

# Monday Message

Oct. 27, 2025



Dear all,

What an October we've had! First, our successful State Board of Education fall meeting and a history-making/record-breaking enrollment census, and then last week's Northwest Commission on Colleges and Universities (NWCCU) accreditation site visit! Any one of these is an enormous undertaking. All three overlapping and back-to-back ... simply mindboggling! Thank you does not begin to express my gratitude to all who helped make these monumental events successes. Please read on for a message from the Provost. It is truly inspiring to be a Warrior!

Dear LC State colleagues,

I want to extend my heartfelt appreciation to each of you for your outstanding support and professionalism during our recent NWCCU seven-year accreditation visit. The visiting team consistently noted the warmth, authenticity, and deep commitment to student success that define our campus community. Your engagement, preparation, and pride in LC State truly made a lasting impression.

I am especially proud of how far we have come in advancing our culture of assessment and evidence-based improvement. Our collective commitment to using data to inform decisions – and our expanded access to technology, dashboards, and institutional reports – demonstrates a remarkable level of maturity and alignment across the college. These achievements reflect years of dedication and collaboration from every corner of the institution.

I would like to offer special thanks to Vice President Grace Anderson, Senior Vice President Andy Hanson, and Dean Martin Gibbs for their exceptional leadership and countless hours devoted to the preparation of our "Evaluation of Institutional Effectiveness" (EIE) report. Their hard work and steady guidance were instrumental in ensuring the quality and comprehensiveness of our self-evaluation. Additionally, I also want to thank Ms. Vicki Cooper for her outstanding coordination and unwavering support in managing all logistics for the accreditation site visit, ensuring everything ran seamlessly for the visiting team and our campus.

Thank you all for your ongoing commitment to LC State's mission and to the continuous improvement that drives our success. I could not be more proud to serve alongside such a dedicated and capable team.

with gratitude,  
Provost Chilson

After the past couple weeks, I hope folks can take a moment to catch their breath and enjoy a bit of spooky fun. Feel free to stop in for Tuesdays @ Two, don't miss the Pumpkin Carving contest judging Thursday, Oct. 30, in the SUB over the noon hour, stop by the Employee Benefits fair Friday morning, and look forward to the annual Kinder College campus trick-or-treat tour that afternoon. Looking forward to seeing folks out-and-about enjoying fall and our vibrant campus community!

Cynthia Pemberton, Ed.D.  
President

P.S. In case you missed it: "[Lewis-Clark State College does have its ducks lined up.](#)" Go Warriors!

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## Announcements

### Compliance Training:

Annual compliance training is now available for all faculty and staff. You should be receiving an email from VectorSolutions with your training link. Didn't see it? Check your junk folder, or go directly to the [VectorSolutions](#) website and log in with your username. The deadline to complete all trainings is Oct. 31. For any questions or issues, contact Human Resource Services (HRS). Let's check this off early and keep LC State in compliance!

### The Future Educator Conference:

The Future Educator Conference held on Friday, Oct. 24, brought together high school students, high school teachers, LC State faculty, and current LC Education students for an inspirational day of learning from and with one another. With the goal of energizing current high school students and introducing them to a potential career pathway in the world of K12 Education, the conference provided a keynote, round tables, and breakout sessions focused on education topics and active learning strategies. The keynote speaker was Tiara Yount, a 2024 LC State graduate who is now an educator at Lewiston High School. Dr. Pemberton also shared words of wisdom and encouragement during the catered lunch. Current Secondary Education students spoke eloquently and passionately about their experiences here at LC State during the event's grand finale and served as role models and near peers throughout the day. More than 87 participants, representing high school students and teachers from 13 different districts in Idaho and Washington, LC students, and LC faculty attended this conference, a collaborative effort between the Teacher Education & Mathematics, Humanities, Social Sciences, and Physical, Life, Movement & Sport Sciences divisions.

### HR Updates:

#### October PDTs:

To sign up for any of the following Professional Development Trainings (PDT), please click here: [www.lcsc.edu/hr/pdt](http://www.lcsc.edu/hr/pdt).

- Oct. 29, 3 p.m., SAC 112, Overview of Teams and Teams Phones
- Oct. 31, 9 a.m., TJH 108, Retiring with PERSI? What's Next!
- Oct. 31, 2 p.m., TJH 108, Vested in your PERSI Career? What's Next!

### Employee Benefits Fair:

Mark your calendars for Friday, Oct. 31, from 11:30 a.m.-1:30 p.m. in the West Mezzanine of the P1FCU Activity Center. More information below.

### 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.

**IT Director:**

Please join us in welcoming Matthew Burrell, our new director of Information Technology / chief information security officer, for his first day, today (Oct. 27). He brings more than 18 years of IT leadership experience to LC State. Burrell is a certified information systems security professional (CISSP) and has earned an MBA in finance from Ohio University and a BS in management information systems from Oakland University.

**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.

**KinderCollege:**

They will be trick-or-treating around campus Oct. 31 starting at 3:30 p.m. at these locations, in this order: SUB info desk, main level of RCH, main level of ADM, and upstairs of Expedition Hall. Please note that KinderCollege is nut free and will have about 36 kiddos.

**Light Up Campus – Adopt-a-Lamppost:**

The week of Oct. 27-31, groups of 3-4 can volunteer to help set up five lampposts for the Light Up Campus display. All lights and ladders will be provided, and it will take about 30-45 minutes of your time on the day you choose during the week. Individuals are also welcome to help at the center of campus anytime between 3:30-5 p.m. After the winter season, we will designate a week when the weather is warmer to take down the same lights you installed. Adopting a lamppost will allow our lighted display to grow this season. To volunteer your group of 3-4 people, please email [Debbie](#).

**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.

**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 Purchasing 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.

## **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.

### **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.

### **Winter Spirit Volunteers:**

Volunteers are needed to assist with setting up LC State's holiday display at Locomotive Park on Nov. 8 at 10 a.m. A free hot lunch is provided to all volunteers by the Winter Spirit organization. For more information, contact [Tony Kuphaldt](#), electronic engineering technology instructor.

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## **Events**

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

### **Oct. 28 – Tuesday @ Two:**

President Pemberton will host Tuesday @ Two on Oct. 28 and 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.

### **Oct. 29, 31, Nov. 1 – Athletics Home Events:**

The LC State men's basketball team hosts Northwest Indian College on Wednesday at 6 p.m. at the P1FCU Activity Center. Warrior volleyball faces Corban on Friday at 6 p.m. and Bushnell on Saturday at 4 p.m. at the P1FCU Activity Center. Learn more at [www.lcwarriors.com](http://www.lcwarriors.com).

### **Oct. 30 – Annual Pumpkin Carving/Decorating Contest:**

The Sixth Annual Pumpkin Carving/Decorating Contest will be held Thursday, Oct. 30. Pumpkins will be on display in the SUB/CSL through the afternoon of Oct. 31. This year student clubs will participate as well. Sign-ups are accepted now through noon on Oct. 28. Offices can review contest guidelines and sign up for the competition [online](#).

### **Oct. 31 – Employee Benefits Fair:**

The annual Employee Benefits and Resources Fair will be held on Friday, Oct. 31, from 11:30 a.m.-1:30 p.m. in the **West Mezzanine of the P1FCU Activity Center**. Stop by to connect with local businesses and learn more about the benefits and resources available to you. Many vendors will be bringing giveaways and goodies to take home, and flu shots will be offered on site, so be sure to bring your medical card. The vendors are getting into the Halloween spirit and showing off their creativity in full costume! From creepy to hilarious, they'll be dressed to impress — and you get to choose the winner! Come explore, learn, and maybe even discover some new businesses along the way!

### **Nov. 6 – AD Meet & Greet in Boise:**

Alumni and friends in the Treasure Valley are invited to meet and greet LC State's new athletic director Jim Klemann, accompanied by head baseball coach Jeremiah Robbins, on Nov. 6 in Boise. Stop by between 4:30-6:30 p.m. for hors d'oeuvres and no-host refreshments. [Learn more and RSVP here](#).

### **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](#).

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## **News & Features**

Stay current on [LC State news](#)

[State to host Veterans Celebration Event](#)

[LC State tops 4,000 students for first time in school history](#)

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**Song for the Week:** Happy Halloween: “[The Addams Family Theme](#)”

