

# Monday Message

Nov. 20, 2023



Dear all,

This message is about **appreciation** and giving **thanks**.

First – Priority registration was last week. In the end, our headcount was 1,743, which is 6% above last year. I want to **thank** the instructional divisions, the Advising Center, Registrar/Records, and all of the other campus departments who found creative ways to encourage students to get registered and lock in their schedules for spring 2024. Here are some examples:

- Social Sciences, Humanities, and Nursing & Health Sciences each held “pizza socials” inviting students to gather with faculty, socialize, and receive advising.
- PLMSS gave away swag to students that registered for classes last week.
- T&I hosted a “dough nut” forget event last Thursday.
- Teacher Education & Mathematics gave away goodie bags to students who completed registration.
- The Advising Center and Registrar/Records collaborated to distribute stickers saying, “Hello I am Registered.”

In addition, students have been reminded via Canvas, yard signs, the Pathfinder, and, above all, direct communication between advisors and advisees. Great effort by all! The creative energy and interpersonal engagement poured into promoting priority registration is exactly what we’re about. **Thank you**. Well done. And, let’s keep it going - we have some current and incoming students who need spring 2024 schedules.

Second - I want to give a **shoutout of appreciation** to Student Involvement and various participating departments for orchestrating our second annual “Grad-fest” program last Tuesday. Grad-Fest creates a one-stop shop for students to attend to the various logistics associated with graduation, and was a terrific success!

Third – Last week, Ms. Dovie Wiley (Adult & Corrections Education) helped coordinate a facility tour and casual visit with our LC State students in the Idaho Correctional Institution. All three deans (Drs. Maddy, Ober and Mr. Gibbs), our director of College Advancement/executive director of the LCSC Foundation (Ms. Jennie Jones Hall) and our assistant director of Development & Alumni Engagement (Ms. Allison Silvestri) attended with me, and, it was nothing short of terrific.

In fact, with his permission, read on for excerpts of **praise** shared by Dean Gibbs upon his return to campus. “...[M]any students approached...to share how much they love their classes...They gave...very high praise and asked...[that we pass] their words along...[We] heard things like ‘best class I’ve ever taken’ and ‘the most amazing teacher’ and ‘you can tell that she really cares about us.’ At one point, two students were speaking...about their gen ed course and explaining how amazing the instructor was. Their explanation evoked an image of an instructor patiently and passionately teaching students in a classroom. It wasn’t until the end of our discussion that they revealed the class was being taught online (asynchronously) using Canvas. It blew my mind that these students had forged such a personal connection with their instructor in this format...Several students spoke of the summer writing workshops. They talked about how it has inspired them to keep diaries and write about their experiences and their hopes of sharing and publishing. It [was] clear...that these students aren’t just learning from the content and structure...built into...courses. They are also deeply affected by [our faculty’s] personalities and approaches to teaching.”

I echo Dean Gibbs’ comments and share his sentiments. It was truly one of our proudest days. **We applaud and most sincerely appreciate** all who have been part of making this life-changing education opportunity possible.

And Finally – **Happy Thanksgiving**. May you find time to rest, relax, reflect, and enjoy good food and even better company with family and friends.

Warmly,

Cynthia Pemberton, Ed.D.  
President

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## Events

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

- **Nov. 21 – Tuesday @ Two** – President Pemberton will host Tuesday @ Two at 2 p.m. in person in Reid Centennial Hall, Room 202.
- **Nov. 29 – LC State Night at Winter Spirit** – The LC State Alumni Association invites you to attend LC State Night at Winter Spirit on Wednesday, Nov. 29, from 5:30-7:30 p.m. Bring your friends and family and enjoy a warm cup of hot chocolate or apple cider, along with some delicious snacks, all while taking in the mesmerizing light display. While you're there, be sure to admire the "Warrior" Tree decorated by LC State faculty, staff, and students along with the motion sensor holiday greeting installed by industrial electronics instructor Tony Kuphaldt and volunteers. Everyone is welcome, and you don't need to be an alum to attend!
- **Dec. 1 – Employee Recognition Warrior Basketball Game** – Calling all faculty and staff! Get ready to cheer on the Warriors and celebrate LC State's incredible faculty and staff at the same time! Dec. 1 is Employee Appreciation Game Day! Join us over your lunch break for a basketball game against Evergreen State, with tip off at noon. Sodexo will be providing a lunch voucher for all employees who attend, which includes a hot dog, soda, and popcorn. Faculty and staff will be honored for their five-year milestones of dedicated service at halftime. Employees with supervisor approval are welcome to use accrued leave to stay for the whole game. Don't miss out on this awesome opportunity to celebrate our faculty and staff. [Click here for details](#).
- **Dec. 8 – Winter Revels** – LC State's annual holiday celebration will be held from 4-6 p.m. on Friday, Dec. 8. The event begins by walking through the decorated trees created by the student clubs in the SUB and then following the path to the Williams Conference Center to enjoy food, drinks, music and fun. **RSVPs are needed by Wednesday, Nov. 29**, for an accurate food count, so please [click here to sign up](#). Winter Revels is a time to mingle with full- and part-time, non-student staff, faculty, and our wonderful supporters in the WAA, on the Alumni Board, and on the Foundation Board. Student employees will be celebrated during Student Employee Appreciation Week in the spring. (Note: **Can You Do** winners will be drawn between 4:30-5 p.m. during Winter Revels – you must be present to win).

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## Announcements

- **ADA Upgrades:** K&G Construction is on campus the next several months carrying out the work for the campuswide ADA accessibility upgrades project. K&G just completed a new exterior entry ramp at the Living Learning Community building, next on its schedule are restrooms in the Admin Building. K&G is starting demolition of the basement men's restroom and the work will take approximately four-six weeks to complete. During this time, this restroom will be closed, and we ask that you use the men's restroom on the second floor. Contact Physical Plant with any questions or concerns.
- **Annual UAR & RRF:** It's the season for annual Unit Assessment Reports (UAR) and Resource Request Forms (RRF) for FY25. As usual, any resource requests should be tied to program assessment (i.e., measurable program outcomes & self-sustainability), the college's Mission and Strategic Plan as well as the Presidential Priorities of enrollment and retention, and streamlining operations. Unit 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. 1, 2023**. Unit Assessment Reports are to be submitted at least every three years, on a rotation determined by the unit, so please consult with your supervisor. 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 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 [here](#). **New this year, visualize "Shark Tank"... We will host special presentations for one-time funding initiatives related to recruitment and retention! We are encouraging folks to be creative and inventive as one-time RRF requests are finalized.**

- **Can You Do...? (CYD):** [This week's CYD](#) is from Information Technology and covers IT-related purchasing. Office. **Drawings for CYD winners (2) will take place during Winter Revels (between 4:30-5 p.m.). Must be present to win!**
- **Children's Book Drive:** KinderCollege is collecting gently used/new children's books to gift to each KinderCollege Student for Christmas. Any additional books will be donated to the Northwest Children's Home. Drop off locations will be in the SUB/CSL by the Info Desk and in the Library by the main desk Nov. 13-Dec. 15.
- **Holiday Cards:**
  - **Ordering** – 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 [www.lcsc.edu/campus-print/order-form](http://www.lcsc.edu/campus-print/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.
  - **Voting** – LC State students in the graphic communications program designed holiday cards for the college and we need help in selecting the winner. [To see the entries and vote click here](#). Voting closes Dec. 1.
- **I-Time:** Timesheet coding for the Thanksgiving holiday week is as follows:
  - Classified Staff code HOL on Thanksgiving and CPT on Friday.
  - Professional Staff code HOL on Thanksgiving and ADT on Friday. When prompted for a comment, enter "Trade day for Oct. 9."
  - IH staff code HOW for time worked on Thanksgiving.
  - If you did not work on Columbus Day because you were sick or on vacation, you will need to code those hours on Friday as SIC or VAC. Code HOL on Thanksgiving as it is a paid holiday.
- **Message from Provost Chilson:** "I wanted to provide a quick update that I will be continuing in my role as provost and vice president for Academic Affairs at LC State. I greatly appreciated the opportunity to develop individually and professionally. Please be assured that I continue to have enthusiasm for my current role and a strong commitment to our institution's objectives. If you have any questions, please reach out. Best wishes." – Fred Chilson, Provost/Vice President for Academic Affairs
- **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.
- **WarriorWear:** The campus store will have limited hours this week. Store hours will be 9 a.m. to 2 p.m. Monday through Wednesday, and closed Thursday and Friday. If you need anything, or have questions, store manager Brandi Williams will be onsite or you can contact her at [bwilliams@textbookbrokers.com](mailto:bwilliams@textbookbrokers.com).
- **Website Replatforming:** LC State utilizes a content management system called Umbraco to manage its website (lcsc.edu). The college currently uses Umbraco version 7 and is due for an upgrade. LC State has partnered with a company called Marcel Digital to take its website and all of its existing content and replatform it on Umbraco 12. This work was begun Oct. 17 and is expected to be completed by Feb. 5, 2024. Content is expected to be migrated to the new

platform automatically, so little to no extra work is expected to fall on departments. Departments are simply asked to continue to keep the content of their webpages up to date. Further details have been emailed to department web editors.

- **Song for the Week:** "[Imagine](#)" by Sawyer Fredericks

