



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPIRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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ANNOUNCEMENTS

May 15, 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.

[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 9:30-10:30 a.m., and Thursdays from 12:30 to 2 p.m., or email kblirross@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 mbowen4@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 Eiko Reichardt
Wednesdays from 3 to 5 p.m. Email EReichardt@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 JMitchell1@lccc.edu to schedule online meeting.

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

Wellness Center Hours

The Wellness Center will be open 9 a.m. - 5 p.m. Monday through Friday for the rest of the month. It will be closed on Friday, May 26 and Monday, May 29.

Website Content Freeze

As the Office of College Relations begins the process of migrating content from the old to the new website and incorporating the new design, an important step is to implement a freeze on adding new or changing content. A content freeze is a time when no new content or assets (PDFs and images) will be added to the site. The content freeze will begin on Friday, May 19, and continue until the new site is launched in mid-June.

This is to ensure no major disruptions or changes to content happen while content is being migrated from the old site to the new. It allows staff to focus all their efforts towards the migration process and not have to maintain the current site while building the new one.

This does not mean you can't submit project and change requests for the new site. Please continue to submit requests throughout the freeze so we can prioritize and queue requests for the new site once it has launched.

However, we will address any updates that are determined to be critical. Examples of a critical update: graduation information, impending deadlines, accreditation, time sensitive student information. If you have questions or concerns, reach out to Linda Baker at LBaker4@lccc.edu.

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 Nightingale in College Relations will reach out to share additional resources.

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. Turrano, Professor of English and Coaching Commons Coordinator, at mturrano@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 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 a 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 to you 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.

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, Cherrlyann 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.

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 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 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. 2 p.m. Monday through Friday while also enjoying other fun games and activities.
There must 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](#).

