

Monday Message

Dec. 18, 2023



Dear all,

First of all, I want to extend a heartfelt thank you to the campus community for a wonderful fall semester. I am so proud of all we accomplish each and every day in service to our education mission and students, empowering them as successful leaders, engaged citizens and lifelong learners. Second, as you are aware, I was honored to have been recruited to apply for the presidency position at Idaho State University (ISU) and be named a finalist. I was informed this morning that another individual will be selected to lead ISU. Through the process I learned a great deal about our sister – and [health education partner](#) – ISU, and this knowledge will benefit both LC State and Idaho. I am honored and excited to continue the wonderful work we are doing together at Lewis-Clark State College, and look forward to the future we are creating. Warmest wishes and Happy Holidays.

Congratulations to our holiday card design contest winner, Zoey Hall, from our graphic communications program. Click below to see an animated version of the card. Please note there will not be a Monday Message on Dec. 25 or Jan. 1.



Cynthia Pemberton, Ed.D.
President

Events

Keep up on events and activities through [25Live](#) and online calendars: [LC State Do More](#), [Academic & Instructional](#), and [Events & Activities](#).

- **Dec. 20 – Warrior Basketball** – The LC State women's and men's basketball teams play Walla Walla University at the P1FCU Activity Center on Wednesday, Dec. 20, at 5 p.m. and 7 p.m., respectively. Learn more at www.lcwarriors.com.
- **Dec. 25-Jan. 1 – Campus Closed for Winter Break**

Announcements

- **ACC Water Outage:** To facilitate a repair, the water in the P1FCU Activity Center will be shut off on Thursday, Dec. 21, from 8 a.m.-5 p.m. There will be no bathroom or water use in the building that day. The building will also be without water on Jan. 4 from 8 a.m.-5 p.m.
- **Fitness Center hours over winter break:**
 - Dec. 18-20: 6-9 a.m., 11-1 p.m., 4-7 p.m.
 - Dec. 21-Jan. 2: Closed
 - Jan. 3-14: 6-9 a.m., 11-1 p.m., 4-7 p.m., and closed on weekends
- **Mail Processing on Dec. 22:** Due to the network/internet outages, the mailroom will be unable to process mail or packages on Dec. 22 after 1 p.m. Please have all outgoing mail or packages that need to be sent out that day to the mailroom by 10 a.m. The mailroom will be closed Dec 26-Jan 1. Please contact Bart at x2214 with any questions.
- **Outages:**
 - **Wireless Outage:** On Friday, Dec. 22, from 8 a.m. -1 p.m., there will be a wireless outage for the WarriorStudent and WarriorStaff wireless networks. WarriorGuest will be available. Starting at 1 p.m. all wireless will be down due to the network outage.
 - **Network Service Outage:** On Friday, Dec. 22, from 1-5 p.m., there will be a complete network outage as network security and routing equipment are serviced. This means there will be a total network outage for all network and internet systems from on campus. No network services, wired or wireless, will be accessible during this service window. We regret any inconvenience this unavoidable outage may cause. If you have questions, please contact the Help Desk at x2231.
- **Outdoor Adventures:** Looking for a fun activity during winter break? Check out the Outdoor Adventures cross country ski or snowshoe rental packages! Packages includes skis or snowshoes and trekking poles. Price includes the whole winter break! Pick up before Dec. 22 and return Jan. 17. Call 208-792-2670 for reservations. LC State staff/faculty rate: \$30
- **Peer Mentor Applications:** The First Year Experience Program is currently seeking peer mentor recommendations for the fall 2024 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, 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, Feb. 2.
- **Performance Evaluations:** Performance evaluation season is rolling around again. You can find the Performance Evaluation forms for Professional and Classified staff on the [HR Website](#). A few reminders:
 - All Performance Evaluations are due Jan. 31, 2024. Please watch for PDTs on completion of Performance Evaluations. If you are going to put an employee on a Performance Improvement Plan, please contact HR first.
 - Supervisors: Employees need to complete the self-evaluation section of the Performance Evaluation before you begin their evaluations. Please set a deadline for your employees to finish their self-evaluations that will allow ample time for you to conduct reviews, complete evaluations, and return them to HRS by Jan. 31.
- **SUB Fest 2024:** Registration is now open for SUB Fest 2024. Join us Jan. 24 from 5-7 p.m. in the Student Union Building/Center for Student Leadership as we welcome new and returning students back to campus and showcase all the ways to Do More at LC State. [Register now](#) to reserve your club/organizations spot. Registration for on-campus clubs, organizations, divisions, and departments is free. If you have any questions or require further information, feel free to

contact Andrea Baldus at aebaldus@lcsc.edu or Kristin Myers at kmmyers@lcsc.edu.

- **Timesheet Submission & Approval:** Over the next few weeks there will be emails and reminders for timesheets. Payroll wants to be ahead of the game as much as possible for the next two paydays, Dec. 22, 2023, and Jan. 5, 2024.
 - With the semester coming to an end, please ask student workers who will not be working after the conclusion of the semester to complete and submit their timesheets as soon as possible for the Dec. 22 payday. This payday covers the days/hours worked from Nov. 26-Dec. 9.
 - This request for timesheets also applies to the payday of Jan. 5, which covers the days/hours worked from Dec. 10-23.
 - For those folks who do not usually enter a timesheet, if you use leave, be sure to complete the timesheet for the full pay period. If you only enter the leave taken, that is all you will be paid for.
 - The payroll processing for Jan. 5 will be shortened by two days as Christmas and New Year's Day are both observed on Mondays, which means **timesheets must be submitted and approved no later than Dec. 22**. Please do not hesitate to contact Jane Johnson in Payroll at jjohnson@lcsc.edu or 208-792-2204 if you have any questions.
- **Song for the Week:** "[Have a Holly Jolly Christmas](#)" by Burl Ives

