

Monday Message

July 10, 2023



Dear all,

Summer is in full swing and we are very much enjoying hosting youth on campus, providing positive experiences through camps, clinics, community events, etc. Given the influx of youth on campus (in summer and over the course of the entire year) we need to be sure we are adhering to best practices in terms of policies, procedures and protocols. To ensure we do so, we have revisited, reviewed, and revised our various policies and protocols associated with hosting minors at LC State. As you will see as you peruse the links inserted in this message, under certain circumstances, there are additional steps required to ensure that we host youth on our campus safely and responsibly.

[Policy 4.135 "Minors on Campus,"](#) outlines these circumstances and associated procedures; and is supported by comprehensive information and resources available on our [Minors on Campus website](#). The goal of this site and these materials is to support people who are organizing events focused on minors. Below are a few highlights:

- The Minors on Campus policy does not apply to all campus events or activities. Instruction and many recruiting events, as examples, do not fall under the policy. Likewise, events that are open to the public such as Art Under the Elms or athletic events where minors attend as spectators do not fall under the policy. Generally, if custody and control of the minor is assumed by a college official, the event or activity is likely to require some additional steps before it is approved to move forward.
- In instances where the Minors on Campus policy DOES apply, program staff and volunteers may be subject to having a background check (assuming a recent one is not on file) and will be required to complete special training on how to provide a safe environment for minors when they are at LC State.
- Emergency contact forms and parent releases have been standardized. Any event falling under the purview of the Minors on Campus policy must use these forms. Forms are available on the new website.
- Our Program Assistant for Events/Conferences, Alexandria Scalise, is our designated Minors on Campus Coordinator and can assist with planning events, complying with policies and procedures, or answering general questions about hosting minors on campus. She can be reached at 208-792-2060.

We are delighted to have youth visit our campus. Please take a few moments to review the policy and website information so we can continue to make available quality campus-based experiences, connecting college to community and quite possibly investing in future Warriors!

Cynthia Pemberton, Ed.D.
President

Events

To stay in-the-know in terms of events and activities, be sure to use [25Live for scheduling](#) and check these online calendars: [LC State Do More](#), [Academic & Instructional](#), and [Events & Activities](#).

- **Aug. 16 – All-Campus Meeting** – The Fall All-Campus Meeting will be held on Wednesday, Aug. 16, at the Silverthorne Theatre from 3-4:30 p.m.
 - **Faculty Association Meeting** – The Fall Faculty Association meeting will take place Wednesday, Aug. 16, immediately following the All-Campus Meeting, in the Silverthorne Theatre (estimated time: 4:30-5:30 p.m.).
 - **Fall Semester Kick-off Reception** – Plan to come to the backyard of the Residence to kick off the fall semester from 5ish-7 p.m. on Aug. 16. There will be live music, tasty appetizers and beverages for all employees to enjoy. **RSVP needed, link will be inserted in next messages.**
- **Aug. 17 – LC State hosts Business After Hours** – Lewis-Clark State College will host the Lewis Clark Valley Chamber of Commerce Business After Hours on Thursday, Aug. 17, at the Schweitzer Career & Technical Education Center from 5-7 p.m. Food and beverages will be provided and guests will have an opportunity to tour the facility. In addition, guests have the opportunity to win door prizes and can choose to participate in the Chamber's 50/50 raffle. All LC State staff, faculty and families are welcome to attend.
- **Aug. 18 – Convocation & New Student Orientation** – Convocation will be held on Friday, Aug. 18, at the P1FCU Activity Center at 8:30-9 a.m. [New Student Orientation](#) will continue throughout the day. All faculty are to be in full regalia and line up in their respective divisions at 8:10 a.m. outside on the ramp. The processional will start promptly at 8:30 a.m.
- **Aug. 18 – All-Campus Photo** – Join our new students at Harris Field for an all-campus photo at 11 a.m. Be sure to wear Warrior colors!
- **Aug. 21 – Classes Begin & Welcome Week** – Classes begin and [Warrior Welcome Week](#) kicks off on Monday, Aug. 21. Have a great semester everyone!

Announcements

- **Can You Do?** Can you utilize the different transfer agreement resources?

Learning Objectives

Become familiar with LC Express Guides
Become familiar with Co-Admission Co-Enrollment
Become familiar with Articulation Agreements

Scenario 1

A prospective transfer student from North Idaho College has contacted you to talk about transferring to LC State. They just recently decided they want to pursue LC State's Business & Communication bachelor's degree. Since NIC does not require students to meet with an advisor, the student reaches out to you for some advice on which classes to

take that will efficiently transfer into this degree. They will be registering for their last semester's worth of classes at NIC and only need one more core social science course and three elective courses before they will receive their general studies associate degree. They have already taken PSYC 101. Using the [LC Express](#) page, please answer the following questions for the student:

1. What core social science course should they take?
2. What are three other NIC courses they could take that would transfer into their program requirements, assuming they have not taken any business courses previously?

Scenario 2

You just finished talking to an admitted student who intended to enroll at LC State but has decided to attend the College of Southern Idaho because they are not ready to leave home yet. The student is still interested in transferring to LC State down the road and would like to know their options for enrolling after CSI. You remember that LC State has a Co-Enrollment/Co-Admission agreement with CSI, and you recommend the student participate in this opportunity. Using information from the [Transfer Student Admission](#) page, please answer the questions below based off of the information you learned about Co-Enrollment/Co-Admission.

1. What are three benefits of Co-Enrollment/Co-Admission?
2. With what institutions does LC State have a Co-Enrollment/Co-Admission agreement?

Scenario 3

A new transfer student was informed by their advisor at Blue Mountain Community College in Oregon that an articulation agreement was in place for LC State. They will be graduating with an AAOT degree and would like to plan their first semester at LC State after transferring in from BMCC. The student wants to pursue a Nursing degree. Using the [Articulation Agreement](#) page, please answer the questions below.

1. Does the articulation agreement automatically admit the student to the Nursing program?
2. After reviewing the general education requirements for the [BSN in Nursing](#), will the student need to complete any additional lower-level core requirements?

[Submit your answers here](#). Once you do, you will receive an email with the answers compared with your responses.

- **For those who have completed the first two Can You Do? exercises, below are the answers:**

June 12, 2023: Math Placement

1. A student is seeking an Associate of Science degree in Liberal Arts and has not yet taken a college math course (either as a college student or while in high school). The student has earned a score of 18 on the ALEKS Math Placement test and a 410 on the math portion of the SAT. Which math course(s) is the student eligible to take (list all possibilities)? **Answer: Math 023, Math 025, Math 123/123P, Math 153/153P (optional additional answers are MTHPT 103 and MTHPT 154)**
2. This same student has now shared that they are "thinking about" majoring in Biology. Does this change the math course plan? If so, which course(s) should they take? **Answer: Math 025**

June 26, 2023: Transfer Equivalencies

College of Southern Idaho – ANTH 101 Physical Anthropology **LCSC: ANTH 101, Intro to Phys Anthropology**
North Idaho College – BUSA 211 Principles of Management **LCSC: BUS 311, Foundations of Management Theory**
University of Idaho – FREN 302 Advanced French Writing Skills **LCSC: ELECT 999**
Southern Oregon University – OAL 150 Outdoor Living Skills **No specific equivalency listed**
Colgate College – MATH 161 Calculus I **No specific equivalency listed**

What if there are no equivalencies listed in TES?: **Answer: Contact Registrar/Records, the Advising Center, or the appropriate instructional division for guidance**

- **Employee Assistance Program:** LC State's new Employee Assistance Program vendor is BPA health. Free and confidential services are available to benefit-eligible employees and eligible family members. Log in to see the details of your plan and access resources at www.bpahealth.com/EAP-home (Username: State of Idaho. Password: 8885596556). Begin your counseling sessions by choosing ONE of the following:
 - Call 888-559-6556 or text 208-336-4275
 - Complete online request form: www.cognitofrms.com/BPAHealth/eaponlinerequest
 - Quick start with BetterHelp: www.betterhelp.com/bpahealth

- **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 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 Update from VP Crea:** The LC State team has actively been working with the Luma project over the course of the last two years spending countless hours assisting with a complex system rollout. Vikki Swift-Raymond has been a wonderful Luma liaison, coordinating efforts on behalf of LC. Budget, HRS, and Payroll have spent numerous hours preparing worksheets for the system setup, uploading employee profiles, attending work sessions and trainings, learning the new system, and now providing support to our employees during the rollout. **Please join me in thanking Vikki Swift-Raymond, Cindy Patterson, Lindsey Hight, Amanda Greco, Jane Johnson, and Brooke Hallman for their dedication and many hours of support to assist LC and the State Controller's with this rollout!** A few of the many efforts made by our staff include:
 - Jane took on the additional tasks of creating "how to" and "FAQ documents" that can be shared with others, and sending out reminder emails to the campus as she gleaned information from the State Luma Team, and reviewing Luma time entry reports to make sure the time entry by employees was recorded correctly, and recognized by the LUMA software.
 - Lindsey and Amanda spent many hours the past three weeks reviewing spreadsheets, updating employee profiles in Luma, and helping our new employees access the system to enroll in benefits in a timely manner. They worked tirelessly to make sure the HR information for the first payroll was ready to roll out.
 - Cindy detailed out the operating and payroll expense processes with the Luma team so that the new processes could be developed. As reports have been coming in from Luma, she has teamed with Jane to make them usable for our reporting purposes.

- The entire team has spent the last several weeks and many hours working together to review the new system data and do behind the scenes changes to ensure that employees will receive timely paychecks.
- Additionally, IT has assisted in regards to the csv file that is needed to upload into Colleague.
- Thank you LC team for your efforts!

- **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.

- **Parking Permits:** 2023-2024 parking permits are available and ready for purchase online at <https://lewisclark.omnigo.one/CESIReportExec/opr>. Please allow up to 48 hours after your purchase to pick up your permit at the Public Safety office, MLH 110, anytime between 7:30 a.m.- 4 p.m., Monday-Friday. Ticketing will begin Monday, Aug. 28.
 - Annual permit: \$75
 - Semester permit: \$50
 - 30-day pass: \$25

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

- **Song for the Week:** “[Can't You See](#)” by Craig Wayne Boyd

