

Monday Message

Dec. 11, 2023



Dear all,

I want to begin this message with saying thank you, thank you, thank you, and thank you to the team that made our campus community Winter Revels such a terrific success! The décor and ambiance were festive and elegant, and simply could not have been more perfect!



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. 15-16 – Warrior Basketball** – The Warriors are playing conference basketball this week at the P1FCU Activity Center. Learn more at www.lcwarriors.com.
 - Friday, 5 p.m. – Women vs. Corban University
 - Friday, 7 p.m. – Men vs. Corban University

- Saturday, 4 p.m. – Women vs. Bushnell University
 - Saturday, 6 p.m. – Men vs. Bushnell University
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Announcements

- **Congratulations** to our **Winners**:
 - **Can You Do?**: Ms. Jeannette Carte and Ms. Maria Hatstrup
 - **People's Choice Holiday Tree**: Administrative Services
 - **Graphic Design LC State Holiday Card winner**: Zoey Hall (the card will be featured in next week's message)
- **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.
- **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.
- **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.
- **Sodexo Marketplace & Jitterz Hours**: Sodexo Marketplace will be open this week with normal operation Monday-Tuesday and limited station options on Wednesday and Thursday. Friday will have breakfast service before closing for break. Jitterz will have normal hours on Monday. Tuesday and Wednesday they will be open from 7:30 a.m. -1 p.m., and will be closed for break starting Thursday.

- **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 jfjohnson@lcsc.edu or 208-792-2204 if you have any questions.
- **Song for the Week:** "[You Make it Feel Like Christmas](#)" by Gwen Stefani & Blake Shelton

