



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPIRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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ANNOUNCEMENTS

May 1, 2023

[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 2023 President's Desk](#)

[LCCC Employment Openings](#)

[Events](#)

["This Week" Student Newsletter](#)

[Report Safety and Security Concerns](#)

[Sexual Harassment and Sexual Violence](#)

[Anonymous Online Reporting](#)

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. - 6 p.m., Monday through Thursday; 8 a.m. - 5 p.m., Friday.

Lobby Hours
7:30 a.m. - 7 p.m., Monday through Thursday;
8 a.m. - 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 Hours
7:30 a.m. - 9:45 p.m., Monday through Thursday; 7:30 a.m. - 5 p.m., Friday.

Gourmet Dining Hours
ARC Main Cafe
Monday-Thursday: 7:30 a.m. - 2:30 p.m. Grill open from 8 a.m. - 2 p.m. Fryer items available until 2:30 p.m. Closed Fridays. Catering is available.

Weekly Menu
The Corner Cafe
Open 8 a.m. - 1:30 p.m. Monday to Thursday, Open 8 a.m. - 1 p.m. on Friday

The Main Cafeteria and Corner Cafe will be Closed Starting Monday, Dec. 19 until Friday, Jan. 20. Catering remains available.

Wellness Center
9 a.m. - 5 p.m., Monday through Friday

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 Dr. 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 Maria Bowen at mibowen@lccc.edu to schedule an online meeting.

Dean Peggy Heim
Mondays from 2 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 Dr. Kelly Trahan
Mondays from 2 to 5 p.m. Email KTrahan@lccc.edu to schedule an online meeting.

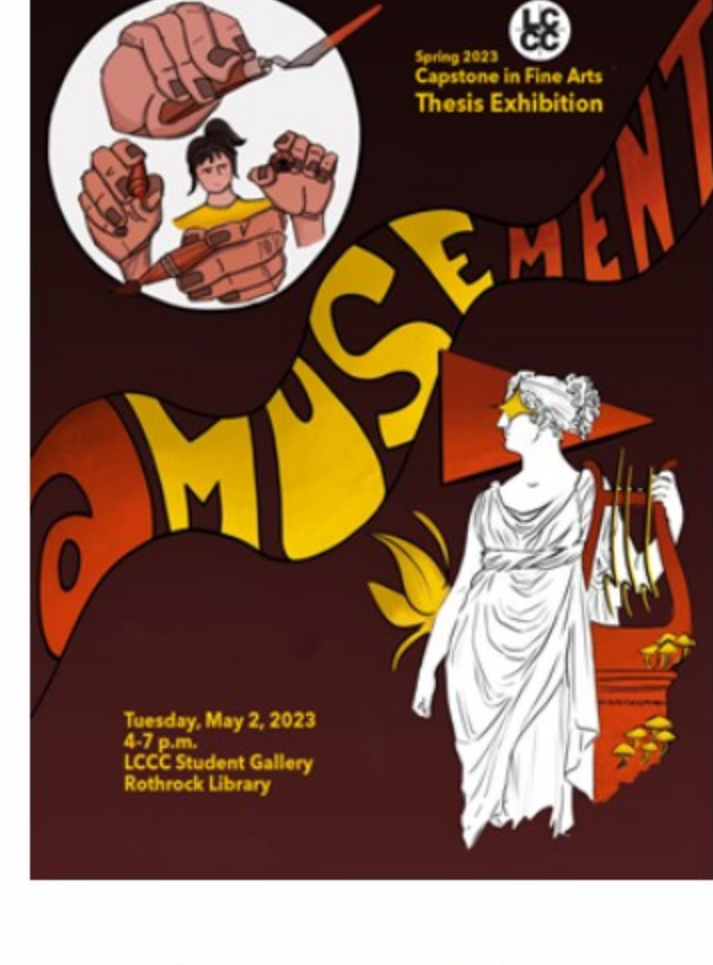
CIO Joshua Mitchell
Tuesdays from 11 a.m. to noon. Email JMitchell10@lccc.edu to schedule online meeting.

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

Remind Students to Register for Summer and Fall

Since this is the last week of class for the spring, please remind students that before the semester ends to register for classes for either summer or fall. Five- and 10-week sessions begin May 22, and an additional five-week summer session begins July 10. Fall classes start Aug. 28.

Capstone in Fine Arts Thesis Exhibition



LCCC Fine Arts in Capstone Thesis Exhibition is set for 4-7 p.m., Tuesday, May 2, in the Rothrock Library Student Gallery. The exhibition supports graduating students in their creative endeavors. Come and enjoy music, art, food and great conversation with all of the artists.

This semester's exhibition's theme is: Artistic expression is a broad term that encompasses a universe of varying personalities and perspectives. Our differences brought us together to a place where we can be the purest form of ourselves. With creation being the foundation of our individualism, we use our chosen media to speak our minds. This exhibition is an exploration of these elements.

Spirit Day - R.E.D. Day

Join us on Friday, May 5, in wearing red attire for Spirit Day!

What is R.E.D. Friday? R.E.D. 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, but especially on May 5.

Jane Wilchak's Retirement Farewell

Please join the Office of College Relations in celebrating the retirement of Jane Wilchak with 24 years of outstanding service to the college. Friends and colleagues are invited to send her off with well wishes on Thursday May 11, from 2-3:30 p.m., in room SSC 120 (fish bowl). Cake and refreshments will be served for your enjoyment. Happy Trails, Jane!

Online Learning May Newsletter

The May edition of the [Online Learning Newsletter](#) highlights upcoming events, new badges and learning plans, and reviews a new feature in Canvas - Submit Assignments on Behalf of Students, just in time for finals. If you have questions about anything in the newsletter, contact Onlinelearning@lccc.edu.

CSC Ballroom Update

The audiovisual upgrades in the CSC Ballroom are complete. Any organizations requesting to host an event in the CSC Ballroom should do so by completing a [25Live request form](#). Please contact Mia Nightingale with any questions at mnightingale@lccc.edu or 610-799-1175.

Employee Resource Group Update

Employees are encouraged to participate in newly formed Employee Resource Groups, which are being formed to better support and foster inclusion and belonging for employees at LCCC. These groups provide a place to gather with others of common identity to build a support system, participate in discussions about meaningful topics, and to share resources.

Neurodiversity
Supported by LCCC, this Employee Resource Group provides an affinity space for sharing the unique experiences of neurodiverse faculty and staff. Neurodiversity recognizes those whose brains work or process in ways divergent from the status quo, which bring different strengths and challenges to the workplace and everyday life. This includes people with ASD, ADHD, dyslexia, dyspraxia, Tourette's, or any other similar condition, whether diagnosed or self-identified. Join this group to explore the challenges as well as the assets a neurodiverse community brings to campus while navigating within a neurotypical environment. This space will also explore practices that support neurodiversity in the workplace. To join the first meeting at 11:30 a.m., Monday, May 15, please contact Eric Werley (ewerley@lccc.edu) and/or Thomas Simko (tsimko@lccc.edu) for the Zoom meeting link.

¡Bienvenidos a todos!
Faculty and staff who identify as Hispanic or Latine/x/a/o are invited and encouraged to reach out to our employee affinity group. This is a space where we can connect with one another, provide mutual support, collaborate, and help make LCCC a better place for our Latine/x/a/o community members. For more information please email Natalie DeRosa, Latinx Support Coordinator at nderosa@lccc.edu or Milza Morales, Director of Student Engagement and Inclusion at mmorales24@lccc.edu.

LGBTQ+ Employee/Faculty Group Forming
Employee and faculty members of the LGBTQ+ community are invited to join in the establishment of a new employee-led group. Participants will shape the group and determine focus, activities, and initiatives. Interested in joining the LGBTQ+ employee/faculty group? Have questions? Contact Fred Damon in confidence at fdamon@lccc.edu or 610-799-1576.

A planning meeting is set for Friday, May 19, at 1:30 p.m. Details on location and Zoom link option for remote campuses to follow by email.

ADMINISTRATIVE UPDATES

Human Resources News

Nominate a Colleague for Spotlight on Excellence
Is there a faculty or staff member you know who helped smooth over an unexpected bump during a project or event? Do you know someone who went above and beyond to provide excellent customer service? Human Resources invites you to nominate that person for a Spotlight on Excellence recognition. Recognized members of the college community will be announced in the College Voice and will receive a token of appreciation for a job well done. Please use the [nomination form](#) to spotlight the excellence of a fellow employee!

Slip, Trip and Fall Prevention
Slips, trips, and falls account for a large percentage of medical incidents on campus and are the result from some kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. [Attached](#) are tips to aid in the prevention of slips, trips and falls.

Updated COVID-19 Guidelines from the Centers for Disease Control and Prevention (CDC) effective August 11, 2022 can be found [here](#).

This updated guidance no longer differentiates between those who are vaccinated and those who are unvaccinated. The CDC advises that those individuals exposed to COVID-1, regardless of vaccination status, need not quarantine.

1. Exposure to someone with COVID-19:
If you were exposed to someone with COVID-19, follow these steps per the [CDC guidelines](#):

- Start precautions immediately:
 - Wear a high-quality mask for 10-full days as soon as you find out you were exposed (day 1 is the first full day after your last exposure)
 - Get tested at least 5 full days after your last exposure
 - Watch for COVID-19 symptoms such as:
 - Fever (100.4 degrees or greater)
 - Cough
 - Shortness of breath
 - Other COVID-19 symptoms
 - If you develop symptoms, isolate immediately

2. Isolation and Precautions for People with COVID-19.
If you test positive for COVID-19, follow the steps below per the [CDC guidelines](#):

- Stay home and isolate for at least 5 days and isolate from others in your home.
- If you **had no** symptoms, day 1 of isolation is the following day you were tested.
- If you **had** symptoms, day 1 of isolation is the first full day after the day your symptoms started.

Quick Reference for Medical Emergencies on Campus
If serious injury or illness occurs on campus, CALL 911. After you call 911, call Public Safety at x1169 to inform them you called 911. Public Safety will report to where the injured person is until arrival of the ambulance. **For minor injury or illness, trained personnel should provide basic first aid care.** Call Public Safety at x1169. All Public Safety officers are trained in first aid and CPR/AEDS.

No employee shall transport another employee/student to an emergency facility or hospital.

All New Employees:
The college's online training program is specifically designed for the busy professional but keeps in mind the college's requirements for training. It is a convenient, easy way to complete our new hire training series at LCCC.

A. Required Online Trainings
Below are the four online trainings that will be emailed to you from Knowbe4. This is a single sign-on system that will enable you to log in using your portal username and password. These online trainings must be completed within the first 30 days of hire.

If you want your completion certificate for each training placed in your personnel file, please print it out and send to the Human Resources office, otherwise Human Resources maintains a database of your completed trainings.

FERPA – Privacy and Security Awareness
Protected Classes – Intro to Discrimination
Intro to Diversity, Equity, and Inclusion in the Workplace
Creating Strong Password - Security Awareness Training

B. Run-Hide-Fight Video
To view this video, go to the [Department of Public Safety website page](#) and click on the Run-Hide-Fight video link.

If you have any questions, please contact Human Resources at x1107 or x1108.

[Hide more >](#)

Online Learning News

The [April edition](#) of the Online Learning Newsletter will highlight upcoming events, talk about important end dates for the training stipends, go over AI and ChatGPT, and feature a new page - the monthly Faculty Spotlight! This month's Faculty Spotlight is Lacey Gonzalez. If you have any questions about anything in the newsletter contact us at Onlinelearning@lccc.edu.

Online Learning Courses Available
[Register online](#) for our live and self-paced trainings. Trainings include: Canvas Course Certification, Remote Course Certification, Excellence in Instruction, Zoom, Canvas Studio, Blooms Taxonomy, and more!

Office Hours
Schedule a [meeting](#) with Rachel Peters to ask any questions on training, course development, professional development, and other tools/topics.

Digital Badges
Faculty and staff will have the opportunity to receive digital badges to display on LinkedIn, email signature and other areas, highlighting their professional achievements and commitment to continued learning. A number of different badges are available to anyone who completes the required training or series of trainings. The training requirements for each badge are outlined on the [flyer](#). If you have any questions about the digital badges or the requirements for them please contact onlinelearning@lccc.edu.

Congratulations to the following people who have recently earned the Essentials Badge: Joseph Fortunato, Cosette El Hage, Cheryann Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

[Hide more >](#)

REMINDERS

College Employee Information Sessions

Various college service areas will be doing presentations along with question and answer sessions to familiarize new employees with the services their area provides at the college. All employees are welcome to attend.

Click [here](#) for the Zoom link for the session.

The speakers will be presenting at 10 a.m. and 2 p.m. (same information in each session) on the dates assigned as follows:

May 12 – Foundation/IT Support Services

If you have any questions, please contact Jodi Rowlands at jrowlands@lccc.edu.

Finance Office Year End Deadlines

Finance Office: Fiscal Year End 22/23 Deadline Dates

5/12/23 - Grant Purchase Requisitions
5/31/23 - College Purchase Requisitions
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 support (paydays of 6/18-6/30)

SPIRIT & WELLNESS

Cougar Camp

Registration for the 2023 Summer Cougar Camps is now open. Camp information is [here](#).
July 17-21, Kindergarten - 4th grade
July 24-28, 5th - 8th grade

9 a.m. - 3:30 p.m. = \$200/week
*Extended care is available from 3:30 - 5:30 p.m., \$275/week
Campers will learn the basic fundamentals of basketball, baseball, volleyball, soccer and golf from LCCC coaches and players. Campers will focus on a different sport each day while also enjoying other fun games and activities.

There will also be an hour set aside each day for campers to do homework and/or other educational activities. Campers must bring their own lunch. View the registration form [here](#).

