



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPIRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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## ANNOUNCEMENTS

### November 28, 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. - 6 p.m., Monday through Thursday; 8 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: 8 a.m.-6 p.m.; Friday: 9 a.m.-1 p.m.; Saturday and Sunday: CLOSED.

**Library Fall Hours**  
7:30 a.m. - 8:45 p.m., Monday through Thursday; 7:30 a.m. - 5 p.m., Friday.

**Gourmet Dining Hours**  
**ARC Main Cafe**  
Monday-Thursday: 7:30 a.m. - 2:30 p.m. Onli 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**  
8 a.m. - 4 p.m., Monday through Thursday and Friday from 8 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 [Romee.Blanche@lccc.edu](mailto:Romee.Blanche@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 [lborrell@lccc.edu](mailto:lborrell@lccc.edu) to arrange a scheduled meeting.

**VP Stefanie Nester**  
1st and 3rd Mondays from 10 to 11 a.m., and 2nd and 4th Fridays from 8 to 10 a.m. Email [Mary.Decker@lccc.edu](mailto:Mary.Decker@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 Granum-Mosley**  
Mondays from 1 to 2 p.m. Email [agranummosley@lccc.edu](mailto:agranummosley@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 [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.

### 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 welcome 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 as follows:

December 2 - Marco Anglesio, Institutional Research and Effectiveness  
Linda Baker and Jill Yapsuga, College Relations

### 2022 United Way Campaign-Last Days to Donate!



With only a few short days left in this year's United Way campaign, we are \$1,700 away from our goal of \$7,000. As a reminder, the last day for donations is Wednesday, November 30. Everyone who donates will be entered in a drawing for prizes including the Prime Parking Spot and a goodie basket. You can donate here, or if you prefer a paper pledge form, please contact Tiffany at ext. 1005 or [TRehrigschaeffer@lccc.edu](mailto:TRehrigschaeffer@lccc.edu). Please consider donating to this year's campaign to help strengthen the Lehigh Valley community. Thank you!

### Share a Memory - Holiday Celebrations

Student Engagement and Inclusion in collaboration with FYE want to hear about your favorite holiday memory. We will be creating a video titled The Diverse Traditional Celebrations of the LCCC Community. Tell us which holiday or tradition is your favorite and why. Feel free to share any holiday/tradition that is meaningful to you. Please share its origin. All entries must be submitted by December 6, at 4 p.m. The video will be shared the week of December 19.

[Click here to submit your memory](#)

### SEED Hosts A Free Sensory Movie Marathon

The LCCC SEED Program is excited to host a FREE Sensory Friendly Movie Marathon on Saturday, December 10, starting at 1 p.m. in the Alumni Center! Movies to be shown include:

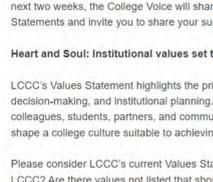
- 1 p.m. - The Polar Express
- 3 p.m. - Up
- 5 p.m. - Top Gun: Maverick

Snacks and refreshments will be provided, the event is open to the public. Please complete this [online RSVP form](#) to let us know you will be there! View [flyer here](#).

### 2023 Social Security Guide Available

The 2023 edition of the Guide to Social Security is available in Human Resources. Please stop by to pick one up or contact Tiffany Rehrig-Schaeffer at ext. 1005 or [TRehrigschaeffer@lccc.edu](mailto:TRehrigschaeffer@lccc.edu) if you'd like one sent via Interoffice.

### Friday, December 2, is Spirit Day



The first Friday of each month is Spirit Day. Our next Spirit Day is this Friday, Dec. 2, and it's "Wear your holiday attire day." So get in the spirit and wear festive clothes to celebrate the holidays!

### 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 two 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.

### Heart and Soul: Institutional values set the standard for everything we do.

LCCC's Values Statement highlights the principles we strive to apply in our everyday business activities, decision-making, and institutional planning. These values reflect the manner in which we agree to interact with colleagues, students, partners, and community members. The statement reflects a code of conduct designed to shape a college culture suitable to achieving LCCC's Mission and Vision.

Please consider LCCC's current Values Statement as shared below. Do these values reflect the heart and soul of LCCC? Are there values not listed that should be included? Is there a value listed that does not need to be included? Are the explanations for how we are to exemplify each value clear, complete, and applicable?

As a student-centered learning institution, we value:

- Access** - Create learning environments and experiences that allow students to identify and achieve their goals.
- Civic Engagement and Service Learning** - Encourage leadership and civic responsibility through academic studies, student activities and community participation.
- Continuous Improvement** - Make decisions based on assessment, solid planning, and effective management of resources.
- Employee** - Attract, develop and retain a diverse team of employees, provide support and encourage them to work collaboratively and to understand their role in student success.
- Equity** - Embrace diverse backgrounds and viewpoints by providing inclusive experiences.
- Instructional Excellence** - Engage and challenge students, advance intellectual curiosity and promote lifelong learning.
- Learning** - Develop foundational knowledge, critical thinking skills and self-awareness that advance intellectual, ethical and social responsibility.
- Partnerships** - Cultivate relationships that provide innovative and entrepreneurial solutions to promote economic development and workforce needs.
- Student Development** - Foster individual growth, leadership and service, and intentionally support holistic development through opportunities both inside and outside the classroom.

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

### Gourmet Dining Winter Break Closure

The Main Cafeteria and Corner Cafe will be closed starting Monday, Dec. 19 until Friday, Jan. 20. Both locations will resume normal business hours starting Monday, Jan. 23, 2023. During the closure we will be available for catered events on campus. Please contact [catering@lccc.edu](mailto:catering@lccc.edu) with any questions. Thank you and happy holidays!

### Movement Monday



New beginnings are available to all of us over fifty times a year; they are called Mondays.

**Neck Stretching**  
Keep your head square over your shoulders, shoulders back and back straight. Slowly tilt your head to the right until you feel a stretch in the side of your neck. Hold for 20 seconds and then slowly tilt back to center. Repeat on your left side to complete one set. Do up to 5 sets per hour of sitting.

## ADMINISTRATIVE UPDATES

### Human Resources News

**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!

**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 of the most unintended or unexpected change in the environment 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 the 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 x1168. 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.

**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](mailto:onlinelearning@lccc.edu).

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

[Hide more >](#)

## REMINDERS

### Reporting an Incident - SIART

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, SIART, for you to make an official report. You can also access this by clicking on "SIART" 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 SIART or to schedule a SIART training, email Brian DeLong at [bdelong2@lccc.edu](mailto:bdelong2@lccc.edu).

## SPIRIT & 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 Caillie Clayton, [cclayton@lccc.edu](mailto: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.

- Call on every challenge you may choose the steps that work best for you –
- Ask 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.

### 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.

