

November 20, 2023

### Submit Your College Voice News

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

[College Voice Submission](#)

[View Previous College Voice Editions](#)

### Quick Links

- [President's Desk November 2023](#)
- [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. – 5 p.m., Monday through 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.-5 p.m.; Friday: 9 a.m.-1 p.m.; Saturday and Sunday: CLOSED.

**Library Hours**  
7:30 a.m. – 5:00 p.m., Monday through Friday.

**Wellness Center**  
9 a.m. – 5 p.m., Monday through Friday.\*  
\*Subject to change.

### 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 9 to 10 a.m. Email Ronnie Blue at [rblue@lccc.edu](mailto: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 [lvorta@lccc.edu](mailto:lvorta@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 Maria Bowen at [mbowen@lccc.edu](mailto:mbowen@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 Gramm-Mosley**  
Mondays from 1 to 3 p.m. Email [agramm@lccc.edu](mailto:agramm@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 3 to 5 p.m. Email [ktarahan@lccc.edu](mailto:ktarahan@lccc.edu) to schedule an online meeting.

**CIO Joshua Mitchell**  
Tuesdays from 11 a.m. to noon. Email [jmitchel@lccc.edu](mailto:jmitchel@lccc.edu) to schedule an online or face-to-face meeting.

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

## ANNOUNCEMENTS

### SGA Needs Your Help to Fill 22 Holiday Hope Chests

Help SGA and provide a little happiness in a shoebox for children this holiday season! This program helps our regional nonprofit partners who support youth in the community through their programs and services. This program is sponsored by the Volunteer Center of the Lehigh Valley.

Please stop by the Student Union on the lower level, take a tag, bring back your unwrapped gift with your tag attached, and place it in the collection box by Nov. 28. All gifts need to be able to fit into a standard size shoebox. Gift cards can be placed in Gene Eden's mailbox in the Mail and Duplicating Center, lower level of the SSC. Thank you for your support!

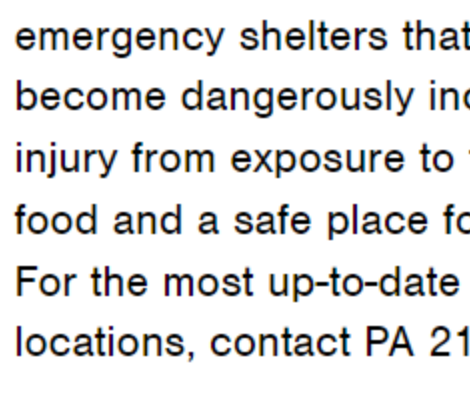
### Advisors Needed for LCCC Clubs

There are currently several clubs that are seeking a faculty or staff member to serve as an advisor for their group. These groups provide opportunities for students to pursue special interests, develop interpersonal and leadership skills, meet other students, work with faculty and staff, and take advantage of learning experiences that exist outside the classroom.

The activities sponsored by student groups enrich the total educational experience and quality of campus life. As advisors, faculty and staff members have an excellent opportunity to work with college students in a non-classroom environment, enriching student-staff/faculty interaction. We know from experience and research that this interaction has a positive effect on student retention and graduation.

The following groups are currently in need of an advisor or co-advisors: Outdoors Club, Latin/Leadership, SACEIB, Student Advisory Council for Equity, Inclusion and Belonging. For more information about these clubs and more information on the responsibilities of serving as an advisor please contact Gene Eden, [geden@lccc.edu](mailto:geden@lccc.edu).

### Disability Rights and Advocacy Panel



The J.E.D.I. Center will be hosting a Disability Rights and Advocacy Panel on Wednesday, Nov. 29, at 2:15 p.m. You can zoom in or come to the J.E.D.I. Center to participate in person. The panel will feature Dr. Josie Badger, Monica Albert Still, Melanie Nussbaum, Nyota Robinson, and Deibler. They will be discussing disability rights and informing us on how we can be better advocates. Use [this link](#) to join on the zoom Wednesday, Nov. 29, at 2:15 p.m.

### Lehigh Valley Winter Warming Stations

Lehigh Valley locations have been designated as winter warming stations for the community throughout the winter months. Warming stations are short-term emergency shelters that operate when the temperature and weather conditions become dangerously inclement. They serve in the prevention of death and injury from exposure to the elements. Many warming stations provide shelter, food and a safe place for those experiencing homelessness in our community. For the most up-to-date listings and information on volunteering at these locations, contact PA 211 East by phone at 2-1-1 or visit [pa211.org](http://pa211.org).

### Greater Valley Y-Allentown

Will open Nov. 15 through April 15, 2024 from 7 p.m. – 7 a.m. daily.

Dinner meals will be served seven nights a week.

425 S 15th St., Allentown, PA 18102, entrance through auxiliary gymnasium from Elm Street

610-351-9622.

### Bethlehem Emergency Shelter

Will open Nov. 15 through April 30, 2024 from 5 p.m. – 7 a.m.

Dinner will be served between 5:30-7:30pm.

Breakfast to-go bags will be distributed as guests depart.

75 E Market St., Bethlehem, PA 18018

484-379-6694

### Safe Harbor Easton

Will open Dec. 1 through March 31, 2024 from 7 p.m. – 7 a.m. daily

536 Bushkill Drive., Easton, PA 18042

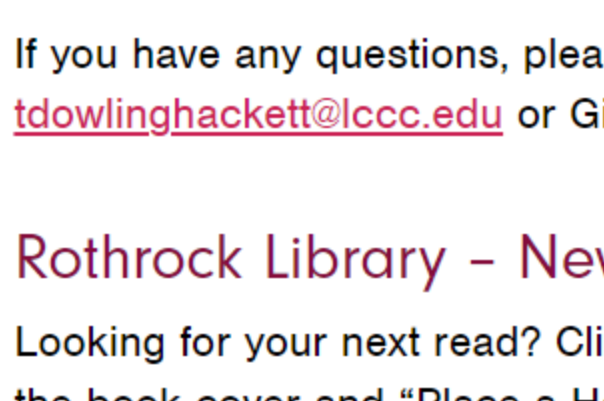
610-258-5540

This information has been provided by LCCC's Community Resources Office.

Contact information: Phone (610)799-1087

Email: [communityresources@lccc.edu](mailto:communityresources@lccc.edu)

### LCCC Cozy Holiday Celebration – RSVP Today!



Please join us for the annual employee holiday breakfast set for Tuesday, Dec. 5, from 8:30 – 10:30 a.m. (snow date Dec. 6). The celebration will be held in the CSC ballroom. RSVPs are required for all sites. Please respond [here](#) before 5 p.m. on Wednesday, Nov. 22.

For this "cozy celebration," dress

comfortably but workplace appropriate. Tickets will be available for purchase for a chance at winning a raffle basket. All proceeds from which will benefit the general scholarship fund for students (cash or card will be accepted).

The Morgan Center will be enjoying lunch from 11:30 a.m. – 1:30 p.m. The Donley Center will be enjoying breakfast from 8:30 – 10:30 a.m. This holiday celebration is compliments of the Spirit Committee.

If you have any questions, please contact Tina Dowling-Hackett at [tdowlinghackett@lccc.edu](mailto:tdowlinghackett@lccc.edu) or Ginny Hertzog at [vhertzog@lccc.edu](mailto:vhertzog@lccc.edu).

### Rothrock Library – New Arrivals

Looking for your next read? Click [here](#) to see our New Arrivals. Simply click on the book cover and "Place a Hold." Books can be sent to your mailbox. Please contact the library at x. 1150 if you have questions.

## ADMINISTRATIVE UPDATES

### Human Resources News

#### New I-9 Form

The new version of the I-9 has been released. Please begin using the new version for all new hires. The form can be viewed [here](#).

#### Nominate a Colleague for Spotlight on Excellence

Is there a faculty or staff member who helped someone who experienced a 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 Word](#) 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 the injured person in 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 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.

### Online Learning News

Check out the [2023 November Edition](#) of the Department of Online Learning Newsletter! This edition includes: event dates, the EDUCAUSE Horizon Report, info about a ChatGPT workshop video to watch from SUNY, important Canvas updates, new analytics updates and recognition for our recent Online Learning badge earners! If you have any questions about anything in the newsletter reach out to us at [onlinelearning@lccc.edu](mailto:onlinelearning@lccc.edu).

#### 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

Schedule a **meeting** with Rachel Peters to ask any questions on training, course development, professional development, and other tools/topics.

#### 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, Cherrynn Joseph, Fioralba Melendez, Michael Owen and Timothy Mosaker.

## REMINDERS

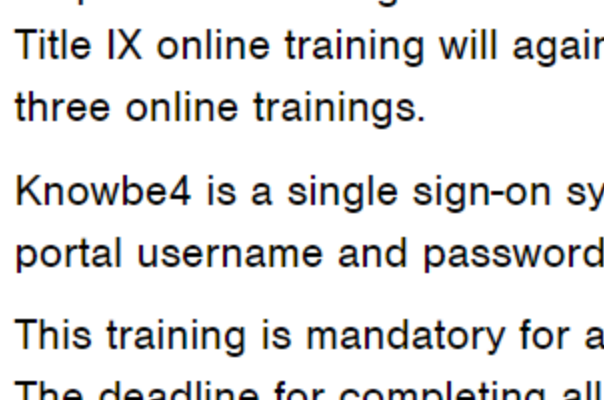
### College Policies and Regulations Manual

The following revised policies have been approved by the LCCC Board of Trustees on Nov. 2, 2023:

- Policy 2-700 – Academic Honesty
- Policy 2-702 – Disability Support Services
- Policy 3-241 – Text Messaging (new policy)

Click [here](#) to view the most current version of the College Policies and Regulations Manual.

### November Student Employee of the Month



Please join us in congratulating Mya Heffner, the Student Employee of the Month for November!

Mya is an outstanding member of the Morgan Center team. Her exceptionally kind and friendly presence contributes to an atmosphere that is welcoming and open to all students, faculty, staff and visitors. Mya has taken a leadership role in this position, especially in onboarding new student workers and welcoming new

students. She is quick to look for ways to help students and staff alike. In addition to working quickly and efficiently on assigned tasks, she recognizes larger Morgan Center and LCCC goals and works hard to support these goals.

We appreciate all of your contributions, Mya. Congratulations again! If you notice a student employee doing excellent work on campus, nominate them for Student Employee of the Month using [this form](#).

### 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 again be provided by Knowbe4 and will consist of three online trainings.

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, Dec. 15, 2023.

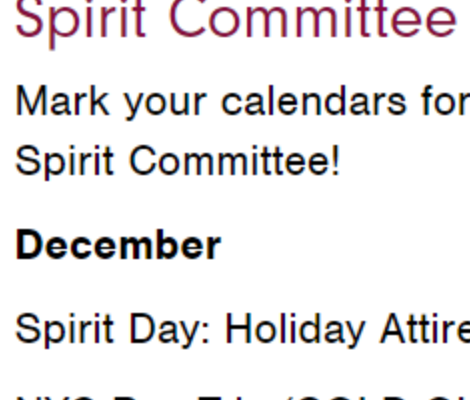
You will be notified via email on Monday, Nov. 27, from Knowbe4, the following trainings:

- Title IX Part 1: Requirements and Responsibilities (approx. 8 minutes in length)
- Title IX Part 2: Recognizing Misconduct (approx. 11 minutes in length)
- Title IX Part 3: Reporting and Response (approx. 14 minutes in length)

All three online trainings must be completed by Dec. 15, 2023. 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.

### The Literacy Department is Seeking Book Donations



The Literacy department located at the Donley Center is looking for donations of new and gently used children's books and young adult novels.

We will be accepting donations from Nov. 27 – Dec. 8, for our annual holiday free bookstore where students are able to choose books as holiday gifts. Donations can be dropped off at the front desk of the Donley Center or at the literacy office located in room 511. Book donations can also be dropped in the box inside the Career Development office between 9 a.m. – 4 p.m. If you have questions please contact Allison Ludlow at [aludlow@lccc.edu](mailto:aludlow@lccc.edu) or 610-799-1216.

## SPIRIT & WELLNESS

### Spirit Committee Upcoming Events

Mark your calendars for these upcoming events, brought to you by the LCCC Spirit Committee!

#### December

Spirit Day: Holiday Attire – Friday, Dec. 1  
NYC Bus Trip (SOLD OUT) – Saturday, Dec. 2

Holiday Party and Breakfast – Tuesday, Dec. 5

#### January

Virtual Office Bingo – Wednesday, Jan. 10  
Hot Cocoa and Cider Day – Wednesday, Jan. 17

Virtual Office Bingo – Wednesday, Jan. 24

For questions about any upcoming events, please reach out to Tina Dowling-Hackett at [tdowlinghackett@lccc.edu](mailto:tdowlinghackett@lccc.edu) or Ginny Hertzog at [vhertzog@lccc.edu](mailto:vhertzog@lccc.edu).

### Sweat 4 Swag 2.0

Sweat 4 Swag is back! Come over to the Wellness Center and start your journey of earning cool Lehigh Carbon gear while creating a healthy lifestyle.

### Wellness Center Hours

Please check [our website](#) or [our new Facebook page](#) for updates and upcoming events.

All hours subject to change. All changes will be communicated through our Facebook page.