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VOICE

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May 30, 2024

Submit Your College Voice News

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). 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

College Voice Submission

[View Previous College Voice Editions](#)

Quick Links

- [President's Desk May 2024](#)
- [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. – 5 p.m., Monday through Friday.

Lobby Hours
7:30 a.m. – 7 a.m., Monday through Thursday; 8 a.m. – 5 p.m., Friday.

Courtesy services Monday through Friday to all sites.

Bookstore Hours
Monday-Thursday: 9 a.m.-5 p.m.; Friday: 9 a.m.-1 p.m.; Saturday and Sunday: CLOSED.

Lobby Hours
7:30 a.m. – 5:00 p.m., Monday through Friday.

Wellness Center Summer Hours
Monday through Thursday: 10 a.m. – 3 p.m.; Closed Fridays.

*All hours subject to change.

President's Cabinet Members Open Office Hours

**President
Dr. Ann D. Bieber**
Appointments can be made via Zoom. Email Tracy Bear at tbear@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 Bize at rbbize@lccc.edu to schedule a Hangouts meeting.

VP Larissa Veta
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 lveta@lccc.edu to arrange a scheduled meeting.

VP Stefania 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.

Intrien 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 Granum-Mosley
Mondays from 1 to 3 p.m. Email agranummosley@lccc.edu to schedule via Hangouts.

Intrien Dean Eke Reichardt
Wednesdays from 3 to 5 p.m. Email EReichardt@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 jtmitchell@lccc.edu to schedule online meeting.

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

ANNOUNCEMENTS

College Voice Summer Schedule

Please note that College Voice will move to a once a week distribution schedule for the summer. Beginning Monday, June 10, and continuing until the week of August 5, College Voice will only be sent every Monday. During this time there will be no Thursday edition. All submissions for the following week will be due by Friday at noon. The bi-weekly distribution schedule will resume the week of August 5.

Annual Security Report available

The Department of Public Safety is pleased to report that Annual Security Report has been published and is available to be viewed online [here](#) or in person at the Public Safety Office, SSC-1, Monday through Friday from 8 a.m. – 4 p.m. If you have any questions about the report, please contact Eric Minnich at ext. 1653.

Parking Lot A and Connecting Entrances Closed For Repairs June 3-17

Parking Lot A and connecting entrances will be closed for repairs starting June 3 – 17. All tier parking lots in Lot A and entrances to Lot A will have cracks filled, be seal coated, and remarked during this time frame.

Two Spots Available for CPR/AED Training on May 31

We have two openings due to cancellations for the CPR / AED training tomorrow, Friday, May 31 from 2-4 p.m. in the lower level Student Union Lounge. If anyone is interested, please contact Eric in Public Safety – eminnich@lccc.edu or ext. 1653.

Vision Reimbursement Deadline Approaching

The current vision reimbursement period for full time employees will be ending on June 30. Receipts for vision care dated between July 1, 2022-June 30, 2024 need to be submitted to Human Resources by July 15. The new vision reimbursement cycle will begin on July 1 with a new allotment of \$500 to be used by June 30, 2026. If you have any questions, please contact Tiffany at Threhgtschaetter@lccc.edu.

Foundation Support Requests

Do you need assistance from the Foundation? Did you know we have a form for your request? Access the Dynamic Form on the myLCCC portal under Faculty & Staff Resources > Forms > Foundation > LCCC Foundation Support Request Form. Simply complete the form with your department's specific needs. If you have any questions, don't hesitate to reach out to Rick Christ at rchrist@lccc.edu or Emmalee Loch at eloch@lccc.edu.

Graphing Calculators Available to Loan

The library has a limited quantity (30) of TI-83+ graphing calculators for students to borrow. Students must be registered for a course that requires a graphing calculator to be eligible to borrow one. Students will be asked to provide the library with a copy of the relevant course syllabus that lists a graphing calculator as a course requirement.

Students who need a graphing calculator should contact the library. Similar to the laptops and hotspots, students will need to sign a loan agreement for the calculator. Calculators may also be sent to the Donley and Morgan centers upon request.

LCCC and Drexel University Sign Agreement to Streamline Transfer Admissions

Graduating students from LCCC have an additional option for continuing their higher education thanks to an agreement between LCCC and Drexel University.

The agreement between the two institutions is designed for eligible graduates of programs with undergraduate equivalents at Drexel. Engineering students from LCCC will be able to enter any of the 10 Drexel Engineering programs. And, any LCCC graduate with an associate degree can enter the Drexel General Studies program.

In addition, the Drexel Promise scholarship, which began in the fall 2023, offers a 50% tuition scholarship at Drexel to eligible community college graduates. To be eligible for the promise scholarship, students must be enrolled full-time at Drexel, on-campus and maintain a minimum 2.0 cumulative GPA for a maximum of 12 academic quarters.

For information about transferring from LCCC, contact Fauzia Graham, transfer advisor, at fgraham@lccc.edu or call 610-799-1691.

For information on Drexel University's transfer options, contact April Torgun, director, Transfer Admissions, at Drexel University, alik35@drexel.edu, or call 215-895-6449. Information on the Promise Scholarship is available [here](#).

Moravian University Community Scholarship available



Congratulations to Genevieve Edginger for winning the Moravian University Community College Scholarship. The Moravian University Community Scholarship is a two year, full-tuition scholarship awarded to one Northampton Community College student and one Lehigh Carbon Community College student wishing to continue their education in the fall of 2024.

Movement Challenge Week 3 Recap

93% of participants tracked and submitted their weekly activity.

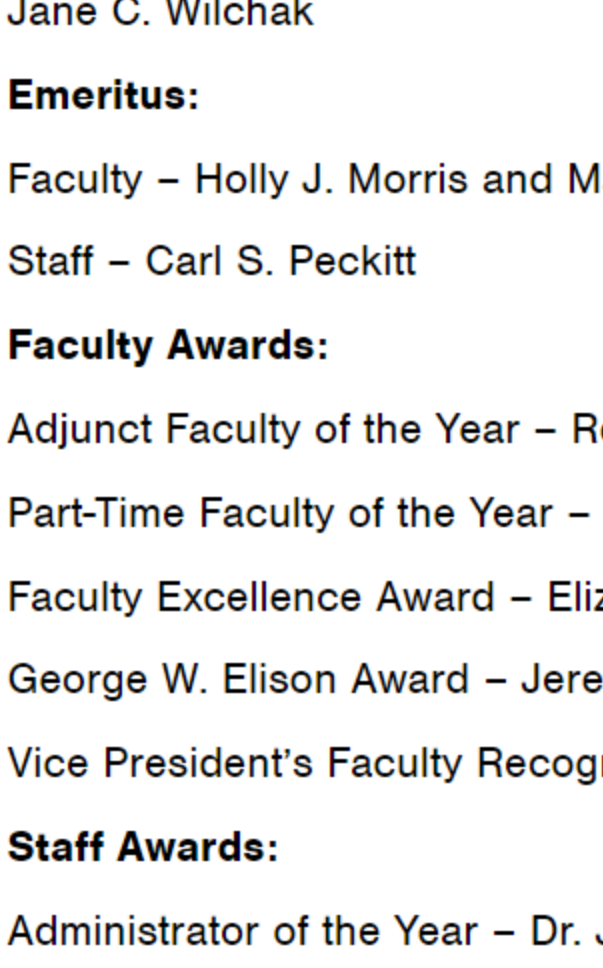
80% of participants have been moving consistently or hit new goals the past two weeks!

73% of participants completed two or more types of movement activity during the week.

Participants completed nearly 1,445,000 steps during week 3!

Click [here](#) to check out ways your colleagues are hitting their goals.

Awards Reception Celebrates Employees



Congratulations to the many deserving award recipients from the Staff/Faculty Recognition Reception on May 10.

Recognized for five years of service:

James J. Ayrton, Jennifer M. Baez, Eric P. Bottge, Mary C. Brinker, George A. Calaba, Laura K. D'Amato, Mary K. Engel, James M. Gilbert, Fauzia N. Graham, Timothy A. Hampton, Lynne C. Hanna, George C. Hegedus III, Jessie G. Heilmann, Leni Johnson, Andrew J. King, Ella T. Marsh, Joshua T. Mitchell, Peter Sabino, Joseph T. Taschler, Benjamin Turrano, Dr. Kelly A. Trahan, Erin N. Vermeulen, Jill M. Yapsuga and Amber E. Zuber.

Recognized for 10 years of service:

Veronica A. Blue, Maria O. Bowen, Mark Case, Cheryl A. DeBellis, Stefanie E. Nester, Rachel K. Strucko and Robert D. Wetzel.

Recognized for 15 years of service:

Shannon Helmler, Patrick H. Kane, Scott P. Keim and Dr. D. Ann Turoczy

Recognized for 20 years of service:

Virginia L. Hertzog

Recognized for 25 years of service:

Timothy J. Gibbons, Terri E. Houck, Dr. Lisa A. Martin-Johnson, Susan M. Miner and Dr. Brad D. Prutzman

Recognized for 35 years of service:

Stephanie A. Eck

Recognized for 40 years of service:

Parker J. Lessele

Earned degrees:

Josephine Felton, Kristie E. Fogel, Eric D. Minnich and Abdelkader Touti

Faculty Promotions:

To the rank of Assistant Professor – Fauzia N. Graham

To the rank of Associate Professor – Dr. Katy L. Delong, James M. Gilbert and Richard Paterick

To the rank of Professor – Dr. D. Ann Turoczy

Retirees: Jeffrey R. Herman, Susan E. Lindermuth, Jerilyn E. Mucher and Jane C. Wilchak

Emeritus:

Faculty – Holly J. Morris and Mary E. Rasley

Staff – Carl S. Peckitt

Faculty Awards:

Adjunct Faculty of the Year – Robyn Davis

Part-Time Faculty of the Year – Dr. Angel Collado

Faculty Excellence Award – Elizabeth Erwin

George W. Elison Award – Jeremy Siedt

Vice President's Faculty Recognition Award – Jessie Heilmann

Staff Awards:

Administrator of the Year – Dr. Jodi Rowlands

Education Support Professional of the Year – Chris Dellanno

Part-Time Employee of the Year – Marie Alexis

LCCC Spirit Awards:

Staff/Administrator – Mike Busch

Faculty – Dr. Rob Blum

Heart of the Cougar Award: Financial Aid

You can view all photos from the event on our Flickr account [here](#).

ADMINISTRATIVE UPDATES

Human Resources News

New I-9 Form

The new version of the I-9 has been released. Please begin using the new version for all new hires. The form can be viewed [here](#).

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 here](#) are tips to aid in the prevention of slips, trips and falls.

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 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.

Online Learning News

Have you checked out the May edition of the Department of Online Learning newsletter? This edition includes information about the training programs we offer, including the newest Canvas Certification, which is starting this week. If you're still interested in joining this offering, please send an email to tdollers@lccc.edu. We also congratulate Todd Zimmerman for completing his Quality Matters course certification! Additionally, you'll find articles related to mental health in honor of May's Mental Health Awareness Month, as well as an outside training webinar on supporting neurodiverse students on May 23. Lastly, we have updates to Canvas Studio and a page recognizing our Online Learning Badge earners. If you have any questions please reach out to onlinelearning@lccc.edu.

Online Learning Courses Available

Register online for our live and self-paced trainings. In training 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 **type**. If you have any questions about the digital badges or the requirements for them please contact onlinelearning@lccc.edu.

REMINDERS

Bucknell Community College Scholars Program

Congratulations to Wais Almakaleh, Elias Azar, Michael Garcia, Savannah Giannattasio, Miranda Meredith, Phaedrus Tierney and Marissa Walick for being accepted to the Bucknell Community College Scholars program, summer 2024!

The Bucknell Community College Scholars program is an incredible scholarship opportunity designed for high-achieving community college students who want to earn an associate degree and then take their education further. After successfully completing a six-week summer session at Bucknell, and completing their associate degree, these students are eligible to apply for the full tuition scholarship to Bucknell University.

Ice-Cream Truck On Campus

The LCCC Spirit Committee invites you to cool down with the So Cool Ice-Cream Bus on Wednesday, June 5, from 12:30 – 1:15 p.m. in front of the Student Services Center. Ice-cream treats are free with an LCCC employee ID. The Donley and Morgan campuses will have their own sweet treats available at the same time. Reach out to Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at ghertzog@lccc.edu with any questions.

LCCC Western Round-Up Faculty/Staff Summer Picnic

Saddle up for the LCCC Western Round-Up Faculty/Staff Summer Picnic on Thursday, June 13, from 11:30 a.m. – 1:30 p.m. in the outdoor pavilion (or the ARC cafeteria if the weather is bad)! Mission BBQ will be catering this event, courtesy of the Spirit Committee. The Morgan campus will host their own picnic on the same day at the same time. The Donley Center picnic will be held on Wednesday, June 12, at the same time.

RSVP using [this form](#) by Thursday, June 6, to secure your spot at what is sure to be a memorable event! Contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at ghertzog@lccc.edu with any questions. We hope to see you there!

LGBTQ+ Equity 101 Training on June 25

Through a Strategic Innovation Grant, the college will be offering LGBTQ+ Equity 101 training on Tuesday, June 25, from 9 a.m. – 12:30 p.m. in the Alumni Center. The training will be led by Robin Gow, LGBTQ+ Equity Trainer and Consultant.

LGBTQ+ people live, work and simply exist everywhere but often face barriers and biases that impact our lives. This training equips attendees with the basic tools to understand and reflect on key concepts in the LGBTQ+ community, space to practice supportive and affirming practices, and together work to create a more inclusive community for LGBTQ+ people.

Coffee, breakfast pastries and lunch will be provided for attendees. Seating for this training is limited to 40.

*Please note, this same training was held in the fall and spring.

Register by Wednesday, June 12 [here](#). For questions email Jill Yapsuga at jyapsuga@lccc.edu.

Does Your Department Need Student Workers?

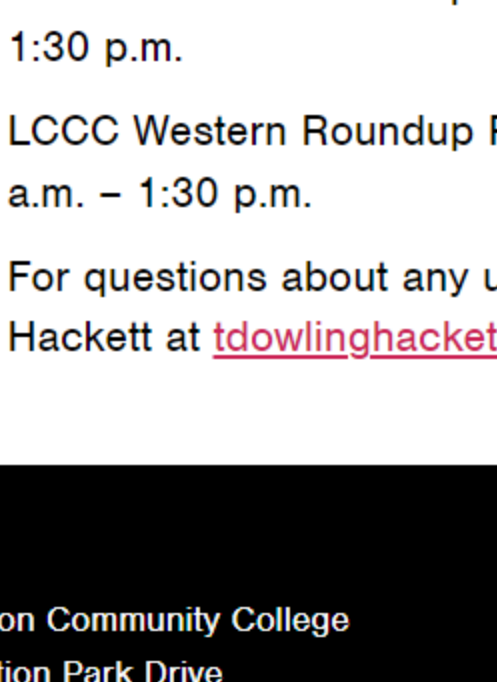
Is your department in need of student workers? Do you have a student worker position that you would like to post for the 2024-2025 Academic Year? In preparation for the start of the 2024-2025 academic year Career Development is requesting that all job postings are submitted by Thursday, June 13. We would like to get postings entered into the Cougar CLAW (Connecting LCCC And the Workplace) system to allow returning students the opportunity to start applying for jobs to begin at the start of the semester. This will also allow our new incoming students to review all LCCC student work opportunities, so they can begin the application process early as they become acclimated to our campuses.

If you have any questions, please reach out to Director of Career Development and Civic Engagement, Kescha Bell-Ross at 610-799-1136.

Google Update: SSO through LCCC Identity Is Coming

LCCC IT is excited to announce an upcoming change that will enhance the security and convenience of accessing Google Workspace services such as Gmail, Google Calendar, and Google Drive. Starting May 1, we will begin migrating faculty and staff accounts to use SSO through LCCC Identity. This transition will streamline access to Google services and improve overall user experience. We anticipate this transition to occur over several weeks and will send emails to individuals as migration dates are established for their account.

What is SSO through LCCC Identity? LCCC Identity (<https://identity.lccc.edu>) allows you to sign in once and access multiple applications seamlessly. With LCCC Identity, you'll use your LCCC Identity credentials to log in to Google Workspace, eliminating the need for separate passwords and reducing the risk of security breaches.



Fiscal Year 2024 Year End Deadlines

Finance Office: Fiscal Year End 23/24 Deadlines

5/10/24 – Grant Purchase Requisitions

5/31/24 – College Purchase Requisitions

6/1/24 – Last day for FY23/24 credit card and W.B. Mason purchases

6/17/24 – Travel reimbursements – Allentown and Tamaqua sites

6/17/24 – Student stipends

6/21/24 – Last day to submit:

- Duplicating jobs
- Travel Reimbursements – Main Campus
- Employee Reimbursements – Main Campus
- Bookstore Vouchers

6/28/24 – All FY23/24 goods & services "received"

6/28/24 – All Accounts Payable invoices must be approved and submitted to the Finance Office

7/05/24 – Final FY23/24 Accounts Payable check run

6/20/24 – Final FY23/24 payroll pay date – contracted staff

7/18/24 – Final FY23/24 payroll pay date – timecard staff (paydays of 6/30-7/13/24)

A word doc of the dates for download or print can be found [here](#).

SPIRIT & WELLNESS

The Cougar Classic

Calling all faculty and staff who love playing cornhole and conversing with co-workers! The Spirit Committee along with Athletics/Wellness invite you to participate in our first annual Cougar Classic Cornhole Tournament. Competition will begin this June and you can sign up [here](#). Deadline to register is Monday, June 3.

Anyone who can't find a partner can sign up as an individual and be paired at random with other individuals. There will be prizes for 1st, 2nd and 3rd place teams.

Please see official rules [attached](#).

Wellness Center Summer Hours

The Wellness Center will be open this summer for the following hours:

Monday-Thursday 10 a.m. – 3 p.m.

Fridays, Saturdays and Sundays- Closed

*All hours/days subject to change

We will be closed this summer on the following dates:

Thursday, July 4

Wednesday, August 14

Thursday, August 15

Fall hours will begin Monday, August 26, Monday-Thursday 9 a.m. – 5 p.m. and Fridays 10 a.m. – 3 p.m.

Spirit Committee Upcoming Events

Mark your calendars for these upcoming events, brought to you by the LCCC Spirit Committee!

June

Ice-Cream Truck on Main Campus – Wednesday, June 5,