



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPIRIT & WELLNESS	COMMITTED HIGHLIGHTS
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ANNOUNCEMENTS

April 24, 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, 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 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 CAFÉ

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 Café will be closed starting Monday, Dec. 19 until Friday, Jan. 20. Catering remains available.

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

PRESIDENT'S CABINET MEMBERS' 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 Dr. Cindy Haney

1st and 3rd Mondays from 4 to 5 p.m. and 2nd and 4th Thursdays from 4 to 5 p.m. Email [Ronnie Blue](mailto:Ronnie.Blue@lccc.edu) at Ronnie.Blue@lccc.edu to schedule a Hangouts meeting.

VP Larissa Verta

Access virtual office hours on Mondays from 2 to 6 p.m.; Tuesdays from 9:30 to 10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email lbello@lccc.edu to arrange a scheduled meeting.

VP Stefanie Neester

1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email [Marla Brown](mailto:Marla.Brown@lccc.edu) at Marla.Brown@lccc.edu to schedule an online meeting.

Dean Peggy Heim

Mondays from 2 to 5 p.m. Email 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 to schedule a meeting.

Dean Dr. Andrea Grannum-Mosley

Mondays from 1 to 2 p.m. Email agrannummosley@lccc.edu to schedule a Hangouts.

Interim Dean Eiko Reichardt

Wednesdays from 11 a.m. to noon. Email EReichardt@lccc.edu to schedule online meeting.

Dean Dr. Kefly Trahan

Mondays from 2 to 5 p.m. Email KTrahan@lccc.edu to schedule an online meeting.

CIO Joshua Mitchell

Tuesdays from 11 a.m. to noon. Email JMitchell19@lccc.edu to schedule online meeting.

Dean Scott Aquila

Email Saquila@lccc.edu to schedule an online or face-to-face meeting.

College Relations Scheduling Portrait Sessions

If you are a new employee or would like to have an updated photo taken by the Office of College Relations is offering a weekly portrait session on the Schneckville campus. We will be taking photos between 3:30 - 4:30 p.m. on Thursdays.

Let us know you are coming by emailing collegerelations@lccc.edu or stop by the Design Studio (room 115 the Student Services Center). If you are at one of the sites, let us know you would like to have a portrait taken and we will schedule a time.

We will use these photos, as needed, on the faculty and staff list on the website. You are also welcome to have a digital copy for your own use.
Questions? Email collegerelations@lccc.edu.

Shredding Event Happening Continuously

As a reminder all items needed for shredding can be sent to Mail Center/Duplicating Center on a daily basis. If you have large quantities that need to be transported to the Mail Center please place a school order for that request. If you have any questions please feel free to email duplicating@lccc.edu or call 610-799-1119.

Polymer Science Students in the Makerspace

Recently, our Polymer Science students visited the Makerspace Design Den to test material conductivity using Snap Circuits. Snap Circuit kits are a great option when testing material conductivity, as they allow students to configure circuits in a similar shape to what they observe in a given circuit diagram. In addition, Snap Circuits allow our students to conduct a hands-on approach to learning and experimenting with new tests relating to coursework.



Employee Resource Group Update

As we continue to identify ways to better support and foster inclusion and belonging for employees at LCCC, an initial meeting was held in March to seek participation and discussion about creating employee resource groups. This meeting successfully brought together employees who are interested in providing a place to gather with others of common identity to build a support system, participate in discussions about meaningful topics, and to share resources. Please see their message below:

[Bienvenidos a todos!]
Faculty and staff who identify as Hispanic or Latine/x/a/o are invited and encouraged to reach out to our employee affinity group. This is a space where we can connect with one another, provide mutual support, collaborate, and help make LCCC a better place for our Latine/x/a/o community members. For more information please email Natalie DeRosa, Latinx Support Coordinator at nderosa@lccc.edu or Mitza Morales, Director of Student Engagement and Inclusion at mmorales24@lccc.edu.

LG2B+ Employee/Faculty Group Forming
LCCC is endorsing the formation of employee resource groups around common interests. Employee and faculty members of the LG2B+ community are invited to join in the establishment of a new employee-led group. Participants will shape the group and determine focus, activities, and initiatives. Interested in joining the LG2B+ employee/faculty group? Have questions? Contact Fred Damon in confidence at fdamon@lccc.edu or 610-799-1576. Planning meeting - Friday, May 19, at 1:30 p.m. Details on location and Zoom link option for remote campuses to follow by email.

Cougar Camp

Registration for the 2023 Summer Cougar Camps is now open. Camp information is below.
July 17-21, Kindergarten - 4th grade
July 24-28, 5th - 8th grade
9 a.m. - 3:30 p.m. = \$200/week
*Extended care is available from 3:30 - 5:30 p.m., \$275/week
Campers will learn the basic fundamentals of Basketball, Baseball, Volleyball, Soccer and Golf from LCCC Coaches and players. Campers will focus on a different sport each day while also enjoying other fun games and activities.
There will also be an hour set aside each day for campers to do homework and/or other educational activities. Campers must bring their own lunch. View the registration form [here](#).

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.

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 for 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 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 the newsletter contact us at 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.

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

[Hide more >](#)

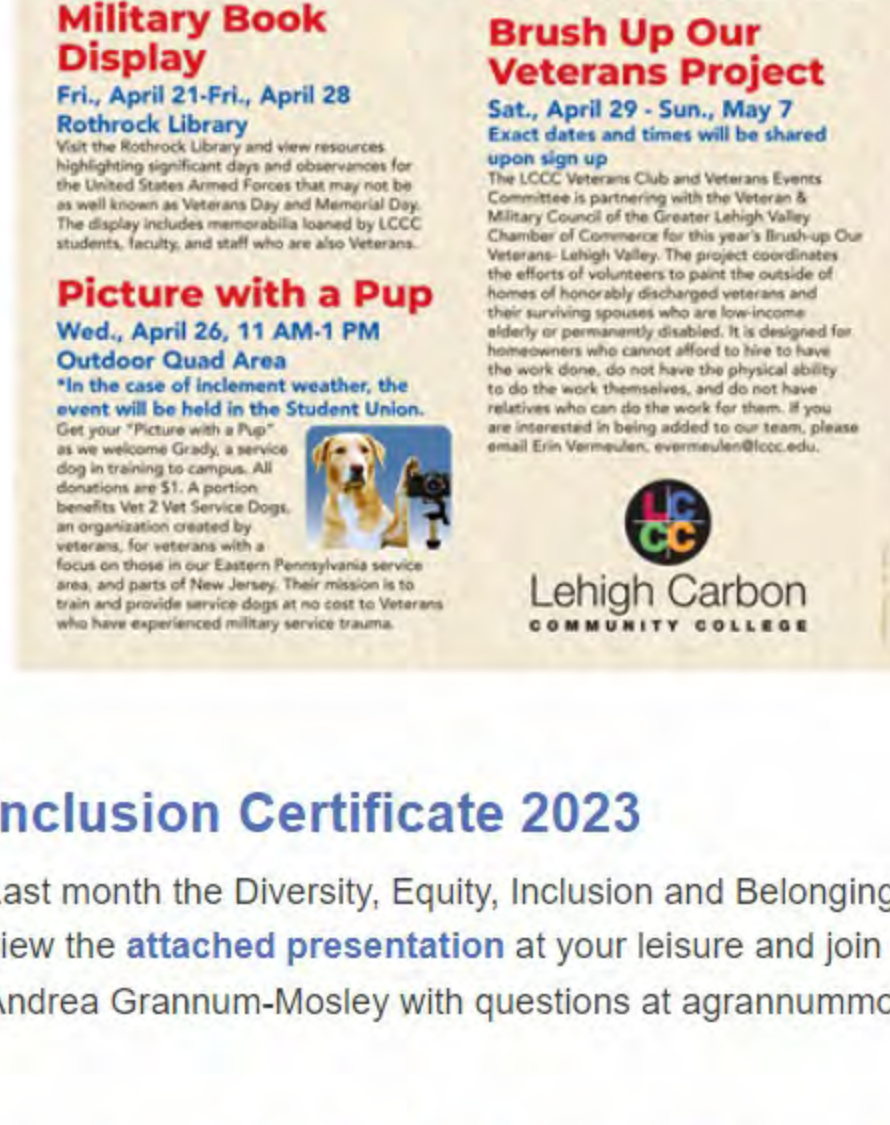
REMINDERS

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 Rotrock Library. The event will feature student artwork, paintings, drawings, photographs and crafts which will be on display and up for auction 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!

Military Appreciation Days



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

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 our event on April 27, at 6:15 p.m. Contact Dr. Andrea Grannum-Mosley with questions at agrannummosley@lccc.edu.

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 schedules 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. Mingle, 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 TRehrigschaefter@lccc.edu.

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

Finance Office Year End Deadlines

Finance Office: Fiscal Year End 22/23 Deadline Dates

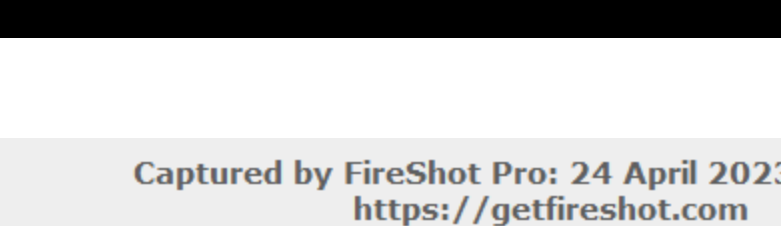
- 5/12/23 - Grant Purchase Requisitions
- 5/31/23 - College Purchase Requisitions
- 6/16/23 - Last day for FY22/23 credit card and W.B. Mason purchases
- 6/19/23 - Travel reimbursements – Allentown and W.B. Mason sites
- 6/19/23 - Student stipends
- 6/23/23 - Last day to submit:
 - Duplicating Jobs
 - 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 and 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 – limcard 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 vbblue@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.

