

Monday Message

June 16, 2025



Dear all,

As you may be aware, we will be engaging in a search to fill the athletic director (AD) position. Given the front-facing aspect of this important position, I thought folks might want to know how we will proceed. The below is a gist-level outline of our plan.

Interim Leadership:

- Interim AD duties will be distributed between our two assistant athletic directors, Ms. Alisha Alexander, Asst. Athletic Director – Sports Information/SWL, and Mr. Raymond Pedrina, Asst. Athletic Director – Marketing and Promotions; with support from the Office of the President, and Ms. Jennie Jones Hall, Director of College Advancement and Foundation Executive Director. Both Alisha and Ray will be included in Cabinet throughout the summer and into fall, and will have regularly scheduled 1x1 meetings with me; as an AD normally would.
- Ms. Samantha Malinich, Administrative Coordinator, will continue her normal responsibilities and may assist with some additional duties as we wait to search and fill the vacant business manager/admin assistant position until a new AD is onboard. We may need to add some irregular or temp administrative support over the course of the next weeks and months. This will be assessed and addressed as needed.

Search Process:

- The search will be chaired by Mr. Logan Fowler who has assumed elevated responsibilities as our Chief Communications & Marketing/State & Local Affairs Officer.
- The search process will be initiated by inviting internal and external constituent groups (e.g., students, student-athletes, staff, faculty, community stakeholders, sponsors, WAA members, Foundation Board members, etc.) to participate in listening sessions and share their thoughts and perspectives.
- The position will be posted in the very near future and open until filled. Our goal will be to have our new AD onboard ASAP and no later than the end of the fall semester.

I have every confidence in our staff and process, and appreciate the good work I know they will accomplish. Go get 'em Warriors!

Cynthia Pemberton, Ed.D.
President

Announcements

- **Employment Contracts:** FY26 employment contracts will be emailed to employees in June. This year, the process will be slightly different. Human Resource Services (HRS) has been working closely with IT to streamline the experience and make it more efficient. As a result, contracts will be distributed through LC State Workflow. If you have any questions about the process or if you run into any issues accessing workflow, reach out to HRS. Here is what to expect:
 - You'll get an email notification in your LC State inbox once your contract is ready.
 - The email will include a link to the workflow system where you can review and sign your contract electronically.
 - Please make sure to check your inbox regularly so you don't miss it.

- **Freeze on Employment Changes:** To prepare for annual CEC increases, the state is placing a temporary freeze on employment changes in Luma from June 1-July 11. This includes promotions, demotions, transfers, and pay rate changes for benefit-eligible employees. This pause is necessary because the state will be uploading a file that updates pay raises and promotions. If any changes are made in Luma to benefit-eligible employees during this time, they will be overwritten by the state's upload. Please plan accordingly.
- **IT Software/System Approval Process:** To enhance compliance and streamline processes, we've introduced a new software approval process. All new software acquisitions and renewals now require submission of the [Software & System Request Form](#). The IT leadership team reviews submissions weekly, focusing on data security, system compatibility, and risk assessment. Software/systems that contain confidential and restricted data will require an annual security review. For detailed information and to access the request form, please visit the [Implementing Systems/Purchasing Software](#) page.
- **Outdoor Adventures & Rentals Updates:**
 - **Open at Hells Gate State Park Friday:** Summer's here and so are beach rentals at Hells Gate State Park! Starting Friday, June 13, Outdoor Adventures will offer hourly paddleboard, kayak, and float tube rentals every Friday-Sunday from 11:30 a.m. to 5:30 p.m. through Aug. 3. Come cool off, relax, and explore the river – no reservation needed! Call 208-792-2670 or email outdooradventures@lcsc.edu for more information.
 - **Float n' Tote Rentals – Gear Up for Summer:** Outdoor Adventures has rafts, kayaks, paddleboards, camping gear, and more – everything you need for your next weekend getaway or outdoor adventure. It's open all summer long, with weekend rentals available. Rentals are open to everyone in the LC Valley including students, staff, faculty, and community members alike. Call 208-792-2670 or email outdooradventures@lcsc.edu to start your reservation today.
- **Parking Permits:** 2025-2026 parking permits will be available for purchase on July 1. [Register and pay online](#). Permits must be picked up at the Department of Public Safety office.
 - Annual Permit - \$95
 - Semester Permit - \$65
 - Additional Permit - \$25
- **Teams Phones:** Thank you for your continued support as we complete our transition to Microsoft Teams Phone. As we move forward, please take note of the following housekeeping items:
 - **Verify Your E911 Location:** If you haven't already, please open the Teams app, click on your profile photo, and ensure your current emergency location is accurate under Settings > Calls > Emergency Address. This ensures emergency responders can locate you if needed. This address will automatically populate when you are on LC State networks. If you are off network, you will need to update this address to your current location in the event you call 911 from Teams.
 - **Main Campus Phone Line Transition:** The college's main number (208-792-5272) will be moved to Teams on Friday, June 20. This was the earliest available date provided by our service vendor. Currently this number still rings to the old desktop phones. There is no action required on your part, but please be aware of this upcoming change.
 - **Phone Equipment Pickup:** We have begun collecting desk phones from offices. This work will continue throughout this week and into next. Offices that receive calls from the main campus number will retain their phones until the switchover on Friday, June 20.
 - **Additional Documentation and Support:** For training materials and user guides related to Teams Phone, please visit our [Teams Phone Resource Page](#).
 - If you have any questions or run into any issues, please contact the IT Help Desk at helpdesk@lcsc.edu or x2231.
- **Timesheets:** Timesheets are due early for the June 20 and July 3 paydays due to the holidays. Please ensure timesheets are submitted and approved by the adjusted deadlines.
 - For the **June 20 payday**, which is for the weeks of May 25-31 and June 1-7, employees and managers will be locked out of WFM in Luma on Tuesday, June 10, at 11 a.m.
 - For the **July 3 payday**, which is for the weeks of June 8-14 and June 15-21, employees and managers will be locked out of WFM in Luma on Tuesday, June 24, at 11 a.m.

- **University Name Change:** For frequently asked questions, information, and ongoing updates regarding the initiative to evolve LC State's moniker to "Lewis-Clark State University" visit www.lcsc.edu/university. Also, please share this webpage with others who want to learn more.
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Events

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

- **July 9, Aug. 7 – Employee Appreciation & Summer Concert Series:** To recognize your hard work and contributions, LC State is holding employee appreciation festivities via a Summer Concert Series on July 9, and Aug. 7. Mark your calendars and get ready for great music, exquisite food, and a well-deserved celebration.
 - **June 17 – Luther Maddy Retirement Reception:** The Business & Computer Science Division will host a retirement reception for Luther Maddy, dean of the School of Professional & Graduate Studies, on Tuesday, June 17, from 2-3 p.m. in Thomas Jefferson Hall, Room 108. Dessert and coffee will be provided.
 - **June 19 – Juneteenth:** In observance of Juneteenth, a federal holiday, the college will be closed on Thursday, June 19. Regular business operations will resume on Friday, June 20. Employees who wish to request vacation time for June 20 may do so through their supervisor, as long as adequate office coverage is maintained.
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News & Features

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

- [Van Mullem selected as 2025 SHAPE Idaho Collegiate Educator of the Year](#)
 - [Royal Toy to serve on Professional Standards Commission](#)
 - [Guelcher recognized as Idaho SBDC State Star](#)
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Song for the Week: "[Good Vibrations](#)" by the Beach Boys

