

# Monday Message

June 26, 2023



Dear all,

There will be no Monday Message on Monday, July 3. Here's wishing you a safe and celebratory Fourth of July. Best wishes to all.



**Songs for the Weeks:** "[Summer Breeze](#)" by Sawyer Fredericks and "[Peace Train](#)" by Cat Stevens – Enjoy!

Cynthia Pemberton, Ed.D.  
President

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## Announcements

- **Can You Do?** Can you... identify course equivalencies for an incoming transfer student?

Objectives

Participants will become familiar with the Transfer Evaluation System (TES).

Participants will become familiar with LC State Transfer Policies.

### Scenario

A new transfer student reaches out to you to ask how some of his classes might transfer in to LC State. Using the resources found on the [Transfer Student Admissions page](#), please state how the following courses from his transcripts listed below would transfer to LC State. Write the LC State course equivalent (if one is published) in the box to the right of the list provided in the scenario. If you cannot find the institution or specific course, what additional inquiries would you make? Again, provide your response in the text boxes provided. HINT: At least three of these courses have direct transfer equivalencies that can be found through resources on the provided website. (Text boxes allow for extended answers, if necessary).

- College of Southern Idaho – ANTH 101 Physical Anthropology
- North Idaho College – BUSA 211 Principles of Management
- University of Idaho – FREN 302 Advanced French Writing Skills
- Southern Oregon University – OAL 150 Outdoor Living Skills
- Colgate College – MATH 161 Calculus I
- [Submit your answers here.](#)

**In case you missed it and don't want to be left out, the first "[Can You Do?](#)" exercise from June 12 is still open (P.S. CYD answer keys will typically appear the following week – in this instance, because we don't want to spoil the fun, answers to both the June 12 and today's CYD will appear in next week's message.)**

- **Classroom Calendars:** The Graphic Communication Printshop will be printing the new fiscal year calendars soon. These calendars, which include important LC State dates, are the replacements for the "Pepsi" calendars used previously. The cost is \$3.40 per calendar. Please send your order to [cpms@lcsc.edu](mailto:cpms@lcsc.edu), along with an IDP via campus mail.
- **HR Updates:**
  - **BPA Provider Search Instructions:** LC State is changing Employee Assistance Program vendors starting July 1. Now is a great time to see if the counselor you are seeing, or may wish to see in the future, is a participant in the BPA network. Visit [www.bpahealth.com](http://www.bpahealth.com) to search for your provider.
  - **New Irregular Help (IH) and Student Hourly Pay Scale effective July 1:** [Review the job descriptions](#) to better align student and IH pay and titles. Contact HRS with any questions.
  - **New Medical/Dental ID Cards for Everyone:** Blue Cross of Idaho will be mailing new member ID cards, with new member ID numbers, to every enrolled member. Please watch your mailbox for these new medical cards.
- **IT Updates:**
  - **Computer Labs:** During the summer, IT works to refresh all campus lab and student computers. This year, we have received a much higher volume of new computers that need to be set up and installed before the fall semester starts. We're also working to implement new systems and procedures required to meet the standards set by the GLBA and FSA audits. To ensure that campus is ready for the next semester, IT may not be able to provide office moves and computer replacements before the end of summer break. Those requests can still be made, but work may not be able to commence until after Sept. 18. Users required to replace computers to meet the new policy standards will be given priority for computer installations, followed by new computers, and finally office moves. If this will interfere with your department's ability to conduct business normally, an exception can be made on a case-by-case basis. We appreciate your understanding and look forward to another great year at LCSC. If you have any questions, please contact the Help Desk.

- **Help Desk Staffing:** Due to active projects and staffing changes, there may be instances when your call to the Help Desk may not be immediately answered. Please leave a message and we will respond as soon as possible.
- **IT Personnel:** We are thrilled to announce that Manwar Sabaei has successfully obtained his visa and will be assuming a new position within IT. As a computer systems engineer, Manwar will provide administration, support, and maintenance on the campus server systems and network. Manwar has consistently demonstrated exceptional customer service and made valuable contributions to LC State. Please join us in congratulating Manwar on this well-deserved achievement.
- **Luma Issues:** Luma has presented us with numerous issues we are trying to work through and around since the go-live rollout on June 20. Some of the issues are listed below. Visit [www.lcsc.edu/controllers-office/payroll/luma](http://www.lcsc.edu/controllers-office/payroll/luma) for additional Luma information. Contact Jane in Payroll at [jfjohnson@lcsc.edu](mailto:jfjohnson@lcsc.edu) if there are any questions.
  - **Luma System**
    - The REG & WKS timecodes are no longer available in Luma. Please use ACT for hours worked.
    - W-4 access is currently unavailable. The information which was previously in I-Time was imported into Luma. When the access is available, a notification will be provided to employees.
  - **Employee**
    - Employees who work in multiple departments have a “-1” and “-2” for their employee number. At this time, we are not clear on which employee ID number to use for which department they are currently working and timesheet hours entry. We are seeking clarification on this from SCO.
    - Employee’s Infor WFM home page shows Paid Parental Leave Taken, and it should read Paid Parental Leave Available. The SCO is aware of this and will make the correction.
    - Employees might see they are shown in multiple departments. The SCO is aware of this and they are looking in to why and how to correct the issue.
  - **Supervisor/Approver**
    - Supervisors/Approvers are currently seeing incomplete and/or inaccurate lists of employees in their department. The SCO is aware of the problem. We have been informed by the SCO that an employee can only have one supervisor, meaning if a supervisor authorized other personnel in their department to approve timesheets in I-Time that is currently not the case in Luma. Until the inefficient and inconvenient issue is resolved, we are working to ensure all employees who should be paid will be.
  - Note: These are just a few issues currently being experienced. We are aware they are an inconvenience and can be frustrating, so please bear with us as we are working diligently with the SCO to remedy them as quickly as possible.
- **Outdoor Adventures:**
  - **Hells Gate Beach Rentals Now Open:** Outdoor Adventures is now offering hourly rentals of paddle boards, kayaks, and tubes Thursday-Sunday from 11:30-5:30 p.m. on-site at Hells Gate State Park from now until July 30. Look for the LC State trailer in the parking lot near the beach. For more info visit the [Float & Tote Rental page](#) or call 208-792-2670.
  - **Float & Tote:** The Outdoor Adventures Rental Center is open Monday-Friday all summer long. It offers paddle boards, kayaks, rafts, camping equipment, and more! Daily or multi-day rentals are available. Call 208-792-2670 to make a reservation or visit the [Float & Tote Rental page](#) to learn more.
- **P-Cards:**

- **Shut Off Date:** P-Cards were shut off on June 16 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. P-Card users/managers are responsible for accessing Bank of America Works, allocating and approving the transactions by end-of-day June 30, to ensure transactions post in FY23. New expense technology is coming in the next year and we will be revisiting the shut off process at that time. Thank you for your patience.
- **Update:** To facilitate efficient purchasing and payment, P-Cards are required to be used for all purchases of \$100 or less. We also highly encourage P-Cards to be used for all purchases of \$1,999 or less, with the exception of the Jaggaer Punchout Vendors (see Jaggaer site: [www.lcsc.edu/purchasing/jaggaer-resources](http://www.lcsc.edu/purchasing/jaggaer-resources)).
- **Purchasing Update:** As we approach Fiscal Year end, please review your cost centers' encumbrances. If there are any POs that you would like closed, email [Purch@lcsc.edu](mailto:Purch@lcsc.edu) with the details by end of day Wednesday June 28.
- **Summer hours** will be in effect May 15-Aug. 4. See intranet for details.
- **Welcome Fair:** Registration is now open for Welcome Fair 2023! Join us Aug. 23 from 10 a.m.-2 p.m. as we welcome new and returning students to campus. [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 LCCLUB23.

