

Monday Message

Dec. 8, 2025



Dear all,

It's finals week and I thought I would share an interesting bit of data. During our October State Board of Education annual update report, we shared outcome data associated with enrollment, retention and graduation rates. As you may recall from that presentation and this year's Presidential Priorities, our ongoing enrollment focus emphasizes *Inputs, Throughputs and Outputs*. With that in mind, I asked Institutional Research if they could determine the percentage of students who enrolled with us this fall that are still with us as we enter finals week. While this is not an official IPEDS retention rate (that annual rate is calculated only on first-time/full-time degree seeking students), it does provide us with a glimpse of the real-time impact of our various *throughput* efforts are having (i.e., the Academic Coaching Advising model and At-Risk Early Alert system; Handshake College-to-Career implementation; the Student Success Center one-stop with expanded tutoring services co-located with the food pantry in the Library; enhanced student engagement via our student involvement coordinator and the DoMore app implementation; expanded face-to-face and online counseling support services; and cohort and community building living learning communities). **As of this message, we have 98% of our fall enrollees preparing for this week's finals. Well done, Warriors!**

Cynthia Pemberton, Ed.D.

President

P.S. Congratulations to our 2025 Graphic Communications Holiday Card Contest winner, Ms. Baeli Kinsley. Be sure to check out next week's Monday Message where Baeli's card will be animated and featured as our happy holidays greetings.



Announcements

Data Management Process:

In the evolving landscape of information security, LC State has implemented a new standard to meet audit requirements. All software, IT systems, and services that store or process data must now be reviewed and approved **before purchase** – this includes any system that handles sensitive, classified, public and institutional data. Please note that this review is required annually, even for items previously approved in past years. Departments must resubmit a [Software and System Request Form](#) each year to ensure continued compliance and data protection. To avoid delays, please plan ahead for any upcoming or auto-renewing subscriptions by submitting the form well in advance (we recommend one–two months prior to purchase). This allows our IT team sufficient time to complete the necessary security and compliance reviews and provide the required IT approval documentation for your p-card transaction or Jaggaer requisition. Your cooperation in meeting these audit requirements helps ensure LC State continues to operate securely and in full compliance.

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:

The 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.

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.

Teams Phone Quarterly Billing:

The Teams Phone billing has transitioned to a quarterly cycle. The billing for October-December is now available for review. Charges are \$15 a month per line per phone number. To ensure charges are applied correctly, we've posted a list of the phone numbers assigned to each department on the [Intranet](#). Please review your department's assigned numbers and confirm that the listed account number is accurate. If you notice any discrepancies or if updates are needed, please [email](#) the IT Help Desk by end of day, Dec. 12. Thank you for helping us keep our records accurate.

Timesheet coding:

Regarding the Thanksgiving week timesheet, for those who worked on Columbus Day, Oct. 13, classified staff code HOL on Thanksgiving and CPT on Friday, and professional staff code HOL on Thanksgiving and HOF on Friday. For those who did not work on Oct. 13 because of sickness or vacation, code the hours on Friday as SIC or VAC (code HOL on Thanksgiving as it is a paid holiday).

Events

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

Dec. 10 – Winter Spirit:

The LC State Alumni Association invites you to attend LC State Night at Winter Spirit at Locomotive Park in Lewiston on Wednesday, Dec. 10, from 4:30-6 p.m. Bring friends and family to enjoy a warm cup of hot chocolate or apple cider, savor a cookie, and take in the light display. The Center for Arts & History will offer a take-home craft, and LC State student-athletes will be there to join in the festivities. Catch a live performance by the Warrior dance and cheer team at 5:15 p.m. While you're there, be sure to admire the "Warrior Tree" decorated by LC State faculty, staff, and students. This event is open to everyone, so you don't need to be an alum to join the fun!

Dec. 11 – Athletics Home Events:

Women's basketball hosts Whitman College on Thursday at 5:30 p.m. at the P1FCU Activity Center. Learn more at www.lcwarriors.com.

Dec. 12 – Winter Revels & Holiday Concert:

Our annual employee celebration Winter Revels is scheduled for 4:30-6 p.m. at the Administration Building. It will be followed by a Celtic holiday concert in the Silverthorne Theatre at 6 p.m. The concert will feature, Everdream, an all-female trio of harp, violin and voice. As previously announced, concert RSVPs for faculty and staff were due Nov. 23. [News release](#).

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!

Song for the Week: "[Merry Christmas](#)" by Ed Sheeran and Elton John

