The COLLEGE VOICE

ANNOUNCEMENTS

Virtual Faculty/Staff Recognition Event Today!

Please join us **via Zoom** beginning at 4 p.m. today for the 2022 Virtual Faculty/Staff Recognition Event.

Recognized faculty and staff can stop by the CSC Ballroom (203/205) tomorrow, Friday, May 13, between 12:00 - 1:30 p.m. to pick up their awards.

May's Community of Wellness and Belonging Walking Challenge

Update for the May Walking Challenge

There are a total of 39 participants – 15 individuals and 6 teams

For the week ending May 6, here are the numbers:

Individual participants walked a total number of **727,256** steps
Team participants walked a total number of **1,298,368** steps
Altogether the participants walked a total of **2,003,813** steps or about **1,001** miles!

Top individual is Lauren Falgoni with **91,898** steps. Go Lauren!

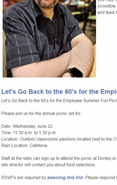
(Note that last week the top individual was incorrectly stated and it should have been Erin Vermeulen with 14,061 steps!)

Top team (by their average) is The Girl Gang with an average of **63,764** steps. Go The Girl Gang! Encourage everyone to walk!

Collegiate Award of Distinction Call for Nominations

The college community is invited to nominate an employee who demonstrates the criteria for the Collegiate Award of Distinction. The recipient will be determined by the Board of Trustees later this summer. Details are in the accompanying graphic. Attached is a **list of past recipients**. The deadline for submitting nominations is Friday, June 17.

Cougar Chat



Getting chatty with...Josh Horowitz! Josh is an IT Support Specialist and has been at LCCC since July 2012. He is an avid fan of television and movies and enjoys film analysis. He also has an appreciation for the technical aspects of film and television and was president of the Film Club during his studies at Northampton Community College. Josh has a love for Science Fiction and is a Trekkie at heart. One cool thing he's always wanted to do/see/have is to be on an accessible spaceship one day and, to date, has lost 180 lbs and looks fantastic. Live long and prosper, Josh!

Let's Go Back to the 60's for the Employee Summer Fun Picnic

Let's Go Back to the 60's for the Employee Summer Fun Picnic.

Please join us for the annual picnic set for:

Date: Wednesday, June 22
Time: 11:30 a.m. to 1:30 p.m.
Location: Outdoor classrooms pavilions located next to the CSC and Berner Hall
Rain Location: Cafeteria

Staff at the sites can sign up to attend the picnic at Donley or Morgan. If you sign up to attend at the sites, the site director will contact you about food selections.

*ATSPI's are required by **selecting this link**. Please respond before 5:00 p.m., Tuesday, June 14.*

Dress in your favorite 60's garb! Take pictures with your colleagues! On main campus, there will be a variety of outdoor games for those who would like to play (nine pins provided by RWJV Radio.

Summer 2022 Tutoring

The College offers free tutoring to enrolled LCCC students in a variety of subjects.

Face-to-Face tutoring is available at the Schnecksville Campus during Summer Sessions I and II. Labs are open and walk-in tutoring is available.

Remote tutoring appointments are booked online by students. LCCC tutors meet virtually through GoBoard or Zoom. Book up to 2 non-consecutive appointments a day. Tutoring is available for all students.

SmartNotes online tutoring is a 24/7 service there to students. Professional tutors provide both synchronous and asynchronous tutoring. SmartNotes may be accessed by clicking the link on the Tutoring homepage in the portal.

Welcome to Tutoring Services at LCCC

For questions about tutoring, please call the Educational Support Center at 610-799-1156.

Cougar Camp

Cougar Camp is back!

Any future Cougars interested in learning the fundamentals of basketball, baseball, volleyball, soccer, and golf can **sign up here**

Any questions, contact MaryAnn Rush Wallace, **mrushwallace@lccc.edu**

Bookstore Pop Up Shops Donley and Morgan

Spring textbook rentals are due Saturday, May 14. Bookstore staff will be at the Morgan Center on Thursday, May 12, from 10 a.m.-2 p.m.

You can also come to the main campus bookstore during normal business hours to check in your rentals. If you can't make it during business hours, there is a rental drop box located outside the two entrances.

Don't forget to bring the book purchased at the beginning of the semester to see if you can get cash back. A photo ID will be required.

Hours for the bookstore
Monday - Thursday: 9 a.m. - 6 p.m.
Friday: 9 a.m. - 1 p.m.
Saturday: 10 a.m. - 2 p.m.

If you have any questions, please email **bookstore@lccc.edu**

Are You Submitting an Incomplete Grade for the Spring 2022 Semester?

If you are assigning an incomplete (I) grade for the Spring 2022 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 May 16 to June 24. Upon enrollment, your students will be assigned a recovery coach who will communicate with you and your student to recover the incomplete work before the Fall 2022 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 promptly so the process can begin. All questions can be directed to Melanie A. Turano, professor of English and Recovery Coach Coordinator, at **returnees@lccc.edu**.

Culinart Summer Hours

Summer Schedule Starts on Thursday, May 12
Main Cafeteria will be open Monday to Thursday 7:30 a.m. - 1 p.m., Friday CLOSED
Limited Selections available
Corner Cafe CLOSED
The Main Cafeteria will be CLOSED the week of August 8 and the week of August 15.
Catering will be available during the summer months. Please inquire for availability before placing a catering order.

Adjusted Wellness Center Hours

Due to conflicting schedules, please see the modified hours of operation for the Wellness Center.

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 15 - Grant purchase requisitions
May 27 - College purchase requisitions
June 10 - Last day for FY21/22 credit card and WSI Mason purchases
June 20 - Petty cash and travel reimbursements - Allentown and Tamaqua sites
June 21 - Last day to submit:
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
June 29 - Final FY21/22 payroll pay date – timecard staff (paydays of June 16-30)

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 >

REMINDERS

Restroom Updates Scheduled

Beginning the week of May 9 and continuing through July, work will be conducted to install touchless fixtures into restrooms on the Schnecksville campus. The project includes installation of motion lighting, touchless faucets, hose bibs, foot door-openers and hand-dryers in ADA restrooms. Throughout the project, individual restrooms will be closed for a day or two for the work to be completed. Restrooms on other floors and buildings will be available for use when others are closed.

The inconvenience should be minor and only last for a day at a time per restroom.

Mindfulness on the Spot

Discover the benefits of mindfulness over your lunch hour. Preferred EAP is offering a streamlined introduction to mindfulness meditation especially for the busy executive, teacher, employee or anyone who has only a little time to spare. This free 45-minute online session is scheduled for 12 - p.m., Wednesday, May 25, and includes an overview and professionally-led meditation exercise. It's easy to sip into your day: **Click here** to register.

End of Semester Mail Pick Up

Just a reminder to all faculty and staff to pick up uncollected mail from the Mail Center as the Spring 2022 semester comes to an end. If you are unable to stop down to 5/6C3 to check your mailbox you can contact the Mail Center at 610-799-1119 or email **duplicating@lccc.edu** and they will be more than happy to assist you in helping to clean out your mailbox.
Thank you!

Retirement Celebration

Join us on Friday, May 13, to celebrate the upcoming retirements of three longstanding LCCC faculty - Holly Morris, Mary Ranney, and Richard Warner. The celebration will be held in ABC 201 from 2 - 3:30 p.m. Please stop by to share well wishes with Holly, Mary, and Richard.

StART: Online Incident Report Training

StART is LCCC's online reporting system. All submitted reports are viewed by the Director of Counseling and Community Standards, the Director of Public Safety and the Dean of Student Development. Equity and Inclusion Officer, Dr. Ashley Gonzalez, Brian DeLong, Director of Public Safety and Community Standards (Brian) will only when any submit a report. StART's mission is to maintain a healthy, safe environment for all members of the college community. StART is currently utilized for online reporting of violations of the LCCC Code of Student Conduct (behavior concerns), violations of the Academic Honesty Policy (academic dishonesty), reports that take place during class (course related injury), and Public Safety reports. For more information, review LCCC's **Code of Student Conduct**. If you have questions regarding StART or to schedule a StART training, please email Brian at **bdelong2@lccc.edu**.

MOAB Training

The college's Department of Public Safety will be conducting Management of Aggressive Behavior (MOAB) training this spring. MOAB training presents principles, techniques and skills for recognizing, reducing and managing violent and aggressive behavior both in and out of the workplace. It is strongly recommended that you attend the training if you have not already. The following session is available:
9 a.m.-12 p.m. Friday, June 10, CSC Ballroom, room 203

To register, fill out the form **online**. Please contact Ashley Gonzalez, Brian DeLong or Donna Williams with questions.

Fall 2022 Academic Software Requests

It is time to begin planning for Fall 2022 academic software updates and changes. Please review the current **Academic Software list on Google Drive**. If changes are request, please complete the **Academic Software request form**. Deadline to submit requests is May 20.

SPIRIT & WELLNESS

Wellness News You Can Use - May

Please read more health and wellness news in the **May issue** of Wellness News You Can Use. "The groundwork of all happiness is health". - James Leigh Hunt

Virtual Wellness Classes

Stay home, stay fit! Join our virtual wellness classes!

Sweat 4 Swag

Join the Sweat 4 Swag punchard workout program and earn FREE LCCC gear! Sign up at the front desk of the Wellness Center.