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ANNOUNCEMENTS

July 7, 2022

Submit Your College Voice News [Here](#)

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

[View Previous College Voice Editions](#)

[June 2022 President's Desk](#)

[LCCC Employment Openings](#)

[Events](#)

[PA Commission for Community Colleges](#)

["This Week" Student Newsletter](#)

[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. to 6 p.m., Monday through Thursday; 8 a.m. to 5 p.m., Friday.

Lobby Hours
7:30 a.m. to 7 p.m., Monday through Thursday; 8 a.m. to 5 p.m., Friday.

Courier services Monday through Friday to all sites.

Bookstore Hours

Monday-Thursday: 9 a.m.-6 p.m.; Friday: 9 a.m.-1 p.m.; Saturday and Sunday: CLOSED.

Library Summer Hours

7:30 a.m. to 8 p.m., Monday through Thursday; 7:30 a.m. to 5 p.m., Friday.

CulinArt Hours

ARC Main Café
Monday-Thursday: 7:30 a.m.-1 p.m. Limited selections available. Closed Fridays. (Closed Aug. 8-19). Catering is available.

[Weekly Menu](#)

The Corner Cafe

Closed for the summer

Wellness Center

9 a.m. to 6 p.m., Monday through Thursday and Friday from 9 a.m. to 4 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 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.

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 kbellross@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 Mary Decker at mdecker@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 Grannum-Mosley
Mondays from 1 to 3 p.m. Email agrannummosley@lccc.edu to schedule via Hangouts.

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

Dean Craig Koller
Mondays from 10 a.m. to noon. Email CKoller@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.

Faculty Coaching Available this Summer

Summer is an excellent time to work on syllabi, new course assignments, professional development activities, and any projects that you had to put aside during fall and spring because of the heavy workload. Perhaps you are also teaching during one of the summer sessions and desire some interactions with a coach to address classroom management or community building in courses that occur over short periods of time. There are Faculty Coaches who would be happy to collaborate with you this summer.



July 11-August 19:
Dr. Robin Musselman is available for zoom sessions. Please contact her by email at rmusselman@lccc.edu or by completing the [Faculty Coaching Request](#).

We look forward to working with you this summer.

The Faculty Coaches



Nominations Open for 2022 Spirit Awards for both Staff/Administrators and Faculty

The LCCC Spirit Committee is inviting nominations for the LCCC Staff/Administrator Spirit Award, presented for the fifth year, and the LCCC Faculty Spirit Award, which will be presented for the second time, both at Convocation ceremonies in August.

For the Staff/Administrator award, all regular full- and part-time staff/administrators are eligible, including both classified and administrative employees. For the Faculty award, full- and part-time faculty are eligible. The Spirit Committee will select one award recipient for each category.

If you notice how hard a colleague works and would like for them to be recognized, we encourage you to nominate them using this online form for **staff/administrators** and this online form for **faculty**. The following are some of the ways the employee can demonstrate "spirit" ...

- Goes above and beyond their job description
- Is known for serving others, always willing to help
- Brings out the best in people, known for being collaborative
- Has creative solutions to problems
- Is a valuable team member
- Promotes the goals of their department and the college
- Is a positive and steady presence
- Is always willing to help without the need for fanfare
- Inspires and encourages others
- Fosters a positive work environment

Deadline to submit nominations is Friday, July 29 at 5 p.m. If you have questions, contact Ronnie Blue at rblue@lccc.edu or Corinne Betz at cbetz@lccc.edu.

Dean Participates on DEI Panel

Andrea Grannum-Mosley, Dean of Workforce, Community Engagement and Technical Education, will participate as a panelist on the Diversity, Equity and Inclusion Roundtable offered on **zoom** from 8 to 9:30 a.m., Friday, July 29. Topic is "Let's Talk Driving DEI: Key Elements for Sustaining Organizational Change." It is sponsored by the organization Learning, Inclusion, Network, Connecting (LINC).

Winter 2022 Course Schedule Posted

The course schedule for Winter 2022 has been posted to the College website, and can be viewed [here](#). Registration for Winter 2022 will open on Friday, July 15 for Veteran students and on Monday, July 18 for all students.

StART: Online Incident Report Training

StART is LCCC's online reporting system. All submitted reports are viewed by the Associate Dean of Student Development, the Director of Public Safety, and the Dean of Student Development, Equity and Inclusion. In general, you will be contacted by the Associate Dean of Student Development, Brian DeLong, when you submit a report. StART's mission is to maintain a healthy, safe environment for all members of the college community. StART is currently utilized for online reporting of possible violations of the LCCC Code of Student Conduct (behavior concern); possible violations of the Academic Honesty Policy (academic dishonesty); injuries that take place during class (course related injury); and Public Safety reports. For more information, review [LCCC's Community Standards webpage](#). If you have questions regarding StART, or to schedule a StART training, please email Brian at bdelong2@lccc.edu.

Information Regarding new Accounts Payable Process - UPDATED

The new electronic invoice process that was scheduled to begin on 7/11/22 will be phased in over two separate start dates. The first phase will pertain to entering purchase requisitions using the new process for project and standing orders beginning 7/11/22. Implementation of the second phase, the new Invoice and Receiving process, will be launched at a later date. Additional training sessions for individuals responsible for invoice approval and the start date of the second phase will be announced in future issues of the College Voice.

The new accounts payable process can be reviewed [here](#).

A college-wide training for anyone who is interested or has missed previous trainings can join the following zoom session:

Wednesday, June 29, from 10-11 a.m.

[Zoom Link](#)

The LCCC Center for Civic and Community Engagement is seeking Volunteers for Musikfest on Thursday, Aug. 11

Looking for a fun way to give back to the Lehigh Valley? The LCCC Center for Civic & Community Engagement encourages you to join us for a fun-filled evening volunteering at Festplatz at Musikfest. We need volunteers to work as Soda Booth Attendants and Cash Conversion Assistants from 5 - 11 p.m on Thursday, August 11.

What's in it for you?

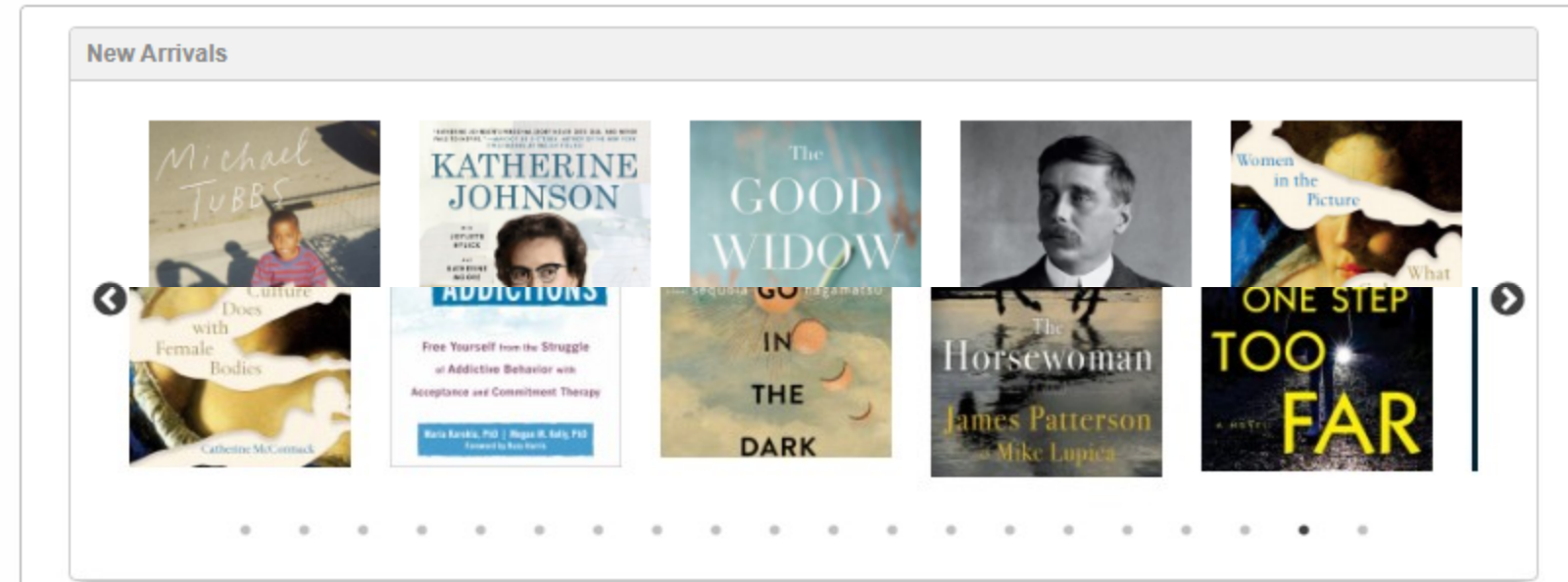
- Food tickets to use that evening
- Free T-shirt
- A chance to connect and have some fun with other staff and graduates
- Free parking shuttle passes

If you are interested in volunteering, please contact Director of Career Development and Civic Engagement Tina Moyer at cmoyer@lccc.edu or ext. 1136 before July 15.

Rothrock Library - 4 Clicks to a Good Book

Recent additions to the Rothrock Library collection. Getting your hands on these books is easy as 1-2-3-4.

1. Click on the book image.
2. Click on "Place a Hold" and select "STUDENT/FACULTY/STAFF."
3. If prompted, enter your myLCCC portal credentials.
4. Select pickup/delivery options and click "Submit." Questions? Call x1150.



ADMINISTRATIVE UPDATES

Finance Office Year End Deadlines

Please note the following deadlines from the Finance Office for the end of fiscal year 2021-22.
July 7 - Final FY21/22 Accounts Payable check run
July 7 - Final FY21/22 payroll pay date – timecard staff (paydays of June 19-30)

Human Resources News

Click the [see more](#) button for the latest news and updates from LCCC Human Resources

[See more >](#)

Online Learning News

Click the [see more](#) button for the latest news and updates from LCCC Online Learning

[See more >](#)

REMINDERS

Increase in Mileage Rate

New mileage rate as of July 1, 2022. The IRS announced an increase in the standard mileage rate starting on July 1, 2022. Any mileage from January 1, 2022 – June 30, 2022 should be at .585 per mile rate. Any mileage from July 1, 2022 – December 30, 2022 will be at .625 per mile rate. Please use separate Travel Expense Vouchers for mileage happening prior to June 30, 2022 and mileage starting as of July 1, 2022. This will insure that you are paid at the correct rate. If you have any questions, please contact Mary Decker in the Finance Office at ext. 1152.

