

The COLLEGE VOICE

Home

June 10, 2024

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). 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 June 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, 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 Ronnie Blue at rblue@lccc.edu to schedule a Hangouts meeting.

VPs Virtual Office Hours
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 jmaicher@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, 8 to 9 a.m. or 4 to 5 p.m. Email jrowlands@lccc.edu to schedule a meeting.

Dean Dr. Andrea Gramum-Mosley
Mondays from 1 to 3 p.m. Email agramummosley@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. 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 jmitchell10@lccc.edu to schedule online meeting.

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

ANNOUNCEMENTS

LCCC Offers Assistance to Displaced Students

LCCC is encouraging students who have been displaced by recent closings of higher education institutions to reach out for assistance to ensure their education is minimally disrupted.

Students from the University of the Arts in Philadelphia, which is closing effective Friday, June 7, and from Triangle Tech with a campus in Bethlehem, which announced its closure this week, are encouraged to reach out to LCCC for assistance with their education and career pathway.

Students from both institutions can make immediate appointments with admissions representatives and be prepared to register for either online courses this summer (five-week session starts July 8) or any of the range of courses in the fall semester, which starts Aug. 26.

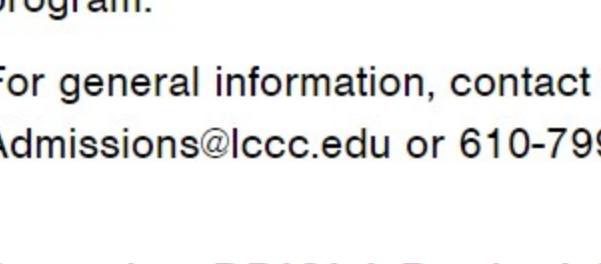
For University of the Arts students, a range of general education courses are offered in an online format during the summer session, which could be used for transfer to a four-year college or university. In addition, the fall semester features a variety of arts-related courses, including graphic design, art, drawing, painting, theory courses, ceramics and metalsmithing. Students interested in arts education also have a number of course options. Students should contact the Office of Admissions at Admissions@lccc.edu or 610-799-1575.

For Triangle Tech students, a variety of technology courses are offered in the fall semester, including construction technology, drafting and design, and a range of electronics and electrical programs, which can keep students on the path to their career in a high demand occupation. Students from Triangle Tech can contact Genesis Reyes at GReyes@lccc.edu for further information about transferring credits to LCCC.

For students interested in continuing on with their education, the college offers more than 600 transfer agreements with more than 60 regional and national institutions. Credits can also be accrued through the prior learning credits program.

For general information, contact the LCCC Office of Admissions at Admissions@lccc.edu or 610-799-1575.

Join the PRISM Pride Month Challenge



This Pride Month, we invite you to take part in LGBTQ+ professional development opportunities. If you decide to participate in the LGBTQ+ Equity 101 Training on June 25, or one of the self-paced modules through one of the resources provided below, send an email to prism@lccc.edu. We would love to hear your takeaways from the training, or simply that you complete one for the Pride Month Challenge.

Project THRIVE Webinars

Story Corps - LGBTQ+ Voices to Honor this Pride Month

PRISM, the LGBTQ+ employee resource group, meets monthly throughout the year and invites any LGBTQ+ employees to join. If you are interested, please email prism@lccc.edu to join our mailing list and receive meeting invitations. Happy Pride!

Spirit Day - LGBTQ+ Pride Colors



Show your support this Pride Month by joining the Spirit Committee for spirit day on Friday, June 14. Wear your best rainbow colors, Pride swag or Pride accessories. For questions, contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

Hertzog at vhertzog@lccc.edu.

Movement Challenge Recap and Winners!

Thank you for a great May Movement Challenge. Stay tuned for details on our Fall challenge as we get closer. Keep moving and getting outdoors over the summer, we've made huge strides these past five weeks!

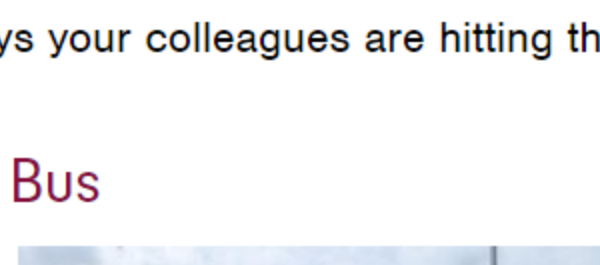
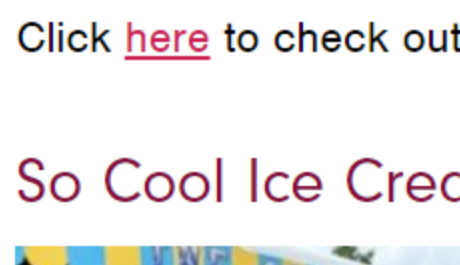
Movement Challenge Week 5 Recap

Our Movement Challenge participants logged more than 6.2 million steps over the five-week challenge! Congratulations to all our participants for taking the time to work towards a better, healthier, and happier you.

Congratulations to our winners, selected at random, for completing and logging all five weeks: Amber Zuber, Eric Gates, Mary Roesch.

Please reach out to Ginny Hertzog vhertzog@lccc.edu to get your gift card. Click [here](#) to check out ways your colleagues are hitting their goals.

So Cool Ice Cream Bus



Thank you to everyone who joined the LCCC Spirit Committee for a sweet ice cream treat last week. The So Cool Bus

had something delicious for everyone. Keep an eye out for more fun Spirit Committee events!

LCCC Round-Up Picnic - Don't Forget Your Ticket!

Don't forget your ticket 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 picnic will be on the same day at the same time. The Donley Center picnic will be held on Wednesday, June 12, at the same time. Contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@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 kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. [AttachedWord](#) are tips to aid in the prevention of slips, trips and falls.

Serious Injury or 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.

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

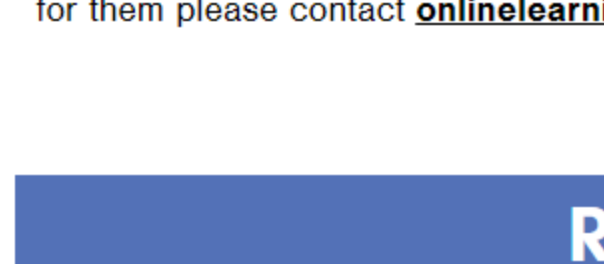
Schedule a **meeting** with Rachel Peters to ask any questions on training, course development, professional development, and other tools/topics.

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

Faculty Coaches Are Here for You This Summer!



Summer is a fantastic time to get a jumpstart on your courses for Fall 2024 or to work on something exciting for your summer courses. The Faculty Coaches are here for you if you would like to work on

course content design, assessments, rubrics, classroom management, remote course management ideas, or just about anything you are interested in improving or trying for the first time. If you would like to make an appointment with Professors Jennifer Myskowski, Wendy Barron, Karen Wotring, Dr. Betsy Swope or Dr. Melanie Turrano, please sign up for an [appointment here](#). Faculty Coach appointments are confidential, tailored just for you, and available in person or remotely. We look forward to working with you this summer!

College Voice Summer Schedule

Please note that College Voice will move to a once a week distribution schedule for the summer. Beginning Monday, June 10, and continuing until the week of August 5, College Voice will only be sent every Monday. During this time there will be no Thursday edition. All submissions for the following week will be due by Friday at noon. The bi-weekly distribution schedule will resume the week of August 5.

Parking Lot A and Connecting Entrances Closed For Repairs June 3-17

Repairs Lot A and connecting entrances will be closed for repairs June 3 – 17. All tier parking lots in Lot A and entrances to Lot A will have cracks filled, be seal coated, and remarked during this time frame.

Vision Reimbursement Deadline Approaching

The current vision reimbursement period for full time employees will be ending on June 30. Receipts for vision care dated between July 1, 2022, and June 30, 2024, need to be submitted to Human Resources by July 15. The new vision reimbursement cycle will begin on July 1 with a new allotment of \$500 to be used by June 30, 2026. If you have any questions, please contact Tiffany at TRehrigschaeffer@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](#).

SPIRIT & WELLNESS

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:

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

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.

Spirit Day: LGBTQ+ Pride Colors – Friday, June 14

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