



New Employee Quick Start Guide

Purpose:

The purpose of this guide is to give new employees a general overview of the mission, purpose, structure, and composition of Lewis-Clark State College (LCSC). The guide will serve as a starting point for services, policies, and processes to become familiar with for a successful start at LCSC. The new employee guide should be used in the introduction process for the new employee mentor program.

Contents:

Welcome letters	2
LCSC's role and mission	3
Key campus committees	4
Reference guide	5
Organizational chart.....	8
LCSC fact sheet	9
Instructional calendar.....	11

Websites:

New Employee Mentor Program- <http://www.lcsc.edu/ecc/mentor.htm>

Mentor Program Feedback Form- <http://www.lcsc.edu/ecc/mentorfeedback.asp>



Welcome from President Dene Kay Thomas:

I want to be one of the first to welcome you to Lewis-Clark State College. You are now part of a proud and close-knit family, the LC family, and you will be working with dedicated professionals who care for the students and for each other. I hope you'll enjoy working in this friendly atmosphere where everyone is committed to making the college the best it can be as we work together to help students change their lives through education.

You will notice what makes LCSC so special--the dedicated faculty and staff, the students, the beautiful campus, and the selection of relevant instructional programs. The quality of education here is nationally recognized by U.S. News & World Report, which ranks us as the number one public four-year college in the West.

At LCSC, we are proud of our student-centered environment, where we work closely with students and where students come first. We take pride in our work, and our efforts pay off. LCSC is a popular choice for students and is recognized as a major player in the economic development of the Lewiston-Clarkston Valley.

You have chosen to join a winning team, the LC family. As our slogan states, "Lewis-Clark State College. Smart Choice." Welcome! I'm glad you're here!

--Dene Kay Thomas

Welcome from PSO:

Welcome to Lewis-Clark State College! The PSO exists to represent the interests of all professional staff at Lewis-Clark State College. The PSO works with a variety of campus components in an effort to improve personnel and program management, morale, customer service, working conditions, compensation, ethical practices, and overall productivity.

Membership is automatic for all professional staff employees. Members also sit on a variety of College committees to represent the organization on matters relative to the above. Please feel free to attend a meeting or contact one of the council officers for more information. For details, visit www.lcsc.edu/ps0.

Welcome from CSO:

Welcome to Lewis-Clark State College! The mission of the Classified Staff Organization (CSO) is to represent the interest of classified employees at Lewis-Clark State College by working with other constituents of the campus for the improvement of personnel and program management, morale, working conditions, and productivity. Membership is open to all LCSC classified staff and is automatic the first day of employment.

Learn more about CSO! Visit our website at www.lcsc.edu/cs0 or contact any CSO Officer with questions.



INSTITUTIONAL ROLE AND MISSION

[Approved by SBOE October 27, 1998]

1. Type of Institution

Lewis-Clark State College is a regional state college offering undergraduate instruction in the liberal arts and sciences, professional areas tailored to the educational needs of Idaho, applied technical programs which support the state and local economy and other educational programs designed to meet the needs of Idahoans.

Lewis-Clark State College will formulate its academic plan and generate programs with primary emphasis in the areas of business, criminal justice, nursing, social work, teacher preparation, and professional-technical education. The College will give continuing emphasis to select programs offered on and off campus at non-traditional times, using non-traditional means of delivery and serving a diverse student body. Lewis-Clark State College will maintain basic strengths in the liberal arts and sciences, which provide the core curriculum or general education portion of the curriculum.

2. Programs and Services (listed in order of emphasis)

- **Baccalaureate Education:** Offers a wide range of baccalaureate degrees and some qualified professional programs.
- **Associate Education:** Offers a wide range of associate degrees and some qualified professional programs.
- **Certificates/Diplomas:** Offers a wide range of certificates and diplomas.
- **Distance Learning:** Uses a variety of delivery methods to meet the needs of diverse constituencies.
- **Technical and Workforce Training:** Offers a wide range of professional, technical and outreach programs.
- **Continuing Education:** Provides a variety of life-long learning opportunities.
- **Research:** Conducts select coordinated and externally funded research studies.
- **Graduate:** None.

3. Constituencies Served

The institution serves students, business and industry, the professions, and public sector groups primarily within the region and throughout the state, as well as diverse and special constituencies. Lewis-Clark State College works in collaboration with other state and regional postsecondary institutions in serving these constituencies.

Lewis-Clark

S T A T E

C O L L E G E

Key Campus Committees:

Compensation Review Committee (CRC): The Compensation Review Committee (CRC) provides analyses and advice to campus decision makers in the areas of monetary and non-monetary compensation. The CRC is intended to function as a key element in an objective decision-making process that facilitates cross-College communication and visibility over the compensation process. The members of the CRC are drawn from functional areas and constituency groups across the College including PSO, CSO, and Faculty (<http://intranet.lcsc.edu/crc>).

President's Council: The President's Council is an advisory group to the president on both internal and external issues. It serves as a communication and consulting group. The President's Council meets each Wednesday at 9:00 a.m., in the Alumni Board Room. Members include the President, President's Assistant, Provost, Dean of Academic Programs, Dean of Professional-Technical Programs, Dean of Student Services, Dean of Community Programs, Vice President for Administrative Services, Budget Director, Chief Technology Officer, Chief Planning Officer, Director of Advancement, College Communications Coordinator, Faculty Senate Representative, Professional Staff Representative, and Classified Staff Representative.

Provost's Council: The Provost's Council shall advise the Provost and provide a communication forum for the following: 1. Recommending and implementing academic policies and procedures; 2. Managing personnel policies; 3. Evaluating program quality and effectiveness; 4. Developing academic affairs' budget priorities; 5. Implementing strategic planning and budget initiatives; 6. Recommending budget priorities; 7. Addressing issues of importance to the College.

Professional Development & Training Committee (PDT): The PDT is a committee with the task to develop and organize a training program and new employee orientation program per PG 54. Training program will include training for faculty and staff. Purpose is to have a training program developed for new employees and current employees in a structured and organized format (www.lcsc.edu/pdt).



REFERENCE GUIDE - STAFF

Who's Who 2009-2010

President	Dr. Dene Thomas.....	2216
Provost & Vice President for Academic Affairs.....	Dr. Tony Fernández.....	2213
Vice President for Finance and Administration.....	Mr. Chet Herbst.....	2240
Deans:		
Academic Programs	Interim Dr. Rob Lohrmeyer	2325
Community Programs	Ms. Kathy Martin	2282
Professional-Technical Programs.....	Dr. Rob Lohrmeyer.....	2225
Student Services.....	Dr. Andy Hanson.....	2218

Division Chairs:

Business	Mr. Randy Martin.....	2293
Education	Dr. Jann Hill.....	2260
Humanities	Ms. Mary Flores	2307
Natural Sciences & Mathematics.....	Dr. Matthew Johnston	2295
Nursing & Health Sciences	Dr. Lori Stinson	2250
Business Technology & Service	Ms. Lynn Mathers.....	2466
Social Sciences.....	Dr. Bill Clouser	2291
Technical & Industrial	Dr. Tim Wiggins.....	2220

New Employee Resources

Intranet for news, announcements, and important dates - <http://intranet.lcsc.edu>
Intranet for emergency information- <http://intranet.lcsc.edu/eri>
Intranet for campus forms – <http://intranet.lcsc.edu/forms.asp>
Internet for department and program information – <http://www.lcsc.edu>
Course catalog and department information – <http://www.lcsc.edu/catalog>
Campus event calendar and space reservations- <http://www.lcsc.edu/calendar>
Classified Staff Organization - <http://www.lcsc.edu/cso>
Professional Staff Organization - <http://www.lcsc.edu/pso>
Faculty/Staff Handbook - <http://www.lcsc.edu/humanresources/policy.htm>
Personnel Directory - <http://www.lcsc.edu/people/people.asp>
Department Directory - <http://www.lcsc.edu/people/department.asp>

New Employee Setup

Controller's Office	Administration Building 103.....	2202
--Parking permits (cashier's window & SUB info desk), (www.lcsc.edu/controllersoffice)		
Directory- Go to http://www.lcsc.edu/people/people.asp and	submit your name as a new employee	
Human Resource Services.....	Administration Building 101	2269

--Benefits information, payroll setup, and employee personnel issues, (www.lcsc.edu/humanresources)

Information Technology..... Sam Glenn Complex B28..... 2231
 --E-mail and network account, computer setup, and telephone directions & assistance (make sure to get your telephone display changed to your name), (www.lcsc.edu/it)

Security..... Fine Arts Building 105A..... 2226
 --Key requests initiated in department office (<http://intranet.lcsc.edu> -forms) and room openings (www.lcsc.edu/security)

SUB Info Desk..... SUB 2060
 --WarriorOne Card (LCSC ID, use for fitness center, LCSC events, etc.), (www.lcsc.edu/ecc)

Business Operations References

Administrative Services..... Administration Building 106..... 2240
 --Help with Budgets (Budget Director x2353), records retention, certificates of insurance for events, contracts, visitor or student campus accidents, visitor parking permits, & waivers (www.lcsc.edu/adminservices)

Controller's Office..... Administration Building 103..... 2202
 --FRx- online budget reports (contact Bev Hill x2206), accounts payable/receivable, travel requests (online form), check pickup, requisition questions (forms in purchasing), signature authority setup, petty cash reimbursement, deposits, general spending questions (www.lcsc.edu/controllersoffice)

Fitness Center..... Activity Center 2675
 --An updated fitness center is available for use by staff for free and spouses can purchase memberships for a nominal fee

Food Service (Sodexo)..... Student Union Building..... 2244
 --A full menu food service court is available during the school year and limited during the summer, guests are also welcome to eat at the food court (<https://lcsc.catertrax.com/>)

Human Resource Services..... Administration Building 101..... 2269
 --Benefits (medical, dental, optical, flexible spending account), employee payroll setup, waivers for taking classes, HR forms, employee grievances (www.lcsc.edu/humanresources)

Information Technology..... Sam Glenn Complex B28..... 2231
 --Helpdesk for technology, e-mail, telephones, audio/visual equipment requests (x2631), technology quotes, Work at Home Rights” for Microsoft software, and PEG channel (www.lcsc.edu/it)

KinderCollege..... KinderCollege Building 2254
 --Daycare is available for children of staff at LCSC

Media/Communications/Press..... Advancement Office / Building 2458
 --Contact to publicize your department, outside press releases, media exposure, campus official logos to use on letterhead & publications (www.lcsc.edu/collegeinfo)

Physical Plant..... Physical Plant 2247
 -- Vehicle rental, work orders for office repairs, building repairs, landscaping issues, furniture moves, recycling pickup, & custodial services (www.lcsc.edu/pp)

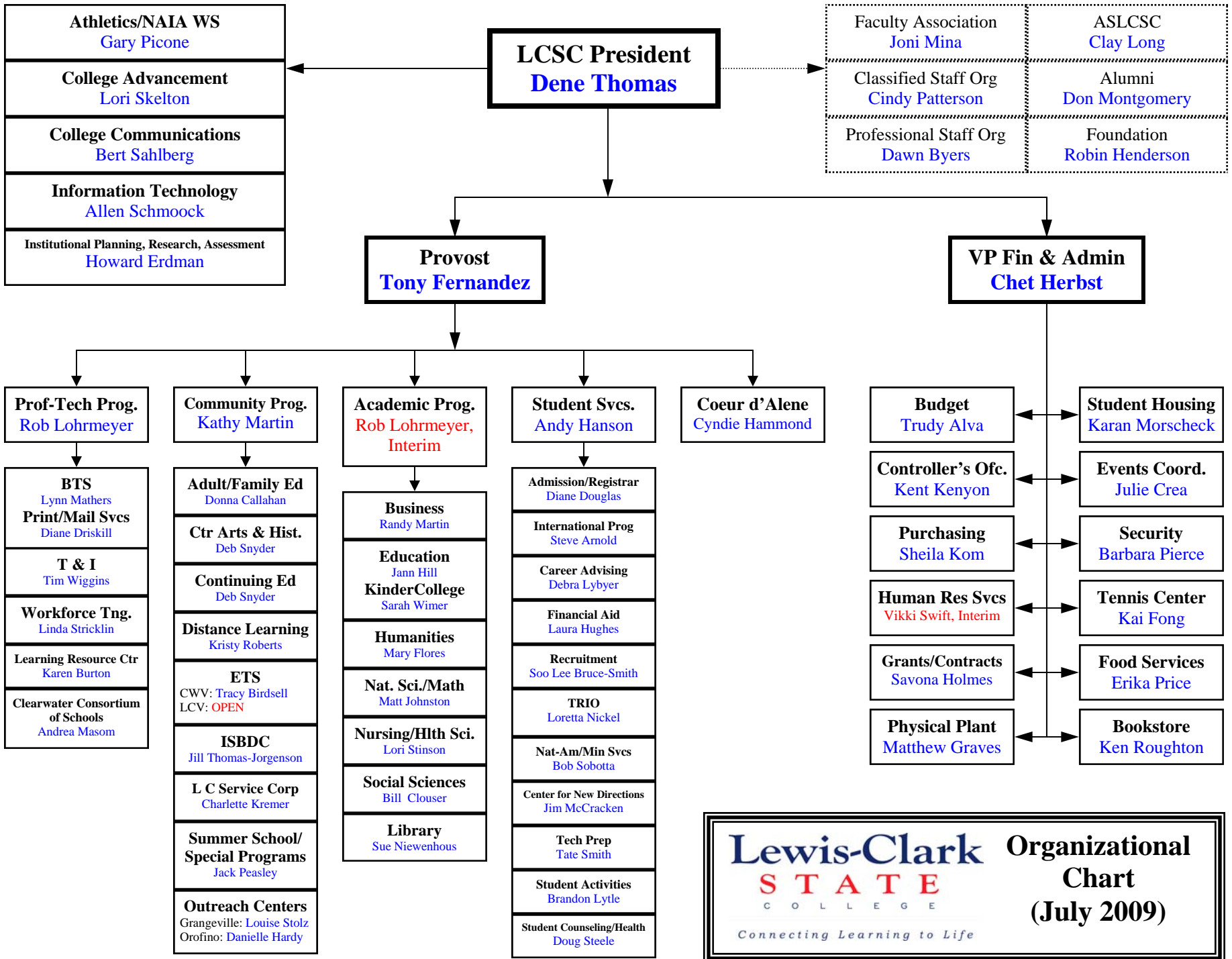
Purchasing..... Administration Building 104..... 2288
 -- Requisition forms, P.O.#'s, help with bids & purchasing processes (www.lcsc.edu/purchasing)

Security..... Meriwether Lewis Hall 110 2226
 --Lost and found, room openings, reporting of campus accidents, parking issues, campus safety, key pickup, campus escorts (www.lcsc.edu/security & mobile phone x2815)

Student Operations References

Admissions	Reid Centennial Hall 102.....	2210
Associated Students (ASLCSC).....	Student Union Building (SUB) 219.....	2256
Career & Advising	Reid Centennial Hall 110.....	2313
Computer Labs (students only)	SUB 202/Library	2231
Counseling Services.....	Office of Student Life / Reid Centennial Hall 111	2211
Financial Aid	Reid Centennial Hall 208.....	2224
Library	Information.....	2236
	Orientation	2235
New Student Recruitment	Reid Centennial Hall 114.....	2378
Online Courses (internet)	Distance Learning/Sam Glenn Complex 52	2239
Placement Services.....	Career Development / Reid Centennial Hall 22	2313
Registrar	Reid Centennial Hall 108.....	2223
Student Health Services.....	Sam Glenn Complex 42	2251
Veterans Information	Admissions Office / Reid Centennial Hall 102.....	2210
LCMail (student e-mail)	http://lcmail.lcsc.edu	2231
WarriorWeb (student information)	https://warriorweb.lcsc.edu/	2231
Blackboard (online course system)	http://bbce.lcsc.edu	2239

This is not a complete list; please utilize the department directory and internet for more information regarding departments and programs



Lewis-Clark **Organizational**
STATE
COLLEGE
Chart
(July 2009)
Connecting Learning to Life

Facilities

LCSC's facilities and grounds in Lewiston and Coeur d'Alene reflect and preserve the region's rich heritage and beauty. We look forward to the addition of a new Nursing and Health Sciences building on the Lewiston campus—construction began Spring 2008 with an anticipated completion date of Fall 2009. The continued occupancy of new residence halls in Lewiston, as well as recent additions and improvements at our Coeur d'Alene site, have optimized our use of space and created a safe and aesthetically pleasing environment in which our staff and students work and learn.

International Programs

Currently, 147 international students from 30 countries contribute to the cultural diversity for which LCSC is well known.



Region-Wide Impact

Lewis-Clark State College serves citizens and communities throughout the region with a wide array of continuing education courses, distance education programs, workshops, conferences, apprenticeships, workforce training programs, and various non-credit educational programs. Each year LCSC's Distance Learning office coordinates several hundred online courses with total enrollment of approximately 3,000. Most online students have time or geographic constraints. LCSC's Coeur d'Alene Center and four outreach centers in Grangeville, Kooskia, Lapwai, and Orofino are improving the quality of life for Idahoans, while boosting local economies. The College's outreach activities include Adult/Family Education programs, the Center for New Directions, the Idaho Small Business Development Center, and the Idaho Virtual Incubator program. LCSC's Center for Arts & History's galleries and exhibits hosts thousands of visitors each year, and the LCSC AmeriCorps members continue to provide mentoring to at-risk students, while recruiting volunteers to serve local communities throughout the region.

Accreditation

LCSC is accredited by the Northwest Commission on Colleges and Universities. LCSC's baccalaureate nursing program is accredited by the Commission on Collegiate Nursing Education and the Idaho State Board of Nursing. The teacher education program is accredited by the National Council for the Accreditation of Teacher Education. The Social Work program is accredited by the Council on Social Work Education, and LCSC's Professional-Technical Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs. The Business Division's baccalaureate programs are accredited by the International Assembly of Collegiate Business Education. The college is a member of the American Association of State Colleges and Universities, the Council for the Advancement and Support of Education, the University Continuing Education Association, and the American Association of Colleges for Teacher Education.

College Offices

Academic Affairs.....	792-2213
Admissions.....	792-2210
College Advancement.....	792-2458
Community Programs.....	792-2282
Financial Aid.....	792-2224
Human Resources.....	792-2269
Library.....	792-2236
Professional-Technical Programs.....	792-2225
Registrar.....	792-2223
LCSC Coeur d'Alene Center.....	666-6707

Administration

President:

Dr. Dene K. Thomas

Provost/Vice President for Academic Affairs:

Dr. J. Anthony Fernández

Vice President for Finance & Administration:

Chester G. Herbst

Dean of Academic Programs:

Vacant

Dean of Community Programs:

Kathy L. Martin

Dean of Professional-Technical Programs:

Dr. Robert Lohrmeyer

Dean of Student Services:

Dr. Andrew Hanson

Lewis-Clark STATE COLLEGE

Connecting Learning to Life



Lewis-Clark State college was established by the Idaho State Legislature in 1893. It was originally designated Lewiston State Normal School, reflecting its early mission as a teacher training institution. In the ensuing years its name has been changed to Northern Idaho College of Education (1947), then Lewis-Clark Normal School (1955), and finally to Lewis-Clark State College (1971). The State Legislature and Board of Education authorized the latest name change in recognition of the College's expanded role as a comprehensive 4-year undergraduate institution offering programs in the liberal arts and sciences, professional studies, and technology.

Lewis-Clark State College has a proud heritage and a continuing tradition of service to the state and the nation through its unique, three-part mission of academic programs, professional-technical training programs, and community college and community support programs. LCSC has been rated consistently among the top public comprehensive 4-year colleges in the West by U.S. News and World Report. Situated in an attractive residential area (Lewiston ID and Clarkston WA, with a combined community of 50,000), LCSC's Lewiston campus occupies 46 acres on historic Normal Hill at the confluence of the scenic Snake and Clearwater rivers. The beautiful campus enjoys the mildest winters in Idaho—a climate matched by a warm, friendly, educational environment.



Enrollment by Class Standing

Fall Term	2006	2007	2008
Total Headcount	3,394	3,612	3,940
Full Time Equivalent	2,597	2,650	2,804
Freshman	690	724	942
Sophomores	464	459	564
Juniors	548	511	579
Seniors	663	704	803
Specials*	280	355	427
Academic Sub Total	2,645	2,753	3315
Professional-Technical	749	859	642

*Specials are pre-college or post-baccalaureate students.

Division Enrollment by Declared Major

Fall Term	2006	2007	2008
Academic Divisions:			
Business	501	541	566
Education	479	550	478
Humanities	156	145	157
Natural Sciences	291	315	346
Nursing/Hlth Sciences	483	431	488
Social Sciences	458	448	435
Undeclared & Non-Degree	443	479	485
Professional-Technical Divisions:			
Bus. Tech & Service	389	330	271
Technical & Industrial	256	242	242
Non-Degree	185	348	582

Credit Hours Delivered by Division

Fall Term	2006	2007	2008
Academic Divisions:			
Business	3,753	4,275	4,730
Education	4,973	5,516	5,372
Humanities	6,727	6,688	6,886
Natural Sciences	6,780	6,971	7,923
Nursing/Hlth Sciences	1,919	1,791	1,793
Social Sciences	7,022	6,463	6,686
Non-Divisional*	982	928	1,127
Professional-Technical Divisions:			
Bus. Tech & Service	3,492	3,047	4,590
Technical & Industrial	2,568	2,678	2,959
Total	38,216	38,357	42,066

*Non-Divisional includes Student Development.

Intercollegiate Athletics

Lewis-Clark State College's athletic affiliation is with NAIA Division I, Frontier Conference, Northwest Region. Male athletes participate in baseball, basketball, cross-country, golf, and tennis; female athletes compete in basketball, cross-country, golf, tennis, track & field, and volleyball.

Connecting Learning to Life

Student Demographics

Fall Term	2006	2007	2008
Female	2,106	2,163	2,427
Male	1,288	1,449	1,513
Ethnicity			
Non-Resident Alien	132	143	149
Black, Non-Hispanic	20	37	29
Alaskan/Amer. Native	139	154	182
Asian	37	31	54
Pacific Islander	4	3	9
Hispanic	179	184	154
White, Non-Hispanic	2,700	2,910	3230
Ethnicity Unknown	183	150	133

Age

Under 18 years	269	438	686
18 - 19 years	661	728	837
20 - 21 years	621	611	570
22 - 24 years	560	542	528
25 - 29 years	392	407	403
30 - 34 years	234	232	259
35 - 39 years	168	190	182
40 - 49 years	339	297	310
50 - 64 years	136	144	153
65 years and over	14	23	12
Age Unknown	0	0	0

Residency Status

Resident	2,850	2,964	3,260
Non-Resident	544	648	680

Full-Time/Part-Time

Full-Time	2,256	2,274	2,355
Part-Time	1,138	1,338	1,585

Enrollment Status

First Time College	584	664	651
Transfer	365	362	335
Returning Students	2,445	2,586	2,954

Location

Lewiston Campus	3,036	3,271	3,578
Coeur d'Alene Center	358	341	362

Degrees Conferred

Academic Year	05-06	06-07	07-08
Baccalaureate	352	386	377
Associate	151	136	114
Certificate	21	17	21

Graduate Positive Placement

Academic Year	04-05	05-06	06-07
Academic graduates	91.6%	91.0%	94.0%
Technical graduates	93.6%	96.9%	94.0%

Student/Faculty Ratio

Fall Term	2006	2007	2008
Academic Programs	16.0	15.4	15.8
Technical Programs	10.3	9.9	10.1

Faculty & Staff

Fall Term	2006	2007	2008
Faculty	159	164	173
Adjunct Faculty	61	75	107
Professional Staff	151	161	156
Classified Staff	138	138	136
Total	509	538	572

Financial Aid Awards

Fiscal Year	2006	2007	2008
Total awarded	\$18.0M	\$14.35M	\$21.13M
% F/T students receiving aid	88%	82%	69.5%

Annual Student Fees

Academic Year	06-07	07-08	08-09
Resident Tuition/Required Fees	\$3,897	\$4,092	\$4,296
Asotin Cty Tuition/Req Fees	7,065	7,260	7,464
Out of State Tuition/Req Fees	10,842	11,382	11,950
Room*	2,470	2,500	2,700
Board (meals)**	2,470	2,500	2,700

*Room charges are for on-campus residence hall, normal two-person occupancy rate

**Meal charges are based on the maximum meal plan

LCSC Foundation

Fiscal Year	2006	2007	2008
Total Assets	\$4,300K	\$4,900K	\$5,100K
Scholarships Awarded	\$174K	\$209K	\$275K

Total Revenue FY 2008

State Appropriations	\$19,505,684
Grants and Contracts	9,415,042
Sales and Services (Educ/Aux)	2,966,575
Misc. Student Fees	10,330,711
Gifts	1,724,876
Other	1,013,615
Total	\$44,956,503

Total Expenditures FY 2008

Personnel Costs	\$29,375,924
Supplies and Services	7,145,969
Scholarships	2,165,072
Depreciation	1,625,876
Insurance, Utilities, and Rent	1,623,360
Other	1,691,402
Total	\$43,627,603

**Lewis-Clark State College
Instructional Calendar
FY 05-13**

Activity	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13
Fall Semester	2005	2006	2007	2008	2009	2010	2011	2012
New Faculty Begin	8/23	8/22	8/21	8/19	8/18	8/17	8/16	8/21
Faculty Return	8/24	8/23	8/22	8/20	8/19	8/18	8/17	8/22
Campus Meeting	8/25	8/24	8/23	8/21	8/20	8/19	8/18	8/23
Student Orientation	8/26	8/25	8/24	8/22	8/21	8/20	8/19	8/24
Classes begin	8/29	8/28	8/27	8/25	8/24	8/23	8/22	8/27
Last day for Initial Registration	9/2	9/1	8/31	8/29	8/28	8/27	8/26	8/31
Labor Day Vacation	9/5	9/4	9/3	9/1	9/7	9/6	9/5	9/3
Last day to drop/add	9/12	9/11	9/10	9/8	9/4	9/3	9/2	9/10
Last day to withdraw	11/4	11/3	11/2	11/7	11/6	11/5	11/4	11/9
Last Day to Apply for <i>Spring</i> Graduation	10/3	10/2/06	10/1/07	10/1/08	10/1/09	10/3/10	10/3/11	10/1/12
Fall Break	11/21-25	11/20-24	11/19-23	11/24-28	11/23-27	11/22-26	11/21-25	11/19-23
No Exam Week	12/12-16	12/11-15	12/10-14	12/8-12	12/7-11	12/6-10	12/5-9	12/10-14
Final Exam Period	12/19-22	12/18-21	12/17-20	12/15-18	12/14-17	12/13-16	12/12-15	12/17-20
Grades due	12/23	12/22	12/24	12/22	12/21	12/20	12/19	12/24
Spring Semester	2006	2007	2008	2009	2010	2011	2012	2013
Campus Meeting	1/12	1/11	1/10	1/8	1/7	1/6	1/5	1/10
Student Orientation	1/13	1/12	1/11	1/9	1/8	1/7	1/6	1/11
Classes begin	1/17	1/16	1/14	1/12	1/11	1/10	1/9	1/14
Last day for Initial Registration	1/23	1/22	1/18	1/16	1/15	1/14	1/13	1/18
Last day to drop/add	1/30	1/29	1/28	1/26	1/25	1/24	1/23	1/28
MLK/ Civil Rights Day	1/16	1/15	1/21	1/19	1/18	1/17	1/16	1/21
Last Day to Apply for <i>Fall</i> Graduation	3/1	3/1	3/1	3/3	3/2	3/1	3/1	3/1
President's Day Vacation	2/20	2/19	2/18	2/16	2/15	2/21	2/20	2/18
Spring Break	3/20-24	3/19-23	3/17-21	3/16-20	3/15-19	3/14-18	3/12-16	3/18-22
Last day to withdraw	3/31	3/30	3/28	3/27	3/26	3/25	3/23	3/29
No Final Exam Week	5/8-12	5/7-11	5/5-9	5/4-8	5/3-7	5/2-6	4/30-5/4	5/6-10
Final Exam Period	5/15-18	5/14-17	5/12-15	5/11-14	5/10-13	5/9-12	5/7-10	5/13-16
Commencement	5/19	5/18	5/16	5/15	5/14	5/13	5/11	5/17
Grades Due	5/22	5/21	5/19	5/18	5/17	5/16	5/14	5/20
First Summer Session	5/29	5/28	5/26	5/25	5/24	5/23	5/21	5/27