

Monday Message

March 31, 2025



Dear all,

It's nearly here! Warrior Giving Day is just hours away! Tomorrow morning at 7:10 a.m. check out [Warrior Giving Day](#) and join me, as together we grow and build support for our LC State programs and students! Become an [advocate](#) and share the progress of matches and challenges with others! Go Warriors!



Cynthia Pemberton, Ed.D.
President

Announcements

- **CAH Volunteers:** Due to a staffing shortage, the Center for Arts & History (CAH) is looking for volunteers from campus and/or the community to help staff the Center. Coverage is needed from Tuesday-Friday from 10 a.m.-5 p.m. No experience required. If you or someone you know is interested in volunteering, please contact Kristi Brown at cah@lcsc.edu for more information.
- **Cybersecurity Training:** The Idaho 2025 annual Cybersecurity Training campaign launched on March 1 in Luma and **must be completed by today, March 31**. Administered by the Idaho Office of Information Technology Services, this year's training covers Artificial Intelligence (10 mins), Data Privacy (10 mins), and Security Awareness (15 mins), totaling approximately 35 minutes. Training modules can be accessed in Luma by clicking on "Luma Training" when you first log in, which will take you to the Employee Learning and Development profile.
- **Independent Contractors:** The Independent Contractor Payments (ICPs) process will be updated beginning April 7. ICPs no longer require the Independent Contractor Request form. Instead, you will enter ICPs just like all other non-catalog Requisitions, but using the object code 55199 (Independent Contractor Services). For step-by-step instructions, refer to the "How to Enter a Requisition for an ICP" guide available on the [Jaggaer Resource page](#). To ensure proper payment processing, all ICPs must include supporting documentation, including but not limited to invoices and/or contracts. An independent contractor is an individual or entity that provides services under the terms of a contract and is not classified as an employee. It is important to make the determination between paying an individual as an employee vs. an independent contractor to ensure compliance with appropriate labor laws. Refer to the Controller's [Independent Contractor page](#) for more information. Additionally, all Jaggaer Requisitions using object codes 55150 (Services) and 55199 (Independent Contractor Services) will automatically route to Accounts Payable (AP) for review. For questions regarding ICPs, contact coap@lcsc.edu or ext. 2327.
- **Student/Adjunct Workers:** As the end of the semester approaches, please be sure to submit Personnel Record Cards or Personnel Action Forms to remove your student workers and adjunct faculty from payroll and Colleague. It's important that we properly terminate from our systems any

employees who will no longer be working in your department. You can find these forms on the [HR Forms page](#). If you have any questions, contact HRS. Please also remember to turn in any issued keys to Public Safety.

- **Volunteer for Art Under the Elms:** Art Under the Elms will be held April 18-20 and volunteers are needed to help with information booth staffing, selling t-shirts, taking film festival tickets, and serving as ushers and crowd management/navigation. With supervisor approval, LC State employees can [sign up to volunteer](#) for up to two hours during designated work hours, or a supervisor can approve comp time if shifts are worked after hours. For more information email aue@lcsc.edu.
 - **Volunteer for the World Series:** The 2025 Avista NAIA World Series is May 23-31 and volunteers are needed to take tickets, sell programs, and help in the concession stands. 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. If none of the slots available on the link work with your schedule but you would still like to help, please reach out to Samantha at sfmalinich@lcsc.edu or Kristina at kkkeener@lcsc.edu for other options leading up to series week.
 - **Warrior Health:** The Warrior Health Clinic, operated by Gritman Medical Center, is expanding services to family members of Lewis-Clark State faculty, staff and students. Faculty, staff, students, and their family members can schedule medical appointments using their MyChart patient portal, available at lcsc.edu/student-health. Same-day appointments are available. The clinic is in Sam Glenn Complex 205. Call the clinic at 208-792-2251.
 - **WarriorHub App:** Tired of juggling multiple platforms to find campus information? [WarriorHub](#) makes it easy to stay organized and connected. Customize your dashboard, stay updated with announcements, manage tasks, and access everything you need – all in one place. Download from the Apple App Store or the Google Play Store to make your campus experience smoother and more organized with WarriorHub.
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Events

Keep up on events and activities through the [Campus Calendar](#) and the [Do More App](#)

- **April 1-2 – Warrior Giving Day** – No Fooling, [Warrior Giving Day](#) will be held April 1 and 2 this year and will feature 1,893 minutes of giving, commemorating the institution's founding year of 1893. Faculty, staff, students, alumni and friends are invited to participate in the fundraiser and to encourage others to get involved. Want to make an even bigger impact? Become an [advocate](#) and share a personalized link with your network. Explore the [Warrior Giving Day Toolkit](#) for ready-to-use social media templates, profile picture overlays, and pre-written posts to help you promote the event! Participants are encouraged to update their social media profile pictures on Monday, March 31. Stay connected by following [@lcscalumni](#) and [@lewisclarkstate](#) on Instagram and Facebook for the latest updates. Throughout the event, **POPUP Matches and Challenges** will be randomly announced, providing opportunities to maximize each donation. The first gift on April 1 at 7:10 a.m. will unlock **\$700** for the donor's designation of choice, and the **first faculty or staff gift** will unlock an additional **\$200** – so be sure to set your alarms and give early!
 - **Wake Up with the Warriors** – The annual Wake Up with the Warriors breakfast, a part of Warrior Giving Day, will take place on April 1 at 7 a.m. at the P1FCU Activity Center ([news release](#)). The breakfast is free and open to the public, though donations to support various athletic programs are strongly encouraged. An [RSVP](#) is required to attend.
- **April 3 – Employee Recognition Ceremony** – Mark your calendars for Thursday, April 3, at 2 p.m. for the Employee Recognition Ceremony to be held in the Williams Conference Center. **Last chance** to [RSVP](#) to be there in support of your colleagues!
- **April 5-6 – Home Athletic Events** – Warrior baseball will host Warner Pacific on Saturday and Sunday, April 5-6, for a pair of doubleheaders starting at noon and 11 a.m., respectively. Sunday

will feature a baseball card giveaway and the first 75 fans will receive a pack of Warrior baseball cards. For more information visit www.lcwarriors.com.

News & Features

Stay current on LC State news at www.lcsc.edu/news

- [Center for Arts & History to showcase new baseball exhibit](#)
 - [LC State partners with NPCHS on Beuk Aie Temple collection](#)
 - [Warrior Giving Day is April 1-2](#)
 - [Belfontali Leads LC State Women to Sweep of Team and Individual Titles at Warrior Spring Classic](#)
 - [Navarro Wins as LC State Men Dominate Warrior Spring Classic](#)
 - [Warrior Women's Basketball Earns Four CSC Academic All-District Honors](#)
 - [Trio of LC State Men's Basketball Players Earn CSC Academic All-District Accolades](#)
 - [Warrior Athletics Announces Hall of Fame Weekend Festivities](#)
 - [Orlandi Named to WBCA Thirty Under 30 Class of 2024-25](#)
 - [Hamilton's Historic Season Results in Pair of All-American Honors](#)
 - [LC State spring enrollment jumps an unprecedented 11.2%](#)
 - [Author Kim Barnes to speak at 43rd annual Stegner Lecture](#)
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Song for the Week: "[Kind & Generous](#)" by Natalie Merchant

