

Monday Message

May 6, 2024



Dear all,

Congratulations to our graduates from the LC State Coeur d'Alene Center! Enjoy some photos from the CDA graduation reception, research symposium and golf tournament this past weekend.



Cynthia Pemberton, Ed.D.
President

P.S. It's time to [take the quiz](#) for our [April shared reading](#). The [May shared reading](#) and [May quiz](#) look at LC State's Annual Fall Student Survey Reports as well as a Khan Academy Ted Talk about AI. The deadline to complete these two quizzes for more chances to win the drawing is May 10. The winners will be drawn on May 15 (announced publicly in May 20 Monday Message) and will receive two tickets to sit in the President's seats for one night of the Avista NAIA World Series!

Events

Keep up on events and activities through the new [Campus Calendar](#).

- **May 6 – Home Athletic Events** – The Cascade Conference Baseball Tournament continues with the Warriors facing Bushnell University at 4 p.m. today. For more info visit www.lcwarriors.com.
- **May 10 – Commencement** – LC State’s commencement ceremonies will be held on Friday, May 10, at the P1FCU Activity Center. Visit www.lcsc.edu/graduation to learn more about it and related events this week.
 - **Message from the Office of the Provost:** Commencement is a significant milestone in the academic journeys of our students and gives us a wonderful opportunity to celebrate their dedication, perseverance, and achievements. To show our support, **faculty are required to attend both ceremonies**. The first ceremony will begin at 10 a.m. and includes students in the School of Professional & Graduate Studies. The 2 p.m. ceremony includes students in the Schools of Liberal Arts & Sciences and Career & Technical Education. All faculty need to line up on the ramp on the north side of the P1FCU Activity Center 30 minutes before the start of each ceremony. **Faculty and any staff helping with the ceremonies can pick up a boxed lunch at Doks (across from the entrance to the SUB/CSL) at 11:30 a.m.**

Announcements

- **Employee Appreciation Day:** To celebrate YOU, our fantastic LC State team, enjoy a cup of coffee (or your favorite drink) on the house! Swing by Jitterz in the SUB/CSL or the Caffeinated Cardinal at NIC, for our employees in CDA, on Wednesday, May 8, between 8 a.m.-noon. Please show your Warrior ID or LC State name badge (so they know you are an employee) and claim your well-deserved caffeine boost as a small token of our gratitude for all your hard work and dedication. Cheers to each and every one of you for making our workplace awesome! Enjoy your beverage and have an amazing day!
- **Faculty and Staff Survey:** The office of Institutional Research and Effectiveness sent a survey to all faculty and staff via email on April 30. This information will aid LC State in its involvement with the [First Scholars Network](#). We are also using this opportunity to ensure that college personnel records in our information system (Colleague) are complete, accurate and align with best practices. This survey will gather information about education level, degrees and professional certifications earned, as well as first generation status. We would appreciate full participation by May 15.
- **Jaggaer Process for IT-Related Items:** The IT Department has created a new process to capture information for KACE tickets associated with IT-related equipment purchases. We request the following to be included within the Jaggaer “Comments” tab on all Dell requisitions, and any other vendor requisitions allocated to an IT object code:
 - Enter the following information on the Comments tab of the Requisition:
 - Associate the name of the person for each item in the order.
 - Include a brief reason for the purchase that indicates urgency. For example: “New employee, start date 4/1/24” or “Current keyboard is malfunctioning” or “Machine reaches replacement age 9/1/24 but is functioning.”
 - For off-campus offices, meaning those whose shipping address is not 500 8th Ave, please change the shipping address so your computer orders arrive to main campus and not your office.

- When you submit a requisition, IT will check the comments as they review the order. If the comments are insufficient, the cart will be returned to you with a request to include these details.
- **Message from WarriorWear:** “We really appreciate the warm welcome from everyone on campus, getting the word out that we're here to help, and getting your adoptions in on time so we can provide the best savings to students. If you remember and wouldn't mind dropping a reminder to students to bring back those rentals by May 10 that can help us avoid any late fees. To show our appreciation, we'd like to thank staff and faculty with a special sale on May 6-10! Instead of the normal 20% off, we'd like to up that to 30% and allow you to stack that with any items that are already on sale.”
- **Open Enrollment:** Open Enrollment for Medical/Dental/Flexible Spending Accounts begins today and runs through May 10. Steps to take are listed below. HRS will be holding another Open Enrollment Informational Session on May 7 from 3-4 p.m. in SAC 112. Please RSVP at www.lcsc.edu/hr/pdt-wellness.
 - Decide on the coverage you want.
 - If you want to change from what you currently have, you will need to do so in the Open Enrollment application in Luma.
 - If you are not making any medical and dental plan changes, nor enrolling in the FSA, there is no action you need to take.
 - Decide if you want to participate in the Health Care FSA, Day Care FSA, or Limited Health Care FSA. Three different types of FSAs are offered for FY25.
 - If you want to participate, you must enroll/reenroll each year.
 - Your FSA contributions will be taken from your paychecks July through June.
 - Note the Limited Purpose Health Care FSA is specifically offered for those employees enrolled in the High Deductible plan WITH HSA.
 - Decide if you want to participate in the HSA.
 - If you want to newly participate in the HSA, you must be enrolled for the High Deductible Health Plan (HDHP), select the “HDHP with HSA” option in the enrollment process. You can set up your contribution at the same time or at any point during the year.
 - Your HSA contributions will be taken from your paychecks July through June.
 - Review the Luma Open Enrollment step-by-step guide and instructions.
 - [2024 Open Enrollment Demonstration](#)
 - [2024 Open Enrollment QRG](#)
- **Single Sign-On Update:** In an email last week, IT informed students about changes coming with Single Sign-On (SSO) and directed them to: www.lcsc.edu/it/single-sign-on-project. This page is where future updates will be posted and includes a quick video giving a sneak peek at the new WarriorHub portal. This will be the one-stop shop for accessing the LC State systems that utilize SSO. Take a moment to check out the page and get familiar with what's coming our students' way.
- **Solicitation (Competitive Bid) Deadline:** Please submit all Solicitation (Competitive Bid) checklists to Purchasing by May 17 to ensure sufficient time for the bid process prior to Fiscal Year End. In general, purchases at or greater than \$20,000 require a competitive bid process. The Solicitation (Competitive Bid) checklist can be found on the [Purchasing website](#). Contact Purchasing at purch@lcsc.edu with any questions.
- **Summer Hours:** Summer hours will be in effect May 13-Aug. 2. See intranet for details. The holiday schedule has also been updated and is on the intranet.

- **Volunteer for Dream It. Do it.:** Volunteers are needed for the Dream It. Do It. conference on May 14. The event brings area 10th and 11th graders to campus to learn about potential career opportunities. For more information contact [Abigail Pernsteiner](#) or [Liz Weldy](#) and [sign up here to volunteer](#).
- **Volunteer for the World Series:** The 2024 Avista NAIA World Series is May 24-31 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 www.naiaworldseries.com/volunteer.
- **Song for the Week:** "[Alma Mater \(Pentatonix Style\)](#)" arranged by Dan Davison

