

# Monday Message

Sept. 9, 2024



Dear all,

As we settle in to the fall semester, I invite and encourage you to commit to exploring something each week that takes you outside your department, division or unit, and exposes you to happenings throughout our campus community. The [campus calendar](#) and, of course, our [DoMore](#) app are excellent sources of information.

As examples, this week you could stop by the [Resume Power Hour](#) (SUB 202), supported by our partners from SEL; pop in to Jitterz to see students' showcasing their talents during the [Warrior Entertainment Board](#) (WEB) Open Mic event; join in for [Library Game Night](#) (a personal favorite of mine); stop by the [Cultural Awareness Tables](#) outside the SUB/CSL; or cap off the week enjoying [Grape & Grain](#) samplings at the Center for Arts & History. While teaching and learning are the essence of what we're about, opportunities for enrichment and connection are true joys of being part of a campus community.

Looking forward to seeing you out and about. Go Warriors!

Cynthia Pemberton, Ed.D.  
President

---

## Announcements

- **Athletics Pass:** LC State faculty and staff and their immediate family members can enjoy free admission to regular season Warrior Athletic events. Passes can be obtained at [www.lcwarriors.com](http://www.lcwarriors.com) and for instructions click here: [How to get your pass](#).
- **Compliance Trainings:** Solutions (formerly SafeColleges) compliance trainings have been emailed to all LC State employees. Please check your junk mail if you haven't received it in your lcsc.edu email. The trainings are due on or before September 20, 2024. If you have questions, please email [hr@lcsc.edu](mailto:hr@lcsc.edu) or call 208-792-2269.
- **Object Codes Matter:** Correct use of Object Codes in Jaggaer and Bank of America Works is essential to the work and function of the Controller's Office and Information Technology. A PDT to inform and guide Object Code use was conducted June 4, 2024 (see: [object-code-training-6-4-2024.pptx](#)). We are a month in to the new code use, and improvement is needed. Please read on...
  1. Why it matters:
    - We rely on this information for accurate budgeting, inventory, and reporting for audits.
    - It helps reduce extra time spent by Controller's and IT staff hunting down information and mistakes.
    - IT needs to review IT-related purchases and keep track of equipment and software on campus.
      - **In Jaggaer: When in doubt, if a supply or service could be considered IT, please select one of the IT specific codes so it routes to IT to review and provide guidance.**

- **Prior to making a p-card purchase that is IT related and/or could be considered a software subscription or service, email the [HelpDesk](#). IT will review it and provide guidance.**
    - Examples of current misuse:
      - IT subscriptions or services (including online subscriptions, cloud storage, etc.) should be using the new IT-specific Objects rather than “services” (5-5150) or “supplies” (5-5720), otherwise, it will not be seen by IT in Jaggaer approval workflows, or Colleague reports.
      - When a capital outlay purchase (\$2,000 and up) is coded as supplies, the Controller’s Office staff must comb through records to ensure all purchases are coded correctly.
  - 2. **Object Reference Tool: Please reference the new object code sheet [found here](#) when entering any purchases in Jaggaer and when assigning objects in Bank of America Works.** The Works portal has been updated with all Object Codes.
- **PDT Payoff:** Starting Sept. 1 and ending Dec. 6, join the ultimate journey! Register for Professional Development Training (PDT) or Wellness events to earn points through our special system. Each session and event is an opportunity to climb the leaderboard as each opportunity will be weighted based on function. **The top 10 scorers will be entered for a chance to win an exclusive prize at this year’s Winter Revels!** Get ready to be part of something thrilling, brought to you in partnership by the Offices of the President and Human Resources. Hop on to [HR’s PDT/Wellness Website](#), embrace the challenge by registering for different PDT and Wellness Initiatives, and let the games begin!
- **RRF Award Summary:** The FY 2025 Resource Request Form (RRF) award summary is now posted on the Program Assessment, Plan, & RRF Teams site: [Summary of FY25 Resource Allocation Decisions.pdf](#). Ongoing RRF awards are already in Colleague in the FY2025 operating budgets. For areas that have one time funding awards, please contact the Budget Office.
- **Student Employment & Career Readiness Center Upcoming Events:**
  - **Sept. 10 – Resume Power Hour with Schweitzer Engineering:** Schweitzer Engineering will be on campus to review resumes. Encourage students to drop by SUB 202 between 2:30-3:30 pm for expert advice and tips as they prepare for the Career Fair.
  - **Sept. 18 – Career Closet Donation Day:** Help support students as they prepare for interviews and the Career Fair! Last year, nearly 250 students shopped the Career Closet, which operates entirely on donations and is free for students and the items are theirs to keep. If you have new or gently used professional clothing to donate, please drop it off in SUB 202. Your contributions make a big difference!
  - **Oct. 2 – Pop & Prep for the Career Fair:** From 4-6 p.m., students can shop the Career Closet, get their resumes reviewed, use the headshot photo station, and ask questions to ease their Career Fair jitters.
  - **Oct. 10 – LC State Fall Career Fair:** Mark your calendars! The Fall Career Fair will be held from 10 a.m.-2 p.m. in the P1FCU Activity Center. Students are encouraged to dress professionally (visit the free career closet in SUB 202) and take advantage of this great opportunity to explore job and internship possibilities.
- **TIAA Retirement Accounts:** For Employees with TIAA Retirement Accounts: There have been issues with employee contributions being deposited into TIAA retirement accounts, impacting the last few payrolls. This problem has affected LC State and other higher education institutions in Idaho. The root cause involved mismatched data between LUMA and TIAA records. For example, if an employee updated their birthdate in LUMA and it didn’t match TIAA’s records, TIAA would reject the entire file transfer, affecting all employees. The State Controller’s Office (SCO) is collaborating closely with TIAA to ensure any errors in file transfers are identified promptly, and corrective actions are taken immediately. Additional updates will be provided by TIAA and the State Controller’s Office (SCO) with details on the issue, its resolution, and any retroactive adjustments to employee retirement accounts.

- **Travel:** There have been some changes to travel procedures and forms. Please visit <https://www.lcsc.edu/controllers-office/employee-travel> to download new forms and find new a Travel Procedures Manual. Starting July 1, the following changes took effect:
    - Cabinet Member signatures are no longer required on the travel authorization. The form has been updated on our webpage.
    - Travel advance will only be issued for amounts of \$250 or higher.
    - Zero Dollar travel will be retained at the departmental level and do not need to be submitted to the travel desk. The department has the choice of continuing to use the Travel Authorization form or completing a memo instead. It is suggested that the whole department use the same method for continuity and the memo or TA will have to be retained per retention policy (<https://www.lcsc.edu/media/5217/4103-records-retention.pdf>).
    - All out of state travel that is not contiguous to the State of Idaho requires additional advance approval by a vice president. See 8.G.
- 

## Events

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

- **Sept. 13 – Grape & Grain** – The LC State Center for Arts & History is bringing back its popular Grape & Grain event on Friday, Sept. 13. The event will be held at the Center from 6-8:30 p.m. and tickets start at \$50. [News release](#) | [Purchase tickets](#)
  - **Sept. 17 – Tuesday at Two** – This fall semester President Pemberton will host Tuesday at Two meetings, informal gatherings that are open to all, at various locations on campus on the following Tuesdays: Sept. 17 (SGC 210), Oct. 22 (SPH 109), Nov. 12 (MLH 140), and Dec. 10 (RCH 202)
  - **Oct. 7-11 – Homecoming** – LC State is officially entering its Homecoming Era, with Homecoming scheduled on Oct. 7-11. Get ready to join the fun by ordering your exclusive homecoming shirt today! [Place your order](#) by Monday, Sept. 16, at 5 p.m. to guarantee your size. Also, register your office to be crowned the [Office Decorating Champion](#). For a full listing of homecoming events and activities, check out the [schedule](#).
- 

## News & Features

Stay current on LC State news at [www.lcsc.edu/news](http://www.lcsc.edu/news)

- [Warriors Close First CCC Weekend with Sweep of Geoducks](#)
  - [LC State to celebrate Constitution Day with panel discussion Sept. 17](#)
  - [LC State to hold Multicultural Discovery events in September](#)
  - [Pre-law student broadens LC State experience with D.C. trip and internship](#)
  - [LC State business degrees receive specialized reaccreditation](#)
  - [Center for Arts & History hosts Grape & Grain Sept. 13](#)
- 

**Song for the Week:** [“Nothing’s Gonna Stop Us Now”](#) by Starship

