

Monday Message

Nov. 27, 2023



Dear all,

I hope you were able to enjoy the Thanksgiving Holiday, your family, friends and too much good food! As we work together during this final push of the semester, I want to remind folks that general registration for the spring 2024 semester continues. Please work with your current students to ensure they are registered and their education plans-of-study and degree pursuits are on track. Also, each week the Advising Center shares lists of incoming students who are ready to work directly with instructional divisions to register for their first LC State class schedule. Please continue to reach out to these students as well. With all of this in mind, tour around the website information found at the following for information and guidance.

- [Registering for Classes - Registrar](#)
- [Advising Center](#)

I also want to highlight our LC State Night at Winter Spirit, Wednesday, Nov. 29, (5:30 p.m. at Locomotive Park in Lewiston), and upcoming Winter Craft Fair (Saturday, Dec. 2, P1FCU Activity Center). I hope you will come out and enjoy as we launch the holiday season.

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](#).

- **Nov. 28 – Tuesday @ Two** – President Pemberton will host Tuesday @ Two at 2 p.m. in person in the Library TCC.
- **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 Kuphardt and volunteers. Everyone is welcome, and you don't need to be an alum to attend!
- **Nov. 30-Dec. 1 – Warrior Basketball** – The Warrior women's and men's basketball teams play Northwest University on Thursday, Nov. 30, at 5 p.m. and 7 p.m., respectively, and Evergreen State University on Friday at noon and 2 p.m., respectively, at the P1FCU Activity Center. Visit www.lcwarriors.com to learn more.
- **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 and soda. 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.
- **Dec. 2 – Winter Craft Fair** – The Associated Students of Lewis-Clark State College host the annual Winter Craft Fair on Saturday, Dec. 2, from 9 a.m.-3 p.m. at the P1FCU Activity Center. The fair is a fundraiser to support graduation and student related activities at LC State and is a great opportunity for local artisans to showcase their work.
- **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**).

Announcements

- **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): Drawings for CYD winners (2) will take place during Winter Revels (between 4:30-5 p.m.). Must be present to win!** This week's CYD is from athletics. Can you show your school spirit? This Friday, the Warrior basketball teams face Evergreen State College, with the women playing at noon and the men at 2 p.m. To complete this week's CYD simply:
 - a. Follow these [instructions to download the Hometown Fan App](#). The app stores your tickets to future games so they are easily accessible.
 - b. Attend one of the games and show your Hometown Fan App at the front entrance of the P1FCU Activity Center.
 - o Notes: Supervisor approval and the use of accrued leave will be needed to watch a full game. The first 20 faculty and staff to scan in with the Hometown Fan App will win a PRIZE. All faculty and staff members get in free and receive a food voucher for a hot dog and soda for that day. Contact Kristina Keener at 208-792-2471 or kkkeener@lcsc.edu with any questions
- **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 through Dec. 15.
- **Holiday Cards:**
 - o **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. You can email the order form, pictures or any questions to cpms@lcsc.edu. Or call x2252 for questions.
 - o **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.

- **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.
- **Song for the Week:** "[Mr. Snowman](#)" by Sia

