



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPIRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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ANNOUNCEMENTS

May 26, 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's 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 Café
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 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 Bean at tbean@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 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 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 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 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 Elke Reichardt
Wednesdays from 3 to 5 p.m. Email EReichardt@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 jmitchell1@lccc.edu to schedule online meeting.

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

KEYS Financial Literacy Program Graduates Students



A ceremony was held on May 19 for students participating in the KEYS Grant Financial Literacy Program. Financial Fridays, KEYS students participated in the 10-week series where they learned about and discussed financial literacy and growth with Kescha Bell-Ross, Doug Vore and Tamara Redfern, who served as facilitators. Certificates of completion were issued to nine students who completed the capstone project.

A total of 17 students participated, as well as several guests. Topics included budgeting and planning, investing, financial aid and financial growth. The KEYS Program would like to thank Bellevue University for its sponsorship, and the LCCC Foundation and Dorothy Collins, former Dean of Academic Support and Success, for their contributions.

Employee Travel

As more opportunities arise for employees to travel for professional development, training purposes or to conduct college business, please become familiar with LCCC's travel policy and forms. This information is found under **Faculty and Staff Resources/Finance/Travel and Employee Reimbursement**. All policies and regulations need to be followed and proper authorized signatures are required. Receipts should be attached to form prior to submission to the Finance Office. Please contact mdecker@lccc.edu if you have any questions.

May's Community of Wellness and Belonging Walking Challenge

May's Community of Wellness and Belonging Walking Challenge Update

For the week ending May 23, here are the numbers:

- Individual participants walked a total number of 679,667 steps
- Team participants walked a total number of 1,561,127 steps
- Altogether, the participants walked a total number of 2,240,794 steps or about 1,120 miles!

Top individual is Lauren Falgout with 297,319 steps!

Top team (by average) is The Holy Walkamoles with an average of 73,911.5 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 576,666.0
 - Dashing Dames with a total average of 251,248.5
 - Walking Wonder Women with a total average of 202,709.0

Only 8 days left. Who will end up the winner? Every participant is winning because they are taking steps toward their individual wellness!

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



Please join us for the annual picnic

RSVP's are required by [selecting this link](#). Please respond before 5 p.m. on Tuesday, June 14.

Assistant Director Candidate Presentations Scheduled

The campus community is invited to attend the Assistant Director of Returning Adults & Veterans candidate presentations on Tuesday, May 31. Presentations will be held in CSC 202 at the following times:

- Candidate A : 2:00-2:20
[Feedback form](#)
- Candidate B : 3:30-3:50
[Feedback form](#)

If you cannot attend in person, please use the Zoom links provided to connect to the sessions.

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](#).

LCCC Policy and Regulations Manual Updates

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

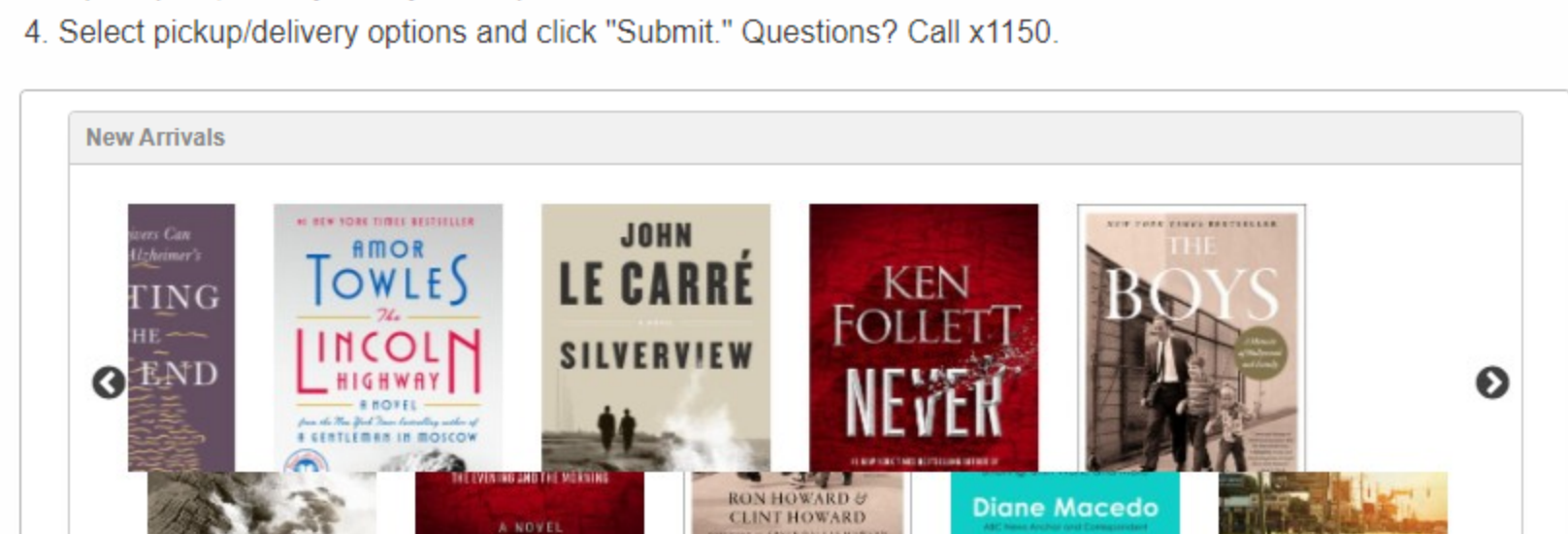
- Policy – 2-204 – Conflict of Interest
- Policy – 2-232 – Tuition Waiver
- Policy – 4-104 – Academic Program Audit
- Policy – 4-106 – Academic Program Audit Schedule

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

Rothrock Library - 4 Library to a Good Book

Recent additions to the Rothrock Library collection. Getting your hands on these books is easy as 1-2-3-4.

- Click on the book image.
- Click on "Place a Hold" and select "STUDENT/FACULTY/STAFF"
- If prompted, enter your myLCCC portal credentials.
- 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

Med Sled Training



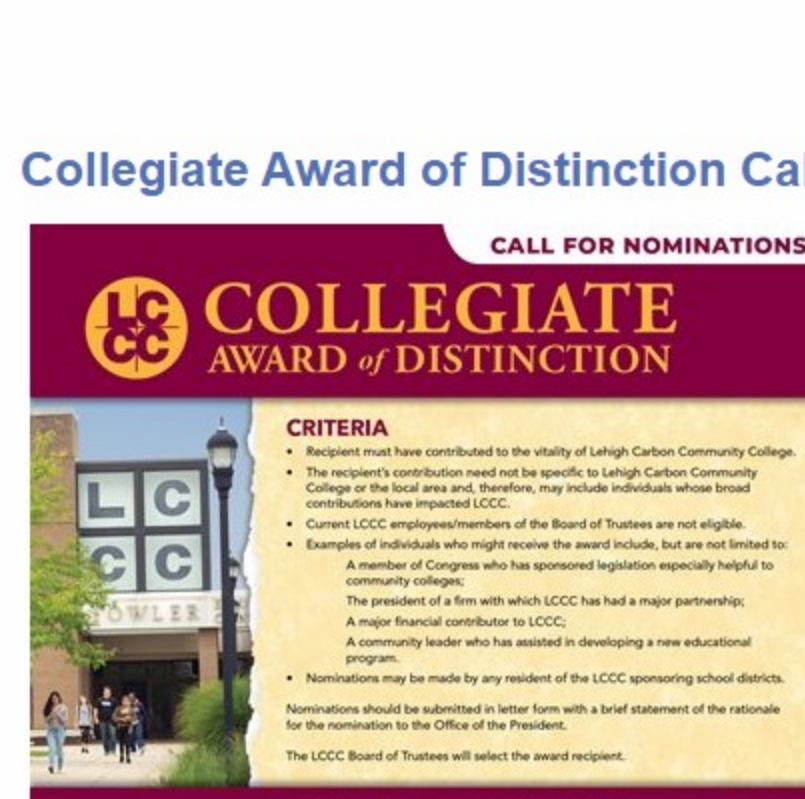
In the wake of disasters, hospitals, school districts, and nursing homes across the country are reviewing their disaster preparedness plans, including emergency procedures for evacuating non-ambulatory patients, students and staff.

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 that it requires no 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 agonzalez4@lccc.edu.

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.

DEADLINE: FRIDAY, JUNE 17, 2022
Send to the Office of the President,
4333 Eisenhower Blvd. Suite, Schuylkill County, PA, 18178
Or email: accp@lccc.edu

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 Schneckville 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@rthinking online tutoring** is a 24/7 service free to students. Professional tutors provide both synchronous and asynchronous tutoring. Sm@rthinking 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 at the Schneckville 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.

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 Cafeteria 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.

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

