January 5, 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

Thank you, Office of College Relations

View Previous College Voice Editions

QUICK LINKS

correct and accurate.

January 2023 President's Desk

LCCC Employment Openings

Events

Report Safety and Security Concerns

Sexual Harassment and Sexual Violence **Anonymous Online Reporting**

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.

Marketing Project Requests

Submit Your Marketing Project Request

MINUTES

Board of Trustees President's Cabinet

Leadership Team

Academic Council

Resources. WORKING @ LCCC

REGISTRATION STATUS REPORTS

To view registration status reports, go to the Institutional Research link on Faculty and Staff

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**

8 a.m. - 5 p.m., Friday.

7:30 a.m. - 7 p.m., Monday through Thursday; Courier services Monday through Friday to all

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.

Monday-Thursday: 7:30 a.m. - 2:30 p.m. Grill

ARC Main Café

Gourmet Dining Hours

open from 8 a.m. - 2 p.m. Fryer items available until 2:30 p.m. Closed Fridays. Catering is available. Weekly Menu

Open 8 a.m. - 1:30 p.m. Monday to Thursday.

The Corner Cafe

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. Bieber

Hangouts meeting.

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 vblue@lccc.edu to schedule a

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.

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.

agrannummosley@lccc.edu to schedule via Hangouts. Interim Dean Eike Reichardt

Wednesdays from 3 to 5 p.m. Email

Dean Dr. Andrea Grannum-Mosley

Mondays from 1 to 3 p.m. Email

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

meeting.

EReichardt@lccc.edu to schedule online

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.

ANNOUNCEMENTS

Save the Dates for Spring Virtual Convocation





Creating direction and shared vision for ational innovation and institutional capal

Please note the bookstore hours for January:

January Bookstore Hours

Hours of Operation

Virtual: 5 p.m - 8:30 p.m.

Adjunct and Part-Time Convocation

January 3 - 8: Tuesday - Thursday: 9am-6pm

Friday: 9am - 1pm Saturday/Sunday: CLOSED

<u>January 9 - 15:</u> Monday - Thursday: 9am-6pm Friday: 9am-1pm

Saturday/Sunday: CLOSED January 16 - 22:

Monday - Thursday: 9am-6pm Friday: 9am-3pm Saturday: 10am-2pm

Sunday: CLOSED <u>January 23 - 29:</u>

Monday - Thursday: 9am-6pm Friday: 9am-4pm

Saturday: 10am-2pm Sunday: CLOSED

Beginning January 30, Monday - Thursday: 9am-6pm Friday: 9am-1pm

enter the bookstore.

2022

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

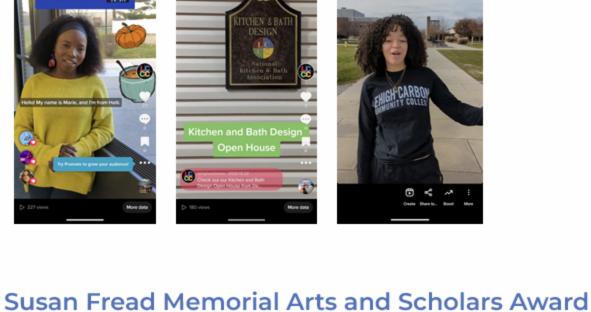
Do you follow LCCC on our social media platforms? If not, here's some fun content you may have missed throughout December! On TikTok, Instagram Reels, and Youtube Shorts, our campus

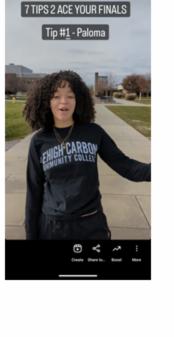
In Case You Missed It: LCCC Social Media Highlights - December

community shared their favorite holiday memories through a series of short videos. Also on those platforms, we showcased the amazing work done by our Kitchen and Bath Design and Construction Management students via their final capstone project: an entire floor plan complete with a hallway, kitchen, and bathroom. Over on our Instagram stories, students shared their best advice on how to prepare for finals week during the days leading up. You can check it out on our story highlights. In partnership with First Year Experience and Student Engagement and Inclusion, we also held holiday trivia during the week of finals on our Instagram stories. Students answered questions in real time and had the opportunity to both learn about different holidays around the world and engage with us on our Instagram. Do you have an upcoming event or activity you want showcased on our social media? Fill out our social media marketing request form. For questions, reach out to Daniel Melin, Content Developer

and Social Media Specialist, at dmelin@lccc.edu or 610-799-1718.







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

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

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 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. **Virtual Office Bingo**

The Spirit Committee is hosting Virtual Office Bingo on Wednesday, January 11, from Noon to 1 p.m. Bingo is open to all faculty and staff but will be limited to the first 25 participants. Participants must register here. Join us to have some fun and win prizes.

Souper Bowl Cook-Off Entries — Now Being Accepted

Date: Wednesday, Feb. 8 (snow date Feb. 9)

The competition is heating up for the Souper Bowl Cook-Off, sponsored by the Spirit Committee.

Time: 11:30 a.m. to 1:30 p.m.

Location: TBD

Registration Deadline: Monday, Jan. 16

Blue at vblue@lccc.edu.

January 6 is Spirit Day

will sample the food and vote for their three favorites.

To enter the competition click here. 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

The attached flyer includes a complete list of entry rules. If you have questions, contact Ronnie

scarf."

The first Friday of each month is Spirit Day. Our next Spirit Day is tomorrow, Friday, January 6, and the theme is "Wear your favorite

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

Slips, trips, and falls account for a large percentage of medical incidents on campus and are

ADMINISTRATIVE UPDATES

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

August 11, 2022 can be found here.

1. Exposure to someone with COVID-19:

training series at LCCC.

your completed trainings.

B. Run-Hide-Fight Video

Online Learning News

Online Learning Courses Available

Digital Badges

year 2023.

professional development, and other tools/topics.

2023 Local Services Tax Exemption

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

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.

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.

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

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

A. Required Online Trainings Below are the four online trainings that will be emailed to you from Knowbe4. This is a single signon 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.

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

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

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.

Remote Course Certification, Excellence in Instruction, Zoom, Canvas Studio, Blooms Taxonomy, and

Register online for our live and self-paced trainings. Trainings include: Canvas Course Certification,

Check out the Department of Online Learning's December Newsletter which includes event dates,

more! Office Hours Schedule a **meeting** with Rachel Peters to ask any questions on training, course development,

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

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.

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

Fortunato, Cosette El Hage, Cherryann Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

REMINDERS

Congratulations to the following people who have recently earned the Essentials Badge: Joseph

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

Hide more >

Hide more >

Forms completed for 2022 will expire 12/31/22. 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 PUNCH CARD WORKOUT PROGRAM Center staff for more information.

VISIT THE WELLNESS CENTER. GET YOUR SWEAT ON! EARN FREE LEHIGH CARBON SWAG!!! FOR EVERY VISIT, GET YOUR CARD PUNCHED IN ORDER TO EARN YOUR SWAG! SWEAT 4 SWAG REWARDS (ALL REWARDS ARE EXCLUSIVE TO THE WELLNESS CENTER) 1 WORKOUT = LC WRISTBAND 20 WORKOUTS = LC WATER BOTTLE 35 WORKOUTS = LC ORAWSTRING BAG 45 WORKOUTS = LC T-SHIRT 45 WORKOUTS = LC SWEATSHIRT 50 WORKOUTS = LC SWEATSHIRT 100 WORKOUTS = S25 BOOKSTORE GIFTCARD 125 WORKOUTS = WORKOUT WARRIOR 126 WORKOUTS = LC LONG SLEEVE 127 WORKOUTS = LC SWEATSHIRT 128 WORKOUTS = LC SWEATSHIRT 129 WORKOUTS = LC LONG SLEEVE 129 WORKOUTS = LC SWEATSHIRT 120 WORKOUTS = S25 BOOKSTORE GIFTCARD

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Lehigh Carbon