Monday Message

Nov. 23, 2026

Dear all,

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Cynthia Pemberton, Ed.D.

President

Announcements

Administration Building Fire Alarm Testing:

A test of the updated Administration Building fire alarm system will be performed Friday,

Dec. 4, between 10 a.m. and 4 p.m. Fisher Systems, 4J Electric, and the fire marshal will be on site for the work. Occupants will not be asked to vacate the building during the test, but substantial noise should be expected; please work with your supervisor to establish alternative work locations if necessary. Updated information will be made available upon testing completion. Direct questions to Physical Plant at ext. 2247.

Evaluations:

It's Performance Evaluation time! The annual staff performance evaluation process has begun. Please click here to review the step-by-step process for completing performance evaluations.

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 November, 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. 31, 2027.
- 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.

The updated job description templates (revised March 2025) are available on the HR Performance Evaluations webpage. Please use the current form if you are updating job descriptions, as several items have changed. Submissions on an outdated form will be returned for completion using the updated template. Thank you for helping us keep the process consistent and efficient.

Fitness Center Fall Break Schedule:

- Nov. 23-24 – Holiday hours, 6-9 a.m., 11 a.m.-1 p.m., and 4-7 p.m.
- Nov. 25-29 – Closed
- Nov. 30 – Normal hours resume

Hiring Process Webpage:

Human Resource Services asks that search committees use the new Hiring Process webpage when filling a position. The webpage, which replaces the Search Committee Checklist, provides step-by-step guidance based on the classification of the position being filled – faculty, professional staff, or classified staff. The new resource walks you through the entire search process, including obtaining approval to fill a position and onboarding. Direct questions to HRS at hr@lcsc.edu or ext. 2872.

Holiday Cards:

The eighth annual LC State Holiday Card Contest is underway. Students in the Graphic Communications program have designed holiday cards, and we need your help selecting a winner. Voting closes at 5 p.m. Nov. 27. View the entries and vote.

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. 30. LC Cares aims to select four families to provide with toys and gift cards this holiday season. To make a donation, click here.

Personalized Photo Holiday Cards:

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 eight different template designs for holiday cards. The cards can be customized with your preferred wording and greeting preference, along with the number of pictures. To see the templates please stop by the Printshop in SGC 113 or download the order form. You can email cpms@lcsc.edu with order forms, pictures, and questions. Or call x2252 for questions.

RRF/UAR Processes:

As LC State kicks off the FY28 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.

- **Key Highlights:**

  Budget Planning:

  The State of Idaho Division of Financial Management in its May 29, 2026, memo directed state agencies to prepare maintenance-only budget requests for fiscal year 2028. For purposes of FY 2028 planning, LC State expects only modest

increases to its appropriated operating budget. Units should model a 1% increase in their appropriated Operating Expense (OE) budgets in the RRF form.

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. Units are encouraged to evaluate PC equipment needs and request funding if needed. 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 Dec 18. Physical Plant requests should be vetted before Dec 18. 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 (see below) 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 by **Jan. 11, 2027**.
- The current RRF form and last year’s submittals and awards are available in the UAR/RRF (Program Assess, Plan, RRF) Teams Site. 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 RRFs in February and March to discuss and prioritize items. Priorities will be presented to the President’s Cabinet in March and April.

Unit Assessment Reports (UAR) process:

- Please consult 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.

Sabbatical Recipients:

Two faculty members have been awarded sabbatical leave: Jennifer Anderson for fall semester 2027 and Dr. Rachel Kaitz for spring semester 2028.

Travel:

The Travel Policy and Procedures Update PDT is now available for registration. The training will provide a detailed overview of all changes to the Travel Policy and Emburse Travel Procedure Manual. Both sessions will cover the same information, with sessions offered Dec. 3 at 3 p.m. and Dec. 11 at 11 a.m.

Warrior Giving Day 2027 Prep – Last Chance:

If your program/school/division is interested in participating/raising money during Warrior Giving Day 2027, please complete the intake form by Nov. 27.

Warrior Wednesday:

Every Wednesday, students and employees are encouraged to show their Warrior pride by wearing LC State gear and colors.

Events

Keep up on events and activities through the Campus Calendar and the Do More App

Nov. 23-24 – Home Athletic Events:

The Warrior men's basketball team hosts the Clearwater River Casino & Lodge Classic at the P1FCU Activity Center. It will play Pacific Union at 6 p.m. Monday, and Park-Gilbert at 6 p.m. Tuesday. Learn more at www.lcwarriors.com.

Dec. 2 – Winter Spirit Night:

The LC State Alumni Association invites you for a night at Winter Spirit at 4:30-6 p.m. Enjoy hot chocolate or apple cider and a delicious cookie while taking in the light display. Take home a craft from the Center for Arts & History. Admire the beautiful "Warrior Tree" decorated by LC State faculty, staff, and students. Meet LC State student-athletes and snag passes for any 2026-27 regular season game. And don't miss the live performance by the Warrior cheer and dance team at 5:15 p.m. The event is open to everyone.

Dec. 18 – Winter Revels:

LC State's annual employee holiday gathering will be held on Friday, Dec. 18, from 2-4 p.m. at the SUB Patio. The event includes delicious food, drinks, a hosted bar, and live music. For more information and to RSVP click here. Please RSVP by Dec. 10.

News & Features

Stay current on LC State news

- LC State music ensembles present fall concerts
- Ring in the holiday season at LC State Night at Winter Spirit
- LC State statewide Prison Ed Program earns NWCCU award
- LC State's Center for Arts & History earns Idaho museum recognition
- Banker, adult learner awarded LC State's 2026 Coeur d'Alene Alumni of the Year
- LC State launches Healthcare Education Center, helps Idaho lead the way in allied health

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Song for the Week: "Thank You" by Led Zeppelin