



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

### May 4, 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.-4 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. - 6 p.m., Friday.

**Gourmet Dining Hours**  
**ARC Main Caf **  
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 Caf **  
Open 8 a.m. - 1:30 p.m. Monday to Saturday. Open 8 a.m. - 1 p.m. on Friday

The Main Cafeteria and Corner Caf  will be closed starting Monday, Dec. 19 until Friday, Jan. 20. Catering remains available.

**Wellness Center**  
9 a.m. - 6 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 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 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 Mester**  
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](mailto:mbowen4@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-Monley**  
Mondays from 1 to 3 p.m. Email [agramannm@lccc.edu](mailto:agramannm@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 [jmitchell10@lccc.edu](mailto:jmitchell10@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.

### New Food Service Starts July 1

The college is contracting with Canteen Vending Services for on-campus food service beginning July 1. Self-serve fresh food kiosks (Avenue C Markets) will replace the Corner Caf  in Science Hall and the cafeteria in the Academic Resources Center on the Schnecksville campus. There will no longer be full-service dining after June 15.

In these kiosks, food will be replenished on a regular basis. Selections encompass both snacks and meals, with choices such as sandwiches, a coffee bar will also be available. A mini food kiosk will also be placed in a location to be determined. Food will be available 24/7 and will be through self-checkout. Microwaves will on site to warm up hot food.

Payments will be by credit card or by setting up an account on the Canteen app.

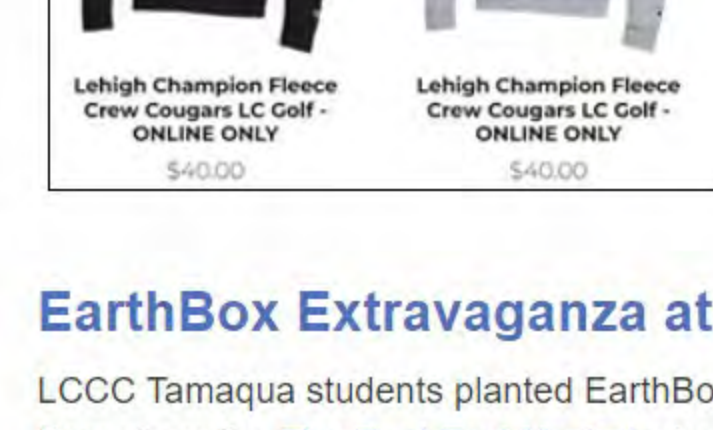
Vending (chips, candy, granola bars, etc.) and beverage service will continue to be offered for the campus community and guests at the Donley Center in Allentown and at the Morgan Center in Tamaqua. Beverages will include both Coca-Cola and Pepsi products.

There will be no on-site catering, but the Office of College Relations is working to compile a list of outside vendors, caterers and restaurants and will establish a process to streamline catering requests for both internal and external events.

### SNAP Sponsored Easter Baskets for KidsPeace

Last month the LCCC Student Nurses Association participated in sponsoring Easter Baskets for children in the KidsPeace Foster Care Program. Students expressed that it was rewarding to give to kids in their community.

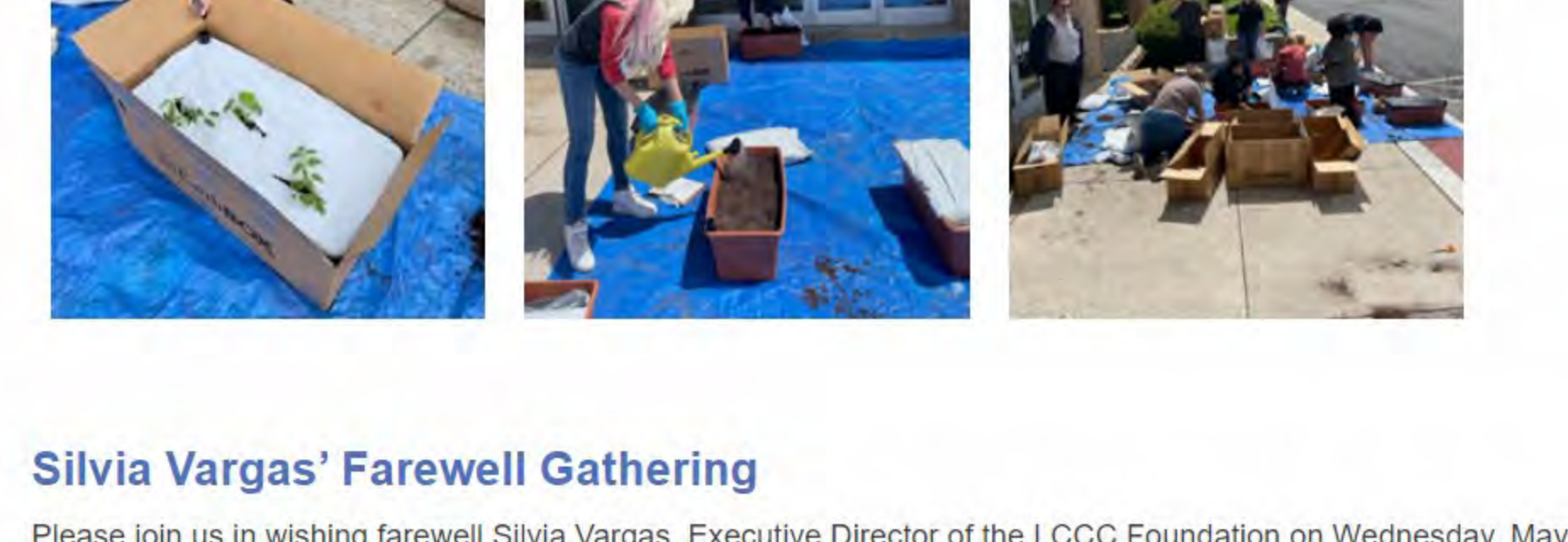
### New Items Available Through Follett On Demand



Follett On Demand has launched on the LCCC Bookstore website. Whenever customers go onto our website and view items such as men's apparel, women's apparel, gifts, etc., they will see products that say "ONLINE ONLY" in the description. These are all products that are not carried in the store but people can still purchase. Items will be shipped within 24-48 hours of confirmation. This has added hundreds of new products to the collection. Check it out!

### EarthBox Extravaganza at LCCC Tamaqua

LCCC Tamaqua students planted EarthBoxes funded through PA Hunger Free Campus. Many thanks to Tracy Perry from the **The East End Market** who supplied beautiful seedlings and offered her gardening expertise. Students can enjoy fresh vegetables and herbs all summer long!



### Silvia Vargas' Farewell Gathering

Please join us in wishing farewell Silvia Vargas, Executive Director of the LCCC Foundation on Wednesday, May 10, from 11 a.m. - 12:30 p.m. in room SSC 120 (fish bowl). Cupcakes and light refreshments will be served.

Silvia has been an integral part of the Foundation office and college over the past six years. She has been dedicated to serving our students and the mission of the college. During her tenure as the Executive Director, the Foundation's endowment grew, new community partnerships were established and the Foundation raised a significant amount of money for student scholarships and college programs. The college is wishing her great success in her new role.

### College Changes Operating Hours for Services Beginning May 22

Beginning **Monday, May 22**, LCCC will have new operating hours of 8 a.m. to 5 p.m., Monday through Friday, for some services. This does not impact classes or activities. The Rothrock Library will open at 7:30 a.m. to accommodate student needs. In addition, the college will have extended hours in January and August to accommodate the needs of students who are applying, enrolling and paying for college prior to the beginning of the semester. Those hours will be 8 a.m. to 6 p.m., Monday through Thursday, and 8 a.m. to 5 p.m., Friday.

If necessary, the college will adjust the operating hours as needed to meet community needs. The changes are applicable to the main campus in Schnecksville, as well as the Allentown and Tamaqua sites.

The change will apply to the following departments:  
Academic Services  
Advising  
Admissions  
Business Office  
Counseling  
Disability Support Services  
Educational Support Services  
Financial Aid  
First Year Experience  
Library (opening at 7:30 a.m.)  
Records and Registration

Testing Center hours are 8 a.m.-6 p.m., Monday; 8 a.m.-8 p.m., Tuesday-Thursday; 8 a.m.-5 p.m., Friday.

Students can also make individual requests for services beyond these hours, as needed. Requests will be considered on an individual basis. Offices will continue to meet the needs of the students and when necessary will have extended hours upon request.

## ADMINISTRATIVE UPDATES

### Human Resources News

#### Nominate a Colleague for Spotlight on Excellence

Is there a faculty or staff member who 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-1, 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.

- Is there a 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. Updated 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](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!

#### 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](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

### Spirit Day - R.E.D. Day

Join us on Friday, May 5, in wearing red attire for Spirit Day!

What is R.E.D. Friday? R.E.D. is an acronym that stands for Remember Everyone Deployed. R.E.D. Friday was created to remind people of our heroes overseas and show that we are thinking of them. People across the country wear red every Friday to serve as a reminder and spread the message of how important it is that we keep our troops in our thoughts.

As a military friendly school, we encourage all of our colleagues to join us for R.E.D. Fridays on any Friday throughout the year, but especially on May 5.

### Jane Wilchak's Retirement Farewell

Please join the Office of College Relations in celebrating the retirement of Jane Wilchak with 24 years of outstanding service to the college. Friends and colleagues are invited to send her off with well wishes on Thursday May 11, from 2-3:30 p.m., in room SSC 120 (fish bowl). Cake and refreshments will be served for your enjoyment. Happy Trails, Jane!

### CSC Ballroom Update

The audiovisual upgrades in the CSC Ballroom are complete. Any organizations requesting to host an event in the CSC Ballroom should do so by completing a [25Line request form](#). Please contact Mia Nightingale with any questions at [mnightingale@lccc.edu](mailto:mnightingale@lccc.edu) or 610-799-1175.

### Employee Resource Group Update

Employees are encouraged to participate in newly formed Employee Resource Groups, which are being formed to better support and foster inclusion and belonging for employees at LCCC. These groups provide a place to gather with others of common identity to build a support system, participate in discussions about meaningful topics, and to share resources.

#### Neurodiversity

Supported by LCCC, this Employee Resource Group provides an affinity space for sharing the unique experiences of neurodiverse faculty and staff. Neurodiversity recognizes those whose brains work or process in ways divergent from the status quo, which bring different strengths and challenges to the workplace and everyday life. This includes people with ASD, ADHD, dyslexia, dyspraxia, Tourette's, or any other similar condition, whether diagnosed or self-identified. Join this group to explore the challenges as well as the assets a neurodiverse community brings to campus while navigating within a neurotypical environment. This space will also explore practices that support neurodiversity in the workplace. To join the first meeting at 11:30 a.m., Monday, May 15, please contact Eric Werley ([ewerley@lccc.edu](mailto:ewerley@lccc.edu)) and/or Thomas Simko ([tsimko@lccc.edu](mailto:tsimko@lccc.edu)) for the Zoom meeting link.

#### ¡Bienvenidos a todos!

Faculty and staff who identify as Hispanic or Latine/x/a/o are invited and encouraged to reach out to our employee affinity group. This is a space where we can connect with one another, provide mutual support, collaborate, and help make LCCC a better place for our Latine/x/a/o community members. For more information please email Natalie DeRosa, Latinx Support Coordinator at [nderosa@lccc.edu](mailto:nderosa@lccc.edu) or Mitza Morales, Director of Student Engagement and Inclusion at [mmorales24@lccc.edu](mailto:mmorales24@lccc.edu).

#### LGBTQ+ Employee/Faculty Group Forming

Employee and faculty members of the LGBTQ+ community are invited to join in the establishment of a new employee-led group. Participants will shape the group and determine focus, activities, and initiatives. Interested in joining the LGBTQ+ employee/faculty group? Have questions? Contact Fred Damon in confidence at [fdamon@lccc.edu](mailto:fdamon@lccc.edu) or 610-799-1576.

A planning meeting is set for Friday, May 19, at 1:30 p.m. Details on location and Zoom link option for remote campuses to follow by email.

### College Employee Information Sessions

Various college service areas will be doing presentations along with question and answer sessions to familiarize new employees with the services their area provides at the college. All employees are welcome to attend.

Click [here](#) for the Zoom link for the session.

The speakers will be presenting at 10 a.m. and 2 p.m. (same information in each session) on the dates assigned as follows:  
May 12 – Foundation/IT Support Services

If you have any questions, please contact Jodi Rowlands at [jrowlands@lccc.edu](mailto:jrowlands@lccc.edu).

### 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, 8th-grade - 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. Campers will focus on a different sport each day while also enjoying other 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](#).

