

Monday Message

June 2, 2025



Dear all,

First a HUGE thank you to all who worked to make our Avista NAIA World Series a success! Our athletics staff were tireless and our various staff, faculty and community volunteers tremendous. Thank you, and thank you, and thank you!

As we wrap up and celebrate the conclusion of the Avista NAIA World Series, I want to call your attention to a number of significant facility projects underway beginning this summer. A lot will be happening on campus. Read on to stay in the know and check Monday Messages for weekly updates (Note: the below is not a comprehensive list, but highlights projects likely to have a somewhat campuswide impact).

- As you may already have noticed, HVAC work impacting Reid Centennial Hall (RCH) continues (aka the large materials exit contraption set up at the main/north RCH entrance).
- Phase three of our three-part/three-year lawn restoration project(s), in response to the Lewiston water reservoir failure episode and resultant drought that devastated our campus grounds, resumes this summer. We anticipate (and hope) we will finally have it completed sometime fall 2025. Most of the work focuses on lawn restoration, but some tree work (removals and replantings) will also ensue. This has been a long and arduous process, in total costing in the realm of \$300K with some work contracted and some done by our own Physical Plant crews. Be assured we have acted as quickly as possible (working around the campus event calendar and growing season limitations). We will get there. Please be patient.
- In response to student input and requests associated with the 2025 ASLCSC Legacy Project, work will begin soon on the space between the President's Residence and the small east-end parking lot to improve landscaping and create a more prominent connector/pathway between the campus and the learning garden.
- The patio area south of the Student Union Building/Center for Student Leadership (SUB/CSL) will undergo a substantial transition that will include new landscaping, expanded outdoor seating, sunshades, and a retractable window wall installed on the first floor of the SUB/CSL to allow for easier access to the patio.
- Toward the end of July, the Williams Conference Center (WCC) will be taken offline in preparation for the installation of fire suppression and other improvements to the facility. The highlight will be the addition of new conference room space – currently referred to as “the old bookstore.” We anticipate the WCC will be back online by next summer. Alternative facility scheduling options are available via 25Live.
- Classrooms on the southern rounds of the Sam Glenn Complex are being renovated and in some cases retrofitted to create lab space for the Physician's Assistant program we will offer in partnership with Idaho State University, as well as our CTE Medical Lab Technologist program. This work will continue through the end of the fall 2025 semester. Sam Glenn will be undergoing additional renovations over the course of the coming year as we add to our menu of CTE allied healthcare programs.
- The space formerly occupied by Pi'amkinwaas is being converted to student housing. The first floor is scheduled to be move-in ready by the time the fall semester begins and we are working with architects, contractors, and the state to see if we can get the basement of this building move-in ready as well. This facility focus will be healthcare education living learning student housing.
- In an effort to the mitigate the effects of stormwater flow (recall the extensive building floods winter before last), a landscape buffer will be constructed around selected buildings including the Administration Building, Sam Glenn Complex, and Thomas Jefferson Hall.

Continued painting, landscaping, HVAC upgrades, and exterior repairs to some of our facilities are also included on the Summer 2025 project list. As always, our goal is to create a beautiful, welcoming campus for our students, faculty, staff, and the general public.

Happy summer Warriors!

Cynthia Pemberton, Ed.D.
President

Announcements

- **Assistance Needed:** Physical Plant is seeking assistance for the weeks of June 16-July 4 to help cover the administrative assistant duties. Tasks will include generating Professional Service Agreements, entering purchase orders, processing invoices for payment, and P-card reconciliation. It needs coverage for 8-10 hours a week, and is willing to negotiate an MOA and payment in addition (PA) for the interested party. If you have an AA in your department that is interested in assisting, please contact Physical Plant at x2247. It would be ideal to know prior to June 6 to coordinate any needed training.
- **Employment Contracts:** FY26 employment contracts will be emailed to employees in June. This year, the process will be slightly different. Human Resource Services (HRS) has been working closely with IT to streamline the experience and make it more efficient. As a result, contracts will be distributed through LC State Workflow. If you have any questions about the process or if you run into any issues accessing workflow, reach out to HRS. Here is what to expect:
 - You'll get an email notification in your LC State inbox once your contract is ready.
 - The email will include a link to the workflow system where you can review and sign your contract electronically.
 - Please make sure to check your inbox regularly so you don't miss it.
- **End-of-Year Printing:** For any printing requests that need to be billed out to FY25, the Graphic Communication Printshop is requesting all IDPs to be to the printshop by June 9. Please contact Julie at x2252 if you have any questions.
- **Freeze on Employment Changes:** To prepare for annual CEC increases, the state is placing a temporary freeze on employment changes in Luma from June 1-July 11. This includes promotions, demotions, transfers, and pay rate changes for benefit-eligible employees. This pause is necessary because the state will be uploading a file that updates pay raises and promotions. If any changes are made in Luma to benefit-eligible employees during this time, they will be overwritten by the state's upload. Please plan accordingly.
- **IT Updates:**
 - **IT Software/System Approval Process:** To enhance compliance and streamline processes, we've introduced a new software approval process. All new software acquisitions and renewals now require submission of the [Software & System Request Form](#). The IT leadership team reviews submissions weekly, focusing on data security, system compatibility, and risk assessment. Software/systems that contain confidential and restricted data will require an annual security review. For detailed information and to access the request form, please visit the [Implementing Systems/Purchasing Software](#) page.
 - **Teams Phone Go-Live on June 4:** The transition to Teams Phone is occurring on June 4 from 5-7 a.m. Please verify your current phone number appears correctly in Teams under the "Calls" tab. A quick-start guide for using the new desktop phones is available on the [Intranet](#) (click on "Desktop Phone Instructions"). Users who have opted to use a headset are encouraged to test their headset with Teams Phone before June 4 to ensure a smooth transition. This helps identify any issues before go-live and reduces the chance of needing support on launch day. If you're not keeping a hardline fax, you'll begin using

eFax starting June 4 – credentials and instructions have already been emailed to the departments using eFax. Visit the [Intranet page](#) for additional documentation.

- **Microsoft Intune:** The IT department is enrolling all college-owned computers in Microsoft Intune. All new computers purchased within the last year have already been enrolled. Now it's time to enroll the remaining devices. As part of this update, your computer will also be upgraded to Microsoft 365 (the latest version of Office), bringing enhanced security and compatibility with Windows 11. [Learn more](#) about what this means and when changes will occur.
 - **Name Change:** For frequently asked questions, information, and ongoing updates regarding the initiative to evolve LC State's moniker to "Lewis-Clark State University" visit www.lcsc.edu/university. Also, please share this webpage with others who want to learn more.
 - **OSBE Guidance on SB1198:** The Office of the State Board of Education (OSBE) has issued guidance on the implementation of [Senate Bill 1198 Freedom of Inquiry in Higher Education Act](#), which addresses diversity, equity, and inclusion (DEI) concepts in public higher education. You can view the OSBE [memorandum and guidance here](#). As we work to operationalize compliance, LC State is reviewing academic programs and course descriptions to identify content that may fall under the scope of the legislation. Identified courses will include a DEI icon in both the catalog and schedule, similar to how course fees are indicated. This process is underway and will be completed prior to July 1. We will continue to share updates as additional guidance becomes available.
 - **Summer Hours:** Summer hours will be in effect through Aug. 1. Please see the Intranet for details.
 - **Web Editors:** As LC State continues its transition to a more centralized approach to managing the website (www.lcsc.edu), the web office will no longer be training new web editors. For web support, please contact Web Coordinator Hailey Denton at hadenton@lcsc.edu.
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Events

Keep up on events and activities through the [Campus Calendar](#) and the [Do More App](#)

- **June 11, July 9, Aug. 7 – Employee Appreciation & Summer Concert Series:** To recognize your hard work and contributions, LC State is holding employee appreciation festivities via a Summer Concert Series on June 11, July 9, and Aug. 7. More details will be shared in upcoming Monday Messages. Mark your calendars and get ready for great music, exquisite food, and a well-deserved celebration.
 - **June 19 – Juneteenth:** In observance of Juneteenth, a federal holiday, the college will be closed on Thursday, June 19. Regular business operations will resume on Friday, June 20. Employees who wish to request vacation time for June 20 may do so through their supervisor, as long as adequate office coverage is maintained.
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News & Features

Stay current on LC State news at www.lcsc.edu/news

- [Hospitality management program named IDCTE Exemplary Postsecondary Program](#)
 - [LC State announces 2025 spring semester honor roll](#)
 - [Three-time national champion Jeremiah Robbins returns to lead LC State](#)
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Song for the Week: "[Diamonds](#)" by Rihanna

