

Monday Message

Jan. 6, 2025



Dear all,

Welcome back and welcome to 2025! Please mark your calendars and plan to attend the Thursday, Jan. 9, All-Campus Meeting, from 10:30 a.m. to noon, in the Silverthorne Theatre. The focus of the meeting will be to review what we know, to date, associated with the Governor's State of the State Address ([watch it live today at noon, Pacific](#)) and budget implications for LC State, as well as our path into the future. After the meeting please stop in to Jitterz for a welcome back coffee, tea or hot chocolate, courtesy of the Office of the President.

I look forward to seeing you, and am excited about what I have no doubt will be a terrific spring 2025 semester.

Go Warriors!

Cynthia Pemberton, Ed.D.
President

Announcements

- **HR Updates:**
 - **Fidelity Consultant:** Meet with a Fidelity Workplace Financial Consultant on the LC State campus. Choose your date and time by [scheduling a one-on-one meeting](#). They will be able to help you develop a plan for your financial goals, prepare for both expected and unexpected financial needs, and review investments that are available to you. Please note: The employer name on the scheduling site is Idaho State Board of Education. Once you log in, you can select an "In-Person" appointment, choose your location (Lewis-Clark State College), and the date and time you wish to meet. If you have questions, please contact HRS at x2269.
 - **Jan. 9:** Several employees have reached out to HRS with questions about the executive order from the White House, which mandates the closure of Federal Government agencies on Jan. 9, 2025, in honor of James Earl Carter, the 39th President of the United States. Please note that this closure does not apply to LC State and it will not be recognized as a state holiday. If you have questions, please contact HRS at x2269.
- **Microsoft Teams Phone** – The office of Information Technology Services is excited to announce that LC State is transitioning to Microsoft Teams Phone for voice communication. This change will modernize our phone system and integrate seamlessly with the Teams platform. For more information about headset options, transition timeline, and documentation, please visit [this page](#). Stay tuned for further updates as we move forward with the rollout.
- **Peer Mentor Applications:** The First Year Experience Program is currently seeking peer mentor recommendations for the fall 2025 semester. A peer mentor is a current student who has successfully completed at least one semester at LC and helps new freshmen build a foundation for personal success at LC State. Peer mentors are friendly, reliable, and supportive and are able to demonstrate leadership qualities inside and outside the classroom. Mentors serve roughly 25 mentees 5-6 hours a week during orientation class, support programs (Orientation Day,

Discovery Day, Homecoming, study nights, etc.), outreach and in-person meetings. Please email your student recommendation(s) (full name and email if possible) for peer mentoring to fye@lcsc.edu by Friday, Jan 31.

- **Performance Evaluations:**
 - **Forms** – This year's Employee Performance Evaluation forms for Classified and Professional staff have been released and can be found on the [HR Website](#).
 - **Job Description & Resume** – This year, an updated job description (using the updated [job description template](#)) 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 and job descriptions for Classified and Professional staff should be emailed to the HR office no later than Jan. 31. For questions email hr@lcsc.edu.
 - **CUPA Comparators** – A dashboard is available on the Intranet under Quick Links – CUPA Comparators – for supervisors and employees to view their current CUPA comparators, as these are part of the job descriptions. Or, you may reach out to HRS directly if you would like to check the current comparator. CUPA comparators that are listed on the current job descriptions are specific to the time it was signed. These can change frequently with position updates, so it's important that the new comparators (if there are any changes) are entered on the updated job description. As job descriptions are received in HRS, the comparators will be reviewed and confirmed. If there are any changes, they will be updated, and a copy will be sent back to the supervisor and employee.
 - **Ratings** – This year, the "Exceeds" evaluation rating was updated on the evaluation forms to "Solid Sustained Performance" to align with the terminology used by the state (DHR and Luma). The definition used for "Exceeds" is the same definition used for "Solid Sustained Performance." Only the category name changed. This change can be found on the [Performance Management](#) website under the Performance Expectation Ratings section.
 - **Conducting Performance Evaluations PDT** – If you need a refresher on conducting performance evaluations on employees, please join us for a PDT on Friday, Jan. 17, at 10 a.m. via Teams. You can sign up at www.lcsc.edu/hr/pdt-wellness.
- **WarriorWear:** Spring semester course materials are available at LCStateBookstore.com. Please encourage students to order as soon as possible to avoid potential shipping delays due to weather. Free shipping is available when you select "Pickup" at WarriorWear. WarriorWear will have extended hours the first week of school. Check the website for details. For questions, email lewisclarkbookstore@textbookbrokers.com.

Events

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

- **Jan. 9 – All-Campus Meeting** – LC State's spring semester All-Campus Meeting will be held on Thursday, Jan. 9, from 10:30 a.m.-noon in the Silverthorne Theatre.
- **Jan. 10 – New Student Orientation** – LC State will welcome new students on Friday, Jan. 10. Learn more at www.lcsc.edu/orientation/spring-orientation. Classes begin Jan. 13.

- **Jan. 10-11 – Home Athletic Events** – The Warrior women’s and men’s basketball teams will face Bushnell on Friday, Jan. 10, at 5 p.m. and 7 p.m., respectively. On Saturday, they will play Corban 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 announces 2024 fall semester honor roll](#)
 - [Idaho WWAMI healthcare education leader is a proud LC State grad](#)
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Song for the Week: [“Welcome Back, My Friends, to the Show That Never Ends”](#) by Emerson, Lake & Palmer

