

Monday Message

July 8, 2024



Dear all,

As of July 1 we entered a new fiscal year, and in response to various 2024 Legislative initiatives, as well as our ongoing efforts to automate, streamline and maximize efficiencies, there are some changes and additions to some of our administrative processes and procedures we need folks to be aware of. One of the new procedures resulting from House Bill 603 concerns the approval process for non-governmental sponsorships and donations. Specifically, this bill means that when a campus group or department wishes to sponsor a non-government event or entity, presidential approval is required before making commitments; and, the institution must report all sponsorships and donations approved via this procedure to the legislature annually in February. To assist with reporting, a new expense object code (55181) has been created and will be tracked through the Jaggaer procurement system.

Other procedures associated with travel and entertainment expenses have been updated. Travel authorizations will no longer require a cabinet member signature, except for travel initiated by someone who reports directly to the cabinet member. And, when people travel to conferences, workshops, meetings, and/or seminars, a copy of the agenda or itinerary must be submitted along with expense claims. Meal and entertainment expenses have long been subject to pre-approval via a Meal/Entertainment Request (MER) form and/or a Public Relations Request (PRR) form. These forms have now been combined into a single document. Guidance on when the combined form must be used can be found on the Controller's Office webpage (www.lcsc.edu/controllers-office under FAQs).

Be sure to read future editions of the Monday Message for more policy and procedural updates. Stay tuned also for fall PDT opportunities through which training will be provided.

Cynthia Pemberton, Ed.D.

President

Events

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

- **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
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Announcements

- **Athletic Director Search:** Three candidates for the position of athletic director at Lewis-Clark State College will visit campus and hold public forums in July. More information and a form to provide feedback about the candidates is available at www.lcsc.edu/position-search. The public forums will be held in Sacajawea Hall, Room 115, and the candidates will speak on the topic of “the role of athletics in contributing to the college’s enrollment goals.”
 - July 11, 3 p.m. – Ronnie Palmer
 - July 15, 3:30 p.m. – Corey Bray
 - July 22, 3 p.m. – Dave Gantt
- **Calendars:** The Graphic Communication Printshop will again have the 24-25 Fiscal Year Calendars for purchase this year. The calendars will be \$3.50 apiece. Please send an IDP to the printshop for purchase. For questions call x2252
- **Campus Lawn Restoration:** Campus lawn restoration work is underway. Landscapes by Design is on campus hydroseeding the areas of lawn that were adversely affected by the watering restrictions LC State experienced the summer of '23. The work will include spraying of weeds, lightly tilling the ground, then applying the hydroseed mix. The hydroseed mix has a light green tint to it and it is readily apparent where it has been applied. The new grass will start appearing within one week. Physical Plant’s grounds crew will be staking off these areas and we ask that you avoid walking on the new grass so that it may properly take root. The grounds crew has also started spraying for weeds and killing off the existing grass at several areas across campus, and you will see these areas turning brown, in preparation for the hydroseeding. The work has begun at high priority locations where there is heavy student and visitor traffic such as College Place, the volleyball lawn, Activity Center West, and the P1FCU Activity Center Parking lots. The work will continue to progress across campus over the coming weeks so that the lawns can be restored by the time students arrive for fall semester. Call Physical Plant at x2247 with any questions or concerns.

- **Fire Alarm Testing:** Annual fire alarm testing and inspections will take place July 1-12 ([schedule](#)). During testing you will likely hear intermittent bells and alarms. If you have any questions or concerns please contact Physical Plant at x2247.

- **HR Updates:** July is here, and with it is a new benefit year. Many exciting changes are coming in FY2025, and we'd like to take a moment to share a few important reminders for you. Remember that the [Office of Group Insurance \(OGI\) website](#) is the best place to find more information about all the benefits and resources available for State of Idaho members.
 - **Medical coverage begins with Regence BlueShield of Idaho** – To kick off the plan year and the transition to Regence, we invite you to [watch this brief welcome video](#) from Regence BlueShield of Idaho president, Mark Ruszczyk. And for those that were unable to attend the June Lunch & Learn sessions, the presentation slides and recording are available on the [FY2025 Benefits Information](#) page of the OGI website. This is a great place to start to get a basic understanding of your benefits with Regence.

 - **Member ID Cards** – Regence member ID cards were mailed the end of June. If you have not received your card and need to fill a prescription or see a doctor, contact Regence Customer Service at 1-800-854-5585 and they will provide the information you need. Once you have your ID card, we strongly encourage you to create an account at [Regence.com](#). Using the Regence member portal, you can search for providers, find a pharmacy, view claims, access additional benefits and much more.

 - **Pharmacy Benefits** – With Regence, we have moved from a four-tier to a six-tier drug list – sometimes called a formulary. To learn more about what this means and how it may impact you, review the [New Six-Tier Formulary](#) flyer. Specialty pharmacy and prescription services have also transitioned, and members should now work with either Accredo or AllianceRx Walgreen's Pharmacy for specialty pharmacy needs. More information about specialty pharmacy, home delivery and extended supply medication is available on the OGI website on the [FY2025 Benefits Information](#) page.

 - **Other Programs and Benefits** – In addition to medical and pharmacy benefits, coverage with Regence includes several health and wellness programs for members to take advantage of – many at low or zero cost. Review the [Regence Vendor Flyer](#) for a summary of the programs and their benefits. Individual program flyers with more detail can be found on the [FY2025 Benefit Information](#) page of the OGI website.

- **Vision Benefits** – Vision benefits are included with medical coverage and Regence partners with VSP to offer both adult and pediatric vision coverage. When the time comes to access your vision benefits, you will use your Regence member ID card. Visit ogi.idaho.gov/vision-benefit for more information. We know the process of changing medical coverage can be stressful, and we are working hard to make the transition as smooth as possible. Please continue to reach out with questions and contact Regence Customer Service at 1-800-854-5585.
- **No changes to Dental coverage or FSA and HSA programs** – Dental coverage will continue with Blue Cross of Idaho. New Blue Cross of Idaho dental cards will be issued for FY2025, so please hold on to your current card until the new one is received. More information about specific dental benefits is available at ogi.idaho.gov/dental. You may also call Blue Cross of Idaho customer service at 1-866-804-2253. The Health Savings Account and Flexible Spending Account programs will continue with Navia in FY2025. As a reminder, only those enrolled in the High-Deductible Health Plan are eligible for the HSA, while any employee, regardless of whether they enroll in benefits, can take advantage of the FSA. More details are available online at ogi.idaho.gov under the HSA & FSA tab.
- **Parking Permits:** 2024-2025 Parking Permits are now available. [Register and pay online](#). Permits must be picked up in the Public Safety office located in MLH, Room 110. Prices have changed.
- **Purchasing/Fiscal Updates:**
 - **FY24 Year-end Close:** On July 18, Colleague and WarriorWeb will be inaccessible from 8 a.m. to approximately 11 a.m. for year-end financial closing procedures. You will be notified once the system is available. Also, during this time the payment link will be down.
 - **Fund 65000:** Effective immediately, anyone using Fund 65000 for their timecards should go back to using Fund 10000. For questions, contact Jane Johnson at x2204.
 - **New expense object codes and travel updates:** Please join the Controller's Office for a PDT training on July 9 at 2 p.m. in SAC 112 to go over new expense objects and for travel process updates. Anyone who is responsible for making purchases and/or processing travel requests is encouraged to attend. We will go over new legislation as of July 1, 2024, that requires LC State's President to approve non-governmental sponsorships and donations in addition to new expense objects for IT software and

equipment to meet IT audit and financial statement requirements. The new expense object list can be found at www.lcsc.edu/controllers-office/accounts-payable.

- **Reminder to Enter Receipts:** A Receipt is a function in Jaggaer that indicates to Accounts Payable (AP) that you have received the goods/services on the PO and that the invoice should be paid. Receipts are required on all Non-Catalog, Punchout, and Independent Contractor Request POs. Receipts are not required on Payment Requests, Check Requests & Team Travel Advances. See the following resources on the Purchasing Jaggaer website:
 - [How to Create a Receipt](#)
 - Reminder: Receipts will auto default to receipt everything on the PO, please only receipt what PO line items you have received and/or would like paid. The directions provided will walk you through this step.
 - [How to Check PO Receipt Status and Save A Favorite Search](#)
 - Reminder: Don't forget to check Jaggaer or WarriorWeb Budget to Actuals or Finance Query to confirm payment of your PO. If you have questions on a PO payment, please contact AP.

- **Other updates:**
 - Colleague, Jaggaer, and PCards are open for fiscal year 2025 for fiscal transactions and purchasing.
 - When viewing WarriorWeb for fiscal year 2024, please make sure you adjust the year on the reporting tools as it is now defaulting to FY 2025.

- **RESPOND Training:** This training is intended to help faculty and staff gain confidence and skill to effectively assist someone in distress. It will be held Thursday, July 18, from 9 a.m.-4 p.m. in ACW 136. Please RSVP by emailing counseling@lcsc.edu by July 12.

- **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 Upcoming Events:

- **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.
- **Website Update:** As previously announced, LC State is in the process of replatforming its website from Umbraco 7 to version 12. This major project is nearing completion and the final stage entails replicating all of LC State’s current website on the new platform. This will require a “**content freeze**” from July 8 to approximately July 25, perhaps earlier. Details regarding this have been shared with web editors across campus. It will still be possible to make edits during July 8-25, however, such edits should be documented as they will likely need to be remade once the website is fully launched on the new platform. For any questions please speak to your web editor or email hadenton@lcsc.edu.
 - **Song for the Week:** “[Good Vibrations](#)” by the Beach Boys

