



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

May 11, 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 Café**  
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.

**The Corner Café**  
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 Café will be Closed Starting Monday, Dec. 19 until Friday, Jan. 26. 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](mailto: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 Rommie 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 9:30-10:30 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 Marie Bowers at [mbowers@lccc.edu](mailto:mbowers@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 Gramm-Mosley**  
Mondays from 1 to 3 p.m. Email [agramm@lccc.edu](mailto:agramm@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 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 [JMitchell@lccc.edu](mailto:JMitchell@lccc.edu) to schedule online meeting.

**Dean Scott Aquila**  
Email [saquila@lccc.edu](mailto:saquila@lccc.edu) to schedule an online or face-to-face meeting.

### Food Service Update

Because of changes in staffing, Gourmet Dining will be closing all its food and catering services beginning **May 15**. The last day of service for both the ARC cafeteria and Corner Café will be May 15. Canteen will open the C Markets self-serve food kiosks on July 1. For events that require catering, Mia Ringtangle in College Relations will reach out to share additional resources.

### May Walking Challenge - Week 1

Spirit Committee's May Walking Challenge is fully underway! Here are the results for week 1:

Total Participants: 30 individuals, 12 teams with 52 participants

Top Individual: Dana Neuffer with 133,897 steps  
Top Team: The Matheletes with an average of 78,932 steps

### Everett's Farewell Gathering

Everett Deibler is leaving his role at LCCC after 5 years as the Learning Specialist of Accessibility and Special Programs. Everett not only led LCCC's efforts to meet physical and digital accessibility needs but was integral in creating the Next Step Transition Fair and expanding the exciting and enjoyable social events through SEED and the Parkland Program. We will miss Everett's contagious laugh - but you may still hear him from time to time as Everett will return to teach at LCCC and facilitate the Parkland Program on a part-time basis while pursuing new opportunities in access and outreach.

Please join us for cupcakes and wish Everett well between 10 a.m. and 2 p.m. on Friday, May 12, in the ESS conference room in SH 150.

### Budget Advocacy Campaign for Community Colleges Statewide

LCCC will be participating in a grassroots advocacy campaign with the Pennsylvania Commission for Community Colleges to request support for at least a 7 percent statewide budget increase for community colleges. We are encouraging everyone in the campus community to reach out to their legislators in support of the budget increase.

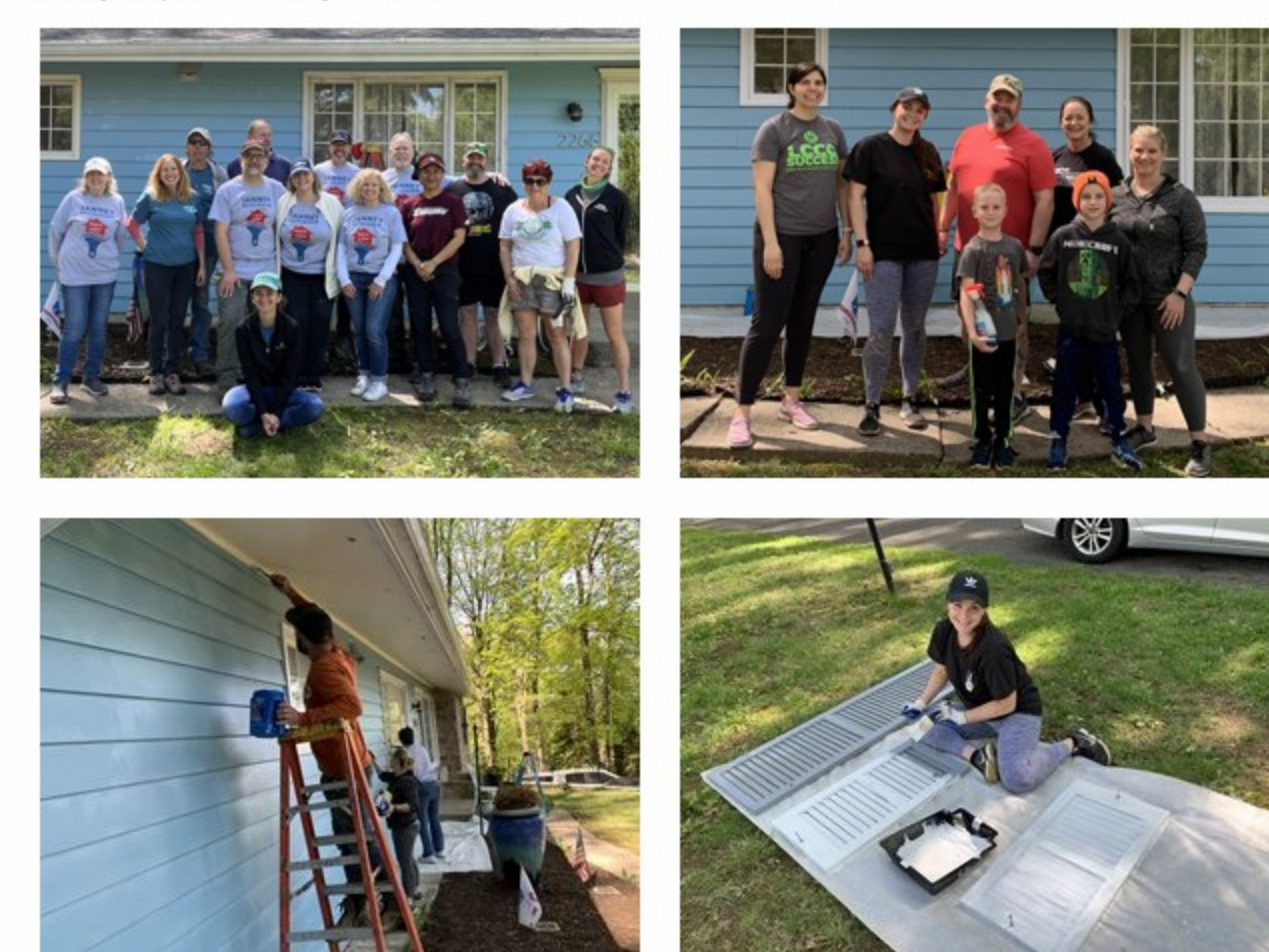
This increase will allow LCCC and the other community colleges across the Commonwealth to keep pace with inflation, which averaged 8 percent in the first half of the fiscal year and is averaging 6 percent for the second half. This will allow LCCC to continue to operate at its current level, not be required to cut services and can meet fixed costs such as salary and benefits, utilities, etc.

Faculty, staff and others can show their support by completing an online form that creates a letter that goes to legislators. On the form, please enter the address of the LCCC site where you are located. The letter will go to the legislator who represents that facility.

The PACCC is requesting that any outreach regarding the budget increase be completed by Friday, May 19.

### LCCC Volunteers with Brush-up Program

Members of the LCCC community volunteered this past weekend for this year's Brush-up Our Veterans - Lehigh Valley. The LCCC team was partnered with teams from Janney Financial Advisors, New Tripoli Bank, and Penn State Lehigh Valley to transform the exterior of a selected veteran's home. The Brush-up Our Veterans project led by the Veteran & Military Council of the Greater Lehigh Valley Chamber of Commerce coordinates the efforts to paint the outside of homes of honorably discharged veterans and their surviving spouses who are low-income elderly or permanently disabled.



### LCCC Holds Information Session for Paralegal Studies Program

LCCC will host an in-person information session for students interested in pursuing a career in Paralegal Studies from 4 to 5:30 p.m., Wednesday, June 7.

This information session at the Schnecksville campus will highlight the Paralegal Studies Program and will be led by Paralegal Studies faculty and members of the admissions team. The Paralegal Studies Program is offered in collaboration with Kutztown University. This session will highlight the numerous transfer opportunities associated with the program.

Families are encouraged to also attend. Students should register in advance [online](#).

Questions about the session and other inquiries about LCCC can be directed to [admissions@lccc.edu](mailto:admissions@lccc.edu) or by calling 610-799-1575.

### Incomplete (I) Grade Recovery Session Available

If you are assigning an Incomplete (I) grade for the Spring 2023 semester, you can communicate with your students and enroll them in the Incomplete Grade Recovery Session that will take place during Summer Session I, which runs from May 22 through June 30. Upon enrollment, your students will be assigned a recovery coach who will communicate with you and your students to recover the incomplete work before the Fall 2023 semester begins. In order to enroll your students, please complete the Incomplete Grade Recovery Session enrollment form. It is imperative that you fill this form out completely so the process can begin. All questions can be directed to Dr. Melanie A. Turano, Professor of English and Coaching Commons Coordinator, at [mturano@lccc.edu](mailto:mturano@lccc.edu).

### New Banner Access Request Form

An improved **Banner Access Request** form is now available for use. We've made some minor changes to the look of the form and streamlined the process to expedite your requests. As always, feel free to share your experiences with us and offer suggestions by emailing [helpme@lccc.edu](mailto:helpme@lccc.edu) or <https://help.lccc.edu>.

## 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-19, 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 **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](mailto: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](mailto:onlinelearning@lccc.edu).

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

[Hide more >](#)

## REMINDERS

### Fall 2023 Academic Software Requests

It is time to begin planning for Fall 2023 academic software updates and changes. Please review the current [Academic Software list on Google Drive](#).

If changes are required, please complete the [Academic Software request form](#). Deadline to submit requests is May 19, 2023.

### 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, Janel

### 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 – IT Support Services

If you have any questions, please contact Jodi Rowlands at [jrowlands@lccc.edu](mailto: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. Tamaqua purchases
- 6/19/23 - Travel reimbursements – Allentown and Mason 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 – noncontracted staff (paydays of 6/18-6/30)

## SPIRIT & WELLNESS

### Cougar Camp

Registration for the 2023 Summer Cougar Camps is now open. Camp information is below.  
July 17-21, Kindergarten - 4th grade  
July 24-28, 5th - 8th grade

9 a.m. - 3:30 p.m. = \$200/week  
\*Extended care 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](#).

