

Home

June 3, 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

Quick Links

Submit Your Marketing Project Request

Minutes

Registration Status Reports

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

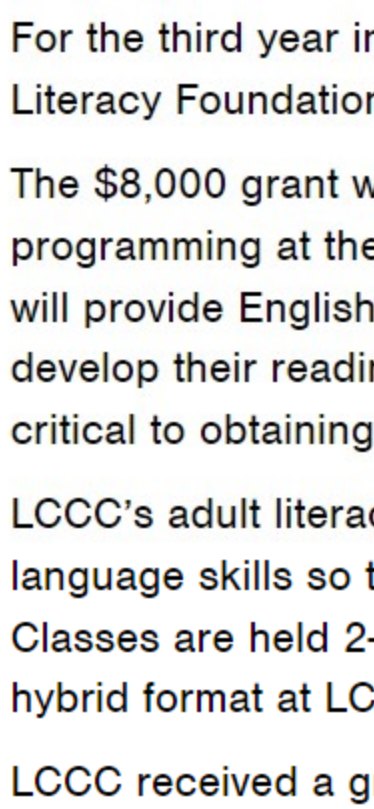
- President**
Dr. Ann D. Bieber
Appointments can be made via Zoom. Email Tracy Bean at tbean@lccc.edu to schedule an online meeting.
VP Dr. Cindy Haney
1st and 3rd Thursdays from 4 to 5 p.m. and 2nd and 4th Thursdays from 4 to 5 p.m. Email Ronnie Blue at rblue@lccc.edu to schedule a Hangouts meeting.
VP Larissa Verta
Access virtual office hours on Mondays from 3 to 5 p.m., Tuesdays from 9:30 to 10:30 a.m., and Thursdays from 12:30 to 2 p.m., or email lvarissa@lccc.edu to arrange a scheduled meeting.
VP Stefanie Neater
1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email Marie Bowen at m Bowen@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. Andrew Gramnum-Mosley
Mondays from 1 to 3 p.m. Email agramnummosley@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 jmitch@lccc.edu to schedule online meeting.
Dean Scott Aquila
Email saquila@lccc.edu to schedule an online or face-to-face meeting.

ANNOUNCEMENTS

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.

LCCC Alumna Publishes Academic Paper



Michelle Kenstler, a 2022 graduate of the psychology program at LCCC and an All-PA Academic Team scholarship winner, recently graduated from Kutztown University. While at Kutztown, she built an interdisciplinary study that resulted in a paper presentation at a conference in Boston last summer, and an article that will be published in Ecopsychology. The article's title is "Love of Nature in the Time of Climate Change: Environmental Science Undergraduates Report Higher Levels of Nature-Relatedness and Eco-Anxiety, but Not Resilience."

Photo: Michelle at graduation this spring at KU.

LCCC Receives Grant from Dollar General Literacy Foundation to Support English Language Learners

For the third year in a row, LCCC has received a grant from the Dollar General Literacy Foundation (DGLF) to support LCCC's adult literacy program.

The \$8,000 grant will allow LCCC to continue providing adult literacy programming at the Donley Center in downtown Allentown. Specifically, funds will provide English language learners with additional online resources to develop their reading, speaking and digital literacy skills, all of which are critical to obtaining employment.

LCCC's adult literacy program helps non-native speakers develop essential language skills so they can be successful in the community and workplace. Classes are held 2-4 weeks per week in-person, through remote learning or in a hybrid format at LCCC's downtown Allentown site.

LCCC received a grant from the Dollar General Literacy Foundation in 2023 to purchase an online learning platform to enhance instruction for the college's English language learners. More than 200 ESL students utilized the online learning tool in the first year with 93% of students accessing resources outside of class time to practice their language skills. With the foundation's additional support, LCCC will expand its usage of its online learning platform so that more ESL students have the opportunity to develop their language proficiency and enhance their life skills, digital literacy, work readiness and civics education.

This local grant is a part of the Foundation's \$10.6+ million directed support adult, family and summer literacy programs in the 48 states in which Dollar General operates. With these grants, the DGLF has helped more than 20 million individuals achieve their educational dreams since its inception in 1993.

The Dollar General Literacy Foundation supports organizations that increase access to educational programming, stimulate and enable innovation in the delivery of educational instruction and inspire a love of reading. Each year, DGLF awards funds to nonprofit organizations, schools, and libraries within a 15-mile radius of a Dollar General store or distribution center to support adult, family, summer and youth literacy programs.

For more information on LCCC's literacy programs, contact Allison Ludlow, assistant director of literacy, aludlow@lccc.edu.

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. [AttachedWord](#) 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 Studio Certification, Remote Course Certification, Excellence in Instruction, Zoom, Canvas Course, 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

- Annual Security Report available**
The Department of Public Safety is pleased to report that Annual Security Report has been published and is available to be viewed online [here](#) or in person at the Public Safety Office, SSC-1, Monday through Friday from 8 a.m. – 4 p.m. If you have any questions about the report, please contact Eric Minnich at ext. 1653.
- Parking Lot A and Connecting Entrances Closed For Repairs June 3-17**
Parking 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-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 about the digital badges or the requirements for them please contact TRehngschaeffer@lccc.edu.
- Foundation Support Requests**
Do you need assistance from the Foundation? Did you know we have a form for your request? Access the Dynamic Form on the myLCCC portal under Faculty & Staff Resources > Forms > Foundation > LCCC Foundation Support Request Form. Simply complete the form with your department's specific needs. If you have any questions, don't hesitate to reach out to Rick Christ at rchrist@lccc.edu or Emmalee Loch at eloch@lccc.edu.
- Graphing Calculators Available to Loan**
The library has a limited quantity (30) of TI-83+ graphing calculators for students to borrow. Students must be registered for a course that requires a graphing calculator to be eligible to borrow one. Students will be asked to provide the library with a copy of the relevant course syllabus that lists a graphing calculator as a course requirement.
Students who need a graphing calculator should contact the library. Similar to the laptops and hotspots, students will need to sign a loan agreement for the calculator. Calculators may also be sent to the Donley and Morgan centers upon request.
- 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 vhertzog@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 Thursday, June 6, 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 vhertzog@lccc.edu with any questions. We hope to see you there!
- 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.
- 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
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 vhertzog@lccc.edu.