

# Monday Message

Nov. 24, 2025



Dear all,

Happy Thanksgiving. May your holiday be filled with good food, family and friends.

Warmly,

Cynthia Pemberton, Ed.D.

President

PS: The Workforce Training Center's [Grand Opening](#) in downtown Lewiston was a grand success! Check out the [photos](#).

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## 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.

### Data Management Process:

In the evolving landscape of information security, LC State has implemented a new standard to meet audit requirements. All software, IT systems, and services that store or process data must now be reviewed and approved **before purchase** – this includes any system that handles sensitive, classified, public and institutional data. Please note that this review is required annually, even for items previously approved in past years. Departments must resubmit a [Software and System Request Form](#) each year to ensure continued compliance and data protection. To avoid delays, please plan ahead for any upcoming or auto-renewing subscriptions by submitting the form well in advance (we recommend one–two months prior to purchase). This allows our IT team sufficient time to complete the necessary security and compliance reviews and provide the required IT approval documentation for your p-card transaction or Jaggaer requisition. Your cooperation in meeting these audit requirements helps ensure LC State continues to operate securely and in full compliance.

### 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 [email](#) 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 Toy Drive:**

Join LC Cares in supporting LC families in need this holiday season with the LC Cares Toy Drive. Your donation will bring joy to children and ease the burden on LC families during this special time. To make a donation click [here](#). Contact [Hailey](#).

### **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.

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.

### **PDTs in December:**

Learn more and register at [here](#).

- Dec. 2 at 3 p.m., Medicare Q&A via Teams
- Dec. 4 at 3 p.m., Performance Evaluation Process for CSO/PSO and Best Practices for Supervisors
- Dec. 10 at 10 a.m., Performance Evaluation Process for CSO/PSO and Best Practices for Supervisors
- Dec. 18 at 3 p.m., Performance Evaluation Process for CSO/PSO and Best Practices for Supervisors

### **RRF/UAR Processes:**

The Resource Request Form (RRF) process 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. 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.

### **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

### **Teams Phone Quarterly Billing:**

The Teams Phone billing has transitioned to a quarterly cycle. The billing for October-December is now available for review. Charges are \$15 a month per line per phone number. To ensure charges are applied correctly, we've posted a list of the phone numbers assigned to each department on the Intranet. Please review your department's assigned numbers and confirm that the listed account number is accurate. If you notice any discrepancies or if updates are needed, please contact the IT Help Desk at [helpdesk@lcsc.edu](mailto:helpdesk@lcsc.edu) by end of day, Dec. 12. Thank you for helping us keep our records accurate.

### **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.

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## Events

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

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](#).

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## News & Features

Stay current on [LC State news](#)

- [LC State president, director and alumni named in Idaho 500](#)
- [Silverthorne to hold Celtic holiday concert Dec. 12](#)
- [LC State seeks fan photos for Avista NAIA World Series](#)

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## Song for the Week:

["Grateful"](#) by St. Finnikin

