

Monday Message

Sept. 18, 2023



Dear all,

Last week's news article regarding college and university budget submissions was misleading. The following attempts to clarify the budget process and share information specific to LC State's submission.

Annually, beginning late spring/early summer, colleges and universities begin preparing for the next fiscal year's budget submission. The Office of the State Board of Education (OSBE), in coordination with the Idaho Department of Financial Management (DFM) sends request parameter guidelines to the institutions. Using those guidelines we prepare a budget submission that is then transmitted, via state portal, to and through OSBE to DFM to be considered.

Last year, as you may recall, colleges and universities were able to put forward a flexible occupancy enhancement request based on a percentage of past general fund appropriations (i.e., 3%). The idea being this broad category would allow discretionary flexibility. This turned out to be especially helpful to LC State as we ended up needing to allocate nearly all of this funding to meet GLBA Safeguards Rule requirements – which are associated with data security and our ability to protect Federal Student Aid applicant information.

Again, this year, the budget guidelines delimited the relative amount we could request; and directed as follows: "...DFM issued a memo on May 26, 2023, providing guidance for the FY 2025 budget requests. The memo limits FY 2025 ongoing general fund budget requests to no more than 3% above the FY 2024 ongoing general fund appropriation. The 3% must include all maintenance items, CEC and EWA for the colleges and universities." Request narratives were to be framed as an occupancy enhancement, with the added caveat that we identify potential areas of spending priority should the request be supported through the Governor's budget recommendation and Legislative process. LC State identified its potential priorities as excerpted below from our submission:

"The intended use of these operational capacity funds, though emerging needs may lead to a reprioritization of these funds, is to recruit and retain students by keeping student tuition low through support for marketing efforts [\$60,868], base operational inflationary costs [\$100,000], occupancy costs for a legislatively funded building [\$107,860 – note: Funding for costs associated with occupancy of the Schweitzer CTE building (e.g., utilities, custodial, grounds maintenance, etc.) were originally estimated based on a state occupancy cost formula. After the building was being constructed, support for the formula was altered and only half the originally anticipated calculation funded. LC State used a prior line-item submission to fill in some of the occupancy/operations funding gap. This request rounds out the final amount needed to fully meet the costs associated with building operation and maintenance.], and the ability to address, in part, a potential funding gap in CEC and benefits, so as to minimize impact on tuition [\$171,440 – these funds could be used to support custodial/maintenance FTE for the Schweitzer CTE building, and offset a possible CEC gap]."

It is my hope that this information helps clarify what actually has transpired to date. As was noted accurately at the conclusion of the article, the process is long, with many hurdles yet to clear. Be assured we will keep you updated as we move through the year.

Best to all,

Cynthia Pemberton, Ed.D.
President

Events

Keep up on events and activities through [25Live](#) and online calendars: [LC State Do More](#), [Academic & Instructional](#), and [Events & Activities](#).

- **Sept. 19 – Tuesday @ Two** – President Pemberton will host Tuesday @ Two at 2 p.m. via Teams ([Meeting ID: 254 585 086 033](#), Passcode: VnDLAM). All are welcome to join the casual conversation.
 - **Sept. 19 – Constitution Day** – LC State will celebrate its annual Constitution Day with a panel discussion on public education and politics on Sept. 19 at 6-7:30 p.m. in Sacajawea Hall, Room 115. The event is free and open to the public, and also will held on Zoom. [Click here to learn more.](#)
 - **Sept. 20 – Multicultural Discovery** – LC State will celebrate Multicultural Discovery 2023 with four campus events during September. All events are free and open to the public. [Click here to learn more.](#)
 - **Sept. 21 – Art Exhibit Opens** – Local artist Jean Arnold will have her artwork on display Sept. 21-Nov. 18 at the Center for Arts & History. An opening reception will be held on Sept. 21 from 4-6 p.m. The event is free and open to the public, and refreshments will be provided. Arnold will also give a talk on Sept. 27 from 10:30-11:45 a.m. at the Center. [Click here to learn more.](#)
 - **Sept. 28 – Career Fair Prep Night** – At the SUB during dinner, students can “shop the closet” (the free Professional’s Clothing Closet), polish up their resumes, and get a rundown on what to expect the day of the Career Fair. Prizes will be given to a few lucky attendees.
 - **Sept. 29 – Mid-Semester Motivation** – The second annual Mid-Semester Motivation event will be held on Sept. 29 from 9:30 a.m. to noon at the Williams Conference Center. Students will be re-introduced to college resources and services and have the opportunity to hear presentations from faculty and staff on various academic success strategies.
 - **Sept. 29 – Register for Homecoming** – Mark your calendars and get ready to Rock ‘n Roll during LC State’s Homecoming on Oct.16-20. Register today to receive a free bandana and to purchase your official 2023 Homecoming t-shirt or tank top. For the full schedule of events and to register visit www.lcsc.edu/homecoming. Deadline for guaranteed shirt orders is Friday, Sept. 29.
 - **Sept. 30 – Washington-Idaho Symphony: Silverthorne Chamber Series** – The first performance – featuring the symphony’s “Principle Players” – will be held at 3 p.m. in the Silverthorne Theatre. This is the first of three performances to be held at LC State by the WA-ID Symphony this coming season. The President’s Office sponsors tickets for students for the season. Students need to show their ID cards to attend a performance.
 - **Oct. 4 – Academic Affairs Campus Meeting** – A meeting for faculty and staff will be held Wednesday, Oct. 4, 2023, in the Silverthorne Theatre from 3-4:30 p.m.
 - **Oct. 5 – Career & Graduate School Fair** – From 10 a.m.-2 p.m. at the P1FCU Activity Center, over 140 recruiters will be on campus. Learn more at www.lcsc.edu/student-employment/lc-state-career-fair.
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Announcements

- **Can You Do...? (CYD):** This week's CYD exercise is to utilize the Department of Administration's Office of Group Insurance website to find employee benefits information. [Click here to begin.](#)
- **Career & Graduate School Fair:** This week, help students prepare for the Fall Career & Graduate School Fair by encouraging them to stop by the Professional's Clothing Closet, SUB 202, and to save the date of the Fair (Oct. 5, 10 a.m.-2 p.m.). All professional attire has been donated and is free to students. (The closet accepts donations of interview-ready attire year round.)
 - **Attention CDA faculty and staff:** Please help us spread the word that free transportation will be offered from CDA to the Fall Career & Graduate School Fair in Lewiston. Please encourage students to RSVP for free transportation by contacting Emily Parsons at 208-667-5275.
- **Employee Compliance Training:** All benefit-eligible faculty and staff received a personalized email from [VectorSolutions](#) containing the compliance tutorials they must complete by Oct. 31. Please check your Clutter or Junk email if you did not receive this email in your inbox. As a reminder, usernames consist of your first initial, middle initial, and last name (Ex: vjswift). You will not be required to enter a password. If you have questions, please contact Human Resource Services at 208-792-2269.
- **Hispanic Heritage Month:** President Pemberton has declared Sept. 15-Oct. 15 to be Hispanic Heritage Month at Lewis-Clark State College. [Read the full proclamation here.](#)
- **LCMail:** LCMail will prompt users to enroll in Two-Step Verification (also known as Multi Factor Authentication). This policy will be enforced on Sept. 27 which means that users will be asked to enter a one-time password when signing in. This one-time password will be sent to either your recovery email or phone that was configured during enrollment. After Sept. 27, anyone who has not enrolled will be locked out of their account and will require a bypass code from the Help Desk. Two-Step Verification helps to protect the account by providing stronger security.
- **Song for the Week:** "[September](#)" by Earth, Wind & Fire

