Monday Message

Nov. 9, 2026

Dear all,

Veterans Day originated as Armistice Day in 1919, on the one-year anniversary of the end of WWI. In 1938, it was declared a national holiday, and then renamed Veterans Day in 1954. Veterans Day honors and thanks those who have served and sacrificed. Like many, I come from a family with deep service roots. My father was a Korean War veteran. My brother served in Afghanistan; and today my nephew is serving in the United States Navy – as such, for me, this day is both profound and personal.

For the third consecutive year, LC State has earned Gold-level Military Friendly School status. It is a distinction that proudly places LC State among the top small public colleges in the nation for how we support our veteran students. I hope you will consider joining us Tuesday, Nov. 10, 5:30-7:30 p.m. in the Williams Conference Center as we recognize and share our appreciation of and for our veterans and their families.



Cynthia Pemberton, Ed.D.

President

Announcements

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.

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.

Fitness Center Fall Break Schedule:

- Nov. 20 – Normal hours through Friday
- Nov. 21-22 – Closed on Saturday and Sunday
- Nov. 23-24 – Holiday hours for Monday and Tuesday of 6-9 a.m., 11 a.m.-1 p.m., and 4-7 p.m.
- Nov. 25-29 – Closed Wednesday through Sunday
- Nov. 30 – Resume normal hours on Monday

Harris Field:

As noted in the Oct. 19 Monday Message, the Idaho State Board of Education has given LC State authorization to conduct a study regarding the feasibility of artificial turf at Harris Field. This week, Nov. 9-13, the athletics department will begin sharing a survey with key stakeholder groups. On Nov. 16, the survey will be made available to the campus community via the Monday Message. In addition, two campus conversation events have been scheduled for Nov. 17 at 3 p.m. and Nov. 18 at noon in the

P1FCU Activity Center Conference Room (Room 211). LC State seeks and values your feedback on this important topic.

Holiday Cards:

The eighth annual LC State Holiday Card Contest is underway. Students in the Graphic Communications program have designed holiday cards, and we need your help selecting a winner. Voting closes at 5 p.m. Nov. 27. View the entries and vote.

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.

Personalized Photo Holiday Cards:

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 eight different template designs for holiday cards. The cards can be customized with your preferred wording and greeting preference, along with the number of pictures. To see the templates please stop by the Printshop in SGC 113 or download the order form. You can email cpms@lcsc.edu with order forms, pictures, and questions. Or call x2252 for questions.

RRF/UAR Processes:

As LC State kicks off the FY28 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 May 29, 2026, memo directed state agencies to prepare maintenance-only budget requests for fiscal year 2028. For purposes of FY 2028 planning, LC State expects only modest increases to its appropriated operating budget. Units should model a 1% increase in their appropriated Operating Expense (OE) budgets in the RRF form.
  - **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. Units are encouraged to evaluate PC equipment needs and request funding if needed. 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 Dec 18. Physical Plant requests should be vetted ahead of Dec 18. 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 by **January 11, 2027**.

- The current RRF form and last year's submittals and awards are available in the UAR/RRF (Program Assess, Plan, RRF) Teams Site. 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 February-March to discuss and prioritize items. Priority priorities will be presented to the President's Cabinet between March-April.
- **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.

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.

- **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, from 1:30-5 p.m. in the lower SUB/CSL. 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. More details will be available in Do More.

Travel:

Consistent with state guidelines, LC State has updated its Travel Policy 4.101 and Emburse Travel Procedure Manual to align with State Board of Education travel policy changes that occurred. See Highlights of Travel Updates 2027 for the major changes to Policy and Procedure Manual. There will be future Professional Development Training provided with more in-depth information. Please contact Calahan McAlister at cmmcalister@lcsc.edu or 208-792-2206 with any questions or concerns.

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.

Warrior Wednesday:

Every Wednesday, students and employees are encouraged to show their Warrior pride by wearing LC State gear and colors.

Website:

Thank you for your patience as the website (www.lcsc.edu) experienced a couple days of outages and slow load times over the past two weeks. These issues were related to the college's recent content management system upgrade (from Umbraco version 13 to Umbraco 17). The upgrade was necessary, especially for security purposes, and it has been completed successfully. As the new version is fully deployed, please let the web office know if you experience any issues or have questions.

Events

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

Nov. 9 – National First-Generation College Celebration Day

is officially observed on Nov. 8. Since it fell on a Sunday this year, LC State will celebrate today, 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.

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, The American Legion, Marine Corp League, LC State veteran students, and more. News release.

Nov. 10-14 – Home Athletic Events:

The LC State volleyball team hosts a Cascade Conference Tournament play-in match against Walla Walla University at 6 p.m. Tuesday at the P1FCU Activity Center. The Warrior men's basketball team hosts Whitman College at 6 p.m. Wednesday at home. Women's basketball hosts the Guardian Heating, Plumbing & A/C Classic and faces The Master's University at 5:30 p.m. Friday and Arizona Christian University at 3:30 p.m. Saturday at the P1FCU Activity Center. Learn more at www.lcwarriors.com.

Nov. 13-15 – Theatre:

The fall theatre performance of "You're a Good Man, Charlie Brown" continues this week with performances scheduled for Nov. 13 and 14 at 7 p.m. and Nov. 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. New release.

Nov. 14 – Discovery Day:

LC State welcomes prospective students to campus for Discovery Day, a signature recruitment event. Let's show them how wonderful this campus is!

News & Features

Stay current on LC State news

- LC State launches Healthcare Education Center, helps Idaho lead the way in allied health
- 'Peanuts' play coming to LC State's Silverthorne Theatre

- Veterans Celebration planned for Nov. 10 at LC State
- LC State fall enrollment is fourth highest in school history

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Song for the Week: "Stairway to Heaven" by Ann Wilson (live at Kennedy Center Honors)