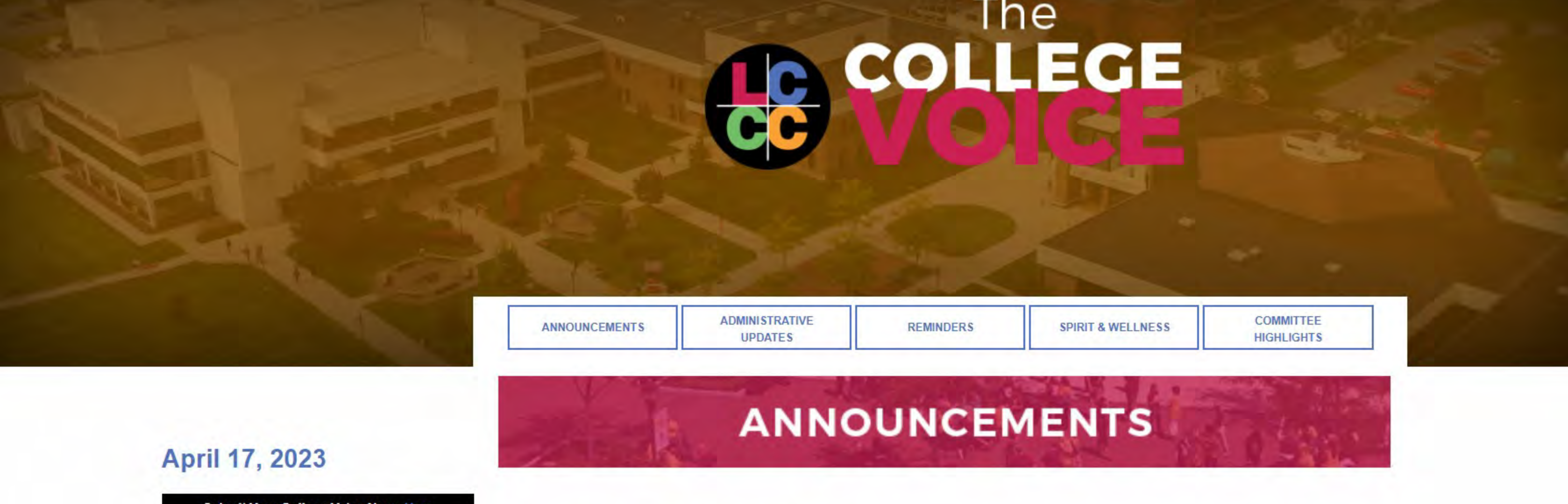




ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPIRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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April 17, 2023

Submit Your College Voice News [Click 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 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

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

Lobby Hours
7:30 a.m. - 5:45 p.m., Monday through Thursday; 7:30 a.m. - 5 p.m., Friday.

Gourmet Dining Hours
ARC Main Cafe
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 Cafe
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 Cafe 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 5 p.m. and 2nd and 4th Thursdays from 9 to 10 a.m. Email Maria Bowen at mbowen@lccc.edu to schedule a Hangouts meeting.

VP Larissa Verto
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 lvert@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 9 to 9 p.m. Email PHeim@lccc.edu to schedule online meeting.

Interim Dean Dr. Judi Rowlands
Wednesdays, 8 to 9 a.m. or 4 to 5 p.m. Email jrowlands@lccc.edu to schedule a meeting.

Dean Dr. Andrea Gramann-Mosley
Mondays from 1 to 2 p.m. Email agramannmosley@lccc.edu to schedule via Hangouts.

Interim Dean Eike Reichardt
Wednesdays from 5 to 5 p.m. Email EReichardt@lccc.edu to schedule online meeting.

Dean Dr. Kelly Trahan
Mondays from 9 to 9 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.

Trustees Tour Amazon Lab



Members of the Board of Trustees toured select areas of the Schnecksville campus prior to their meeting on April 13, including the Amazon mechatronics lab.

Military Appreciation Days

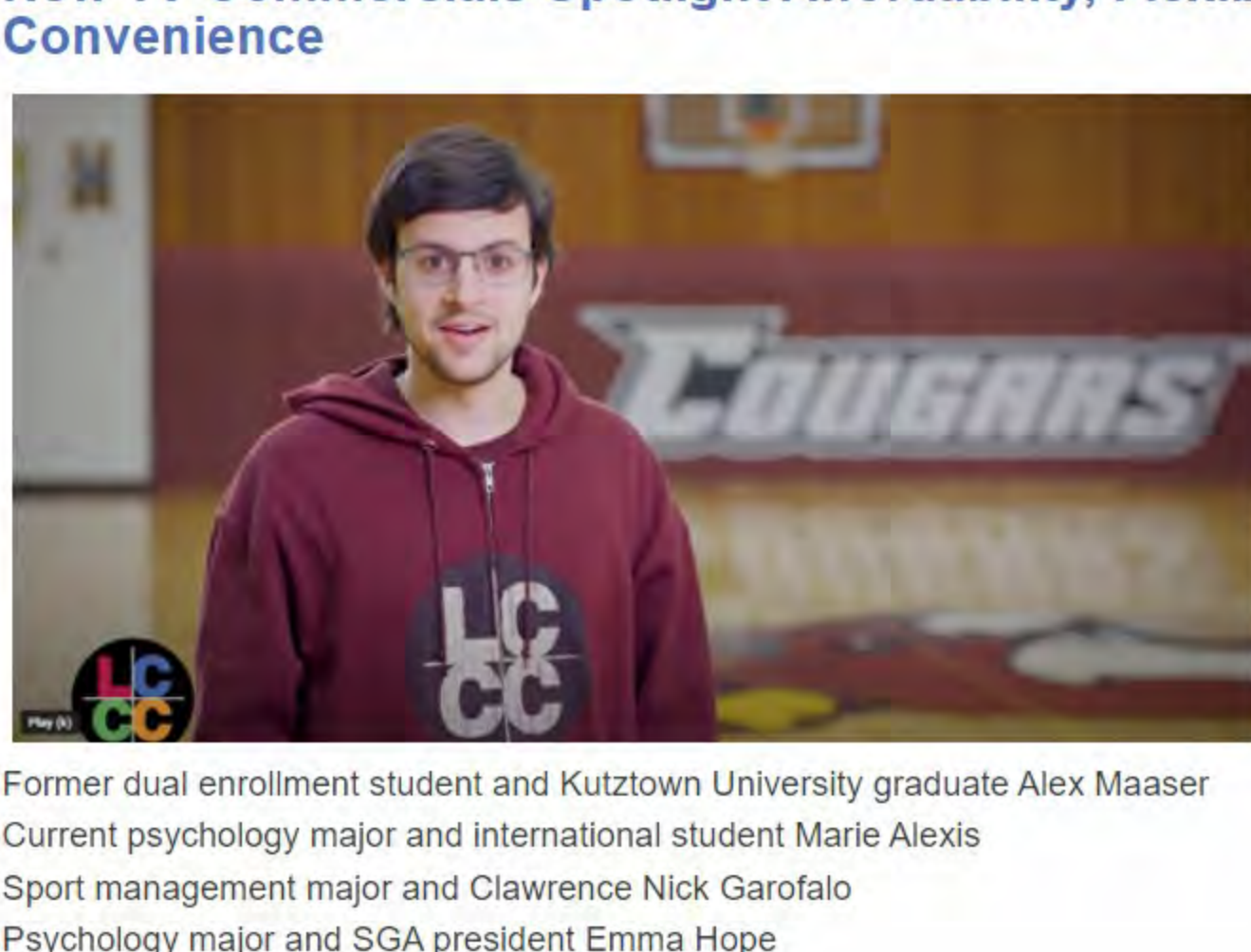


A pdf of the week's activities can be viewed [here](#).

May Walking Challenge

Join the LCCC Spirit Committee in helping build a better, healthier and happier culture through the May Walking Challenge! For the month of May, you will receive a reminder email every week to enter your steps (or your team's steps) for the previous week. We will also share the top results in College Voice each week. Sign up [here](#). Reach out to Ronnie Blue at vblue@lccc.edu or 610-799-1086 with any questions.

New TV Commercials Spotlight Affordability, Flexibility and Convenience



The Office of College Relations and ad agency 3Seed have created three new TV/streaming spots that feature 10 current or former students. These spots focus on **flexibility, affordability and convenience**. The students, who represent the diversity of the LCCC student body, featured in these spots are:

Former dual enrollment student and Kutztown University graduate Alex Maaser
Current psychology major and international student Marie Alexis
Sport management major and Clarence Nick Garofalo
Psychology major and SGA president Emma Hope
Art major and adult student Josephine Felton
Graduate of nursing program John Mulder, RN
Nursing student Rosangela Gallone
Former Dual Enrollment student and current biology major Katherine DeAngelo
Business Administration major and peer mentor Jeremy Bautista
Health Science major, adult student and veteran Natasha Swartley

LCCC Announces New Promise Scholarship to Lehigh County Graduates

Recent high school graduates from Lehigh County school districts will have access to additional scholarships thanks to LCCC's new Promise Scholarship Program. The program is funded through the college, which was able to set aside \$2 million to create an endowment from funds originally received for capital improvements.

The scholarships will assist recent high school graduates who qualify for federal Pell grants and who are from the Lehigh County sponsoring school districts of Allentown, Catasauqua, East Penn, Parkland, Northern Lehigh, Northwestern Lehigh, Salisbury, Southern Lehigh and Whitehall-Coplay, as well as students from Lehigh Career and Technical Institute from a sponsoring school district.

The program will begin with the high school graduating class of 2023. Students who enroll at LCCC after high school graduation and pursue an associate degree are eligible. The scholarship will provide up to full-time tuition and fees, after any federal Pell Grant funding, plus \$500 per semester for books and supplies. The scholarship can be applied to fall and spring semesters for two years. Students do not have to meet a grade point minimum for their first semester of the scholarship, but do need to maintain a 2.5 GPA thereafter.

Students must begin the Promise program within the first two years after high school graduation. In addition, students must be awarded at LCCC for the fall 2023 semester by May 15 in at least nine credits. The scholarship will be granted on a first-come, first-served basis. Award recipients will be notified by June 15.

Students should apply for the Promise Scholarship through the general scholarship application at www.LCCC.edu/scholarships. They must also submit the FAFSA. Deadline to apply is May 1.

For more information on the Promise Scholarship or applying to LCCC, contact the Office of Admissions at 610-799-1575 or admissions@lccc.edu.

Arts and Scholars Showcase Opening in Rothrock Library

The Honors College invites everyone to the opening of the Arts and Scholars Showcase in Rothrock Library, today, Monday, April 17, from 5 - 7 p.m. Please support our students by stopping by to see their work. Posters and artworks will remain on display for the week.

LCCC Holds Information Session for Adults and Veterans

LCCC will host a virtual information session for returning adult students and veterans at 6 p.m., Monday, May 1.

Adult students and veterans interested in returning to college will learn about programs offered, financial aid, support services and more. In addition, workers who have been recently laid off from their jobs in the Lehigh, Carbon and Schuylkill county areas can learn about special Employee Retraining Opportunity funds that support recently unemployed workers. CareerLink will be on hand to discuss area employment opportunities and financial support. Veterans will learn about the process to access veteran benefits.

Students should register in advance [online](#).

Questions about the session and other inquiries about LCCC can be directed to admissions@lccc.edu or by calling 610-799-1575.

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](#):

- Take precautions immediately:
 - Wear a high-quality mask for 10-14 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 let them know 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 [April](#) edition of the Online Learning Newsletter we highlight upcoming events, talk about important end dates for the training stipends, go over AI and ChatGPT, and feature a new page - the monthly Faculty Spotlight! This month's Faculty Spotlight is Lacey Gonzalez. If you have any questions about anything in the newsletter contact us at 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, Cherrayann Joseph, Fioralba Melendez, Michael Owen and Timothy Shoemaker.

[Hide more >](#)

REMINDERS

LCCC Hosts News Conference to Spotlight Statewide Higher Ed Partnerships

Demonstrating a commitment to work together to better serve students and their communities, regional representatives of Pennsylvania community colleges and universities from the Pennsylvania State System of Higher Education will hold a news conference at 12 p.m., Monday, April 17, to sign a pledge demonstrating this commitment.

Hosted by Dr. Ann D. Bieber, LCCC president, the ceremony will be held in person in the Technology Center and also virtually. Attending to demonstrate the regional commitment will be Dr. David Ruth, president of Northampton Community College; Dr. Kenneth Hawkinson, president of Kutztown University; and Kenneth Long, president of East Stroudsburg University.

The campus community is invited to attend the news conference [virtually](#).

Speakers will include Dr. Hawkinson as a representative from PASSHE, Dr. Bieber, local state legislators and LCCC student Emma Hope, who is an AI-PA Academic Team recipient who is expected to graduate from LCCC in May and plans to transfer to Kutztown University.

The pledge was drafted to demonstrate the commitment to provide high quality affordable academic and career education programs and to contribute to the development of a highly skilled competitive workforce in the Commonwealth. Leadership of statewide community colleges and PASSHE universities have worked collaboratively to help students achieve their educational goals. Some of the specifics within the pledge include:

- Ensuring students are aware of all their higher education opportunities
- Smoothing the path for students to transfer from a community college to a PASSHE institution
- Establishing a reverse transfer agreement allowing students to transfer credits from a university back to a community college
- Allocating financial aid at universities for community college graduates
- Working to ensure the success of community college graduates who transfer to PASSHE universities

"The impact of this pledge will be significant, demonstrating to students in our communities that the path to a higher education is attainable and affordable," says Dr. Ann D. Bieber, president of LCCC. "LCCC is proud to be a partner in this pledge of working together to benefit our students."

Screening of Big Pharma: Market Failure

The Honors College is hosting a screening of Big Pharma followed by a Q&A with director, Vince Mondillo on Monday, April 24, at 2:30 p.m. in AC 107/108.

How much do pharmaceutical companies really spend on research and development of truly innovative drugs? Do "free market" principles impact on drug prices and help control cost? Do the normal rules of business apply to the pharmaceutical industry? How do TV ads impact consumers and doctors? Big Pharma: Market Failure proposes a solution that makes business sense for employers and health care for employees. It is a compelling drama that reveals the truth of pharmaceutical cost and what we can do about it.

This screening is free and open to the public.

Faculty and Staff Recognition Event

The campus community is invited to honor and celebrate colleagues at the 2023 Faculty/Staff Recognition Event on Friday, May 12 from 3 - 5 p.m. in the Community Services Center Ballroom (203/205).

To celebrate faculty and staff milestones and accomplishments, the College will be closing all offices from 3 - 5 p.m. to allow employees to participate in mingling and congratulating their co-workers. The schedule of events is:

- 3 - 4 p.m. Mingling, live music, hors d'oeuvres and beverages
- 4 - 5 p.m. Recognition and award ceremony (in the Ballroom)

Please RSVP [here](#) by April 28; If you have any personal or dietary needs, please contact Tiffany at TRehrighschaefter@lccc.edu.

If you do not wish to participate, you may use any personal or vacation accrual to leave at 3 p.m.

Foundation Volunteer Appreciation Reception



April is National Volunteer Appreciation Month. The Foundation office would like to thank all of our wonderful volunteers who helped us at our events. We couldn't have done it without you! Come join us in our celebration on April 20, from 1 to 2:30 p.m., on Volunteer Recognition Day.

Light refreshments will be served. RSVP to foundation@lccc.edu before 4/17.

Celebration of Life for Susan Freed

Friends of Susan Freed are invited to attend a celebration of her life at Civic Theatre, Allentown on Saturday, April 22. The event will include music and a few speakers. Catered by P.J. Whellmans. Please RSVP [here](#).

Phi Theta Kappa Induction

LCCC's chapter of the Phi Theta Kappa New Member Induction Ceremony will be on Sunday, April 23 at 2 p.m. Phi Theta Kappa is the International Honor Society for two-year college students. The ceremony will be held in the Community Services Center on the Schnecksville campus. This ceremony provides recognition and a public celebration of academic achievements and a formal welcome to the Alpha Omicron Alpha Chapter. Dr. Christine Bowditch, Professor of Sociology, will be the keynote speaker. The Induction Ceremony will last approximately one hour. All members of the college community are welcome to attend!

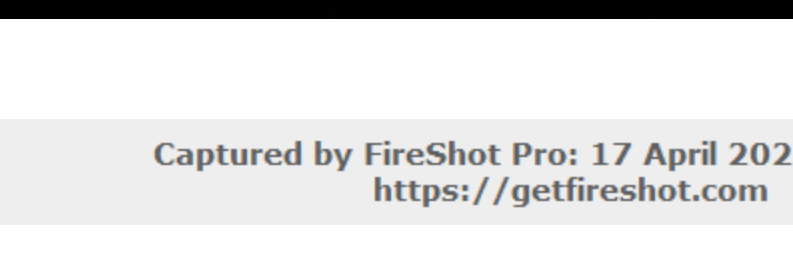
Finance Office Year End Deadlines

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 FY22/23 Payable Invoices must be approved and submitted to the Finance Office
- 7/06/23 - Final FY22/23 Accounts Payable check run
- 7/06/23 - Final FY22/23 payroll pay date – contracted staff
- 7/26/23 - Final FY22/23 payroll pay date – timecard staff (paydays of 6/18-6/30)

SPIRIT & WELLNESS

Sweat 4 Swag



A one hour workout is 4% of your day - no excuses! Join the Sweat 4 Swag punchcard workout program and collect Cougar Swag along the way. See Wellness Center staff for more information.