



New Employee Quick Start Guide

Purpose:

The purpose of this guide is to give new employees a general overview of the mission, purpose, structure, and composition of Lewis-Clark State College (LC State). The guide will serve as a starting point for services, policies, and processes to become familiar with for a successful start at LCSC.

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Welcome from the Professional Staff Organization:

Welcome to Lewis-Clark State College! The Professional Staff Organization (PSO) exists to represent the interests of all professional staff at LC State. The PSO works with a variety of campus components in an effort to improve personnel and program management, morale, customer service, working conditions, compensation, ethical practices, and overall productivity.

Membership is automatic for all professional staff employees. Members also sit on a variety of LC State committees to represent the organization on matters relative to the above. Please feel free to attend a meeting or contact one of the council officers for more information. For details, visit www.lcsc.edu/psa.

Welcome from the Classified Staff Organization:

Welcome to Lewis-Clark State College! The mission of the Classified Staff Organization (CSO) is to represent the interest of classified employees at LC State by working with other constituents of the campus for the improvement of personnel and program management, morale, working conditions, and productivity. Membership is open to all LC State classified staff and is automatic the first day of employment.

Learn more about CSO! Visit our website at www.lcsc.edu/cso or contact any CSO Officer with questions.

History and Overview

Lewis-Clark State College (LC State) was established by the Idaho State Legislature in 1893.

It originally was designated Lewiston State Normal School, reflecting its early mission as a teacher training institution. In the ensuing years, its name has been changed to Northern Idaho College of Education (1947), Lewis-Clark Normal School (1956), and finally Lewis-Clark State College (1971). The state legislature and the Idaho State Board of Education authorized the latest name change in recognition of the college's expanded role as an undergraduate institution, including programs in liberal arts, professional studies, and technology.

In addition to its on-campus educational opportunities, LC State offers instructional programs in Coeur d'Alene, at outreach centers located in Grangeville and Orofino, and online. A variety of alternative learning formats is available, making higher education accessible throughout northern Idaho and eastern Washington. LC State shares a place in the state's higher education system with the University of Idaho (UI), Idaho State University (ISU), and Boise State University (BSU), which collaborate to offer an array of outstanding educational programs. The four institutions operate under a governing board appointed by Idaho's governor.

LC State is a regional state college, encompassing traditional academic programs, career & technical education, and community college and community service programs. The college's undergraduate instructional programs offer a wide range of academic and professional programs leading to baccalaureate and associate degrees. The college also offers a number of programs leading to certificates. In accordance with its mission statement approved by the Idaho State Board of Education and Idaho Code, LC State's programs prepare students to become successful leaders, engaged citizens, and lifelong learners. The college's core themes are: Opportunity, Success, and Partnerships. Other emphasis areas are the provision of select programs offered on and off campus, at non-traditional times, and using non-traditional means of delivery, to serve a diverse student body. The institution also conducts selected research studies and provides a variety of life-long learning opportunities through its continuing education programs. LC State works in collaboration with other state and regional post-secondary institutions to serve its diverse constituencies: students, business and industry, the professions, public sector groups, and special constituencies within the region and throughout the state.

Evolution of Name

1893 - Lewiston State Normal School (LSNS)

1947 - Northern Idaho College of Education (NICE)

1955 - Lewis-Clark Normal School (LCNS)

1971 - Lewis-Clark State College (LC State)

Vision and Mission

LC State is Idaho's college of choice for an educational experience that changes lives and inspires a commitment to lifelong learning and civic engagement.

Mission and Core Themes

LC State prepares students to become successful leaders, engaged citizens, and lifelong learners.

CORE THEME I: OPPORTUNITY

Expand access to higher education and lifelong learning.

CORE THEME II: SUCCESS

Ensure attainment of educational goals through excellent instruction in a supportive learning environment.

CORE THEME III: PARTNERSHIPS

Engage with educational institutions, the business sector, and the community for the benefit of students and the region.

REFERENCE GUIDE

Who's Who 2022-2023

President	Dr. Cynthia Pemberton.....	2216
Sr. Vice President for Student Affairs.....	Dr. Andy Hanson	2218
Provost & Vice President for Academic Affairs	Dr. Fred Chilson.....	2213
Vice President for Finance and Administration.....	Dr. Julie Crea	2240
Vice President for Institutional Research & Planning.....	Dr. Grace Anderson.....	2162

Deans:

Dean Career & Technical Education	Dr. Jeffrey Ober.....	2225
Dean School of Liberal Arts and Sciences	Mr. Martin Gibbs.....	2325
Dean School of Professional Studies	Dr. Luther Maddy	2282
Assistant Dean CTE / BTS	Ms. Michelle Nelson.....	2466
Associate Dean of Professional Studies	Dr. Krista Harwick.....	2404
Assistant Dean Enrollment Services.....	Ms. Soo Lee Bruce-Smith	2378
Assistant Dean of Student Financial Services.....	Ms. Laura Hughes.....	2224

Division Chairs:

Business	Dr. Ayodeji Arogundade	2293
Humanities	Dr. Julie Bezzerides	2912
Physical, Life, Movement & Sport Sciences	Dr. Rachel Jameton.....	2597
Teacher Education & Mathematics	Dr. Mark Haynal.....	2260
Nursing & Health Sciences	Dr. Michelle Pearson-Smith.....	2659
Social Sciences.....	Dr. Christopher Riggs	2291
Business Technology & Service	Ms. Michelle Nelson.....	2466
Technical & Industrial	Mrs. Jennifer Weeks	2220

New Employee Resources

- Campus Intranet – Found on Microsoft Teams
- Internet for department and program information - <http://www.lcsc.edu>
- Course catalog and department information
<http://www.lcsc.edu/degrees>
- Campus event calendar and space reservations:
<http://www.lcsc.edu/calendar>
- Classified Staff Organization - <http://www.lcsc.edu/cso>
- Professional Staff Organization - <http://www.lcsc.edu/pso>
- Faculty/Staff Handbook - <http://www.lcsc.edu/policies>
- Personnel & Department Directories - <https://www.lcsc.edu/faculty-staff-directory>
- Employee training & development - <https://www.lcsc.edu/hr/pdt>
- E-mail at home- <https://www.lcsc.edu/it/faculty-staff-resources>

Reference List for Employees:

Human Resource Services	ADM 102	2269	www.lcsc.edu/hr	Benefits information, professional development & wellness, personnel issues, and waivers for taking classes.
Information Technology	SGC 112	2231	www.lcsc.edu/it	Helpdesk, E-mail and network account, computer setup, and telephone directions & assistance.
Security	MLH 110	2226	www.lcsc.edu/security	Key requests, room openings, campus disturbances, parking permits, lost and found, campus escort services.
Campus Information Desk	SUB	2060	https://www.lcsc.edu/sub-csl/campus-information-desk	WarriorOne Card (LCSC ID, used for fitness center, LCSC events, etc.), events scheduling, & advertising on reader boards.
Administrative Services	ADM 106	2240	https://www.lcsc.edu/administrative-services	Records retention, certificates of insurance for events, contracts, visitor or student campus accidents, visitor parking permits, & waivers, and risk management.
Budget Office	ADM 106	2353	https://www.lcsc.edu/budget	Fringe and benefit rates, Budget Book, moving expenses.
Controller's Office	ADM 103	2202	https://www.lcsc.edu/controllers-office	Travel requests (online form), check pickup, requisition questions, signature authority setup, petty cash reimbursement, deposits, and general spending questions.
Payroll	ADM 103	2204	https://www.lcsc.edu/controllers-office/payroll	I-Time, ICPs, paycheck questions, direct deposit, holiday schedule.
KinderCollege	KC Bldg	2254	https://www.lcsc.edu/kinder-college	Provides child care to children of LC State students, children of faculty/staff, and community members.
Dining Services (Sodexo)	SUB	2244	https://www.lcsc.edu/sub-csl/campus-dining-options	A full menu food service court is available during the school year and limited during the summer. Guests are also welcome to eat at the food court.
Media/Communications	ADM 1	2200	https://www.lcsc.edu/communications	Internal communications, outside press releases, media exposure, social media, and campus official logos for use on

Physical Plant	PP Bldg	2247	https://www.lcsc.edu/physical-plant/services	letterhead & publications. Work orders for office repairs, building repairs, landscaping issues, furniture moves, recycling pickup, & custodial services.
Purchasing	ADM 104	2288	https://www.lcsc.edu/purchasing	Requisition forms, state contracts, P.O.#'s, P-Card, help with bids & purchasing processes.
Fitness Center	Activity Ctr	2918	https://lcwarriors.com/sports/2020/11/10/fitness-center.aspx	The fitness center is available for use by staff for free. Spouses can purchase memberships for a nominal fee.
Institutional Research & Effectiveness	ADM 6	2065	https://www.lcsc.edu/ir	LC State data, information on student enrollment, student response to surveys, help with surveys

Student Operations References

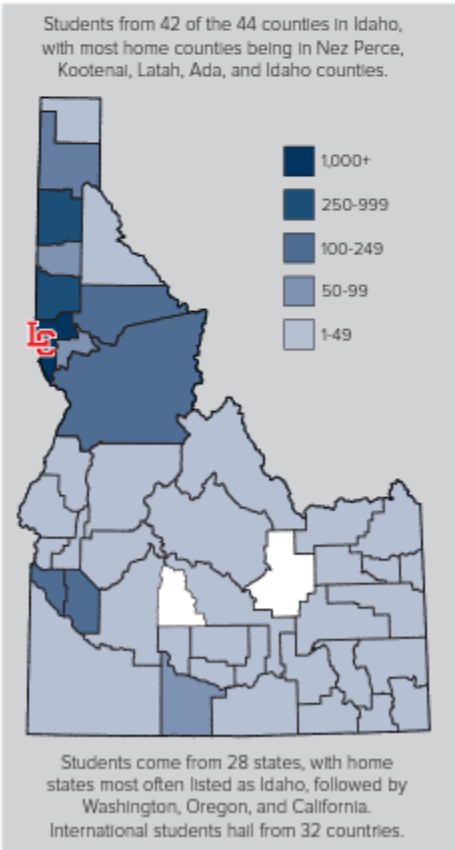
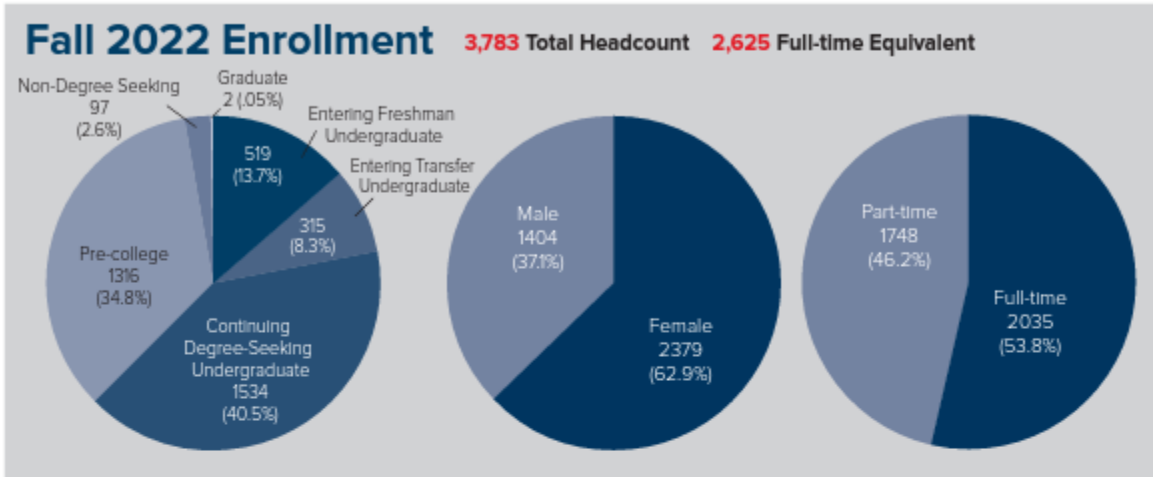
Admissions	RCH 102/114	2210 2378	https://www.lcsc.edu/admissions	
ASLCSC	SUB 219C	2712	https://www.lcsc.edu/student-involvement/student-government-aslcsc	The Associated Students of Lewis-Clark State College (ASLCSC) is the student body government and the voice of students.
The Advising Center	RCH 208	2313	https://www.lcsc.edu/advising	Helps students, faculty, and staff with all of your advising needs.
Counseling Services	SGC 212	2211	https://www.lcsc.edu/student-counseling	Provides personal counseling to assist and support students by focusing on their emotional well-being.
Accessibility Services	LIB 161	2677	https://www.lcsc.edu/accessibility-services	Provide opportunities for students with disabilities to enable them to take part in and enjoy the benefits of higher education.
e-learning services	SGC 214	2239	https://www.lcsc.edu/e-learning	Facilitates a variety of technology-enhanced instruction, including fully online, hybrid, and web-enhanced lecture courses through the Canvas learning management system (LMS).
Financial Aid	RCH 110	2224	https://www.lcsc.edu/financial-aid	Help students decide how they are going to pay for college.
Library	LIB 100	2396	https://www.lcsc.edu/library	The Librarians are flexible and available to work with students using a variety of formats and platforms. In addition, allows students to borrow course material for free.

Registrar and Records	RCH 108	2223	https://www.lcsc.edu/registrar	Help students register for courses, request academic transcripts, evaluate transfer credits, ensure they meet graduation requirements and more.
Student Accounts	RCH 102	2790	https://www.lcsc.edu/student-accounts	Bills students for tuition and fees, housing, and meal plans. Receive payments and disburse financial aid funding. If students have financial aid, scholarships, or other funding that exceeds their charges, they will receive residual funds.
Student Employment – Career Center	SUB 202	2144	https://www.lcsc.edu/student-employment	Helps students with resume building, mock interviewing, finding a part-time job while in school, internship, or full-time career.
Student Involvement	SUB 220	2717	https://www.lcsc.edu/student-involvement	Get involved on campus! Attend events and performances on campus and take part in community service projects. Find what interests you, get involved and DO MORE with your college experience!
Student Health Services	SGC 205	2251	https://www.lcsc.edu/student-health	All LC State students and staff, full or part-time, are eligible to seek care at Student Health Services. LC State has partnered with St. Joseph Regional Medical Center to continue high quality and affordable health services for students.
Veterans Services	RCH 8A	2473	https://www.lcsc.edu/veterans	Veterans' Services strives to make going back to school for Veterans and their dependents as easy as possible. They help you with applying to LC State, applying for the FAFSA, applying for GI Bill® benefits and with student advising.
LCMail (student e-mail)		2231	http://lcmail.lcsc.edu	
WarriorWeb		2231	http://www.lcsc.edu/warriorweb	
Canvas (online course system)		2239	https://www.lcsc.edu/elearning/canvas	

This is not a complete list; please utilize the department directory and internet for more information regarding departments and programs.



Founded in 1893, Lewis-Clark State College is Idaho's small college experience, offering students personalized attention, affordability, and accessibility. LC State has over 130 high-quality degrees and certificates in academic and CTE fields, including more than 20 programs fully online and newly added graduate-level certificates.



Enrollment Demographics

Idaho Residents	2,975
Non-residents	432
Asotin County Residents	376
Veterans	85
Student-Athletes	215
American Indian or Alaska Native	232
Hispanic or Latino	302
International	51
Avg. Age for Academic Students	22
Avg. Age for CTE Students	24

Graduate Placement (2020-2021 Graduates)

Academic Graduates	98%
CTE Graduates	99%

Annual Tuition & Fees

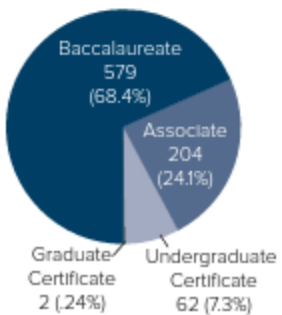
Resident Tuition	\$6,996
Asotin County Tuition	\$11,066
Out-of-State Tuition	\$20,252
Room and Board	\$8460

Percentage of Students Receiving Financial Aid	81%
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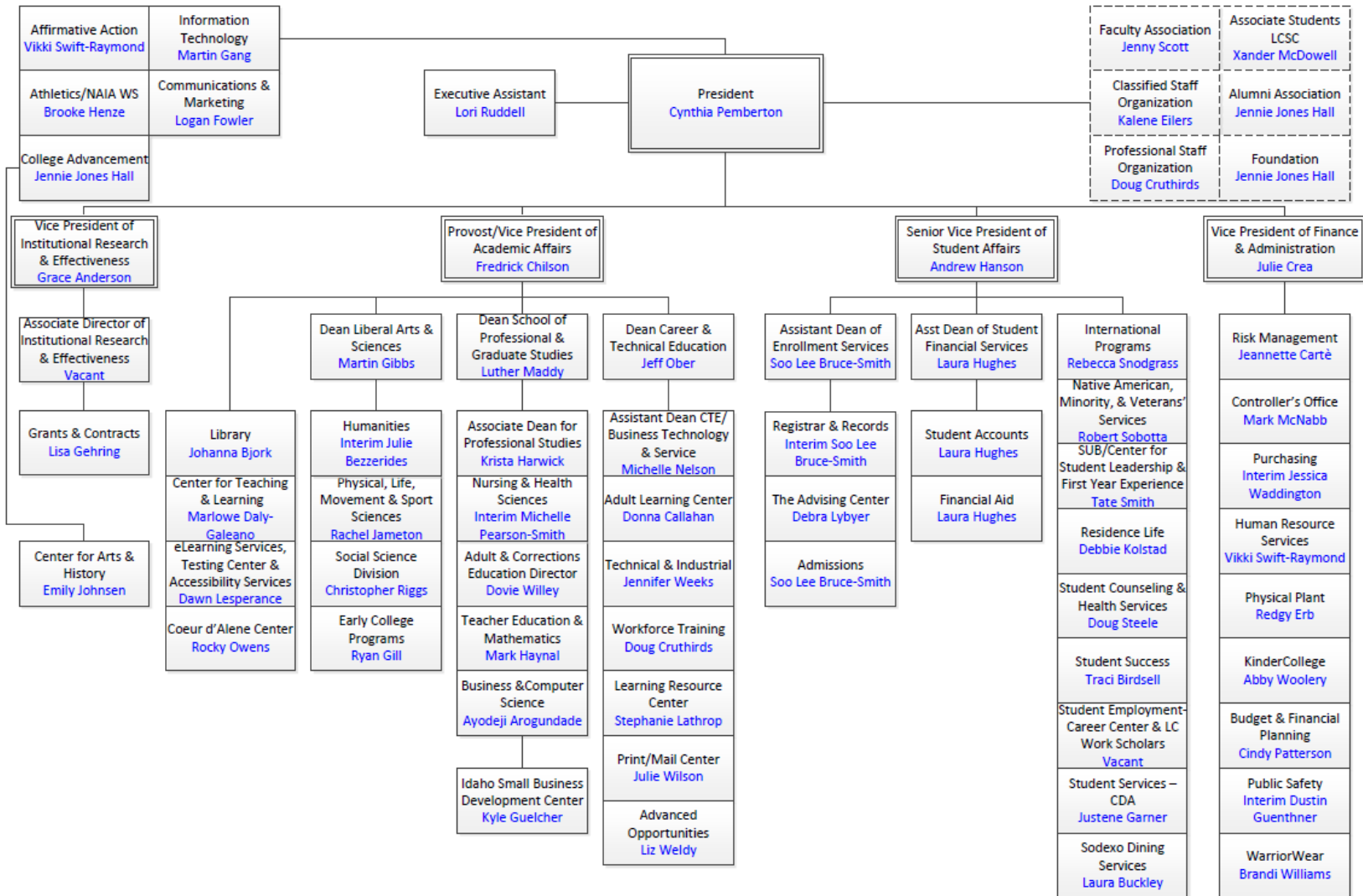
21-22 Top Majors by degrees awarded

- Accounting
- Business Administration
- Elementary Education
- Graphic Communications
- Justice Studies
- Kinesiology
- Liberal Arts
- Nursing
- Psychology
- Radiographic Science
- Social Work

Degrees Conferred (2021-22)



LC STATE ORG CHART





Instructional Calendar*

FALL SEMESTER	2020	2021	2022	2023	2024	2025	2026	2027
New faculty begin	8/18	8/17	8/16	8/15	8/13	8/12	8/18	8/17
All faculty return	8/19	8/18	8/17	8/16	8/14	8/13	8/19	8/18
Campus Meeting	8/20	8/19	8/18	8/17	8/15	8/14	8/20	8/19
Student Orientation / Convocation	8/21	8/20	8/19	8/18	8/16	8/15	8/21	8/20
Classes begin	8/24	8/23	8/22	8/21	8/19	8/18	8/24	8/23
Last day for initial registration (5 th day)	8/28	8/27	8/26	8/25	8/23	8/22	8/28	8/27
Last day to drop/add (10 th day of classes)	9/4	9/3	9/2	9/1	8/30	8/29	9/4	9/3
Labor Day – campus closed (1 st Monday/Sept)	9/7	9/6	9/5	9/4	9/2	9/1	9/7	9/6
Mid-term grades due (end of 9 th week)	10/23	10/22	10/21	10/20	10/18	10/17	10/23	10/22
Last day to withdraw (TH before Adv. Reg.)	11/5	11/4	11/10	11/9	11/7	11/6	11/5	11/4
Advance Registration (2 nd full week of Nov.)	11/9-12	11/8-11	11/14-17	11/13-16	11/11-14	11/10-13	11/9-12	11/8-11
Fall Break (week of Thanksgiving)	11/23-27	11/22-26	11/21-25	11/20-24	11/25-29	11/24-28	11/23-27	11/22-26
Last day to apply for <i>spring</i> graduation	12/1	12/1	12/1	12/1	12/1	12/1	12/1	12/1
No final exam week (16 th week)	12/7-11	12/6-10	12/5-9	12/4-8	12/2-6	12/1-5	12/7-11	12/6-10
Final exam week (17 th week counting Thx wk)	12/14-17	12/13-16	12/12-15	12/11-14	12/9-12	12/8-11	12/14-17	12/13-16
Grades due by noon	12/21	12/20	12/19	12/18	12/16	12/15	12/21	12/20
SPRING SEMESTER	2021	2022	2023	2024	2025	2026	2027	2028
Campus Meeting	1/14	1/13	1/12	1/11	1/9	1/15	1/14	1/13
Student Orientation	1/15	1/14	1/13	1/12	1/10	1/16	1/15	1/14
MLK/ Civil Rights Day – campus closed (3 rd Monday/Jan)	1/18	1/17	1/16	1/15	1/20	1/19	1/18	1/17
Classes begin	1/19	1/18	1/17	1/16	1/13	1/20	1/19	1/18
Last day for initial registration (5 th day)	1/25	1/24	1/23	1/22	1/17	1/26	1/25	1/24
Last day to drop/add (10 th day of classes)	2/1	1/31	1/30	1/29	1/27	2/2	2/1	1/31
President's Day campus closed (3 rd Monday/Feb)	"Traded" for SP21 Exception - Campus open 2/15, closed 3/10	2/21	2/20	2/19	2/17	2/16	2/15	2/21
Mid-term grades due (end of 9 th week)	3/19	3/18	3/17	3/16	3/14	3/20	3/19	3/17
Spring Break (11 th week) SP21 Exception	4/26-30	3/28-4/1	3/27-31	3/25-29	3/24-28	3/30-4/3	3/29-4/2	3/27-31
Last day to withdraw (TH before Adv. Reg.)	4/8	4/7	4/6	4/4	4/3	4/9	4/8	4/6
Advance Registration (13 th week)	4/12-15	4/11-14	4/10-13	4/8-11	4/7-10	4/13-16	4/12-15	4/10-13
Last day to apply for <i>Fall</i> graduation	5/1	5/1	5/1	5/1	5/1	5/1	5/1	5/1
No final exam week (16 th week count sprg brk)	5/3-7	5/2-6	5/1-5	4/29-5/3	4/28-5/2	5/4-8	5/3-7	5/1-5
Final exam week (17 th week count sprg brk)	5/10-13	5/9-12	5/8-11	5/6-9	5/5-8	5/11-14	5/10-13	5/8-11
CDA Commencement	Cancelled	5/1	5/7	5/5	5/4	5/3	5/2	5/7
LCSC Main Campus Commencement	5/14	5/13	5/12	5/10	5/9	5/15	5/14	5/12
Grades due by noon	5/17	5/16	5/15	5/13	5/12	5/18	5/17	5/15
SUMMER SEMESTER	2021	2022	2023	2024	2025	2026	2027	2028
Session 1	5/24-8/6	5/23-8/5	5/22-8/4	5/20-8/2	5/19-8/1	5/26-8/7	5/24-8/6	5/22-8/4
Session 2	6/14-8/6	6/13-8/5	6/12-8/4	6/10-8/2	6/9-8/1	6/15-8/7	6/14-8/6	6/12-8/4
Grades due by noon	Grades 8/9	Grades 8/8	Grades 8/7	Grades 8/5	Grades 8/4	Grades 8/10	Grades 8/9	Grades 8/7

Revised 12/02/2020