

Monday Message

June 19, 2023



Dear all,

Today we recognize Juneteeth. It is the day when enslaved people in Texas were told of their emancipation (June 19, 1865) despite the fact that they had technically been freed for over two-and-a-half years (President Abraham Lincoln issued the Emancipation Proclamation on Jan. 1, 1863). This holiday celebrates freedom from slavery in the U.S., and derives its name from the words “June” and “nineteenth.” It became a federal holiday in 2021 upon passage of the Juneteenth National Independence Day Act. To learn more about this day, check out the PBS website and [Juneteenth Jamboree film series](#).

Cynthia Pemberton, Ed.D.
President

Announcements

- **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 to search for your provider.
 - **New Irregular Help (IH) and Student Hourly Pay Scale effective July 1:** [Review the job descriptions](#) to better align student and IH pay and titles. Contact HRS with questions.
 - **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.
- **IT Updates:**
 - **Computer Labs:** During the summer, IT works to refresh all campus lab and student computers. This year, we have received a much higher volume of new computers that need to be set up and installed before the fall semester starts. We’re also working to implement new systems and procedures required to meet the standards set by the GLBA and FSA audits. To ensure that campus is ready for the next semester, IT may not be able to provide office moves and computer replacements before the end of summer break. Those requests can still be made, but work may not be able to commence until after Sept. 18. Users required to replace computers to meet the new policy standards will be given priority for computer installations, followed by new computers, and finally office moves. If this will interfere with your department’s ability to conduct business normally, an exception can be made on a case-by-case basis. We appreciate your understanding and look forward to another great year at LCSC. If you have any questions, please contact the Help Desk.
 - **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 Schweitzer CTE Center. Please note that all cloud-based services, including email, will be available off campus. Please contact Help Desk if you have any questions.
- **LUMA Preparedness Necessities:**
 - **What to do to be Ready:** All employees need to do these things before June 20:

- Sign up for your State ID and complete Duo multifactor authentication.
 - Complete critical Luma Self-Paced e-learnings.
 - **What to do in Week 1:** June 20-24 all employees complete these tasks:
 - Check to make sure you can log into Luma.
 - Enter your time from the week of June 11-17.
 - Review personal information in Luma.
 - Enter emergency contact information.
 - **What to do in Week 2:** June 25-July 1 all employees complete these tasks:
 - Enter and confirm your timesheet in Luma.
 - Managers and Supervisors review employee time entries and approve employee timesheets.
 - Explore helpful information in the “Employee Self-Service” section of the Service Portal.
 - Visit www.lcsc.edu/controllers-office/payroll/luma for additional Luma information. Contact Jane in Payroll at jjohnson@lcsc.edu if there are any questions.
- **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.
- **P-Cards:**
 - **Shut Off Date:** P-Cards were 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: www.lcsc.edu/purchasing/jaggaer-resources).
- **Purchasing Update:** As we approach Fiscal Year end, please review your cost centers’ encumbrances. If there are any POs that you would like closed, email Purch@lcsc.edu with the details by end of day Wednesday June 28.
- **Summer hours** will be in effect May 15-Aug. 4. See intranet for details.
- **Water Restrictions:** With the City of Lewiston water restrictions, LC State is exploring painting lawns with environmentally friendly lawn paint that also acts as a UV protector. This week, we have tested out the lawn paint in a rental house. The paint is waterproof and anticipated to last several months. See below.



- **Welcome Fair:** Registration is now open for Welcome Fair 2023! Join us Aug. 23 from 10 a.m.-2 p.m. as we welcome new and returning students to campus. [Register now](#) 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.
- **Song for the Week:** "[We Are Family](#)" by Sister Sledge

