

# Monday Message

April 17, 2023



Dear all,

Congratulations again to College Advancement, Athletics, and the Warrior Athletic Association on a very successful [Warrior Giving Day](#)! Final numbers have come in and thanks to the incredible generosity of 239 donors (72 alumni, 107 friends, 28 employees, 28 parents and four students), LC State raised **\$136,282** for students and programs. The average gift amount was \$168 and the largest \$2,500. Athletics raised \$122,697 of the total, which is over double what they generated last year! To all who gave, I say a heartfelt thank you. Your generosity is appreciated and will impact Warriors for years to come.

I want to give a shoutout to our Admissions folks, staff and faculty from across divisions and schools for an incredibly successful Warrior 101 day last week. Responding to the need to reach out to prospective students early – we hosted nearly 200 regional junior high school students for an interactive visitation experience. Energy and engagement were high, the weather was terrific, and campus is coming into full bloom. It was a great day to showcase LC State – Go Warriors!

I look forward to seeing you all at the [37th annual Art Under the Elms](#) at LC State this week. This incredible event is one of our biggest highlights of the year and includes an artisan marketplace, musical performances, cultural dance presentations, readings, food trucks, and theatre performances, along with Mountainfilm on Tour and art activities. The event is sponsored by the Center for Arts & History (CAH) and coincides with LC State's Family Weekend. I thank College Advancement director Jennie Jones Hall, CAH director Emily Johnsen, and all others involved for their hard work in making this weekend's events possible.

Finally, I want to give you a heads up that we'll be transitioning from "Did You Know?" (DYK) in the Monday Message to a "Can You Do?" (CYD) series. **The grand prize winners for our Spring 2023 DYK will be drawn on May 1 and announced via the Monday Message on May 8.** We'll start our interactive CYD series on June 12. CYD will offer biweekly hands-on challenges that will help all of us master or at least have some level of experience with various processes across campus. One of the key requests that came forward from the Compensation Review Committee was to provide more process training – everything from Colleague access and interface for those who need to use Colleague, to travel and purchasing processes, to ever important advising and student support services (just to name a few examples). Can You Do? will provide interactive training opportunities incentivized with some seriously great end-of-summer and -semester prizes. The more do's you do successfully the more you increase your drawing chances. Sometimes it is hard to imagine it could be more fun to be us! 😊

Cynthia Pemberton, Ed.D.  
President

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## Events

- **April 18 – Tuesday @ Two** – This will be the last Tuesday @ Two until fall semester. Join in via [Teams](#).
- **April 20 – CTE National Signing Day** – Career & Technical Education will hold its first NC3 National Letter of Intent Signing Day on Thursday, April 20, at 10 a.m. The event will be held at

the Williams Conference Center and will also be live streamed. This event is to welcome new and prospective CTE students who plan to enroll at LC State next fall and major in one of the college's 21 CTE programs. [News Release](#).

- **April 21 – Annual Trauma and Resilience Symposium** – Last chance to register! LC State's Third Annual Trauma and Resilience Symposium will be held this Friday, April 21, from 8:50 a.m.-3:50 p.m. in Room 206 of the Administration Building and also via Zoom. If you would like to register please email Lauren Nichols ([laurenn@lcsc.edu](mailto:laurenn@lcsc.edu)) and let her know if you will be attending face-to-face or via Zoom. Face-to-face space is limited. Registrants will receive information and the link for the event. For more info visit: [www.eventcreate.com/e/trauma-and-resilience-2023-144716](http://www.eventcreate.com/e/trauma-and-resilience-2023-144716)
- **April 21 – Hike with Your Profs** – Join Outdoor Adventures and LC State professors for an afternoon hike at Hells Gate State Park on April 21 at 2-5 p.m. Transportation is provided and the event is free. [See flyer](#) for details.
- **April 21-23 – Art Under the Elms** – Join us for the 37th annual Art Under the Elms presented by LC State's Center for Arts & History. Admission is free and each day will feature special events. Learn more at [www.lcsc.edu/cah/art-under-the-elms](http://www.lcsc.edu/cah/art-under-the-elms).
- **May 4-5 – Research Symposium** – The campuswide Annual LC State Research Symposium will fully return this year with its 14th edition. Students will give oral presentations throughout the day on Thursday and Friday and deliver poster presentations Friday afternoon. During the lunch hour on Thursday, there will be an intermission between student presentations to focus on the endeavors of LC State faculty with the Faculty Showcase Panel. During the lunch hour on Friday, Dr. Samuel Levulis, a human factors psychologist, will give a keynote address detailing his journey through a research-focused Ph.D. program at Texas Tech University, his work for General Electric, and most recently his efforts with Microsoft (you can find his CV [here](#)). A more detailed schedule of the dates and times when various divisions will be presenting their research can be found [here](#). The campus and community are encouraged to join us at this free event. Please come celebrate the research endeavors of our students and faculty!

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## Announcements

- **Blood Drive:** LC State will host an American Red Cross blood drive on Tuesday, April 25, from 9 a.m.-4 p.m. at the Tennis Center. Schedule an appointment online at [www.redcrossblood.org](http://www.redcrossblood.org).
- **Campus Parking April 18-23:** Please be mindful of the various events on campus and restricted parking areas. Unauthorized vehicles may be ticketed. Contact the Department of Public Safety with any questions at 208-792-2226.
  - April 18 – A portion of the 4th Street parking lot, closest to the WCC, will be reserved for guests and attendees of the LC State Foundation Scholarship Luncheon.
  - April 20 – A portion of the 4th Street parking lot, closest to the WCC, will be reserved for guests and attendees of the CTE National Signing Day event.
  - April 20-23 – The Library parking lot is reserved for ADA and Art Under the Elms vendor parking only. The 11th Avenue lot will be reserved for artisan vendor RV parking.
- **Did You Know?** The School of Professional and Graduate Studies includes the Office of the Dean, Graduate Studies, and the Divisions of Business & Computer Science, Nursing & Health Sciences, and Teacher Education & Mathematics. It also covers the Adult Learner Program. To learn more about the School of Professional Studies, visit [www.lcsc.edu/school-of-professional-studies](http://www.lcsc.edu/school-of-professional-studies). Review this page and then [take this week's quiz](#). If you're one of the first 10 to answer right, you'll win a prize (Swag prize location: School of Professional Studies Dean).

- **Food Drive:** The Warrior Pantry is holding a food drive April 21-May 5. Items needed include soup, spices, cereal, Ramen, snacks, toilet paper, toothbrushes, and hygiene products. Dropoff boxes are located across campus including at the Warrior Pantry location in the Library.
- **Operational Updates**
  - **Fleet Management** – LC State has a new policy for [Fleet Management 4.105](#) as required by an internal audit. The policy establishes procedures for the use of LC vehicles and motorized equipment. As part of the audit requirements, we must track vehicle inspections, maintenance, and fuel usage. Rather than track this manually, LC has purchased a software called Fleetio. The software functions on a desktop/laptop or mobile device. There are several trainings available for vehicle operators/drivers and those that will manage the vehicles for maintenance purposes. We invite you to attend one of the following trainings if you drive an LC owned vehicle. As a driver, if you are unable to attend one of the following trainings, please contact Physical Plant x2247 as all drivers will be required to use the software beginning in May and we can setup additional trainings if needed. All trainings are located in TJH 17 and registration is not required.
    - Wednesday, April 19, 3-4 p.m. OPERATORS
    - Thursday, April 20, 1-2 p.m. OPERATORS
    - Monday, April 24, 10-11 a.m. OPERATORS
    - Tuesday, April 25, 10-11 a.m. MANAGERS
  - **New bookstore/apparel partner** – Textbook Brokers will join our campus on June 16 in a new location in the SUB/CSL next to the dining hall (formerly SUB 143). During the transition, our current partner Follett, will close on June 9 with our new store beginning operations on June 16 to allow for inventory and fixtures to transfer to the new site (note there is one week without available services). Below is some background and information for moving forward with this new partnership.
    - **General information**
      - Our partner services (e.g., book/apparel store, food service, campus ID cards, etc.) are required to go out for bid or a request for proposal (RFP) at periodic intervals.
      - An evaluation/RFP team was assembled in the fall 2022 and represented constituents from across campus. The goal was to bring on a new partner with great service and affordability for our students. We were open to many different models including virtual (online presence only), hybrid (mix of virtual and on campus presence), and fully on campus. Regardless of the partner, LC State was going to have an on-campus gift and apparel store, whether through a partner or self-operation.
      - We received great proposals representing all model types (virtual, mix, and on campus).
      - The committee evaluated proposals and then participated in presentations and ultimately chose our finalist in March.
      - Post contract negotiations and the Office of the State Board approval, a final contract was signed in April.
      - Textbook Broker will provide bookstore/apparel services using a hybrid model. The bookstore function will be fully online and the apparel/gift store, called “WarriorWear,” will be on campus.
    - **For Faculty and Division Chairs**
      - Textbook Broker is a full service virtual company on the bookstore side and will be announcing training dates for book adoptions shortly. They have a user-friendly online bookstore site that will create ease of use and visibility into course material pricing and the adoption process. The new partner, Textbook Brokers, is doing fall 2023 adoptions and our old

partner is doing the summer 2023. **We will need your assistance in providing timely adoptions during this transition period for fall 2023. Fall 2023 adoptions are due on May 5.**

- Book adoption dates – Going forward, the following are the contractual book adoption dates that are required to meet the Higher Education Act (associated with Federal Financial Aid) guidelines that require that the cost of education be available to the student at the point of registration, which includes the cost of course materials. This will also help us to source as many used books possible for greater affordability for our students.
  - Fall – March 15
  - Spring – Oct. 15
  - Summer – March 15
- **For Students**
  - The biggest change is that books will NOT be available via an on-campus store. Books, once ordered by the student, will take approximately five days to ship to either the student or the store for pick up.
    - **Software and Hardware in Computer Labs and Classrooms** – Do you need new software installed or a version updated in a computer lab or instructor computer? Requests for changes must be made by May 15 for the fall semester. Changes include, but are not limited to adding additional software, upgrading software, and installing new hardware (printers, desktops, laptops, AV systems, etc.). Requests should be sent to [helpdesk@lcsc.edu](mailto:helpdesk@lcsc.edu) by the deadline.
  - **Outdated Computer Equipment Turn-in:** An important part of the LC State IT Security initiatives is to ensure all equipment used for LC State work is up-to-date, supportable, and serviceable. Therefore, all computers that are older than 72 months (six years) will be required to be taken out of inventory and turned over for surplus. (Your recent inventory form contains the purchase date for each computer.) Please follow the Surplus Property Disposal process found [here](#) and ensure you complete the Property Disposal Form found [here](#) before sending the computers to IT for clearing of data prior to removal of the equipment from campus.
  - **Password Expiring Notification Email:** IT has implemented a system that will provide advanced notification of an @LCSC.EDU password expiration. Users will receive an email from [helpdesk@lcsc.edu](mailto:helpdesk@lcsc.edu) with the subject “LCSC.EDU Email Password Expiring Notice” within 21, 7, 3, 2, and 1 days of their @LCSC.EDU password expiring. You can see an example of this email here: [www.lcsc.edu/media/12203/password-expiration.png](http://www.lcsc.edu/media/12203/password-expiration.png). The email from IT will NOT ask you to click on a link to change your password. Instead, the email provides information about when your password expires, the requirements for a new password, and a brief explanation regarding how to change your password. You should never click on a link included in an email and provide your password.
  - **Prescription Drug Take Back Day:** The Student Counseling Center is holding a Prescription Drug Take Back Day on Tuesday, April 18, at 10 a.m.-2 p.m. at the college’s library parking lot, near the campus entrance at 7th Avenue and 5th Street. The event is free and open to the community and is sponsored by the community coalition Resources Empowering Action for Community Health (REACH), the Lewiston Police Department, and LC State. [Learn more.](#)
- **Volunteering**
  - **Light Up Campus:** Do you want to be part of the group that coordinates the lighting of campus next winter? The group will meet on Friday, April 28, at 10 a.m. in the lower level

of the SUB/CSL by Jitterz. If you cannot attend the event and would like to be involved, please contact Debbie Kolstad at [dqkolstad@lcsc.edu](mailto:dqkolstad@lcsc.edu).

- **Volunteer for Art Under the Elms:** Art Under the Elms will be held April 21-23 and volunteers are needed to help with information booth staffing, selling T-shirts, taking film festival tickets, serving as ushers, and serving as crowd management/navigation. With supervisor approval, LC State employees can volunteer for up to two hours during designated work hours, or a supervisor can approve comp time if shifts are worked after hours. For more information email [aue@lcsc.edu](mailto:aue@lcsc.edu).
  - **Volunteer for the World Series:** The 2023 Avista NAIA World Series is May 26-June 2 and volunteers are needed to take tickets, sell programs, help in the concession stands, and serve as ushers. With supervisor approval, LC State employees can volunteer for up to eight hours, for a maximum of two shifts, during designated work hours, or a supervisor can approve comp time if shifts are worked after hours. For more information visit <https://naiaworldseries.com/volunteer-intern>.
- **Song for the Week:** "[Celebration](#)" by Kool & the Gang

