



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

### May 23, 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 Openings](#)
- [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 at 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 Caf **  
Monday-Thursday: 7:30 a.m.-2:30 p.m. Grill open 8 a.m.-1:30 p.m. Fryer open all day. Friday: 7:30 a.m.-1 p.m. Grill closed and limited selection available. Fryer will be open.  
[Weekly Menu](#)

**The Corner Caf **  
8 a.m.-1:20 p.m., Monday and Wednesday; 8-10 a.m., Tuesday and Thursday. Closed Friday. CLOSED: Thursday, April 28.

**Wallace 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 Bean at [tbean@lccc.edu](mailto:tbean@lccc.edu) to schedule an online meeting.

**VP Cindy Hamey**  
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](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 [lbertros@lccc.edu](mailto:lbertros@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 Mary Decker at [mdecker@lccc.edu](mailto:mdecker@lccc.edu) to schedule an online meeting.

**Dean Peggy Helm**  
Mondays from 3 to 5 p.m. Email [PHelm@lccc.edu](mailto:PHelm@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. Andrew Gramum-Mosley**  
Mondays from 1 to 3 p.m. Email [agramummosley@lccc.edu](mailto:agramummosley@lccc.edu) to schedule via Hangouts.

**Interim Dean Eike Reichardt**  
Wednesdays from 3 to 5 p.m. Email [EReichardt@lccc.edu](mailto:EReichardt@lccc.edu) to schedule online meeting.

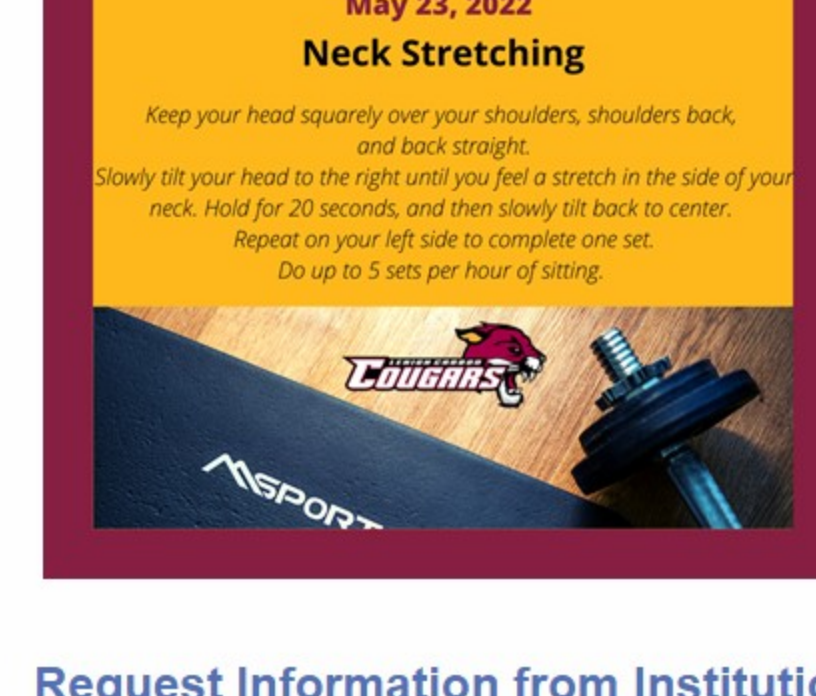
**Dean Craig Keller**  
Mondays from 10 a.m. to noon. Email [CKeller@lccc.edu](mailto:CKeller@lccc.edu) to schedule online meeting.

**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 [JMitchell1@lccc.edu](mailto:JMitchell1@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.

### Movement Monday, May 23



"Don't let a day of the week have so much power over your happiness. Happy Monday!" **Andrea L'Artiste**

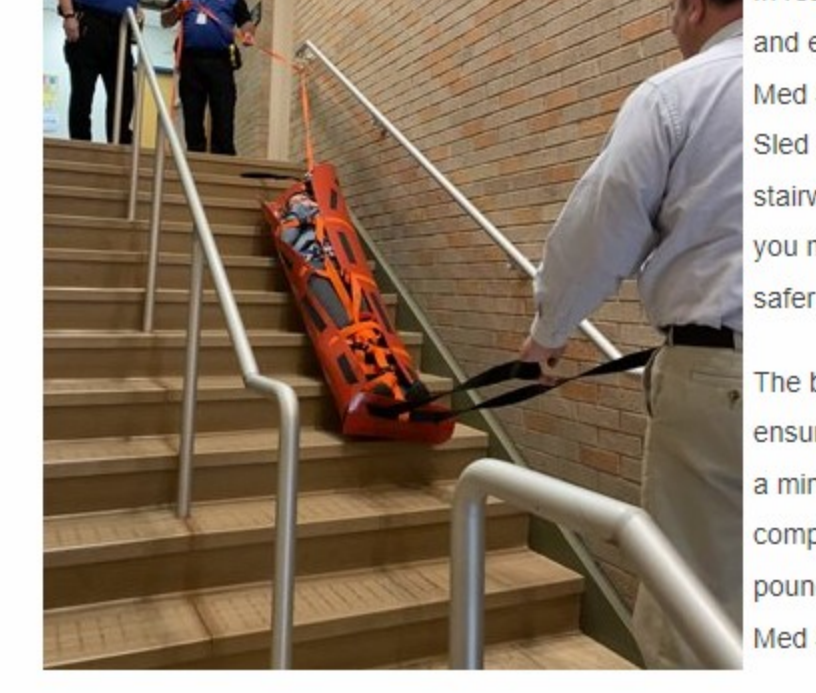
### Request Information from Institutional Research

Would you like to request data or information from Institutional Research? Follow the guidelines for submitting requests for data using [these procedures](#).

### Academic Advisory Published Author

Academic Advisor Chrissy Conter is pursuing her Ph.D. at Marywood University in Strategic Leadership and Administrative Studies. Through her high academic pursuits, her article titled "Budget Theories: An Economic Perspective," was selected for publication in the Journal of Applied Professional Studies Spring Edition. Congratulations to Chrissy on her outstanding achievement!

### Med Sled Training



In the wake of disasters, hospitals, school districts, and nursing homes across the country are reviewing their disaster preparedness plans, including emergency procedures for evacuating non-ambulatory patients, students and staff.

In response to the growing need and demand for viable, cost-effective and efficient transport solutions, Ethos Preparedness developed the Med Sled to ensure no one is left behind. "When timing is critical, Med Sled enables staff to transport non-ambulatory individuals down a stairwell in order to exit a multi-floor building. Simplicity of design lets you move quickly to secure individuals and evacuate them faster and safer than with other available methods or devices."

The beauty of the Med Sled is it uses the "roll and drag" method, which ensures heavy lifting is not required. Anyone can use this product with a minimal amount of training. The size of the injured individual compared to the MedSled operator is insignificant, for example, a 120-pound person can effectively transport a 250-pound person on the Med Sled with relative ease.

At each campus, there are Med Sleds located at each stairwell for emergency use. The Department of Public Safety offers training on how to properly use a Med Sled. It is a hands-on experience to make the learning process memorable and to help team-building skills within your department. If you are interested in taking this training, along with scenario training for your department, please contact Ashley Gonzalez at [agonzalez46@lccc.edu](mailto:agonzalez46@lccc.edu).

### Spotlight on Excellence - Aubrey Flurer



Shining a Spotlight of Excellence on Aubrey Flurer, Student Support Generalist. Aubrey was nominated by Callie Clayton who shared how she always went above and beyond to help Advising students during her time as a KEYS Office Assistant when things were hectic, "Aubrey greeted students with a friendly face and helped field them to their appropriate advisor all while doing her work for the KEYS program. Aubrey always has a smile for all the students and staff that she passes throughout her day at the College." Keep smiling and shining, Aubrey!

### LCCC Policy and Regulations Manual Updates

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

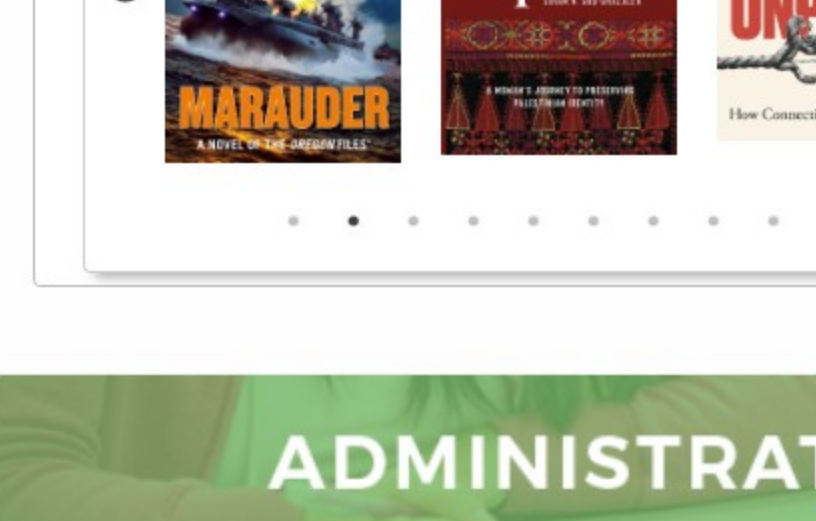
- Policy – 2-204 – Conflict of Interest
- Policy – 2-232 – Tuition Waiver
- Policy – 4-104 – Academic Program Audit
- Policy – 4-106 – Academic Program Audit Schedule

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

### 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 Tamaqua sites
- June 20 - Student stipends
- 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
- July 7 - Final FY21/22 payroll pay date – timecard 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

### Collegiate Award of Distinction Call for Nominations



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 Berrier 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.

RSVP'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 plus music provided by WXLV 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 (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.

**Smartthinking online tutoring** is a 24/7 service free to students. Professional tutors provide both synchronous and asynchronous tutoring. Smartthinking 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 the fundamentals of basketball, baseball, volleyball, soccer, and golf can [sign up here](#).

Any questions, contact MaryAnn Rush Wallace, [mrushwallace@lccc.edu](mailto: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 compliant 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.

### 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 Caf  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.

### 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!

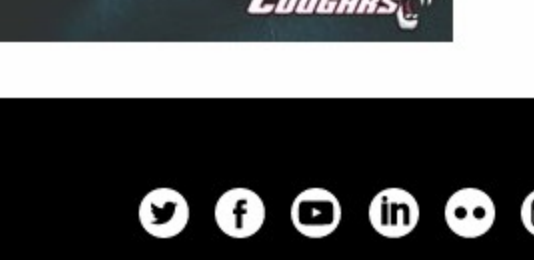
**Virtual Wellness Classes**

**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.

