

Monday Message

May 29, 2023



Dear all,

Warrior track and field had a terrifically successful national championship with eight All-Americans, six new school records, and a national champion. A special shout out of pride to repeat NAIA high jump national champion and Lewiston native, Jennah Carpenter!

LC State golfer Jorgen Viken made LC State history with his national debut, finishing tied for 37th at the national tournament in Mesa, Ariz.

And of course, as we pause to remember and honor fallen heroes this Memorial Day, the Avista NAIA World Series continues at Harris Field. America's game, a tribute to America's true warriors.

Do come on out and support the Warriors. We play to advance today, with the game scheduled to begin at 11:35 a.m. Go Warriors!



Photo by Andrew Green

Cynthia Pemberton, Ed.D.
President

Events

- **May 26-June 1 – Avista NAIA World Series** – The 2023 national baseball championship is being hosted at LC State’s Harris Field May 26-June 1. Check out the full schedule of events, games, and promotions and get your tickets at <https://naiaworldseries.com>.
 - **Volunteer for the Series:** Volunteers are still 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>.
 - **Parking during the Series:** The P1FCU Activity Center (6th Street) parking lots and the 11th Avenue parking lot will be unavailable for general campus use throughout the tournament.

Announcements

- **Building Inspections:** The Idaho Division of Occupational & Professional Licenses conducts yearly safety inspections of LC State buildings. This year’s inspections, which involve personnel onsite walking through each building noting any safety hazards, are scheduled for May 30-June 1. No action is required of any of campus units.
- **CEC:** LC State’s tuition and fees proposal for 5.6% was approved by the State Board of Education on Monday, May 15. This in turn allows the college to move ahead with the following change in employee compensation plan (CEC) as approved by the Idaho Division of Human Resources (DHR) and Division of Financial Management. CEC applies to employees who were employed before Jan. 1, 2023, and who received at least an “achieves performance standards” on their evaluation. All increases are based upon merit (evaluation rating) per DHR requirements. An additional small percent increase is given to those employees who are 80% or below their compa-ratio (CUPA median or classified policy). A small pool of funds was used for those employees with the highest ratings of exemplary performance (classified and exempt) and superior performance (faculty) to bring them to, or closer to, their FY24 compa-ratio goals as set by LC State’s [strategic plan](#) and goal 4B. Supervisors have been provided CEC information and will be sharing this information with their employees. Classified staff increases are effective on the June 23, 2023, pay date, exempt staff on July 21, and faculty on Aug. 4.
 - Classified employees – an increase between \$1.00/hour and \$1.55/hour
 - Exempt employees and faculty – an increase between 3.5% and 4.6% of their FY23 base salary
- **Luma Training ([FAQ](#)):** All LC State employees will be transferring to the new State of Idaho Luma system on June 19. Luma is a cloud-based system replacing the current state system that houses I-Time, Employee Self-Service, W-2s, Pay Stubs, etc,. All employees are now able to access prerequisite training in Luma; the goal of the prerequisite training is to prepare and onboard all State of Idaho employees to begin learning how to use Luma. Steps to set up your new account are outlined below. For questions and assistance email hr@lcsc.edu.
 - **Step 1: Obtain a State ID and set up MFA DUO.**
 - Please use the available instructions on the SCO website (below) to obtain a state ID, set up multi-factor authentication (MFA), and access the Enterprise Dashboard (the Enterprise Dashboard is where everyone will register for and access training.).

- [Instructions on the Enterprise Dashboard Registration, Access, and Password Management](#)
 - [Instructions on setting up DUO MFA](#)
 - **Step 2: Access Luma Training to complete Prerequisite training materials.**
 - To access Luma training, from the Enterprise Dashboard, please select the Luma Training tile.
 - **Step 3: Manually register for the course by typing “Pre” into the search bar:**
 - Please review the following in the Prerequisite Training Courses and “Mark Article Read” to complete the training:
 - Welcome to Luma
 - Navigating the Training and Development System (TDS)
 - Luma Basic Navigation
 - Luma Support
- **Office 2021 Upgrade for Windows Computers:** Starting June 5, IT Services will begin upgrading all Windows computers to Office 2021. You can read about the new features of Office 2021 on [Microsoft’s site](#). During the short upgrade process (five to fifteen minutes depending on your computer), you will be unable to access your Office apps. For all computers that are not successfully upgraded by June 8, the IT Help Desk will automatically upgrade your Office installation. This update only applies to Windows computers and can only occur while on campus. Mac computers have already been upgraded through Office updates. If you are not on campus, you must work directly with the IT Help Desk to upgrade your software. Please note there are two ways to upgrade Office, manually (you can do this) or when prompted for automatic upgrades. [Click here for instructions on how to upgrade to Office 2021 manually](#).
- **P-Cards:**
 - **Shut Off Date:** Purchasing is currently reviewing internal processes for Fiscal Year End and will have an update on the P-Card shut off date in next Monday’s Message.
 - **Update:** To facilitate efficient purchasing and payment, P-Cards are required to be used for all purchases of \$100 or less. We also highly encourage P-Cards to be used for all purchases of \$1,999 or less, with the exception of the Jaggaer Punchout Vendors (see Jaggaer site: <https://www.lcsc.edu/purchasing/jaggaer-resources>).
- **Summer hours** will be in effect May 15-Aug. 4. See intranet for details.
- **Song for the Week:** [“Crazy Train”](#) by Ozzy Osbourne.

