



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

## ANNOUNCEMENTS

June 23, 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

[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](mailto: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](mailto: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](mailto: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](mailto:mdecker@lccc.edu) to schedule an online meeting.

#### Dean Peggy Heim

Mondays from 3 to 5 p.m. Email [PHeim@lccc.edu](mailto: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](mailto:jrowlands@lccc.edu) to schedule a meeting.

#### Dean Dr. Andrea Grannum-Mosley

Mondays from 1 to 3 p.m. Email [agrannummosley@lccc.edu](mailto:agrannummosley@lccc.edu) to schedule via Hangouts.

#### Interim Dean Elke Reichardt

Wednesdays from 3 to 5 p.m. Email [EReichardt@lccc.edu](mailto:EReichardt@lccc.edu) to schedule online meeting.

#### Dean Craig Koller

Mondays from 10 a.m. to noon. Email [CKoller@lccc.edu](mailto:CKoller@lccc.edu) to schedule online meeting.

#### Dean Dr. Kelly Trahan

Mondays from 3 to 5 p.m. Email [KTrahan@lccc.edu](mailto:KTrahan@lccc.edu) to schedule an online meeting.

#### CIO Joshua Mitchell

Tuesdays from 11 a.m. to noon. Email [JMitchell10@lccc.edu](mailto:JMitchell10@lccc.edu) to schedule online meeting.

#### Dean Scott Aquila

Monday [Saquila@lccc.edu](mailto:Saquila@lccc.edu) to schedule an online or face-to-face meeting.

### LCCC's Clawrence meets Smokey the Bear



Representatives from LCCC Tamaqua attended the Carbon County First Responder's Expo, a project of the Leadership Carbon graduating class. Clawrence joined the fun, and he even had a chance to meet Smokey Bear. Fire departments from throughout Carbon County, ambulance squads, local police department, state police, the Carbon County Sheriff's office, the American Red Cross, two local hospitals and the Pennsylvania Department of Conservation and Natural Resources Bureau of Forestry were in attendance. LCCC promoted workforce training opportunities as well as the Emergency Medical Technician (EMT) training program.

### LCCC Foundation Receives Grant from Dollar General Literacy Foundation

The Lehigh Carbon Community College Foundation has received a \$5,000 grant from the Dollar General Literacy Foundation to hold a new English as a Second Language (ESL) class entitled "Won't You Be My Neighbor," an experiential English language learning program for new Lehigh Valley residents.

The project will serve 20 ESL students who are recent immigrants to the area. Participants will learn about the area and how to navigate challenges. Following lessons in the classroom, students will learn to use their newly acquired language skills out in the community, such as at the library or the mall. Program activities are designed to build confidence and help new immigrants access critical resources they need in their everyday lives.

This grant is part of the Dollar General Literacy Foundation's recent \$10.5 million donation to support summer, family and adult literacy programs. The foundation 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, they award 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.

Classes will run in fall 2022 and spring 2023.

For information on the program, contact Allison Ludlow, assistant director of literacy, [aludlow@lccc.edu](mailto:aludlow@lccc.edu).

### 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 of volunteers to work as Soda Booth Attendants, Cash Conversion Assistants and Beer Servers from 5 - 11 p.m on Thursday, August 11. You must be 21 to work the beer stand.

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](mailto:cmoyer@lccc.edu) or ext. 1136 before July 15.

### Tina VanBuren Farewell Reception

Say farewell to Nursing Director Tina VanBuren on Wednesday, June 29 at 1p.m. in SH32 (Health Sciences Suite). Director VanBuren is leaving LCCC to pursue another opportunity.

### 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.

### Information Regarding new Accounts Payable Process

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

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

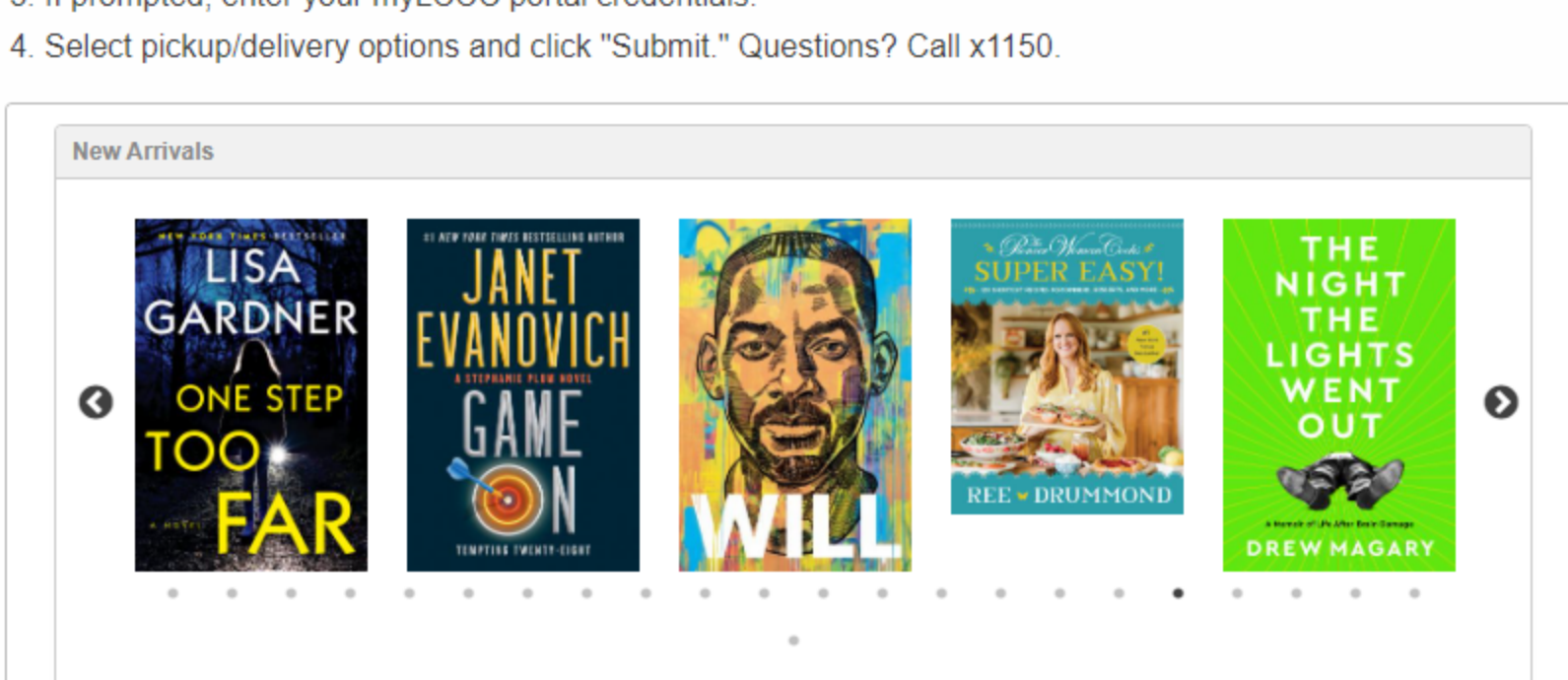
Wednesday, June 29, from 10-11 a.m.

[Zoom Link](#)

### 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
- June 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

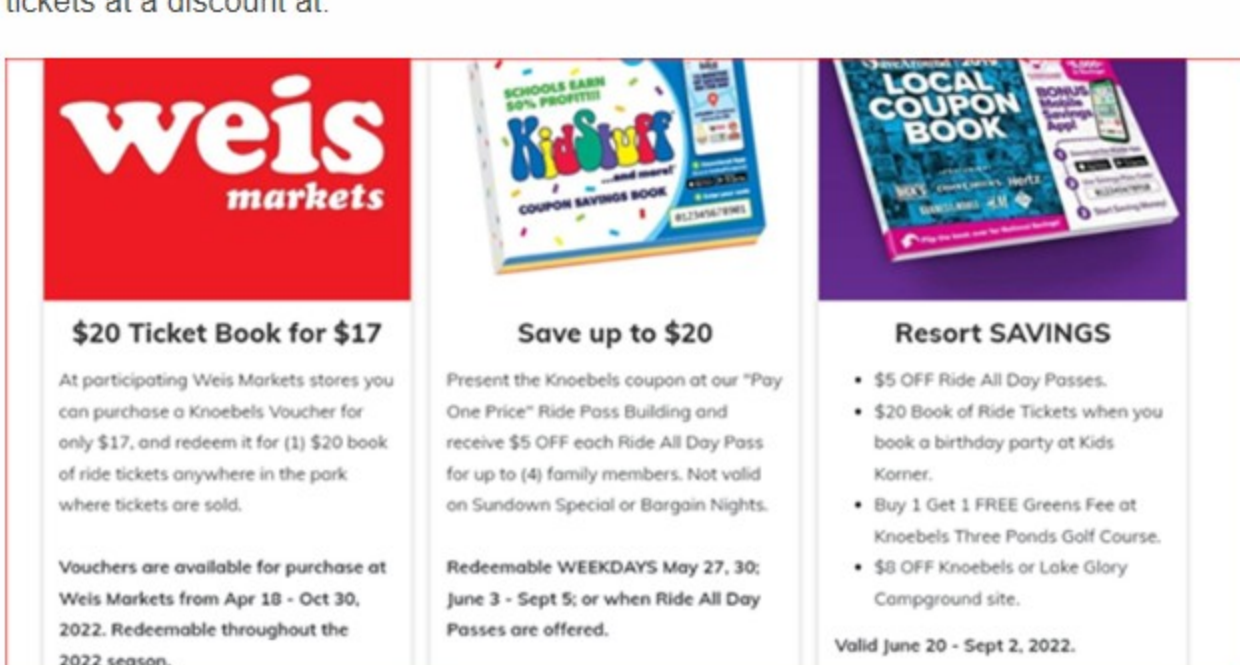
[See more >](#)

## SPIRIT & WELLNESS

### Have fun at Knoebel's Amusement Park

The Spirit Committee has reserved a pavilion at Knoebel's for Saturday, August 6. Bring your family and friends and join the fun!

Knoebel's is an amusement park in Elysburg, PA that has lots of rides, food and entertainment. The best part is that there is no cost to enter the park; just purchase the tickets to ride the rides. Also you can purchase ride tickets at a discount at:



If you are free and want to join other LCCC families, sign up [here](#). You are not committing to anything but we need to know if there is an interest. Hope to see you all there on August 6!

### Join us for Spirit Days!

The first Friday of each month is Spirit Day!

- Friday, July 1 – Wear Red, White and Blue to celebrate the 4th of July.
- Friday, August 5 – Wear your LCCC swag day.
- Friday, September 2 – Wear your school colors day.
- Friday, October 7 – R.E.D. Friday.
- Friday, November 4 – Wear your LCCC swag day.
- Friday, December 2 – Wear your holiday attire.

What is R.E.D. Friday?

RED is our acronym that stands for Remember Everyone Deployed. R.E.D. Friday was created to honor the heroes overseas and show that we are thinking of them. People across the country wear red every Friday to serve as a reminder and spread the message of how important it is that we keep our troops in our thoughts.

As a military friendly school, we encourage all of our colleagues to join us for R.E.D. Fridays on any Friday throughout the year, especially on October 7.

Our LCCC Veterans Club also has R.E.D. t-shirts for sale. The cost is \$10/shirt. If interested, please reach out to Laura D'Amato ([ldamato@lccc.edu](mailto:ldamato@lccc.edu)), Peter McElroy ([pmcelroy@lccc.edu](mailto:pmcelroy@lccc.edu)), or Erin Vermeulen ([evermeulen@lccc.edu](mailto:evermeulen@lccc.edu)) in the Registration/Student Records office

### 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

