



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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November 22, 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
Service Window Hours
8 a.m. - 4 p.m., Monday through Thursday; 8 a.m. - 8 p.m., Friday
Lobby Hours
7:30 a.m. - 7 p.m., Monday through Thursday; 8 a.m. - 8 p.m., Friday.

Courier services Monday through Friday at 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.

Gourmet Dining Hours
ARC Main Caf 
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 to schedule an online meeting.

VP Dr. Cindy Hanney
1st and 2nd 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 9:30-10:30 a.m., and Thursdays from 12:30 to 2 p.m., or email kbellossa@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 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 Grannum-Mosley
Mondays from 1 to 3 p.m. Email agrannummosley@lccc.edu to schedule via Hangouts.

Interim Dean Elke Reichardt
Wednesdays from 3 to 5 p.m. Email elreic@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 jmitcher1@lccc.edu to schedule online meeting.

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

ANNOUNCEMENTS

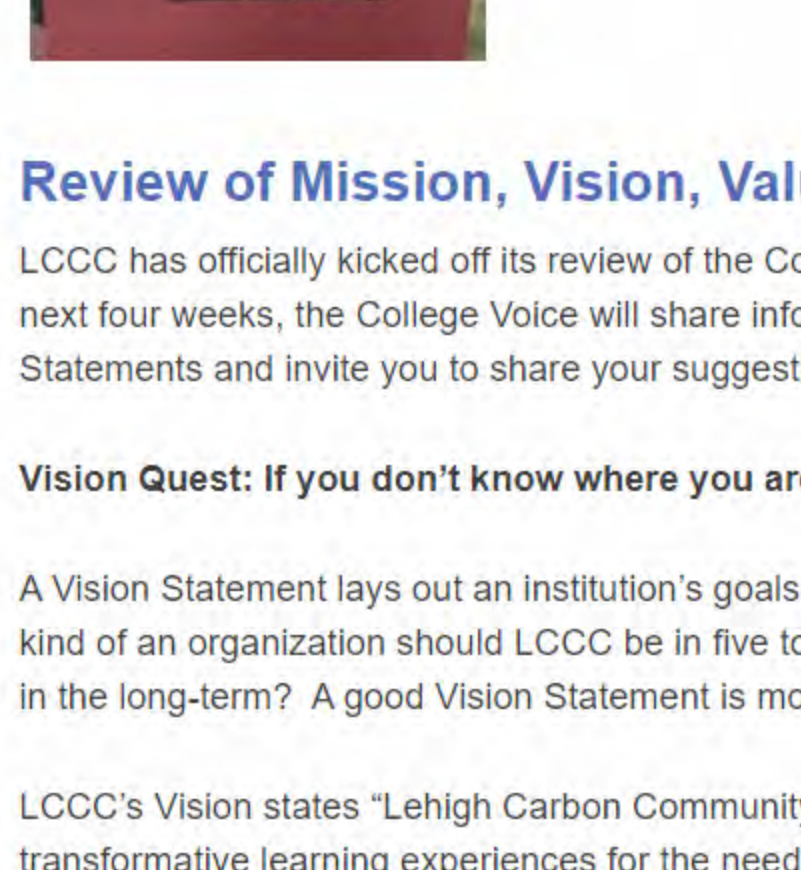
Reporting an Incident - StART

If you are aware of an incident that concerns you – student behavior, violations of the LCCC Code of Student Conduct, academic honesty, threats to harm others, etc., the college has an online reporting tool, StART, for you to make an official report. You can also access this by clicking on "StART" in the LCCC portal under Faculty/Staff Resources. In addition to filing this report, if the circumstances also include a threat of violence or harm to a member of the college community, you should also report that to Public Safety by calling 610-799-1169 as soon as possible. Officers are on campus 7 a.m. - 10 p.m. Monday through Thursday; 7 a.m. - 5 p.m. on Friday; and 7 a.m. - 12 p.m. on Saturday. If you have questions regarding StART or to schedule a StART training, email Brian DeLong at bdelong2@lccc.edu.

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!

Scholarship Donor and Recipient Meet



The Foundation office hosted a meet-and-greet for scholarship donor Patrick Marshall and student recipient Tom Sloan, established in the David R. Smith Memorial CDL Scholarship, which included the memory of David Smith, who died in 2008. Mr. Marshall created this scholarship fund to remember David in a positive light and share David's story with those interested in his profession. The award is made annually to a student enrolled in the CDL program who shows promise of success in the transportation industry. The recipient is also recommended by CDL instructors. Pictured: Julie Trumbauer, Patrick Marshall, Tom Sloan (recipient of the scholarship), Andrea Grannum-Mosley and Pamela Mathias.



Review of Mission, Vision, Values, and Equity Statement

LCCC has officially kicked off its review of the College's Vision, Mission, Values, and Equity statements. Over the next four weeks, the College Voice will share information on LCCC's Vision, Mission, Values, and Equity Statements and invite you to share your suggestions for revisions.

Vision Quest: If you don't know where you are going, how will you know you've arrived?

A Vision Statement lays out an institution's goals for the future and its impact on the greater community. What kind of an organization should LCCC be in five to ten years? How can the College contribute to a stronger region in the long-term? A good Vision Statement is motivational, hopeful, aspirational, broad, and attainable.

LCCC's Vision states "Lehigh Carbon Community College aspires to prepare our diverse community through transformative learning experiences for the needs of an ever-changing world."

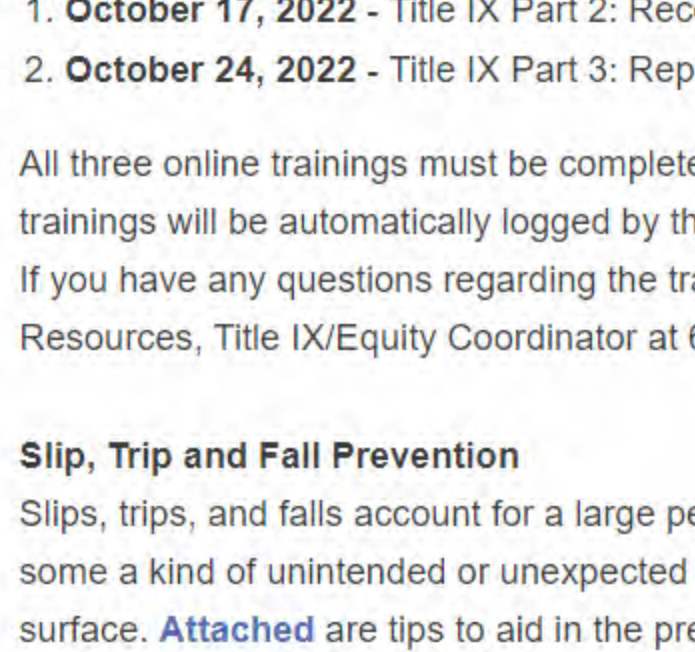
Can this Vision Statement continue to push the institution into the future or is it time to restate LCCC's current statement? The world has changed since the Vision was last reviewed in 2019. Are there changes to the current statement?

To share your thoughts on LCCC's Vision and to offer suggestions on how it could be stronger, complete the Vision, Mission, Values and Equity Questionnaire [here](#) or emailing kmaryberry@lccc.edu with your suggestions.

Gourmet Dining Thanksgiving Closure

The Main Cafeteria will be closed November 23, 24 and 25 for Thanksgiving Break. During this closure, please check availability for catering.

Movement Monday



Monday is a good day to have a great day! It's all in your attitude.

Tip of the Week: Seated or Standing Side Bend
Reach your hands up over head. Grab your left wrist with your right hand, bending over to your right. Come back to the neutral position. Switch hands, grab your right wrist with your left hand. Bend over to your left side. Remember to keep your shoulders square.

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 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. 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-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**, **CAMPUS 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 to you 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 >](#)

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.

Congratulations to the following people who have recently earned the Essentials Badge: Joseph Fortunato, Cosette El Hage, Cherrynn Joseph, Floraiba Melendez, Michael Owen and Timothy Shoemaker.

[Hide more >](#)

REMINDERS

Bookstore Closed Thanksgiving Week

The LCCC Bookstore will be closed the full week of Thanksgiving (November 21-27). Please continue to shop online 247at.lcccshop.com. If you need assistance during this week, please email bookstore@lccc.edu as the email will be checked periodically. Happy Thanksgiving!

Travel Expense Voucher – Day Trips

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-College Forms and Travel Expense Voucher Day Trips. If you have any questions, comments or suggestions please contact Mary Decker at ext. 1738 or mdecker@lccc.edu.

LCCC Holiday Breakfast



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

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

- 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, Nov. 21.

2023 Open Enrollment - Due Nov. 23

The 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 126-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.

SPRIT & WELLNESS

Winter Lights Ticket Order for Dec. 3

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!

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

Click here to fill out the form to order tickets.

Deadline for ticket order/payment is Nov. 28 at 10 a.m.

Cash, check, Venmo, Cashapp, and Zelle accepted.

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

30-Day Appreciation Challenge

As we begin the Thanksgiving season we have so much to be thankful for 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.

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

- Call an 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.

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 Cougar Swag along the way. See Wellness Center staff for more information.

- 10 WORKOUTS = 10 COUGAR SWAGS
- 20 WORKOUTS = 20 COUGAR SWAGS
- 30 WORKOUTS = 30 COUGAR SWAGS
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