

Monday Message

Dec. 5, 2022



Dear all,

Our hearts continue to be with the University of Idaho, the students and families during this difficult time. I want to thank the campus community, and our LC students in particular, for sharing their love and heartfelt condolences during last week's vigil. A photo of our snow covered Harris Field with the lights shining bright in solidarity with the Vandal family appears below. #VandalStrong

[\(click to see video\)](#)



Cynthia Pemberton, Ed.D.
President

Events

- **Dec. 6 – Tuesday @ Two** – Tuesday @ Two continues via [Teams](#) (password: kNQSvi). Be sure to check the Monday Message weekly for schedule updates.

- **Dec. 7 – Open Studio Night** – Visit the art studio on Wednesday, Dec. 7, between 4-6 p.m. in MLH, Room 140, for a free student-led hands-on activity, snacks, and hot cocoa. The event will feature a Student Showcase of work created over the semester,
- **Dec. 9 – Winter Revels** – [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 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!
- **Dec. 15 – IT Open House** – The IT Department in SGC will open its doors from 1:30-3:30 p.m. (IT Office, Help Desk, and Marty's office in SGC 111) and invite the LC State community to stop by for holiday treats, conversation, and perhaps a few rounds of technical trivia or a round of cornhole. Stop by and say hello, ask questions, and share in some holiday cheer.
- **Dec. 16 – College Advancement Open House** – Stop by the College Advancement Office anytime between 12-4 p.m. on Friday, Dec. 16, to visit with office staff, ask questions and enjoy a bite to eat! The staff hopes to see you there.

Announcements

- **Events:** To help with event management and the overall efficiency of our campus, please remember to schedule all events within [25Live](#). How-to guides and more information are available here: www.lcsc.edu/event-services/schedule-your-event. Also, be sure to download the [Do More app](#) on your phone so you always know what's happening on campus.
- **Test of Emergency Notification System:** On Friday, Dec. 9, at noon, the Department of Public Safety and Office of Communications & Marketing will conduct a test of the Warrior Alert System. The test message will be sent via email, text and phone. To ensure you receive the message by all modalities, please confirm your contact information is up to date. All students and employees are automatically enrolled within the system with the information provided upon enrollment (students) or employment (employees). The system is automatically updated every day and the contact information within the system is wholly dependent upon what the student or employee has provided to the Registrar or Human Resources, respectively. Making changes to your contact information is to be handled through these offices and is addressed below.
 - **Employees** – Employees can see what phone number is currently on file by viewing their WarriorWeb profile. If changes are needed, send an email with the updated information to hr@lcsc.edu. HR will then update your file.
 - **Students & Parents** – It is possible for parents to receive Warrior Alert notifications, however, it is dependent upon the contact information that a student provides. Students who wish to add a parent to the Warrior Alert system can do so by adding the parent's phone number to this [change of address form](#) and emailing it to registrar@lcsc.edu. For questions and support email registrar@lcsc.edu.
- **IT Outages:**
 - College network systems will be serviced during the early mornings of Dec. 22 and 23 from 4-8 a.m. Please expect all network services on the college campus to be unavailable during those hours. Also, note that the outage may interrupt college phone service during the posted hours.

- All Ellucian Colleague services will be down beginning 8 a.m. on Wednesday, Dec. 28, and will not be restored until noon on Thursday, Dec. 29.
- **Tree Removal:** The LC State Arboretum Committee wants to let the campus community know about some upcoming tree removals over winter break. The Arboretum Committee encourages tree retention or conservation whenever possible. However, as part of the natural process of aging and renewal, some trees decay and are at risk of falling. From time to time, dying or decaying trees are removed before they become a safety hazard. Ten Ash trees located along the roadway and parking east of Sacajawea Hall have been deemed a safety and welfare issue. All ten trees will need to be removed in the last few weeks of December 2022. In the spring of 2023, 10 trees will be planted in accordance with our tree replacement plan in our Tree Campus Higher Education standards with the Arbor Day Foundation. In the spirit of the location of these trees, adjacent to our Nursing & Health Sciences building, tree species are being selected that have historical significance in medicinal uses. Two members of the Arboretum Committee, Trent Morgan and Celeste Ellis, who are faculty in the Nursing & Health Sciences Division and serve on the Arboretum Committee are spearheading the process of species selection. The LC State Campus is a Level 1 Accredited Arboretum with ArbNet and the Morton Arboretum, as well as a Tree Campus Higher Education with the Arbor Day Foundation. The LC State Arboretum is home to over 1,000 trees. To learn more about our campus Arboretum, visit our [LC State Arboretum Committee website](#). Questions or concerns can be directed to arboretum@lcsc.edu.
- **Did You Know?** LC State's newest building is the Schweitzer Career & Technical Education Center which officially opened in 2021. The state-of-the-art, three-story, 86,000-square foot Schweitzer CTE Center is home to most Technical & Industrial Division programs. Learn more about the facility by watching "[A Bridge to the Future](#)," and more about the programs by visiting www.lcsc.edu/ti. Review these pages 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: Schweitzer CTE Center, 2947 Cecil Andrus Way).
 - Two "Did You Know?" winners for fall 2022 will be drawn after this week's contest and announced in the Dec. 12 Message!
- **Student Course Evaluations (SCEs)** are now available for students to complete ([see calendar](#)). Please encourage students to check their LC email for further instructions on completing their SCEs. SCEs will close on Dec. 12.
- **HR Updates:**
 - **LC Cares** – LC Cares is up and running. Distribution boxes can be found throughout campus. If you have any last minute nominations of an LC State student, faculty or staff member that could use some extra help this holiday season, please nominate them [here](#) (all nominations are anonymous). All donation boxes will be collected on Dec. 14. Cash donations can be brought to the HR office.
 - **Inaugural Teddy Toss** – Join us after Winter Revels on Dec. 9 at 5 p.m. for an employee appreciation event at the Teddy Toss basketball game! LC State faculty and staff can purchase the official LC State Teddy for 50% off. These teddy bears are then thrown onto the court at halftime, collected, and distributed to local children in need to make their holiday special. Bring your family for a great LC State women's basketball game and an evening full of fun for a good cause.
- **Computer Lab and Classroom Software/Hardware Changes:** The deadline to request changes for the upcoming spring semester is Dec. 12. Changes to the computer labs and instructor computers in the classrooms occur twice a year between semesters. Changes include adding additional software, moving computers, and installing new hardware (printers, desktops, laptops, AV systems, etc). Requests will be made by May 1 for the fall semester and Dec. 12 for the spring semester. Requests should be emailed to helpdesk@lcsc.edu by the deadline.

- **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. 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. Or call x2252 for questions.
- **Coronavirus:** For the latest coronavirus updates and information visit www.lcsc.edu/coronavirus.
- **Song for the Week:** "[Snowman](#)" by Sia

