

Monday Message

Nov. 10, 2025



Dear all,

This week we recognize and honor the veterans of the United States Armed Forces, a number of whom are part of our campus community (students, staff, faculty). I and we thank them for their service and sacrifice. In celebration of this national holiday we invite you to stop by our Veterans Reception on Thursday, Nov. 13, at 5-6:30 p.m. on the second floor of the Library. Light refreshments will be served.

Note: Here's a photo from last spring when we, again, earned [Military Friendly Gold](#) honors!



Cynthia Pemberton, Ed.D.

President

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. Not everyone should receive the highest rating – reserve that level for 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.

Holiday Cards:

The 7th Annual LC State Holiday Card contest is underway. Students in the Graphic Communications program have designed holiday card nominations and we need your help in selecting a winner. [View the entries and vote](#). Voting closes Nov. 28 at 5 p.m.

Holiday Lights:

"Thank you to the 103 student and staff volunteers who helped light up campus for the holidays! It looks amazing! Also, a HUGE thank you to Wayne, Ben and Gary. The Residence holidays lights are simply spectacular! Well done, guys!" – President Pemberton

HR Updates:

November PDTs: Learn more and register at [here](#).

- Nov. 10 – Pursuing Grant Funding
- Nov. 11 – Understanding Updates to Student Travel
- Nov. 12 – Yoga for Faculty & Staff

Student Travel PDT:

Join the upcoming PDT "On the Move: Understanding Updates to Student Travel" on Tuesday, Nov. 11, at 3 p.m. in SAC 112 to learn about recent changes to student travel procedures, including updates to forms, routing, and best practices for both accompanied and unaccompanied student travel. The session will help ensure trips run smoothly and remain compliant with college policies.

KinderCollege's Book Drive:

The KinderCollege's Book Drive 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 Cares:

LC Cares is seeking nominations for families in need of a little extra holiday cheer. If you know an LC student, faculty, or staff member who could benefit from a toy donation this holiday season, please [submit](#) a nomination by Nov. 21. LC Cares aims to select four families to provide with toys and gift cards this holiday season.

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.

Purchasing Update:

Federal changes now require all imported goods, regardless of value, to pay tariffs based on their country of origin. These changes may impact purchases from foreign vendors and certain P-Card transactions. These changes do not apply to purchases shipped solely within the U.S. For details, see the Tariff Update memo on the [Purchasing](#) website or contact via [email](#).

RRF/UAR Processes:

As LC State kicks off the FY27 budget cycle, here is important information and guidelines for the Resource Request Form (RRF) process. This annual review enables each division/department to assess its budget within the context of this year's constraints and to identify both potential challenges and opportunities for one-time funding requests. All divisions/departments complete this process and submit their RRF to their next-level supervisor. If you're unfamiliar with the process, please reach out to your supervisor for further details.

RRF/UAR Key Highlights:

- **Budget Planning:** The State of Idaho Division of Financial Management, in its Sept. 17 memo, required state agencies to submit ongoing 3% reduction plans to the state. The university has also submitted, per request, plans for potential 2%, 4%, and 6% budget reduction scenarios. Units are not required to submit any additional scenario planning to the Budget Office for this year's RRF process.
- **One-Time Requests:** There may be limited opportunities for one-time funding requests aligned with the Presidential Priorities: renaming the institution to "Lewis-Clark State University," growing and retaining student enrollment, and automation and integration. Requests should include measurable outcomes, such as anticipated enrollment growth or self-sustainability within two years.
- **Technology & Physical Plant Requests:** Technology needs must align with the Presidential Priorities and be reviewed by IT, and Physical Plant (PP)-related requests must be reviewed by PP prior to submittal. Technology requests need to be submitted to IT for their review by Nov. 17. Physical Plant requests should be vetted ahead of Nov. 17. Precise estimates for requested work may not be available for several weeks, depending on the project/request.
- **Administrative Fees:** The templates provided on the Teams Site includes a tab for requesting changes to administrative fees that do not require State Board of Education approval.

Important Deadline & Information:

- RRFs must be submitted to your supervisor by **Dec. 5, 2025**.
- The RRF form, full timeline and details, and last year's submittals and awards are available in the UAR/RRF (Program Assess, Plan, RRF) Teams Site under the [files](#) tab. Please download the template(s) to your local drive then upload your copy once completed.
- Functional Area Committees (FACs) chaired by the area Vice Presidents or designee(s) will review Resource Request Forms (RRF) between January-February to discuss and prioritize items. Emergent priorities will be presented to the President's Executive Cabinet between February-March.

Unit Assessment Reports (UAR) process:

- Please consult with your division leadership to determine if a UAR is required for your department this cycle.
- **All resource requests must be tied to program assessment** (i.e., measurable program outcomes and self-sustainability), the college's Mission and Strategic Plan as well as the Presidential Priorities as listed on the RRF.

Student Employment & Career Readiness Events:

Nov. 11 – AI for College & Career Success: 3-4 p.m. in ACW 112 or on Teams. Students are invited to explore how artificial intelligence can support their academic and professional goals. Learn practical ways to use AI tools for studying, job searching, and career development. Advance [registration](#) is encouraged.

Nov. 12 – Small Talk, Big Impact: A Professional Networking Social: We are piloting a new professional networking social etiquette this fall. All current student employees and campus student leaders are invited to practice communication and etiquette skills in a fun, engaging setting. Mocktails and appetizers will be provided; registration required.

SUB/CSL Holiday Hours:

- Sodexo is closed Nov. 22-29
- SUB will be closed Nov. 22-23 and Nov. 27-29, resuming normal hours Nov. 30

Warrior Giving Day 2026 Prep:

If your program/school/division is interested in participating/raising money during Warrior Giving Day 2026, please complete the [intake form](#) and submit to College Advancement by Nov. 26.

World Series Fan Photos:

LC State asks the general public to submit fan photos for its promotion of the 2026 Avista NAIA World Series at Harris Field. Please help spread the word! Those who submit photos will have a chance to win free tickets and also be featured in advertisements for the tournament. [News release](#).

Events

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

Nov. 11, 14-15 – Athletics Home Events:

Warrior volleyball hosts a Cascade Conference Tournament play-in match against Northwest at 6 p.m. on Tuesday at the P1FCU Activity Center. The LC State men's basketball team is hosting the Clearwater River Casino & Lodge Classic. It will play Dickinson State at 6 p.m. on Friday and Embry-Riddle at 5 p.m. on Saturday at the P1FCU Activity Center. Learn more at www.lcwarriors.com.

Nov. 13 – Veterans Celebration:

Veterans Services will hold its Veterans Celebration event on Thursday, Nov. 13. The event will take place on the second floor of the Library from 5-7 p.m. and is free and open to the public. [Learn more.](#)

Nov. 15 – Discovery Day:

LC State will welcome prospective students and their guests to campus for [Discovery Day](#). This campuswide event gives future Warriors the opportunity to explore academic programs, meet current students, and experience life at LC State firsthand. Discovery Day is one of our largest preview events of the year. Faculty and staff participation helps showcase LC State's welcoming community and hands-on approach to education, so we encourage you to be ready to greet guests and answer questions about your area, encourage your students or department to wear LC gear to show Warrior pride, and watch for increased foot traffic and parking. Let's give our future Warriors a warm LC State welcome!

Nov. 18 – Tuesday @ Two:

President Pemberton will host Tuesday @ Two on Nov. 18 from 2-3 p.m. at her office in the Administration Building, Room 207. Everyone is welcome to stop by and join the conversation.

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. Faculty and staff are invited to attend the concert for free, however, an [RSVP](#) is required by Nov. 23. After this point, all remaining tickets will be sold to the general public. [News release.](#)

News & Features

- [Silverthorne to hold Celtic holiday concert Dec. 12](#)
- [LC State seeks fan photos for Avista NAIA World Series](#)
- [Grand opening for new downtown Workforce Training location is Nov. 19](#)
- [LC State to host Veterans Celebration Event](#)
- [LC State tops 4,000 students for first time in school history](#)

Song for the Week: "[Travelin' Soldier](#)" by The Chicks

