

Monday Message

Nov. 4, 2024



Dear all,

LC State's Mission Statement is a source of institutional pride, providing meaning and guidance to the work we do. It states: *Lewis-Clark State College prepares student to become successful leaders, engaged citizens, and lifelong learners.* Commitment to our Mission and aspiration to realize our Vision as, *Idaho's college of choice for an educational experience that changes lives and inspires a commitment to lifelong learning and civic engagement* are elemental to the education work we value.

Go Warriors!

Cynthia Pemberton, Ed.D.
President

Announcements

- **P1FCU Activity Center Project:** The P1FCU Activity Center HVAC equipment upgrades project has begun. A&R Construction will be on site Tuesday, Nov. 12, from 7 a.m.-4 p.m. with a crane to remove old equipment from the Fitness Center roof. During the time of the crane work, portions of the Activity Center and Activity Center West (ACW) will need to be vacated, including the Auxiliary Gym, Fitness Center, locker rooms directly below the Fitness Center, ACW entry hallway, and the ACW offices directly west of the entry hallway. Physical Plant will place notices throughout the building and rope off areas where it will be important to keep away from, and A&R will have a spotter to ensure people don't enter the crane lift zone. Please pass this information along to staff and students who use these spaces to ensure safety around the buildings on this date. There will be more crane work dates needed as this project progresses, please watch for future Monday Message updates.
- **PDT Payoff:** Register for Professional Development Training (PDT) or Wellness events to earn points through our special system. Each session and event is an opportunity to climb the leaderboard. The top 10 scorers will be entered for a chance to win an exclusive prize at this year's Winter Revels! Visit [HR's PDT/Wellness Website](#) to learn more. PDT Payoff is brought to you by the Offices of the President and Human Resources.
- **Policy Updates & Reminders:**
 - **Email Signature** ([webpage](#)): Your email signature is a direct representation of LC State and is considered an official LC State communication resource. Please review and adhere to the recently updated [guidelines](#).
 - **Ethical Conduct** ([Policy 3.101](#)): With national and state elections being held this week, please be mindful of LC State's policy regarding employee ethical conduct, which includes the following: "Employees retain all of their individual and political rights of citizenship. However, employees may not exercise those political rights in the name of LC State, or through the use of college facilities, or through the use of forms or other official stationery of any kind, or in any way that might involve LC State in partisan political activity or controversy."
 - **Tabling Policy** ([webpage](#)): Policies and procedures have been developed that govern how campus spaces can be reserved and used by members of the campus and greater community.

- **Pumpkin Carving/Decorating Contest:** Thanks to all who participated in the Fifth Annual Pumpkin Carving/Decorating Contest. Congratulations to the [Nursing & Health Sciences Division](#) (click to see entry) which gets to display the traveling trophy this year! The judges chose the [President's Office](#) pumpkin as second place, and honorable mentions went to the [Library](#), [Human Resource Services](#), and [eLearning Services](#). For the first time in the contest's history, the winning pumpkin was also the People's Choice winner!
- **Priority Registration:** The first opportunity for current LC State students to register for fall, priority registration, begins Monday, Nov. 11, and continues through Thursday, Nov. 14. [Registration information](#) is available online. Please reach out to advisees, and help them review their degree completion plans and progress, and map out their next schedule of courses. Registration for new entering students will begin on Friday, Nov. 15. Transfer students are being referred to instructional divisions so they can be guided through upper division course needs and scheduling. Over the next few weeks, getting students registered and committed is a top priority.
- **Purchasing Updates:** Purchasing procedures have been updated to specifically detail the Federally Funded Small Purchase dollar limit (aka "bid limit") and requirements. The Federally Funded Small Purchase dollar limit is \$10,000, while our Institutionally Funded Small Purchase dollar limit is \$20,000. See Section IV.E. of the [Purchasing Procedure Manual](#). Contact Purchasing with any questions at purch@lcsc.edu.
- **RRF/UAR Processes:** As LC State kicks off the FY26 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:** Departments must submit plans for a 0% or flat budget, focusing on how current resources will be reprioritized to accommodate contractual or operational needs.
 - **One-Time Requests:** There may be limited opportunities for one-time funding requests aligned with the Presidential Priorities of Value Proposition, Recruit and Retain, and Work Better Not Harder. Requests should include measurable outcomes, such as anticipated enrollment growth or self-sustainability within two years.
 - **'Shark Tank' Presentation Opportunity:** We are excited to bring back 'Shark Tank,' where you can present bold, innovative ideas for one-time funding aimed at boosting recruitment and retention. This is your chance to showcase game-changing proposals!
 - **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.
 - **New This Year:** Two additional areas for certain divisions/departments – Administrative Fees and Auxiliary Services Annual Revenue Contribution – have been integrated into the RRF process for a single annual review. Please review the new forms and consult with your supervisor to determine if they apply to your area.
 - **Important Deadline & Information:**
 - RRFs must be submitted to your supervisor by **Dec. 2, 2024**.
 - 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.
 - 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:**

- **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.
 - **All instructional** units must complete full program assessment reviews this cycle.
 - **Non-instructional** Unit Assessment Reports (UAR) are to be submitted at least every three years, on a rotation determined by the unit, so please consult with your supervisor.
 - The full **timeline, forms, and guidance** can be found at: <https://lcscedu.sharepoint.com/sites/ProgramAssessmentandPlanning>
 - **Student Employment & Career Readiness Center Events:**
 - **Nov. 5 – The Power of Growth Mindset (ACW 136, 3-4 p.m.)** – Dr. April Niemela will provide a hybrid interactive learning experience that explores the incredible adaptability of our brains. The session will highlight how adopting a growth mindset can empower students to overcome challenges in both their personal lives and the workplace. Students, who can [register here](#), will earn credit towards the Career Readiness Credential.
 - **Nov. 14 – Navigating Virtual Interviews & Online Applications (ACW 136, 3-4 p.m.)** – Students will gain expert insights from LC State's HR staff on how to excel in virtual interviews and online applications. This session will provide practical tips for making a strong impression in the digital space – perfect for students preparing to enter the job market! Students, who can [register here](#), will earn credit towards the Career Readiness Credential.
 - **Warrior Giving Day Prep:** If your school or division is interested in participating/raising money for your program or special project during Warrior Giving Day in April, all ideas must be submitted to collegeadvancement@lcscedu by Nov. 22.
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Events

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

- **Nov. 6 – GradFest** – LC State's annual GradFest is Wednesday, Nov. 6, from 12-3 p.m. in the Student Union Building/Center for Student Leadership solarium. Please encourage students who are close to graduating or need to apply to graduate to stop by during this time. Students will be able to get information from these campus offices: Registrar & Records, Alumni, Campus Print, Financial Aid, Bookstore, and the Student Employment & Career Readiness Center. Limited grad shirts will be available for students as well as light refreshments. Please contact the Registrar's Office for more information at registrar@lcscedu or 208-792-2223.
- **Nov. 7 – First-Generation Celebration** – Students, staff, and faculty are invited to celebrate National First-Generation College Celebration Day on Thursday, Nov. 7, from 1-2 pm at the Williams Conference Center. A special guest panel – composed of Dr. Cynthia Pemberton, president; Dr. Hanson, senior vice president/vice president for Student Affairs; Dr. Fred Chilson, provost/vice president for Academic Affairs; and Dr. Julie Crea, vice president for Finance & Administration – will share their educational journeys and experiences as first-generation college students. Refreshments will be provided.
- **Nov. 8-9 – Home Athletic Events** – The Warrior volleyball team will play Bushnell on Friday at 6 p.m. and Corban on Saturday at 4 p.m. at the P1FCU Activity Center. For more information visit www.lcwarriors.com.
- **Nov. 8, 16 – Discovery Day** – This important student recruitment and campus [Signature Event](#) will be held on Friday, Nov. 8, and Saturday, Nov. 16, from 8:30 a.m. to 1:15 p.m. Learn more about [Discovery Day](#).

- **Nov. 13 – Veterans Reception** – The Veterans Services Office will host a Veterans Reception on Wednesday, Nov. 13, from 5-6:30 p.m. in the Williams Conference Center to honor veterans affiliated with LC State. There will be guest speakers and refreshments are provided. Contact [Mickey Kelton](#), Veterans Services coordinator, for more information.
 - **Dec. 7 – Craft Fair** – The ASLCSC Craft Fair, a campus [Signature Event](#), will be held on Saturday, Dec. 7, from 9 a.m.-3 p.m. at the P1FCU Activity Center. Learn more about the [Craft Fair](#).
 - **Dec. 13 – Winter Revels** – LC State’s annual holiday celebration (and the culminating fall [Signature Event](#)) will be held from 4-6 p.m. on Friday, Dec. 13. For an accurate food count, please [register](#). The winner of the PDT Payoff will be drawn between 4:30-5 p.m. and you must be present to win. Winter Revels is a time to mingle with full- and part-time, non-student staff, faculty, and our wonderful supporters from the WAA, Alumni Board, and Foundation Board. Student employees will be celebrated during Student Employee Appreciation Week in the spring. Please note: The Golden Throne high school basketball games (between Lewiston and Clarkston High Schools) occur later that same evening. It is recommended to park on the 4th street side of campus because of the volume of traffic that occurs for the games.
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News & Features

Stay current on LC State news at www.lcsc.edu/news

- Jennie Jones Hall accepted into Leadership Idaho Agriculture Class 45
 - LC State’s Kimberly Tolson receives SBOE outstanding faculty award
 - Five Warriors Score Double-Digits in Season-Opening Win Over Haskell
 - LC State Volleyball Completes Season Sweep of No. 23 College of Idaho
 - No. 25 LC State Men’s Basketball Opens Season with Victory over Haskell
 - From a Small College to a Big Opportunity
 - LC State ranked among top online sports management programs nationally
 - LC State theatre program to perform "The Turn of the Screw"
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Song for the Week: [“This Land is Your Land”](#) by Woody Guthrie

