

Monday Message

April 24, 2023



Dear all,

What an awesome week at an awesome college. LC State students, staff and faculty wrapped up the 11th annual Art of Giving Food Drive and were able to collect and deliver an estimated 1,300 pounds of food and necessities thanks to the generosity of our Normal Hill neighbors! Then on Thursday, our School of Career & Technical Education held its first annual [Letter of Intent Signing Day](#), celebrating students who have committed to study CTE at LC State next fall. It was a great event! And the week wrapped up with the fun, food, and festivities of our [37th annual Art Under the Elms](#)! A huge, HUGE thank you to all who worked to make this past week and these events (and all the embedded happenings: dance, music, theatre, arts and crafts, food and fun, earth day hiking, etc.) a terrific success. Way to go, Warriors! You make our campus and community come alive.



Cynthia Pemberton, Ed.D.
President

Events

- **May 4-5 – Research Symposium** – The campuswide Annual LC State Research Symposium will fully return this year with its 14th edition. Students will give oral presentations throughout the day on Thursday and Friday and deliver poster presentations Friday afternoon. During the lunch hour on Thursday, there will be an intermission between student presentations to focus on the endeavors of LC State faculty with the [Faculty Showcase Panel](#). During the lunch hour on Friday, [Dr. Samuel Levulis](#), a human factors psychologist, will give a keynote address detailing his journey through a research-focused Ph.D. program at Texas Tech University, his work for General Electric, and most recently his efforts with Microsoft. A more detailed schedule of the dates and times when various divisions will be presenting their research can be found [here](#). The campus and community are encouraged to join us at this free event. Please come celebrate the research endeavors of our students and faculty!
- **May 12 – Commencement** – LC State will hold three commencement ceremonies at the P1FCU Activity Center on May 12. Related events are listed below. Learn more at www.lcsc.edu/graduation.
 - May 5
 - CDA Graduation Reception: 4-6 p.m. at DeArmond Building
 - CDA Social Work Pinning Ceremony: 6 p.m. at North Idaho College
 - May 11
 - Radiographic Sciences Recognition Ceremony: 12-1:30 p.m. at Silverthorne Theatre
 - BSN Recognition Ceremony: 3-5 p.m. at Echo Hills Church, Lewiston
 - Social Work Pinning Ceremony: 4:30-5:30 p.m. at Silverthorne Theatre
 - ASLCSC BBQ: 5-7 p.m. at campus center lawn by gazebo
 - May 12
 - Commencement ceremony for School of Liberal Arts at 9 a.m.
 - Commencement ceremony for School of Professional Studies at 12 p.m.
 - Commencement ceremony for School of Career & Technical Education at 3 p.m.

Announcements

- **Avista NAIA World Series T-Shirts:** World Series souvenir t-shirts are now on sale! [Buy yours today](#) and wear it proudly on Fridays to support the Warriors and the tournament.
- **Blood Drive:** LC State will host an American Red Cross blood drive on Tuesday, April 25, from 9 a.m.-4 p.m. at the Tennis Center. Schedule an appointment online at www.redcrossblood.org.
- **Did You Know?** LC State's Business Technology & Service Division emphasizes both education and training in its degree programs. The BTS Division currently offers 11 degree programs with certificates and associate degrees available. To learn more about the BTS Division at LC State, visit www.lcsc.edu/business-technology. Review this page and then [take this week's quiz](#). If you're one of the first 10 to answer right, you'll win a prize (Swag prize location: School of CTE Dean). **P.S. Only two more (including this one) Did You Knows. Drawing and winners will be announced in the May 8 Message.**

- **Food Drive:** The Warrior Pantry is holding a food drive April 21-May 5. Items needed include soup, spices, cereal, Ramen, snacks, toilet paper, toothbrushes, and hygiene products. Dropoff boxes are located across campus including at the Warrior Pantry location in the Library.
- **HR Updates:**
 - **Learn a Latte'** with HR is on April 28 at 10 a.m. in TJH 108. Learn about the onboarding process from start to finish, for all positions. Please RSVP at www.lcsc.edu/hr/pdt.
 - **Open enrollment** for employee benefits begins today and runs through May 12. Visit www.ogi.idaho.gov for more information regarding health insurance changes or information about signing up for a flexible spending account. On Tuesday, April 25, HR will be speaking in SAC 115 at 3 p.m. on all the changes regarding the state benefits package. There are several changes this year that may pertain to you. Please RSVP at www.lcsc.edu/hr/pdt. For more info about open enrollment, [watch this video](#) (password: H.3a8qQ\$).
 - **Summer hours** will be in effect May 15-Aug. 4. See intranet for details.
- **Luma Training:** All LC State employees are now able to access prerequisite training in Luma, which is a cloud-based business platform managed by the Idaho State Controller's Office. The goal of the prerequisite training is to prepare and onboard all State of Idaho employees to begin learning how to use Luma. For questions and assistance email hr@lcsc.edu.
 - **Step 1: Obtain a State ID and set up MFA DUO.**
 - Please use the available instructions on the SCO website (below) to obtain a state ID, set up multi-factor authentication (MFA), and access the Enterprise Dashboard (the Enterprise Dashboard is where everyone will register for and access training.).
 - [Instructions on the Enterprise Dashboard Registration, Access, and Password Management](#)
 - [Instructions on setting up DUO MFA](#)
 - **Step 2: Access Luma Training to complete Prerequisite training materials.**
 - To access Luma training, from the Enterprise Dashboard, please select the Luma Training tile.
 - **Step 3: Manually register for the course by typing "Pre" into the search bar :**
 - Please review the following in the Prerequisite Training Courses and "Mark Article Read" to complete the training:
 - Welcome to Luma
 - Navigating the Training and Development System (TDS)
 - Luma Basic Navigation
 - Luma Support
- **Outdated Computer Equipment Turn-in:** An important part of the LC State IT Security initiatives is to ensure all equipment used for LC State work is up-to-date, supportable, and serviceable. Therefore, all computers that are older than 72 months (six years) will be required to be taken out of inventory and turned over for surplus. (Your recent inventory form contains the purchase date for each computer.) Please follow the Surplus Property Disposal process found [here](#) and ensure you complete the Property Disposal Form found [here](#) before sending the computers to IT for clearing of data prior to removal of the equipment from campus.
- **Public Safety Updates:**
 - **Keys:** To those who supervise irregular help (IH) employees, as IH positions finish up this spring, please remember to have the employee turn their keys in to the Department of Public Safety no later than their last day of work.
 - **Forms:** Before completing a Key Request and/or Vehicle Use Agreement form, please remember to download the most current form from the Department of Public Safety website: www.lcsc.edu/public-safety/forms.

- **Software and Hardware in Computer Labs and Classrooms** – Do you need new software installed or a version updated in a computer lab or instructor computer? Requests for changes must be made by May 15 for the fall semester. Changes include, but are not limited to adding additional software, upgrading software, and installing new hardware (printers, desktops, laptops, AV systems, etc.). Requests should be sent to helpdesk@lcsc.edu by the deadline.
- **Volunteering:**
 - **Light Up Campus:** Do you want to be part of the group that coordinates the lighting of campus next winter? The group will meet on Friday, April 28, at 10 a.m. in the lower level of the SUB/CSL by Jitterz. If you cannot attend the event and would like to be involved, please contact Debbie Kolstad at dqkolstad@lcsc.edu.
 - **World Series:** The 2023 Avista NAIA World Series is May 26-June 2 and volunteers are needed to take tickets, sell programs, help in the concession stands, and serve as ushers. With supervisor approval, LC State employees can volunteer for up to eight hours, for a maximum of two shifts, during designated work hours, or a supervisor can approve comp time if shifts are worked after hours. For more information visit <https://naiaworldseries.com/volunteer-intern>.
- **Song for the Week:** “[April Come She Will](#)” by Simon and Garfunkel

