

Monday Message

July 31, 2023



Dear all,

As a follow-up to last week's message I decided to again focus on employees. As you may be aware, every couple years or so (Like everything, the schedule was a bit disrupted by the pandemic) we conduct a survey to solicit feedback and gain insights regarding how our employees feel about their roles and responsibilities, as well as the services and supports we make available to them. Two-hundred-and-thirty-three employees responded to the spring 2023 survey. Below are some key highlights (Special shout-out of thanks to Mercedes Pearson who collated and summarized these findings):

- They believe there is a clear connection between their work and LC State's Mission, and they perceive LC State as consistently operating within its Mission. They would recommend LC State as a good place to work.
- They are satisfied with their professional relationships with colleagues and feel a sense of belonging in their office/department. They also feel valued, have access to necessary technology, and believe their job is meaningful.
- They receive positive recognition for their work, are involved in decisions that affect their work, and are satisfied with their ability to perform interesting tasks within their role.
- Co-workers treat each other respectfully, share helpful information, get along well, and are hardworking and adaptable.
- They are satisfied with their professional relationships with their direct supervisors, who are seen as respectful, supportive, good communicators, and effective leaders.
- They believe Deans, Division Chairs, Unit Heads, and Directors treat the LC State community respectfully, listen to concerns, and support employee work/life balance.
- They believe the President and Vice Presidents are good communicators who treat the community respectfully and appropriately challenge them.
- They understand and find the annual performance evaluation process fair. They are satisfied with the training and opportunities for skill improvement and expansion.
- The benefits package provided by LC State meets their needs well.
- The LC State culture is described as friendly, respectful, inclusive, and accessible, with respondents feeling safe and valued. They would choose to work at LC State again if given the chance.
- Respondents expressed interest in attending [Professional Development Training](#) courses, [wellness programming](#), and volunteer opportunities (Check out the [HR website](#) for Professional Development Training and Wellness Programming information – loads of opportunities!).
- They are unlikely to leave the state of Idaho, their position, or LC State, with many intending to spend their remaining working years at LC State.

Overall, the survey results indicate a positive perception of LC State as a workplace, with strong satisfaction regarding mission alignment, relationships, and organizational culture.

As a teaser for our All-Campus Meeting (Aug. 16, 3-4:30 pm in the Silverthorne) I will be sharing a cool graphic that compares and contrasts student and employee campus culture climate perceptions 😊. See you there!

Cynthia Pemberton, Ed.D.
President

Events

Keep up on events and activities through [25Live](#) and online calendars: [LC State Do More](#), [Academic & Instructional](#), and [Events & Activities](#).

- **Aug. 16 – All-Campus Meeting** – The Fall All-Campus Meeting will be held on Wednesday, Aug. 16, at the Silverthorne Theatre from 3-4:30 p.m.
 - **Faculty Association Meeting** – The Fall Faculty Association meeting will take place Wednesday, Aug. 16, immediately following the All-Campus Meeting, in the Silverthorne Theatre (estimated time: 4:30-5:30 p.m.).
 - **Fall Semester Kick-off Reception** – Plan to come to the backyard of the Residence to kick off the fall semester from 5ish-7 p.m. on Aug. 16. There will be live music, tasty appetizers and beverages for all employees to enjoy. For food count purposes, please [RSVP](#) by noon on Wednesday, Aug. 9.
- **Aug. 17 – LC State hosts Business After Hours** – Lewis-Clark State College will host the Lewis Clark Valley Chamber of Commerce Business After Hours on Thursday, Aug. 17, at the Schweitzer Career & Technical Education Center from 5-7 p.m. Food and beverages will be provided and guests will have an opportunity to tour the facility. In addition, guests have the opportunity to win door prizes and can choose to participate in the Chamber's 50/50 raffle. All LC State staff, faculty and families are welcome to attend.
- **Aug. 18 – Convocation & New Student Orientation** – Convocation will be held on Friday, Aug. 18, at the P1FCU Activity Center at 8:30-9 a.m. [New Student Orientation](#) will continue throughout the day. All faculty are to be in full regalia and line up in their respective divisions at 8:10 a.m. outside on the ramp. The processional will start at 8:30 a.m.
- **Aug. 18 – All-Campus Photo** – Join our new students at Harris Field for an all-campus photo at 11 a.m. Be sure to wear Warrior colors!
- **Aug. 18-19 – Warrior Volleyball** – The Warriors will play Walla Walla University at 1 p.m. on Aug. 18, and Montana Western University at noon on Aug. 19. Both matches will be held at the P1FCU Activity Center. To learn more visit www.lcwarriors.com.
- **Aug. 21 – Classes Begin & Welcome Week** – Classes begin and [Warrior Welcome Week](#) kicks off on Monday, Aug. 21. Have a great semester everyone!

Announcements

- **Bookstore:** LC State has a new bookstore partner. All course materials are now available for purchase at LCstatebookstore.com. Students may choose between convenient delivery to their preferred address or speedy pickup in-person at the WarriorWear Campus Store, located in the SUB. Please note that while WarriorWear has an incredible selection of LC emblematic merchandise, **textbooks are only available online. Please encourage students not to wait until the last minute and to place orders early to receive them within 5 days.** Directions for students to order books:
 1. Visit LCstatebookstore.com
 2. Click "Order Course Materials" located in the upper left.
 3. Click "Look up By Student ID" and fill out the semester and student ID.

4. Students will see book options and if they scroll to the bottom right and select “Add products to Cart” their required course materials will automatically add to the cart.
 5. Review the cart. Select a delivery method, check out, and done!
 - Please note students can ship course materials to an address of their choosing OR select the "Pickup at WarriorWear Campus Store" option if they'd like to pick up course materials in person in the SUB.
- **Can You Do?** This week’s exercise is Part II of the degree audit review introduced last week.

A reminder – Student Planning Progress is the primary tool used by advisors to identify student advancement toward graduation. Progress may appear to overlap and/or duplicate credits and courses in order to measure a variety of areas (i.e. LC State credit, upper division credit, total credit, and course requirements). The [Guide to Understanding Student Planning Progress](#) can walk you step-by-step through a general degree audit document; however, the [sample degree audit](#) developed for this exercise will guide you in answering a question about a specific, hypothetical degree audit scenario.

Here is the link to this week’s [Can You Do? question](#).

- **CTEI Award Winners:** The Career Technical Educators of Idaho (CTEI) 2023 award winners were announced and they include the following LC State employees and one regional industry partner. Way to go, Warriors! Congratulations.
 - Rodney Farrington, Hospitality Management associate professor, Postsecondary Teacher of the Year, Region 2 winner
 - Magen Goforth, Hospitality Management assistant professor, Postsecondary New Teacher of the Year, Region 2 winner
 - Liz Weldy, CTE transition coordinator, Counseling & Career Development Professional Award, Region 2 winner
 - Stephanie Lathrop, director of Learning Resource Center, Carl Perkins Community Service Award, State of Idaho winner
 - Hy'D Andrews, Idaho Food Bank, Stakeholder of the Year Award, State of Idaho winner
- **FY2024 Budgets:** Here is what to expect regarding FY24 budgets.
 - July – FY2024 Gen Ed (Fund 10) and CTE (Fund 12) ongoing base budgets will be loaded in Colleague
 - August – Gen Ed (Fund 10) outstanding encumbrances from FY2023 will be loaded in Colleague for FY2024
 - August – 1x RRF funded requests will be loaded in Colleague for FY2024
 - August – Local account FY2024 beginning fund balances available in Colleague
 - August/September – Gen Ed (Fund 10) carryforward/deficit balances will be loaded in Colleague for FY2024
 - August/September – FY2024 departmental F9 reports updated and posted
- **HR Updates**
 - **Employee Benefits:** Another amazing perk at no cost to our employees is Wondr Health. Wondr is an online program that helps you change how you eat instead of what you eat. Learn the skills to lose weight and keep it off forever while still eating your favorite foods. It is not a diet. As you lose weight, you also improve your health by improving the risk factors that can lead to serious, chronic diseases like diabetes, heart disease, cancer, and more. The program includes online courses, physical activity tracker, tailored content on behavioral eating, a team of counselors, and a community of other Wondr Health participants. Best of all, the cost of the program is covered 100% for enrolled members regardless of which plan you have selected. Want to get signed up for Wondr? Check out the [Wondr Health FAQ](#).

- **Employee Compliance Training:** LC State Human Resource Services wants to ensure that all employees receive policy and training information essential to a safe and productive working and learning environment for students, faculty, and staff. During the week of July 31, all benefit-eligible faculty and staff will receive a personalized email from [VectorSolutions](#) containing the compliance tutorials they must complete by Oct. 31. Please check your Clutter or Junk email if you do not receive this email in your inbox. As a reminder, usernames consist of your first initial, middle initial, and last name (Ex: vjswift). You will not be required to enter a password. After completing the training, employees will receive an acknowledgment that they have successfully met the requirement. Employees do not need to print their certificates. HRS will automatically receive a notification after an employee has completed the training. If you have questions, please contact Human Resource Services at 208-792-2269.
- **KinderCollege Playground:** KinderCollege's new playground surfacing and structures are now fully installed. Stop by and see how great it looks!
- **LCMail:** Starting Aug. 1, LCMail will prompt users to enroll in Two-Step Verification (also known as Multi Factor Authentication). This policy will be enforced on Sept. 27 which means that users will be asked to enter a one-time password when signing in. This one-time password will be sent to either your recovery email or phone that was configured during enrollment. After Sept. 27, anyone who has not enrolled will be locked out of their account and will require a bypass code from the Help Desk. Two-Step Verification helps to protect the account by providing stronger security.
- **Luma Timesheet Entry:** As we progress further with Luma, we are learning more information about timesheet entry which may be different to what may have previously been provided. Keep in mind that incorrect or missing codes will cause errors which could delay your paycheck. As always, if you have any questions, please contact Jane in payroll at ifjohnson@lcsc.edu or ext. 2204.
 - Exempt/professional staff and faculty will see their timesheet is prefilled with the timecode ANC and hours for the week when they open up 'My Timesheet'. The system recognizes these employees as Annual Contract employees, and this code does not need to be changed. When using leave, VAC, SIC, etc. or when there is a holiday in the pay period, those hours DO need to be entered into the timesheet. Simply enter the appropriate timecode and hours, then deduct those hours from the ANC line to bring the weekly hours to 40.
 - For classified staff and IH employees, you will need to enter a timesheet with the code ACT for the hours worked, and VAC, SIC, etc. for any other hours. Be sure to enter the codes in the Agency, Project, Org Cost Center, Appropriation and Fund fields if needed. If you entered codes into I-Time, you will need to enter them in Luma. If you are not sure, please ask.
 - For staff members who use NWH over the summer, you need to be sure to enter those hours into your timesheet in order to be paid.
 - For work study employees, if you received federal or state funding, you will need to use WKS for the timecode. Don't forget to calculate the 70/30 split and enter the hours accordingly. The additional codes that will need to be entered are in the Agency, Project, Org Cost Center, Appropriation and Fund fields. All of these fields require entries, so if you do not know what a particular code should be, please ask.
- **Parking Permits:** 2023-2024 parking permits are available and ready for [purchase online](#). Please allow up to 48 hours after your purchase to pick up your permit at the Public Safety office, MLH 110, anytime between 7:30 a.m.-4 p.m., Monday-Friday. Ticketing will begin Monday, Aug. 28.
 - Annual permit: \$75
 - Semester permit: \$50
 - 30-day pass: \$25

- **Summer hours** will be in effect May 15-Aug. 4. See intranet for details.
- **Song for the Week:** "[Don't Stop](#)" by Rumours of Fleetwood Mac

