



June 15, 2023

Announcements



2023 Staff and Faculty Summer Picnic - Fun in the Cafeteria!

Thank you to everyone who joined the Spirit Committee at the 2023 Staff and Faculty Summer Picnic. While it wasn't as sunny as we were hoping, the cafeteria was bustling with great food, conversation and fun. Mission BBQ catered with smiling service and delicious southern fixings. We hope to see you at next year's summer picnic as well!



Academic Council June Meeting

- The next Academic Council meeting will be Tuesday, June 20, from 2:30 p.m. to 4 p.m. Those interested in sitting in on the meeting can join via the zoom link below.

[Join Zoom Meeting](#)

- ID: 91517751275
- Passcode: 463330

Agenda:

- Approval of February, March, April, and May meeting minutes.
- Dual enrollment numeric grading (2023)
- Council Focus, Scope of Activities, and Procedures Review
- Ombudsman Report Review (spring semester) - Deans
- Offices of Institutional Research/Planning and Assessment Update
- Professional Development Subcommittee Update
- Discussion of naming reading software for graduation

Spirit Day - Pride Colors and Merch

Join the LCCC Spirit Committee in celebrating National LGBTQ+ Pride Month tomorrow, Friday, June 16, by wearing your best pride colors / pride merchandise!

Save the Date - LCCC at Knoebels Amusement Park

Mark your calendars for LCCC's Spirit Day at Knoebels Amusement Park on Saturday, August 26. 40 seats will be available for LCCC employees and their families at 10 a.m. the day of (the park opens at noon). More information will follow in the coming weeks. We hope to see you there!

For questions, please contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

Reminders

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.



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: mkovalchick@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.

