Monday Message

Nov. 2, 2026

Dear all,

Priority Registration for spring semester begins next week. Priority Registration provides an early indication about next semester's enrollment and the activities leading up to it represent valuable check-in points with our students. Some of our instructional divisions have made Priority Registration unique events by offering snacks, pizza parties, and LC State-branded swag, encouraging students to make advising appointments and Priority Registration a celebration. These are wonderful and creative ways to engage and support our students. An outline of next week's Priority Registration appears below.

- Monday, Nov. 9: Priority Registration opens at 7 a.m. for *enrolled LC State* seniors (90+ earned credits) and post-baccalaureates.
- Tuesday, Nov. 10: Priority Registration opens at 7 a.m. for *enrolled LC State* juniors (58-89 earned credits) and above.
- Wednesday, Nov. 11: Priority Registration opens at 7 a.m. for *enrolled LC State* sophomores (26-57 earned credits) and above.
- Thursday, Nov. 12: Priority Registration opens at 7 a.m. for *enrolled LC State* freshmen and above.
- Friday, Nov. 13: Open Registration begins at 7 a.m. All students, current and newly admitted, can register for classes.

Consistent with the institution we are and the culture we value, personal follow-ups with our students via email, text, and phone calls are key to ensuring our students – your advisees – continue to progress forward in pursuit of their education goals. Thank you for all you do to help our Warriors succeed.

Cynthia Pemberton, Ed.D.

President

P.S. Thank you to the annual pumpkin carving entrants. Wonderful creativity and congratulations to the winner, Ms. Vicki Cooper and the Provost's Office.



Announcements

Adjunct Instruction:

As folks are aware, the campus community has an ongoing invitation to submit anonymous comments, concerns and compliments via LC State's online portal. Recently, a comment came through asking about a change in policy and/or practice associated with LC State employees being allowed to teach adjunct courses. The comment expressed concerns that this was no longer allowed and/or newly restricted. This is not the case. There has been no change in policy or practice. There has been no administrative decision to limit supervisor discretion, flexibility, or alter existing policy adherence requirements. The policies that guide adjunct instruction (last reviewed in 2023) are Policy 2.126 and 3.132. As per Policy 3.132, "…[an] LC State employee may teach courses as an adjunct (see policy 2.126) during the regular academic year with the written approval of their departmental administrator and the appropriate vice president or president in the case of direct reporting units. No adjunct teaching commitment is to impose a total requirement on the employee's time that is greater than approximately one additional day a week (exclusive of periods of vacation leave or legal holidays), which is approximately equivalent to one three credit lecture course. Employees may teach one course per semester, unless otherwise approved by their appropriate vice president and the provost."

Annual Student Survey:

Students have been sent the annual Student Survey administered centrally by the Office of Institutional Research. Please encourage students to respond to this campuswide survey. Responses will help us better support and serve our students. The survey will close on Monday, Nov. 23.

Closure of 6th Street Section:

The section of 6th Street between 10th Avenue and 11th Avenue will be closed starting today, Nov. 2, through Friday, Nov. 20. New tie-ins to City of Lewiston water will be installed during this timeframe. Street closure and detour signs will be in place directing traffic to alternative routes. P1FCU Activity Center parking lots will remain open during this time. Please convey this information to all who may be affected by the closure. For questions, please contact Physical Plant.

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!

Events & Conferences/25Live:

Reminder that events and spaces must be scheduled through 25Live. This allows LC State to maximize space use and minimize conflicts. Thank you for adhering consistently to this practice.

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.

National First-Generation College Celebration Day is officially observed on Nov. 8. Since it falls on a Sunday this year, LC State will celebrate on Monday, Nov. 9. Join us between 11 a.m. and 1 p.m. in front of the LC Warrior Pantry for cake and a special First-Generation College Student Sticker. Being "first-gen" means you are the first in your immediate family to pursue a four-year college degree. It means you are breaking barriers, setting new precedents, and paving the way for future generations. Today and every day, we celebrate your achievements and your unique contributions to our university family.

See Tell Now PDT:

Dustin Guenthner from Public Safety will demonstrate how to use the new "See Tell Now" app for campus safety at 10 a.m. Nov. 11 in TJH 108. Sign up: See Tell Now.

Student Employment & Career Readiness Center:

November is National Career Development Month. The Student Employment & Career Readiness Center is celebrating by helping students build career readiness skills, explore opportunities, and prepare for life after college. Faculty and staff are encouraged to share these upcoming opportunities with students who may be interested.

- **Prep for the Application & Interview Process with SEL:** Tuesday, Nov. 3, from 12-1 p.m. in the Williams Conference Center and hybrid. Students of all majors are invited to learn about Schweitzer Engineering Laboratories (SEL), participate in a resume workshop, and gain practical tips for navigating the application and interview process for full-time positions and internships. Register here
- **Cocoa & Credentials:** Wednesday, Nov. 11, from 11 a.m.-12 p.m. in SUB 202. In partnership with Student Involvement, students are invited to drop in, enjoy some cocoa, and learn about the Leadership and Career Readiness Micro-Credentials. Students can connect with Kristin from Student Involvement and the Student Employment & Career Readiness Center team to receive a personalized credential audit, identify outstanding requirements, and leave with actionable next steps toward completion! Register here
- **Grad Fest: Get Ready for Graduation and What Comes Next:** Tuesday, Nov. 17. Graduation will be here before you know it, Warriors! Grad Fest is a one-stop shop for preparing for graduation and planning your next steps. Students can connect with the Student Employment & Career Readiness Center to discuss post-graduation plans, learn how to retain access to career services after

graduation, get their resumes reviewed, and more. Time and location are to be determined – keep checking Do More for details.

Student Sign-In Options Changing Today:

- Microsoft is retiring text message and phone call multi-factor authentication (MFA) for sign-ins, with the change taking full effect on Feb. 1, 2027. To prepare, starting today, Nov. 2, students will no longer be able to register a phone number for text or phone call for MFA on their LC State accounts. New registrations will use the Microsoft Authenticator app instead, which is more secure.
- Students who already use text message codes can keep using them for now, but should switch to Microsoft Authenticator before Feb. 1, 2027, when Microsoft ends text and phone call codes entirely. IT will be communicating with these students about the deadline.
- IT has updated its documentation to remove instructions for phone registration. If you have course materials, handouts, or department guides that walk students through setting up sign-in by phone, please remove those steps or direct them to our documentation found at www.lcsc.edu/warriorhub.
- This change does not affect current staff and faculty who use Duo.

Theatre:

The fall theatre performance of “You’re a Good Man, Charlie Brown” opens this week, with performances scheduled for Nov. 6, 7, 13, and 14 at 7 p.m. and Nov. 8 and 15 at 2 p.m. The performances are free and open to the public. The show is directed by Lane Richins, with musical direction by Sarah Graham.

Volunteers needed for Winter Spirit Light Setup:

The LC State community is invited to assist electronics engineering technology instructor Tony Kuphaldt with the installation of lighted signage at the annual Winter Spirit light display at Lewiston's Locomotive Park. Kuphaldt will be at the park at 10 a.m. Saturday, Nov. 7, to set up the display, and he is seeking a team of six or more people to assist; the setup typically takes about two hours. A hot lunch will be provided around noon by the Winter Spirit committee. Volunteers will also be needed for take-down on Saturday, Jan. 9; Kuphaldt expects to be at the park around 10 a.m. Contact Kuphaldt at arkuphaldt@lcsc.edu for more information and to volunteer.

Warrior Giving Day 2027 Prep:

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

Events

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

Nov. 6 – CAH Time Capsule:

Stop by Dok's between 10 a.m.-4 p.m. Friday, Nov. 6, to make your contribution to a time capsule of 2026. In celebration of America's 250th anniversary, the Center for Arts & History is putting together the time capsule, which will be preserved in one of the Center's vaults to be opened in 2076. LC State students, faculty, and staff can share memories, photos, small keepsakes, or messages for inclusion in the capsule. More information is available at www.lcsc.edu/cah/events-and-programs.

Nov. 6-7 – Home Athletic Events:

The Warrior men's and women's cross country teams host the Cascade Conference Championship meets on Friday at 10 a.m. and 11 a.m., respectively, at the LC State Cross Country Trail. The volleyball team hosts the College of Idaho at 6 p.m. Friday, and Eastern Oregon at 4 p.m. Saturday at the P1FCU Activity Center. Learn more at www.lcwarriors.com.

Nov. 6 & 14 – Discovery Day:

LC State welcomes prospective students to campus for Discovery Day, signature recruitment events, on Nov. 6 and 14. Let's show them how great this campus is!

Nov. 10 – Veterans Celebration:

LC State Veterans Services will hold a Veterans Celebration event on Tuesday, Nov. 10. The event will take place from 5:30-7:30 p.m. at the Williams Conference Center. It is free and open to the public. Honored guests include organizations such as The Veterans of Foreign Wars (VFW), The American Legion, Marine Corp League, LC State veteran students, and more. News release.

News & Features
Stay current on LC State news

- Veterans Celebration planned for Nov. 10 at LC State
- LC State Workforce Training director selected as interim CTE dean
- LC State fall enrollment is fourth highest in school history
- LC State HVACR program again receives six-year accreditation
- NAIA, LC State agree to historic Avista NAIA World Series extension

Song for the Week: “I Knew It, I Knew You” by Taylor Swift from Disney and Pixar's Toy Story 5.

