REMINDERS

ANNOUNCEMENTS

LCCC has officially kicked off its review of the College's Vision, Mission, Values, and Equity statements. Over the

COMMITTEE

HIGHLIGHTS

SPIRIT & WELLNESS

November 17, 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 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

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.

LCCC's College Relations staff can turn your

MINUTES

Submit Your Marketing Project Request

Board of Trustees President's Cabinet

REGISTRATION STATUS REPORTS

Leadership Team

Academic Council

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

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

Bookstore Hours

p.m.; Saturday and Sunday: CLOSED.

7:30 a.m. - 7 p.m., Monday through Thursday;

7:30 a.m - 9:45 p.m., Monday through Thursday; 7:30 a.m. - 5 p.m., Friday.

Library Fall Hours

Weekly Menu The Corner Cafe Open 8 a.m. - 1:30 p.m. Monday to Thursday. Open

OFFICE HOURS

Appointments can be made via Zoom. Email Tracy Bean at tbean@iccc.edu to schedule an online meeting. VP Dr. Cindy Haney 1st and 3rd Mondays from 4 to 5 p.m. and 2nd and

at vblue@lccc.edu to schedule a Hangouts meeting.

kbellross@lccc.edu to arrange a scheduled

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

meeting.

Dean Peggy Heim to schedule online meeting.

agrannummosley@lccc.edu to schedule via Interim Dean Eike 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**

Review of Mission, Vision, Values, and Equity Statement

next four weeks, the College Voice will share information on LCCC's Vision, Mission, Values, and Equity

Did you know? LCCC's mission is rooted in the original application to the State Board of Education for the

establishment of the College as authorized by the Community College Act of 1963, Act 484, in which the

2. Provide two years of college work acceptable for transfer to baccalaureate degree-granting colleges and universities. Provide courses to prepare qualified students for employment in skilled and technical occupations. Provide an opportunity for students to extend their education through part-time study.

is to, "[build] a stronger community by providing an accessible, equitable, inclusive and affordable education to empower our students to achieve academic and career goals." Is this statement still applicable to the LCCC of 2022-2023? Do you think that it is a compelling reflection of

"what" we do, "how" we do it, "why" we do it, and "who" we do it with? To share your thoughts on LCCC's Mission and to offer suggestions on how it could be stronger, complete the Vision, Mission, Values and Equity Questionnaire here or emailing jayrton@lccc.edu with your suggestions.

Removing Posters and Flyers

locations. If the information is not related to LCCC, items will be posted on a space available basis. All of the items will be removed from doors and windows over the winter break or sooner.

interior, and exterior windows must be kept clear, fully accessible, and free of any covering unless installed and approved by the college. Public Safety and Facilities Maintenance staff will periodically check all office doors, interior, and exterior windows and remove any coverings. Any repeated violations of this policy will be reported to the Human Resources Office."

In the Policies and Regulations Manual, Policy 3-244 states: "For safety and security purposes, all office doors,

Winter Lights Ticket Order for Dec. 3

Tickets are \$12.50 per person and valid for anytime between 5 and 10 p.m. on Dec. 3 only. You may order as

Deadline for ticket order/payment is Nov. 28 at 10 a.m. Cash, check, Venmo, Cashapp, and Zelle accepted.

Homecoming

Thank you to all who helped make Homecoming a special day for all who attended. The hoodie collection for

Dieruff High was a success and appreciated. Special shout out to Gene Eden, Clawrence, SGA, Jane Wilchak, and the iCare mentors!

check availability for catering.

Developed by the PNGAS Education Advisory Council, the Guard-Friendly School standards were designed to recognize high schools, colleges, universities and trade schools that create a supportive learning environment to assist members of the Pennsylvania Guard and their families in pursuing post-secondary degrees.

LCCC continues to provide resources and support services to more than 350 active military and veteran

veterans' lounges at both the Schnecksville and Tamaqua campuses, preferred scheduling, scholarship

students, spouses and dependents, to meet their specific needs while attending college. Resources include

to college. The LCCC Veterans Club provides an opportunity to find support, a purpose and make connections with fellow veteran and military students. In addition, the Veteran Advisory Board ensures LCCC remains current on relevant veteran-related issues. Students can also join SALUTE Veterans National Honor Society that

opportunities and a dedicated Veterans Support Team to provide the resources needed to successfully transition

2022 United Way Campaign-Halfway to Goal! We are already over halfway to reaching our goal of \$7,000 for United 2022 United Way Campaign Way! This year's campaign will run through Wednesday, Nov. 30. A personal email from Dr. Bieber containing the campaign link was sent via Thank you for helping us email last week. If you prefer a paper donation form, please contact \$5,500 Tiffany in Human Resources at ext. 1005. All donors will be entered in a \$4,500 raffle for prizes including the "Prime Parking Spot" and a basket of

\$500



ADMINISTRATIVE UPDATES

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.

need not quarantine.

1. Exposure to someone with COVID-19:

Start precautions immediately:

Slip, Trip and Fall Prevention

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,

 Fever (100.4 degrees or greater) Cough Shortness of breath

Wear a high-quality mask for 10-full days as soon as you find out you were exposed (day 1 is the first full

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.

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.

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

If you had no symptoms, day 1 of isolation is the following day you were tested.

Quick Reference for Medical Emergencies on Campus

A. Required Online Trainings

within the first 30 days of hire.

Online Learning News

Office Hours

Digital Badges

development, and other tools:

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.

Hide more >

Hide more >

news/updates, the edtech tool of the month, and more! Online Learning Courses Available

Join the Department of Online Learning during their office hours to ask questions on training, course

Wednesdays and Thursdays: Join a live session at 10 a.m. Presenter: Rachel Peters.

If you have any questions, please contact Human Resources at x1107 or x1108.

please contact Mary Decker at ext. 1738 or mdecker@lccc.edu. 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

Suggested donations: RSVP before 5 p.m. on Monday, Nov. 21 Laundry detergent (pods preferred or individual small bottles) Donley and Morgan Centers will be Disinfecting wipes serving lunch from 11:30 a.m. to 1:30 p.m. Dish soap Please bring a personal care item for the LCCC Cougar Cabinet Food Pantry. Paper towels

Open Enrollment and as an attachment included with the email.

All changes during the open enrollment period are effective Jan. 1, 2023.

enrolled in the FSA. A 2023 enrollment form is required. than Nov. 23. Late submissions cannot be accepted.

SPIRIT & WELLNESS

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.

PUNCH CARD WORKOUT PROGRAM more information. VISIT THE WELLNESS CENTER. GET YOUR SWEAT ON! EARN FREE LEHIGH CARBON SWAG!!!

1 WORKOUT = LC WRISTBAND + &S WORKOUTS = LC LONG SLEEVE 20 WORKOUTS = LC WATER BOTTLE + 75 WORKOUTS = LC SWEATSHIRT

IS WORKOUTS = LC DRAWSTRING BAG + 100 WORKDUTS = \$25 BOOKSTORE CIFTCARD

125 WORKOUTS — WORKOUT WARRIOR

Statements and invite you to share your suggestions for revisions. attachments are included in your submission, and

LCCC Mission Minute: An LCCC History Lesson

ANNOUNCEMENTS

definition of a community college is, "a collegiate level educational institution designed to serve the needs of the community which creates and supports it." The sponsors of the College were committed to the idea that LCCC would rise to the following expectations: Become a center for the cultural and educational activities of the community.

Accept students on the basis of their ability to master a specific program of studies. Today, LCCC remains as true to this commitment as when it was first established. The College's current mission

posting on bulletin boards at the Schnecksville campus. Site supervisors can post on the boards at those

Click here to fill out the form to order tickets.

of the National Guard, their spouses and families. It is not associated with or legally connected to the Pennsylvania National Guard, the state or federal government, the U.S. Military or the Pennsylvania Department of Military and Veterans Affairs.

recognizes academic achievements. For more information on LCCC's veterans programs, contact Ariel Van Dam at avandam@lccc.edu or 610-799-1545.

goodies. Thank you for supporting United Way! \$3,500 \$2,500 \$1,500 \$1,000

provided by Knowbe4 and will consist of three separate online training sessions. Knowbe4 is a single sign-on system that will enable to you 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

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,

If you develop symptoms, isolate immediately

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.

Below are the four online trainings that will be emailed to you from Knowbe4. This is a single sign-on system that

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.

will enable to you log in using your portal username and password. These online trainings must be completed

Protected Classes – Intro to Discrimination Intro to Diversity, Equity, and Inclusion in the Workplace

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!

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

The LCCC Bookstore will be closed the full week of Thanksgiving (November 21-27). Please continue to shop

online 24/7 at Icccshop.com. If you need assistance during this week, please email bookstore@Iccc.edu as

The Travel Expense Voucher – Day Trips is now live in Dynamic Forms. Please use the form to submit your

mileage and expenses from day trips. The link to the form is located under Faculty & Staff Resources - Forms-

members on Sunday, Nov. 20 at 2 p.m. The ceremony will be held in the Community Services Center, CSC 203-

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.

Breakfast!

205. This ceremony provides public recognition for chapter members with family, friends and members of the

College Forms and Travel Expense Voucher Day Trips. If you have any questions, comments or suggestions

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

REMINDERS

Bookstore Closed Thanksgiving Week

the email will be checked periodically. Happy Thanksgiving!

Travel Expense Voucher - Day Trips

All members of the LCCC community are welcome to attend this event.

LCCC Holiday Breakfast

Come join in the holiday spirit at the employee

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

Holiday attire encouraged!

Deodorant

Toothpaste

Baby diapers

Feminine hygiene products

intranet under Human Resources.

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

Campus, Community Services Center Ballroom.

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 Benefit changes and Flexible Spending Account Election Forms are due to Human Resources no later

> throughout the LCCC community. Dr. Bieber began a 30-Day Appreciation Challenge on Nov. 1, and that is continuing through November to 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 throughout November.

SWEAT 4 SWAG FOR EVERY VISIT, GET YOUR CARD PUNCKED IN ORDER TO EARN YOUR SWAD! SWEAT 4 SWAG REWARDS (ALL REWARDS ARE EXCLUSIVE TO THE WELLNESS CENTER)

On Dec. 3, join LCCC employees, families, and friends to enjoy the Winter Lights show at the Lehigh Valley Zoo! Enjoy hot chocolate, s'mores and over 1.2 million twinkling lights! many tickets as you would like.

Courier services Monday through Friday to all Monday-Thursday: 9 a.m.-6 p.m.; Friday: 9 a.m.-1

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.

PRESIDENT'S CABINET MEMBERS OPEN President Dr. Ann D. Bieber

Decker at mdecker@lccc.edu to schedule an online Mondays from 3 to 5 p.m. Email PHeim@lccc.edu

Tuesdays from 11 a.m. to noon. Email JMitchell10@lccc.edu to schedule online meeting. Email Saquila@lccc.edu to schedule an online or

ADMINISTRATIVE

UPDATES

Please remember that posters and flyers are not to be posted to any walls, doors or windows on any of the sites or main campus. If these items are related to a class or student life, you can send 15 copies to Gene Eden for

Please contact Callie Clayton, cclayton@lccc.edu, with any questions.

Gourmet Dining Thanksgiving Closure The Main Cafeteria will be closed November 23, 24 and 25 for Thanksgiving Break. During this closure, please

LCCC Named Guard-Friendly School LCCC has recently earned the Guard-Friendly School designation for 2022-23 from the Pennsylvania National Guard Associations (PNGAS). PNGAS is a non-profit organization that supports the men, women and veterans

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

day after your last exposure) Get tested at least 5 full days after your last exposure Watch for COVID-19 symptoms such as: Other COVID-19 symptoms

If you were exposed to someone with COVID-19, follow these steps per the CDC guidelines:

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.

FERPA – Privacy and Security Awareness

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, Cherryann Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

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

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

8:30-10:30 a.m., Wednesday, Dec. 7 (snow date Dec. 8), Main

30-Day Appreciation Challenge As we begin the Thanksgiving season we have so much to be thankful for

do to support our students and college community. 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

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, mailroom 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

 Shampoo and conditioner (2 in 1 is fine) Bath soap/body wash Please RSVP no later than Monday, Nov. 21. 2023 Open Enrollment - Due Nov. 23

2023 Open Enrollment materials have been distributed to all full-time employees and can be found on the

If you are not making any changes to your dependent coverage, new forms are not required.

If you are making a change to your current plan, please submit your change forms to the Human Resource

. If you are waiving coverage for the 2023 Plan year, a Waiver of Coverage form is required. (Medical Opt

Office by Nov. 23. The change forms are available on the intranet under Human Resources, Benefits, and

entered into a raffle drawing.

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

Captured by FireShot Pro: 17 November 2022, 08:41:09 https://getfireshot.com

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.

4th Thursdays from 4 to 5 p.m. Email Ronnie Blue **VP Larissa Verta**

1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email Mary

VP Stefanie Nester

Dean Scott Aquila face-to-face 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 Grannum-Mosley Mondays from 1 to 3 p.m. Email

- Compliment someone when you see them

Sweat 4 Swag

45WORKOUTS = LC T-SHIRT

Lehigh Carbon COMMUNITY COLLEGE