



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPIRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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ANNOUNCEMENTS

June 30, 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 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 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 JMitchell@lccc.edu to schedule online meeting.

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

Online Learning July Newsletter

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

KnowBe4 "Preventing Harassment" Training

The KnowBe4 "Preventing Harassment" training will be open for completion until Friday, September 9. A full list of upcoming trainings can be viewed in the Human Resources News section of College Voice. If you have any questions, please contact Human Resources.

Banner Maintenance

Banner will not be accessible starting at 4p.m. on Thursday, June 30, for year-end maintenance. It will be available again in the morning of July 1.

Spirit Day is Friday, July 1st!



Don't forget to wear **Red**, **White** and **Blue** on Friday, July 1 to celebrate the 4th of July.

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 7/1/22. 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.

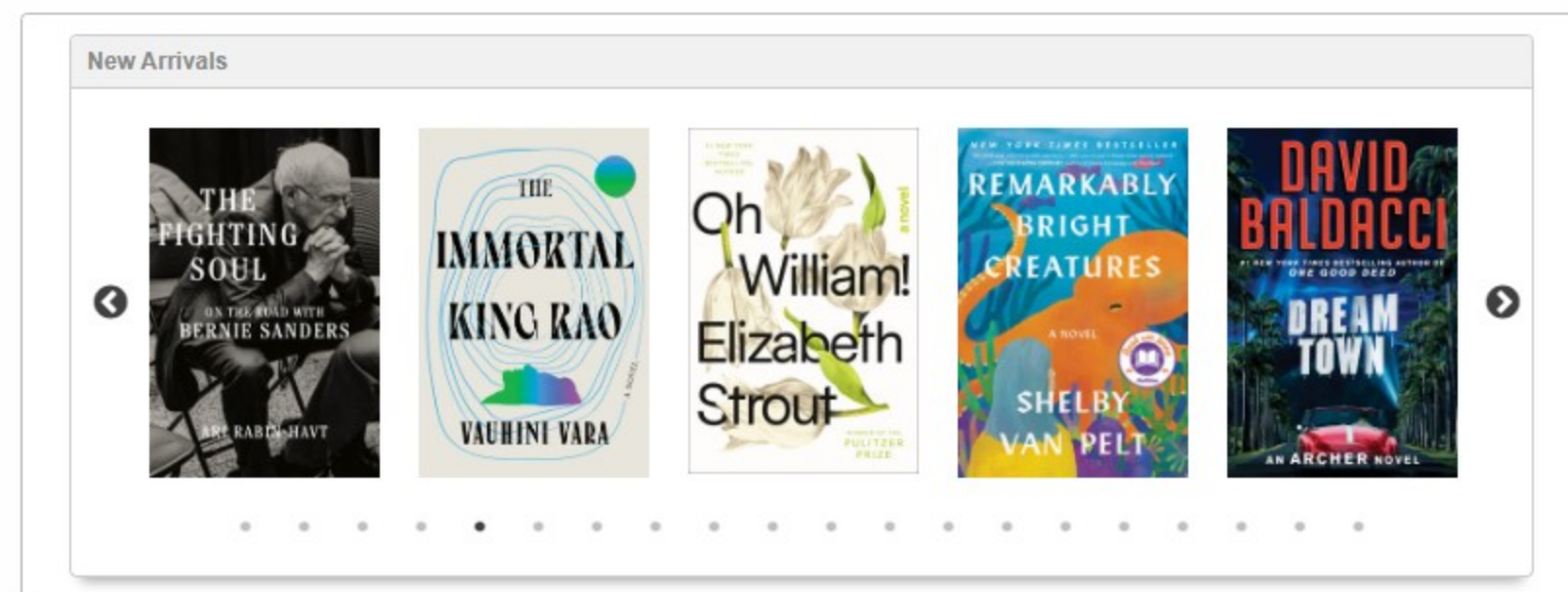
Increase in Mileage Rate

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.

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 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

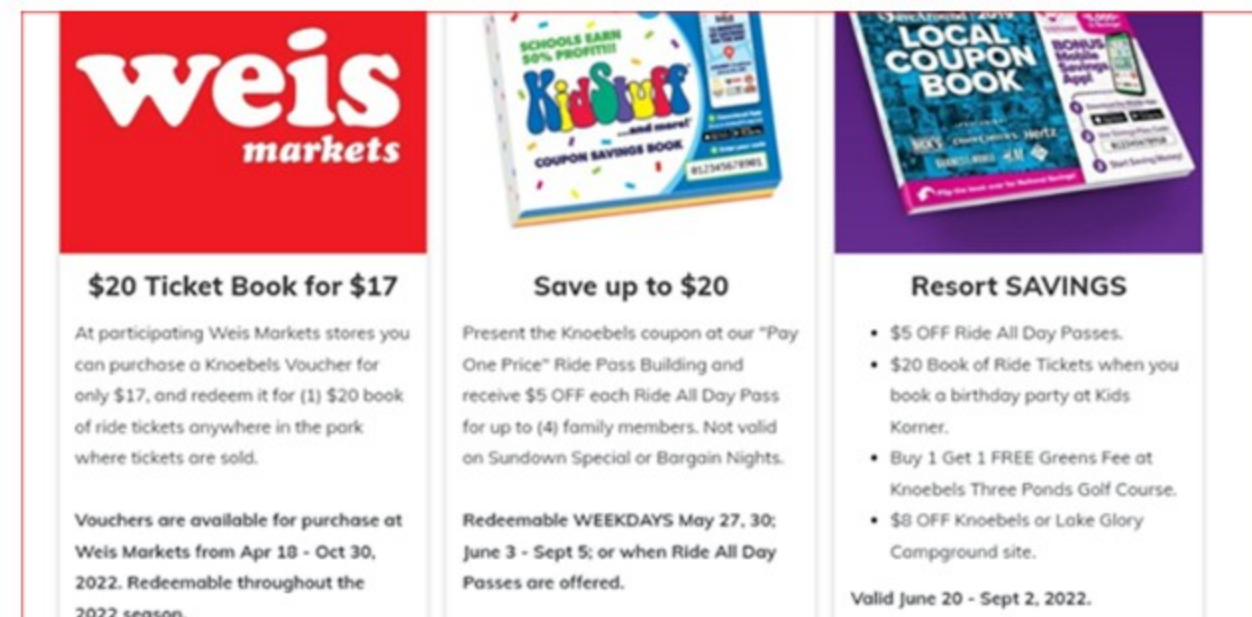
[See more >](#)

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 an acronym that stands for **Remember Everyone Deployed**. R.E.D. Friday was created to remind people of our 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), Peter McElroy (pmcelroy@lccc.edu), or Erin Vermeulen (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 is a number is not nearly as important as health. You can be in your 20s and be pretty miserable at 40 or 50. If you're in good health, you can enjoy things into your 80s." - Bob Barker

