



June 12, 2023

Announcements

June 30 Banner Shutdown - Finance/AR Module Fiscal Year End Processing

Please note: On June 30 at 4 p.m. Banner will be not available due to fiscal year end finance maintenance. Banner will be available the next morning around 8 a.m.

Air Handlers Replaced on Schnecksville Campus

Beginning in July and continuing through December, the college will undergo a large project to replace the air handler units in the Academic Resources Center, Science Hall and Student Services Center. During this time, there will be varying levels of air conditioning and heating while the work takes place in these buildings.

We have scheduled the work to lessen the impact on those in the buildings during those seasons (e.g. - work will begin in the ARC during the summer when the fewest number of students are present). Along with variations in building temperatures, there will be levels of construction that may cause noise and/or inconvenience. The contractor will be providing supplemental air while the work progresses, but at times it may not meet the level people have been accustomed to. Please be patient during this construction project. We recommend you make preparations to make yourself comfortable.

ASD Early College Graduation

LCCC and the Allentown School District celebrated the graduation of 25 students from the Early College program on June 7 at the Americus Hotel.

Pictured with Dr. Ann Bieber (center) are ASD school board member Phoebe Harris and LCCC

trustee Daniel Bosket.



PRISM Knowledge Share - Pride Flags

Ever wondered where the Pride flag came from and what it means?

The original Pride flag was designed in 1978 by Gilbert Baker. Inspired by a night out dancing in a ballroom that brought together a diverse group of people, all dressed and dancing in their own way. He saw a rainbow of people and created the rainbow flag to represent them. Each color was given meaning and became the new symbol of Pride in place of the pink triangle.

You can read more details about Baker's story of designing the flag [here](#), and a collection of the varying pride flags and meanings [here](#).

We'll be back next week with another topic. Happy Pride!

Dollar General Grant

The Lehigh Carbon Community College Foundation recently received a \$9,700 grant from the Dollar General Literacy Foundation (DGLF) to support LCCC's Adult Literacy Program. The funds will be used to purchase a comprehensive curriculum for noncredit English as a Second Language students that focuses on academic preparation, civics knowledge, career readiness and technology integration.

The project, "Career Pathways ESL: Instruction to Support Adult Students as Workers, Family Members and Community Participants," will help to strengthen literacy initiatives, benefitting students in face-to-face and remote ESL courses. The program will impact approximately 125 students and help them to increase the language skills they need every day. The internet-based curriculum will integrate with the existing career pathways program for maximum impact. The targeted lessons include career exploration, soft skill instruction and content applicable to more than 180 career options, making the program exceptional for improving workplace communication.

This grant comes during their 30th anniversary year and is a part of the Dollar General Foundation's largest, one-day literacy donation of more than \$13 million throughout the 47 states in which Dollar General operates. DGLF 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.

Reminders



Alumni Night at IronPigs

Join us for a night at the Lehigh Valley IronPigs on Wednesday, August 30. Tickets can be purchased for alumni at \$35 per person and guests at \$38 per person. Food is included. See you at the ballgame! Purchase your tickets [here](#).

College Voice News

You'll notice that this College Voice looks a bit different. As we near the launch of the new website, we will be utilizing a scaled down interim layout and method for submitting College Voice news. In the meantime, if you are in need of an archived copy of past College Voice please email collegerelations@lccc.edu.

All College Voice submissions should be emailed to CollegeVoice@lccc.edu. Submissions should include the following information:

- Headline
- Summary
- Dates you'd like it to run
- Links (if applicable)
- Photos and files (as attachments if applicable)

Deadlines remain the same:

- Friday by 12 p.m. for Monday edition
- Wednesday by 12 p.m. for Thursday edition

Information regarding the new website and College Voice submission method will be forthcoming when the new site launches later this month.

Wellness Center Hours

The Wellness Center summer hours will be 10 a.m. - 3 p.m. Please note that the Wellness Center will be closed on the following dates:

- Friday, June 16
- Monday, June 19
- Friday, June 30
- Monday, July 3
- Tuesday, July 4
- Monday, July 17 through Friday, July 28 for Cougar Camps
- Friday, August 11
- Friday, August 25

Request for Payment Form

Finance is rolling out a new electronic Request for Payment Form. You can access the new form from the portal at:

Finance - Accounts Payable - Accounts Payable Information

It is also located under:

Forms & College Forms

The paper Request for Payment Form will be obsolete going forward. Please contact Susan Lindenmuth, slindenmuth@lccc.edu, or Mary Decker, mdecker@lccc.edu, if you have any questions about the form.

June 2023 Administrative Monthly Leave Reports

All June administrative monthly leave reports must be submitted no later than Friday, June 23, by 5 p.m. Supervisors must approve leave reports no later than Monday, June 26, by 5 p.m.

Please reach out to Karissa at kbelcher@lccc.edu or x 1108.

Vision, Mission, Value, and Equity Statement Coming Soon!

We have a final revised Vision Statement, Mission Statement, Value Statement, and announcing for the first time our Equity Statement. Please take a moment to read and review each statement [here](#). Share each statement with colleagues, staff, students, and community members. To share your thoughts or feedback you receive on LCCC's Vision, Mission, Value, or Equity Statement and to offer suggestions on how it could be stronger, complete the Vision, Mission, Values and Equity Questionnaire [here](#) or email a member of the VMV Team:

mkoyalchick@lccc.edu; saquila@lccc.edu;
kmayberry@lccc.edu; jheimann@lccc.edu; jayrton@lccc.edu with your
suggestions.

Gift Card Approval Form

Purchasing gift cards with college resources requires the approval of the Vice President for Finance & Administrative Services. The new "Gift Card Approval" form is located under Faculty/Staff Resources, Forms, College Forms. Any questions, contact slindenmuth@lccc.edu.

Finance Office Year End Deadlines

Finance Office: Fiscal Year End 22/23 Deadline Dates

6/16/23 - Last day for FY22/23 credit card and W.B. Mason purchases

6/19/23 - Travel reimbursements - Allentown and Tamaqua sites

6/19/23 - Student stipends

6/23/23 - Last day to submit:

- Duplicating jobs
- Travel Reimbursements - Main Campus
- Employee Reimbursements - Main Campus

6/30/23 - All FY22/23 goods & services *received*

6/30/23 - All Accounts Payable invoices must be approved and submitted to the Finance Office

7/06/23 - Final FY22/23 Accounts Payable check run

6/22/23 - Final FY22/23 payroll pay date - contracted staff

7/06/23 - Final FY22/23 payroll pay date - timecard staff (paydays of 6/18-6/30)

About the College Voice

The College Voice is published on Mondays and Thursdays. We reserve the right to edit all content for length, appropriateness and duration of time in the newsletter. Please be advised, we will do our best to post your announcement and news as soon as we receive it in the next issue of The College Voice. If you have any questions or comments, please feel free to contact us at collegevoice@lccc.edu.

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