

Monday Message

Oct. 16, 2023



Dear all,

This is a BIG week for LC State! Not only is it [Homecoming](#), but we will be hosting the Idaho State Board of Education for our annual meeting Wednesday and Thursday. LC State's annual report to the Board will take place Wednesday morning shortly after 9 a.m. Feel free to stop by and watch or tune in via www.youtube.com/@lcstate. At the Board's request, the format for our report will start with a brief (est. 30 minutes) presentation from me (supported by a PowerPoint presentation), followed by student and then employee Q&A panels. We are looking forward to hosting the Board, and I am fired up about the opportunity to shine a spotlight on all things LC!

Go Warriors!

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.16-20 – Homecoming Week** – It's time to rock 'n roll! For a full event schedule, visit www.lcsc.edu/homecoming.
 - **Decorating Competitions** – Explore the exciting decorations across campus and Beautiful Downtown Lewiston. Judges will travel around on Wednesday and the winners will be announced at Friday's volleyball match.
 - **Shirt and Bandana Pickup** – Pre-paid homecoming shirts and pre-registered bandanas can be picked up at the SUB/CSL Info Desk during the following times:
 - Monday, Oct. 16, 8 a.m.-5 p.m.
 - Tuesday, Oct. 17, 8 a.m.-4:30 p.m.
 - Wednesday, Oct. 18, 8-10:30 a.m., 2-5 p.m.
 - Thursday, Oct. 19, 8 a.m.-5 p.m.
 - Friday, Oct. 20, 8 a.m.-3 p.m.
 - If you didn't register ahead of time to receive a bandana, you can register by using the QR code at the SUB/CSL Information desk. Show the desk your confirmation to receive your free bandana.
 - A limited quantity of shirts will be available for purchase at the Alumni booth during the following events:
 - Kick Off / SUB Amphitheatre – Tuesday, Oct. 17, 5-5:30 p.m.
 - Warrior Wednesday / Outside SUB – Wednesday, Oct. 18, 11 a.m.-1 p.m.
 - FanFest / Outside Activity Center West – Friday, Oct. 20, 4-5:30 p.m.
 - Please note: The SUB/CSL cannot take payment for shirts.
 - Join the **Alumni and Friends Social** on Thursday, Oct. 19, 5-7 p.m. at MJBarleyhoppers. Light appetizers provided.
 - **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. at the P1FCU Activity Center.
 - **Oct. 18-19 – SBOE Meeting** – LC State will host the Idaho State Board of Education on Oct. 18-19 at the Williams Conference Center ([meeting agenda](#)). The two-day meeting will be streamed live at www.youtube.com/@lcstate. The LC State campus community may access the PowerPoint the President will present from via the Team's "Intranet" site beginning Tuesday afternoon (look for the blue folder in the "files" tab).
 - **Oct. 20-21 – Warrior Volleyball** – LC State hosts Southern Oregon University on Friday at 6 p.m. and Oregon Tech on Saturday at 5 p.m. at the P1FCU Activity Center. Learn more at www.lcwarriors.com.
 - **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

- **Can You Do...? (CYD):** Payment In Additions/Course Buyouts? The Budget Office has developed a Payment In Addition/Course Buyout Calculator to help with determining total personnel costs. This exercise is to help you understand how to fill out the Payment In Addition/Course Buyout Health Insurance Calculator.
 - [Click here to learn more and get started](#)
- **Cybersecurity Awareness Month:** [Tip #2 – Social Engineering; Is that message real or not?](#)
- **Cybersecurity Training:** All benefit-eligible employees will be enrolled in training in the Luma system on Monday, Oct. 16, and completion will be due by Monday, Nov. 13. The training will take approximately five minutes to complete. Be on the lookout for an email notification of your enrollment in "2023 Danger Zone (Social Engineering)" on Oct.16, and then follow the [instructions to access the module](#).
 - Once your enrollment notification is received, you may take the training in Luma. Please note that you will not be able to search, view, or launch the training module until after your enrollment on Oct. 16. If you do not receive an enrollment email from the Luma system by Oct. 18, please email cybertraining@dhr.idaho.gov for assistance.
 - Use Google Chrome or Microsoft Edge to access training in Luma.
- **HR Updates:**
 - **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.

- **Employee Benefits & Resources Fair:** Get ready for the annual Employee Benefits & Resources Fair on Oct. 31 from 11:30 a.m.-1:30 p.m. at the Williams Conference Center. Along with flu shots and free chair massages, there will be giveaways and a costume contest. The St. Joes Mammogram bus will also be on campus, so don't miss your chance to schedule your mammogram. To schedule your chair massage or mammogram, email Amanda Greco at akgrecolcsc.edu.
- **Key Audits:** The Department of Public Safety is in full swing of conducting a three-year key audit in order to maintain control of LC State issued keys. Officer Byars has been emailing all key holders requesting the key holder make an appointment with Administrative Assistant Laura Wilson to ensure availability. In order to expedite the process, please separate LC State issued keys from personal keys when bringing your keys in to be audited.
- **KinderCollege:** KinderCollege will be trick-or-treating on campus Oct. 31 starting at 9:30 a.m. The kids will be visiting the upstairs of the SUB, main level of RCH, main level of ADM, the outdoor gathering area in front of the Library/MLH, and upstairs of Expedition Hall. Please note that KinderCollege is now nut free.
- **Luma:**
 - **Luma Maintenance:** Regularly scheduled system maintenance for Luma begins Tuesday, Oct. 17, at 10 p.m. Given the volume of system changes, Luma will be unavailable until 12 p.m. on Wednesday, Oct. 18.
 - **Timesheet Coding:** Instructions for Columbus Day timesheet coding are available at www.lcsc.edu/controllers-office/payroll.
- **New Budget Software:** The budgeting software F9 will be sunsetting on Oct. 31 and will be replaced by two different self-service modules within Warrior Web.
 - Budget To Actuals – Teams training on Tuesday, Oct. 17, 3-4 p.m.
 - Finance Query (more detailed than Budget To Actuals) – Teams training will be held on Monday, Oct. 23, 11 a.m.-12 p.m.
 - Both of these trainings will be recorded and posted on the [PDT website](#). Additional trainings will be announced once dates and times are confirmed.
- **Organizational Staffing Update:** Angel Huddleston will start work today as our events and conferences coordinator. Huddleston graduated from LC State in 2015 with a bachelor's degree in business administration. Her professional experience includes working for the college in the Small Business Development Center, E-Learning Services, and the School of Liberal Arts and Sciences. Please welcome Angel Huddleston back to LC State!
- **Redwood Home Removal:** As you may remember, earlier this calendar year, the Information Technology Department migrated all departmental files from the old Redwood server to \\LCSC.edu/docs. The Redwood server has reached the end of its life and must be shut down in November. Therefore, anyone with a Redwood Home drive must move their files to the Microsoft 365 OneDrive by Oct. 31. If you are unfamiliar with OneDrive, you can use resources on the general web or [IT's website](#) to assist you with moving your files from Redwood to OneDrive.
- **Sodexo Updates:**
 - Sodexo is running its [Customer Satisfaction Survey](#) for the semester. Complete the survey and get a free candy bar. All respondents will also be entered for a chance to win one of three Kindle Fire tablets. This survey will be open until Oct. 28.
 - Oct. 17 and 20 – Dinner will be outdoors for homecoming.
 - Oct. 18 – Sodexo will be having a Swipe Plus Brinner (breakfast for dinner). Wear your PJs and come have brinner.

- Oct. 31 – Halloween Swipe Plus: Pork Chops, Seasonal Veg and Mashed Sweet Potatoes. Come in costume and get a FREE goody bag!
- **Song for the Week:** "[Girl on Fire](#)" by Alicia Keys

