



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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ANNOUNCEMENTS

April 18, 2022

Submit Your College Voice News Item

All College Voice submissions are due by 12 p.m. the business day prior to each edition (Friday by 12 p.m. for Monday editions, Wednesday by 12 p.m. for Thursday editions). Special exceptions will apply. Please ensure all applicable links and attachments are included in your submission, and all information, links and attachments in your submission are correct and accurate.

Thank you,
Office of College Relations
[View Previous College Voice Editions](#)

QUICK LINKS

- [April 2022 President's Desk](#)
- [LCCC Employment Openings](#)
- [Events](#)
- [PA Commission for Community Colleges](#)
- ["This Week" Student Newsletter](#)

Marketing Project Requests

LCCC's College Relations staff can turn your creative ideas into reality. Whether it is an event, a new program, a website update, a social media campaign or beyond, our staff will work with you to get the best results.
[Submit Your Marketing Project Request](#)

MINUTES

- [Board of Trustees](#)
- [President's Cabinet](#)
- [Leadership Team](#)
- [Academic Council](#)

REGISTRATION STATUS REPORTS

To view registration status reports, go to the Institutional Research link on [Faculty and Staff Resources](#).

WORKING @ LCCC

Duplicating Center and Mail Room Service Window Hours
8 a.m. to 5 p.m., Monday through Thursday; 8 a.m. to 5 p.m., Friday
Lobby Hours
7:30 a.m. to 7 p.m., Monday through Thursday; 8 a.m. to 5 p.m., Friday
Center services Monday through Friday at all sites.

Bookstore Hours

Monday-Thursday: 9 a.m.-6 p.m.; Friday: 9 a.m.-1 p.m.; Saturday and Sunday: CLOSED.

Library Hours

7:30 a.m. to 5:45 p.m., Monday through Thursday; 7:30 a.m. to 5 p.m., Friday.

CulicArt Hours

ARC Main Café
Monday-Thursday: 7:30 a.m.-2:30 p.m. Grill open 8 a.m.-4:30 p.m. Fryer open all day. Friday: 7:30 a.m.-1 p.m. Grill closed and limited selection available. Fryer will be open.
[View by Menu](#)

The Corner Cafe

8 a.m.-1:30 p.m., Monday and Wednesday; 8-10 a.m., Tuesday and Thursday; Closed Friday, CLOSED: Thursday, April 21.

Wellness Center

9 a.m. to 6 p.m., Monday through Thursday and Friday from 9 a.m. to 4 p.m.

PRESIDENT'S CABINET MEMBERS OPEN OFFICE HOURS

President
Dr. Ann D. Bieber
Appointments can be made via Zoom. Email Tracy Bean at tbean@lccc.edu to schedule an online meeting.
VP Cindy Haney
1st and 3rd Mondays from 4 to 5 p.m. and 2nd and 4th Thursdays from 4 to 5 p.m. Email chaney@lccc.edu to schedule a Hangouts meeting.
VP Larissa Verta
Access virtual office hours on Mondays from 3 to 5 p.m.; Tuesdays from 9:30 to 10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email lverta@lccc.edu to arrange a scheduled meeting.
VP Stefanie Nester
1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email Mary Decker at mdecker@lccc.edu to schedule an online meeting.
Dean Peggy Heim
Mondays from 3 to 5 p.m. Email pheim@lccc.edu to schedule online meeting.
Dean Dr. Dorothy Collins
Wednesdays, 8 to 9 a.m. or 4 to 5 p.m. Email dcolins@lccc.edu to schedule a meeting.
Dean Dr. Andrea Gramum-Monkey
Mondays from 1 to 3 p.m. Email agramum@lccc.edu to schedule via Hangouts.
Interim Dean Eike Reichardt
Wednesdays from 3 to 5 p.m. Email erreichard@lccc.edu to schedule online meeting.
Dean Scott Koller
Mondays from 10 a.m. to noon. Email skoller@lccc.edu to schedule online meeting.
Dean Dr. Kelly Trahan
Mondays from 2 to 3 p.m. Email kttrahan@lccc.edu to schedule an online meeting.
CIO Joshua Mitchell
Tuesdays from 11 a.m. to noon. Email jmitchel19@lccc.edu to schedule online meeting.
Dean Scott Aquila
Email saquila@lccc.edu to schedule an online or face-to-face meeting.

LCCC IT Maintenance Scheduled for Saturday, April 23

On Saturday, April 23, from 9 a.m. - 9 p.m. EDT, LCCC IT will be performing maintenance impacting Argos, Banner, OBIEE, Remote Desktop services for administrative staff and several other applications. Please note, services may be intermittently available during this window. We appreciate your patience and apologize for any inconvenience this may cause. Please submit any questions [here](#) or call 610-799-1161.

Student Satisfaction Survey for College Services

A survey regarding student satisfaction with college services is being conducted at LCCC. Students will receive a survey link via email. For more information, contact the Office of Institutional Research and Effectiveness at 610-799-1936 or via email at research@lccc.edu.

Former Dual Enrollment Student Selected as Fulbright Scholar

Lexi Kerstetter, who attended LCCC as a Dual Enrollment student from Tamaqua High School in 2017-18, has been awarded a Fulbright Scholarship to spend a year in Taiwan as an English teaching assistant. Lexi transferred from high school to Lebanon Valley College, after earning Dual Enrollment credits at LCCC. She graduated from Lebanon Valley in December 2021 with a degree in biology.

Dr. Bieber Honored with Cedar Crest Award



Congratulations to Dr. Ann Bieber, who was honored by Cedar Crest College with a 2022 Associates Award on April 12. A 1986 graduate of Cedar Crest, Dr. Bieber received the Individual Award and was honored for her achievements as president of LCCC. She is pictured with a student and Cedar Crest president Dr. Elizabeth Meade.

May's Community of Wellness and Belonging Walking Challenge

Join the LCCC community to help build a better, healthier and happier culture. We are walking to share a fun strategy that can help you or a group be sure that you're taking care of yourself in May by walking, running, etc., for 30 days. You will receive a reminder email every Monday to enter your steps for the previous week. We will also share top results in College Voice each week. To sign up, click [here](#). Please reach out to Veronica Blue at 610-799-1086 or vblue@lccc.edu with any questions.

See flyer for more details.

Tuesday, April 19, Is an Academic Friday

Tuesday, April 19, will be an academic Friday. This means that all regularly scheduled Tuesday classes will not be meeting. All Friday classes will be held on Tuesday, April 19. This includes face-to-face, hybrid, and remote courses.

College Services Survey for Employees

A survey regarding college services is being conducted at LCCC. Employees will receive a survey link via email. For more information, contact the Office of Institutional Research and Effectiveness at 610-799-1936 or via email at research@lccc.edu.

Nursing Students Appointed to National Board

Two first year LCCC ADN nursing students won positions on the National Student Nurses' Association Board at the National Student Nurses' Association Convention in April. Four Nursing students attended, including second-year students, Michaelaen Farley and Sarah Lecher and first-year students, Haley Donnerstag and Mikayla Shankweiler.

Haley Donnerstag is the new director of the Eastern Election Area and Mikayla Shankweiler is now the representative for Nominations and Election Committee for the Eastern Election Area. Congratulations to these nursing students for this amazing accomplishment.

Celebrate Earth Day: Lecture Presentation - Around the World in 90 Minutes



On Tuesday, April 19, the 90 minutes will host Marty Essen's Around the World in 90 Minutes lecture presentation to celebrate Earth Day and in recognition of LCCC's Arboretum Project which will be unveiled on April 21. His presentation will be held at 7 p.m. in the Community Services Center and is free and open to the public.

Marty was at LCCC several years ago and the audience loved his presentation. He is not only passionate about the environment and all species, he is also a photographer, author, educator and adventurer. His presentation has something for all majors - photography, science, writing, public speaking and more.

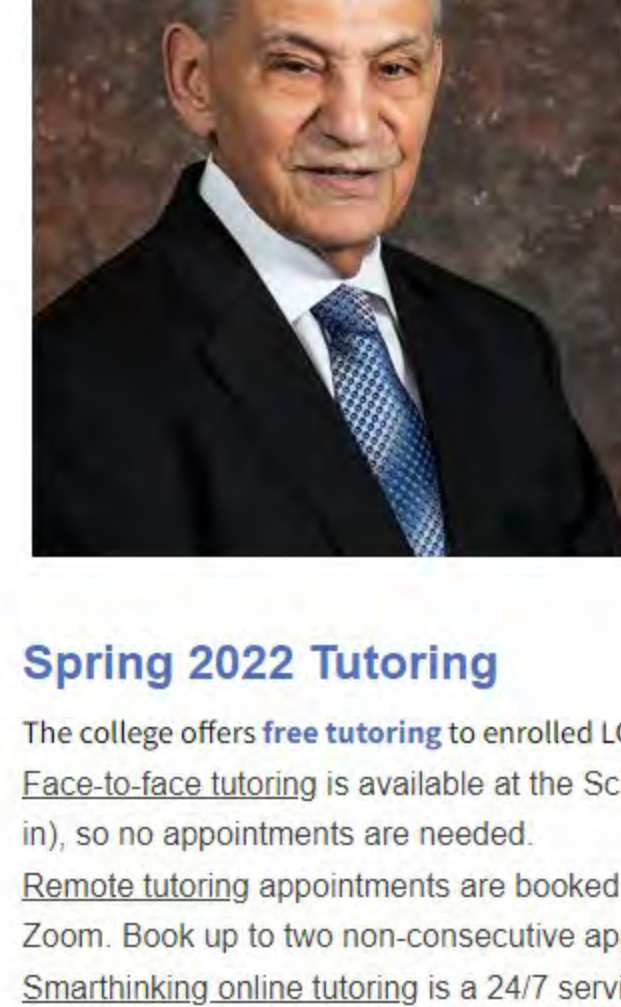
Dr. Bieber Included on Power 30 List

Dr. Ann Bieber has recently been recognized on the Lehigh Valley Business' Power 30 for Higher Education list, which includes people with higher ed positions that give them the ability to shape our communities and influence the valley's quality of life through education.

Fall 2021 Factbook

The Fall 2021 Factbook is available to view on the portal.

Trustee Joseph Alban Passes Away



We are sad to share that long-time LCCC trustee Joseph Alban has died. He passed away on Saturday, April 9, at the age of 90. Alban had served as trustee since Feb. 2006, representing the Whitehall-Coplay School District. Services will be at 10 a.m., Monday, April 18, at St. Peter Church in Coplay. His [obituary](#) is available online.

Spring 2022 Tutoring

The college offers free tutoring to enrolled LCCC students in a variety of subjects. [Face-to-face tutoring](#) is available at the Schnecksville, Allentown and Tamaqua locations. Labs are open (walk in), so no appointments are needed. [Remote tutoring](#) appointments are booked online by students. LCCC tutors meet virtually through GoBoard or Zoom. Book up to two non-consecutive appointments a day for tutoring in the same course. [Smartthinking online tutoring](#) is a 24/7 service free to students. Professional tutors provide both synchronous and asynchronous tutoring. Smartthinking may be accessed by clicking the link on the Tutoring homepage in the portal. If you have questions about tutoring, call the Educational Support Center at 610-799-1156.

New Library System

The library is in the process of moving to a new library system. As part of this move, any links inside course materials to library resources (articles, books, streaming databases and individual streaming movies) will need to be updated. While the old system will continue to be available (until June 2022), there will be limited support - if links fail, a link will be provided based on the new system. This link can then replace existing links in course material. For those who prefer to have links generated, please complete the [Resource Sheet](#) by providing the requested information. The new links will be updated and can then be pasted into course materials. Please reach out to James Gilbert at 610-799-1907 or lgilbert@lccc.edu with any questions.

Rotroch Library - 4 Clicks to a Good Book

Recent additions to the Rotroch Library collection. Getting your hands on these books is easy as 1-2-3-4.

1. Click on the book image
2. Click on "Place a hold" and select "STUDENT/FACULTY/STAFF"
3. If prompted, enter myLCCC portal credentials.
4. Select pickup/delivery options and click "Submit." Questions? Call x1150.

ADMINISTRATIVE UPDATES

Invoice Processing Changes Coming Soon

For the upcoming fiscal year, the Finance Department is excited to announce we will launch a new, electronic process for invoice approvals. This new procedure is similar to how we are currently processing requisitions and will streamline and improve your daily workflow. Training sessions will begin soon, so be sure to check the College Voice for dates and times.

Finance Office Year End Deadlines

Please note the following deadlines from the Finance Office for the end of fiscal year 2021-22:

- May 13 - Grant purchase requisitions
- May 27 - College purchase requisitions
- June 15 - Last day for FY21/22 credit card and W.B. Mason purchases
- June 20 - Petty cash and travel reimbursements - Allentown and Tamaqua sites
- June 20 - Petty cash and travel reimbursements - Main Campus
- June 20 - Student stipends
- June 24 - Last day to submit.
 - Duplicating jobs
 - Petty cash reimbursement - Main Campus
 - Travel reimbursement - Main Campus
- June 30 - All FY21/22 goods and services "received"
- July 1 - All Accounts Payable invoices must be approved and submitted to the Finance Office
- July 7 - Final FY21/22 Accounts Payable check run
- June 23 - Final FY21/22 payroll pay date - contracted staff
- July 7 - Final FY21/22 payroll pay date - timecard staff (paydays of June 19-30)

2022 Summer Workweek Schedule

Please note that full-time administrative and ESP staff are eligible to work a four-day week during the summer. Please see the letter from Human Resources for details.

Human Resources News

Click the [see more](#) button for the latest news and updates from LCCC Human Resources

[See more >](#)

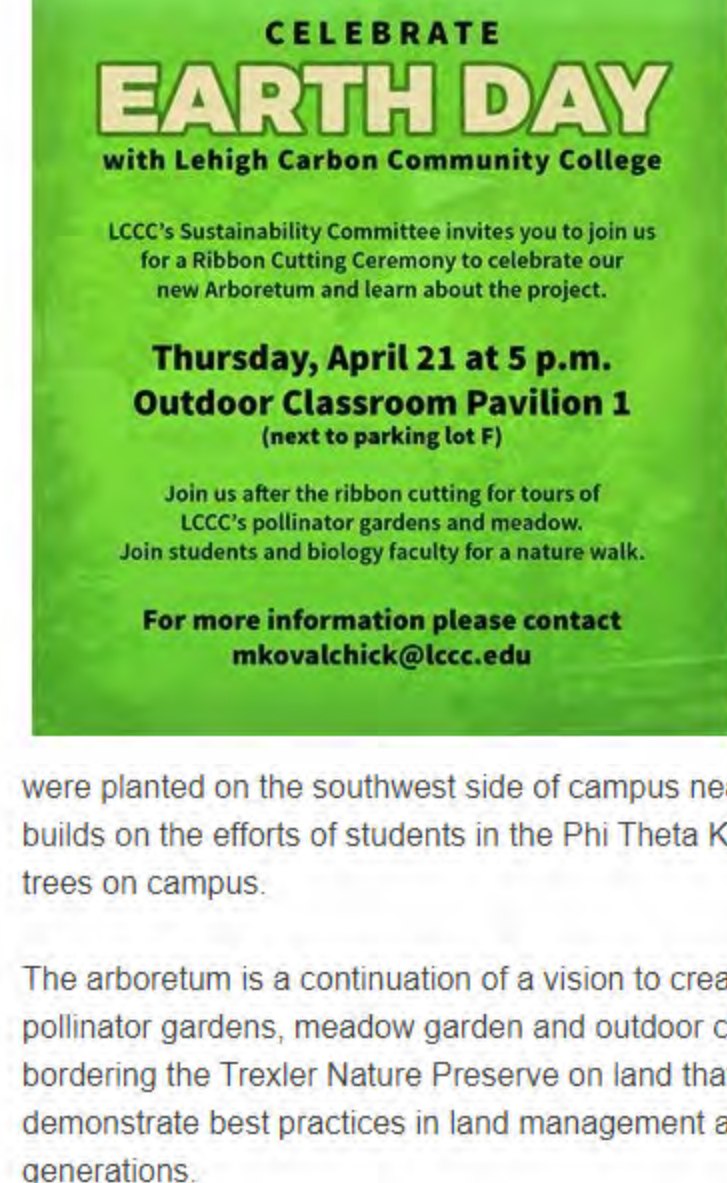
Online Learning News

Click the [see more](#) button for the latest news and updates from LCCC Online Learning

[See more >](#)

REMINDERS

Celebrate Earth Day at Arboretum Ribbon Cutting



In celebration of Earth Day, the LCCC Sustainability Committee will hold a ribbon cutting ceremony at 5 p.m., Thursday, April 21, to dedicate the newly planted arboretum on the main campus. The ceremony will be held in the Outdoor Classroom Pavilion 1 (next to parking lot F) located between Bernier Hall and the Rotroch Library on the college's main Schnecksville campus.

In addition to the ceremonial dedication of the young trees, attendees will have an opportunity to view some of the natural elements that have been developed on the main campus site over the past few years. Walking tours will be led by students and biology faculty who have played an integral role in the development of three pollinator gardens and wildflower meadow.

The college planted 24 trees as part of the arboretum project funded by the Delaware & Lehigh National Heritage Corridor through the Lehigh Valley Greenways Grant Program. Trees were planted on the southwest side of campus near the Rotroch Library and Bernier Hall. The Greenways grant builds on the efforts of students in the Phi Theta Kappa honor society who completed a detailed inventory of the trees on campus.

The arboretum is a continuation of a vision to create a micro-ecosystem on campus, building on the new pollinator gardens, meadow garden and outdoor classrooms. The Schnecksville campus occupies acreage bordering the Troxler Nature Preserve on land that was formerly orchards. These conservation projects demonstrate best practices in land management and ensure viability of the campus micro-ecosystem for future generations.

For additional information, contact Mary Kovalchick at mkovalchick@lccc.edu.

Remaley Technology Center Dedicated April 28



The campus community is invited to the formal dedication of the Nevin Earl Remaley Technology Center beginning at 2 p.m., Thursday, April 28. The ceremony will be held in the first floor lobby of the building.

Teacher Education Holds Mindfulness Session for Educators

As part of celebrating NAECY's Week of the Young Child and to thank all dedicated teachers, Kappa Delta Pi and LCCC Teacher Education invites you to a free, virtual Mindfulness Session for Educators from 10 to 11 a.m., Wednesday, April 20. The presenter will be Brooke Fontoura-Sutliff, trained meditation instructor, yoga instructor and career development professional.

It is encouraged that Teacher Education students share this as a personal invitation to their fieldwork/worksite director, lead and co-teachers, their education peers, and any other teachers/administration they know. We want to celebrate teachers and give them this gift of self care, especially with how difficult it has been these past few years with the pandemic and virtual learning.

Please note, this mindfulness training is designed for teachers/adults only. The presenter will share information about mindfulness, breathing exercises and will help participants relax.

Thank you for your continued efforts to support your education community.

MOAB Training

The college's Department of Public Safety will be conducting Management of Aggressive Behavior (MOAB) training this spring. MOAB training presents principles, techniques and skills for recognizing, reducing and managing violent and aggressive behavior both in and out of the workplace. It is strongly recommended that you attend the training if you have not already. The following session is available:
9 a.m.-12 p.m., Friday, June 10, CSC Ballroom, room 203

To register, fill out the form online. Please contact Ashley Gonzalez, Brian DeLong or Donna Williams with questions.

Fall 2022 Academic Software Requests

It is time to begin planning for Fall 2022 academic software updates and changes. Please review the current Academic Software list on Google Drive. If changes are required, please complete the Academic Software request form. Deadline to submit requests is May 20.

Faculty and Staff Recognition Event

The 2022 Faculty/Staff Recognition Event will include two parts:
Thursday, May 12 - Virtual ceremony (similar to last year) beginning at 4 p.m. Connect to the ceremony via Zoom.

Friday, May 13 - Faculty and staff are invited to stop by the CSC Ballroom (203/205) between 12 and 1:30 p.m. to mingle and congratulate co-workers (a recording of Thursday's virtual ceremony will be provided). Faculty and staff being recognized can pick up their awards at this time. Light refreshments will be provided. Please RSVP online.

SPRIT & WELLNESS

Wellness News You Can Use - April

Please read more health and wellness news in the April issue of Wellness News You Can Use. "A healthy attitude is contagious but don't wait to catch it from others. Be a carrier." - Tom Stoppard

Virtual Wellness Classes



Stay home, stay fit! Join our virtual wellness classes!

Sweat 4 Swag

Join the Sweat 4 Swag punchcard workout program and earn FREE LCCC gear! Sign up at the front desk of the Wellness Center.

