

# Monday Message

Nov. 18, 2024



Dear all,

As you know, enrollment is a driver of our success that we can directly influence. As our fall 2024 census data showed, our collective efforts, from (1) expanded outreach by our Admissions staff (e.g., electronic and snail mail, calls, texts, chats, social media live events, high school and community college visitations – with prospective students, teachers and counselors, presentations, and visitations); to (2) campus community staff, faculty, and student engagement (calls, texts, messages, visitations and presentations, etc.); to (3) thousands of hours, and dollars, we have put into our unprecedented, comprehensive and strategically targeted advertising and social media campaigns; we have all been Doing More and it is paying off. Enrollment, both headcount and FTE (highest since 2016!) are up, and especially important, up by double-digits among first-time students!

So far this fall we have hosted nearly 500 students in individual and group campus visitations. On Oct. 10, we hosted a “Career Expo” that saw 71 regional high school students attending our annual Career Fair and participating in career planning sessions. We’ve hosted nearly 140 prospective students on two [Discovery Day](#) programs (Nov. 8 and 16) and an additional 150 students for our rebooted [Health Professions Preview Day](#) on Nov. 15. Admissions recruiters, faculty, deans, division chairs, and faculty have visited high schools, community colleges, and college fairs throughout Idaho and in targeted locations in Alaska, Hawaii, and the Pacific Northwest. We have also conducted over a dozen tours for interested students at the Schweitzer Career & Technical Education Center.

This has been and remains an all-campus – all-hands-in effort. Your calls, texts, emails and authentic expressions of interest and connection set LC State apart; and as a result, the positive energy expressed by the campus community, our students and prospective students when they visit is palpable.

It is a great time to be a Warrior!

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.
  - The **cashier's window** in the Administration Building will be closed due to the building shutdown the week of Nov. 25-29. The Controller's office requests that departments hold their deposits in a secure location during that week and deliver them by 11:30 a.m. on Monday, Dec. 2. This will allow staff to still get them posted into November before closing the month.
  - **Accounts Payable** will be unable to process checks during the week of Nov. 25-29 due to the Administration Building shutdown. Normal processing of AP and Travel will resume on Monday, Dec. 2.
- **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).
- **Certificate of Insurance (COI):** If a third party requests proof of LC State's insurance coverage, please refer to this [website](#) for the updated process. Divisions/departments complete a form that now goes directly to Idaho Risk Management. If you have any questions please reach out to Administrative Services x2240.
- **FLSA Update:** On Nov. 15, a federal judge in Texas ruled to block the Biden administration's proposed revisions to overtime rules under the Fair Labor Standards Act (FLSA). If enacted as proposed, the FLSA changes were set to take effect on Jan. 1, 2025, and would have impacted the minimum salary threshold for exempt employees, with automatic adjustments every three years. As a result of the November ruling, FLSA salary adjustment considerations have been suspended.
- **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.
- **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).

- **Purchasing Update:** The P-Card Food Exemption procedure has been updated to streamline purchasing processes for campus and community food vendors, and to reduce manual work. P-Cards are the preferred payment method for food purchases and a P-Card Food exemption form is not required, except for purchases of food with the P-Card while traveling. Purchases of food while traveling still requires the completion and approval of the [P-Card Food Exemption While Traveling form](#). All food purchases must follow the applicable policies and procedures. The completion and approval of a Meal/Entertainment Request (MER) form prior to purchase may be required. Approved MER forms must be retained with the P-Card transaction. See the [Food Purchase Guidelines](#) page for more information.
  - **SUB/CSL Hours:** Sodexo will be closed for Thanksgiving Break on Nov. 23-30. The SUB/CSL will be closed Nov. 23-24 and Nov. 28-30. Normal hours will resume Dec. 1.
  - **Timesheets:** For instructions on timesheet coding for Veterans Day and around Thanksgiving Week and, visit the [Payroll website](#). Timesheets for Nov. 22 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 ([jfjohnson@lcsc.edu](mailto:jfjohnson@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 [colleageadvancement@lcsc.edu](mailto:colleageadvancement@lcsc.edu) by Nov. 22.
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## Events

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

- **Nov. 22 – Retirement Event** – After 27 years of service, Lori Ruddell has decided to retire and there will be an open house on Friday, Nov. 22, her last day on campus, to celebrate her career and wish her well. The event will be held from 11:30 a.m.-1:30 p.m. in ADM 206. Lori graduated from LC State in 1986 and returned to campus to work in 1998. She began in the Purchasing Department as an office specialist, then became a financial technician in the Controller's Office. She was the administrative assistant to the VP of Finance and Administration, program assistant and certification specialist for the Education Division, program assistant for Movement & Sport Sciences, and has finished her career as the executive assistant for the President's Office. Please stop by to thank Lori for her hard work and commitment.
- **Nov. 26 – Home Athletic Events** – The Warrior women's and men's basketball teams will play Walla Walla University on Tuesday, Nov. 26, at 5 p.m. and 7 p.m., respectively, at the P1FCU Activity Center. For more information visit [www.lcwarriors.com](http://www.lcwarriors.com).
- **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. 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 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)

- Center for Arts & History to showcase two new exhibits
  - Forgach Aguilar and Boyce Voted All-Cascade Conference
  - No. 22 LC State Men's Basketball Takes Down Carroll College in Butte
  - Absolute Dominance – LC State Women Topple Top-10 Ranked Carroll
  - LC State again ranked No. 1 Best Value, No. 1 in nursing in Idaho
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**Song for the Week:** "[Crowded Table](#)" by The Highwomen

