



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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ANNOUNCEMENTS

October 20, 2022

[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

[October 2022 President's Desk](#)

[LCCC Employment Openings](#)

[Events](#)

[PA Commission for Community Colleges](#)

["This Week" Student Newsletter](#)

[Report Safety and Security Concerns](#)

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; 9 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.

8 a.m. services Monday through Friday to all sites.

Bookstore Hours
Monday-Thursday: 9 a.m.-4 p.m.; Friday: 9 a.m.-1 p.m.; Saturday and Sunday: CLOSED.

Library Fall Hours
7:30 a.m. - 9:45 p.m., Monday through Thursday; 7:30 a.m. - 8 p.m., Friday.

CulinArt Hours
ARC Main Cafe
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.

The Corner Cafe
Open 8 a.m. - 1:30 p.m., Monday to Thursday; Open 8 a.m. - 1 p.m. on Friday.

Wellness Center
9 a.m. - 5 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 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 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 Gramum-Mosley
Mondays from 1 to 2 p.m. Email agramummosley@lccc.edu to schedule via Hangouts.

Interim Dean Elke Reichardt
Wednesdays from 3 to 5 p.m. Email EReichardt@lccc.edu to schedule online meeting.

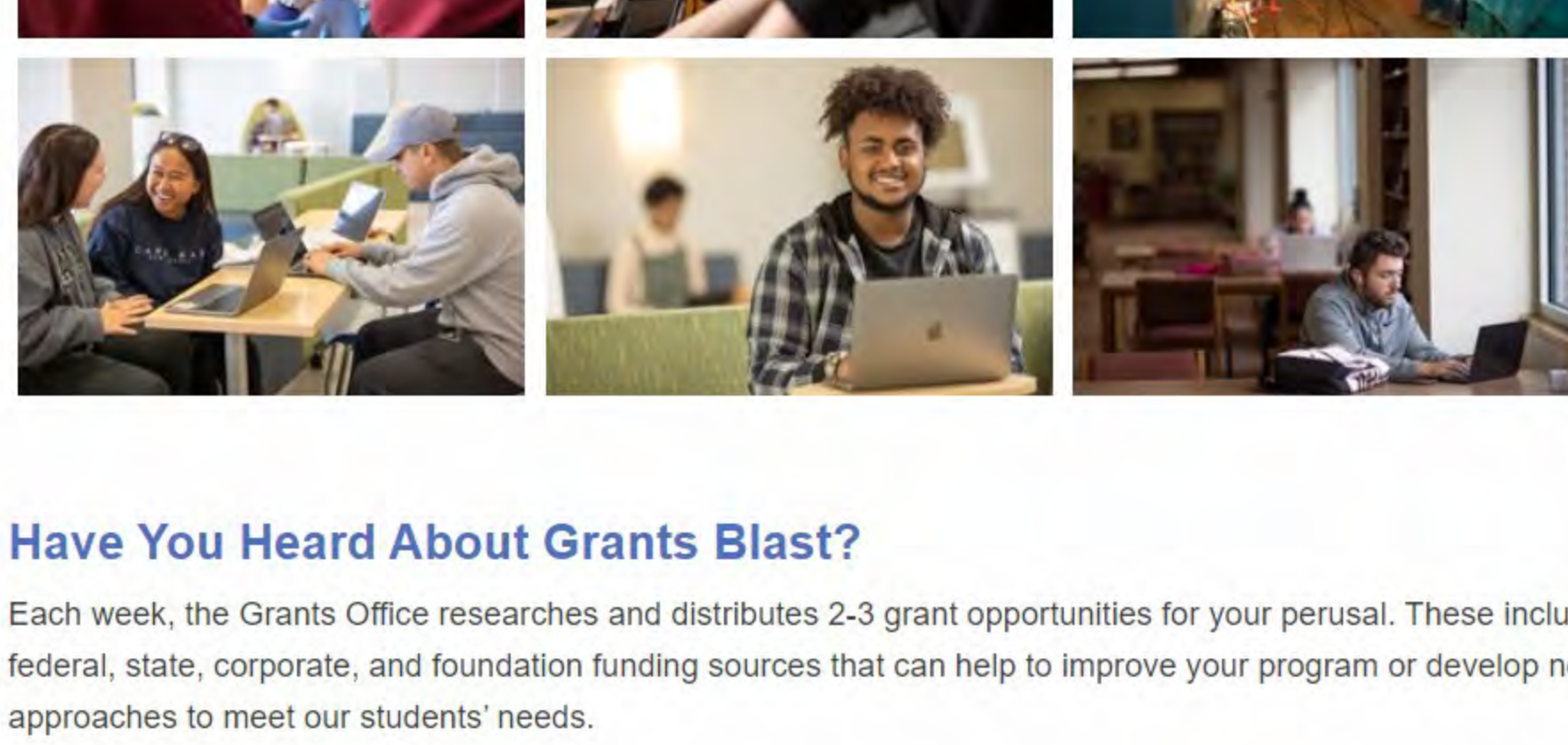
Dean Dr. Kelly Trahan
Mondays from 3 to 5 p.m. Email ktrahan@lccc.edu to schedule an online meeting.

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

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

New Marketing Photos Taken

As part of the college's new marketing campaign titled "Build on Your Terms" the College Relations department worked with a professional photographer to build a photo library to be used in a variety of marketing materials including digital and traditional advertisements, the website, brochures, postcards and social media. Thank you to all those who participated the day of the photoshoot. Below is a small sampling of some of the photos.



Have You Heard About Grants Blast?

Each week, the Grants Office researches and distributes 2-3 grant opportunities for your perusal. These include federal, state, corporate, and foundation funding sources that can help to improve your program or develop new approaches to meet our students' needs.

If you're interested in receiving the weekly Grants Blast announcements, please click [here](#) to complete the sign-up form.

October Community of Wellness and Belonging Walking Challenge Update

For the week ending Oct. 16, here are the numbers:

- Individual participants walked a total number of 808,470 steps
- Team participants walked a total number of 2,481,321 steps
- Altogether, the participants walked a total number of 3,289,791 steps or about 1,645 miles!

Week Top Winners:

- Individual is Jennifer Latzgo with 112,602 steps
- Top team (by average) is The Brilliant JEMS with an average of 67,000 steps

Overall top three individuals are:

- Jennifer Latzgo – 213,983 steps
- Lauren Falgout – 208,293 steps
- Erin Vermeulen – 182,926 steps

Overall top team averages are:

- The Brilliant JEMS – 133,606
- Hot Stepaz – 129,684
- The Girl Gang – 126,210

Great results for the second week. C'mon, get those steps in!

Fall Job Fair



The Fall Job Fair is just around the corner. The Career Development Center will be hosting representatives from 95 companies. Please encourage students to attend on Thursday, Oct. 27 from 10 a.m. - 2 p.m. in the Community Services Center. It is a great opportunity for students to explore employment opportunities for the future even if they aren't currently looking. They can also enter to win prizes.

PLEASE NOTE - The upper portion of Lot F will be closed on Oct. 27 for employer parking.

One-Time Federal Student Aid Debt Relief

This program provides eligible borrowers with full or partial discharge of student loans up to \$20,000 to Federal Pell Grant recipients and up to \$10,000 to non-Pell Grant recipients. In order to qualify, individuals must meet the following income thresholds:
Individuals who made less than \$125,000 in 2021 or 2020
Families that made less than \$250,000 in 2021 or 2020

This debt relief applies only to loan balances you had before June 30, 2022. Borrowers must complete an online application to receive the debt relief. More information and the application can be found [online](#).

Public Service Loan Forgiveness (PSLF) Waiver Expires Oct. 31

The PSLF program provides student loan forgiveness to individuals who have made 120 qualifying monthly payments under a qualifying repayment plan while working full-time for a qualifying employer. Lehigh Carbon Community College is a qualified employer.

A temporary waiver was implemented in October 2021 that allows borrowers to receive credit for past periods of repayment that would otherwise not qualify for PSLF. This opportunity ends on Oct. 31. For more information on how to apply for PSLF and the limited waiver can be found [online](#).

Pumpkin Carving Contest

Calling all Halloween lovers: all students and employees are encouraged to enter the Pumpkin Carving Contest sponsored by the Spirit Committee!

On Nov. 1 – bring your own carved pumpkin to the Student Union before 10 a.m. All entries will be displayed in the Student Union Nov. 1 and 2.

The entire campus community is encouraged to go to the Student Union and vote on the best pumpkin on Nov. 1 and for winning 11 a.m. and 2 p.m. May the best jack-o-lantern win!

For carving ideas and carving patterns, see Ronnie Blue in the SSC, Room 104 or contact Ronnie Blue at rblue@lccc.edu.

ADMINISTRATIVE UPDATES

Human Resources News

Title IX for Higher Education Training
As part of the college's annual sexual violence awareness trainings, this year's Title IX online training will be provided by Knowbe4 and will consist of three separate online training sessions.

Knowbe4 is a single sign-on system that will enable you to log in using your portal username and password.

This training is mandatory for all employees and must be completed annually. The deadline for completing all three trainings is Friday, November 18, 2022.

Below is the schedule that you will be notified via email from Knowbe4 of the following trainings:

Date to receive email notification from Knowbe4:

1. **October 17, 2022** - Title IX Part 2: Recognizing Misconduct (approx. 11 minutes in length)
2. **October 24, 2022** - Title IX Part 3: Reporting and Response (approx. 14 minutes in length)

All three online trainings must be completed by November 18, 2022. Your participation and completion of these trainings will be automatically logged by the Knowbe4 system.

If you have any questions regarding the training material, please contact Donna Williams, Director of Human Resources, Title IX/Equity Coordinator at 610-799-1107.

Slips, 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. CALL 911.

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 personal 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

Check out the Department of Online Learning's **October Newsletter** which includes event dates, important news/updates, the edtech tool of the month, and more!

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

Join the Department of Online Learning during their office hours to ask questions on training, course development, and other tools:
Wednesdays and Thursdays: Join a **live session** at 10 a.m. Presenter: Rachel Peters.

Digital Badges

Faculty and staff will have the opportunity to receive digital badges to display on LinkedIn, email signature and other areas, and 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, Fioralba Melendez, Michael Owen and Timothy Shoemaker.

[Hide more >](#)

REMINDERS

In Case You Missed It - Development Day Session Recordings are Available

2022 Development day allowed for multiple workshops sessions to be hosted at LCCC's Schnecksville main campus on October 11. Click [here](#) to view recorded workshops sessions and powerpoints shared by our facilitators.

Upcoming Inclusion Certificate 2022 Workshops

The following workshops will be available as part of the 2022 Inclusion Certificate. For more information contact agramummosley@lccc.edu.

Underserved Communities and Inclusion with Lt. Slaton from the Pennsylvania State Police

October 27 from 2:30 - 3:40 p.m. in CSC 106

This workshop will address how his team trains troopers on implicit bias, building relationships within historically underserved communities, and preventing and responding to hate/bias-related crimes.

November 17 (date change) 2:30 - 3:40 p.m.

Creating a Connected Community with **Dorice Ramsay**

SEED Presentation **Join Zoom Meeting Here**

ID: 92442228708

Passcode: 842347

Community Resources and Basic Needs

If you are concerned for a student struggling with basic needs, please submit an online **START Report**. You should choose the Community Resources/Basic Needs as option for the nature of the report. If you have any questions, contact Elizabeth Rivera, Community Resources and Basic Needs Specialist, at 610-799-1087 or erivera1@lccc.edu.

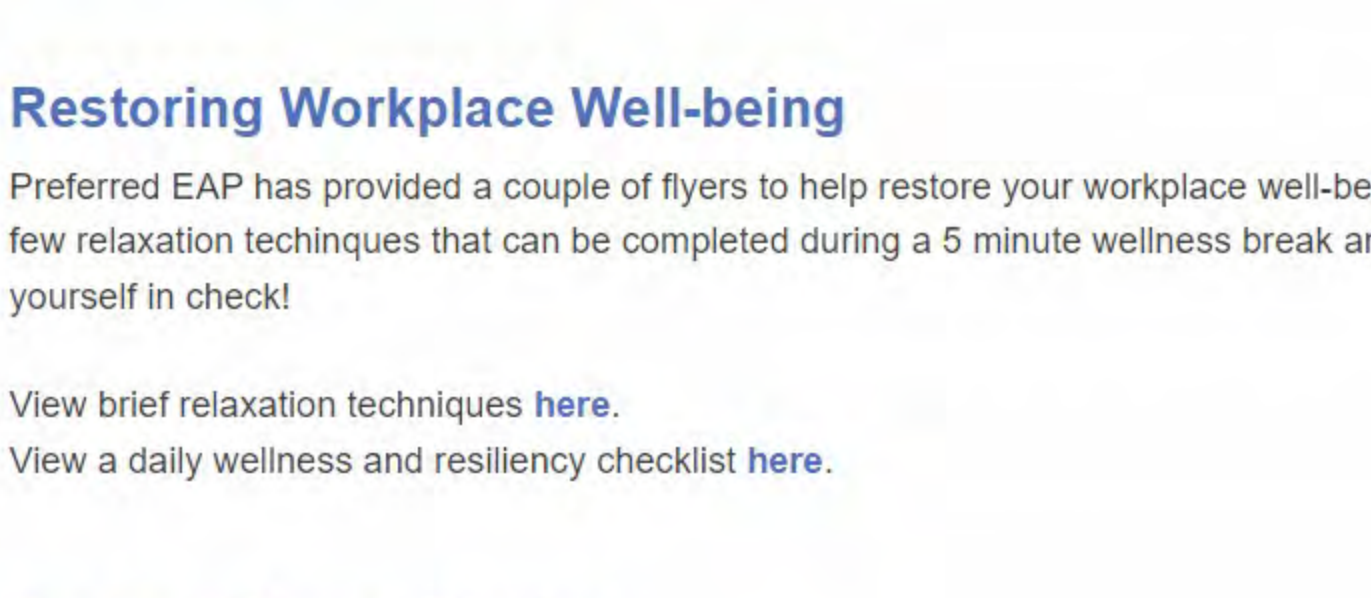
Restoring Workplace Well-being

Preferred EAP has provided a couple of flyers to help restore your workplace well-being. Below you will find a few relaxation techniques that can be completed during a 5 minute wellness break and a daily checklist to keep yourself in check!

View brief relaxation techniques [here](#).

View a daily wellness and resiliency checklist [here](#).

Faces of Honor Display



Every year LCCC honors all veteran and active military students during Veterans Appreciation Week, which will be held at main campus Nov. 7-11. Several events and programs are designed to honor and remember veterans providing the college community an opportunity to say "thank you."

Students, faculty and staff are invited to submit photos of themselves or family members who have served or are currently serving in the U.S. Armed Forces for the annual "Faces of Honor" display taking place at LCCC's main campus during Veterans Appreciation Week. The banners will be displayed throughout the Student Services Center building and will be available for all to view through the college's various social media channels. If you have submitted a photo in the past, your loved one is already part of the display so there is no need to resubmit. Photo submissions will be accepted through Friday, Oct. 21.

To submit a photo, please complete the form and upload a digital image, which must be of the highest resolution possible – 800 x 800 pixels or larger.

College Employee Information Sessions

Various college service areas will be doing presentations along with question and answer sessions to familiarize new employees with the services their area provides at the college. All employees are invited to attend. Click [here](#) for the Zoom link for the sessions. The speakers will be presenting at 10 a.m. and 2 p.m. (same information in each session) on the dates assigned as follows:

October 28 - Gene Eden, Student Life
Amber Zuber, Tamaqua (Morgan Center)

November 11 - Fae Schwack, Registration and Student Records
Brandon Kwiatek, High School Connections

December 2 - Tina Moyer, Career Development
Marco Anglesio, Institutional Research and Effectiveness

Snow Day Contest!

Please use the link provided to submit your guess for the first day that Lehigh Carbon Community College will be closed for inclement weather. The closure must impact all campuses. The correct submission will win a \$25 gift card. Deadline for guesses is Thursday, Nov. 3, at 5pm.

Title IX for Higher Education Annual Online Training

Title IX for Higher Education Training
This announcement has moved to the "Human Resources News" section of College Voice.

Hurricane Relief Collection for Puerto Rico and the Dominican Republic

Please consider donating items for hurricane relief in Puerto Rico and the Dominican Republic now through Oct. 28. Collected items will be delivered to the Ortiz Ark Foundation. Needed items include:

- First aid items
- Batteries
- Can openers
- Emergency supplies such as flashlights and solar lights
- Non-perishable food items including: boxed rice, pasta, canned goods, and dried beans

Please see the drop off locations on the [attached flyer](#).

This project is sponsored by the Center for Civic and Community Engagement, the Office of Student Life and the following LCCC Student Clubs: Latin@ Leadership Club, SACBIE and the Justice Society.

Student Roundtables with Dr. Bieber

Students are able to take part in roundtable discussions with Dr. Bieber at the Allentown site at 11:30 a.m., Tuesday, Oct. 25. Please see the [attached flyer](#) for more information.

SPRIT & 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 Swag! Swag along the way. See Wellness Center staff for more information.

