

Monday Message

July 3, 2023



Dear all,



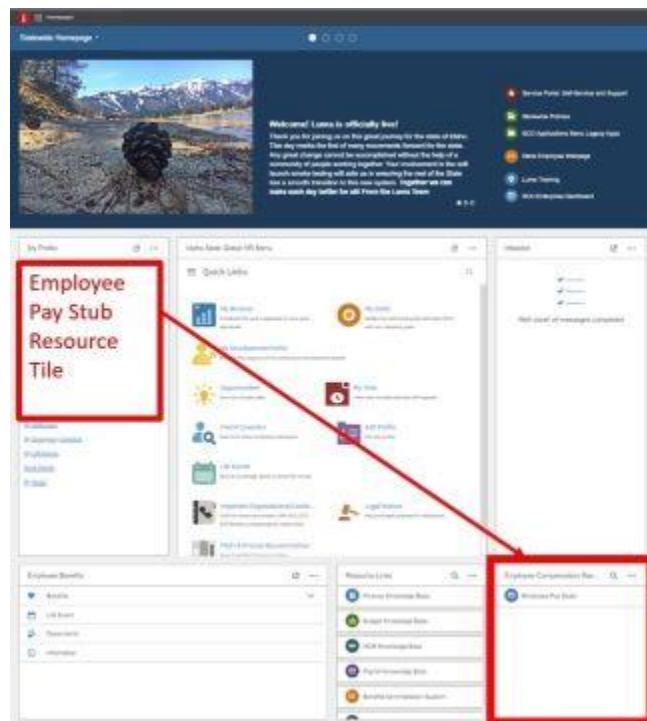
Song for the Week: "[Peace Train](#)" by Cat Stevens

Cynthia Pemberton, Ed.D.
President

Announcements

- **Fire Alarm Testing:** The annual inspection and testing of Lewis-Clark State College's fire alarms will take place July 3-14. The testing will include intermittent bells and alarms at the locations and on the dates listed below. For any questions or concerns contact [Angie McClain](#) in Physical Plant.
 - July 3 Administration Building, Reid Centennial Hall
 - July 5 Expedition Hall/KinderCollege, Parrish House, Talkington Hall
 - July 6 Thomas Jefferson Hall, Meriwether Lewis Hall
 - July 7 P1FCU Activity Center
 - July 10 Clark Hall, Spalding Hall, Meriwether Lewis Hall, Schweitzer CTE Center
 - July 11 Sacajawea Hall, Mechanical Technical Building, Library, College Place

- July 12 Library, Wittman Complex, Sam Glenn Complex, Student Union Building, Williams Conference Center
 - July 13 Thomas Jefferson Hall, Center for Arts & History, Clearwater Hall
 - July 14 P1FCU Activity Center
- **Luma Paystubs:** A quick reminder that Luma works on a different schedule than the legacy systems, including a change on when employees can view their biweekly paystub. In I-Time, employees could view their paystubs a week in advance. In Luma, paystubs will be viewable one day before the actual pay date. You can view your July 7 paystub on Thursday, July 6. When available, Luma paystubs can be found on the Luma statewide homepage, under the Employee Compensation tile (see below). Luma paystubs will look different and provide additional information. A huge thank you to all employees who entered time in the first Luma pay period and to all managers and agency HR and pay specialists who helped complete and authorize time sheets.



- **MCD Agreements:** Please complete a [Mobile Communication Device \(MCD\) Agreement](#) for any employee that is to receive an allowance or that will have a college owned device in FY24. The MCD agreements should be completed and submitted with the request in Jaggaer by Friday July 14. See [Purchasing Updates](#) for more information.
- **P1FCU Activity Center Reroof:** The P1FCU Activity Center and Activity Center West reroof project is underway. This project received funding from a state appropriation and will replace the membrane roofing at all the roof decks except over the main gym, which was previously reroofed. ICON Roofing of Spokane is the contractor carrying out the work. They commenced work on June 28 by loading materials onto the roof using a forklift and small crane. We anticipate the work will be complete by late September. ICON has been provided our schedule of events, and we will ask that there be no work conducted on important dates such as convocation. ICON will be using staging areas in the Activity Center and Sam Glenn parking lots. We have asked ICON to have a safety spotter and cones in place while working with heavy equipment in the area, and to keep a close watch for passersby. We ask everyone to remain watchful in this area and help keep our fellow Warriors safe during the course of construction.

- **Summer hours** will be in effect May 15-Aug. 4. See intranet for details.

