

# Monday Message

June 5, 2023



Dear all,

First, THANK YOU! The week-plus of the Avista NAIA World Series was nothing short of spectacular. Thank you to our Athletics staff for their tireless, and quite frankly herculean energy and efforts. Thank you to our Physical Plant staff and grounds crew for not only prepping and supporting the Series venues, but preparing the P1FCU Activity Center for high school graduations. Thank you to our Communications & Marketing and IT staff – from PR to PA your work was very much appreciated. Thank you to Public Safety for helping make sure all felt and were safe and comfortable, and to Events & Conferences for assisting with the safety planning and compliance issues associated with hosting what was truly a campus-community event. Thank you to the many, MANY LC State employees (Academic Affairs, Student Affairs, Administrative Services), alumni and community members who volunteered to help, ranging from concessions to ticket scanning, to the incredibly successful Strike Zone (College Advancement – you folks were simply terrific)! And, thank you to Avista our title sponsor, our Major Sponsors, Game Day Sponsors, Specialty Sponsors, and Honorary Coaches; as well as our Sodexo partners and the nearly 500 volunteers who made the event possible. We couldn't do it without you and we very, very, very, very much appreciate you!

Though the Warriors fell one win short of their 20th national title, we congratulate them on a memorable season and outstanding Series. Thank you for representing LC State so well both on and off the field. Here's a beautiful shot of Harris Field on championship night, courtesy of Brandon Ohmie. What a wonderful tradition for our student-athletes, the teams, the fans, our school, our community, and Idaho.



Second, just to keep the summer interesting... During the spring 2023 semester I announced that “Did You Know?” would evolve into “Can You Do?” (CYD) with a focus on activities through which you’ll have an opportunity to demonstrate your know-how navigating various student services and supports. We will launch CYD next week, and plan to present a series of web-based student advising exercises via the Monday Message approximately every other week.

The purpose behind CYD is to help folks become familiar with aspects of academic advising, including familiarity with some of our web-based advising resources. You need not be an academic advisor to participate in these activities. Each exercise has been designed so that people who do not routinely advise or perhaps have never advised can participate. And, at the end of this summer’s CYD series, those who have participated and submitted correct responses will be entered into a drawing for one of several prizes including a MacBook! The more you do, the more chances you have to win!

Stay tuned... We unleash our first “Can You Do?” activity next week!

Cynthia Pemberton, Ed.D.  
President

---

## Events

- **June 12-13 – Idaho Indian Education Summit** – The Idaho State Board of Education's Idaho Indian Education Committee and the State Department of Education Office of Indian Education, host the annual Idaho Indian Education summit on June 12-13 at Lewis-Clark State College. This year's theme will be “Tribal Traditions: Designing STEM Through Place, Language, and Purpose.” [Click here to learn more.](#)
- 

## Announcements

- **Complete Network Outage:** On Friday afternoon, June 23, between noon and 4 p.m., the network and internet will be down and unusable while system maintenance is performed. Please plan ahead, as no LC State network resources (including telephones) will be available during the four-hour outage. This outage also applies to the STC. Please note that all cloud-based services, including email, will be available off campus. Please contact Help Desk if you have any questions.
- **HR Updates:**
  - **BPA Provider Search Instructions:** LC State is changing Employee Assistance Program vendors starting July 1. Now is a great time to see if the counselor you are seeing, or may wish to see in the future, is a participant in the BPA network. Visit [www.bpahealth.com](http://www.bpahealth.com) to search for your provider.
  - **New Medical/Dental ID Cards for Everyone:** Later this month, Blue Cross of Idaho will be mailing new member ID cards, with new member ID numbers, to every enrolled member. Please watch your mailbox for these new medical cards.
- **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,. For questions and assistance email [hr@lcsc.edu](mailto:hr@lcsc.edu).
  - **What do all Employees need to do to prepare for Luma to go live?**
    - Step 1: [Sign up for the Enterprise Dashboard](#)
    - Step 2: [Register for DUO Multi-Factor Authentication \(MFA\)](#)

- Step 3: Start completing Luma Self-Paced E-learning ([Instructions](#) | [Checklist](#))
  - As we await the official launch of the Luma time sheets (links not yet available), please prepare by reviewing the following workshops and directions.
    - **Workshops:** To ensure agency personnel have the proper understanding of the Employee and Manager roles in Luma, the State Controller's Office has released two new recordings for the Employee Role Workshop as well as the Manager Role Workshop. These recordings can be found below. If you have any questions, please contact Jane in payroll at [jfjohnson@lcsc.edu](mailto:jfjohnson@lcsc.edu).
      - [Employee Role Workshop](#)
      - [Manager Role Workshop](#)
    - **New Time Sheets:**
      - [Daily Timesheet](#): The daily timesheet entry for shift workers allows the employees to enter their start time and ending time, and will calculate their shift pay accordingly.
      - [Weekly Timesheet](#): The entry of a timesheet can still be done on a biweekly basis, it is just laid out in Luma for the hours to be entered for one week, then the employee will need to select the next week and enter their hours.
- **Office 2021 Upgrade for Windows Computers:** Starting today, 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:** P-Cards will be shut off on June 16 to facilitate year-end closing procedures. If you have an extenuating circumstance and need to use your P-Card after this date, please contact Purchasing. P-Card users/managers are responsible for accessing Bank of America Works, allocating and approving the transactions by end-of-day June 30, to ensure transactions post in FY23. New expense technology is coming in the next year and we will be revisiting the shut off process at that time. Thank you for your patience.
  - **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:** "[The Greatest](#)" by Kenny Rogers

