

Monday Message

March 11, 2024



Dear all,

As a next step to our comprehensive calendar work and efforts to maximize campus community connection and engagement, Cabinet members were invited to submit ideas to help create an annual Signature Event inventory. The idea being to consider these events sacrosanct, avoid scheduling conflicts, and facilitate all-campus attendance (unless we are purposefully combining events/activities to enrich a Signature Event [e.g., Art Under the Elms and Family Weekend, etc.]). We have set April 1 annually as our calendar planning deadline to have dates for these events established for the coming year. Below is our first stab at a manageable all-campus Signature Event inventory. I want to give a shoutout of thanks to those who helped flesh this out and launch this initiative.

Fall Semester

- Convocation & Orientation
- Welcome Fair
- Homecoming
- SBOE Meeting
- Career Fair
- Employee Benefits Fair
- Discovery Day
- Winter Revels
- ASLCSC Craft Fair

Spring Semester

- Orientation
- Warrior Preview Day
- Native American Awareness Week
- Warrior Giving Day
- Art Under the Elms & Family Weekend
- Employee Recognition Social
- Research Symposium
- CDA Pre-Commencement Events
- Commencement Week
- Dream it. Do it. (every other year)
- Avista NAIA World Series

P.S. It's time to [take the quiz](#) for our February shared reading, [Demographic Drought](#). March's shared reading is a dissertation excerpt along with Powerpoint slides containing information recently prepared for legislative meetings. You can find these in the [Shared Readings](#) March folder on the Intranet.

Cynthia Pemberton, Ed.D.
President

Events

Keep up on events and activities through the new [Campus Calendar](#).

- **March 14 – Ask & Answer** – Ask & Answer with President Pemberton will be held in the SUB cafeteria over the noon lunch hour on Thursday, March 14. All are invited.
- **March 15 – Hike with Your Profs!** – Join Outdoor Adventures and LC State professors for an afternoon hike in the LC Valley on Friday, March 15, at 2-5 p.m. The hike will be an easy-moderate loop. All experience levels are welcome. The details and sign-up sheet are now live on LC's [Outdoor Adventures webpage](#), and here is the direct link to the [sign-up form](#).
- **March 15-16 – Home Athletic Events** – The Warrior women's basketball team will host the First and Second Rounds of the NAIA National Championship on Friday and Saturday at the P1FCU Activity Center. The women face Brewton-Parker College (Ga.) on Friday at 5:30 p.m. in the First Round. The women's tennis team will also be in action at home, hosting Montana State University on Saturday. For more info visit www.lcwarriors.com.
- **April 2 – Tuesday @ Two** – President Pemberton will host Tuesday @ Two on the dates and locations listed below. Stop by and join the conversation.
 - April 2, College Place first floor lounge area
 - April 30, Schweitzer Career & Technical Education Center, Room 302
- **April 5 – Employee Recognition Event** – Mark your calendars for Friday, April 5, at 2 p.m. for the Employee Recognition Event to be held in the Williams Conference Center. The event will include a full ceremony and feature an ice cream sundae bar and other desserts. [Please RSVP](#) by March 27 so that an adequate food count can be provided. Come and support your colleagues!
- **April 10 – National Student Employee Appreciation Celebration** – Join the Student Employment & Career Readiness Center in recognizing the contributions of our student workforce during the designated week by the National Student Employment Association. The Student Employment & Career Readiness Center will host a celebration event to honor our student employees across campus. It will be collecting "kudos" from supervisors to display on its celebratory wall, and each office will be invited to host a table to network and promote the on-campus job opportunities. Additionally, employers will have the opportunity to network with students and discuss potential work opportunities for the fall semester.

Announcements

- **Controller Position:** Please join us for a campus forum for the position of Controller during which a brief introduction will be given followed by the opportunity for questions. We invite you to provide feedback (due March 21) on each candidate by going to: www.lcsc.edu/position-search/controller.
 - March 8, 2-3 p.m., in SGC 126 – Cindy Patterson
 - March 14, 3-4 p.m., SGC 126 – Madeline Kennedy
 - March 20, 2-3 p.m., in SGC 126 – Mylynda Hoch
- **Cybersecurity Training:** The Idaho 2024 annual Cybersecurity Training campaign will be available to all employees March 1-31. It takes approximately 18 minutes to complete. Training modules are located in Luma and can be accessed in the Employee Learning and Development profile beginning March 1. The steps to find the training are listed below. For questions, please contact the Idaho Office of Information Technology Services at cybertraining@its.idaho.gov.
 - Log in to your Luma profile
 - Go to the waffle at the top left-hand corner. Click on "Infor Global HR"
 - Expand "My Learning and Development" from the menu options
 - Select "Development Profile"

- In “Newly Assigned Activities,” select “2024 Annual Cybertraining”
 - Ensure pop-ups are unblocked
 - Complete training
- **Luma Time Coding Change:** For employees who manually enter account codes (to the right-hand side of entering hours) on their time sheet, typically irregular help and student workers, there is a change now necessary in Luma partway through the fiscal year. Employees who previously entered “10000” for Fund, will now need to enter “65000”. The payroll department will provide a notice twice per year when this change is required (typically July and then January/February).
 - **Purchasing Policy Update:** The Purchasing Policy has been revised to reflect an updated dollar limit for exemptions from the competitive bid process. Purchases under \$20,000 are now exempt from competitive bidding (the previous limit was \$10,000). This update is in alignment with the direction of our sister institutions and has been approved by the executive director of the Idaho State Board of Education. Purchasing Policy 4.111 can be accessed on the [Policies](#) site. Information on purchasing guidelines and procedures is available at www.lcsc.edu/purchasing/employees. Please contact Purch@lcsc.edu with any questions.
 - **SECR Director Position:** Campus forums for the position of Student Employment & Career Readiness Director will be held on March 13 and 19. Faculty and staff are invited to attend the forums and provide feedback at: www.lcsc.edu/position-search/student-employment-and-career-readiness-director.
 - March 13, 1-2 p.m., in RCH 202 – Makenzie Hollingsworth
 - March 19, 2-3 p.m., in RCH 202 – Shawna Elsberry
 - **Systems Outage:** On Wednesday, March 13, the LC State SAN (storage for college servers and systems) will be taken offline and updated to address a critical vulnerability. The outage will last from 4-8 a.m. All locally hosted systems will be unavailable during that time including, but not limited to, Colleague, WarriorWeb, Recruit, EZProxy, Perceptive Content, campus card system, Printshop Pro, F9, Salto, MIP, Courseleaf, AceWeb/Ware, WarriorPrint and the Library sign-on system. The college wireless systems will also be affected, but wired networks will work without interruption. Online services such as Microsoft OneDrive, college email, Microsoft Office, and Teams will be accessible.
 - **Volunteer for Art Under the Elms:** Art Under the Elms will be held April 19-21 and volunteers are needed to help with information booth staffing, selling t-shirts, taking film festival tickets, serving as ushers, and serving as crowd management/navigation. With supervisor approval, LC State employees can volunteer for up to two hours during designated work hours, or a supervisor can approve comp time if shifts are worked after hours. [Sign up now](#) or for more information email aue@lcsc.edu
 - **WarriorWear Bookstore:** It's time for summer and fall adoptions for course materials. FacultyPortal is now live for faculty to upload adoptions for summer and fall semesters. If you need a refresher on how to utilize FacultyPortal, here is a [training video](#). If you're having trouble logging in or experiencing any other issues, please reach out to the store manager, Brandi, at bwilliams@textbookbrokers.com.
 - **Song for the Week:** “[I Am Woman](#)” by Helen Reddy.

