



ANNOUNCEMENTS

December 19, 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

[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. - 5 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 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 to schedule a Hangouts meeting.

VP Larissa Verta
Access virtual office hours on Mondays from 3 to 5 p.m.; Tuesdays from 8:30 10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email kbellross@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 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
Tuesdays from 11 a.m. to noon. Email jlmitchell19@lccc.edu to schedule online meeting.

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

Movement Monday, Dec. 19



"A healthy body is a platform for flourishing a healthy mind." - Pawan Mishra

Movement Monday Tip of the Week: Shoulder Shrugs
While seated, raise both shoulders at once up toward the ears. Slowly drop the shoulders back to a relaxed position. Repeat this pattern at least 10 times per hour of sitting.

Snow Day Contest Winner!

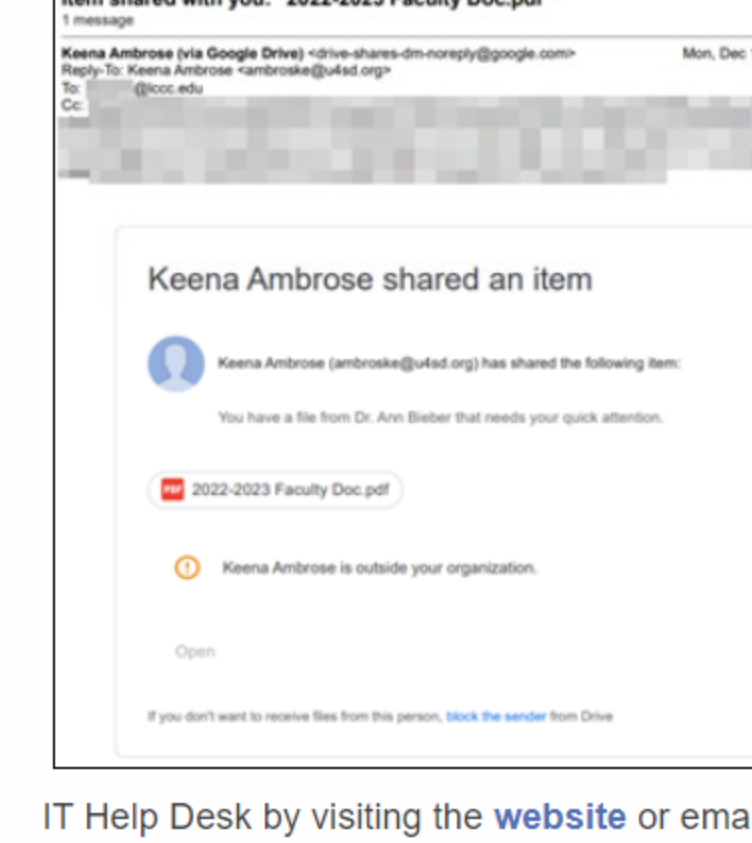
Congratulations to Pam Matias, Foundation Office Assistant, for correctly guessing that December 15 would be the first day the College closed this season for inclement weather. Several other people guessed the same day, but Pam was the earliest to submit the date and that won her a \$25 Visa gift card. Way to go, Pam!

Get Ready for Winter: Sign Up for LCCC Alerts

LCCC delivers fast notifications about campus emergencies and weather closings and delays. If you are not already a subscriber, use the link in the portal to sign up for the Omniliert notification system. Use your L number and portal password to access the configuration screen, then enter any contact information you wish to use. You can customize how you receive the alerts: text, email or voice or all three.

Also, if you already have an account, confirm that your contact information in Omniliert is correct and up-to-date.

Phishing Attempts



Phishing attacks occur through hackers sending out emails persuading users to click on a malicious link or attachment in order to gain information such as usernames, passwords, financial or other sensitive information. These attacks can be set to target an individual or an entire organization. Phishing emails can appear to be very legitimate and enticing.

Please be aware that emails containing President Ann Bieber's email address sent recently are phishing attempts. Legitimate emails from the president are always sent from the College Relations email and will have "Sent on Behalf of LCCC President Dr. Ann D. Bieber" in the subject line.

If you receive an email that strikes you as suspicious, instead of clicking on any embedded links or attachments, notify the IT Help Desk by visiting the [website](#) or emailing helpme@lccc.edu.

Virtual Office Bingo

The Spirit Committee is hosting Virtual Office Bingo on Wednesday, December 21 from Noon to 1 p.m. Bingo is open to all faculty and staff but will be limited to the first 25 participants. Participants must register [here](#).

Join us to have some fun and win prizes!

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.

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-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.

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

[Hide more >](#)

REMINDERS

LCCC Expands Nursing Classes to Include Summer Start

In response to a dramatic increase in the need for trained healthcare professionals in the region and a growing interest in training to be a nurse, Lehigh Carbon Community College is expanding admission into its Nursing Programs.

The Associate Degree in Nursing (ADN) program and the transitional Licensed Practical Nurse (LPN) to Associate Degree in Nursing (ADN) advanced placement will increase the annual number of entrance cohorts. The ADN program previously only admitted new students each fall, and will now offer admission in both fall and summer semesters. The transitional LPN to ADN process previously only admitted new students each summer, and will now offer admission in summer, fall and spring semesters.

Application periods are as follows:
Now through February 1, 2023, for

- Associate Degree Nursing program with the SDS 110: Introduction to Associate Degree Nursing
- LPN to Associate Degree Nursing program with SDS 111: Introduction to LPN to Associate Degree Nursing.
- Practical Nursing Certificate program with SDS 112: Introduction to Practical Nursing

Subsequent application periods for future associate cohorts will run:
February 2- June 1, 2023, for fall 2023: Associate Degree Nursing, LPN to Associate Degree Nursing
June 2- October 1, 2023, for spring 2024: LPN to Associate Degree Nursing
October 2, 2024, through February 1, 2024, for summer 2024: Associate Degree Nursing, LPN to Associate Degree Nursing, Practical Nursing

The additional classes are designed to help alleviate the impact of the worst nursing shortage in history and will address the demand and need for nurses in the community.

Applications are currently open. Additional information is available [online](#), or contact Karen Clark, Director of Nursing, at kclark@lccc.edu; or LCCC Admissions, 610-799-1575 or admissions@lccc.edu.

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.

Incomplete Grade Recovery Sessioin

If you are assigning an Incomplete (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 complete the incomplete grade 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.

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.

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.

