

Monday Message

Jan. 5, 2026



Dear all,

Welcome to the spring 2026 semester! Please be sure to attend next week's All-Campus Meeting (Jan. 15, Silverthorne Theatre, 10:30 a.m.-noon). We will share a look ahead as well as review the Governor's *State of the State* address and his FY27 budget recommendations associated with higher education. After the All-Campus Meeting stop in at Jitterz for a welcome back coffee, tea or hot chocolate, courtesy of the Office of the President.

I look forward to seeing you all on Jan. 15. Go Warriors!

Cynthia Pemberton, Ed.D.

President

P.S. Gov. Brad Little's State of the State address will take place Monday, Jan. 12, at 11 a.m., Pacific, in the Idaho House Chambers at the Idaho State Capitol Building, and can be viewed live via [Idaho In Session](#).

Announcements

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.

Jaggaer Maintenance:

Jaggaer will be unavailable due to scheduled maintenance from Jan. 16 at 4 p.m. to Jan. 19 at 8 p.m. Please ensure any requisitions needed during the maintenance window are submitted and approved in advance, before the maintenance period begins. Contact Purchasing with any questions at Purch@lcsc.edu.

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.

- The **Library** is closed until Jan. 9. Library Staff will be available by [email](#) Jan. 5-9 (8 a.m. - 4 p.m.). Please use the Library parking lot book drop for any returns.
- The **Student Success Center** is closed until 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 Jan. 5-9. Students can access it through the Sub Info Desk.
- The **Writing Center** is closed until 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** might 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.
- **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 to fye@lcsc.edu by Friday, Jan 31.

Timesheet Coding for Dec. 24-Jan. 2:

Please contact Debie or Jane at 2204 for any questions.

- Classified Staff code HOL on Christmas Eve, Christmas day, the Friday after Christmas and New Year's Day. Code CPT on Jan. 2, 2026. If you worked on Dec. 24, 25, 26 or Jan 1 you will also need to code HOA or HOW on those days.
- Professional Staff code HOL on Christmas Eve, Christmas Day, the Friday after Christmas and New Year's Day. You will use HOF on Jan. 2
- Students and IH code HOW if you worked on Dec. 24, 25, 26 or Jan. 1. Use regular coding for the rest of the days worked.
- For Jan. 2, if you did not work on Veterans Day, Classified and Professional Staff use VAC* or SIC, depending on the reason for not working Veterans Day.

- *If you do not have enough VAC or CPT, you will need to code LWO (Leave Without Pay).

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) has begun and will 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). 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) as soon as possible. Advance notice of updates, whenever possible, will be greatly appreciated.

Winter Spirit:

Volunteers are invited to assist with taking down Winter Spirit displays, including LC State-led projects, at Locomotive Park on Saturday, Jan. 10, beginning at 10 a.m. For more information email [Tony Kuphaldt](#).

Events

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

Jan. 9 – Opening Reception for Exhibits:

An opening reception for the Center for Arts & History's two new exhibitions, "Primal Forces: Fire" and "The Symposium," will be held on Friday, Jan. 9, from 5:30-7 p.m. at the Center. The event is free and open to the public. [News release](#).

Jan. 15 – Spring All-Campus Meeting:

The Spring All-Campus Meeting will be held Thursday, Jan. 15, from 10:30 a.m.-noon at the Silverthorne Theatre. After the meeting, stop by Jitterz for a welcome back coffee, tea or hot chocolate, courtesy of the Office of the President.

Jan. 16 – New Student Orientation:

Get ready to welcome new students to campus during LC State's [Spring 2026 Orientation](#).

Jan. 20 – Classes Begin

Song for the Week: “(Your Love Keeps Lifting Me) Higher and Higher”

