

Monday Message

Sept. 2, 2024



Dear all,

President Grover Cleveland signed a law making the first Monday in September a national holiday in 1894. Labor day recognizes and honors the economic and civic significance of labor as a tribute to the American worker, the genesis of our nation's strength, freedom and leadership.

As hopefully at least some recall, our guiding Presidential Priorities for this 2024-25 year focus on (1) our Value Proposition, (2) Enrollment (recruitment and retention), and (3) **Working smarter – not harder**. Priority three encompasses our ongoing efforts to streamline processes and procedures, as well as automate when possible. It also means developing a shared awareness of the ways our actions adhering to (or not), procedures, processes, policies, etc. impact the work and workload of others. In that vein, I ask you to take a minute to review the Object Code announcement in the section below. It makes clear that small things done right (or wrong), are not only important, but make a big difference.

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 and for instructions click here: [How to get your pass](#).
- **Compliance Trainings:** A week ago, Vector Solutions (formerly SafeColleges) compliance trainings were 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 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.
- **Parking Permits:** Parking permits are required to park in LC State parking lots and can be purchased online at www.lcsc.edu/public-safety/parking-services. Ticketing in LC State lots has begun. Annual permits are \$80.
 - **PDT Payoff:** Starting Sept. 1 and ending Dec. 6, join the ultimate journey! Register for 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!
 - **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.
 - **Warrior Health:** LC State Student Health Services (SHS) is now partnering with Gritman Medical Center to provide campus health services. Victoria Cruz, NP, and Lynley James, ARNP, are available to serve the campus community and all students and employees are welcome to schedule an appointment by calling 208-792-2251 or coming to the office in SGC 205. Warrior Health is open 8 a.m.-5 p.m. Monday-Thursday, and on Friday from 8 a.m.- noon.
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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](#).
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News & Features

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

- Warrior men edge Vandals, women show off talented newcomers to open cross country season
 - 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
 - From LC State to the Olympics
 - Center for Arts & History hosts Grape & Grain Sept. 13
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Song for the Week: [“She Works Hard for the Money”](#) by Donna Summer

