

Monday Message

Oct. 28, 2024



Dear all,

Happy Halloween! Many thanks to the staff, coaches, faculty and student-athletes who put together Trunk-or-Treat. Spooky fun was had by all! I also want to give a shout-out of congratulations on the Teachers' Career Fair event. Well done, TEAM!

As we look to the week ahead we have our annual pumpkin carving contest, the Employee Benefit & Resource Fair, and [Tribal Nations Weekend](#) athletic events to look forward to; as well as the Washington Idaho Symphony concert Sunday, Nov. 3, starting at 3 p.m. in the Silverthorne Theatre. Sunday's symphony performance will feature chamber works by Native American composers, Heritage Harmonies. Program compositions will blend traditional influences with contemporary musical expression, connecting cultural heritage with modern artistry. **LC State students attend free.**

The weather is cooler, fall colors, like our campus community are becoming truly vibrant. It is a great time to be a Warrior!

Cynthia Pemberton, Ed.D.
President

Announcements

- **KinderCollege:** KinderCollege will be trick-or-treating on campus Oct. 31 starting at 3:30 p.m. The kids will be walking through these locations: SUB info desk, main level of Reid Centennial Hall, main level of the Administration Building, and upstairs of Expedition Hall. Please note that KinderCollege is nut free.
- **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!
- **Purchasing Update:** Beginning January 2025, updated P-Card procedures will be implemented through Bank of America Works to enhance compliance, streamline purchasing processes, and promote accountability. As part of this transition, Purchasing will update the P-Card procedure documentation and conduct training for all P-Cardholders, their supervisors, and P-Card managers during November and December. Purchasing will send communication regarding training in early November. Contact Purchasing with any questions at Purch@lcsc.edu.
- **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 at: <https://lcscedu.sharepoint.com/sites/ProgramAssessmentandPlanning>
- **Student Employment & Career Readiness Center**
 - **Career Readiness Credential:** The Career Readiness Credential is a micro-credential designed to equip students with essential skills for the workplace. Students earn credit towards the credential by participating in workshops, completing hands-on activities, and engaging in professional development experiences. This credential not only demonstrates a student's commitment to career readiness but also provides a competitive edge in the job market. Faculty and staff play a crucial role in encouraging students to participate, as it allows them to apply what they are learning in their programs and gain valuable skills for their future careers.

- **Career Readiness Credential 101:** Join us on Oct. 29 from 3-4 p.m. in SUB 202 for a drop-in session to learn more about how the Career Readiness Credential can enhance your students' resumes and overall career readiness.
 - **Handshake Career Service Platform:** Handshake is LC State's powerful career services platform designed to connect students with potential employers, job openings, internships, and networking opportunities. Encouraging students to utilize Handshake not only enhances their job search experience but also fosters connections with employers actively seeking talent from our campus. Faculty and staff can play a vital role in promoting this platform, helping students take proactive steps toward their career goals and increasing their chances of success in the job market.
 - **Questions?** Stop by the Student Employment & Career Readiness Center.
 - **Timesheet Holiday Coding:** Instructions for holiday coding, including for Columbus Day and Veterans Day, is [available here](#).
 - **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. 30, 2-3 p.m., STC, Room 302
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 - Oct. 31, 2:30-3:30 p.m., ADM, Room 203
 - Nov. 8, 10-11 a.m., CDA, Room TBD
 - **Warrior Giving Day Prep:** If your school or division is interested in participating/raising money for your program or special project during Warrior Giving Day in April, all ideas must be submitted to collegeadvancement@lcsc.edu by Nov. 22.
 - **WarriorWear:** Thank you to everyone who has updated their adoptions for spring 2025. We're at 85%. [Brandi Williams](#), bookstore manager, will be stopping by to offer in-person help for anyone who might need it, so please reach out if you'd like to be on the list. In other news, WarriorWear will be closed Tuesday, Oct. 29, for its annual inventory. Staff will be on site if you have questions or any dire needs.
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Events

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

- **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. The final sign-up opportunity ends at 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!
- **Nov. 1-2 – Home Athletic Events** – The Warrior basketball teams play their home openers at [Tribal Nations Weekend](#), presented by the Clearwater River Casino & Lodge, on Friday and Saturday at the P1FCU Activity Center. The women and men will face Haskell Indian Nations University on Saturday at 2 p.m. and 4 p.m., respectively. Halftime performances and pregame

presentations will showcase Native American culture exhibitions. Opportunities to win prizes throughout the weekend will also be available. For more information visit www.lcwarriors.com.

- **Nov. 6 – GradFest** – LC State’s annual GradFest is Wednesday, Nov. 6, from 12-3 p.m. in the Student Union Building/Center for Student Leadership solarium. Please encourage students who are close to graduating or need to apply to graduate to stop by during this time. Students will be able to get information from these campus offices: Registrar & Records, Alumni, Campus Print, Financial Aid, Bookstore, and the Student Employment & Career Readiness Center. Limited grad shirts will be available for students as well as light refreshments. Please contact the Registrar’s Office for more information at registrar@lcsc.edu or 208-792-2223.
 - **Nov. 12 – Tuesday at Two** – President Pemberton’s final fall semester Tuesday at Two will be held on Nov. 12 in MLH 140. Please note that the Dec. 10 event has been cancelled due to the President’s travel schedule.
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News & Features

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

- LC State ranked among top online sports management programs nationally
 - LC State theatre program to perform "The Turn of the Screw"
 - Barquet Shoots Under Par to Leap into Top 10, No. 23 LC State Women Place Fourth
 - Kibiwot and Tieg Lead No. 15 LC State in Nebraska
 - LC State Middles Highlight Efficient Offense in Warrior Volleyball Sweep of WPU
 - Industrial Maintenance & Millwright Technology program receives USDA Grant Funding
 - LC State first-time student enrollment jumps nearly 17%
 - LC State, ISU sign MOU to address critical Idaho healthcare need
 - LC State prison ed program receives federal approval, leads the way in Idaho
 - LC State to Hold Tribal Nations Weekend Nov. 1-2
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Song for the Week: ["Thriller"](#) by Michael Jackson

