



July 29, 2024

ANNOUNCEMENTS

Biweekly College Voice Returns Aug. 5

College Voice will return to a biweekly schedule the week of Aug. 5. Submissions for Monday are due by noon the previous Friday. Submissions for Thursday editions are due by noon on Wednesday.

Athletics Update

The college will be contracting for athletic training services with St. Luke's Health Network for 2024-25. The college received their contract on July 16 and is finalizing the contract in order to move forward with athletics this next academic year. We anticipate a final contract will be signed in the next few days.

Men's and women's soccer and women's volleyball can officially begin on Aug. 1. Men's and women's basketball can begin on Oct. 1. And men's baseball and women's softball begin in January.

At this time, intercollegiate sports will continue for the next academic year, but will end in the spring 2025. Beginning with the 2025-26 academic year, LCCC Athletics will transition to a comprehensive intramurals program and will not be participating in intercollegiate sports through the National Junior College Athletic Association.

Donley Center Facade Repair and Roof Replacement

Beginning this week through March 2025, the Donley Center will undergo a project to repair and recast the entire facade of the building and the replacement of both roofs by Boyle Construction as the general contractor. This project will entail the use of cranes and scaffolding on the exterior of the building, but will not affect the overall business or educational operations. Please be patient through the process and understand there may be instances where our flexibility will be required for successful and timely completion of this much-needed project.

State of the College Forum Set for Aug. 20

Dr. Bieber and the Executive Team will provide a college-wide update on a variety of initiatives as part of the State of the College forum scheduled for 9 a.m., Tuesday, Aug. 20. The forum will be held in the Community Services Center ballroom. A [virtual](#) option is also available.

Join colleagues for a continental breakfast, opportunity to catch up from the summer break and a chance to learn about college initiatives and ask questions.

Presentations will be offered by Dr. Ann Bieber, president; Stefanie Nester, vice president for Finance and Administrative Services; Dr. Cindy Haney, vice president for Enrollment Management; Linda Baker, executive director of College Relations and Student Life; Larissa Verta, vice president for Academic Services and Student Development; and Josh Mitchell, chief information officer.

Mack Swag Bag Raffle

Up for grabs is a Mack Trucks swag bag including drawing straw, baseball cap, and diecast Mack truck metal replica. To be entered to win, please send an email with the subject line "Mack" to TRehrig@lccc.edu by 5 p.m. on Wednesday, July 31. Winner will be drawn and notified on Aug. 1. Good luck!

LCCC Swag Spirit Day

Join the LCCC Spirit Committee for Spirit Day on Wednesday, Aug. 7, by wearing your best LCCC swag! If you need some new swag, head over to the bookstore and use your 10% off employee discount. For questions, contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

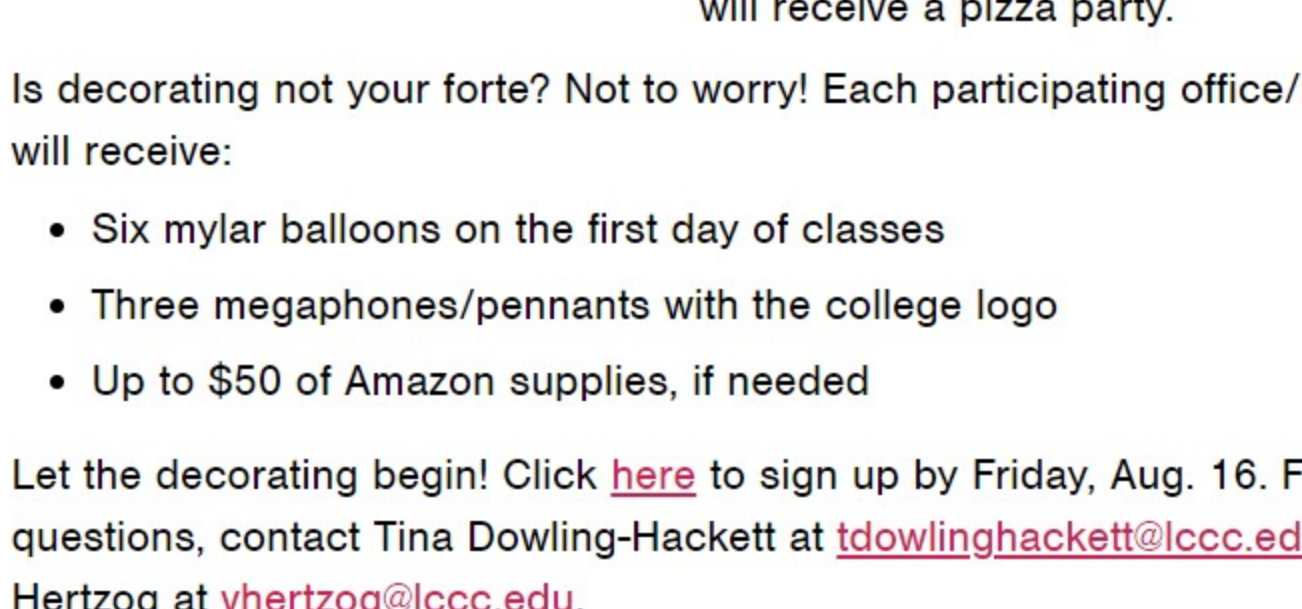
LCCC Foundation Tony Boyle Memorial Golf Classic Raffle

The LCCC Foundation invites faculty and staff to support the upcoming Tony Boyle Memorial Golf Classic. For only \$25 or 3 for \$60, you have a chance to win a one week stay in Pinehurst, NC compliments of Kent Newhart, LCCC Foundation Board of Directors Emeritus and LCCC Alumnus. Drawing will take place on Sept 16. Purchase raffle tickets [here](#).

CSC Flooring Project Completed

The flooring renovation in the CSC ballroom and lobby is now complete. The carpeting has been replaced by new luxury vinyl. Below are photos of the previous carpeted area and the space with the new flooring installed. This new durable, easy to clean and maintain flooring will help in attracting external visitors. Our first group to use the renovated space was the Fe Foundation, who utilized the CSC ballroom on Friday, July 19, for their final presentations. Future events that are already scheduled for the space include Lehigh Valley Comicon, CLIU Chief Science Officer Training, Community Resource Fair, the Fall Job Fair, Admissions Open House and more.

For questions regarding the event space at the Community Services Center contact JoEllen Rooney, Alumni and Events Manager at jrooney@lccc.edu or 610-799-1929.



Welcome Students Back with Old School Vibes

It's time to welcome our new and returning students back to campus! The LCCC Spirit Committee and Office of Student Life invites you to decorate your space with school spirit. Decorate your office with maroon and gold, Clarence the Cougar cutouts and more. Each participating office will receive a pizza party.

Is decorating not your forte? Not to worry! Each participating office/individual will receive:

- Six mylar balloons on the first day of classes
- Three megaphones/pennants with the college logo
- Up to \$50 of Amazon supplies, if needed

Let the decorating begin! Click [here](#) to sign up by Friday, Aug. 16. For questions, contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@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 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.

Seekout 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 tpeters@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 signatures 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

Xerox Printer Upgrades Coming

Notice to all departments with Xerox multifunction printers. Over the next two weeks, Edwards Business Systems (EBS) will be replacing the existing Xerox devices with new ones. All data and configuration will be preserved from the old device and copied to the new device.

Here are the key details:

Device Replacement Schedule:

- The replacement process will occur over the next two weeks.
- EBS technicians will coordinate with each department to schedule the replacement at a convenient time.

Data and Configuration Preservation:

- Your existing data, settings, and configurations will be seamlessly transferred to the new Xerox printer.

Training and Documentation:

- EBS will provide training sessions for all users on the new Xerox devices.
- Documentation will be available at each Xerox location for your reference.
- Information will also be posted on the "LCCC Helpdesk Self-Service Site" Search for Xerox on the Knowledgebase.

If you have any questions or need further assistance, please don't hesitate to reach out to our IT support team.

Thank you for your cooperation during this transition. We appreciate your understanding as we work to enhance our printing infrastructure.

Mental Health First Aid Class Offered

From the National Council for Mental Wellbeing, LCCC will be offering a Mental Health First Aid noncredit class in Sept. The class will teach participants how to identify, understand and respond to signs of mental health and substance use challenges among adults and covers topics such as common signs and symptoms of mental health and substance use challenges, how to interact with a person in crisis, how to connect a person with help and more. The tuition fee for the class is \$90. View class dates and full details [here](#). For more information, contact Jennifer Leach at jleach1@lccc.edu.

LCCC Spirit Night at the LV Iron Pigs

The LCCC Spirit Committee invites you to attend LCCC Night at the LV Iron Pigs on Friday, Sept. 20 at 7:05 p.m. when the Pigs will take on the Worcester Red Sox. Seats are in section 105 and tickets cost \$12.00 per person which includes a \$2.00 food and beverage voucher. Show your LCCC Spirit by wearing your LCCC swag and be placed in drawing for a raffle basket. Click [here](#) for tickets.

Volunteers Needed for LCCC Foundation Tony Boyle Memorial Golf Classic

The LCCC Foundation is in need of several volunteers for the Sept. 16 Tony Boyle Golf Classic at Old Homestead Golf Club. Please submit your preferences via the [attached Google sheet](#). For questions, please contact JoEllen Rooney at jrooney@lccc.edu or 610-799-1929.

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:

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!

August

Spirit Day: LCCC Swag - Wednesday, Aug. 7

Snow Cone Day - Wednesday, Aug. 14

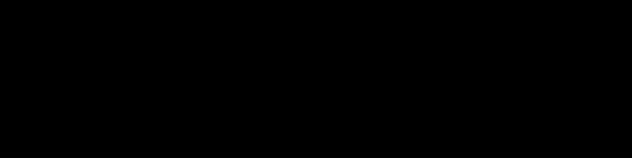
September

Spirit Day: Band Tees - Wednesday, Sept. 4

Iron Pigs Game - Friday, Sept. 20

Caramel Apple Day - Thursday, Sept. 26

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



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