



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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ANNOUNCEMENTS

April 28, 2022

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 2022 President's Desk](#)
- [LCCC Employment Opportunities](#)
- [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 6 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.

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

CulinArt Hours

ARC Main Café
Monday-Thursday: 7:30 a.m.-2:30 p.m. Grill open 8 a.m.-1:30 p.m. Fryer open all day. Friday: 7:30 a.m.-1 p.m. Grill closed and limited selection available. Fryer will be open.

Weekly 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 28.

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 Stein at tstein@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 Ronnie Blue at 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 9:30-10:30 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 dcollins2@lccc.edu to schedule a meeting.

Dean Dr. Andrea Grannum-Mesley
Mondays from 1 to 3 p.m. Email agrannummesley@lccc.edu to schedule via Hangouts.

Interim Dean Elke Reichardt
Wednesdays from 10 a.m. to noon. Email ERreichard@lccc.edu to schedule online meeting.

Dean Craig Koller
Mondays from 10 a.m. to noon. Email CKoller@lccc.edu to schedule online meeting.

Dean Dr. Kelly Trahan
Mondays from 3 to 5 p.m. Email KTrahan@lccc.edu to schedule an online meeting.

CIO Joshua Mitchell
Tuesdays from 11 a.m. to noon. Email JMitchell1@lccc.edu to schedule online meeting.

Dean Scott Aquila
Email SAquila@lccc.edu to schedule an online or face-to-face meeting.

Walking Challenge

This is the last week to start something better, healthier and happier. During the month of May, walk or run for 30 days. You can enter as a team or an individual! 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.

Spotlight on Excellence-Tiffany Rehrig-Schaeffer



Shining a Spotlight of Excellence on Tiffany Rehrig-Schaeffer, Human Resources Administrative Assistant. Tiffany was nominated by Joe Benulis who shared, "I would like to personally thank Tiffany for her exceptional performance and the contribution she has made to our team at LCCC. Tiffany is a shining star with a passion for excellence. Her wonderful attention to detail, excellent communication skills, great follow through, and positive attitude make for outstanding results." Great job, Tiffany!

Faculty and Staff Recognition Event-RSVP Deadline

The 2022 Faculty/Staff Recognition Event is right around the corner! This year's Event will include two parts:

Thursday, May 12 - Virtual ceremony beginning at 4:00 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 12:00 and 1:30 p.m. to mingle and congratulate co-workers. Faculty and staff being recognized can pick up their awards at this time. Light refreshments will be provided. **Please RSVP** by Friday, May 6.

Kappa Beta Delta Induction Ceremony

Please join us for the Kappa Beta Delta Honor Society Induction Ceremony on Monday, May 2, at 5:30 p.m. in CSC 207. KBD is the Business Honor Society for students in ACBSP accredited associate degree programs. Mr. Keith Torres, a 2018 LCCC Business Administration graduate, will be the keynote speaker. Light refreshments will be served.

Dr. Bieber Named to Higher Education Power 100



LCCC President Dr. Ann Bieber has been selected as one of City & State PA's Higher Education Power 100. The issue debuted Monday, April 25. Top leaders of colleges and universities throughout the state were recognized for their leadership. The list recognizes the individuals who are redefining what it means to be a leader in this field.

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.



StART: Online Incident Report Training

StART is LCCC's online reporting system. All submitted reports are viewed by the Director of Counseling and Community Standards, the Director of Public Safety and the Dean of Student Development, Equity and Inclusion. In general, you will be contacted by the Director of Counseling and Community Standards (Brian DeLong) when you submit a report. StART's mission is to maintain a healthy, safe environment for all members of the college community. StART is currently utilized for online reporting of violations of the LCCC Code of Student Conduct (behavior concern), violations of the Academic Honesty Policy (academic dishonesty), injuries that take place during class (course related injury), and Public Safety reports. For more information, review LCCC's Code of Student Conduct. If you have questions regarding StART or to schedule a StART training, please email Brian at bdelong2@lccc.edu.

Staff vs. Student Kickball Game

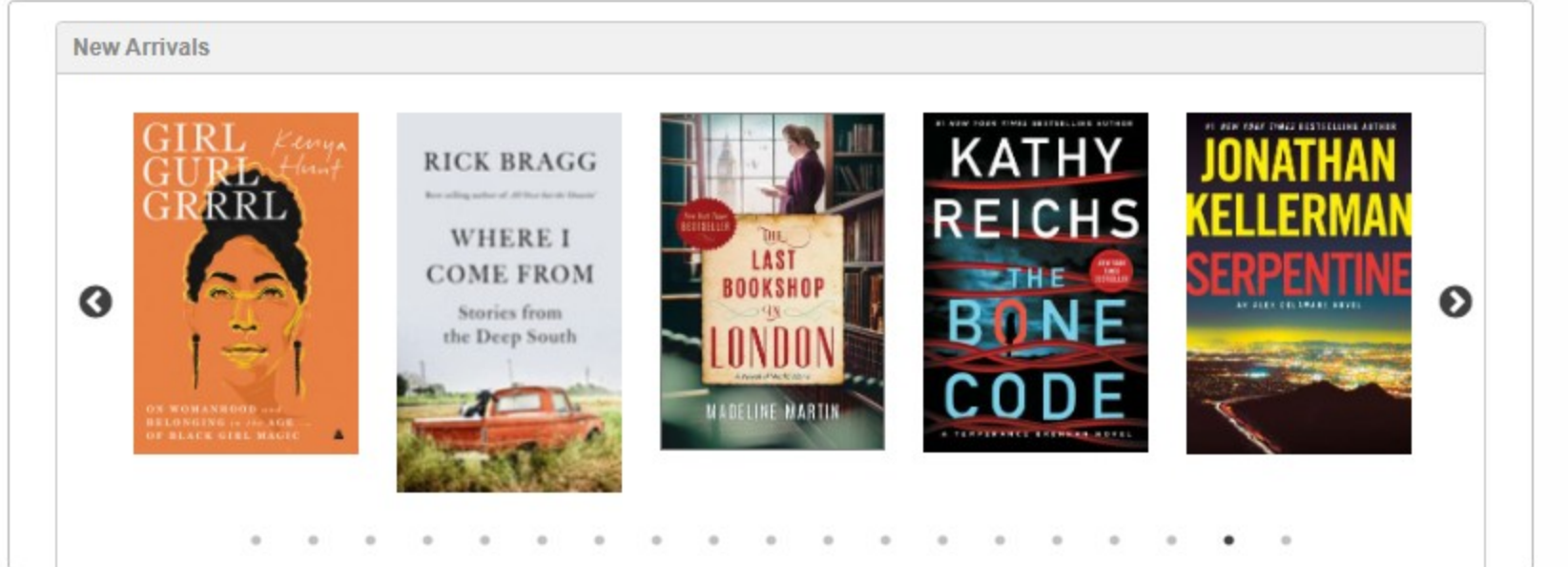


Kick the semester stress at the Staff vs Student Kickball game on May 11 at 5:30 p.m. Let's continue our winning streak! The game will be held at the softball field. In the event of rain the game will be held in the gym. Anyone interested in participating should contact MaryAnn Rush Wallace, mrushwallace@lccc.edu.

Rothrock Library - 4 Clicks to a Good Book

Recent additions to the Rothrock 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 your myLCCC portal credentials.
4. Select pickup/delivery options and click "Submit." Questions? Call x1150.



ADMINISTRATIVE UPDATES

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 - Create purchase requisitions
- June 15 - Petty cash for FY21/22 credit card and W.B. Mason purchases
- June 20 - Last day for FY21/22 reimbursements – Allentown and Tamaqua sites
- 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 - Final 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)

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

2022 Online Training Schedule

Below are the quarterly online trainings that have been scheduled for the summer and fall. These online trainings will be provided by Knowbe4. When you receive the email notification from Knowbe4, it will be a single sign on system that will enable you to log in using your username and password.

April 27 - Introduction to Diversity, Equity and Inclusion
This course will provide all employees with a foundational knowledge of diversity, equity and inclusion (DEI) in the workplace and why it matters. This course defines DEI, provides examples of what each concept looks like in the workplace and describes ways to contribute to each concept through small-scale daily actions.

June 13 - Preventing Harassment
This course uses interactions and scenarios to teach employees about workplace culture, power, gender and LGBTQ realities; how to identify and report harassing behaviors, what it means to speak up and be supportive; guidelines for preventing sexual harassment in the workplace, what it means to have an inclusive and tolerant workplace; and about spotting and preventing workplace abuse.

September 12 (Mandatory for all faculty and staff) - Title IX for Higher Education: Requirements and Responsibilities
This course is designed to provide faculty and staff who work in higher educational institutions with foundational knowledge of Title IX, a federal law prohibiting discrimination on the basis of sex in most higher educational institutions. Faculty and staff will learn about their responsibility to report incidents of sexual discrimination, harassment, and retaliation.

If you have any questions regarding the training material, please contact Donna Williams, Director of Human Resources, Title IX/Equity Coordinator, at 610-799-1107.

New Community Resources and Basic Needs Webpage

The Community Resources and Basic Needs webpage can help with finding resources to assist with Food, Homelessness, Housing, Utilities, Transportation and more. The page can be accessed directly at www.lccc.edu/crbn

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. Smarthinking online tutoring is a 24/7 service free to students. Professional tutors provide both synchronous and asynchronous tutoring. Smarthinking 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.

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.

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:

