

# Monday Message

Nov. 21, 2022



Dear all,

In this time of thanksgiving, I want to say thank you.

Thank you to those who worked tirelessly helping with pre-planning and operational logistics, setup and takedown for LC State's hosted North Idaho Legislative Tour luncheon, our CTE tour guides, luncheon table hosts and all who made a terrifically successful event possible. This legislative tour only takes place in Region II once every four years, and hadn't been hosted in Lewiston in a decade because of pandemic delays. With so many new legislators coming on board this session, it was critically important that we capitalized on this opportunity to showcase who we are and what we are about ... and that is exactly what we succeeded in doing! Well done, Warriors! Well done!

Thank you to our staff and faculty for their steadfast commitment to our education mission and our students. As we round the corner on fall, the seasonal beauty of our campus is nothing less than spectacular, student engagement and energy remain high, and the outlook for spring semester is promising. I could not be more proud or appreciative.

Finally, I want to say thank you for caring for and about each other. The tragic, heartbreaking loss of four University of Idaho students last week serves to remind us how important and precious community truly is. As we move into the Thanksgiving holiday, please take time to share peace, compassion, and love.

Cynthia Pemberton, Ed.D.  
President

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## Events

- **Tuesday @ Two** – There will be no Tuesday @ Two this week or next due to the President's travel schedule.
- **Nov. 24-25** – Campus closed for Thanksgiving.
- **Dec. 7 – Ask & Answer** – The final fall Ask & Answer session will be held in the SUB over the lunch hour. The first 10 attendees are hosted for lunch by the President.
- **Dec. 9 – Winter Revels** – It's time to revel! [Winter Revels 2022](#) will be held on Dec. 9 from 4-6 p.m. at the Williams Conference Center. Winter Revels is an all-campus/campus community holiday celebration. This year's event includes an adult plus-one, drinks, food, games, and more. LC State welcomes participants with disabilities. For questions, or to request disability related accommodations, please contact the event organizer, Angela Meek, at 208-792-2623 or [acmeek@lcsc.edu](mailto:acmeek@lcsc.edu) at least one week prior to the event. In all situations, a good faith effort will be made to provide accommodations. P.S. Special thanks to the Winter Revels planning team for their creative work bringing this event to life!

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## Announcements

- **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 campus-wide survey. Responses will help us better support and serve our students. The survey will close Monday, Nov. 28, at 5 p.m.
- **Did You Know?** The School of Liberal Arts and Sciences includes Early College Programs, Interdisciplinary Studies, and the Divisions of Humanities; Physical, Life, Movement & Sport Sciences; and Social Sciences. Learn more about the School of Liberal Arts and Sciences at [www.lcsc.edu/liberal-arts-and-sciences](http://www.lcsc.edu/liberal-arts-and-sciences). Review this page and then [take this week's quiz](#). If you're one of the first 10 to answer right you'll win a prize (Swag prize location: PLMSS Division Office)
- **Annual Assessment and Resource Requests:** It's the season for annual program assessment and resource requests for FY24. As usual, any resource requests should be tied to program assessment (i.e., measurable program outcomes and self-sustainability), the college's Mission and Strategic Plan as well as the Presidential Priorities of enrollment and streamlining. **Program assessment (in coordination with supervisor) and resource request documents should be prepared by program directors and academic chairs and submitted for supervisor review by Dec. 2.** Then these documents will be posted to our [campus-wide program assessment website](#) and Functional Area Committees (FACs), chaired by the area Vice Presidents or designee(s), will review Resource Request Forms (RRF) requests between January-February, to discuss and prioritize items. Emergent priorities will be presented to the President's Executive Cabinet between February-March. The full timeline, forms, and guidance can be found at the link above.
- **Bike Theft:** Over the past few weeks there have been reports of theft involving bicycles and bicycle parts in the area of Clark Hall, Spalding Hall and Talkington Hall. In some cases only bike parts were stolen, including seats, tires and baskets. According to reports, about half of the bikes taken have been secured to a bike rack with a lock and when the victim returns the bike and lock are both missing. The thefts are generally at night, however, at least one occurred during business hours. With the holiday breaks approaching, consider moving your bike indoors for the period of time you will be away from campus. Report any suspicious behavior or theft to the Department of Public Safety at 208-792-2815.
- **Staff Evaluations:** The new CSO and PSO evaluation forms have been posted to the [HR website](#), along with an [instructional video](#). This year, the employee begins the process by completing sections I, II, and III of the [Non-Supervisory](#) or [Supervisory](#) Performance Evaluation and forwards it to their immediate supervisor, who will complete the remainder of the evaluation. Please review the employee's job description during this process. Email their job description (make sure it is on the new [job description template](#)) to [hr@lcsc.edu](mailto:hr@lcsc.edu). All staff performance evaluations are due Jan. 31, 2023.
- **Holiday Cards:** Are you sending out photo holiday cards to family and friends? Check out the options from the Graphic Communications Printshop. Talented design students have come up with six different template designs for holiday cards. To see the templates please stop by the Printshop SGC 113 or download the order form: [Holiday Card Order Form](#). You can email the order form, pictures or any questions to [cpms@lcsc.edu](mailto:cpms@lcsc.edu). Or call x2252 for questions.
- **Coronavirus:** For the latest coronavirus updates and information visit [www.lcsc.edu/coronavirus](http://www.lcsc.edu/coronavirus).
- **Campus Song for the Week:** "[Thanksgiving Song](#)" by Mary Chapin Carpenter

