



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPIRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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ANNOUNCEMENTS

December 8, 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. - 4 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. - 6 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 Staff 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. 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**
8 a.m. - 4 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 5th 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 to 10 a.m.; and Thursdays from 12:30 to 2 p.m., or email lverta@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 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 Gramann-Mosley**
Mondays from 1 to 2 p.m. Email agramannmosley@lccc.edu to schedule via Hangouts.
- Interim Dean Elke 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 jmitchell10@lccc.edu to schedule online meeting.
- Dean Scott Aquila**
Email saquila@lccc.edu to schedule an online or face-to-face meeting.

Rental Books Due Back On or Before December 17, 2022

Rental books are due back to the bookstore on or before December 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

Sensory Friendly Movie Marathon Postponed Until January 28, 2023

The date for the Sensory Friendly Movie Marathon sponsored by SEED and Autism Speaks has been moved to early next semester, January 28, 2023. More details to come in the new year!

Interdisciplinary Teaching/Learning Poster Presentation



Dr. Mary Brinker RN and Laura Walker, MSN, RN, COHN-S, CNE, NPD-BC, presented a poster board titled, "Constructing Future Dream Teams: Working Together vs. Working Apart" at the AODN 2022 Convention on November 18, in New Orleans, LA.

AODN is a national nursing organization exclusively advocating for the preservation and strengths of the associate degree nursing pathway. In addition, AODN promotes scholarship and academic excellence in the profession of nursing.

Dr. Brinker and Professor Walker conducted an interdisciplinary teaching/learning between the RN students who were in their leadership course and the medical assistant students during the 2021 and 2022 academic year. Students' surveys from both programs revealed the importance of interdisciplinary teaching/learning as it created an awareness of each program's role in caring for a clinical patient. Teamwork, communication, and respect for others was hugely identified as being important when working with them, especially within the healthcare milieu.

Holiday Chocolate Raffle

Chocolate, sea salt, and caramel...oh my! One lucky winner will receive a holiday tin of dark chocolate sea salt caramels. To be entered in the raffle, please submit an email with "Chocolate" in the subject line to TRehrigschaefter@lccc.edu. All entries need to be received by 5 p.m. today, Thursday, Dec. 8. A winner will be drawn on Friday morning. Good luck!

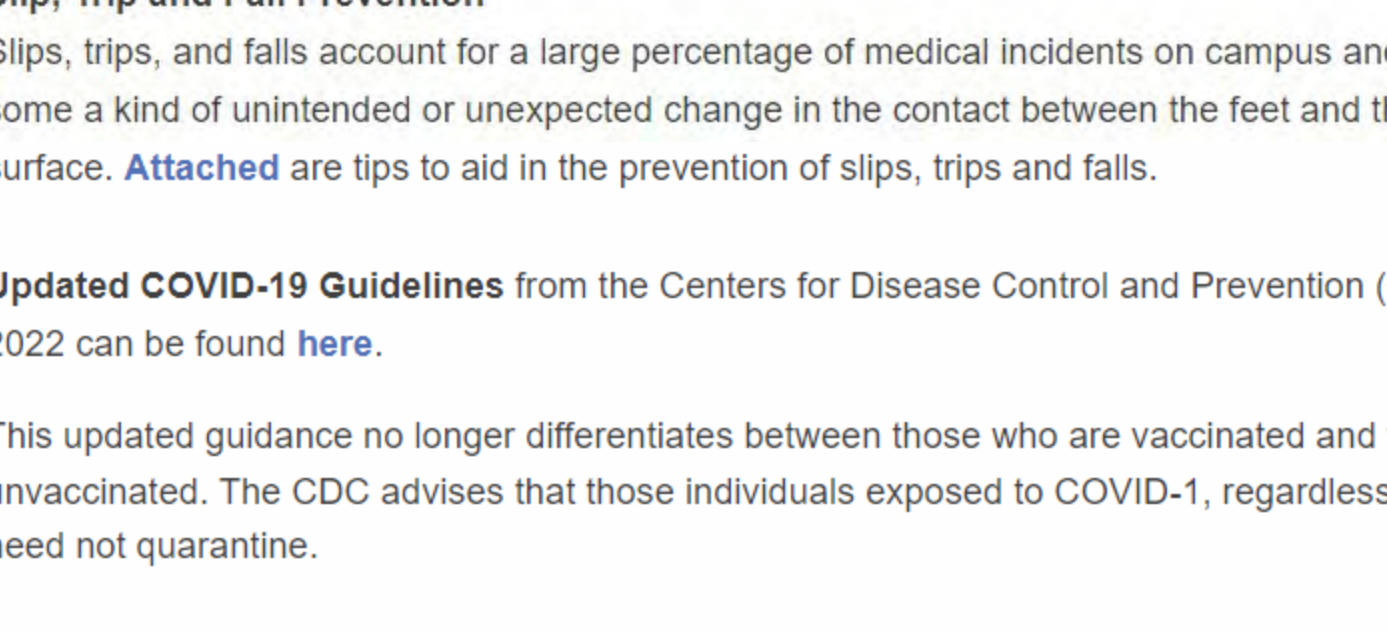
LCCC Tamaqua Hosts STEM Workshop

The LCCC Tamaqua site hosted a free STEM activity workshop for children in the community. We had so much fun creating gingerbread houses, shelves for our elves, and 3-D cards! A special thank you to our LCCC Student Elves and Lawrence the Cougar for coordinating this extra sweet event.



Vote for LCCC Tamaqua Christmas Tree

LCCC Tamaqua sponsored a Christmas tree in Lansford's Kennedy Park. Students wrote what they love about LCCC on heart ornaments. Red and green flashlights and lip balms were hung as ornaments to share with the Lansford community. Special thanks to staff in College Relations and Duplicating services for their support of this project. Please vote for our tree here!



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-19, regardless of vaccination status, need not quarantine.
- 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
 - 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 should provide 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
- 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**
- 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, Cherrryann Joseph, Florida Melendez, Michael Owen and Timothy Shoemaker.

[Hide more >](#)

REMINDERS

Returning Catering Equipment

Gourmet Dining is looking for any equipment, such as catering trays, bowls, utensils, baskets or coffee pots that may have been taken from catering. Please return any of these items to Corner Cafe or the ARC Cafeteria. Thank you!

Incomplete Grade Recovery Session

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 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.

Students Encouraged to Register for Winter and Spring

Current LCCC students who register for winter or spring classes before Saturday, Dec. 17, will be entered into a drawing to win a set of AirPods Pro. Students who have already registered for classes are also eligible. The four-week online winter session begins Dec. 19, and the spring semester starts Jan. 23. Students are encouraged to keep up the good work, stay on track for their degree and enter for a chance to win the AirPods Pro. Names will be automatically entered into the drawing.

November 3, 2022 LCCC Policies and Regulations Manual

The policies below have been revised and approved by the LCCC Board of Trustees on November 3, 2022. You can view the current version of the College Policies and Regulations Manual on the LCCC Website at [Policies & Procedures Manual](#).

You will be sent a google form email today, Thursday, Dec. 1, to acknowledge receipt of the updated P&R Manual. Please be sure to open this email and respond. After you enter your information you will get the message "You are submitting information to an external page. Are you sure?" Click OK and then submit.

- Policy 3-308 – Use of Facilities
- Policy 3-700 – Academic Honesty
- Policy 3-112 – Leave of Absence with Pay
- Policy 3-120 – Salary Ranges
- Policy 3-222 – Hiring for an Established Position
- Policy 3-602 – College Organization
- Policy 4-111 – Academic Restart
- Policy 4-111a – Academic Standing and Progress
- Policy 4-111b – Change In Course Registration
- Policy 4-222 – Withdrawal
- Policy 4-224 – Withdrawal for Medical/Mental Health Reasons

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.

Review of Mission, Vision, Values, and Equity Statement

LCCC has officially kicked off its review of the college's Vision, Mission, Values, and Equity Statement and we invite you to share your suggestions for revisions.

We Are All Change Agents: Writing LCCC's Equity Statement

Diversity, Equity, and Inclusion have been central concepts in LCCC's Mission, Vision, and Values Statements. As an HSI, the college's Identity has been transformed into a minority serving institution that operates from a DEI perspective that all students must have equitable opportunities to meet their education and career goals. A formal, institution-wide Equity Statement conveys LCCC's pledge and responsibility to champion diversity, equity, and inclusion within the college and in the community.

Upon the conclusion of this review period in fall 2023, the Assessment Committee will formally propose LCCC's Equity Statement to the Board of Trustees for their approval. The Review Committee invites all college stakeholders to provide input on the content of the statement. A draft was shared by the Review Committee over the summer. The statement was reviewed and revised by the Diversity, Equity, and Inclusion Committee as shared below:

"Lehigh Carbon Community College embraces and celebrates diversity, equity, and inclusion. We are committed to building inclusive community – community in which everyone feels welcome, respected and safe to engage fully in learning. This requires everyone – students, faculty, staff and visitors – to participate thoughtfully in social justice, using language and behavior that is free from bias, discrimination, and prejudice."

Please share your thoughts and comments on LCCC's Equity Statement. You can complete the Vision, Mission, Values and Equity Questionnaire [here](#) or emailing mkovalchick@lccc.edu with your suggestions.

SPIRIT & WELLNESS

Wellness News You Can Use

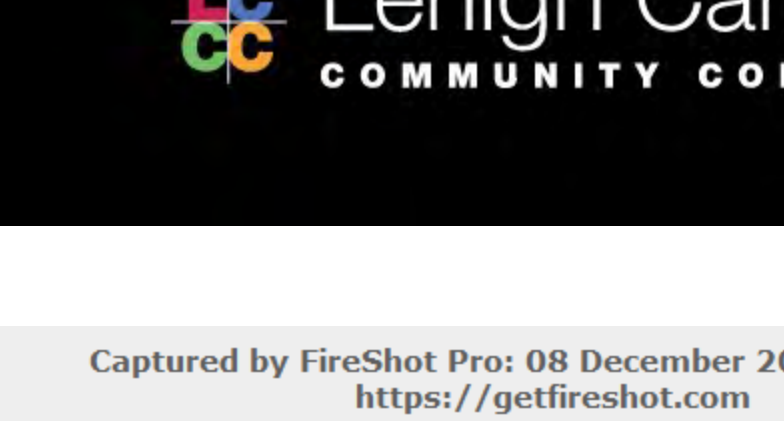
Health is a state of mind. Wellness is a state of being. View the December edition of Wellness News You Can Use [here](#).

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.

