

The COLLEGE VOICE

Home

May 6, 2024

Submit Your College Voice News

All College Voice submissions are due by 12:00 p.m. the business day prior to each edition...

View Previous College Voice Editions

Quick Links

- President's Desk, May 2024
LCCC Employment Openings
Events
This Week's 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...

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

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
Monday through Thursday: 9 a.m. - 5 p.m.; Friday: 10 a.m. - 3 p.m.

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.

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.

VP Stefanie Nester
1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m.

Dean Peggy Heim
Mondays from 3 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 3 p.m. Email agrannummosley@lccc.edu to schedule via Hangouts.

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

Dean Dr. Kally 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 jtmitchell10@lccc.edu to schedule online meeting.

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

ANNOUNCEMENTS

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?

Nominations Open for Collegiate Award of Distinction

CALL FOR NOMINATIONS COLLEGIATE AWARD OF DISTINCTION. Includes criteria for nomination and a deadline of Friday, June 14, 2024.

The college community is invited to nominate an individual for consideration for this year's LCCC Collegiate Award of Distinction.

Budget Saving Ideas Welcome

In an effort to make a positive impact on the budget, the Executive Team is soliciting ideas from the college community for cutting expenses or growing revenue.

Rothrock 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.

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.

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?

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 uninitiated or unexpected change in the contact between the feet and the ground or walking surface.

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.

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.

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.

Online Learning News
Check out the April 2024 edition of our newsletter. 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!

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.

REMINDERS

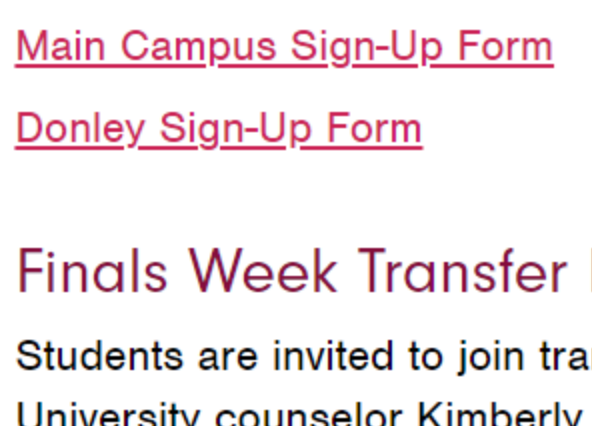
Callie Clayton Celebration

With mixed emotions, we must bid farewell to Callie Clayton. From her beginnings as an Academic Advisor to her leadership in the FYE department, Callie has been a pillar of support and guidance for countless first-year students and her colleagues.

Throughout her time at LCCC, Callie has tirelessly championed initiatives to enhance the first-year experience, creating a nurturing environment where students can thrive academically and personally.

We invite you to join us at a farewell gathering on Friday, May 10, from 11 a.m. to 1 p.m. in the JEDI Center to celebrate Callie's achievements and wish her well on her new journey.

Stop the Bleed Training



Did you know that the number one preventable cause of death following an injury is uncontrolled bleeding? Did you know that in less than two hours and with three quick steps, you can be trained and empowered to save a life?

Lehigh Valley Hospital received grant funding through the American Trauma Society to supply training and Stop the Bleed kits for colleges throughout the Lehigh Valley.

Please sign up via the Google forms below. Contact Eric Minnich in Public Safety for more information or with any questions at ext. 1653.

Main Campus Sign-Up Form
Donley Sign-Up Form

Finals Week Transfer Event on May 7

Students are invited to join transfer advisor Fauzia Graham and Grand Canyon University counselor Kimberly Valencia for a pizza party during finals week on Tuesday, May 7, from noon - 3 p.m. in the Student Union.

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.

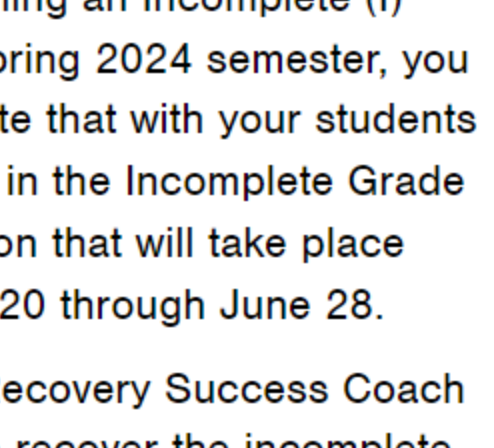
What is SSO through LCCC Identity? LCCC Identity (https://identity.lccc.edu) allows you to sign in once and access multiple applications seamlessly. With LCCC Identity, you'll use your LCCC identity credentials to log in to the Google Workspace, eliminating the need for separate passwords and reducing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



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 7, at 2 p.m.

Support Mental Health Awareness with a Green Ribbon Pin
May is National Mental Health Awareness Month! Join the LCCC Spirit Committee in supporting mental health awareness by stopping by Human Resources, Rothrock Library, Berrier Hall, the Donley Center front desk or the Morgan Center front desk for a free or green ribbon pin.



Incomplete Grade Recovery Session for Spring 2024
If you are assigned 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 student 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.

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.

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
• Travel Reimbursements - Main Campus
• Bookstore Vouchers
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 - noncontract 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.

SPIRIT & WELLNESS

New Wellness Center Spring Hours

The Wellness Center will be open this Spring for the following hours: Monday-Thursday 9 a.m. - 5 p.m.

Fridays 10 a.m. - 3 p.m.
Saturdays & Sundays- Closed
*All hours subject to change

We will be closed this semester on the following dates: Monday, May 6
Monday, May 13
Wednesday, May 15
Friday, May 17

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

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 vherzog@lccc.edu.