

Monday Message

Oct. 21, 2024



Dear all,

Today, I offer a heartfelt thank you to the faculty, staff, students and partners (especially Sodexo!) for helping make our hosting of the Idaho State Board of Education a tremendous success! It might not have been covered much in the media, but last week LC State made some incredible frontpage news! Here are three big stories that we all should celebrate.

- **Official PEP status!** LC State received notification on Oct. 11 from the U.S. Department of Education that its rapidly expanding prison education program has successfully completed the final step of the Prison Education Program (PEP) approval process. LC State becomes the first and only Idaho institution to receive such approval and is one of only 11 approved Prison Education Programs in the nation. [News release](#) | [Watch announcement at SBOE meeting](#)
- **Paramedics MOU with ISU!** LC State and Idaho State University (ISU) signed a Memorandum of Understanding (MOU) to help address the critical shortage of paramedics in rural Idaho as well as to create pathways for more qualified applicants into other health professions programs. The MOU was signed by administrators on Thursday afternoon after the SBOE meeting at LC State's brand new Healthcare Immersive Learning Lab (HILL) in Sacajawea Hall. [News release](#) | [Photos of the HILL](#)
- **Enrollment jumps!** Propelled by a 16.5% increase in degree-seeking first-time students, LC State's fulltime equivalent enrollment is up 3.5% for fall 2024, according to the school's official census day totals. LC State's overall headcount has increased 2.4% and is the third most in school history. LC State's fulltime equivalent enrollment rose from 2,588 to 2,679, and its overall headcount is now 3,881, the most since 3,924 students attended in fall of 2016. The degree-seeking entering class of 538 students is the largest LC State has seen since 562 attended in fall 2017. [News release](#)

Go Warriors!

Cynthia Pemberton, Ed.D.
President

Announcements

- **Overtime Exemptions:** Starting on April 23, 2024, the Department of Labor (DOL) made changes to the salary requirements for overtime exemptions under federal law. These updates mean that more employees might be eligible for overtime pay. The first change took effect on July 1, 2024, raising the minimum annual salary for overtime exemption from \$35,568 to \$43,888. This didn't have a major impact on LC State employees. However, the second part, scheduled for Jan. 1, 2025, will bring the minimum salary for exemption up to \$58,656. This increase is likely to impact more employees and could result in a larger number of people qualifying for overtime pay. The LC State Human Resource Services (HRS) team is keeping a close eye on these changes and will provide updates as it learns more. HRS is also working with various departments to understand how this will affect staff and to prepare for a smooth transition. If you have any questions, please contact hr@lcsc.edu.
- **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>
- **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.
 - **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
 - **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.
 - **Warrior Health:** LC State Student Health Services (SHS) is pleased to be partnering with Gritman Medical Center to provide campus health services in the SHS office. Victoria Cruz, a nurse practitioner, is the provider. Students and employees are eligible and welcome to receive accessible, quality professional health services. To make an appointment, call 208-792-2251 or drop by and see the new staff and office in SGC 205. Warrior Health is open 8 a.m.-5 p.m. Monday–Thursday and on Friday from 8 a.m.-noon.
 - **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 next 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](#).

- **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. 25 – Trunk-or-Treat** – LC State and the Association of Student-Athletes will host the third annual Trunk-or-Treat on Friday in front of the P1FCU Activity Center. The event will run 5-6:30 p.m. and is free to attend. Families are encouraged to head inside after to watch Warrior volleyball match. The event is sponsored by Rogers Motors. [More info](#). Note: In order for Public Safety to block off the event space, all vehicles must be removed from the parking lot (the one near the President's Residence) by Thursday night, Oct. 24.
- **Oct. 25-26 – Home Athletic Events** – The Warrior volleyball team will host Multnomah on Friday at 6 p.m. and Warner Pacific on Saturday at 4 p.m. at the P1FCU Activity Center. The women's basketball team will travel to the University of Idaho on Friday for a 6 p.m. exhibition game with free admission. For more information visit www.lcwarriors.com.
- **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!
- **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.

News & Features

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

- 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
- LC State Earns 22 Fall Academic All-Cascade Conference Honors
- Kibiwot Sets Warrior Freshman Record at LC State Invitational
- LC State to hold Prescription Drug Take-Back Day Oct. 23
- LC State Announces 2024 Trunk-or-Treat Event

Song for the Week: ["I Put a Spell on you"](#) from Disney's Hocus Pocus

