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
LCSC fact sheet .........................................................................................................8
Instructional calendar .................................................................................................10

Websites:

New Employee Mentor Program - http://www.lcsc.edu/administrative-auxiliary-services/mentor-program/
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/pso.

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/cso 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.
REFERENCE GUIDE - STAFF

Who's Who 2018-2019

President ................................................................. Dr. Cynthia Pemberton .............................. 2216

Provost & Vice President for Academic Affairs .................. Dr. Lori Stinson .......................................... 2213

Vice President for Finance and Administration ................ Mr. Todd Kilburn ......................................... 2240

Vice President for Student Affairs .................................. Dr. Andy Hanson ........................................ 2218

Deans:

Community Programs ................................................. Ms. Kathy Martin ........................................ 2282
Career & Technical Education ....................................... Mr. Jeffrey Ober ......................................... 2225
School of Liberal Arts and Sciences ............................... Ms. Mary Flores ......................................... 2325
School of Professional Studies ..................................... Dr. Fred Chilson ......................................... 2282

Division Chairs:

Business ................................................................. Dr. Luther Maddy ....................................... 2293
Humanities ............................................................ Mr. Martin Gibbs ......................................... 2307
Movement & Sport Sciences ...................................... Dr. Heather Van Mullem ............................ 2600
Natural Sciences & Mathematics ................................ Dr. Heather Henson-Ramsey ..................... 2295
Nursing & Health Sciences ........................................ Dr. Krista Harwick ...................................... 2250
Teacher Education .................................................. Dr. Mark Haynal ......................................... 2260
Social Sciences ........................................................ Dr. Christopher Riggs ............................... 2291
Business Technology & Service .................................. Dr. Joni Mina .............................................. 2466
Technical & Industrial .............................................. Mr. Mark Smith ........................................... 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/degrees
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/policies
Personnel & Department Directories - http://www.lcsc.edu/directories
Employee training & development – http://connect.lcsc.edu/pdt
E-mail at home- http://mail.lcsc.edu

New Employee Setup

Controller’s Office ............................................. Administration Building 103 ...................................... 2202
--Parking permits (cashier’s window & SUB info desk), (www.lcsc.edu/controllers-office)

Directory- Go to http://www.lcsc.edu/directories/faculty-and-staff/. Make sure to complete your profile, contact the web office for more information ................................................................. 2085

Human Resource Services .................. Administration Building 101 ............................................................................ 2269
--Benefits information, payroll setup, and employee personnel issues, (www.lcsc.edu/hr)

Information Technology ....................... Sam Glenn Complex 112 ........................................................................... 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 ................................................ Meriwether Lewis Hall 110 ................................................................. 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.), events scheduling, & advertising on reader boards, (www.lcsc.edu/aas)

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/administrative-services)

Controller’s Office ............................. Administration Building 103 ................................................................. 2202
--PCard (credit cards), 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/controllers-office)

Fitness Center ................................. Activity Center .................................................................................... 2918
--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/hr)

Information Technology ....................... Sam Glenn Complex 112 ................................................................. 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 ............. Library 152 ....................................................................................... 2200
--Contact to publicize your department, outside press releases, media exposure, campus official logos to use on letterhead & publications (www.lcsc.edu/communications)

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/physical-plant)

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 102/114.................................................. 2210/2378
Associated Students (ASLCSC)............ Student Union Building (SUB) 219.................................................. 2256
Career & Advising (STAR) ............... Reid Centennial Hall 208................................................................. 2313
Computer Labs (students only) ......... SUB 202 .......................................................................................... 2231
Counseling Services......................... Student Counseling Center /Disability Services
                                       Reid Centennial Hall 111 ................................................................ 2211
e-Learning Services (online courses).. Sam Glenn Complex 214 ................................................................. 2239
Financial Aid .................................... Reid Centennial Hall 110................................................................. 2224
Library ................................................ Information ....................................................................................... 2236
                                       Orientation ....................................................................................... 2235
Registrar .......................................... Reid Centennial Hall 108................................................................. 2223
Student Health Services ................. Sam Glenn Complex 205 ................................................................. 2251
Veterans Services ......................... Reid Centennial Hall 214................................................................. 2473
LCMail (student e-mail) .................... http://lcmail.lcsc.edu ................................................................... 2231
WarriorWeb (student information) ...... http://www.lcsc.edu/warriorweb ................................................. 2231
Blackboard (online course system) .... https://lcsc.blackboard.com/ .......................................................... 2239

This is not a complete list; please utilize the department directory and internet for more information regarding departments and programs
Lewis-Clark State College is a regional state college, with a three-part mission that encompasses traditional academic programs, career and technical education (CTE) programs, and community college and community service programs. The college’s undergraduate instructional programs offer a wide range of academic and professional programs leading to associate and baccalaureate degrees. The college also offers a number of programs leading to certificates. LCSC works in collaboration with other state and regional postsecondary institutions to serve students, business and industry, the professions, public sector groups, and special constituencies within the region and throughout the state.

Fall 2017 Enrollment

- Total Headcount: 3,746
- Full-time Equivalent: 2,777
- Students at Lewiston Campus: 3,350
- Students at Coeur d’Alene Center: 396

- 2,910 Idaho Residents
- 496 Non-resident
- 340 Asotin County Residents
- 65 International Students

76% of the Student Body are First Generation College Students

New Freshmen Profile

- Average ACT Composite: 20
- Average SAT Combined: 940
- Average High School GPA: 3.02

Graduate Placement

- Academic Graduates: 94%
- Technical Graduates: 97%

Race/Ethnicity

- American Indian or Alaska Native: 97 (2.6%)
- Asian: 53 (1.4%)
- Black or African American: 35 (.9%)
- Native Hawaiian or Other Pacific Islander: 15 (.4%)
- Hispanic or Latino: 255 (6.8%)
- International: 65 (1.7%)
- Race/Ethnicity Unknown: 129 (3.4%)
- Two or More Races: 138 (3.7%)
- White: 2,959 (80%)

Annual Tuition and Fees

- Resident Tuition: $6,334
- Asotin County Tuition: $10,042
- Out of State Tuition: $18,410
- Room and Board: $7,712

176 Student Athletes

www.lcsc.edu  •  208-792-5272  •  500 8th Avenue, Lewiston, ID 83501
Top 10 Majors by degrees awarded

- Business Administration
- Elementary Education
- Justice Studies
- Kinesiology
- Liberal Arts
- Management
- Nursing
- Psychology
- Radiographic Science
- Social Work

Students come from 39 of the 44 counties in Idaho, with most hailing from Nez Perce, Kootenai, Latah, Idaho, and Clearwater counties.

Age Groups

- Under 18: 624
- 18-24: 2,007
- 25-39: 794
- 40 or over: 321

Average Age for Academic Students: 24
Average Age for CTE Students: 26

Student to Faculty Ratio: 13:1

Students Receiving Financial Aid: 81.4%

Students to Faculty Ratio

Degrees Conferred (2016-17)

- Baccalaureate: 528 (55%)
- Associate: 414 (43.1%)
- Certificate: 18 (1.9%)

LCSC students come from 28 different states and our International students hail from 32 countries.
### Lewis Clark State College Instructional Calendar

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Faculty Begin</td>
<td>8/15</td>
<td>8/14</td>
<td>8/13</td>
<td>8/18</td>
<td>8/17</td>
<td>8/16</td>
<td>8/15</td>
<td>8/13</td>
</tr>
<tr>
<td>All Faculty Return</td>
<td>8/16</td>
<td>8/15</td>
<td>8/14</td>
<td>8/19</td>
<td>8/18</td>
<td>8/17</td>
<td>8/16</td>
<td>8/14</td>
</tr>
<tr>
<td>Campus Meeting</td>
<td>8/17</td>
<td>8/16</td>
<td>8/15</td>
<td>8/20</td>
<td>8/19</td>
<td>8/18</td>
<td>8/17</td>
<td>8/15</td>
</tr>
<tr>
<td>Student Orientation</td>
<td>8/18</td>
<td>8/17</td>
<td>8/16</td>
<td>8/21</td>
<td>8/20</td>
<td>8/19</td>
<td>8/18</td>
<td>8/16</td>
</tr>
<tr>
<td>Classes begin</td>
<td>8/21</td>
<td>8/20</td>
<td>8/19</td>
<td>8/24</td>
<td>8/23</td>
<td>8/22</td>
<td>8/21</td>
<td>8/19</td>
</tr>
<tr>
<td>Last day for Initial Registration (5th day)</td>
<td>8/25</td>
<td>8/24</td>
<td>8/23</td>
<td>8/28</td>
<td>8/27</td>
<td>8/26</td>
<td>8/25</td>
<td>8/23</td>
</tr>
<tr>
<td>Labor Day Vacation (1st Monday/Sept)</td>
<td>9/4</td>
<td>9/3</td>
<td>9/2</td>
<td>9/7</td>
<td>9/6</td>
<td>9/5</td>
<td>9/4</td>
<td>9/2</td>
</tr>
<tr>
<td>Last day to drop/add (10th day of classes)</td>
<td>9/1</td>
<td>8/31</td>
<td>8/30</td>
<td>9/4</td>
<td>9/3</td>
<td>9/2</td>
<td>9/1</td>
<td>8/30</td>
</tr>
<tr>
<td>Last Day to Apply for Spring Graduation</td>
<td>12/1</td>
<td>12/1</td>
<td>12/1</td>
<td>12/1</td>
<td>12/1</td>
<td>12/1</td>
<td>12/1</td>
<td>12/1</td>
</tr>
<tr>
<td>Mid-term Grades Due (end of 9th week)</td>
<td>10/20</td>
<td>10/19</td>
<td>10/18</td>
<td>10/23</td>
<td>10/22</td>
<td>10/21</td>
<td>10/20</td>
<td>10/18</td>
</tr>
<tr>
<td>Last day to withdraw (TH before Adv. Reg.)</td>
<td>11/9</td>
<td>11/8</td>
<td>11/7</td>
<td>11/5</td>
<td>11/4</td>
<td>11/3</td>
<td>11/2</td>
<td>11/1</td>
</tr>
<tr>
<td>No FINAL Exam Week (16th week)</td>
<td>12/4-8</td>
<td>12/3-7</td>
<td>12/2-6</td>
<td>12/1-5</td>
<td>12/1-4</td>
<td>12/1-3</td>
<td>12/1-2</td>
<td>12/1-1</td>
</tr>
<tr>
<td>Final Exam Period (17th week) counting Thx wk</td>
<td>12/11-14</td>
<td>12/10-14</td>
<td>12/9-13</td>
<td>12/14-17</td>
<td>12/13-16</td>
<td>12/12-15</td>
<td>12/11-14</td>
<td>12/9-13</td>
</tr>
<tr>
<td>Grades due</td>
<td>12/18</td>
<td>12/17</td>
<td>12/16</td>
<td>12/18</td>
<td>12/17</td>
<td>12/16</td>
<td>12/15</td>
<td>12/14</td>
</tr>
</tbody>
</table>

### Spring Semester

<table>
<thead>
<tr>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Meeting</td>
<td>1/11</td>
<td>1/10</td>
<td>1/16</td>
<td>1/14</td>
<td>1/13</td>
<td>1/12</td>
<td>1/11</td>
</tr>
<tr>
<td>Student Orientation</td>
<td>1/12</td>
<td>1/11</td>
<td>1/17</td>
<td>1/15</td>
<td>1/14</td>
<td>1/13</td>
<td>1/12</td>
</tr>
<tr>
<td>Classes begin</td>
<td>1/16</td>
<td>1/14</td>
<td>1/21</td>
<td>1/19</td>
<td>1/18</td>
<td>1/17</td>
<td>1/16</td>
</tr>
<tr>
<td>Last day for Initial Registration (5th day)</td>
<td>1/22</td>
<td>1/18</td>
<td>1/27</td>
<td>1/25</td>
<td>1/24</td>
<td>1/23</td>
<td>1/22</td>
</tr>
<tr>
<td>MLK/ Civil Rights Day (3rd Monday/Jan)</td>
<td>1/15</td>
<td>1/21</td>
<td>1/20</td>
<td>1/18</td>
<td>1/17</td>
<td>1/16</td>
<td>1/15</td>
</tr>
<tr>
<td>Last day to drop/add (10th day of classes)</td>
<td>1/29</td>
<td>1/28</td>
<td>2/3</td>
<td>2/1</td>
<td>1/31</td>
<td>1/30</td>
<td>1/29</td>
</tr>
<tr>
<td>President's Day Vacation (3rd Monday/Feb)</td>
<td>2/19</td>
<td>2/18</td>
<td>2/17</td>
<td>2/15</td>
<td>2/21</td>
<td>2/20</td>
<td>2/19</td>
</tr>
<tr>
<td>Last Day to Apply for Graduation</td>
<td>5/1</td>
<td>5/1</td>
<td>5/1</td>
<td>5/1</td>
<td>5/1</td>
<td>5/1</td>
<td></td>
</tr>
<tr>
<td>Last day to withdraw (TH before Adv. Reg.)</td>
<td>4/5</td>
<td>4/4</td>
<td>4/9</td>
<td>4/8</td>
<td>4/7</td>
<td>4/6</td>
<td>4/5</td>
</tr>
<tr>
<td>No FINAL Exam Week (16th week count sprng brk)</td>
<td>4/30-5/4</td>
<td>4/29-5/3</td>
<td>5/4-8</td>
<td>5/3-7</td>
<td>5/2-6</td>
<td>5/1-5</td>
<td>4/30-5/4</td>
</tr>
<tr>
<td>Final Exam Period (17th week count sprng brk)</td>
<td>5/7-10</td>
<td>5/6-9</td>
<td>5/11-14</td>
<td>5/10-12</td>
<td>5/9-12</td>
<td>5/8-11</td>
<td>5/7-10</td>
</tr>
<tr>
<td>Commencement</td>
<td>5/11</td>
<td>5/10</td>
<td>5/13</td>
<td>5/14</td>
<td>5/13</td>
<td>5/12</td>
<td>5/10</td>
</tr>
</tbody>
</table>

### Summer Sessions

| Grades 8/6 | Grades 8/5 | Grades 8/10 | Grades 8/9 | Grades 8/8 | Grades 8/7 | Grades 8/6 | Grades 8/5 |

Approved 04/12/17