

Monday Message

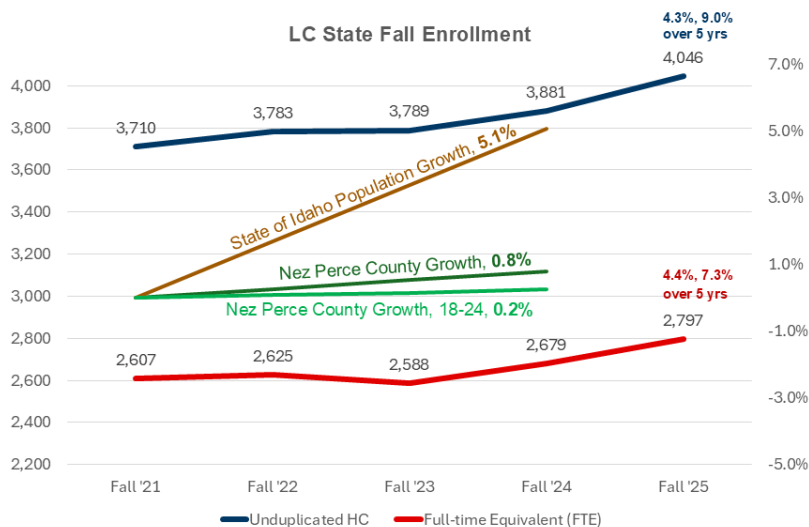
Oct. 20, 2025



Dear all,

We made history! For the first time in our 132 years, LC State topped 4,000 in enrollment! Overall headcount is up 4.3%, FTE up 4.4%. First-time student enrollment is up 8%. Degree seeking enrollment is up 3%. CTE is up 5.5%. These gains are not accidental or incidental. They are the result of hard work, relentless engagement in a series of strategic initiatives, and a campus community and culture dedicated to our education mission and students. The slide below is the graphic representation shared during the State Board of Education (SBOE) Meeting. It reveals just how extraordinary our enrollment trajectory has been – especially given the growth (or lack thereof) of our regional population, and spotlights some of the key initiatives we have pursued to precipitate the odds we are defying. Well done, Warriors!

Enrollment: *Inputs*



2018: Laying the Foundation

- "All Hands In" Initiative
- Partnerships & Pipelines
 - Co-enrollment agreements with 2-yr sisters
- Warrior OneStop – enrollment services
- Marketing & Recruitment Investment

2021: Strategic Initiatives

- Rural Initiative: Reaching the "small school" student
- 2nd Chance Pell Prison Ed Program
- Adult Learning /Portfolio Revitalized

2024: Strategic Initiatives Mature

- Transition to Prison Education PEP
- Adult Learning: Industry BAS
- Leveraging Launch to impact CTE
- Leveraging Technology
 - Element 451
 - Website redesign/analytics
 - DegreeSight
- Program Development & Expansion
 - Graduate certificates
 - Master's programs
 - CTE capacity expansion
 - WFT capacity expansion

It merits repeating, thank you to all who helped organize and/or participated in last week's SBOE meeting. It was, as always, a wonderful opportunity to shine a spotlight on the good and great things we are accomplishing. Our student, faculty/staff/foundation panels were nothing less than terrific! If you missed the annual update and panel presentations you can find the streaming recording [here](#). I am so proud of all we are and all we accomplish!

This week we keep our foot on the gas as we host our Northwest Commission on Colleges and Universities (NWCCU) seven-year site visit focused on an Evaluation of Institutional Effectiveness. Provost Chilson has led our efforts in preparing the report and visit ([visitation site schedule](#)). The NWCCU visit is another wonderful opportunity to showcase our good work, and we are excited to have the site visit team on campus.

Best to all and Go Warriors!

Cynthia Pemberton, Ed.D.

President

Announcements

Accreditation Visit:

LC State's seven-year accreditation site visit is underway. The schedule is posted on the Academic Affairs website under [Accreditation](#). Please review your assigned attendance times and share them with others who are required to attend.

ASA Trunk-or-Treat:

The LC State Association of Student-Athletes (ASA), along with athletics teams and groups on campus, will host Trunk-of-Treat on Friday, October 24, from 4:30-6:30 p.m. in the parking lot next to the President's Residence. Please note that the parking lot next to the President's Residence will need to be cleared by the evening of Oct. 23.

Compliance Training:

Annual compliance training is now available for all faculty and staff. You should be receiving an email from VectorSolutions with your training link. Didn't see it? Check your junk folder, or go directly to the VectorSolutions [website](#) and log in with your username. The deadline to complete all trainings is October 31. For any questions or issues, contact Human Resource Services (HRS). Let's check this off early and keep LC State in compliance!

HR Updates:

October PDTs: [Register](#) for one of the many PDT sessions happening this month.

Employee Benefits Fair: Mark your calendars for Friday, October 31, from 11:30 a.m.-1:30 p.m. More information to come.

KinderCollege will be trick-or-treating around campus October 31 starting at 3:30 p.m. at these locations, in this order: SUB info desk, main level of RCH, main level of ADM, and upstairs of Expedition Hall. Please note that KinderCollege is nut free and will have about 36 kiddos.

Light Up Campus – Adopt-a-Lamppost:

The week of October 27-31, groups of 3-4 can volunteer to help set up five lampposts for the Light Up Campus display. All lights and ladders will be provided, and it will take about 30-45 minutes of your time on the day you choose during the week. After the winter season, we will designate a week when the weather is warmer to take down the same lights you installed. Adopting a lamppost will allow our lighted display to grow this season. To volunteer your group of 3-4 people, please email [Debbie](#).

Prescription Drug Take-Back Day:

Bring your unused or expired prescription medication to the collection area in the LC State Library parking lot on Wednesday, October 22, between 10 a.m.-2 p.m. [Learn more](#).

Public Safety:

LC State has published its [2025 Clery Act Annual Security and Fire Report](#).

RRF/UAR Processes:

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.

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 December 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.
- ✓ 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.

Student Travel:

The Controller's Office is excited to share that a new website has been created to provide clear guidance and resources for [Student Travel](#). The site includes dedicated sections for both Unaccompanied Student Travel and Accompanied Student Travel, making it easier to find the information, forms, and procedures you need. New selections have been added to the current Travel Authorization Form on page 4, located just before the routing approval section for student travel. This section must be completed to indicate whether students are traveling with faculty or not. This section also refers to a new Appendix C for Student Travelers. Appendix A has been reworded from "Other Travelers" to "Other Faculty/Staff Travelers." Appendix C will be used to list Student travelers and list any overnight lodging requirements. Please take a moment to review the site and familiarize yourself with the updated resources. This will help ensure all student travel is processed smoothly. Student Involvement and Risk Management will be providing training in the near future.

Surplus Property Disposal:

The Surplus Property Disposal Form has been revised to better capture required information. The main change adds a review by the Office of Grants and Contracts for any property purchased with federal funds. Updated procedures and the new form are available on the [Surplus Property Disposal](#) page. For questions, please contact [Purchasing](#).

Timesheets:

[Instructions](#) for timesheet coding for the “working holiday” on Oct. 13.

WarriorWear:

LC State’s book and merchandise store in the SUB/CSL, will be closed Friday, Oct. 24, for inventorying. For any questions or concerns please contact [Jason Rodgers](#), bookstore manager.

Winter Spirit Volunteers:

Volunteers are needed to assist with setting up LC State’s holiday display at Locomotive Park on Nov. 8 at 10 a.m. A free hot lunch is provided to all volunteers by the Winter Spirit organization. For more information, contact [Tony Kuphaldt](#), electronic engineering technology instructor.

Events

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

October 20-21, 24-25Athletics Home Events:

The LC State golf teams are hosting the Warrior Fall Invitational at the Lewiston Golf & Country Club on Monday and Tuesday. Warrior volleyball plays Walla Walla on Tuesday at 6 p.m. at the P1FCU Activity Center. And the Warrior women’s basketball team hosts Dickinson State on Friday at 5:30 p.m. and Saturday at 3:30 p.m. at the P1FCU Activity Center. Learn more at www.lcwarriors.com/.

October 28Tuesday @ Two:

President Pemberton will host Tuesday @ Two on Oct. 28 and 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.

October 30Annual Pumpkin Carving/Decorating Contest:

The Sixth Annual Pumpkin Carving/Decorating Contest will be held Thursday, Oct. 30. Pumpkins will be on display in the SUB/CSL through the afternoon of Oct. 31. This year student clubs will participate as well. Sign-ups are accepted now through noon on Oct. 28. Offices can review contest guidelines and sign up for the competition [online](#).

October 31Employee Benefits Fair:

The annual Employee Benefits and Resources Fair will be held on Friday, Oct. 31, from 11:30 a.m.-1:30 p.m. in the West Mezzanine of the P1FCU Activity Center. Stop by to connect with local businesses and learn more about the benefits and resources available to you. Many vendors will be bringing giveaways and goodies to take home, and flu shots will be offered on site, so be sure to bring your medical card. The vendors are getting into the Halloween spirit and showing off their creativity in full costume! From creepy to hilarious, they’ll be dressed to impress — and you get to choose the winner! Come explore, learn, and maybe even discover some new businesses along the way!

November 6AD Meet & Greet in Boise:

Alumni and friends in the Treasure Valley are invited to meet and greet LC State’s new athletic director Jim Klemann, accompanied by head baseball coach Jeremiah Robbins, on Nov. 6 in Boise. Stop by between 4:30-6:30 p.m. for hors d’oeuvres and no-host refreshments. Learn more and RSVP [here](#).

News & Features

Stay current on [LC State news](#)

- [LC State tops 4,000 students for first time in school history](#)
 - [LC State's DeWenter accepted to NACUBO emerging leaders program](#)
 - [LC State's Pemberton named chair-elect of NAIA Council of Presidents](#)
 - [No. 8 LC State continues to climb in U.S. News & World Report rankings](#)
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Song for the Week: "[Stayin' Alive](#)" by the Bee Gees

