

Monday Message

Nov. 17, 2025



Dear all,

As you know, Inputs, Through-puts and Outputs remain our priority, and Discovery Days, which serve to introduce prospective students to LC State, are key Input events. Our fall 2025 Discovery Day programs (Nov. 7 and 15), have been terrific successes! One hundred and eleven students participated on Nov. 7, and 60 students participated on Nov. 15. In addition to these group events, we've had 87 individual visitors touring campus this fall, and 12 program-specific group visits totaling nearly 500 prospective students, including students participating in Talent Search and Upward Bound programs.

In terms of existing students and our through-puts, priority registration for enrolled students took place Nov. 10-13, and several instructional divisions offered creative programs to encourage advisees to register for classes. Social Sciences held pizza parties, TEAM gave out goody bags, BUCS and HUM enticed students with LC swag, and PLMSS provided creative stickers, while T&I and NHS provided snacks and beverages. Well done, Warriors! Yet, even with these efforts there remain students who need to register. Please reach out to them, call, text, email, seek them out after class and encourage them to take action. If students are struggling or unsure, this is the time to intervene and direct them to services and supports (e.g., advising, the Student Success Center, our counseling center, etc.). Additionally, registration for new spring 2026 students started Nov. 14.

Speaking of services and supports, kudos to our one-stop Student Success Center, in partnership with the Advising Center and the Library. They held their second mid-semester motivation program in the Library Oct. 1 with 131 students attending. And, the Student Employment & Career Readiness Center held an enormously successful etiquette/networking event last week with 42 students participating. Special thanks to the 12 LC State faculty and staff who volunteered to serve as table hosts for the event as well as the event organizers Makenzie Hollingworth and Josie Hafer.

Finally, as you can see as the campus lights up, it is holiday season. Our annual Winter Revels celebration is scheduled for Friday, Dec. 12, from 4:30-6 p.m. This year, due to construction in the Williams Conference Center, the event will start with a holiday open house on the second floor of the Administration Building, followed by a Celtic holiday concert in the Silverthorne Theatre beginning at 6 p.m. The concert will feature [Everdream](#), an all-female trio of harp, violin and voice. Faculty and staff (as well as your plus-one) are invited to attend both the open house and concert. Tickets to the concert are going fast. To ensure yours, you must [RSVP](#) by Nov. 23. After this point, all remaining tickets will be sold to the general public. [News release](#). Special thanks to Ms. Kristi Brown and the Center for Arts & History for bringing Everdream to campus!

Cynthia Pemberton, Ed.D.

President

Announcements

Accounts Payable:

Due to the Thanksgiving holiday break on Thursday and Friday, Nov. 27–28, Accounts Payable (AP) will conduct both the local and state check runs on Wednesday, Nov. 26. Because of the shortened week, all payment requests must be submitted by close of business on Monday, Nov. 24. For any emergency

payment needs, please contact AP immediately. Regular check run schedules will resume the following week on Monday, Dec. 1.

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.

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 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 to cpms@lcsc.edu or call x2252 for questions.

KinderCollege:

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.

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.

Library:

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:

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.

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

Timesheets:

Nov. 21 Deadline:

The State of Idaho Controller's Office has mandated a shorter timeframe for payroll processing. Timesheets are now due by noon on Friday, Nov. 21, and supervisor approval is to be completed no later than 5 p.m. on Friday, Nov. 21. Supervisors, please inform your employees of the amended timesheet deadline. If you have any questions or concerns, please contact Jane at x2204 or Debie at x2079.

[Veterans Day, Nov. 11, Coding](#)

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. 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. 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. 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

Stay current on [LC State news](#)

- [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](#)
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Song for the Week:

Enjoy sneak-peek samples of the upcoming [Celtic holiday concert](#)



