



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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## ANNOUNCEMENTS

April 11, 2023

### Submit Your College Voice News [Here](#)

All College Voice submissions are due by 12 p.m. the business day prior to each edition (Friday by 12 p.m. for Monday edition, Wednesday by 12 p.m. for Thursday edition). 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 2023 President's Desk](#)
- [LCCC Employment Openings](#)
- [Events](#)
- ["This Week" Student Newsletter](#)
- [Report Safety and Security Concerns](#)
- [Sexual Harassment and Sexual Violence Anonymous Online Reporting](#)

### 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. - 6 p.m., Monday through Thursday; 8 a.m. - 5 p.m., Friday.  
Lobby Hours  
7:30 a.m. - 7 p.m., Monday through Thursday; 8 a.m. - 5 p.m., Friday.

Courier services Monday through Friday to 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. - 9:45 p.m., Monday through Thursday; 7:30 a.m. - 5 p.m., Friday.

### Gourmet Dining Hours

ARC Main Cafe

Monday-Thursday: 7:30 a.m. - 2:30 p.m. Grill open from 8 a.m. - 2 p.m. Fryer items available until 2:30 p.m. Closed Fridays. Catering is available.

### Weekly Menu

### The Corner Cafe

Open 8 a.m. - 1:30 p.m. Monday to Thursday, Open 8 a.m. - 1 p.m. on Friday

The Main Cafeteria and Corner Cafe will be Closed Starting Monday, Dec. 19 until Friday, Jan. 20. Catering remains available.

### Wellness Center

9 a.m. - 5 p.m., Monday through Friday

### 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](mailto:tbean@lccc.edu) to schedule an online meeting.

### VP Dr. Cindy Haney

1st and 3rd Mondays from 4 to 6 p.m. and 2nd and 4th Thursdays from 4 to 6 p.m. Email Ronnie Blue at [rblue@lccc.edu](mailto:rblue@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 [kbellross@lccc.edu](mailto:kbellross@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 Maria Bowen at [mbowen4@lccc.edu](mailto:mbowen4@lccc.edu) to schedule an online meeting.

### Dean Peggy Heim

Mondays from 3 to 5 p.m. Email [PHeim@lccc.edu](mailto:PHeim@lccc.edu) to schedule online meeting.

### Interim Dean Dr. Jodi Rowlands

Wednesdays, 8 to 9 a.m. or 4 to 5 p.m. Email [jrowlands@lccc.edu](mailto:jrowlands@lccc.edu) to schedule a meeting.

### Dean Dr. Andrea Gramum-Mosley

Mondays from 1 to 5 p.m. Email [agramummosley@lccc.edu](mailto:agramummosley@lccc.edu) to schedule via Hangouts.

### Interim Dean Eike Reichardt

Wednesdays from 3 to 5 p.m. Email [ERreichardt@lccc.edu](mailto:ERreichardt@lccc.edu) to schedule an online meeting.

### Dean Dr. Kelly Trahan

Mondays from 3 to 5 p.m. Email [KTrahan@lccc.edu](mailto:KTrahan@lccc.edu) to schedule an online meeting.

### CIO Joshua Mitchell

Tuesdays from 11 a.m. to noon. Email [JMitchell10@lccc.edu](mailto:JMitchell10@lccc.edu) to schedule online meeting.

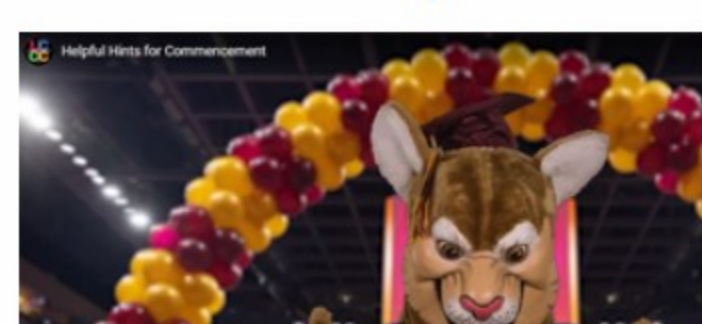
### Dean Scott Aquila

Email [Saquila@lccc.edu](mailto:Saquila@lccc.edu) to schedule an online or face-to-face meeting.

### Spirit Day - Wear Your Favorite Baseball Attire

Don't miss out on our very special second spirit day this month on Friday, April 14. Be sure to represent your favorite baseball team with a shirt, jacket, or whatever attire you have. We look forward to seeing your team pride!

### Graduates – Helpful Hints for the 2023 Commencement Ceremony



The Office of College Relations and the Commencement Committee have created a whimsical do's and don'ts commencement video to help graduates know what to expect from the ceremony, which is set for May 17. To help them get ready for the momentous occasion, we have created a video, featuring LCCC mascot "Clawrence," showing students to expect, where to stand, when to cross the stage, how to don the regalia (and which side the tassel goes!), what not to bring into the arena and more. The video will be included on the Commencement Information webpage and sent in an email to graduates. Feel free to share with prospective graduates to help them be prepared.

### Phi Theta Kappa Induction

LCCC's chapter of Phi Theta Kappa New Member Induction Ceremony will be on Sunday, April 23 at 2 p.m. Phi Theta Kappa is the International Honor Society for two-year college students. The ceremony will be held in the Community Services Center on the Schnecksville campus. This ceremony provides recognition and a public celebration of academic achievements and a formal welcome to the Alpha Omicron Alpha Chapter. Dr. Christine Bowditch, Professor of Sociology, will be the keynote speaker. The Induction Ceremony will last approximately one hour. All members of the college community are welcome to attend!

### Pizza with the President

## PIZZA with the PRESIDENT



Refreshments served. RSVP to Tracy Bean at <a href="mailto:tbean@lccc.edu">tbean@lccc.edu</a>	
<b>LCCC Main</b> Monday, April 10 2:30 - 3:30 p.m. Technology Center, TC 203	<b>LCCC Tamaqua</b> Tuesday, April 11 10:30 - 11:30 a.m. MC 104/105
<b>LCCC Allentown</b> Tuesday, April 25 11:30 a.m. - 12:30 p.m. Donley Lower Level Lounge	<b>Virtual</b> Monday, April 10 6:00 p.m. <a href="#">Click HERE for Zoom link.</a>

Access Zoom link [here](#).

## ADMINISTRATIVE UPDATES

### Human Resources News

#### Nominate a Colleague for Spotlight on Excellence

Is there a faculty or staff member you know who helped smooth over an unexpected bump during a project or event? Do you know someone who went above and beyond to provide excellent customer service? Human Resources invites you to nominate that person for a Spotlight on Excellence recognition. Recognized members of the college community will be announced in the College Voice and will receive a token of appreciation for a job well done. Please use the [nomination form](#) to spotlight the excellence of a fellow employee!

#### Slip, Trip and Fall Prevention

Slips, trips, and falls account for a large percentage of medical incidents on campus and are the result from some a kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. [Attached](#) are tips to aid in the prevention of slips, trips and falls.

**Updated COVID-19 Guidelines** from the Centers for Disease Control and Prevention (CDC) effective August 11, 2022 can be found [here](#).

This updated guidance no longer differentiates between those who are vaccinated and those who are unvaccinated. The CDC advises that those individuals exposed to COVID-19, regardless of vaccination status, need not quarantine.

#### 1. Exposure to someone with COVID-19:

- If you were exposed to someone with COVID-19, follow these steps per the [CDC guidelines](#):
- Start precautions immediately:
    - Wear a high-quality mask for 10-full days as soon as you find out you were exposed (day 1 is the first full day after your last exposure)
    - Get tested at least 5 full days after your last exposure
  - Watch for COVID-19 symptoms such as:
    - Fever (100.4 degrees or greater)
    - Cough
    - Shortness of breath
    - Other COVID-19 symptoms
  - If you develop symptoms, isolate immediately

#### 2. Isolation and Precautions for People with COVID-19.

If you test positive for COVID-19, follow the steps below per the [CDC guidelines](#):

- Stay home and isolate for at least 5 days and isolate from others in your home.
- If you **had no** symptoms, day 1 of isolation is the following day you were tested.
- If you **had** symptoms, day 1 of isolation is the first full day after the day your symptoms started.

#### Quick Reference for Medical Emergencies on Campus

**If serious injury or illness occurs on campus, CALL 911.** After you call 911, call Public Safety at x1169 to inform them you called 911. Public Safety will report to where the injured person is until arrival of the ambulance. **For minor injury or illness, trained personnel should provide basic first aid care.** Call Public Safety at x1169. All Public Safety officers are trained in first aid and CPR/AEDS.

No employee shall transport another employee/student to an emergency facility or hospital.

#### All New Employees:

The college's online training program is specifically designed for the busy professional but keeps in mind the college's requirements for training. It is a convenient, easy way to complete our new hire training series at LCCC.

#### A. Required Online Trainings

Below are the four online trainings that will be emailed to you from Knowbe4. This is a single sign-on system that will enable you to log in using your portal username and password. These online trainings must be completed within the first 30 days of hire.

If you want your completion certificate for each training placed in your personnel file, please print it out and send to the Human Resources office, otherwise Human Resources maintains a database of your completed trainings.

#### FERPA – Privacy and Security Awareness

Protected Classes – Intro to Discrimination  
Intro to Diversity, Equity, and Inclusion in the Workplace  
Creating Strong Password - Security Awareness Training

#### B. Run-Hide-Fight Video

To view this video, go to the [Department of Public Safety website page](#) and click on the Run-Hide-Fight video link.

If you have any questions, please contact Human Resources at x1107 or x1108.

[Hide more >](#)

### Online Learning News

The [April edition](#) of the Online Learning Newsletter we highlight upcoming events, talk about important end dates for the training stipends, go over AI and ChatGPT, and feature a new page - the monthly Faculty Spotlight! This month's Faculty Spotlight is Lacey Gonzalez. If you have any questions about anything in the newsletter contact us at [Onlinelearning@lccc.edu](mailto:Onlinelearning@lccc.edu).

#### Online Learning Courses Available

Register [online](#) for our live and self-paced trainings. Trainings include: Canvas Course Certification, Remote Course Certification, Excellence in Instruction, Zoom, Canvas Studio, Blooms Taxonomy, and more!

#### Office Hours

Schedule a [meeting](#) with Rachel Peters to ask any questions on training, course development, professional development, and other tools/topics.

#### Digital Badges

Faculty and staff will have the opportunity to receive digital badges to display on LinkedIn, email signature and other areas, highlighting their professional achievements and commitment to continued learning. A number of different badges are available to anyone who completes the required training or series of trainings. The training requirements for each badge are outlined on the [flyer](#). If you have any questions about the digital badges or the requirements for them please contact [onlinelearning@lccc.edu](mailto:onlinelearning@lccc.edu).

Congratulations to the following people who have recently earned the Essentials Badge: Joseph Fortunato, Cosette El Hage, Cherrynn Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

[Hide more >](#)

## REMINDERS

### Finance Office Year End Deadlines

#### Finance Office: Fiscal Year End 22/23 Deadline Dates

- 5/12/23 - Grant Purchase Requisitions
- 5/31/23 - College Purchase Requisitions
- 6/16/23 - Last day for FY22/23 credit card and W.B. Mason purchases
- 6/19/23 - Travel reimbursements – Allentown and Tamaqua sites
- 6/19/23 - Student stipends
- 6/23/23 - Last day to submit:
  - Duplicating jobs
  - Travel Reimbursements – Main Campus
  - Employee Reimbursements – Main Campus
- 6/30/23 - All FY22/23 goods & services "received"
- 6/30/23 - All Accounts Payable Invoices must be approved & submitted to the Finance Office
- 7/06/23 - Final FY22/23 Accounts Payable check run

- 6/22/23 - Final FY22/23 payroll pay date – contracted staff
- 7/06/23 - Final FY22/23 payroll pay date – timecard staff (paydays of 6/18-6/30)

### Monday, April 10, Is an Academic Friday

Monday, April 10 will be an academic Friday. This means that all regularly scheduled Monday classes will not be meeting. All Friday classes will be held on Monday, April 10. This includes face-to-face, hybrid, and remote courses.

### College Employee Information Sessions

Various college service areas will be doing presentations along with question and answer sessions to familiarize new employees with the services their area provides at the college. All employees are welcome to attend.

Click [here](#) for the Zoom link for the sessions.

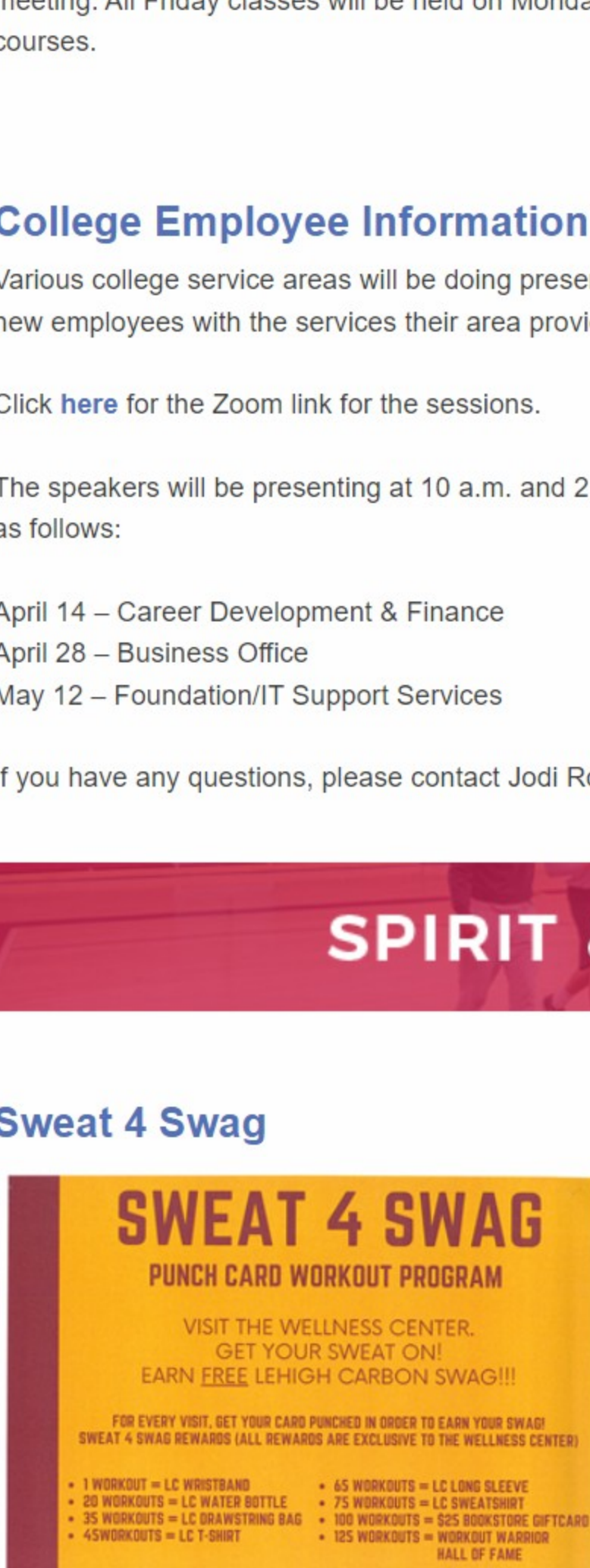
The speakers will be presenting at 10 a.m. and 2 p.m. (same information in each session) on the dates assigned as follows:

- April 14 – Career Development & Finance
- April 28 – Business Office
- May 12 – Foundation/IT Support Services

If you have any questions, please contact Jodi Rowlands at [jrowlands@lccc.edu](mailto:jrowlands@lccc.edu).

## SPRIT & WELLNESS

### Sweat 4 Swag



A one hour workout is 4% of your day - no excuses! Join the Sweat 4 Swag punchcard workout program and collect Cougar Swag along the way. See Wellness Center staff for more information.

