

Monday Message

Oct. 14, 2024



Dear all,

Riding high from an action-packed Homecoming week and a tremendously successful Career Fair (which has already resulted in 15 job offers! See more details below), this week we host the State Board of Education (Wednesday and Thursday) for its October meeting. During this meeting I will share LC State's annual report with the Board and we will have both staff/faculty and student panels sharing their perspectives and insights with the Board. The meetings will begin at 9 a.m. on both days and will be streamed live at www.youtube.com/@lcstate. The full agenda is posted on the [SBOE website](#).

Feel free to watch via streaming or stop by the Williams Conference Center (WCC) to watch my presentation and the panels live (likely between 9:30-11 a.m.). I am excited to share updates and highlights about the exceptional education we are delivering in and through the unique education space we occupy as Idaho's only four-year small school, private school experience at an accessible, affordable public school price! After the presentation and panels, we will host the Board for lunch in our renovated SUB/CSL, and provide lunchtime tour opportunities featuring our newly emerging Healthcare Immersive Learning Lab – the HILL.

We have so very much to celebrate and be proud of! Go Warriors!

Cynthia Pemberton, Ed.D.
President

Announcements

- **Career Fair:** Congratulations to event organizer Makenzie Hollingsworth and to all who helped make last week's Career Fair a terrific success, including over 50 volunteers! Around 550 students attended and interacted with 70 different organizations, and 15 students have already received job offers as a result. Go Warriors!
- **Microsoft Teams Groups Security:** As part of our commitment to maintaining robust security practices, it's crucial to ensure that Microsoft Teams groups are properly configured to protect sensitive information. When a Teams group is created, it can be set to public or private. When Teams groups are set to public, it allows anyone within the organization, including students, to access files and content shared within the group. Microsoft also has a whole ecosystem of applications (Outlook, Teams, SharePoint, Viva Insights, Delve) that are tightly integrated to create a seamless collaboration experience. However, it's important to understand how sharing settings and group permissions can impact file access across these platforms. Ensure that your Teams group is set to **private** if you do not intend for files and discussions to be accessed by others outside the group. Teams' owners can verify and change the setting from private to public. [Instructions for checking this setting are found at the bottom of this page.](#)
- **PDT Payoff:** Starting Sept. 1 and ending Dec. 6, join the ultimate journey! 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 as each opportunity will be weighted based on function. The top 10 scorers will be entered for a chance to win an exclusive prize at this year's Winter Revels! Get ready to be part of something thrilling, brought to

you in partnership by the Offices of the President and Human Resources. Hop on to [HR's PDT/Wellness Website](#), embrace the challenge by registering for different PDT and Wellness Initiatives, and let the games begin!

- **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 here: <https://lcscedu.sharepoint.com/sites/ProgramAssessmentandPlanning>
- **Transition to Fidelity:** Your Optional Retirement Plan (TIAA-CREF and Corebridge) will transition to Fidelity Investments on Dec. 2, 2024. Fidelity representatives will be on campus to provide details about the transition and answer questions during several group meetings. They

are also in the process of scheduling virtual sessions and one-on-one appointments, so stay tuned for more information! In the coming weeks, all affected employees will receive a transition guide by mail at their home address. For ongoing updates, visit <https://www.myfidelitysite.com/isboe/idaho-state-board-of-education/4831>. Feel free to attend the session(s) below that work with your schedule. You do not need to RSVP for any of the sessions.

- Oct. 23, 9-10 a.m., Sac Hall, Room 208
 - Oct. 23, 12-1 p.m., Sac Hall, Room 115
 - Oct. 23, 3-4 p.m., Sac Hall, Room 115
 - Oct. 24, 11 a.m.-12 p.m., Sac Hall, Room 115
 - Oct. 24, 3-4 p.m., Sac Hall, Room 208
 - Oct. 30, 2-3 p.m., STC, Room 302
 - Oct. 30, 3-4 p.m., STC, Room 302
 - Oct. 31, 2:30-3:30 p.m., ADM, Room 203
 - Nov. 8, 10-11 a.m., CDA, Room TBD
- **WarriorWear:** Thank you to everyone who has provided adoptions for spring 2025! We are at 50% adoptions. As a reminder, the **deadline is tomorrow, Oct. 15**. This deadline is crucial for us to be able to source the best prices possible and ensure availability for students. If you need a refresher on how to utilize FacultyPortal, use this link to watch a training video: [FacultyPortal Training Video](#). If you're having trouble logging in, or experiencing any other issues, please reach out to the store manager, Brandi, at bwilliams@textbookbrokers.com.
 - **WCC Parking:** Parking in the Williams Conference Center parking lot will be closed starting Tuesday evening, Oct. 15, through Thursday afternoon, Oct. 17, for the Idaho State Board of Education meeting.

Events

Keep up on events and activities through the [Campus Calendar](#).

- **Oct. 16-17 – SBOE Meeting** – LC State hosts the Idaho State Board of Education (SBOE) on Wednesday and Thursday, Oct. 16-17, at the Williams Conference Center. The meetings will begin at 9 a.m. on both days and will be streamed live at www.youtube.com/@lcstate. The full agenda is posted on the [SBOE website](#).
- **Oct. 18-20 – Home Athletic Events** – The Warrior baseball team will play an exhibition game against Washington State University on Friday, Oct. 18, at 6 p.m. at Harris Field. Warrior women's and men's cross country teams will compete at the LC State Invitational on Saturday at 9:45 a.m. and 10:45 a.m., respectively. The races will be held at the LC State Cross Country Trail in the Lewiston Orchards near Lewiston High School. On Sunday, Oct. 20, the women's basketball team will travel to Washington State University for an exhibition game at noon. It is free to attend. For more information visit www.lcwarriors.com.
- **Oct. 22 – Tuesday at Two** – This fall semester President Pemberton will host Tuesday at Two meetings, informal gatherings that are open to all, at various locations on campus on the following upcoming Tuesdays: Oct. 22 (SPH 109), Nov. 12 (MLH 140), and Dec. 10 (RCH 202)
- **Oct. 30 – Annual Pumpkin Carving/Decorating Contest** – The Fifth Annual Pumpkin Carving/Decorating Contest will be held Wednesday, Oct. 30. Pumpkins will be on display in the SUB/CSL through the afternoon of Oct. 31. Limit of three pumpkins per office, but you must register EACH pumpkin. Sign-ups accepted now through noon on Oct. 29. Offices can [review contest guidelines and sign up](#) for the competition online.
- **Oct. 31 – Employee Benefit & Resource Fair** – This event – with refreshments, flu shots, giveaways, chair massages, and a costume contest – will be held from 11:30 a.m.-1:30 p.m. in the Williams Conference Center. Add it to your calendar!

News & Features

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

- [LC State to host State Board of Education Oct. 16-17](#)
- [Five Warriors Place in Top 10, No. 20 LC State Women Take Second in Billings](#)
- [LC State Announces 2024 Trunk-or-Treat Event](#)
- [Warriors Sweep Homecoming Matchup with Efficient Offense](#)

Song for the Week: "[Celebrate!](#)" by the Jonas Brothers

