



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPIRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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ANNOUNCEMENTS

January 9, 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 - 8:45 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 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. Bieber
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 Vorta
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 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 an 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 Gramum-Mosley
Mondays from 1 to 3 p.m. Email agramummosley@lccc.edu to schedule via Hangouts.

Interim Dean Eiko 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 K.Trahan@lccc.edu to schedule an online meeting.

CIO Joshua Mitchell
Tuesdays from 11 a.m. to noon. Email jmitchell1@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

WELCOME BACK
Spring 2023 Virtual Convocation

Campus Community
January 17, 9 a.m.-12:30 p.m.
Keynote Speaker: Vinay Bhaskara
January 18, Noon-4:30 p.m.

Adjunct/Part-time Faculty
January 18, 5 p.m.-8:30 p.m.

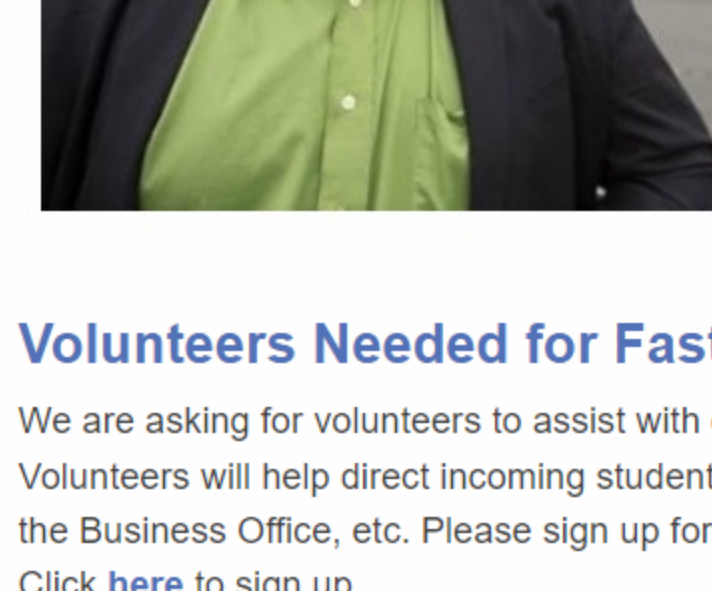
Creating Direction and Shared Vision for Educational Innovation and Institutional Capabilities.

As we prepare for the spring semester, we look forward to gathering virtually for Spring 2023 convocation. 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 email account; all of the folders are restricted to lccc.edu email accounts.

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

If you have any questions regarding Spring 2023 Virtual Convocation, please contact Kescha Bell-Ross x1195 or kbellross@lccc.edu.

Spring 2023 Convocation Keynote Speaker: Vinay Bhaskara



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 interested in providing lifelong guidance for the future. Additionally, 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.

Volunteers Needed for Fast Track Registration

We are asking for volunteers to assist with our Fast Track day on Thursday, January 19, from Noon - 5 p.m. Volunteers will help direct incoming students to appropriate areas, such as Registration, Advising, Financial Aid, the Business Office, etc. Please sign up for a shift or multiples shifts if you are able to assist. Click [here](#) to sign up.

Virtual Faculty Coaching in Zoom on Convocation Day

1:30 p.m. - 4:00 p.m.
[Join Coaches Here](#)

As the new semester begins, consider meeting with a Faculty Coach for collaboration, support, and 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. *most notably*, Andrew King, Wendy Barron, Robin Musselman, Betsy Swope, Jennifer Myskowski, and Melanie Turano look forward to working with you. All are welcome!

Movement Monday, Jan. 9

Movement Monday
Tip of the Week
January 9, 2023
Quad Stretch

Stand and hold onto a wall or back of a chair. Grab the top of your left foot and bend your knee, bringing the foot toward your glutes. Make sure your knee is pointing straight toward the foot. Hold for 20 seconds then switch, repeating one to three times per leg.

"Once you are exercising regularly, the hardest thing is to stop it."
- Erin Gray

Tip of the Week "Quad Stretch"
Stand and hold onto a wall or back of a chair. Grab the top of your left foot and bend your knee, bringing the foot toward your glutes. Make sure your knee is pointing straight toward the floor. Hold for 20 seconds then switch, repeating one to three times per leg.

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-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 >](#)

[Hide more >](#)

REMINDERS

January Bookstore Hours

Please note the bookstore hours for January:

Hours of Operation

January 9 - 15:
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

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 hosted 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.

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

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

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

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

Location: TBD

Registration Deadline: Monday, Jan. 16

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 will sample the food and vote for their three favorites.

The [attached flyer](#) includes a complete list of entry rules. If you have questions, contact Ronnie Blue at vbue@lccc.edu.

2023 Local Services Tax Exemption

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

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

SPIRIT & WELLNESS

Sweat 4 Swag

SWEAT 4 SWAG
PUNCH CARD WORKOUT PROGRAM

VISIT THE WELLNESS CENTER. GET YOUR SWEAT ON! EARN EGGS LEHIGH CARBON SWAG!!

FOR EVERY SWEAT, GET YOUR CARD PUNCHED IN ORDER TO EARN YOUR SWAG! SWEAT 4 SWAG REWARDS ARE LIMITED AND EXCLUDE TO THE WELLNESS CENTER!

- 10 SWEATS = 10 CARBON SWAGS
- 20 SWEATS = 15 CARBON SWAGS
- 30 SWEATS = 20 CARBON SWAGS
- 40 SWEATS = 25 CARBON SWAGS
- 50 SWEATS = 30 CARBON SWAGS
- 60 SWEATS = 35 CARBON SWAGS
- 70 SWEATS = 40 CARBON SWAGS
- 80 SWEATS = 45 CARBON SWAGS
- 90 SWEATS = 50 CARBON SWAGS
- 100 SWEATS = 55 CARBON SWAGS
- 110 SWEATS = 60 CARBON SWAGS
- 120 SWEATS = 65 CARBON SWAGS
- 130 SWEATS = 70 CARBON SWAGS
- 140 SWEATS = 75 CARBON SWAGS
- 150 SWEATS = 80 CARBON SWAGS
- 160 SWEATS = 85 CARBON SWAGS
- 170 SWEATS = 90 CARBON SWAGS
- 180 SWEATS = 95 CARBON SWAGS
- 190 SWEATS = 100 CARBON SWAGS
- 200 SWEATS = 105 CARBON SWAGS

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.

