

Monday Message

June 29, 2026



Dear all,



Cynthia Pemberton, Ed.D.

President

P.S. Don't miss the summer concert on Wednesday, July 1! Details are below.

P.S.S. There will not be a Monday Message on July 6 – enjoy the extra holiday time!

Announcements

Academic Affairs Reorg:

As many of you know, Academic Affairs is undergoing a [reorganization](#). It will now oversee the School of Arts, Sciences & Innovation; the School of Health Professions; the School of Career & Technical Education; and [LC State Elevate](#). The web office thanks you for your patience as it works to restructure the website accordingly this summer.

America250 – Additional Paid Leave:

Gov. Brad Little ordered that additional paid leave be granted to benefit-eligible employees in executive branch agencies for July 2 and July 6 in recognition and celebration of the 250th anniversary of the founding of the United States of America. Employees should code July 2 and July 6 as ADT (Paid Administrative Leave) in Luma. The required comment should be “Per EO 2026 06.” Employees who are required to work on July 2 and/or July 6 should code those days as ACT (Actual Hours Worked). Employees who are required to work may code the equivalent amount of ADT hours at a later date. The deadline to use the deferred ADT hours is December 31, 2026. July 3 should be coded as HOL (Holiday). For timesheet coding questions, please contact Payroll:

- Jane Johnson | 208-792-2204 | jfjohnson@lcsc.edu
- Debie Blanco | 208-792-2079 | dlblanco@lcsc.edu
- For all other questions regarding the additional paid holidays, please contact Human Resources at 208-792-2269 or hr@lcsc.edu.

P-Card Sign-Off:

Due to the July 4 holiday, the June P-Card reconciliation and sign-off deadline is earlier than usual. All June P-Card transactions must be reconciled and signed off by July 2 to ensure they are posted in Fiscal Year 2026. Cardholders and department P-Card managers must complete their reconciliation and sign-off before supervisors/department heads can review and approve transactions. Please allow sufficient time for all approval levels to be completed by the July 2 deadline.

Parking Permits

for 2026-27 will be available for [purchase online](#) beginning July 1.

- Annual Permit: \$95
- Semester Permit: \$65
- Second Vehicle Permit: \$25
- Replacement Permit: \$25

Testing Center:

Due to carpet replacement, the Testing Center will be offering limited testing at an alternate location from Monday, July 6, to Friday, July 17. Scheduled exams will be proctored in Library 104, and signage will be posted to direct testers where to check in. Appointments will only be available with start times of 9:30 a.m. and 12:30 p.m. Additionally, the Testing Center will only offer Canvas exams for classes at LC State. Students wishing to make an appointment can [email](#) or call the Testing Center at ext. 2318. Placement and vendor exams will be open again starting Monday, July 20.

Timesheets Deadlines:

Timesheets are due early due to the July Fourth Holiday, observed on July 3, 2026. Due to the additional days off granted by Gov. Brad Little, July 2 and July 6 timesheets must be submitted by noon on July 1 and approved by 5 p.m. on July 1. As a reminder, July 2 and July 6 are coded as ADT, July 3 is coded as HOL. Please ensure timesheets are submitted and approved by these adjusted deadlines. If you have any questions, call Jane in Payroll at ext. 2204 or Debie at ext. 2079.

- **Professional Staff:** Professional Staff are exempt from overtime and can only code 80 hours per pay period. They will code 8 hours of HOL and adjust hours on all other days as needed to total 40 per week.
- **Classified Employees:** Classified employees will code hours worked each day as ACT and then code 8 hours of HOL. If classified staff worked on the holiday, they would code 8 hours of HOL, and also code HOA on an additional line, for as many hours as they worked to accrue comp time.

Travel:

Please be aware that new State of Idaho Travel Policy changes will take effect on July 1. The Controller's Office is currently reviewing these changes and will provide additional guidance through updated Travel Policies and a revised Travel Procedure Manual once the review process is complete. In the meantime, information regarding the changes can be found here: [State of Idaho Travel Policy Changes](#) and the updated [State Travel Policies and Procedures](#). We appreciate your patience as we work through these updates during the busy fiscal year-end period. Additional information will be shared with campus as soon as it becomes available. Feel free to contact Calahan McAlister at ext. 2206 or cmmcalister@lcsc.edu with any questions.

Welcome Fair:

Registration for Welcome Fair 2026 is now open. Welcome Fair will take place on Wednesday, Aug. 26, from 10 a.m.-3 p.m. and is one of the best opportunities to connect with new and returning students, share information about your organization or department, and kick off the academic year. [Register here](#) to reserve your spot.

Events

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

June 29-30 – Campus Presentations:

Finalists for the position of Director of Adult and Corrections Education will give campus presentations this week. Megan Comstock will present on Monday and Briana LeClaire will present on Tuesday. Both will be held at 1:30 p.m. in Activity Center West, Room 134.

June 30 – Retirement:

Physical Plant is hosting a retirement gathering on Tuesday in the SUB South Solarium from 1-3 p.m. to celebrate Wayne Bolon's retirement and 36-year career at LC State.

July 1 – Summer Concert:

“Join us on Wednesday, July 1, from 11:30 a.m. to 1:00 p.m. on the new SUB patio as we kick off our Summer Concert Series with the Rewind Classic Rock Band! The weather will be perfect for an outdoor concert, and they will be playing the classic hits you know and love — the perfect soundtrack for your lunch break! Come hungry, too! Chili Blues Food Truck will have food for sale and will be serving up their delicious fusion-style cuisine. If you haven't tried it yet, you're in for a real treat! This free concert is open to the public, so invite your friends, family, neighbors, and coworkers to join you. Grab some lunch, enjoy great music, and help us kick off the summer in style!” – HR Director Vikki Swift-Raymond

July 14 – “Moments that Made Us” Exhibit Opens:

The Center for Arts & History is pleased to present “Moments that Made Us,” an exhibition exploring the enduring ideals of the Declaration of Independence through the lens of Idaho's role in America's 250-year story. The exhibit will run from July 14-Sept. 12. Organized around five foundational themes — Life, Liberty, and the Pursuit of Happiness; Consent of the Governed; Created Equal; Free and Independent States; and We Mutually Pledge to Each Other — the exhibition examines how these principles have shaped Idaho's history and identity. Through stories, events, and individuals from across the state, visitors will discover how national ideals have been interpreted and realized close to home. The exhibition also highlights significant moments from Lewiston's history, connecting local experiences to the broader American story. As the nation celebrates its 250th anniversary, “Moments that Made Us” invites visitors to reflect on the values, people, and events that continue to shape our communities and our country.

News & Features

Stay current on [LC State news](#)

- [LC State leads Idaho to highest NCLEX first-time pass rate in the West](#)
- [Alumnus helps patients live life to the fullest, exemplifying LC State's healthcare education role](#)
- [LC State program recognized for reading education teacher preparation](#)
- [LC State MSN program earns accreditation, launches direct entry option](#)
- [America 250 the focus of fifth annual Student Democracy Day](#)

Song for the Week: "[America](#)" by Gloria Estefan

