



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPIRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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ANNOUNCEMENTS

May 9, 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

- [April 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.

Culinary 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.

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.

Dean Dr. Dorothy Collins
Wednesdays, 8 to 9 a.m. or 4 to 5 p.m. Email dcollins2@lccc.edu to schedule a meeting.

Dean Dr. Andrea Gramum-Mosley
Mondays from 1 to 3 p.m. Email ajgramummosley@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 kttrahan@lccc.edu to schedule an online meeting.

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

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

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 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.

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.

Culinary 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 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.

Cougar Has New Home



The cougar that had been on display at Bernier Hall for many years now has a new home. The Student Government Association recently voted to have the taxidermed cougar cleaned and repaired and have it displayed on campus. The cougar had been donated to the college by Lee Machemer, Jr., in memory of his father who had a large collection of taxidermed animals. Lee M. Machemer, Sr., died in 1991. The cougar is now displayed in a museum-quality box that will reside in the SGA offices and be used in future ceremonies.

2022 Commencement Volunteers - Final Call

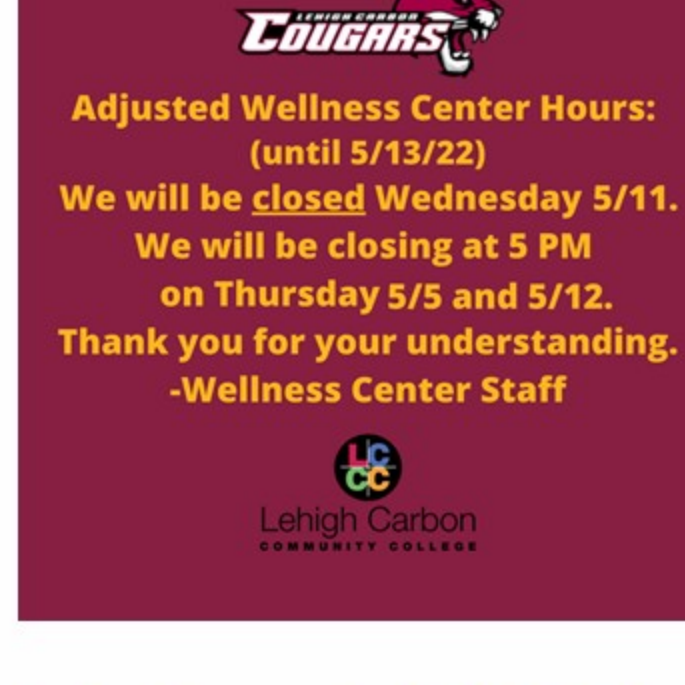
We are in need of volunteers for Commencement on Monday, May 16, at the PPL Center in Allentown. We will have a pre-event practice scheduled prior to the event. Please contact Jane Wlchak at ext. 1929 or jwlchak@lccc.edu to sign up today.

Mail Center New Feature Available: USPS Tracking

Our Mail Center staff now has the ability to print USPS trackable, barcoded labels that will enable detailed delivery history for Priority Mail and other USPS Package Services. If you are submitting a package for mailing, provide your name and department. If you require access to USPS tracking you will also need to provide your email address. Clearly print the recipient's address on the package or provide the address to the Mail Center staff. The LCCC return address is no longer required. Any questions about the procedure can be emailed to duplicating@lccc.edu or you can call 610-799-1119.

Adjusted Wellness Center Hours

Due to conflicting schedules, please see the modified hours of operation for the Wellness Center.



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!

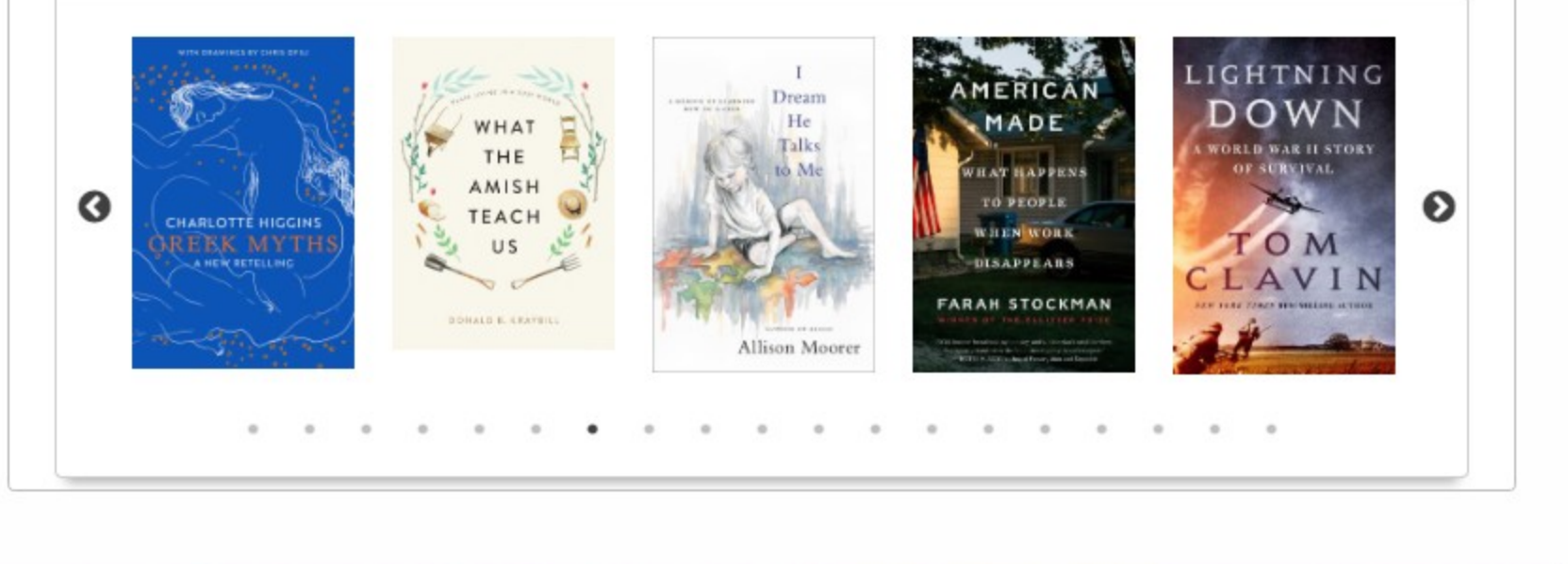
Retirement Celebration

Join us on Friday, May 13, to celebrate the upcoming retirements of three longstanding LCCC faculty - Holly Morris, Mary Rasley, and Richard Warner. The celebration will be held in ARC 201 from 2 - 3:30 p.m. Please stop by to share well wishes with Holly, Mary, and Richard.

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

StART: Online Incident Report Training

StART is LCCC's online reporting system. All submitted reports are reviewed by the Director of Counseling and Community Standards, the Director of Public Safety and the Dean of Student Development, Equity and Inclusion. In general, you will be contacted by the Director of Counseling and Community Standards (Brian DeLong) when you submit a report. StART's mission is to maintain a healthy, safe environment for all members of the college community. StART is currently utilized for online reporting of violations of the LCCC Code of Student Conduct (behavior concern), violations of the Academic Honesty Policy (academic dishonesty), injuries that take place during class (course related injury), and Public Safety reports. For more information, review LCCC's Code of Student Conduct. If you have questions regarding StART or to schedule a StART training, please email Brian at bdelong2@lccc.edu.

2022 Online Training Schedule

Below are the quarterly online trainings that have been scheduled for the summer and fall. These online trainings will be provided by Knowbe4. When you receive the email notification from Knowbe4, it will be a single sign on system that will enable you to log in using your username and password.

April 27 - Introduction to Diversity, Equity and Inclusion
This course will provide all employees with a foundational knowledge of diversity, equity and inclusion (DEI) in the workplace and why it matters. This course defines DEI, provides examples of what each concept looks like in the workplace and describes ways to contribute to each concept through small-scale daily actions.

June 13 - Preventing Harassment
This course uses interactions and scenarios to teach employees about workplace culture, power, gender and LGBTQ realities, how to identify and report harassing behaviors, what it means to speak up and be supportive, guidelines for preventing sexual harassment in the workplace, what it means to have an inclusive and tolerant workplace, and about spotting and preventing workplace abuse.

September 12 (Mandatory for all faculty and staff) - Title IX for Higher Education: Requirements and Responsibilities
This course is designed to provide faculty and staff who work in higher educational institutions with foundational knowledge of Title IX, a federal law prohibiting discrimination on the basis of sex in most higher educational institutions. Faculty and staff will learn about their responsibility to report incidents of sexual discrimination, harassment, and retaliation.

If you have any questions regarding the training material, please contact Donna Williams, Director of Human Resources, Title IX/Equity Coordinator, at 610-799-1107.

Staff vs. Student Kickball Game



Kick the semester stress at the Staff vs Student Kickball game on May 11 at 5:30 p.m. Let's continue our winning streak! The game will be held at the softball field. In the event of rain the game will be held in the gym. Anyone interested in participating should contact MaryAnn Rush Wallace, mrushwallace@lccc.edu.

Spring 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, Allentown and Tamaqua locations. 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 two 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.

If you have questions about tutoring, call the Educational Support Center at 610-799-1156.

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.

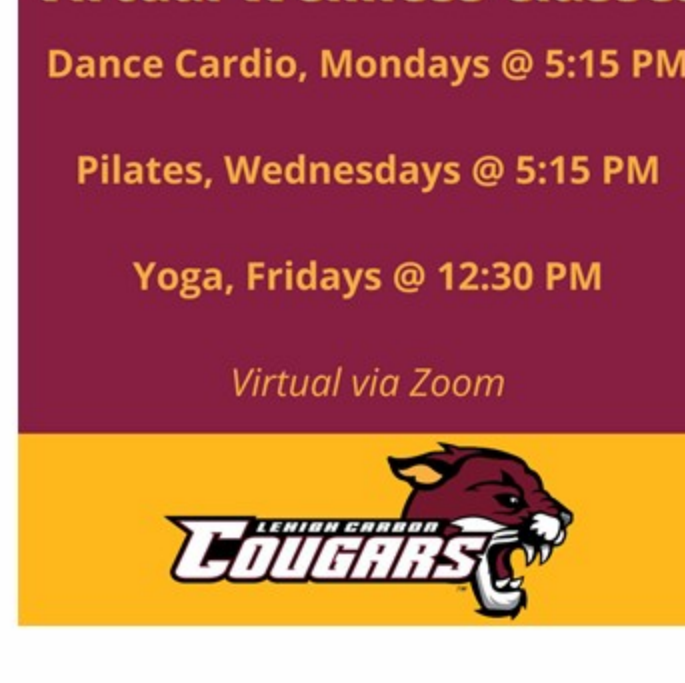
SPIRIT & WELLNESS

Wellness News You Can Use - April

Please read more health and wellness news in the [April Issue](#) of Wellness News You Can Use. "A healthy attitude is contagious but don't wait to catch it from others. Be a carrier!" - Tom Stoppard

Virtual Wellness Classes

Stay home, stay fit! Join our virtual wellness classes!



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.

