

Monday Message

June 10, 2024



Dear all,

With both the K-12 and post-secondary spring semesters over, it is officially summer!

I hope folks will make time to enjoy the monthly summer lunchtime concert series (the first concert was last week, featuring Marty and Sherry Lukenbill), with upcoming concerts planned for July 17 and Aug. 7.

We are gradually building our inventory of summer session course offerings, as well as various camps and clinics. You'll see American Legion Baseball at Harris Field throughout the summer; sport camps featuring basketball, volleyball, and track; and tennis lessons. It is our goal to increasingly add to our summer campus calendar of classes, events and conferences.

Finally, in terms of the ongoing U.S. Department of Education FAFSA debacle and potential enrollment impact, we continue to buck national trends stabilizing enrollment, largely due to herculean communication efforts by admissions/financial aid/advising, supported by departments and divisions, to help current and prospective students navigate what has ended up being muddy federal financial aid waters. Outreach to newly admitted students, transfers and recruit-backs (folks who left in good standing without completing their program of study) remains key. Departments/divisions have contact lists updated weekly, and it is critical for us to reach out, make contact/repeated contact, and support prospective students as they finalize their enrollment plans.

Cynthia Pemberton, Ed.D.
President

Events

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

- **June 17 – Reception for Henze** – President Pemberton invites you to an open-house reception on Monday, June 17, to honor Brooke Henze's service to Lewis-Clark State College. The event will be held from 12-1:30 p.m. in the P1FCU Activity Center conference room and patio. Brooke is stepping down as athletic director at the end of June after 18 years of serve to the college ([news release](#)). Join us in thanking Brooke for her dedication and to wish her well in the future.
- **July 17 – Summer Concert Series** – The Summer Concert Series is returning! Come over to the SUB Amphitheatre from noon-1 p.m. on the following dates for a lunch time filled with awesome music, delicious food, and conversation with your friends and colleagues. Chili Blues and We All Scream Ice Cream will be on campus for employees to purchase lunch and ice cream during all three performances.
 - July 17 – TJ Richardson
 - Aug. 7 – Rewind Rock Band

Announcements

- **CEC Plan:** LC State's employee compensation (CEC) plan for FY25 has been approved by the state. The plan details how LC will distribute increases in employee compensation for permanent benefit eligible employees for FY25. The CEC plan can be viewed on the Intranet under the CRC

Committee site and is labeled "FY2025-CEC-Memo-Approved-5.23.2024" - [CRC Documentation](#). The State of Idaho approved a 1% increase for permanent benefit eligible employees and an additional 2% based on merit/evaluations, please see the compensation plan for relevant hire by dates and a matrix detailing the 2% merit-based increase. Supervisors have received a compensation sheet that details each individual employee's anticipated increase for FY25 and supervisors should share this information with each employee individually. If you have questions related to the FY25 compensation plan, please contact HRS at x2269.

- **Check Run Days:** For a department to have a payment made on a Wednesday (Jagger) Check Run, it must have all of its items approved, receipted, and invoice provided (if applicable) by the end of the Monday of that week. Please add all attachments correctly ([instructions](#)). If this is for Account Payable (AP) to process, please make sure to add Calahan McAlister, Amanda Taylor, and Catherine O'Shaughnessy to the comments. This will give AP, Travel, and Jane Johnson Tuesday to complete all of the invoicing and allow time to review the vouchers before payment is issued on Wednesday. The Jagger Check Run will start at 10 a.m. on Wednesday, no later. If a department adds their receipts on Tuesday there is no guarantee that it will get processed that week for the check run.
- **Controller's Office News:** The Controller's Office [summer newsletter](#) is now available. Please see the newsletter for important dates regarding purchases and financial processes for FY24 year end.
- **Lock Your Vehicle:** LC State's Office of Public Safety reminds you to lock your vehicle doors and secure any valuables out of sight. There has been an increase in car prowls and stolen vehicles on Normal Hill in the last month.
- **Medical Insurance Lunch & Learn Series:** Please join the Office of Group Insurance (OGI) and Regence Blue Shield of Idaho for their Lunch & Learn Series. The series will focus on transitioning medical and pharmacy benefits to Regence for FY25. The Regence team will be on hand to share important information and resources and answer any questions about the upcoming plan year. Sessions will be hosted on Teams. For additional information about the transition to Regence Blue Shield, please visit: <https://ogi.idaho.gov>.
 - June 11, Tuesday, 10:30-11:30 a.m.: [Join via Teams](#)
 - June 13, Thursday, 11:30 a.m.-12:30 p.m.: [Join via Teams](#)
- **P-Card Shut Off:** P-Cards will be shut off on June 18 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 at purch@lsc.edu. P-Card users/managers are responsible for accessing Bank of America Works, and allocating and approving the transactions by end-of-day July 3 to ensure transactions post in FY24.
- **Printshop IDP Deadline:** To meet the Controller's Office request to have all IDPs turned in by June 17, the Graphic Communications Printshop will need all IDPs for printing that need to be billed out for FY24 to be turned in by June 12.
- **Public Safety:** Due to maintenance being conducted in Meriwether Lewis Hall this week, the Department of Public Safety has moved into the Library, Room 104. It can be reached at 208-816-1770 or 208-816-1769.
- **Register for Welcome Fair:** It's time to get jiggy with it on Wednesday, Aug. 21, from 10 a.m.-2 p.m. as we welcome new and returning students to campus with the Welcome Fair. This year, the theme is "Welcome Back to the 90s!" So, don your best flannel, grab your Tamagotchi, and [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 Club24. Be there or be square!

- **Single Sign-On Update:** IT is pleased to announce the upcoming transition to the new [WarriorHub](#) Single Sign-On (SSO) on July 15. Please note that WarriorWeb will be unavailable on this date as new accounts are recreated. However, all other systems will remain accessible. For a preview of the new system, please watch [this video](#). Thank you for your cooperation and understanding as we make this important transition to enhance our systems.

Timeline of Events:

- **June 28:** Students will receive an email detailing the transition timeline.
- **July 1:** Students will receive an email with their new WarriorMail username, along with instructions on how to log in to their email for the first time. WarriorHub will be unavailable until July 16. We encourage students to log in before the July 16 transition to ensure their account is ready for WarriorHub access.
- **July 1:** Informational banners will be posted on Canvas, the LC State website, and WarriorWeb with details about the transition.
- **July 15:** WarriorWeb will be down for the transition to the new WarriorHub SSO system. Faculty and staff whose WarriorWeb accounts do not match their @lcsc.edu email addresses will receive new WarriorWeb usernames to align with their @lcsc.edu accounts.
- **July 16:** Students will use their WarriorMail accounts to log in to the new WarriorHub portal to access WarriorWeb, Canvas, and other systems listed on the [SSO page](#). Direct login to each system will also be available using WarriorMail accounts.

Key Changes After the Transition:

- Students will no longer be able to use their old accounts to access any systems listed on the [SSO page](#).
 - Students will be required to enroll in Multi-Factor Authentication (MFA) and set a recovery account during their first login.
 - Official email communications will be sent to the "@students.lcstate.edu" domain, replacing the old "@lcmail.lcsc.edu" domain.
 - LC State employees will need to update their personal address books and distribution lists to reflect students' new email addresses.
 - Faculty and staff will use their @lcsc.edu accounts to log into WarriorWeb, Canvas, and other systems listed on the SSO page.
- **Summer Hours:** Summer hours will be in effect May 13-Aug. 2. See intranet for details. The holiday schedule has also been updated and is on the intranet.
 - **Song for the Week:** "[School's Out](#)" by Alice Cooper

