



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPIRIT & WELLNESS	COMMITTED HIGHLIGHTS
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## ANNOUNCEMENTS

### April 20, 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's an event, a new program, or 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 Café**  
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. 18 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 Hanney**  
1st and 3rd Mondays from 4 to 5 p.m. and 2nd and 4th Thursdays from 4 to 5 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 8:30 to 10:30 a.m., and Thursdays from 12:30 to 2 p.m., or email [lverta@lccc.edu](mailto:lverta@lccc.edu) to arrange a scheduled meeting.

**VP Stefanie Neuster**  
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 [m Bowen@lccc.edu](mailto:m Bowen@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 Grannum-Mosley**  
Mondays from 1 to 3 p.m. Email [agrannum@lccc.edu](mailto:agrannum@lccc.edu) to schedule via Hangouts.

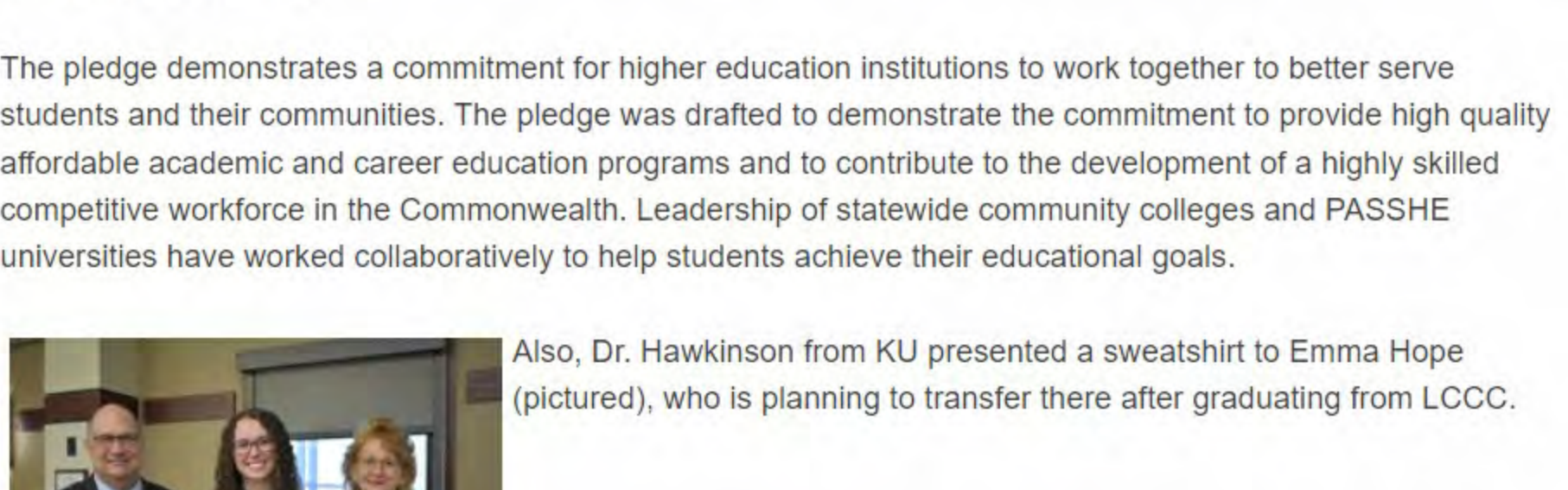
**Interim Dean Elise Reichardt**  
Wednesdays from 3 to 5 p.m. Email [EReichardt@lccc.edu](mailto:EReichardt@lccc.edu) to schedule online meeting.

**Dean Dr. Katelyn 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 [jmitchell19@lccc.edu](mailto:jmitchell19@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.

### LCCC Hosts News Conference to Announce Statewide Pledge



colleges and universities in the Pennsylvania State System of Higher Education. Pictured signing the pledge are Dr. David Ruth, president of Northampton Community College; Dr. Ann Bieber, LCCC president; Dr. Kenneth Hawkinson, president of Kutztown University; and Kenneth Long, president of East Stroudsburg University. Also attending were Emma Hope, Nue Centure Scholar, members of the Student Government Association, Rep. Peter Schreyer, Rep. Jeanne McNeill, Lehigh County Executive Phil Armstrong, as well as representatives from the offices of Sen. David Argall and Rep. Milou Mackenzie. Presidents from other community colleges across the state attended virtually.

The pledge demonstrates a commitment for higher education institutions to work together to better serve students and their communities. The pledge was drafted to demonstrate the commitment to provide high quality affordable academic and career education programs and to contribute to the development of a highly skilled competitive workforce in the Commonwealth. Leadership of statewide community colleges and PASSHE universities have worked collaboratively to help students achieve their educational goals.



Also, Dr. Hawkinson from KU presented a sweatshirt to Emma Hope (pictured), who is planning to transfer there after graduating from LCCC.

### Celebration of the Arts

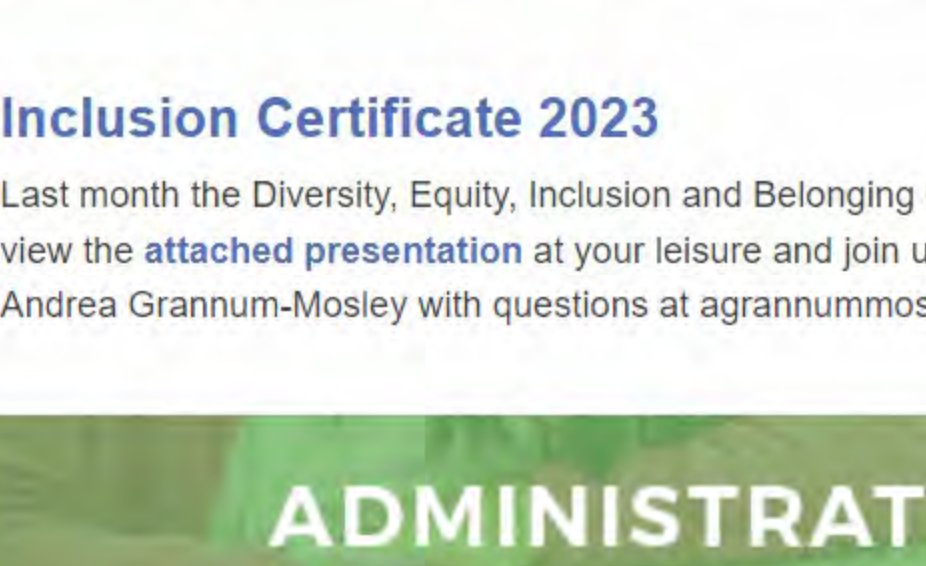


The LCCC Art Club will be hosting a "Celebration of the Arts" on Tuesday, April 25, in the Student Art Gallery in the Rothrock Library. The event will feature student artwork, paintings, drawings, photographs and series which will be in display and will be auctioned as a fundraiser for the club. In addition, there will be refreshments, a bake sale, and some fun art activities. Caricatures will be available for \$25. Cash or checks made payable to LCCC can be used for payment. The program will be held from 2-6 p.m. Please come out and support the LCCC Art Club!

### Horticulture Club Candy Bar and Plant Sale

The LCCC Horticulture Club will be holding a Gertrude Hawk Candy Bar Sale and Plant Sale on Thursday, April 20 from 11 a.m. to 3 p.m. by the SH Cafe'. Candy bars are \$2 each. The plants have been grown in the LCCC greenhouse and are now ready for a new home!

### Emerging Leaders Program Graduates 2022-23



The Emerging Leaders program celebrated the graduating cohort for 2022-23 on Friday, April 14. Participants learned about key leadership skills including effective communication, emotional intelligence and conflict resolution. During the last module, participants became the instructors, sharing one concept that resonated with them and presenting additional information about that topic. The next Emerging Leaders cohort will begin in fall of 2024.

The bi-annual program is coordinated through Human Resources. The 2022-23 cohort was facilitated by Dr. Karen Ladley.

(pictured from L to R: Caillie Clayton, Jill Yapsuga, Elyse McGovern, Bradley Reeves, Erin Vermeulen, Erik Christ, Elizabeth Rivera and Greg Bott)

### 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 28 – Business Office and Facilities and Operations
- May 12 – Foundation/IT Support Services

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

### Inclusion Certificate 2023

Last month the Diversity, Equity, Inclusion and Belonging Committee hosted an event on mental health. Please view the attached presentation at your leisure and join us for part two on April 27, at 6:15 p.m. Contact Dr. Andrea Grannum-Mosley with questions at [agrannum@lccc.edu](mailto:agrannum@lccc.edu).

## 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 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 10-14 days as soon as you find out you were exposed (day 1 is the first full day after your last exposure)
    - Get tested after 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

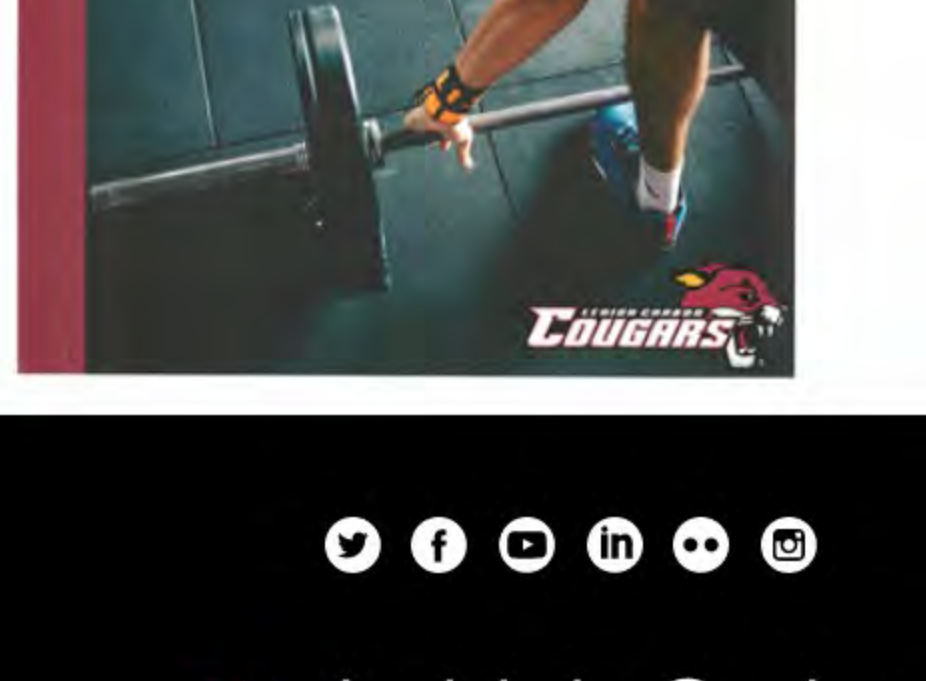
Faculty and staff will have the opportunity to receive digital badges to display on LinkedIn, email signature and other areas, highlighting their professional achievements and commitment to continued learning. A number of different badges are available to anyone who completes the required training or 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, Cheryann Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

[Hide more >](#)

## REMINDERS

### Military Appreciation Days



A pdf of the week's activities can be viewed [here](#).

### Screening of Big Pharma: Market Failure

The Honors College is hosting a screening of Big Pharma followed by a Q&A with director, Vince Mondillo on Monday, April 24, at 2:30 p.m. in AC 107/108.

How much do pharma companies really spend on research and development of truly innovative drugs? Do "free market" principles impact on drug prices and help control cost? Do the normal rules of business apply to the pharma industry? How do TV ads impact consumers and doctors? Big Pharma: Market Failure proposes a solution that makes business sense for employers and health sense for employees. It is a compelling drama that reveals the truth of pharma cost and what we can do about it.

This screening is free and open to the public.

### Faculty and Staff Recognition Event

The campus community is invited to honor and celebrate colleagues at the 2023 Faculty/Staff Recognition Event on Friday, May 12 from 3 - 5 p.m. in the Community Services Center Ballroom (203/205).

To celebrate faculty and staff milestones and accomplishments, the College will be closing all offices from 3 - 5 p.m. to allow employees to participate in mingling and congratulating their co-workers. The schedule of events is:

- 3 - 4 p.m. Mingling, live music, hors d'oeuvres and beverages
- 4 - 5 p.m. Recognition and award ceremony (in the Ballroom)

Please RSVP here by April 28; if you have any special dietary needs, please contact Tiffany at [TRehrighs@lccc.edu](mailto:TRehrighs@lccc.edu).

If you do not wish to participate, you may use any personal or vacation accrual to leave at 3 p.m.

### Foundation Volunteer Appreciation Reception



April is National Volunteer Appreciation Month. The Foundation office would like to thank all of our wonderful volunteers who help us at our events. We couldn't have done it without you! Come join us in our celebration on April 20, from 1 to 2:30 p.m., on Volunteer Recognition Day.

Light refreshments will be served. RSVP to [foundation@lccc.edu](mailto:foundation@lccc.edu) before 4/17.

### Celebration of Life for Susan Fread

Friends of Susan Fread are invited to attend a celebration of her life at Civic Theatre, Allentown on Saturday, April 22. The event will include music and a few speakers. Catered by PJ Wheelhans. Please RSVP [here](#).

### 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!

### 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 reimbursements
- 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 and submitted to the Finance Office
- 7/06/23 - Final FY22/23 Accounts Payable 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)

## SPIRIT & WELLNESS

### May Walking Challenge

Join the LCCC Spirit Committee in helping build a better, healthier and happier culture through the May Walking Challenge! For the month of May, you will receive a reminder email every week to enter your steps (or your team's steps) for the previous week. We will also share the top results in College Voice each week. Sign up [here](#). Reach out to Ronnie Blue at [rbblue@lccc.edu](mailto:rbblue@lccc.edu) or 610-799-1086 with any questions.

### 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.

