



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPIRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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## ANNOUNCEMENTS

January 30, 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 at 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 - 8:45 p.m., Monday through Thursday; 7:30 a.m. - 9 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 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. - 6 p.m., Monday through Thursday and Friday from 9 a.m. - 4 p.m.

### PRESIDENT'S CABINET MEMBERS OPEN OFFICE HOURS

#### President

**Dr. Ann D. Bieker**

Appointments can be made via Zoom. Email Tracy Bean at [tbean@lccc.edu](mailto: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](mailto: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 to 10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email [kbellross@lccc.edu](mailto: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](mailto:mdecker@lccc.edu) to schedule an online meeting.

#### Dean Peggy Heim

Mondays from 3 to 5 p.m. Email [PHeim@lccc.edu](mailto: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](mailto:jrowlands@lccc.edu) to schedule a meeting.

#### Dean Dr. Andrea Grannum-Mosley

Mondays from 1 to 5 p.m. Email [agrannummosley@lccc.edu](mailto:agrannummosley@lccc.edu) to schedule via Hangouts.

#### Interim Dean Eike Reichardt

Wednesdays from 3 to 5 p.m. Email [EReichardt@lccc.edu](mailto:EReichardt@lccc.edu) to schedule online meeting.

#### Dean Dr. Kelly Trahan

Mondays from 3 to 5 p.m. Email [KTrahan@lccc.edu](mailto:KTrahan@lccc.edu) to schedule an online meeting.

#### CIO Joshua Mitchell

Tuesdays from 11 a.m. to noon. Email [jMitchell10@lccc.edu](mailto:jMitchell10@lccc.edu) to schedule online meeting.

#### Dean Scott Aquila

Email [Saquila@lccc.edu](mailto:Saquila@lccc.edu) to schedule an online or face-to-face meeting.

### Movement Monday, Jan. 30



"I don't count my sit-ups. I only start counting when it starts hurting because they're the only ones that count."

-Muhammad Ali

Upper Back Stretch

While sitting clasp your hands together in front of you, tuck your chin and lower your shoulder. Round your back while pressing your arms away from your body. Hold for 20 seconds, repeating one to three times.

### Souper Bowl Tasters

Join us in welcoming back the Souper Bowl Challenge!

Bring your taste buds on Feb. 8 from 11:30 a.m. to 1:30 p.m. in the Community Services Center lobby. We will have many items to satisfy your tastes. There will be all kinds of chills and soups.

Bring your friends and your appetite and visit the chefs to vote for your favorite. Bring your brown bag lunch too and enjoy spending time with colleagues!

### February 3 is Spirit Day



The first Friday of each month is Spirit Day. Spirit Day in February is this Friday, Feb. 3 and in the spirit of the Super Bowl, wear your favorite team shirt or colors.

Let's see those football jerseys!

### LCCC Social Media Reminder

All individuals who currently manage an LCCC-related social media account (including, but not limited to, Facebook, Instagram, Twitter, and YouTube) must provide their account log-in information to Daniel Meil, Content Developer and Social Media Specialist. For Facebook accounts, account administrators must add Daniel as an administrator. All inquiries regarding social media management can be directed to him.

As a reminder, all individuals interested in creating an LCCC-related social media account must obtain permission through the Office of College Relations first. Be advised that College Relations reserves the right to deny any request for social media account creation.

Individuals interested in having an event, class activity, or college facility highlighted on our social media can submit a [social media marketing request form](#) at any time. Daniel will work with you to figure out the best way to reach your desired audience.

Please review LCCC's updated [social media guidelines](#) and [best practices](#) for further guidance, and reach out to [dmelin@lccc.edu](mailto:dmelin@lccc.edu) or 610-799-1718 for further questions..

### Bookstore Pop-Up Events

The bookstore will be at the Morgan Center on Jan. 31 from 10 a.m. - 2 p.m. and the Donley Center on Feb. 1 from 10 a.m. - 2 p.m. There will be school supplies and LCCC merch available for purchase. Please remember to order your books online at [lcccshop.com](http://lcccshop.com) for your spring classes! You can choose to have your orders couriered for pick up at the front desk of the Morgan or Donley Center as well.

## 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 to schedule 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.

#### 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](mailto: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

### First Tuesday Coaching Conversations

First Tuesday Coaching Conversations continue this semester. Please join us as the faculty coaches discuss the following pedagogical topics.

Please join us in this [Zoom conversation](#).

2:30 - 3:30 p.m., Tuesday, Feb. 7  
Assessing and Reflecting on Your Teaching  
Dr. Robin Musselman

2:30 - 3:30 p.m., Tuesday, March 7  
Contemplative Practices to Support Yourself and Your Work  
Professor Wendy Barron

2:30 - 3:30 p.m., Tuesday, April 4  
Student Engagement and Retention  
Professor Karen Wotring

### 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](mailto:bdelong2@lccc.edu).

### PTK Shoe Drive

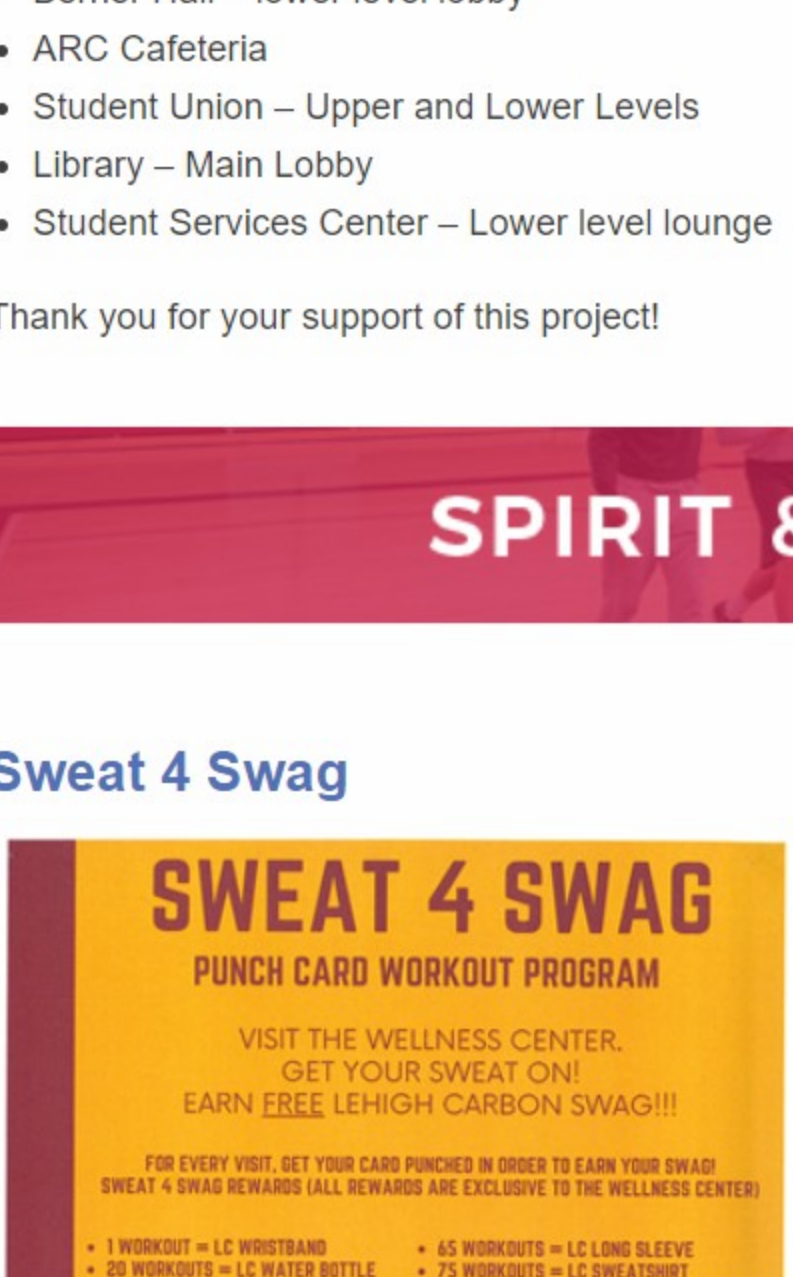
Our Phi Theta Kappa chapter will be holding a Shoe Drive fundraiser from January 9 through March 9, 2023. Our chapter has partnered with Funds2orgs for this drive and all donations are used to support micro-enterprises in developing nations. These micro-enterprises provide sustainable and living wages 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!

## 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.

