

Monday Message

June 12, 2023



Dear all,

It's here! "Can You Do?" (CYD) makes its debut today! As a reminder, CYD will appear in the Monday Message a couple times a month. CYD will present opportunities for you to demonstrate your know-how navigating processes and procedures, with this summer's CYD activities focused on student support services. 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! Winners will be announced during the Aug. 16 All-Campus Meeting (3-4:30 p.m., Silverthorne Theatre). The more you do, the more chances you have to win! So... have fun and here goes!

Can You... Properly place a student into a general education core math course?

Objectives – At the conclusion of this exercise, participants will:

1. Become familiar with placement tools and scores for general education math and English;
2. Be able to navigate the LC State Advising Center website to determine appropriate math core coursework based upon test scores;

Using Advising Services at LC State on the [LC State Advising Center website](#), solve the following:

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)?
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?

[Submit your answers here](#)

Cynthia Pemberton, Ed.D.
President

Events

1. **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

1. **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.

2. **HR Updates:**

1. **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 to search for your provider.
2. **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.
3. **New Irregular Help (IH) and Student Hourly Pay Scale effective July 1st:** Review the job descriptions to better align student and IH pay and titles. www.lcsc.edu/media/12669/student-hourly-pay-scale-color-coded-matrix-updated-930.pdf Contact HRS with any questions.

3. **Jitterz:** Due to the high amount of expected traffic on campus this week, Jitterz will be open Monday-Friday, 8 a.m.-noon. It will be offering coupons with every purchase for 50 cents off your next purchase, good for the week of June 12 only.

4. **LUMA Preparedness Necessities:**

1. **What to Do to be Ready:** All employees need to do these things before June 20th:
 1. **Sign up** for your State ID and complete Duo multi-factor authentication (DUO)
 2. **Complete** critical Luma Self-Paced e-learnings.
2. **What To Do in Week 1:** June 20th – June 24th all employees complete these tasks:
 1. **Check** to make sure you can log in to Luma.
 2. **Enter** your time from the week of June 11 to June 17.
 3. **Review** personal information in Luma.
 4. **Enter** emergency contact information.
3. **What To Do in Week 2:** June 25th – July 1 all employees complete these tasks:
 1. **Enter and Confirm** your timesheet in Luma.
 2. **Managers and Supervisors** review employees' time entries and **approve** their employees' timesheets.
 3. **Explore** helpful information in the "Employee Self-Service" section of the Service Portal.

Please see [Luma - Controller's Office | Lewis-Clark State \(lcsc.edu\)](http://www.lcsc.edu/luma) for additional Luma information. Contact Jane in Payroll at jjohnson@lcsc.edu if there are any questions.

5. **Outdoor Adventures:** The Outdoor Adventures Rental Center is open Monday-Friday all summer long. We offer paddle boards, kayaks, rafts, camping equipment, and more! Daily or multi-day rentals are available now. Call us at 208-792-2670 to make a reservation or visit the [Float n Tote Rental page](#) to learn more.

6. **P-Cards:**

1. **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.
2. **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: www.lcsc.edu/purchasing/jaggaer-resources).

7. **Summer hours** will be in effect May 15-Aug. 4. See intranet for details.
8. **Welcome Fair** – Registration is now open for Welcome Fair 2023! Join us August 23 from 10 a.m.-2 p.m. as we welcome new and returning students to campus. [Register today](#) to reserve your spot. Registration for on-campus clubs, organizations, divisions, and departments is free. To make sure you aren't charged for your booth or any extra tables you request, please use discount code LCCLUB23.
9. **Song for the Week:** "[Pinball Wizard](#)" by The Who

