



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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ANNOUNCEMENTS

May 19, 2022

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 2022 President's Desk](#)

[LCCC Employment Opportunities](#)

[Events](#)

[PA Commission for Community Colleges](#)

["This Week" Student Newsletter](#)

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

Lobby Hours
7:30 a.m. to 7 p.m., Monday through Thursday; 8 a.m. to 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 Summer Hours
7:30 a.m. to 8 p.m., Monday through Thursday; 7:30 a.m. to 5 p.m., Friday.

CulinArt Hours
ARC Main Café
Monday-Thursday: 7:30 a.m.-2:30 p.m. Grill open 8 a.m.-1:30 p.m. Fryer opens all day. Friday: 7:30 a.m.-1 p.m. Grill closed and limited selection available. Fryer will be open.

Weekly Menu

The Corner Cafe
8 a.m.-1:30 p.m., Monday and Wednesday; 8-10 a.m., Tuesday and Thursday; Closed Friday. CLOSED: Thursday, April 28.

Wellness Center
9 a.m. to 6 p.m., Monday through Thursday and Friday from 9 a.m. to 4 p.m.

PRESIDENT'S CABINET MEMBERS OPEN OFFICE HOURS

President
Dr. Ann D. Bieber
Appointments can be made via Zoom. Email Tracy Dean at tdoan@lccc.edu to schedule an online meeting.

VP Cindy Haney
1st and 3rd Mondays from 4 to 5 p.m. and 2nd and 4th Thursdays from 4 to 5 p.m. Email chaney@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 to arrange a scheduled meeting.

VP Stefanie Nestor
1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email Mary Decker at mdecker@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 Gramum-Mosley
Mondays from 1 to 3 p.m. Email agramummosley@lccc.edu to schedule via Hangouts.

Interim Dean Eike Reichardt
Wednesdays from 3 to 5 p.m. Email erreichardt@lccc.edu to schedule online meeting.

Dean Craig Koller
Mondays from 10 a.m. to noon. Email ckoller@lccc.edu to schedule online meeting.

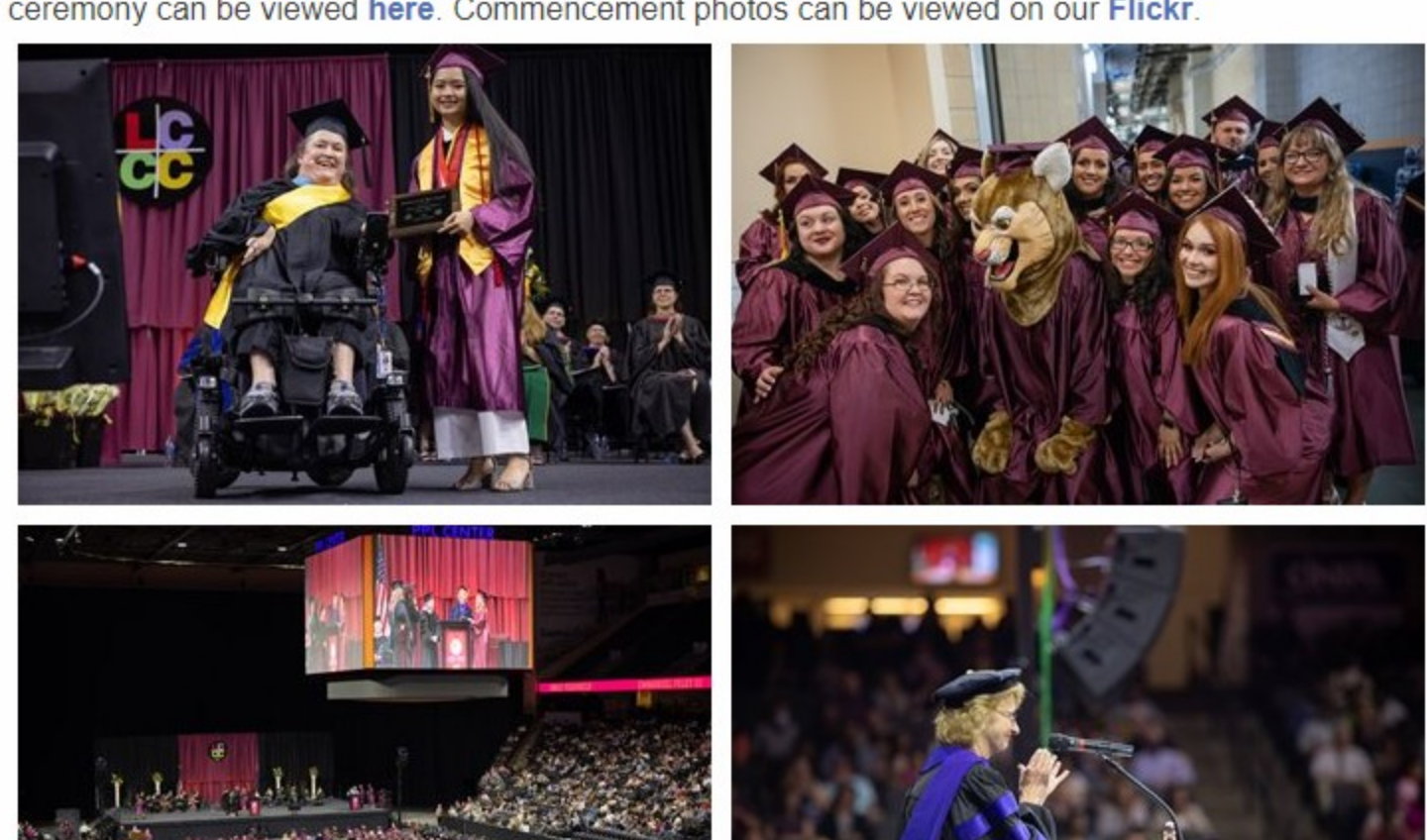
Dean Dr. Kelly Trahan
Mondays from 3 to 5 p.m. Email ktrahan@lccc.edu to schedule an online meeting.

CIO Joshua Mitchell
Tuesdays from 11 a.m. to noon. Email jmitchel1@lccc.edu to schedule online meeting.

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

Congratulations to the Class of 2022

Close to 500 graduates walked at this year's commencement, which was the first in person ceremony since 2019. Two student awards were announced during the ceremony. Jace Izellah Mary received the Student of the Year Award and Tucker Zimmerman received the Early College Student of the Year Award. The recorded ceremony can be viewed [here](#). Commencement photos can be viewed on our Flickr.



May's Community of Wellness and Belonging Walking Challenge Update

For the week ending May 16, here are the numbers:

- Individual participants walked a total number of 645,985 steps
- Team participants walked a total number of 1,215,495 steps
- Altogether, the participants walked a total number of 1,861,480 steps or about 930 miles!

Top individual is Lauren Falgout with 92,720 steps!

Top team (by average) is The Mathletes with an average of 63,501.5 steps!

- Top three individuals overall are:
- Lauren Falgout with a total of 195,307 steps
 - Amber Zuber with a total of 191,579 steps
 - Erin Vermeulen with a total of 184,432 steps

- Top team overall are:
- The Mathletes with a total average of 137,529.5
 - The Girl Gang with a total average of 134,821.4
 - Holy Walkamoles with a total average of 118,310.5

Only 16 days left! Who will end up the winner? Every participant is winning because they are taking steps toward their individual wellness!

LCCC Policy and Regulations Manual Updates

The following policies have been revised and approved by the LCCC Board of Trustees on May 5, 2022.

- Policy – 2-204 – Conflict of Interest
- Policy – 2-232 – Tuition Waiver
- Policy – 4-104 – Academic Program Audit
- Policy – 4-106 – Academic Program Audit Schedule

You can view the current version of the College Policies and Regulations Manual on the [LCCC Website](#).

Collegiate Award of Distinction Call for Nominations

CALL FOR NOMINATIONS

COLLEGIATE AWARD OF DISTINCTION

CRITERIA

- Nominee must have contributed to the quality of Lehigh Carbon Community College.
- The nominee must have been employed by Lehigh Carbon Community College for at least one year.
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DEADLINE: FRIDAY, JUNE 17, 2022

Send to the Office of the President
4525 Kutztown Pike, P.O. Box 270000, Allentown, PA, 18129
OR email lcccprize@lccc.edu

The college community is invited to nominate an individual for consideration of this year's LCCC 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.

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 Bernier 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.

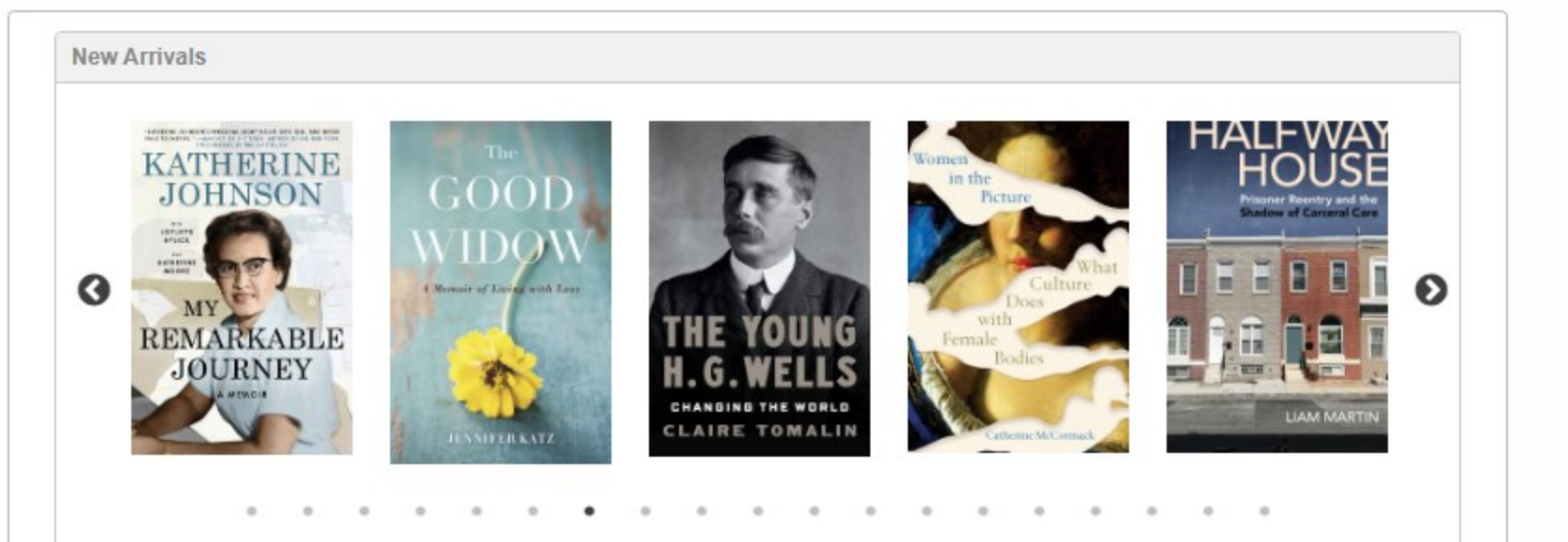
RSVPs are required by selecting this link. Please respond before 5:00 p.m., Tuesday, June 14.

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 plus music provided by WXLV Radio.

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 13 - Grant purchase requisitions
- May 27 - College purchase requisitions
- June 15 - Last day for FY21/22 credit card and W.B. Mason purchases
- June 20 - Petty cash and travel reimbursements – Allentown and Tamaques sites
- June 20 - Student stipends
- June 24 - Last day to submit:
 - Duplicating jobs
 - Petty cash reimbursement – Main Campus
 - Travel reimbursement – Main Campus
- July 1 - 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
- July 7 - Final FY21/22 payroll pay date – tmecard staff (paydays of June 19-30)

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

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 (walk in), so no appointments are needed. **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 for tutoring in the same course. **Sm@rth@nking online tutoring** is a 24/7 service free to students. Professional tutors provide both synchronous and asynchronous tutoring. Sm@rth@nking 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

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 12-1 p.m., Wednesday, May 25, and includes an overview and professionally led meditation exercise. It's easy to slip into your day. [Click here](#) to register.

Culinart Summer Hours

Summer Schedule Starts on Thursday, May 12.
Main Cafeteria will be open Monday through 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.

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 SSC 5 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!

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 required, please complete the [Academic Software request form](#). Deadline to submit requests is May 20.

SPRIT & 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!

Virtual Wellness Classes

- Dance Cardio, Mondays @ 5:15 PM
- Pilates, Wednesdays @ 5:15 PM
- Yoga, Fridays @ 12:30 PM

Virtual via Zoom

Sweat 4 Swag

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

SWEAT 4 SWAG
PUNCH CARD WORKOUT PROGRAM

VISIT THE WELLNESS CENTER.
GET YOUR SWEAT ON.
EARN FREE LEHIGH CARBON SWAG!!!

FOR EVERY WORKOUT YOU COMPLETE, YOU EARN ONE SWAG POINT. SWAG POINTS CAN BE USED TO EARN YOUR SWAG!

- 10 SWAG POINTS = 1 FREE T-SHIRT
- 20 SWAG POINTS = 1 FREE T-SHIRT
- 30 SWAG POINTS = 1 FREE T-SHIRT
- 40 SWAG POINTS = 1 FREE T-SHIRT
- 50 SWAG POINTS = 1 FREE T-SHIRT
- 60 SWAG POINTS = 1 FREE T-SHIRT
- 70 SWAG POINTS = 1 FREE T-SHIRT
- 80 SWAG POINTS = 1 FREE T-SHIRT
- 90 SWAG POINTS = 1 FREE T-SHIRT
- 100 SWAG POINTS = 1 FREE T-SHIRT

