



June 5, 2023

Announcements

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.

Request for Payment Form

Finance is rolling out a new electronic Request for Payment Form. You can access the new form on the portal at Finance - Accounts Payable - Accounts Payable Information.

PRISM Knowledge Share - LGBTQ+ History

This Pride Month, the newly formed LGBTQ+ Employee Resource Group - now officially named PRISM - is bringing a weekly knowledge share.

This week - take a minute to see just how far back LGBTQ+ history goes. In the U.S. alone it goes back to colonial days! The timeline below highlights

this community's history alongside historical events usually taught at the middle and high school levels.

[A Brief History of LGBT Social Movements](#) [LGBTQ Rights Timeline in American History](#)

If you are looking for more information, feel free to explore the [Educator Resources at GLSEN](#), which includes recorded [webinars](#) that you can view as your schedule allows.

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

[LCCC Receives Grant from PPL Foundation for Justice, Equity, Diversity and Inclusion Center](#)



LCCC's new equity center has received a \$7,500 grant from the PPL Foundation. Funds will support the Justice, Equity, Diversity and Inclusion (J.E.D.I.) Center that is set to open in the fall 2023 semester.

Located in the Academic Resource Center on the college's main campus in Schnecksville, the J.E.D.I.

Center will host events and activities to support dialog about social justice, celebrate diversity, provide space and voice for traditionally underrepresented groups and promote a college-wide culture embodying diversity, equity and inclusion. The newly renovated area, situated between the college bookstore and the cafeteria, includes spaces for activities, workshops, offices, a lounge and small meetings.

To promote student involvement, the J.E.D.I. Center will hold weekly activities built on monthly themes highlighting the cultures, histories and experiences of marginalized groups. Weekly events will include speakers, workshops, community-building activities, lunch-and-learns and opportunities for reflection. Students who complete the full calendar of activities will earn a J.E.D.I. certificate that denotes their commitment to diversity, equity and inclusion, and their leadership in the quest for social justice.

“We are grateful for the generosity of the PPL Foundation for helping to ensure that this new center at LCCC can provide programming for our students,” said Dr. Ann D. Bieber, LCCC president. “Our student body is richly diverse, and we want to celebrate and reinforce that with a broad perspective on racial and social justice.”

The PPL Foundation awards grants through an annual competitive application and review process.

For additional information on the J.E.D.I. Center, contact Mitza Morales, LCCC director of student engagement and inclusion,

at mmorales24@lccc.edu.

Pictured at the June 1 presentation: LCCC staff, members of the JEDI Center team, students, as well as LCCC president Dr. Ann D. Bieber (center left) and Jane George, regional affairs director with the PPL Foundation (center right).

Reminders

2023 Employee Fun in the Sun Picnic - Don't Forget to RSVP

Don't forget to RSVP for the annual picnic set for Wednesday, June 14, from 11:30 a.m. to 1:30 p.m. This is a ticketed event. RSVPs are required. Please respond before 5 p.m. on Friday, June 9, using [this form](#).

For Main Campus, the picnic will be held at the outdoor classroom pavilions located next to the CSC. In case of bad weather, we'll move to the cafeteria. The Donley Center picnic will be held on the 7th floor, room 702 and 703, on Thursday, June 15, from 11:30 a.m. - 1:30 p.m. The Morgan Center picnic will be held in the Morgan Lounge.

Mission BBQ will be catering the event. Menu options will include pulled pork, pulled chicken, sliced brisket, mac-n-cheese, baked beans with brisket, coleslaw and brownies and cookies for dessert. If you need a vegan or kosher option, contact Ronnie Blue (vblue@lccc.edu) or 1086 or indicate on the form under dietary restrictions.

This picnic lunch is compliments of the Spirit Committee. If you have any questions, contact Ronnie Blue at vblue@lccc.edu or ext. 1086.

Fire Alarm Testing Scheduled

Please note that Johnson Controls, the college's fire and life safety system contractor, will be conducting service work on the visual fire alarms at the following location and date:

Thursday, June 8 - Morgan Center (Tamaqua), Science Hall, Donley Center (Allentown), Student Services Center

There will be no audible alarms, just blinking lights for a short period of



The poster features a bright blue background with a yellow sun wearing sunglasses. The text "FUN IN THE SUN" is written in a large, white, curved font above the sun. Below the sun, the word "PICNIC" is written in large, bold, blue letters. To the left of "PICNIC" is a circular logo with "LC" in blue and "CC" in green. To the right of the logo, the words "employee summer" are written in a smaller, blue font. Below the main text, the date and time "Wednesday, June 14 11:30 a.m. to 1:30 p.m." are written in bold, pink letters. Below that, "Outside classroom pavilions" and "Catered by Mission BBQ" are written in bold, pink letters. At the bottom, the text "This is a FREE ticketed event! RSVP required by June 8." is written in a smaller, black font. Below that, the text "Staff at the sites can sign up to attend the picnic at Donley or Morgan and the site directors will contact you about food selections." is written in a smaller, black font.

time.

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-

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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