



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

### December 13, 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 special 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

- [December 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: 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. - 6 p.m., Friday.

**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.  
[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

The Main Cafeteria and Corner Cafe will be Closed Starting Monday, Dec. 19 until Friday, Jan. 20. Catering remains available.

**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 Ronnie 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 8:30 to 10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email [lbeltross@lccc.edu](mailto:lbeltross@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 Grannum-Mosley**  
Mondays from 1 to 3 p.m. Email [agrannummosley@lccc.edu](mailto:agrannummosley@lccc.edu) to schedule via Hangouts.

**Interim Dean Eike Reichardt**  
Wednesdays, 8 to 9 a.m. or 4 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 [JMitchell19@lccc.edu](mailto:JMitchell19@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.

### 2022 United Way Campaign

Thank you to everyone who donated to this year's United Way campaign! Through your generous contributions LCCC raised nearly \$6,500. This year's raffle winners were Rachel Plaksa (google basket) and Shelley Hason (United Way parking spot).

### Chocolate Winner!

Congratulations to Allison Ludlow for winning the dark chocolate sea salt caramels holiday tin! Watch the College Voice on Thursday for another delicious raffle.

### Former Employee Dies in Fire

Marvin Gruber, one of the firefighters who perished fighting a house fire on Dec. 7 in Schuylkill county, had worked for LCCC as a custodian and in public safety from July 1999 through June 2014. Firefighter Zachary Paris also died in the fire. Both were members of the Community Fire Company in New Tripoli, and were fighting the fire at a house in West Penn Township near Tamaqua.

Gruber had been the assistant chief of public safety at Northampton Community College. He was 59 years old.

### New LCCC Staff Members and Title Changes

Laurie Theisen  
PT Admissions Assistant

Karen Clark  
Director of Nursing

Jacob Taschler  
Academic Services Generalist

Miguel Alvarez  
IT Support Specialist

Stacey Burch  
Academic Advisor

Tim Galloway  
Interim Director of Public Safety

Rachel Peters  
Instructional Design Administrator

Laura D'Amato  
Registration/Student Records Specialist

Roger Matteson  
Aviation Instructor/Program Coordinator

If you would like to have your photo taken for the website please email [collegerelations@lccc.edu](mailto:collegerelations@lccc.edu). Photos are available to be taken every Thursday between 3:30 - 4:30 p.m. in SSC 112.

### 2023 Local Services Tax Exemption

The payroll department is accepting "Local Services Tax - Exemption Certificate" for the calendar year 2023. Forms completed for 2022 will expire 12/31/22.

### LCCC Alumni Night at the Phantoms!

Join us for a fun night of hockey, seeing old friends, and meeting new ones at the LCCC Alumni Night at the Phantoms. Watch the Phantoms play WBS Penguins on Friday, Jan. 27, 2023. Game starts at 7:05 p.m. and seats are in Section 102.

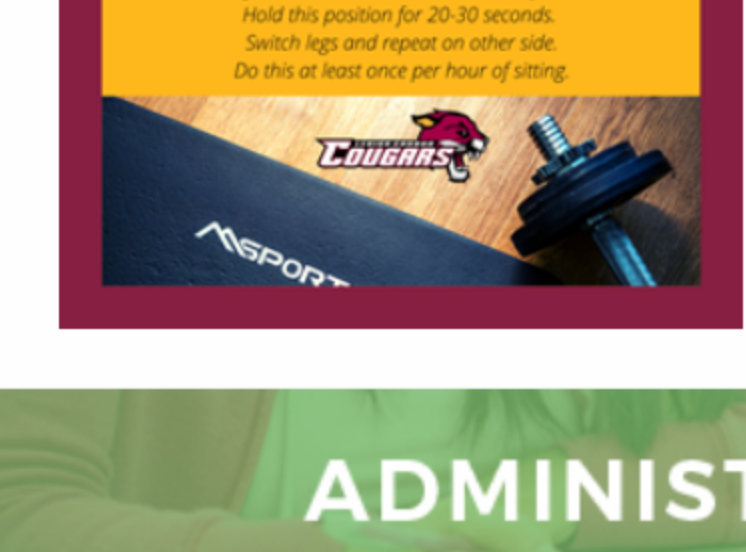
Flyer's Alumni Night  
\$1 Berks Hot Dogs  
Tickets are \$23 per person  
Only 50 tickets available

[Click here to purchase tickets.](#)

### Timesheet Submission Reminder

A reminder for all full/part time hourly employees who submit timesheets and approving supervisors, all timesheets for the 1/5/2023 pay are due on 1/2/2023. In an effort to reduce delays with payroll processing, please submit and approve timesheets prior to leaving for the holiday break. Thank you in advance for your cooperation. If you have any questions on how to submit your timesheet for that pay period, feel free to reach out to payroll or HR.

### Movement Monday, Dec. 12



"The best day to start exercising is today. Tomorrow can turn into weeks, months or years."-Mark Dilworth

Tip of the Week: Hamstrings Stretch  
Remain seated and extend one leg outward. Bending at the waist reach down toward your toes. Hold this position for 20-30 seconds. Switch legs and repeat on other side. Do this at least once 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 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 10-14 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.

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 [December 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**  
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, Cossette El Hage, Cherrlyann Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

[Hide more >](#)

## REMINDERS

### Rental Books Due Back On or Before Dec. 17

Rental books are due back to the bookstore on or before Dec. 17. Students have a few options on how to return books. They can return books in-store at the main campus store during business hours. There is also a drop box located outside the store that can be used after hours. Bookstore staff will be present at the Donley Center on Wednesday, Dec. 14, from 10 a.m. - 2 p.m. and at the Morgan Center on Thursday, Dec. 15, from 10 a.m. - 2 p.m.

If you have any questions, please email [bookstore@lccc.edu](mailto:bookstore@lccc.edu)

### Incomplete Grade Recovery Session

If you are signing in to Complete (I) grade for the Fall 2022 semester, you can communicate with your students and enroll them in the Incomplete Grade Recovery Session that will take place during Winter 2022 Session, which runs from Dec. 19, 2022 through Jan. 19, 2023. Upon enrollment, your students will be assigned a recovery coach who will communicate with you and your students to recover the incomplete work before the Spring 2023 semester begins. In order to enroll your students, please complete the incomplete grade recovery session [enrollment form](#). It is imperative that you fill this form out completely so the process can begin. All questions can be directed to Dr. Melanie A. Turrano, Professor of English and Coaching Commons Coordinator, at [mturrano@lccc.edu](mailto:mturrano@lccc.edu).

### 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](mailto:bdeLONG2@lccc.edu).

## SPIRIT & WELLNESS

### Wellness News You Can Use

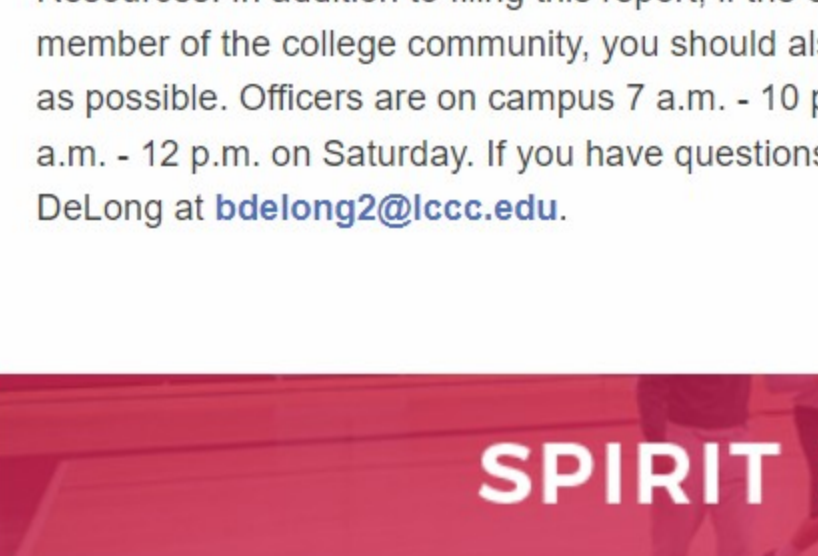
Health is a state of mind. Wellness is a state of being. View the December edition of Wellness News You Can Use [here](#).

### Spirit Committee Hosts Winter Wonderland Office Decorating

Join the Spirit Committee as we encourage you and your office team to decorate for the holidays in a "Winter Wonderland" theme. Photos can be submitted, and we will share a virtual Winter Wonderland tour with the campus community through the College Voice in late December. More details to come.

Please note, this is not a competition but rather a way to bring holiday cheer to everyone. You are reminded that nothing should be secured to the walls or glass that would leave residue, and in addition, nothing should obstruct windows and doors for safety reasons. Review Policy No. 3-244 WINDOWS and Office Doors on page 3-74 of the Policies and Procedures document found [here](#).

### 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.