



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPIRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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ANNOUNCEMENTS

January 19, 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

[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

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. - 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: 9 a.m.-6 p.m.; Friday: 9 a.m.-1 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 from 8 a.m. - 2 p.m. Fryer items available until 2:30 p.m. Closed Fridays. Catering is available.

[Weekly Menu](#)

The Corner Café
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 Café will be Closed Starting Monday, Dec. 19 until Friday, Jan. 20. Catering remains available.

Wellness Center
9 a.m. - 6 p.m., Monday through Thursday and Friday from 9 a.m. - 4 p.m.

PRESIDENT'S CABINET MEMBER'S OPEN OFFICE HOURS

President
Dr. Ann D. Bioeber
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 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 10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email lverta@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 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.

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. Andrea Gramann-Mosley
Mondays from 1 to 3 p.m. Email agramannmosley@lccc.edu to schedule via Hangouts.

Interim Dean Eike 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.

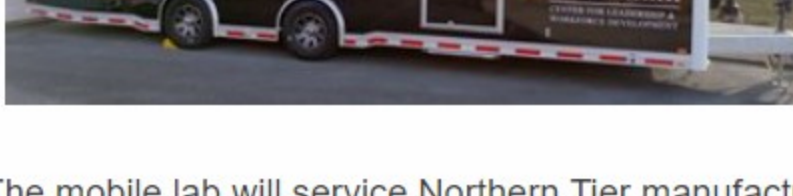
CIO Joshua Mitchell
Tuesdays from 11 a.m. to noon. Email jmitchell10@lccc.edu to schedule online meeting.

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

Mileage Reimbursement Rate 2023

The mileage rate as of **January 1, 2023**, in accordance with the IRS Standard Mileage Rates, is 0.655 per mile driven. Please refer to the Travel and Employee Reimbursement guidelines, from MYLCCC, under Faculty and Staff Resources and then under the Finance Office, for instructions on submitting a reimbursement request. If you have any questions please contact Mary Decker in the Finance Office at ext. 1738.

LCCC Expands Mobile Manufacturing Training Capability



The LCCC Center for Workforce and Leadership Development, has purchased and outfitted a second mobile lab for manufacturing certificate training. The lab is equipped to teach Industrial Automation Level 1 and prepare students with the next generation of skills for a computer-driven, data-intensive, advanced manufacturing workplace.

The mobile lab will service Northern Tier manufacturing clients, where sending students to the main campus may prove costly and time prohibitive. Our first mobile manufacturing lab has been serving clients since 2018. The addition of a second lab will help meet the growing demand for maintenance technician training.

Webinar Offers Insight into Preventing Mental Health Crisis



Preferred EAP will offer "Before Stage 4: How to Use Your EAP Program to Prevent a Mental Health Crisis" webinar from 12 to 1 p.m., Tuesday, Feb. 14. Register for the workshop online.

We would never wait until a disease reaches "stage 4" or a crisis point to ask for help. The same should be true for our emotional health. Join the discussion with Preferred EAP Program Director Carolyn Lamparella, EdS, LPC, as she explains the stage 4

philosophy developed by Mental Health America. She'll identify ways for employers to take full advantage of their EAP program to promote mental health and resilience in the workplace. Employees are still recovering from the fear and isolation that came with COVID-19 ... so now is the time to bolster their well-being in order to prevent the progression of their mental health concerns to stage 4.

Chris Losagio Farewell

Long time Culinary/Gourmet Dining employee, Chris Losagio, will be relocating to Florida in February. Please join us on Tuesday, January 24 in SSC 120 from 1 - 3 p.m. to celebrate her farewell. Refreshments will be served.

Spring 2023 Tutoring

The college offers a variety of **free tutoring** to enrolled LCCC students. Face-to-Face tutoring is available at the Schnecksville (SH150), Allentown (Rm 212), and Tamaqua (Rm 117) locations. Labs are open (walk in); no appointment needed. Up-to-date schedules are posted in the portal. **Zoom tutoring** appointments are booked online by students. LCCC tutors meet virtually through GoBoard or Remo. Book up to 2 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 is accessed by clicking the link on the Tutoring homepage in the portal. For questions about tutoring, please call the Educational Support Center at 610-799-1156 or email educationalsupportservices@lccc.edu.

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 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**:

- 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

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, Cherrlyann Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

[Hide more >](#)

REMINDERS

Reporting an Incident - sTART

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

PTK Shoe Drive

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 dropped off at the following locations:

- Berrier Hall – lower level lobby
- ARC Cafeteria
- Student Union – Upper and Lower Levels
- Library – Main Lobby
- Student Services Center – Lower level lounge

Thank you for your support of this project!

USPS Rate Increase

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

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 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 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 #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!

Tip #6: If you plan to shop in store for your books, please have your **Lif** 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 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.

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

January Bookstore Hours

Please note the bookstore hours for January:

Hours of Operation

January 16 - 22:
Monday - Thursday: 9am-6pm
Friday: 9am-3pm
Saturday: 10am-2pm
Sunday: CLOSED

January 23 - 29:
Monday - Thursday: 9am-6pm
Friday: 9am-4pm
Saturday: 10am-2pm
Sunday: CLOSED

Beginning January 30:
Monday - Thursday: 9am-6pm
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 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 awards. Donations will also go toward a plaque in memory of Susan Fread, which will mark a tree recently 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 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 benefited 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.

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.

