book drive until Dec. 13 and is collecting gently used or new children's books to gift one to each KinderCollege student. Any remaining books will be added to classroom libraries or donated to the Northwest Children's Home. Contact Abby to donate at aawoolery@lcsc.edu or ext. 2254.
- **Holiday Cards:** There is still plenty of time to order your Holiday Cards. The Graphic Communications printshop will take orders up to Dec. 18, and can also make Happy New Year cards. [Check out options](#). Design students have come up with nine different templates. To see the templates please stop by SGC, Room 113, or download the [order form](#). Contact Graphic Communications at cpms@lcsc.edu or 208-792-2252 to order or if you have any questions. Note: The cards can be customized with your preferred wording and greeting preference, along with the number of pictures.

- **LC Cares Toy Drive:** Join LC Cares in supporting four LC families in need this holiday season with the LC Cares Toy Drive. Your donation will bring joy to children and ease the burden on LC families during this special time. Check out www.lcsc.edu/lc-cares for ways to donate. Contact Abby for additional questions at aawoolery@lcsc.edu.
 - **LC State Ornament:** Get your 2024 LC State Limited Edition Ornament! The LC State Alumni Office is excited to announce the release of this year's limited edition LC State ornament. Ornaments are \$12 and can be picked up at LC State or delivered. Only 100 ornaments are available, so order yours today: www.lcsc.edu/alumni.
 - **PDT Payoff:** Register for Professional Development Training (PDT) or Wellness events to earn points. Each session and event is an opportunity to climb the leaderboard. The top 10 scorers will be entered for a chance to win an exclusive prize at this year's Winter Revels! Visit [HR's PDT/Wellness Website](#) to learn more. PDT Payoff is brought to you by the Offices of the President and Human Resources.
 - **Performance Evaluations:** This year's Employee Performance Evaluation forms for Classified and Professional staff have been released and can be found on the [HR Website](#). This year, an updated job description is required to be sent with all evaluation forms for Classified and Professional staff. In alignment with best practices observed at colleges and universities across the country, LC State staff (CSO optional) are asked to submit an updated resume along with their performance evaluation so that we have the most current copy in the personnel files. All evaluations for Classified and Professional staff should be emailed to the HR Office no later than Jan. 31. For questions email hr@lcsc.edu.
 - **SUB/CSL During Winter Break:** Sodexo will be closed Dec. 14-Jan. 8. On Dec. 13, it will only serve breakfast. On Jan. 9, it will only serve dinner. The SUB/CSL Front Desk will be closed Dec. 21-Jan. 1. For additional information visit www.lcsc.edu/sub-csl.
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Events

Keep up on events and activities through the [Campus Calendar](#) and the [Do More App](#)

- **Dec. 11 – Winter Spirit** – The LC State Alumni Association invites you to attend LC State Night at Winter Spirit at Locomotive Park in Lewiston on Wednesday, Dec. 11, from 4:30-6 p.m. Bring friends and family to enjoy a warm cup of hot chocolate or apple cider, savor a cookie, and take in the light display. The Center for Arts & History will offer an ornament-making station, and LC State student-athletes will be there to join in the festivities. Catch a live performance by the Warrior Dance and Cheer team at 5:15 p.m.! While you're there, be sure to admire the "Warrior Tree" decorated by LC State faculty, staff, and students. This event is open to everyone, so you don't need to be an alum to join the fun!
 - **Dec. 13 – Winter Revels** – LC State's annual holiday celebration (and the culminating fall [Signature Event](#)) will be held from 4-6 p.m. on Friday, Dec. 13. For an accurate food count, please [register](#) as soon as possible. The winner of the PDT Payoff will be drawn between 4:30-5 p.m. and you must be present to win. Winter Revels is a time to mingle with full- and part-time, non-student staff, faculty, and wonderful supporters from the WAA, Alumni Board, and Foundation Board. Student employees will be celebrated during Student Employee Appreciation Week in the spring. Please note: The Golden Throne high school basketball games (between Lewiston and Clarkston High Schools) occur later that same evening. It is recommended to park on the 4th Street side of campus because of the volume of traffic that occurs for the games.
 - **Dec. 20-21 – Home Athletic Events** – The Warrior women's and men's basketball teams will face Eastern Oregon on Friday, Dec. 20, at 5 p.m. and 7 p.m., respectively. On Saturday, they will play College of Idaho at 4 p.m. and 6 p.m., respectively. All games will be held at the P1FCU Activity Center. For more information visit www.lcwarriors.com.
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News & Features

Stay current on LC State news at www.lcsc.edu/news

- [LC State athletics announces 2025 Hall of Fame class](#)
- [Avista NAIA World Series Contract Extended Through 2027](#)
- [Every Warrior Scores as No. 14 LC State Rolls Past Northwest](#)
- [Forgach Aguilar Tabbed First-Team All-Region](#)
- [Hamilton Tallies 26 to Lead LC State Over Geoducks](#)
- [LC State Night at Winter Spirit is Dec. 11](#)
- [LC State CTE programs see unprecedented growth](#)

Song for the Week: "[You Make It Feel Like Christmas](#)" by Gwen Stefani and Blake Shelton

