



ANNOUNCEMENTS ADMINISTRATIVE UPDATES REMINDERS SPIRIT & WELLNESS COMMITTEE HIGHLIGHTS

ANNOUNCEMENTS

May 8, 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.-6 p.m.; Friday: 9 a.m.-1 p.m.; Saturday and Sunday: CLOSED.

Library Hours

7:30 a.m. - 8:45 p.m., Monday through Thursday; 7:30 a.m. - 5 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.

[Weekly Menu](#)

The Corner Café

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 Café will be Closed Starting Monday, Dec. 19 until Friday, Jan. 20. 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 to schedule an online meeting.

VP Dr. Cindy Haney
1st and 3rd Mondays from 4 to 6 p.m. and 2nd and 4th Thursdays from 4 to 6 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 kbeltrons@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 mbowen@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 Grannum-Mosley
Mondays from 1 to 3 p.m. Email agrannummosley@lccc.edu to schedule via Hangouts.

Interim Dean Elke Reichardt
Wednesdays from 3 to 5 p.m. Email ERreichardt@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.

LCCC Celebrates the "Next Step" for Students with Disabilities

The LCCC Next Step High School Transition Fair was held in the CSC ballroom on April 21. More than 160 students and their teachers from area high schools listened to engaging speakers and student panelists about their options after high school. Disability-related service providers distributed information and giveaways. This is the 4th annual event and featured two new offerings: a parent night and teacher break-out session. Both were very well-received. The next event is scheduled for April 19, 2024.

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.

Period Poverty Drive: Thank You



Thank you to everyone who was able to help with the Period Poverty Drive that was held in March. The drive collected 44 packages of pads, 34 packages of tampons, 9 packages of liners, and 4 packages of wipes. All of these products were dispersed at two different locations; Sixth Street Shelter and Family Promise of Carbon County. Also, a number of these products were kept at each of the LCCC sites so our students have access to free period supplies.

Read the full thank you summary from project manager Bethany Gogola [here](#).

Faculty Coach Presentation: Nursing Simulation Lab

Karen Wotring, Faculty Coach, offered a presentation on student success and retention showcasing the Nursing Simulation Lab. Participants were Stacey Burch, Christine Flores, and Vincent Belletti.



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 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.

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 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. 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 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.

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.

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

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 Café 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 meats and meals, with choices such as sandwiches, wraps, burgers, hot entrees, breakfast bowls, desserts, salads, grain bowls and fruit, as well as beverages. A coffee bar will also be available. A mini food kiosk will also be placed in a location to provide. 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.

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.

Jane Wilchak's Retirement Farewell

Please join the Office of College Relations in celebrating the retirement of Jane Wilchak with 24 years of devoted 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!

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.

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 – IT Support Services

If you have any questions, please contact Jodi Rowlands at 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 – limecard 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, Kindergarten - 4th grade
July 24-28, 5th - 6th 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 their 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](#).

