



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

### May 18, 2023

#### Submit Your College Voice News

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.  
**Leaky 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. - 9 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.

#### Wesley 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. 18 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 Rosemie 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 to 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 Maria Bowen at [m Bowen@lccc.edu](mailto:m Bowen@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 Gramann-Mosley**  
Mondays from 1 to 3 p.m. Email [gramannmosley@lccc.edu](mailto:gramannmosley@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.

### Fall 2022 Factbook

The Fall 2022 Factbook is now available on the [portal here](#).

If you have any questions, contact Marco Anglesio, Executive Director of Institutional Research & Effectiveness at [manglesio@lccc.edu](mailto:manglesio@lccc.edu) (or extension 1936).

### Second Week Walk Results Are In

Here are the results for week 2 of the May Walking Challenge.

Top Individual for the week - Dana Neuffer (116,162 steps)  
Top Team for the week - The Brilliant JEMS Part 2 (average steps 69,514)

Top Individual Overall - Dana Neuffer (total of 250,059 steps)  
Top Team Overall - The Mathelets (overall average of 142,485 steps)

### LCCC Foundation to Match Pediatric Cancer Foundation Scholarships

The LCCC Foundation has created a fund to match scholarships from the Pediatric Cancer Foundation of the Lehigh Valley (PCFLV), which will be awarded to students who are attending LCCC.

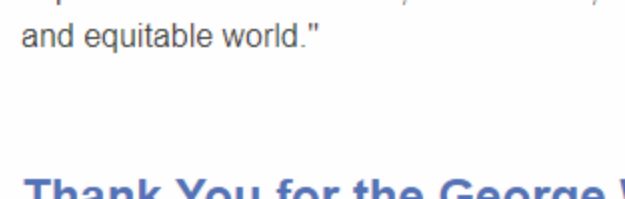
PCFLV offers local pediatric cancer warriors a one-time, \$3,000 scholarship for college or trade school. In addition, one-time, \$1,500 scholarships are offered to local children who lost a sibling to cancer. For those who choose to attend LCCC, they will receive a matching donation thanks to a new fund called the Pediatric Cancer Foundation Fund. The match will go towards tuition, books or fees.

"We are thrilled about this important partnership with LCCC," said Michelle Zennie, Executive Director at PCFLV. "The scholarships offered by PCFLV already make a significant difference for our pediatric cancer warriors and bereaved siblings. However through this fund agreement, PCFLV and LCCC can, together, be part of a brighter future for these amazing young adults."

PCFLV is working with a number of colleges and universities in the Lehigh Valley to establish similar scholarship funds.

For more information about PCFLV's Scholarship Program, contact Michelle Zennie at (484) 221-9294.

### Congrats to Morgan Mengle on Master's Degree



Congratulations to our Disability Support Services intern, Morgan Mengle, on her accomplishment of receiving her Master's in Social Work from Kutztown University on Friday, May 16.

Throughout her experience at Lehigh Carbon Community College, Morgan has demonstrated not only academic excellence but also an ability to work productively with those around her in a wide range of situations, from shadowing DSS in-takes to presenting at Lunch and Learn workshops, to working with students in academic settings such as the SEED lounge. Morgan was always willing to take on new tasks and challenges from which she showed great understanding - all while gaining new skills that will serve her well as she begins her career. Mentor and supervisor Allison S. White, MSW states, "I am confident that Morgan will help move us all towards a more just and equitable world."

### Thank You for the George W. Elison Award

From Michelle Mitchell -

A great big thank you to all who afforded me the opportunity to win this very prestigious award. I continue to be humbled by the outpouring of love and connection I have with my colleagues and friends at LCCC. While LCCC has many hurdles to overcome, our commitment to inclusion and belonging can be seen for hundreds of miles. I can accomplish such great things because of those who surround me, work with me, and who honor me with winning the George W. Elison Award!

### Allison White Farewell Celebration

Allison White's last day will be tomorrow, Friday, May 19. In her role as DSS Specialist, Ali has created strong student and faculty relationships in the past two years. Ali is currently writing her dissertation for her doctoral program in social work at the University of Pennsylvania and anticipates graduating this winter. Please join the ESS and DSS team in wishing Ali farewell tomorrow, May 19, from 10 a.m. to 2 p.m. in the Science Hall conference room (SH 150).

### Debra Condon's Farewell Celebration

After nearly 18 years of service, Debra Condon's last day will be tomorrow, Friday, May 19 from 10 a.m. to 2 p.m. in the Science Hall conference room (SH 150). As Lab Supervisor for Tutoring, Deb has meticulously managed the tutoring program at LCCC during her career including the creation of numerous initiatives with ACT 101, the Online Writing Lab and Digest programs, online tutoring and the launch of remote tutoring which included two new software products. Most semesters, Deb supervised more than 50 part-time tutors to onboard, train and schedule. Deb maintained center CRLA certification, designed tutoring outreach programs and assisted faculty and students. She fostered interactive faculty relationships and also conducted student surveys to improve services. Deb collaborated with IT to design the APEX database to replace AccuTrack, integrated tutoring into Title III pilot for developmental classes, and embedded tutoring in ALP classes. Deb also created a tutor YouTube channel and a library of tutoring resources. With the launch of A3, Deb often called students, customizing tutoring interventions for them and cheering them on. Many students returned to thank her with tears in their eyes each semester. Many returned to become professional tutors. Deb will be missed. Please join the ESS and DSS team in wishing Deb farewell.

### New Online Tutoring Platform

Beginning this week, faculty will see the new online tutoring platform link appear in their Canvas course shell. The NetTutor link will automatically appear in your online class menu. Faculty can adjust the position of the link to provide an appropriate placement. Students will still have access to SmartThinking through their portal for Summer Session I. **Person SmartThinking is being discontinued, so ESS will end the service on June 30. View the flyer on NetTutor here.**

In addition to NetTutor, summer tutoring will include face-to-face sessions at main campus (Science Hall 150) and limited remote tutoring. Students can access these schedules and reserve remote tutoring sessions in their portal by selecting [Student Resources](#) and [Tutoring](#).

If you have any questions or concerns about NetTutor, please email [educational-services@lccc.edu](mailto:educational-services@lccc.edu). Special thanks to our RFP committee of administrators and faculty from the Math, Science and English divisions for their help choosing our new online tutoring platform.

### Awards Reception Celebrates Employees

Congratulations to the many deserving award recipients from the Staff Recognition Reception on May 12. Photos from the event can be viewed on our flickr [here](#).

Recognized for five years of service: Joseph Benulis, Kathleen Buchkowski, Hazel Carrera, William Conway, Everett Daibler, Lauren Faigout, Rhiannon Flannery, Andrea Grant-Friedman, Daulton Hultman, Thomas Kunkel, Kristen Leiblich, Jennifer Leach, Tracey Richards

Recognized for 10 years of service: Kescha Bell-Ross, Corinne Betz, Doug Bracc, Ann Conte, Erik Cskos, Liz Erwin, Maureen Malkner

Recognized for 15 years of service: Scott Aquila, Tracy Bean, Bob Bilowitch, Andrew Harvan, John Loughman, John Nardone, Elke Reichardt, Nada Veskovik

Recognized for 20 years of service: Wendy Barron, Chris Bowditch, Maureen Donovan, Joe Flaherty, Jonathan Flores, Karen Haas, Peggy Heim, Jeffrey Herman, Gary Lubnisky, Charles Molano, Jodi Rowlands, Jonathan Sponsler, Mary Ellen Wismer

Recognized for 25 years of service: Cheryl Schaffer, Gavin Wehr

Recognized for 30 years of service: Rachel Plaska

Earned degrees: Dr. Cindy M. Haney, Bradley S. Reeves

Leadership Team Fellows: Christine K. Flores, Kristie E. Fogel, Erin N. Vermeulen

Faculty Promotions  
To the rank of Associate Professor: Mary Engel, Lacey Gonzalez, Andrew King, Kathryn Lange, Anne Ryan, Eric Werley

To the rank of Professor: John Nardone, Jonathan Sponsler, Nada Veskovik

Retirees: Robin German, Nancy Kelley, Holly Morris, Jeanette Polizzi, Mary Rasley, Richard Warner, Jay Wit

Emeritus: Cecelia Connelly-Weida, Terri Keefe, Cindy Rifenburg, Melanie Wursta, Annabelle Creveling

Faculty Awards  
Adjunct Faculty of the Year - Kaitlyn Herling  
Part-time Faculty of the Year - Youlanda Pena

Faculty Excellence - Mary Engel  
George W. Elison Faculty Service Award - Michelle Mitchell  
Vice President's Faculty Recognition Award - Laura Doherty

Staff Awards  
Administrator of the Year - Erin Vermeulen  
Educational Support Staff of the Year - Kristine Shaffer  
Part-time Employee of the Year - Michael Hegedus

LCCC Spirit Award  
Staff/Administrator - Tina Dowling-Hackett  
Faculty - Laura Doherty

Heart of the Cougar - Information Technology

### Financial Aid Office Hours Will be closed

Beginning Friday, May 19, the Financial Aid Office will be closed on Fridays to allow for processing and staff training. Please let students know who need to visit or contact the FA Office.

## 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](#).

- Wear precautions immediately.
- Start 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 Injury or 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 wait 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 **revises** 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!

**Schedule Hours**  
Schedule a **meeting** with Rachel Peters to ask any questions on training, course development, thank her for her professional development, and other tool/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

### 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 [LBaker@lccc.edu](mailto:LBaker@lccc.edu).

### 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 [mturano@lccc.edu](mailto:mturano@lccc.edu).

### 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)

## SPRIT & 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 golfing from LCCC coaches and players. The basic fundamentals of basketball, baseball, volleyball, soccer and golfing through 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](#).

