

May 23, 2024

ANNOUNCEMENTS

Submit Your College Voice News

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

[College Voice Submission](#)

[View Previous College Voice Editions](#)

Quick Links

- [President's Desk, May 2024](#)
- [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. – 5 p.m., Monday through 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.-5 p.m.; Friday: 9 a.m.-1 p.m.; Saturday and Sunday: CLOSED.

Library Hours
7:30 a.m. – 5:00 p.m., Monday through Friday.

Wellness Center Summer Hours
Monday through Thursday: 10 a.m. – 3 p.m., Closed Fridays*

*All hours subject to change.

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 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 [Cindy Haney](mailto:chaney@lccc.edu) at chaney@lccc.edu to schedule a VP duties 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 Maria Bowen at mbowen@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.

Interim Dean Dr. Jodi Rowlands
Wednesdays, 9 to 9 a.m. or 4 to 5 p.m. Email jrowlands@lccc.edu to schedule a meeting.

Dean Dr. Andrea Granum-Mosley
Mondays from 1 to 3 p.m. Email agranummosley@lccc.edu to schedule via Hangouts.

Interim Dean Elke Reichardt
Wednesdays from 3 to 5 p.m. Email ereichardt@lccc.edu to schedule an 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 jmitchell@lccc.edu to schedule an online meeting.

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

Seeking Volunteers for MusikFest on Aug. 6

The Office of College Relations is coordinating the LCCC volunteer roundup for MusikFest '24. Join us for a fun-filled evening of volunteering at Festplatz on Tuesday, Aug. 6. We need volunteers to work as beer servers, soda booth attendants and cash conversation assistants. LCCC will be volunteering from 5 to 11 p.m.

The deadline to register to volunteer for MusikFest 2024 is Friday, May 31.

New this year is a requirement for child abuse clearances and a criminal history report, which we can send digitally as a group since HR has copies of those. Also, ArtsQuest will provide training on June 19 and 26 so we are prepared for the evening.

Here's what you get if you volunteer:

- Food and drink voucher to use that evening
- Free MusikFest t-shirt
- Networking and building connections
- Team building with colleagues, students and alumni
- Free parking shuttle passes
- Great night of fun and music

If you are interested in being part of the fun, contact Linda Baker at LBaker4@lccc.edu or ext. 1584.

Bucknell Community College Scholars Program

Congratulations to Wais Almkaleh, Elias Azar, Michael Garcia, Savannah Giannattasio, Miranda Meredith, Phaedrus Tierney and Marissa Waick for being accepted to the Bucknell Community College Scholars program, summer 2024!

The Bucknell Community College Scholars program is an incredible scholarship opportunity designed for high-achieving community college students who want to earn an associate degree and then take their education further. After successfully completing a six-week summer session at Bucknell, and completing their associate degree, these students are eligible to apply for the full tuition scholarship to Bucknell University.

Ice-Cream Truck On Campus

The LCCC Spirit Committee invites you to cool down with the So Cool Ice-Cream Bus on Wednesday, June 5, from 12:30 – 1:15 p.m. in front of the Student Services Center. Ice-cream treats are free with an LCCC employee ID.

The Donley and Morgan campuses will have their own sweet treats available at the same time. Reach out to Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at ghertzog@lccc.edu with any questions.

LCCC Western Round-Up Faculty/Staff Summer Picnic

Saddle up for the LCCC Western Round-Up Faculty/Staff Summer Picnic on Thursday, June 13, from 11:30 a.m. – 1:30 p.m. in the outdoor pavilion (or the ARC cafeteria if the weather is bad)! Mission BBQ will be catering this event, courtesy of the Spirit Committee. The Morgan campus will host their own picnic on the same day at the same time. The Donley Center picnic will be held on Wednesday, June 12, at the same time.

RSVP using [this form](#) by Friday, June 7, to secure your spot at what is sure to be a memorable event! Contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at ghertzog@lccc.edu with any questions. We hope to see you there!

ADMINISTRATIVE UPDATES

Human Resources News

New I-9 Form

The new version of the I-9 has been released. Please begin using the new version for all new hires. The form can be viewed [here](#).

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 Word](#) are tips to aid in the prevention of slips, trips and falls.

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 to you 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.

Online Learning News

Have you checked out the [May edition](#) of the Department of Online Learning newsletter? This edition includes information about the training programs we offer, including the newest Canvas Certification, which is starting this week. If you're still interested in joining this offering, please send an email to rpeters@lccc.edu. We also congratulate Todd Zimmerman for completing his Quality Matters course certification! Additionally, you'll find articles related to mental health in honor of May's Mental Health Awareness Month, as well as an outside training webinar on supporting neurodiverse students on May 23. Lastly, we have updates to Canvas Studio and a page recognizing our Online Learning Badge earners. If you have any questions please reach out to 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.

REMINDERS

Photos on Flickr

Photos from several end of year events have been uploaded to the LCCC Flickr page. They can be viewed by clicking the links below.

[2024 Student Awards Ceremony](#)

[Staff/Faculty Recognition Ceremony](#)

[Honors Celebration Ceremony](#)

[2024 Graduation](#)

LGBTQ+ Equity 101 Training on June 25

Through a Strategic Innovation Grant, the college will be offering LGBTQ+ Equity 101 training on Tuesday, June 25, from 9 a.m. – 12:30 p.m. in the Alumni Center. The training will be led by Robin Gow, LGBTQ+ Equity Trainer and Consultant.

LGBTQ+ people live, work and simply exist everywhere but often face barriers and biases that impact our lives. This training equips attendees with the basic tools to understand and reflect on key concepts in the LGBTQ+ community, space to practice supportive and affirming practices, and together work to create a more inclusive community for LGBTQ+ people.

Coffee, breakfast pastries and lunch will be provided for attendees. Seating for this training is limited to 40.

*Please note, this same training was held in the fall and spring.

Register by Wednesday, June 12 [here](#). For questions email Jill Yapsuga at jyapsuga@lccc.edu.

Does Your Department Need Student Workers?

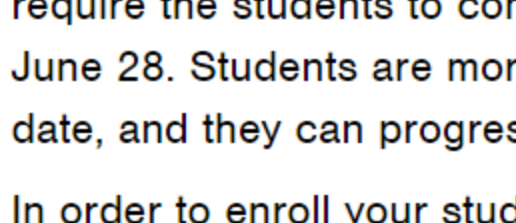
Is your department in need of student workers? Do you have a student worker position that you would like to post for the 2024-2025 Academic Year? In preparation for the start of the 2024-2025 academic year Career Development is requesting that all job postings are submitted by Thursday, June 13. We would like to get postings entered into the Cougar CLAW (Connecting LCCC And the Workplace) system to allow returning students the opportunity to start applying for jobs to begin at the start of the semester. This will also allow our new incoming students to review all LCCC student work opportunities, so they can begin the application process early as they become acclimated to our campuses.

If you have any questions, please reach out to Director of Career Development and Civic Engagement, Kescha Bell-Ross at 610-799-1136.

Google Update: SSO through LCCC Identity Is Coming

LCCC IT is excited to announce an upcoming change that will enhance the security and convenience of accessing Google Workspace services such as Gmail, Google Calendar, and Google Drive. Starting May 1, we will begin migrating faculty and staff accounts to use SSO through LCCC Identity. This transition will streamline access to Google services and improve overall user experience. We anticipate this transition to occur over several weeks and will send emails to individuals as migration dates are established for their account.

What is SSO through LCCC Identity? LCCC Identity (<https://identity.lccc.edu>) allows you to sign in once and access multiple applications seamlessly. With LCCC Identity, you'll use your LCCC Identity credentials to log into to Google Workspace, eliminating the need for separate passwords and reducing the risk of security breaches.



Incomplete Proctored Recovery Session for Spring 2024



If you are assigning an Incomplete (I) grade for the Spring 2024 semester, you can communicate that with your students and enroll them in the Incomplete Grade Recovery Session that will take place during the Summer Session I, which runs from May 20 through June 28.

Upon enrollment, your students will be assigned a Recovery Success Coach who will communicate with you and your students to recover the incomplete work before the Fall 2024 semester begins. Our recommendation is that you require the students to complete their work with the help of a coach before June 28. Students are more successful when they are held to an earlier due date, and they can progress and enroll in the upcoming semesters.

In order to enroll your students, please complete the Incomplete Grade Recovery Session [enrollment form](#). It is imperative that you fill this form out completely so the process can begin. All questions can be directed to Dr. Melanie A. Turrano, Professor of English and Coaching Commons Coordinator, at mturrano@lccc.edu.

Fiscal Year 2024 Year End Deadlines

Finance Office: Fiscal Year End 23/24 Deadlines

5/10/24 – Grant Purchase Requisitions

5/31/24 – College Purchase Requisitions

6/14/24 – Last day for FY23/24 credit card and W.B. Mason purchases

6/17/24 – Travel reimbursements – Allentown and Tamaqua sites

6/17/24 – Student stipends

6/21/24 – Last day to submit:

- Duplicating jobs
- Travel Reimbursements – Main Campus
- Employee Reimbursements – Main Campus
- Bookstore Vouchers

6/28/24 – All FY23/24 goods & services "received"

6/28/24 – All Accounts Payable invoices must be approved and submitted to the Finance Office

7/05/24 – Final FY23/24 Accounts Payable check run

6/20/24 – Final FY23/24 payroll pay date – contracted staff

7/18/24 – Final FY23/24 payroll pay date – timecard staff (paydays of 6/30-7/13/24)

A word doc of the dates for download or print can be found [here](#).

Lothrock Library – New Arrivals

Looking for your next read? Click [here](#) to see our New Arrivals. Simply click on the book cover and "Place a Hold." Books can be sent to your mailbox. Please contact the library at x. 1150 if you have questions.

SPIRIT & WELLNESS

Stretch and Breathe – May Movement Challenge Bonus

In the spirit of wellness and a part of Spirit Committee's May Movement Challenge, join us for Stretch and Breathe with Rachael Toonder in the upper level of the Student Union on Tuesday, May 28, at 2 p.m. Bring a towel or yoga mat with you. For questions, reach out to Rachael Toonder at rtounder@lccc.edu.

The Cougar Classic

Calling all faculty and staff who love playing cornhole and conversing with co-workers! The Spirit Committee along with Athletics/Wellness invite you to participate in our first annual Cougar Classic Cornhole Tournament. Competition will begin this June and you can sign up [here](#). Deadline to register is Monday, June 3.

Anyone who can't find a partner can sign up as an individual and be paired at random with other individuals. There will be prizes for 1st, 2nd and 3rd place teams.

Please see official rules [attached](#).

Wellness Center Summer Hours

The Wellness Center will be open this summer for the following hours:

Monday-Thursday 10 a.m. – 3 p.m.

Fridays, Saturdays and Sundays- Closed

*All hours/days subject to change

We will be closed this summer on the following dates:

Monday, May 27

Thursday, July 4

Wednesday, August 14

Thursday, August 15

Fall hours will begin Monday, August 26, Monday-Thursday 9 a.m. – 5 p.m. and Fridays 10 a.m. – 3 p.m.

Spirit Committee Upcoming Events

Mark your calendars for these upcoming events, brought to you by the LCCC Spirit Committee!

June

Ice-Cream Truck on Main Campus – Wednesday, June 5, 12:30 – 1:15 p.m.

Spirit Day: LGBTQ+ Pride Colors – Friday, June 7

LCCC Western Roundup Picnic (Donley) – Wednesday, June 12, 11:30 a.m. – 1:30 p.m.

LCCC Western Roundup Picnic (Main and Morgan) – Thursday, June 13, 11:30 a.m. – 1:30 p.m.

For questions about any upcoming events, please reach out to Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at ghertzog@lccc.edu.