Submit Your College Voice News Here

January 16, 2023

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

January 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

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

REGISTRATION STATUS REPORTS To view registration status reports, go to the

Institutional Research link on Faculty and Staff Resources.

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**

p.m.; Saturday and Sunday: CLOSED. **Library Hours**

7:30 a.m - 9:45 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

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

Friday from 9 a.m. - 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

VP Dr. Cindy Haney

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 kbellross@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.

Hangouts.

Interim Dean Dr. Jodi Rowlands

Interim Dean Eike Reichardt

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

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

CIO Joshua Mitchell Tuesdays from 11 a.m. to noon. Email JMitchell10@lccc.edu to schedule online meeting.

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

Spring 2023 Convocation Scheduled for January 17 and 18 As we prepare for the spring semester,

Spring 2023 Virtual Convocation



Creating Direction and Shared Vision for **Educational Innovation** and Institutional

for Spring 2023 conovocation. Convocation is scheduled for Tuesday, January 17 and Wednesday, January 18. Spring 2023 convocation will be hosted by the "Presidents for Latino Student Success" steering committee. All speakers, presentations and meetings will be held via Zoom. To join the convocation events, please use the links that are embedded into the Spring 2023 Agenda here. To access the shared Convocation Google drive here, you will need to use your LCCC

we look forward to gathering virtually

Convocation events will begin at 9 a.m. on Tuesday, January 17 with a welcome from LCCC President, Dr. Ann

Spring 2023 Convocation Keynote Speaker: Vinay Bhaskara

If you have any questions regarding Spring 2023 Virtual Convocation, please contact Kescha Bell-Ross x1195 or

interested in providing lifelong guidance for the future. Additionally,



Reporting an Incident - StART

throughout his time at CollegeVine, Vinay has personally counseled hundreds of students navigating the post-secondary process. If you have any questions regarding Spring 2023 Virtual Convocation, please contact Kescha Bell-Ross x1195 or kbellross@lccc.edu.

Vinay Bhaskara is a co-founder of CollegeVine and today, he heads

up institutional research at CollegeVine, which leverages data from

CollegeVine, NCES, and the Census Bureau to provide unique

insights into topics of interest for universities, districts, and others

Virtual Faculty Coaching in Zoom on Convocation Day

encouragement regarding your upcoming classes. The Faculty Coaches are available for private, one-on-one discussions about your syllabus, course pace, assessments, lesson planning, classroom management, any of your pedagogical interests, or information on college faculty policies and procedures. Andrew King, Wendy

Barron, Robin Musselman, Betsy Swope, Jennifer Myskowski, and Melanie Turrano look forward to working with you. All are welcome!

As the new semester begins, consider meeting with a Faculty Coach for collaboration, support, and

Conduct, academic honesty, threats to harm others, etc., the college has an online reporting tool, StART, for you to make an official report. You can access this by clicking on "StART" in the LCCC portal under Faculty/Staff Resources. In addition to filing this report, if the circumstances also include a threat of violence or harm to a member of the college community, you should also report that to Public Safety by calling 610-799-1169 as soon as possible. Officers are on campus 7 a.m. - 10 p.m. Monday through Thursday; 7 a.m. - 5 p.m. on Friday; and 7 a.m. - 12 p.m. on Saturday. If you have questions regarding StART or to schedule a StART training, email Brian DeLong at bdelong2@lccc.edu.

If you are aware of an incident that concerns you – student behavior, violations of the LCCC Code of Student

for you to make sure you get your textbooks in time for classes!

Tip #1: Order your books now on our **website!** You can either choose to have them shipped to your house or for in-store pick up. Don't wait until the first day of class to get your books. During the first week of classes, once you place your order online, it could take 24-48 hours before it will be ready. **Tip #2**: If you plan to shop in-store this week, please expect a wait time, as there may be a line outside the

Tip #4: In-store pick up will be located in ARC 201 (in the cafeteria) from January 23 - February 3. Please have your online order number ready. **Tip #5**: If you are closer to the Morgan Center or the Donley Center, you can have your order couriered to these locations via in-store pick up on our website - just choose which location you want it sent to!

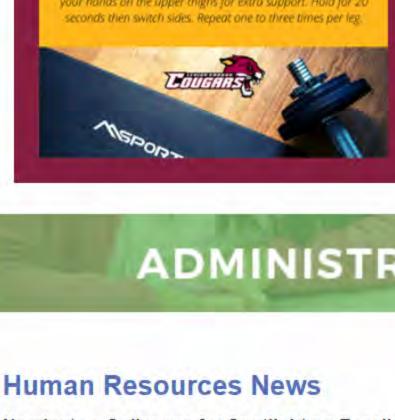
allow you to choose which location to pick up at. Please see the important note below. **TIP**: We suggest calling the front desk of the location (Morgan/Donley Center) and confirming your order is there for pick up before going to pick it up.

until mid-afternoon. If you order after 12 p.m. on Friday, it will not be sent up until the following week.

NOTE: The courier leaves the main campus at noon each day. If the order is not confirmed until after 12 p.m.,

please know the courier will not take your order up until the next day. The courier does not arrive at each location

Movement Monday -Robin Sharma Tip of the Week January 16, 2023 Tip of the Week



support. Hold for 20 seconds then switch sides. Repeat one to three times per leg.

ADMINISTRATIVE UPDATES

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,

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.

 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)

 Fever (100.4 degrees or greater) Cough

If you test positive for COVID-19, follow the steps below per the CDC guidelines:

Quick Reference for Medical Emergencies on Campus

Shortness of breath

All New Employees:

within the first 30 days of hire.

link.

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.

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.

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

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

If you have any questions, please contact Human Resources at x1107 or x1108.

Schedule a meeting with Rachel Peters to ask any questions on training, course development, professional development, and other tools/topics. Digital Badges

news/updates, the edtech tool of the month, and more!

Online Learning Courses Available

Office Hours

Congratulations to the following people who have recently earned the Essentials Badge: Joseph Fortunato, Cosette El Hage, Cherryann Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

dropped off at the following locations:

Student Union – Upper and Lower Levels

Thank you for your support of this project!

• Student Services Center – Lower level lounge

Berrier Hall – lower level lobby

USPS Rate Increase

Hours of Operation

January 16 - 22:

Friday: 9am-3pm

Sunday: CLOSED

January 23 - 29:

Friday: 9am-4pm

Sunday: CLOSED

Saturday: 10am-2pm

Beginning January 30,

Monday - Thursday: 9am-6pm

Monday - Thursday: 9am-6pm

Saturday: 10am-2pm

ARC Cafeteria

Library – Main Lobby

Our Phi Theta Kappa chapter will be holding a Shoe Drive fundraiser from January 9 through March 9, 2023. Our chapter has partnered with Funds2orgs for this drive and all donations are used to support micro-enterprises in developing nations. These micro-enterprises provide sustainable and living wages for people in developing countries. Donations need to be of gently worn or new shoes (no holes, soles intact, dry and clean) and can be

REMINDERS

Hide more >

January Bookstore Hours Please note the bookstore hours for January:

can email our Duplicating and Mail Services at duplicating@lccc.edu or call 610-799-1119.

planted behind the Student Union.

Susan Fread was Director of Advising from 2002-2017. She built the department from the ground up, hiring many of the advisors who currently work at LCCC. From 2017-2020, Susan served as Director of FYE and then, from 2020-2021, as the Director of Testing. After helping to establish the Honors Scholars Program in 2004, Susan

Forms completed for 2022 will expire 12/31/22.

served first as the chair of the Honors Council, which oversaw the program, and then the co-chair until 2020. During her tenure, she developed innovative programming for honors students, most notably the Arts and Scholars Showcase, which the college hosts each April. Scores of students have benefitted from her efforts, graduating from LCCC with no debt, an enhanced education, and generous transfer offers to a wide variety of colleges and universities. Susan was a long-time member of NACADA, was actively involved in their events, and was named by them, Administrator of the Year. In addition to her work at LCCC, Susan was devoted to community theatre and was the House Manager at the Civic Theatre in Allentown since 2008.

The payroll department is accepting "Local Services Tax - Exemption Certificate" for the calendar year 2023.

SPIRIT & WELLNESS

Souper Bowl Cook-Off Entries — Now Being Accepted The competition is heating up for the Souper Bowl Cook-Off, sponsored by the Spirit Committee.

Enter your favorite chili, soup or stew. Individual and team entries are being accepted. You are also encouraged to adopt a theme and decorate your table. Winners will be selected by attendees who will sample the food and vote for their three favorites.

PUNCH CARD WORKOUT PROGRAM more information. VISIT THE WELLNESS CENTER. GET YOUR SWEAT ON! EARN FREE LEHIGH CARBON SWAG!!! FOR EVERY VISIT, SET YOUR CARD PUNCHED IN ORDER TO EARN YOUR SWAG! SWEAT 4 SWAG REWARDS (ALL REWARDS ARE EXCLUSIVE TO THE WELLNESS CENTER)

A one hour workout is 4% of your day - no excuses! Join the

Cougar Swag along the way. See Wellness Center staff for

Sweat 4 Swag punchcard workout program and collect



kbellross@lccc.edu.

Bieber.

1:30 p.m. - 4:00 p.m. Join Coaches Here

Bookstore Announcement Regarding First Week of Class First Week of Classes at the Bookstore During the first week of classes, things will be a bit different than normal at the bookstore. We have a few tips

bookstore to get in. **Tip #3**: If you need assistance with the bookstore, the best way to reach someone is via email at bookstore@lccc.edu and we will respond in a timely manner.

Tip #6: If you plan to shop in store for your books, please have your L# ready! Bonus points if you come ready with your book list from our website! Courier Services to Morgan and Donley - Bookstore Books can be ordered online and couriered to the Morgan or Donley Center for pick up at their front desk. When ordering online choose in-store pick up under delivery method. From there, there is a drop-down menu which will

Movement Monday, Jan. 16 "If you don't make time for exercise, you'll probably have to make time for illness."

Standing Hamstring Stretch "Standing Hamstring Stretch" ake your left foot forward and tip from the nips keeping your back Take your left foot forward and tip from the hips keeping your lat. Lower down until you feel a stretch in the back of the leg. Rest your hands on the upper thighs for extra support. Hold for 20 back flat. Lower down until you feel a stretch in the back of the leg. Rest your hands on the upper thighs for extra

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

2022 can be found here.

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:

 Get tested at least 5 full days after your last exposure Watch for COVID-19 symptoms such as:

 Other COVID-19 symptoms If you develop symptoms, isolate immediately 2. Isolation and Precautions for People with COVID-19.

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.

If you had symptoms, day 1 of isolation is the first full day after the day your symptoms started.

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

will enable to you log in using your portal username and password. These online trainings must be completed

Hide more > Online Learning News Check out the Department of Online Learning's **December Newsletter** which includes event dates, important

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!

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.

PTK Shoe Drive

Monday - Thursday: 9am-6pm

The USPS has announced a rate increase for letter mail, postcards, flats, other "market dominant" as well as

competitive products that will go into effect on January 22, 2023. The new rates include a three-cent increase in

the retail price of a First-Class Mail Forever stamp from 60 cents to 63 cents. If you have any questions you

Friday: 9am-1pm Saturday/Sunday: CLOSED ** Starting January 23 - February 3, bookstore online order pick up will be held in ARC 201 in the cafeteria! We highly suggest ordering online in advance as there may be a line and wait time to enter the bookstore. Susan Fread Memorial Arts and Scholars Award

The LCCC Foundation is accepting donations to the Susan Fread Memorial Arts & Scholars Award. The

awards. Donations will also go toward a plaque in memory of Susan Fread, which will mark a tree recently

annual award, in the form of three cash prizes, will go to students for their outstanding posters or artwork. The

Honors Council will select the award recipients. Candy bars purchased in the Advising Office will also support the

2023 Local Services Tax Exemption

Date: Wednesday, Feb. 8 (snow date Feb. 9) Time: 11:30 a.m. to 1:30 p.m.

Registration Deadline: Monday, Jan. 16

To enter the competition click here.

The attached flyer includes a complete list of entry rules. If you have questions, contact Ronnie Blue at vblue@lccc.edu.

LCCC's College Relations staff can turn your

Leadership Team Academic Council

WORKING @ LCCC **Duplicating Center and Mail Room Service Window Hours**

Monday-Thursday: 9 a.m.-6 p.m.; Friday: 9 a.m.-1

from 8 a.m. - 2 p.m. Fryer items available until 2:30

Starting Monday, Dec. 19 until Friday, Jan. 20. Catering remains available. Wellness Center 9 a.m. - 6 p.m., Monday through Thursday and

meeting. 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 <u>vblue@lccc.edu</u> to schedule a Hangouts meeting.

to schedule an online meeting.

Sweat 4 Swag

Location: TBD

1 WORKOUT = LC WRISTBAND + 65 WORKOUTS = LC LONG SLEEVE 20 WORKOUTS = LC WATER BOTTLE + 75 WORKOUTS = LC SWEATSHIRT 35 WORKOUTS = LC DRAWSTRING BAG + 100 WORKOUTS = \$25 BOOKSTORE GIFTCARD

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