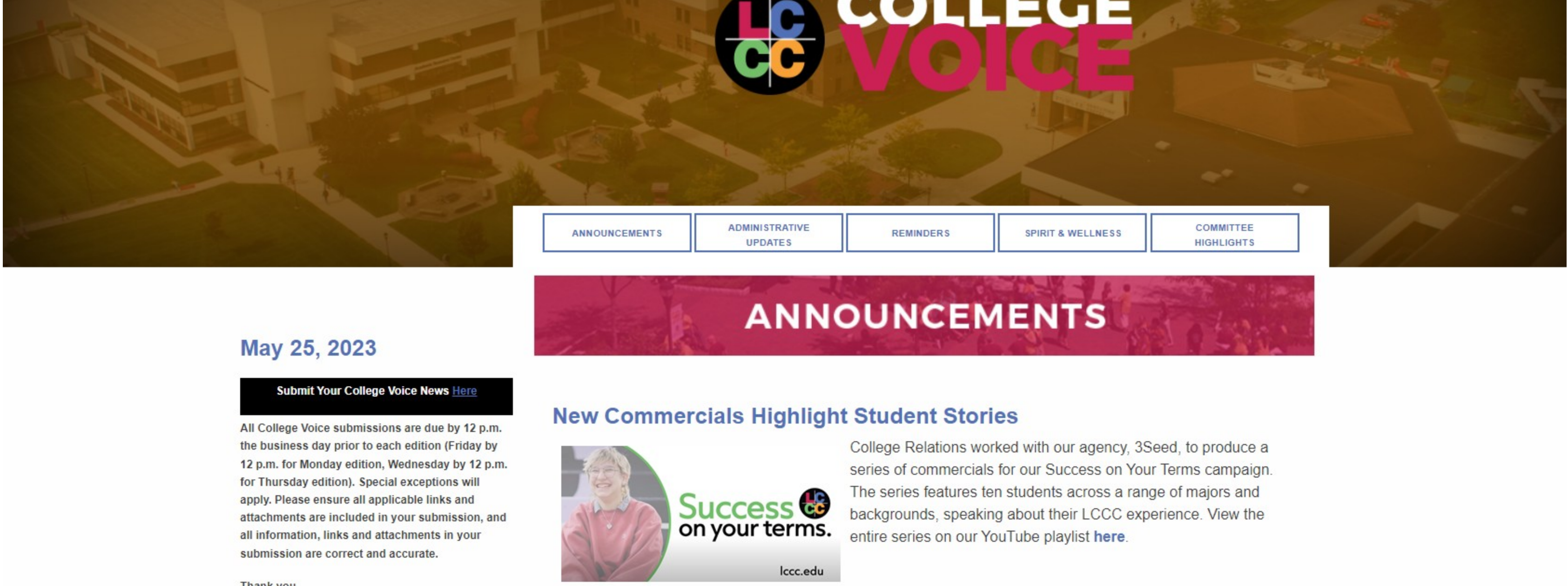




ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPIRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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ANNOUNCEMENTS

May 25, 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 2022 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. - 5 p.m., Monday through 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.-5 p.m.; Friday: 9 a.m.-1 p.m.; Saturday and Sunday: CLOSED.

Library Hours

7:30 a.m. - 5:00 p.m., Monday through Friday.

Wellness Center

9 a.m. - 5 p.m., Monday through Friday

PRESIDENT'S CABINET MEMBERS OPEN OFFICE HOURS

President

Dr. Ann D. Bieher

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 4 to 5 p.m. Email Ronnie Blue at vbblue@lccc.edu to schedule a Hangouts meeting.

VP Larissa Verta

Access virtual office hours on Mondays from 3 to 5 p.m.; Tuesdays from 9:30-10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email klbellross@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 mbowen4@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. Andreas Granum-Mosley

Mondays from 1 to 3 p.m. Email agranummosley@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 Dr. Kelly Trahan

Mondays from 3 to 5 p.m. Email KTrahan@lccc.edu to schedule an online meeting.

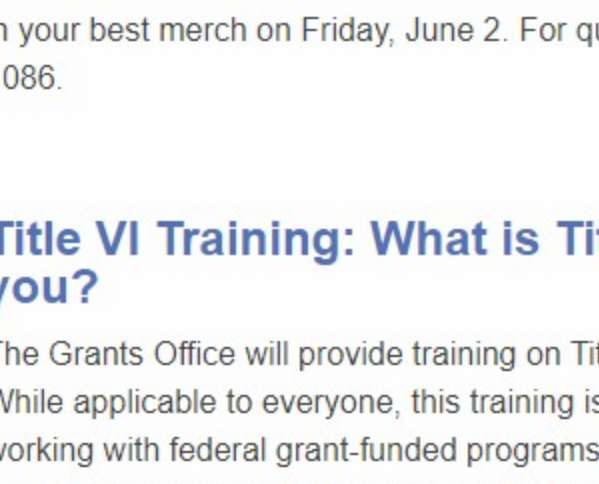
CIO Joshua Mitchell

Tuesdays from 11 a.m. to noon. Email JMitchell19@lccc.edu to schedule online meeting.

Dean Scott Aquila

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

New Commercials Highlight Student Stories



College Relations worked with our agency, 3Seed, to produce a series of commercials for our Success on Your Terms campaign. The series features ten students across a range of majors and backgrounds, speaking about their LCCC experience. View the entire series on our YouTube playlist [here](#).

May Walking Challenge - Week 3

Here are the results for week 3 of Spirit Committee's May Walking Challenge:

Individual - Dana Neuffer - last week: 123,750 (overall 373,809)

Team - The Mathletes - overall average: 228,132

Spirit Day - LCCC Swag

Join the LCCC Spirit Committee for June's first Spirit Day: wear your best LCCC swag! We can't wait to see you in your best merch on Friday, June 2. For questions, reach out to Ronnie Blue at vbblue@lccc.edu or 610-799-1086.

Title VI Training: What is Title VI and what does it have to do with you?

The Grants Office will provide training on Title VI requirements for institutions that receive federal grants and aid. While applicable to everyone, this training is especially relevant for anyone who works with or is interested in working with federal grant-funded programs. The training is a requirement for staff working with LCCC's Commercial Driver's License (CDL) Program, which receives grant funding for scholarships to veterans and other qualified students through the Federal Motor Carrier Safety Administration, a Division of the US Department of Transportation.

What is Title VI and what does it have to do with you?

Title VI of the Civil Rights Act of 1964 prohibits programs or activities receiving federal assistance to discriminate based on race, color, and national origin. As an institution that receives federal grants and aid, Title VI applies to all LCCC programs and activities, not just those directly supported by grants.

You are invited to join the Grants Office on June 2 from 9 to 10:30 a.m. to learn about LCCC's Title VI policy and its importance.

All LCCC faculty and staff are encouraged to attend this training. Those working directly with programs supported by federal funds are highly recommended to participate. This is a required training for CDL program staff to remain in compliance with the Commercial Motor Vehicle Operator Safety Training Grant that provides CDL scholarships to veterans, their family members, and other qualified students.

RSVP by email grants@lccc.edu if you intend to attend the training. You can join us in CSC 100 or via **Zoom here**. Please indicate whether you will be attending in-person or via Zoom.

The session will be recorded and posted on the Grants pages located in the Faculty & Staff Resources on the LCCC Portal. You can find LCCC's Title VI Policy and assurances on the college's website [here](#).

Please email grants@lccc.edu or call Mary at x1957 if you have any questions.

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-19, 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, Floraba Melendez, Michael Owen and Timothy Shoemaker.

[Hide more >](#)

REMINDERS

Does Your Department Need Student Workers?

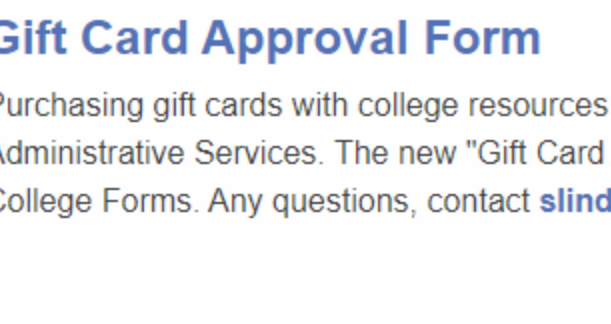
Does your department have a need for students workers? Do you have a position that you would like to post for the 2023-2024 Academic Year? Do you need assistance in obtaining a student worker?

In preparation for the start of the 2023-2024 academic year Career Development needs all job posting submitted by Thursday, June 15. 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. Also, this will allow 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.

Student Work experience helps provide our students with a sense of belonging, builds campus knowledge, builds on career readiness, communication, self-development, teamwork, professionalism, and build skills and memories that will last a lifetime.

Please submit your job posting to the Director of Career Development and Civic Engagement, Kescha Bell-Ross via email at kbellross@lccc.edu. If you have any questions please contact Kescha Bell-Ross at 610-799-1136.

2023 Employee Fun in the Sun Picnic



Please join us for the annual picnic set for Wednesday, June 14, from 11:30 a.m. to 1:30 p.m. For Main Campus, the picnic will be held at the outdoor classroom pavilions located next to the CSC. In case of bad weather, we'll move to the cafeteria. The Donley Center picnic will be held on the 7th floor, room 702 and 703 and the Morgan Center picnic will be held in the Morgan Lounge.

This is a ticketed event. RSVPs are required. Please respond before 5 p.m. on Friday, June 9, using [this form](#). Mission BBQ will be catering the event. If you need a vegan or kosher option, contact Ronnie Blue (vbblue@lccc.edu) or 1086.

This picnic lunch is compliments of the Spirit Committee. If you have any questions, contact Ronnie Blue at vbblue@lccc.edu or ext. 1086.

Gift Card Approval Form

Purchasing gift cards with college resources requires the approval of the Vice President for Finance & Administrative Services. The new "Gift Card Approval" form is located under Faculty/Staff Resources, College Forms. Any questions, contact slindenmuth@lccc.edu.

Seeking Volunteers for MusikFest on August 10

The LCCC Center for Civic & Community Engagement encourages you to join us for a fun-filled evening of volunteering at Festplatz at Musikfest. We need volunteers to work as Beer Servers, Soda Booth Attendants and Cash Conversion Assistants. LCCC will be participating at Musikfest from 5 to 11p.m. on Thursday, August 10.

Here's what you get when you give back to the Valley for Musikfest:

- Food and Drink voucher for you to use that evening
- Free T-shirt
- Networking and building connections
- Team building with LCCC staff and graduates
- Free Parking Shuttle Passes
- Great Night of Fun and Music

Please contact Direct of Career Development and Civic Engagement Kescha Bell-Ross via email at kbellross@lccc.edu or telephone at ext. 1136 by June 22.

Incomplete (I) Grade Recovery Session Available

If you are assigning an Incomplete (I) grade for the Spring 2023 semester, you can communicate with your students and enroll them in the Incomplete Grade Recovery Session that will take place during Summer Session I, which runs from May 22 through June 30. Upon enrollment, your students will be assigned a recovery coach who will communicate with you and your students to recover the incomplete work before the Fall 2023 semester begins. In order to enroll your students, please complete the Incomplete Grade Recovery Session [enrollment form](#). It is imperative that you fill this form out completely so the process can begin. All questions can be directed to Dr. Melanie A. Turrano, Professor of English and Coaching Commons Coordinator, at mturrano@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, Kindergarten - 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](#).

