

# Monday Message

Dec. 15, 2025



Dear all,



Cynthia Pemberton, Ed.D.

President

P.S. Monday Messages will resume in January. Wishing you all laughter that echoes, peace that abides, and love that endures.

## Announcements

### Check Run:

Due to the winter break from Wednesday-Friday, Dec. 24-26, Accounts Payable will not conduct a check run during that week. The check run for both local and state payments will instead occur on Thursday, Dec. 18. Please ensure all payment requests are submitted by close of business on Tuesday, Dec. 16. For any urgent payment needs, please contact Accounts Payable immediately.

### Evaluations:

It's Performance Evaluation Time! The annual staff [performance evaluation process](#) has begun. Evaluation forms and the rating scale are available on the [HRS website](#) under the Performance Evaluations link. When completing evaluations, take time to fairly reflect on your employee's performance over the past year. Evaluations must be authentic, which means it is highly unlikely that everyone will receive the highest performance rating every time. The highest performance rating should recognize those who have truly gone above and beyond expectations and consistently demonstrated exceptional performance this past year. To support supervisors and employees through the process, HRS will be hosting Performance Evaluation Workshops in December and January for anyone who would like a refresher or have questions about completing their evaluations. Thank you for your thoughtful participation in this important process and for recognizing the great work of our LC employees! Please remember:

- Evaluations are due on or before Jan. 30, 2026.
- Use the Supervisory Evaluation Form for employees who supervise one or more benefit-eligible employees.
- Use the Non-Supervisory Evaluation Form for employees who do not supervise benefit-eligible staff.
- For employees who have been in their position six months or less, please complete an abbreviated evaluation and mark the "Special Evaluation" box under Section IV on the form.

### Evaluations PDT:

Human Resources Services is holding PDTs on "Performance Evaluation Process & Best Practices for Supervisors of CSO/PSO Employees" on Dec. 10 at 10 a.m., and Dec. 18 at 3 p.m. [Learn more and sign up.](#)

### Holiday Cards with Personalized Photos:

Are you sending out photo holiday cards to family and friends? Check out the options from the Graphic Communications Printshop. Its talented design students have come up with

nine different template designs for holiday cards. To see the templates, please stop by the Printshop in SGC 113 or [download the order form](#). You can [email](#) the order form, pictures or any questions or call x2252 for questions.

### **KinderCollege's Book Drive:**

KinderCollege invites you to pay it forward and donate a gently used/new children's book by Dec. 18. For the last three years, every KinderCollege student has been able to pick out a book to take home for holiday break. Drop off your donation at KinderCollege. For questions, contact [Abby](#).

### **LC State Ornament:**

Get your 2025 LC State Limited Edition Ornament! The LC State Alumni Office is excited to announce the release of this year's limited edition LC State ornament. Ornaments are \$12 and can be picked up at LC State or delivered. Only 125 ornaments are available, so [order yours today](#).

### **Library Hours:**

The LC State Library building, which includes the Library, Student Success Center, Writing Center, Warrior Pantry, LC State Testing Center, and Accessibility Services, will be recarpeted beginning after finals week and ending the second week of January. Please note the following changes to availability during those times.

- The **Library** will be closed Dec. 15-Jan. 9. Library Staff will be available by [email](#) Dec. 15-19, Dec 22-23, and Jan. 5-9 (8 a.m. - 4 p.m.). Please use the Library parking lot book drop for any returns.
- The **Student Success Center** will be closed Dec. 15-Jan. 9.
- The **Warrior Pantry** will be moved to SUB 140 during the closure. Fresh foods will be available during SUB hours, Monday-Friday from 8 a.m.- 5 p.m. on Dec. 15-19 and Jan. 5-9. Students can access it through the Sub Info Desk.
- The **Writing Center** will be closed Dec. 12-Jan. 25. The Writing Center will resume services the second week of the spring semester on Jan. 26. Please visit its [website](#) for more information or [email Bryce Kammers](#), Writing Center director, with any questions.
- The **Center for Accessibility & Testing** will be closed Dec. 22-23. There is a possibility these departments will also be closed Jan. 5-9 if work is delayed in those areas. In the Testing Center, vendor and student exams have been put on hold for Jan. 5-9 as a precaution. Please refer to its [website](#) and [Facebook](#) pages for updates and changes in exam availability. In Accessibility Services, if you need to set up an accommodations meeting, please [email directly](#) to set up a time to meet in person or via Teams.

**Network Outage Dec. 20-21:**

IT needs to perform maintenance that will require a full network outage. This means the following. For a complete list of all systems affected, visit the [Intranet](#). Our Enterprise Applications team will be reaching out to the affected offices regarding processes that run during this outage timeframe to discuss plans.

- No internet on campus (wired and wireless)
- No access to shared drives (and no ability to VPN in to shared drives)
- No access to Colleague and WarriorWeb
- Things like the LC State webpage will remain accessible because it is 'hosted' online and not hosted on campus.

**PDT this week:**

Tour the Schweitzer Career & Technical Education Center on Wednesday, Dec. 17, at 4 p.m. and see firsthand what makes this facility such an exciting asset for LC State. This tour is open to new employees who haven't visited yet or current employees who haven't had the chance to tour the building. This is your opportunity to take a look. [RSVP](#)

**Peer Mentor Applications:**

The First Year Experience Program is currently seeking peer mentor recommendations for the fall 2026 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, and supportive and are able to demonstrate leadership qualities inside and outside the classroom. Mentors serve roughly 25 mentees 5-7 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 by Friday, Jan 31.

**Sabbatical Recipients:**

Four faculty members have been awarded sabbatical leave: Harold Crook and Leanne Parker for the 26-27 academic year, and Eric Stoffregen and Leif Hoffman for spring semester 2027.

**Timesheets:**

- **[Deadline this week:](#)**  
Timesheets must be submitted by noon and approved by 5 p.m. on Thursday, Dec. 18.
- **[Coding for Winter Break:](#)**  
Timesheets for Winter Break are due Jan. 2, however, they can be submitted early.

### **Web Editor Transition:**

As previously communicated, LC State is transitioning to a centralized approach to web editing, greatly reducing editors across campus and centralizing in the web office in Communications & Marketing. The technical part of the transition (removing web editor access to the CMS) will begin Dec. 22 and be completed by Jan. 5. Web editors have received information directly regarding the transition. After Jan. 5, please submit all web update requests to [Hailey Denton](#) and [Cathy Rowland](#) in the web office ([web@lcsc.edu](mailto:web@lcsc.edu)). Additional information is listed below.

- **Why the transition?**

The transition is being made to put the institution in a better position to meet federally mandated accessibility compliance standards, to increase website quality and search engine optimization, and to increase efficiency, in part, by removing the need to train web editors throughout the year.

- **Are there exceptions?**

Based upon feedback and guidance from Executive Cabinet, a limited number of current web editors will retain web editor access at this time to support specific and unique web needs.

- **Who is responsible for content?**

As the content area expert, it remains the unit's job to actively review its webpages and ensure they are up to date. Any needed updates should be communicated to [Hailey](#) and [Cathy](#) in the web office ([web@lcsc.edu](mailto:web@lcsc.edu)) as soon as possible. Advance notice of updates, whenever possible, will be greatly appreciated.

### **Year-End Donation Guidelines**

are available on the [Foundation Office website](#). Please review for important dates. As a reminder, if your office receives any gifts, please bring them to the College Advancement Office and the envelope must accompany the check.

### **Winter Spirit:**

A big thank you to all those who organized and attended [LC State Night](#) at Locomotive Park last week. And kudos to our diesel and collision programs for this float!



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## Events

Keep up on events and activities through the [Campus Calendar](#) and the [Do More App](#)

### **Dec. 17 – College Advancement Open House:**

Stop by the College Advancement Office on Wednesday, Dec. 17, between 11:30 a.m. and 1:30 p.m. Enjoy yummy bites and celebrate the holiday season with the College Advancement team!

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**Song for the Week:** “[To kindness and love, the things we need most.](#)”

