

# Monday Message

Nov. 11, 2024



Dear all,

Today we honor and recognize the veterans of the United States Armed Forces, including many who are students, faculty and staff on our campus (note: veterans enrollment is up 14% this fall). We thank you for your service and sacrifice for our great country. In celebration of this national holiday, I welcome everyone to attend the **Veterans Reception on Wednesday, Nov. 13**, from 5-6:30 p.m. in the Williams Conference Center. While details are still being confirmed, there's a possibility we will be joined by a 100-year-old WWII marine who will deliver remarks. You won't want to miss it! Light refreshments will be served.



Cynthia Pemberton, Ed.D.  
President

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## Announcements

- **Admin Building Closed Nov. 25-27:** The Administration Building will be offline Nov. 25-27 as an electrical panel is upgraded. During this time, the electricity to the building will be shut off. Supervisors of employees who reside within the Admin Building have been notified and will provide information regarding relocation or remote work options. Those who need to interact with Admin Building offices during this time are advised to coordinate work needs in advance or remotely.
- **Annual Student Survey:** Students have been sent the annual Student Survey administered centrally by the Office of Institutional Research. Please encourage students to respond to this campuswide survey. Responses will help LC State better support and serve our students. The survey will close on Monday, Nov. 25.
- **Boost Productivity with Planner:** The Information Technology Department is excited to highlight the powerful organizational tool, Planner. Stay organized and on track with Planner, a simple way to assign tasks, set due dates, and monitor progress. It's perfect for managing projects, tracking deliverables, and ensuring everyone stays aligned. This transparency makes it clear who is responsible for each task, when it's due, and its status. Team members can add updates or tag others to ask questions, ensuring that communication around tasks is organized and easily accessible. Planner also includes charts and dashboards to provide an overview of task completion and workload distribution. Accessing this app is simple. Just open Teams, click on the "Apps" icon in the left sidebar, and search for Planner. You can then pin it to specific channels or the side bar for easy access. Or it can be accessed through the web at <https://planner.cloud.microsoft>. While you are in the Apps section you can also add other tools you utilize such as Power BI for easy access within Teams. If you have any questions, please reach out to [helpdesk@lcsc.edu](mailto:helpdesk@lcsc.edu).
- **Holiday Cards:**
  - **6th Annual LC State Holiday Card Voting:** Students in the Graphic Communications program have designed holiday cards for the college and need your help in selecting the winner. [Click here](#) to view the entries and to vote. Voting closes Nov. 29.
  - **Personalized Photo Holiday Cards:** Are you sending out photo holiday cards to family and friends? [Check out the options](#) from the Graphic Communications printshop. Design students have come up with nine different templates. To see the templates please stop by SGC 113 or download the [order form](#). Contact Graphic Communications at [cpms@lcsc.edu](mailto:cpms@lcsc.edu) or 208-792-2252 to order or if you have any questions.
- **KinderCollege Book Drive:** KinderCollege is hosting a book drive from Nov. 11-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 our classroom libraries or donated to the Northwest Children's Home. Contact Abby to donate at [aawoolery@lcsc.edu](mailto:aawoolery@lcsc.edu) or ext. 2254.
- **LC Cares:** LC Cares is seeking [nominations](#) for families in need of a little extra holiday cheer. If you know an LC student, faculty, or staff member who could benefit from a toy donation this holiday season, please submit a [nomination](#) by Nov. 22. LC Cares aims to select four families to provide with toys and gift cards this holiday season.
- **P1FCU Activity Center Project:** The P1FCU Activity Center HVAC equipment upgrades project has begun. A&R Construction will be on site Tuesday, Nov. 12, from 7 a.m.-4 p.m. with a crane to remove old equipment from the Fitness Center roof. During the time of the crane work, portions of the Activity Center and Activity Center West (ACW) will need to be vacated, including the Auxiliary Gym, Fitness Center, locker rooms directly below the Fitness Center, ACW entry hallway, and the ACW offices directly west of the entry hallway. Physical Plant will place notices throughout the building and rope off areas where it will be important to keep away from, and A&R will have a spotter to ensure people don't enter the crane lift zone. Please pass this information along to staff and students who use these spaces to ensure safety around the buildings on this date. There will be more crane work dates needed as this project progresses, please watch for future Monday Message updates.
- **PDT Payoff:** Register for Professional Development Training (PDT) or Wellness events to earn points through our special system. 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](mailto:hr@lcsc.edu).
  - **Policy Updates & Reminders:**
    - **Email Signature** ([webpage](#)): Your email signature is a direct representation of LC State and is considered an official LC State communication resource. Please review and adhere to the recently updated [guidelines](#).
    - **Ethical Conduct** ([Policy 3.101](#)): Please be mindful of LC State's policy regarding employee ethical conduct, which includes the following: "Employees retain all of their individual and political rights of citizenship. However, employees may not exercise those political rights in the name of LC State, or through the use of college facilities, or through the use of forms or other official stationery of any kind, or in any way that might involve LC State in partisan political activity or controversy."
    - **Tabling Policy** ([webpage](#)): Policies and procedures have been developed that govern how campus spaces can be reserved and used by members of the campus and greater community.
  - **Priority Registration:** The first opportunity for current LC State students to register for fall, priority registration, begins today, Nov. 11, and continues through Thursday, Nov. 14. [Registration information](#) is available online. Please reach out to advisees, and help them review their degree completion plans and progress, and map out their next schedule of courses. Registration for new entering students will begin on Friday, Nov. 15. Transfer students are being referred to instructional divisions so they can be guided through upper division course needs and scheduling. Over the next few weeks, getting students registered and committed is a top priority.
  - **Student Employment & Career Readiness Center Events:**
    - **Nov. 14 – Navigating Virtual Interviews & Online Applications (ACW 136, 3-4 p.m.)** – Students will gain expert insights from LC State's HR staff on how to excel in virtual interviews and online applications. This session will provide practical tips for making a strong impression in the digital space – perfect for students preparing to enter the job market! Students, who can [register here](#), will earn credit towards the Career Readiness Credential.
  - **Timesheet for Nov. 22:** With Thanksgiving Week and payroll processing timelines being shortened, the 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 5 p.m. on Thursday, Nov. 21. Timesheets must then be approved by 5 p.m. on Friday, Nov. 22. If you will be out of the office the week of Thanksgiving, please plan accordingly and ensure timesheets are approved ahead of time. If you expect any delays, please notify Jane ([ifjohnson@lcsc.edu](mailto:ifjohnson@lcsc.edu)) in payroll immediately.
  - **Warrior Giving Day Prep:** If your school or division is interested in participating/raising money for your program or special project during Warrior Giving Day in April, all ideas must be submitted to [collegeadvancement@lcsc.edu](mailto:collegeadvancement@lcsc.edu) by Nov. 22.
  - **Warrior Health:** LC State Student Health Services (SHS) is partnering with Gritman Medical Center to provide campus health services in the SHS office. Victoria Cruz, a nurse practitioner, is the new provider. Students and employees are eligible and welcome to receive accessible, quality professional health services. To make an appointment, call 208-792-2251 or drop by and see the new staff and office in SGC 205. Warrior Health is open 8 a.m.-5 p.m. Monday–Thursday and on Friday from 8 a.m.-noon.
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## Events

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

- **Nov. 13 – Veterans Reception** – The Veterans Services Office will host a Veterans Reception on Wednesday, Nov. 13, from 5-6:30 p.m. in the Williams Conference Center to honor veterans affiliated with LC State. There will be guest speakers and refreshments are provided. Contact [Mickey Kelton](#), Veterans Services coordinator, for more information.
- **Nov. 13 – Event Planning & 25Live Basic Training** – Do you want to assure that your event is a success? Come to this training from 10-11 a.m. to learn how to properly secure space, resources, and successfully promote your event on the campus website calendar. Most importantly, come learn about important pre-event timelines and regulatory requirements/forms that may be involved with your event (e.g., alcohol permits, catering, having more than 200 people, and hosting minors on campus). Attend in person in ACW 133 or on [Microsoft Teams](#). Please contact Events & Conferences for more information at [ecc@lcsc.edu](mailto:ecc@lcsc.edu) or 208-792-2644.
- **Nov. 15-16 – Home Athletic Events** – The Warrior women's basketball team will play Carroll on Friday at 5:30 p.m. and Puget Sound on Saturday at 4 p.m. at the P1FCU Activity Center. For more information visit [www.lcwarriors.com](http://www.lcwarriors.com).
- **Nov. 16 – Discovery Day** – This important student recruitment and campus [Signature Event](#) will be held Saturday, Nov. 16, from 8:30 a.m. to 1:15 p.m. Learn more about [Discovery Day](#).
- **Dec. 7 – Craft Fair** – The ASLCSC Craft Fair, a campus [Signature Event](#), will be held on Saturday, Dec. 7, from 9 a.m.-3 p.m. at the P1FCU Activity Center. Learn more about the [Craft Fair](#).
- **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 by Dec. 6](#). 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 our 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.

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## News & Features

Stay current on LC State news at [www.lcsc.edu/news](http://www.lcsc.edu/news)

- [8th annual Moore Honorary Lecture scheduled for Nov. 18](#)
- [LC State again ranked No. 1 Best Value, No. 1 in nursing in Idaho](#)
- [Kibiwot and Ussher Lead Warrior Women to Tie for Second Place Behind All-Conference Finishes](#)
- [Gordon and Parsells Earn All-CCC Accolades as Men Place Third at CCC Meet](#)
- [Sweep Revenge – LC State Volleyball Sweeps Bushnell to Secure Home Match in CCC Playoffs](#)
- [Jennie Jones Hall accepted into Leadership Idaho Agriculture Class 45](#)
- [LC State's Kimberly Tolson receives SBOE outstanding faculty award](#)

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**Song for the Week:** ["Some Gave All"](#) by Billy Ray Cyrus

