

Monday Message

Dec. 4, 2023



Dear all,

As we near the end of the fall 2023 semester and shift our focus to spring 2024, we are watching and monitoring weekly enrollment trends with an eye towards opportunities to yet positively impact enrollment. With this in mind, below are some important reminders:

1. Last week, Enrollment Services provided instructional divisions with lists of former students who left in good standing and are eligible to return to finish their degrees. These are students who already have a relationship with LC State and are likely to return with encouragement from their former academic advisors or instructors. Please reach out to these individuals... call, text, email, send a holiday card... make a proactive effort to connect and engage, and let them know we want them back, and are ready to help support them.
2. The most recent list of fall 2023 students who have not registered for classes was also shared with instructional divisions last week. Please make a personal/professional affirmation not to let the semester end without making contact with your students, and encourage them to take action before they leave for break. If some are having trouble or have doubts about returning, let's work together to find a way for them to continue their degree pursuit and flourish.
3. Each week, names and contact information for students who wish to enter LC State for the first time are provided to the instructional divisions and to Advising Center advisors. Please continue to reach out and help them secure their spring 2024 schedules.

Every student matters. Not just for enrollment – although that is critically important – but because education matters. Through education we empower engaged citizenship, successful leadership and lifelong learning, and that, our mission, is what truly matters.

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. 4, 5, 6 – Rock, Choir and Jazz Concerts** – Three concerts are coming up at the Silverthorne Theatre. All three are free and open to the public.
 - The LC State Rock Band, under the direction of music instructor Joe Proud, will perform at 7:30 p.m. on Monday, Dec. 4
 - The LC State Choir, under the direction of associate professor of music Sarah Graham, will perform at 7:30 p.m. on Tuesday, Dec. 5.
 - The LC State Jazz Band, under the direction of music instructor Joe Proud, will perform at 8 p.m. Wednesday, Dec. 6.
- **Dec. 5 – Tuesday @ Two** – There will be no Tuesday @ Two meetings in December.
- **Dec. 8 – Winter Revels** – LC State's annual holiday celebration will be held from 4-6 p.m. on Friday, Dec. 8. Start at the balloon arch at the main (east) entrance to the SUB and walk through the decorated trees created by the student clubs. Then follow the path to the Williams Conference Center to enjoy food, drinks, music and fun. 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

- **Can You Do...? (CYD):** Drawings for two CYD winners will take place during Winter Revels (between 4:30-5 p.m.). Must be present to win. This week's CYD is from Information Technology: Every department on campus utilizes technology daily. This includes software, computers, USB flash drives, AV equipment, network infrastructure, and computer peripherals such as keyboards, mice and monitors. Did you know that the director of IT must approve all technology purchases? [This week's CYD](#) will explore the processes for ordering IT-related equipment and software. Please use the [Information Technology Department website](#) to discover the processes for the different IT-related purchases you may need.
- **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:** 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.
- **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.
- **Payroll:** Please be advised that over the next few weeks there will be several emails and reminders coming your way regarding the payrolls on 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.
 - The payroll processing for Jan. 5 will be shortened by a day as Christmas will be observed on Monday, Dec. 25, so timesheets must be submitted and approved no later than Dec. 22.
 - The importance of having timesheets submitted and approved in a timely manner cannot be stressed enough, especially with year-end coming up the state has very specific deadlines for payroll processing. Please do not hesitate to contact [Jane Johnson](#) in Payroll if you have questions.
- **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:** ["Carol of the Bells"](#) by Pentatonix

