



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPIRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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## November 10, 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

- [November 2022 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 Services 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.

**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 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 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

**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](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 Rommie 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 [lverta@lccc.edu](mailto:lverta@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 Gramann-Mosley**  
Mondays from 1 to 3 p.m. Email [agramannmosley@lccc.edu](mailto:agramannmosley@lccc.edu) to schedule via Hangouts.

**Interim Dean Elke 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 2 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 [JMitchell1@lccc.edu](mailto:JMitchell1@lccc.edu) to schedule online meeting.

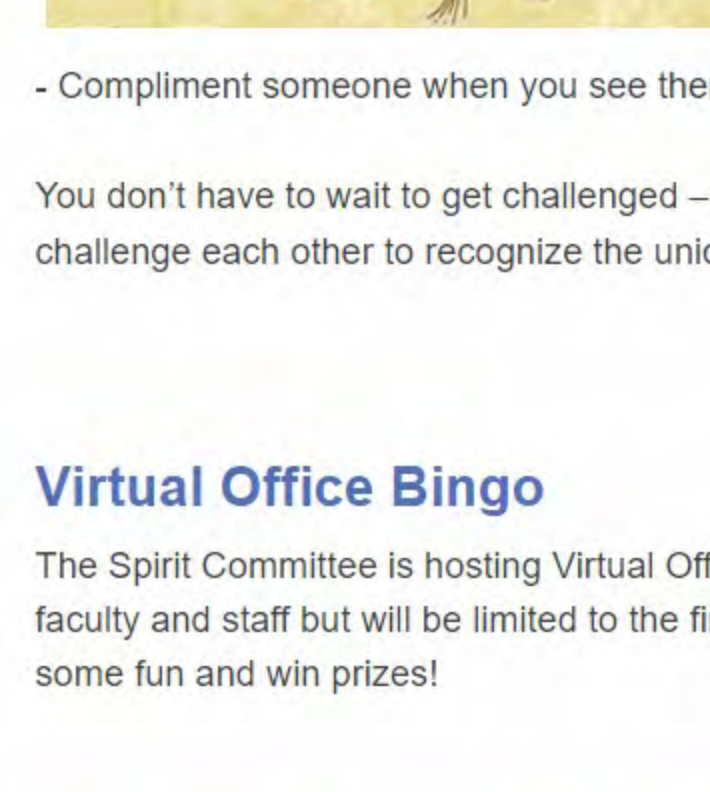
**Dean Scott Aquila**  
Email [saquila@lccc.edu](mailto:saquila@lccc.edu) to schedule an online or face-to-face meeting.

## ANNOUNCEMENTS

### Gourmet Dining Annual Thanksgiving Meal

Gourmet Dining will be having their annual Thanksgiving Feast on Wednesday, Nov. 16, 11 a.m. - 1:30 p.m. in the Main Cafeteria. Your choice of three sides served with turkey & gravy, dinner roll and pie for dessert. The cost is \$12.99 per person. Please come early while supplies last. You may pre-order your meal at the Main Cafeteria at the register. We hope to see you there!

### 30-Day Appreciation Challenge



As we begin the Thanksgiving season we have so much to be thankful for throughout the LCCC community. Dr. Bieber will begin a 30-Day Appreciation Challenge on Tuesday, Nov. 1, and for the next month recognize a faculty or staff member each day, Monday through Friday. That person will then begin their own appreciation challenge to thank one person each day for the next 30 days throughout November.

As with every challenge you may choose the steps that work best for you –

- Call one faculty or staff member each day
- Write an email
- Compliment someone when you see them

You don't have to wait to get challenged – you can start your own wave of thanks to your colleagues. Let's challenge each other to recognize the unique and valuable contributions of our coworkers.

### Virtual Office Bingo

The Spirit Committee is hosting Virtual Office Bingo on Wednesday, Nov.16, from 12 - 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!

### Phi Theta Kappa Fall Induction Ceremony

LCCC's chapter of Phi Theta Kappa, Alpha Omicron Alpha, will be holding a Fall Induction Ceremony for new members on Sunday, Nov. 20 at 2 p.m. The ceremony will be held in the Community Services Center, CSC 203-205. This ceremony provides public recognition for chapter members with family, friends and members of the LCCC community in attendance. Dr. Bieber, LCCC President, will be providing welcoming remarks and Dr. Katy DeLong, Assistant Professor Psychology, Education and Public Services, will be providing the keynote address. All members of the LCCC community are welcome to attend this event.

### Celebrate National Career Development Day and "Pop-In" to the Career Development Center



Join the Career Development Center (CDC) in celebrating National Career Development Day on Wednesday, Nov. 16. "Pop in" to the CDC in SSC 4 between 9 a.m. and 5 p.m. for "pop" themed treats, meet the staff, and learn about our services. Please encourage students to attend.

Tickets will be \$12.50 per person. Please fill out this form to let us know if you are interested and to help pick a date for the event.

Please contact Callie Clayton at [cclayton@lccc.edu](mailto:cclayton@lccc.edu), with any questions.

### Honors Pumpkin Painting

Honors students celebrated Halloween with a pumpkin painting party! Students were treated to a fun-filled study break with their classmates. These talented pumpkin artists left with some beautiful and very creative pumpkins.



### Update Your Email Signature

Several people are still using the 55th anniversary logo in their email signature. The 55th anniversary year ended in May, so please replace those logos with the general college logo.



### Tamaqua Network Hardware Maintenance

On Friday, November 11, between 1 and 5 p.m., the IT department will perform network hardware maintenance at the Tamaqua site. During this window access to all network services, such as E-Mail, WIFI, Banner, Canvas, etc., will intermittently be unavailable.

## 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.

### 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 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 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.

FERRA – 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 **November 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.

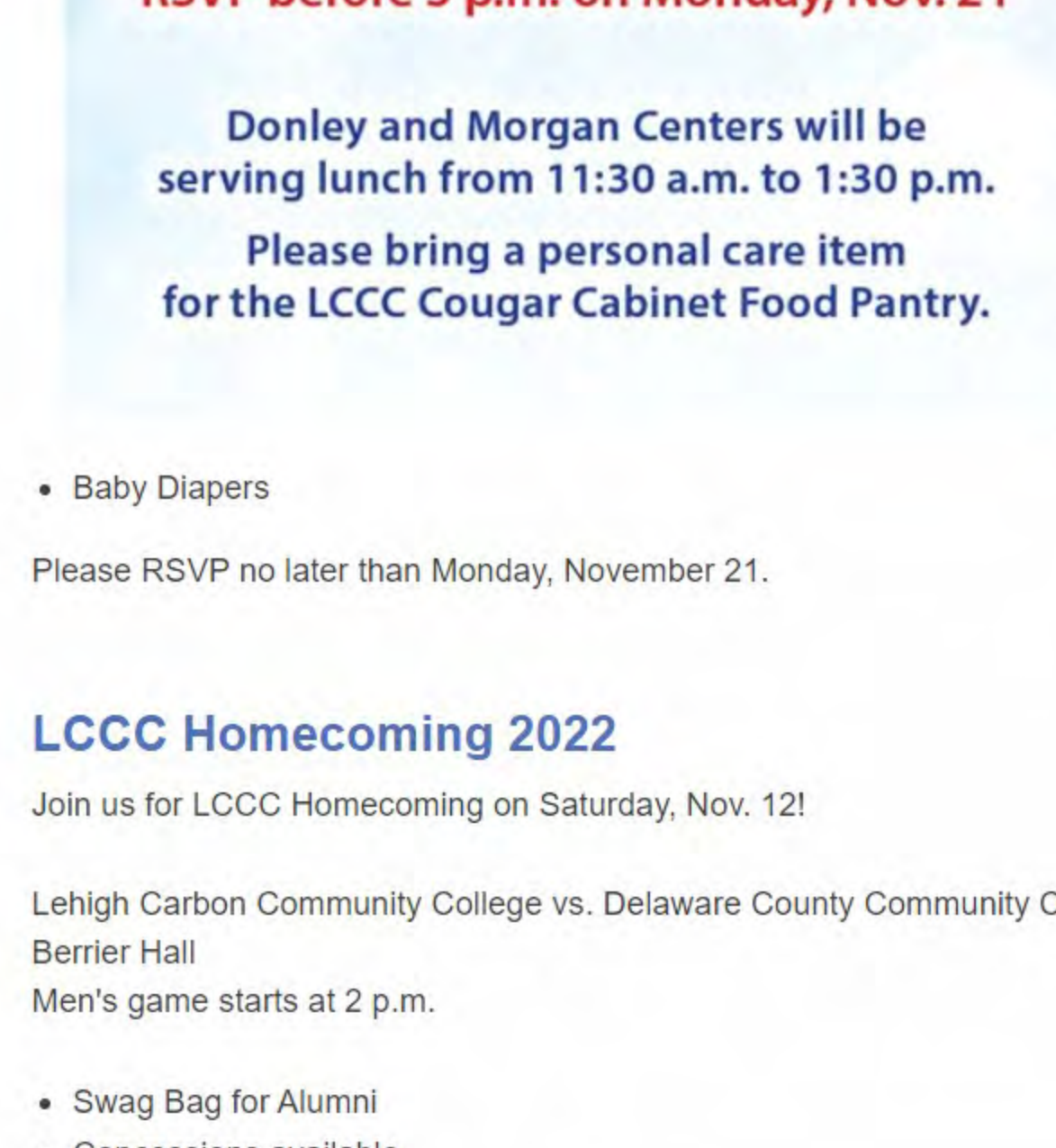
**Digital Badges**  
Faculty and staff will have the opportunity to receive digital badges to display on LinkedIn, email signature and other areas, highlighting their professional achievements and commitment to continued learning. A number of different badges are available to anyone who completes the 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, Cheryann Joseph, Fioralba Melendez, Michael Owen and Timothy Shoemaker.

[Hide more >](#)

## REMINDERS

### LCCC Holiday Breakfast



Come get in the spirit at the LCCC Staff and Faculty Holiday Breakfast!

Wednesday, December 7 from 8:30 to 10:30 a.m. (snow date December 8)

Main Campus, Community Service Center Ballroom

The sites will be having a luncheon from 11:30 a.m. to 1:30 p.m. on the same date.

Holiday attire is encouraged and you must register to attend!

We are collecting personal care items for the LCCC Cougar Cabinet Food Pantry. For every item that you bring, you will be entered into a raffle drawing.

- Suggested Donations:
  - Laundry Detergent (pods preferred or individual small bottles)
  - Disinfecting Wipes/Dish Soap
  - Paper Towels
  - Shampoo and Conditioner (2 in 1 is fine)
  - Bath Soap/Body Wash
  - Deodorant
  - Toothpaste
  - Feminine Hygiene Products

- Baby Diapers

Please RSVP no later than Monday, November 21.

### LCCC Homecoming 2022

Join us for LCCC Homecoming on Saturday, Nov. 12!

Lehigh Carbon Community College vs. Delaware County Community College  
Berrier Hall  
Men's game starts at 2 p.m.

- Swag Bag for Alumni
- Concessions available
- Free T-shirt for the first 100 people

Donations will also be accepted for Hurricane relief and Hoodies for Dieruff High School.

### Toy Collection for LVHN Reilly's Children's Hospital

The LCCC Student Nurses Association is holding a toy drive in partnership with Starlyn's Toy Drive to benefit children spending the holidays season at Reilly's Children's Hospital. Toys will be for children 0-18 and need to be new and unwrapped. Toys can be dropped off at the following locations: Berrier Hall, lower level lobby; Student Union, lower level by the alcove; lower level of the Student Services Center, across from the Career Development Center; the Library Lobby and at LCCC Tamaqua in the Lobby. Donations will be accepted until November 15. Thank you for your support of this community service project!

### Important Finance Reminder

Invoices need to be forwarded to the Accounts Payable Office in a timely manner. The payment term with our vendors is NET 30 and it is critical we pay invoices on time to avoid service charges, collection fees, and in some cases, a hold on our account.

Invoices need to be turned into the Accounts Payable Office by 3 p.m. on Friday to be paid the following Thursday. Invoices that do not have the appropriate signatures and payment information will be returned to the sender.

### Walk Like a Penguin - Tips To Prevent Winter Slips, Trips and Falls

As the winter weather approaches we can rest assured our facilities department will be working hard to maintain the snow and ice removal around our campuses. No matter how well the removal of snow and ice is from a given area, there is always the possibility we may experience some slippery condition. **Attached** are some helpful tips for walking on snow or ice. Remember to be safe and **Walk Like A Penguin!**

### Returning Catering Equipment

Gourmet Dining is looking for any catering trays, cafeteria trays, coffee pots, bowls, utensils or baskets that may have been taken from past catered events. If anyone has these items, they can be returned to the Corner Cafe or the Main Cafeteria. Thank you!

### 2023 Open Enrollment - Due Nov. 23

2023 Open Enrollment materials have been distributed to all full-time employees and can be found on the Intranet under Human Resources.

- If you are making a change to your current plan, please submit your change forms to the Human Resource Office by Nov. 23. The change forms are available on the intranet under Human Resources, Benefits, and Open Enrollment and as an attachment included with the email.
- If you are **not making any changes to your dependent coverage**, new forms are not required.
- All changes during the open enrollment period are effective Jan. 1, 2023.
- If you are waiving coverage for the 2023 Plan year, a **Waiver of Coverage form is required**. (Medical Opt Out Benefit for 2023 is \$2,500 effective Jan. 1, 2023.)
- The Flexible Spending Account Election Form for the 2023 Plan Year is attached and also posted on the intranet. Please complete this form if you choose to elect a Section 125-Flexible Spending Account for Calendar year 2023 and return it to the Human Resource Office by Nov. 23. **You are not automatically enrolled in the FSA. A 2023 enrollment form is required.**

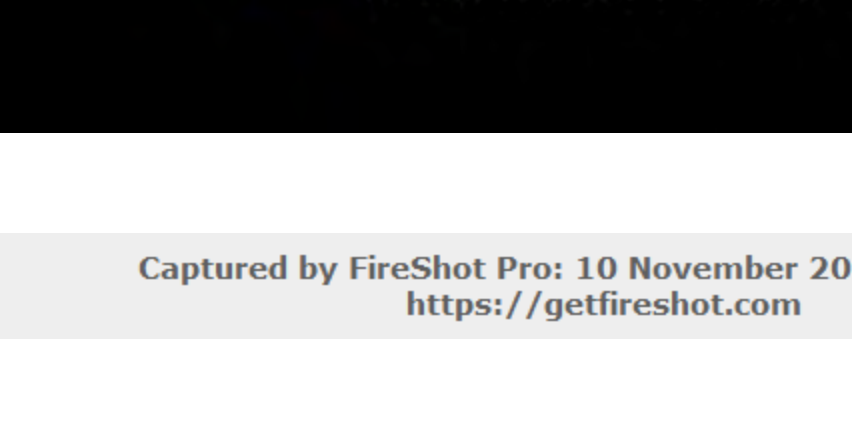
**Benefit changes and Flexible Spending Account Election Forms are due to Human Resources no later than Nov. 23. Late submissions cannot be accepted.**

## SPIRIT & WELLNESS

### Spirit Committee Offers "Thankful for You" Magnets

The Spirit Committee is excited to offer all of our faculty, staff and administrators "Thankful for You" magnets. The magnets will be available at the front desk at the Donley Center, mallroom at the Morgan Center and in Human Resources (SSC 106) on main campus. We encourage everyone to stop by in the next two weeks to pick up a magnet. The Spirit Committee very much appreciates all of our faculty, staff and administrators for everything you do to support our students and college community.

### Sweat 4 Swag



A one hour workout is 4% of your day - no excuses! Join the Sweat 4 Swag punchcard workout program and collect Sweat 4 Swag along the way. See Wellness Center staff for more information.

