

Monday Message

Dec. 16, 2024



Dear all,

Happy Holidays!



Cynthia Pemberton, Ed.D.
President

Announcements

- **Monday Messages:** There will not be a Monday Message on Dec. 23 and Dec. 30. It will resume on Jan. 6.
- **Timesheets:** Instructions for entering Winter Break timesheets are available at: www.lcsc.edu/controllers-office/payroll/luma-timesheet. Please note that timesheets this week must be completed by noon on Thursday, Dec. 19, and approved by 5 p.m. on Friday, Dec. 20.
- **Colleague/WarriorWeb Outage:** In order to perform an important maintenance operation, there will be an outage of Colleague and WarriorWeb on Saturday, Dec. 28, starting at 8 a.m. and ending on Sunday, Dec. 29, at 5 p.m.
- **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.
 - **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

- **Cashier's Window** – The cashier's window in the Administration Building will be open for limited hours on Dec. 23, 26, and 27 from 9 a.m.-noon and 1 p.m.-3 p.m. The Controller's office will keep the month of December open for deposits until 11:30 a.m. on Thursday, Jan 2. This will allow staff to still get them posted into December before closing the month.
- **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.
- **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 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.
- **Mail to Canada:** Due to the ongoing national strike by the Canadian Union of Postal Workers, the U.S. Postal Service is temporarily suspending international mail acceptance to Canada. As such, the Campus Mailroom is unable to send mail to Canada at this time.
- **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 will be available on the Intranet the week of Dec. 16 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.
 - **Training** – A “Conducting Performance Evaluations” PDT will be held on Wednesday, Dec. 18 at 10 a.m. in SAC 112. Please go to the [PDT website](#) to sign up. There will be additional evaluation trainings after the holidays.
 - **Space Heaters:** With cold winter weather upon us, if you use a space heater, please ensure it is the type with tip-over protection. Space heaters must be plugged directly into an outlet, and should not be plugged into outlet strips or extension cords. The power draw of space heaters usually exceeds the capacity of outlet strips and extension cords, and could cause a fire. For questions please contact Physical Plant.
 - **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.
 - **WarriorWear:** A message from WarriorWear: “Thank you to everyone for a great semester! As a token of our appreciation, we’re extending the Staff & Faculty discount to 30% all week, from Dec. 16-20. Our hours for this week will be Monday through Thursday from 8 a.m. to 5 p.m., and on Friday we’ll be open from 8 a.m. to noon. We will then be closed until Jan. 2. Wishing you all a wonderful holiday season, and thank you for your continued support!”
 - **Winter Revels Thank You:** On behalf of the campus community, THANK YOU to the team that made Winter Revels a tremendous success! Shoutouts of thanks go to Ms. Vicki Cooper and Ms. Lori Ruddell for their leadership and handiwork. Thank you also to Kyle Schwartz, Nallely Leon, Maria Hattrup, Jeannette Carté, Con Schafman, Florence Lince, Angie McClain, Adam Colkins, Rich Fielding, Ed Holthaus, Brian Graham, Paul Estrada, Blake Jones, Tate Smith, Angel Huddleston (and students), Dawn Lesperance, Johanna Bjork, Carole Mitchell, Jim Piscitello, Monica Pande (and other Sodexo staff members: Billy, Mike, Mark, Marvin, Dee, Merlina, Mariah, Heather).
 - **Winter Spirit Thank You:** Kudos and a HUGE thank you to our LC State Alumni Association, led by Assistant Director of Development and Alumni Engagement, Ms. Allison Silvestri, supported by Ms. Jennie Jones Hall, director of College Advancement, Ms. Kristi Brown, director of the Center for Arts & History (CAH), and Ms. Alexandria Scalise, CAH program coordinator; as well as our LC State athletics staff and student-athletes. LC’s Winter Spirit event was simply terrific!
 - **Year-end Gift Processing Deadlines:** Please review the calendar year-end deadlines on the [Foundation’s website](#). If any checks are received, the envelope must be kept with it for tax purposes. If you have any questions please reach out to collegeadvancement@lcsc.edu.
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Events

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

- **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

- Idaho WWAMI healthcare education leader is a proud LC State grad
- LC State Announces 2025 Baseball Schedule – Tickets on Sale Now
- LC State Women Shut Out Whitman in Final Quarter of Stunning Comeback
- King Drains Seven 3-Pointers to Lead No. 15 LC State Past Florida College
- Zywina Hits National Standard, Mixed 4x400m Relay Makes History at Spokane Invitational
- LC State athletics announces 2025 Hall of Fame class
- Avista NAIA World Series Contract Extended Through 2027

Song for the Week: "[Merry Christmas](#)" by Ed Sheeran and Elton John

