

Monday Message

Oct. 2, 2023



Dear all,

As you may be aware, each fall I make a trip to Boise to present to the Permanent Building Fund Advisory Council (PBFAC). The PBFAC was established by Idaho code (§67-5710) in 1961, and its five members are appointed by the Governor. The PBFAC's role is to advise and recommend state construction, renovation, remodeling and repair projects supported by state appropriated funds. On Tuesday, I will share an overview of LC State's facility needs and priorities for funding support consideration. Information on how to view the PBFAC agency presentations can be found at: <https://dpw.idaho.gov/pbfac>. Feel free to Zoom in and watch (my presentation will take place Tuesday, Oct. 3, shortly after the Council resumes work after its lunch break – probably around 1:20 p.m., Mountain Time).

In that vein, I thought the campus community might be interested in an update of past and on-going campuswide ADA improvement projects (some of which have been in the works for quite a while now). Kicking off construction Oct. 2, project work will address needs associated with a number of campus buildings (i.e., the Living Learning Center [LLC access ramp], Reid Centennial Hall [basement and second floor bathrooms], Meriwether Lewis Hall [first, second, and third floor bathrooms], and the Administration Building [basement bathroom]). K&G Construction of Lewiston has been awarded the contract and will start work with the LLC installation of a new entry ramp, which is part of the effort to bring this facility within code compliance in preparation for student housing occupancy. Regarding the restroom projects, the strategy will be to close restrooms one floor at a time, and place signage to direct folks to restrooms on an adjacent floor. The work will also include limited shutdowns of building water, which will be communicated to building occupants (Note: When possible, construction and temporary restroom use limitations will be conducted over breaks; however, this won't be possible in all cases and communication [including signage] will help keep folks aware of what is happening where and when). A project timeline schedule can be found in the Intranet "Files" folder [here](#).

P.S., While for now a government shutdown has been averted, I thought it might be reassuring to let you know that despite the broad range and scope of our federal funds-related programs and operations (e.g., Financial Aid; Grants & Contracts; Student Affairs – CAMP, International programs, Talent Search, Veterans services; Academic Affairs – CTE funding/Adult Basic Education, faculty research, humanities council grants, SBDC; Finance & Administration – childcare grants/KinderCollege, etc.), LC State has near-term/short-term strategies in place to mitigate operational disruption.

Cynthia Pemberton, Ed.D.
President

Events

Keep up on events and activities through [25Live](#) and online calendars: [LC State Do More](#), [Academic & Instructional](#), and [Events & Activities](#).

- **Oct. 4 – Academic Affairs Campus Meeting** – A meeting for Academic Affairs faculty and staff will be held Wednesday, Oct. 4, 2023, in the Silverthorne Theatre from 3-4:30 p.m.
- **Oct. 5 – Career & Graduate School Fair** – Join us this Thursday, Oct. 5, for the Fall Career & Graduate School Fair. Over 140 recruiters will be here to meet LC State students. They also want to meet with faculty and staff to learn more about our amazing programs. Please mark your

calendar and stop by the P1FCU Activity Center between 10 a.m.-2 p.m. Learn more at www.lcsc.edu/student-employment/lc-state-career-fair.

- **Oct. 16-20 – Homecoming Week** – Get ready to Rock 'n Roll at LC State's Homecoming. Sign up now to receive a free bandana. For a complete event schedule and registration details, visit www.lcsc.edu/homecoming.
 - **Dodgeball Showdown** – The traditional staff/faculty vs. student face-off has switched gears from kickball to dodgeball. The faculty/staff squad is on the lookout for players. The game will be held on Friday, Oct. 20, at 1:15 p.m. in the Activity Center West Gym. Register by emailing Tate Smith at ttsmith@lcsc.edu
 - Don't miss **FanFest** on Friday, Oct. 20, from 4-5:30 p.m. located outside Activity Center West. Enjoy live music, food, face painting poster making, Warrior athletics, and more! Bring the entire family for this fun event prior to the Warrior Volleyball match at 6 p.m. in the P1FCU Activity Center.
 - **Alumni Faculty & Staff Lunch** – Faculty and staff who are alumni of LC State are invited to attend a lunch on Oct. 20 in their honor. Please RSVP by Friday, Oct. 13, as space is limited. All faculty and staff who RSVP will automatically be entered into exclusive door prize drawings. Additionally, faculty and staff alumni who both register AND attend the luncheon will receive a special coupon. Walk-in availability is limited. [Register here.](#)
 - **Oct. 18-19 – SBOE Meeting** – LC State will host the Idaho State Board of Education on Oct. 18-19 at the Williams Conference Center. The two-day meeting will be streamed live at www.youtube.com/@lcstate. Details to come.
 - **Oct. 30 – Annual Pumpkin Carving/Decorating Contest** – The Fourth Annual Pumpkin Carving/Decorating Contest will be held Monday, Oct. 30. Pumpkins will be on display in the CSL/SUB through the afternoon of Oct. 31. The traveling trophy has been in the Office of the President, the 2022 contest winner. Who will win it this year? One pumpkin per office and sign-ups are being accepted now through Oct. 27 via Qualtrics. Offices can review contest guidelines and must sign up for the competition at https://lcsc.co1.qualtrics.com/jfe/form/SV_3laang40U1iMhXU.
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Announcements

- **Annual UAR & RRF:** It's the season for annual Unit Assessment Reports (UAR) and Resource Request Forms (RRF) for FY25. As usual, any resource requests should be tied to program assessment (i.e., measurable program outcomes & self-sustainability), the college's Mission and Strategic Plan as well as the Presidential Priorities of enrollment and retention, and streamlining operations. Unit assessment (in coordination with supervisor) and resource request documents should be prepared by program directors and academic chairs and submitted for supervisor review by **Dec. 1, 2023**. Unit Assessment Reports are to be submitted at least every three years, on a rotation determined by the unit, so please consult with your supervisor. Then these documents will be posted to our [campus-wide program assessment website](#), and Functional Area Committees (FACs) chaired by the area Vice Presidents or designee(s) will review Resource Request Forms between January-February to discuss and prioritize items. Emergent priorities will be presented to the President's Executive Cabinet between February-March. The full timeline, forms, and guidance can be found here: <https://lcscedu.sharepoint.com/sites/ProgramAssessmentandPlanning>

- **Book Adoptions:** LC State's bookstore partner, Textbook Brokers, is ready to accept book adoptions for spring 2024 and needs your assistance in collecting your course material requests. The earlier you submit your requests, the more time it has to source your materials at the lowest available price and extend those savings to your students. Please help students receive their materials at the most affordable pricing by submitting your spring materials by Oct. 15 via [FacultyPortal](#). Take a look at the [FacultyPortal Help](#) for a refresher and/or a more detailed tutorial. If you need assistance please contact Mark Mazurowski, who is your Account Manager responsible for all things bookstore related. His email is mmazurowski@textbookbrokers.com. You can also contact Brian Jarrett, Regional Operations Manager at bjarrett@textbookbrokers.com. Spring course materials are due Oct. 15.
- **Can You Do...? (CYD):** This October is the 20th Cybersecurity Awareness Month. As we continue to prioritize the security and confidentiality of LC State data and sensitive information, we want to emphasize the critical importance of email encryption. In today's digital age, email has become a primary means of communication, both within and outside our organization. While email offers incredible convenience, it poses certain risks, especially when sensitive information is involved. Email encryption serves as a powerful safeguard against unauthorized access, ensuring that your emails remain confidential and secure. Email encryption uses advanced algorithms to scramble the content of an email message, making it unreadable to anyone without the decryption key. Only the intended recipient with the correct key can unlock and read the message. This ensures that even if an email is intercepted during transmission, its contents remain secure.

For this week's CYD, [read through the steps on this IT website](#) explaining how to encrypt an email. After reading how to create an encrypted email, follow these steps:

1. Create a Word document and include the text "I can do it!" at the top of the document.
2. Save the document to your computer.
3. Create an email to helpdesk@lcsc.edu.
4. Attach the document to the email.
5. [Follow these instructions](#) to encrypt the email with the 'Lewis-Clark State College – Confidential View Only' option.
6. Send the email

When you have successfully completed this task, you will be entered into the drawing to be held at Winter Revels.

- **Cybersecurity Awareness Training:** Please review the following instructions for the State of Idaho's 2023 October Awareness Cybersecurity Training campaign:
 - In July 2023, the State of Idaho launched the new Luma system, including the Learning and Development (L&D) module. Due to this, the Idaho Division of Human Resources (DHR) moved the cybersecurity training modules from our previous system, KnowBe4, into Luma. This will include the upcoming October Awareness training. Due to this, employees with access to Luma should complete training in Luma L&D for accurate tracking and reporting.
 - DHR will enroll all employees in the Cybersecurity training in Luma by Oct. 16. Completion will be due four weeks after the date of enrollment.
 - Employees will still receive an enrollment notification email when training becomes available to them. The title of the training is, "2023 Danger Zone," and will take approximately 5 minutes to complete.
 - Training will take place in Luma L&D (Learning and Development). Once you receive your enrollment notification, you will be able to complete the training in Luma. Please copy and paste the following quick reference guide link into your browser https://idahosco.servicenowservices.com/sp?id=kb_article&sysparm_article=KB0013395 to provide instructions for launching the module after enrollment. (Please note

- o that you will not be able to search, view, or launch the training module until after your enrollment is complete).
 - o If you do not receive an enrollment email from the Luma system by Oct. 19, please email cybertraining@dhr.idaho.gov for assistance.
 - o Make sure to use Google Chrome or Microsoft Edge to access training in Luma.
- **HR Updates:**
 - o **Employee Compliance Training:** All benefit-eligible faculty and staff received a personalized email from [VectorSolutions](#) containing the compliance tutorials they must complete by Oct. 31. Please check your Clutter or Junk email if you did not receive this email in your inbox. As a reminder, usernames consist of your first initial, middle initial, and last name (Ex: vjswift). You will not be required to enter a password. If you have questions, please contact Human Resource Services at 208-792-2269.
 - o **Employee Benefits & Resources Fair:** The fair will be held Oct. 31 from 11:30 a.m.-1:30 p.m. in the Williams Conference Center. More details to come.
- **Hispanic Heritage Month:** President Pemberton has declared Sept. 15-Oct. 15 to be Hispanic Heritage Month at Lewis-Clark State College. [Read the full proclamation here](#), and enjoy the Song for the Week.
- **Payroll:**
 - o **I-Time Reminder:** Timesheets are due at the end of the pay period, by 5 p.m. on Friday. If you work on Saturday, unless instructed otherwise by your supervisor, you should submit your timesheet at the end of your shift. With Oct. 9 being a federally recognized holiday, the State Controller's Office (SCO) is requiring timesheets be completed and submitted sooner than usual. In order to adhere to SCO requirements and prevent any delays in payroll processing, timesheets must be approved by supervisors no later than 2 p.m. on Tuesday, Oct. 3. If you expect any delays or have questions, please notify Jane Johnson in Payroll at jjohnson@lcsc.edu immediately.
 - o **LUMA Payroll Issue:** It has been discovered that there are some permanent employee salaries being charged to IH at both the state level and in Colleague upon the upload of the file from the state. We are working with LUMA to get this corrected at the state level. Both Payroll and the Budget Office are working together to get the corrections made in Colleague as quickly as possible. If you have any questions regarding this issue when you are reviewing your Budget to Actuals reports, please feel free to reach out to either office.
- **Public Safety Director:** The campus is invited to meet two candidates for director of Public Safety. The candidates will give short presentations and be available for questions.
 - o Victor McCraw – Oct. 5, Thursday, 2 p.m., SGC, Room 126
 - o Dustin Guenther – Oct. 9, Monday, 3:15 p.m., SGC, Room 126
- **Share & Shout:** Look for and contribute to a new series on the Intranet "Posts" section that will feature information from across campus and recognize the outstanding work of LC State faculty and staff. Jenny Scott, chair of the Faculty Association and Faculty Senate, has added the first editions to the Intranet and invites you to take part in the continuation of the series by adding a "share" (let campus know what's happening in your area) and/or a "shout-out" (let campus know about a faculty or staff member who has done something amazing).
 - o Not on the Intranet yet? For instructions on how to add and use the "LC State Intranet" on Teams, [watch this video](#).
- **Song for the Week:** "[La Bamba](#)" by Ritchie Valens