



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPIRIT & WELLNESS	COMMITTEE HIGHLIGHTS
---------------	------------------------	-----------	-------------------	----------------------

ANNOUNCEMENTS

June 2, 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](#)

QUICK LINKS
[May 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
9 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 lverta@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 Granum-Mosley
Mondays from 1 to 3 p.m. Email agranummosley@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 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 JMitchell19@lccc.edu to schedule online meeting.

Dean Scott Aquila
Email SAquila@lccc.edu to schedule an online or face-to-face meeting.

U.S Postal Service Increase

The United States Postal Service® filed notice with the Postal Regulatory Commission (PRC) of price changes to take effect July 10, 2022. The new prices, if favorably reviewed, include a two-cent increase in the price of a First-Class Mail Forever stamp from 58 cents to 60 cents.

Online Learning June Newsletter

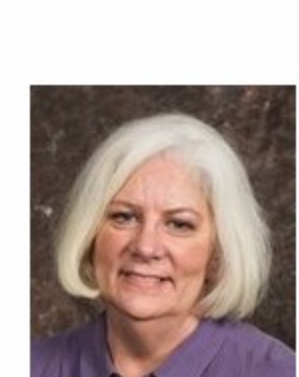
Check out the Department of Online Learning's **June Newsletter** which includes event dates, important news/updates, the edtech tool of the month, and more!

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.



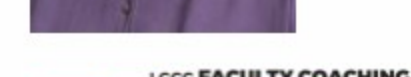
From May 23rd-July 8th:
Professor Jennifer Myskowski is available for ZOOM or for in-person sessions. Please contact her by email at jmyskowski@lccc.edu or by completing the [Faculty Coaching Request](#).



From July 11th-August 19th:
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



Volunteers needed for the LCCC Foundation Clay Shoot

We are seeking volunteers for the annual LCCC Foundation Clay Shoot on Friday, June 17. There are many opportunities to assist with at the event. Please email Jane Wilchak at jwilchak@lccc.edu to find out how you can be a part of this unique event!

StART: Online Incident Report Training

StART is LCCC's online reporting system. All submitted reports are viewed by the Director of Counseling and Community Standards, the Director of Public Safety and the Dean of Student Development, Equity and Inclusion. In general, you will be contacted by Brian DeLong, the Director of Counseling and Community Standards, 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 violations of the Code of Student Conduct (behavior concern), 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](#). If you have questions regarding StART or to schedule a StART training, please email Brian at bdelong2@lccc.edu

Employee Travel

As more opportunities arise for employees to travel for professional development, training purposes or to conduct college business, please become familiar with LCCC's travel policy and forms. This information is found under [Faculty and Staff Resources/Finance/Travel and Employee Reimbursement](#). All policies and regulations need to be followed and proper authorized signatures are required. Receipts should be attached to form prior to submission to the Finance Office. Please contact mdecker@lccc.edu if you have any questions.

Let's Go Back to the 60's for the Employee Summer Fun Picnic



Please join us for the annual picnic

RSVP's are required by [selecting this link](#). Please respond before 5 p.m. on Tuesday, June 14.

Staff at the sites can sign up to attend the picnic at Donlev or Moran and site director will contact you about food selections.

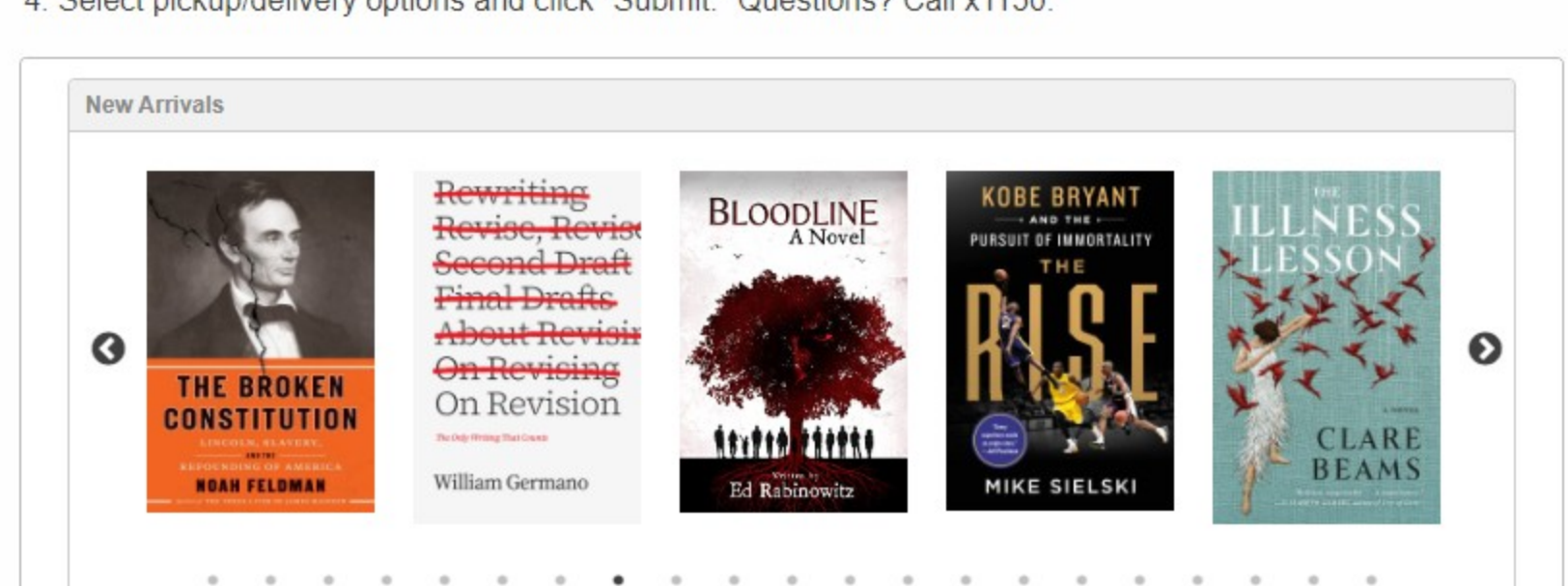
RSVP's are required. Please respond before 5:00 p.m., Tuesday, June 14.

Dress in your favorite 60's style! Take pictures with your colleagues! Main campus will feature a variety of outdoor games plus music by WOLV Radio.

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.
May 13 - Grant purchase requisitions
May 27 - College purchase requisitions
June 15 - Last day for FY21/22 credit card and W.B. Mason purchases
June 20 - Petty cash and travel reimbursements – Allentown and Tamaqua sites
June 20 - Student stipends
June 24 - Last day to submit:
• Duplicating jobs
• Petty cash reimbursement – Main Campus
• Travel reimbursement – Main Campus
July 30 - All FY21/22 goods and services "received"
July 1 - All Accounts Payable invoices must be approved and submitted to the Finance Office
July 7 - Final FY21/22 Accounts Payable check run

June 23 - Final FY21/22 payroll pay date – contracted staff
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

Med Sled Training



In the wake of disasters, hospitals, school districts, and nursing homes across the country are reviewing their disaster preparedness plans, including the emergency procedures for evacuating non-ambulatory patients, students and staff.

In response to the growing need and demand for viable, cost-effective and efficient transport solutions, Ethos Preparedness developed the Med Sled to ensure no one is left behind. "When timing is critical, Med Sled enables staff to transport non-ambulatory individuals down a stairwell in order to exit a multi-floor building. Simplicity of design lets you move quickly to secure individuals and evacuate them faster and safer than with other available methods or devices."

The beauty of the Med Sled is it uses the "roll and drag" method, which ensures heavy lifting is not required. Anyone can use this product with a minimal amount of training. The size of the injured individual compared to the MedSled operator is insignificant, for example, a 120-pound person can effectively transport a 250-pound person on the Med Sled with relative ease.

At each campus, there are Med Sleds located at each stairwell for emergency use. The Department of Public Safety offers training on how to properly use a Med Sled. It is a hands-on experience to make the learning process memorable and to help team-building skills within your department. If you are interested in taking this training, along with scenario training for your department, please contact Ashley Gonzalez at agonzalez46@lccc.edu.

Summer 2022 Tutoring

The College offers free tutoring to enrolled LCCC students in a variety of subjects. [Face-to-Face tutoring](#) is available at the Schnecksville Campus during Summer Sessions I and II. Labs are open (walk in), so no appointments are needed. [Remote tutoring](#) appointments are booked online by students. LCCC tutors meet virtually through GoBoard or Zoom. Book up to 2 non-secutive appointments a day for tutoring in the same course. [Smartthinking online tutoring](#) is a 24/7 service free to students. Professional tutors provide both synchronous and asynchronous tutoring. Smartthinking may be accessed by clicking the link on the Tutoring homepage in the portal.

Welcome to Tutoring Services at LCCC

For questions about tutoring, please call the Educational Support Center at 610-799-1156.

Cougar Camp

Cougar Camp is back!

Any future Cougars interested in learning the fundamentals of basketball, baseball, volleyball, soccer, and golf can [sign up here](#).

Any questions, contact MaryAnn Rush Wallace, mrushwallace@lccc.edu

Restroom Updates Scheduled

Beginning the week of May 9 and continuing through July, work will be conducted to install touchless fixtures into restrooms on the Schnecksville campus. The project includes installation of motion lighting, touchless faucets, hose bibs, foot door-openers and hand-dryers in ADA restrooms. Throughout the project, individual restrooms will be closed for a day or two for the work to be completed. Restrooms on other floors and buildings will be available for use when others are closed.

The inconvenience should be minor and only last for a day at a time per restroom.

Culinart Summer Hours

Summer Schedule Starts on Thursday, May 12.
Main Cafeteria will be open Monday to Thursday 7:30 a.m. - 1 p.m., Friday CLOSED
Limited Selections available.
Corner Cafe CLOSED
The Main Cafeteria will be CLOSED the week of August 8 and the week of August 15.
Catering will be available during the summer months. Please inquire for availability before placing a catering order.

MOAB Training

The college's Department of Public Safety will be conducting Management of Aggressive Behavior (MOAB) training this spring. MOAB training presents principles, techniques and skills for recognizing, reducing and managing violent and aggressive behavior both in and out of the workplace. It is strongly recommended that you attend the training if you have not already. The following session is available:
9 a.m. - 12 p.m. Friday, June 10, CSC Ballroom, room 203

To register, fill out the form [online](#). Please contact Ashley Gonzalez, Brian DeLong or Donna Williams with questions.

SPIRIT & WELLNESS

Wellness News You Can Use - June

Please read more health and wellness news in the **June Issue** of Wellness News You Can Use. "I think that age as a number is not nearly as important as health. You can be in poor health and be pretty miserable at 40 or 50. If you're in good health, you can enjoy things into your 80s." - Bob Barker

