



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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February 16, 2023

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

- [February 2023 President's Desk](#)
- [LCCC Employment Openings](#)
- [Events](#)
- ["This Week" Student Newsletter](#)
- [Report Safety and Security Concerns](#)
- [Sexual Harassment and Sexual Violence](#)
- [Anonymous Online Reporting](#)

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 Hours

7:30 a.m. - 9:45 p.m., Monday through Thursday; 7:20 a.m. - 9 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. Foyer items available until 2:30 p.m. Closed Fridays. Catering is available.

Weekly Menu

The Corner Caf 

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 Caf  will be Closed Starting Monday, Dec. 19 until Friday, Jan. 20. Catering remains available.

Wellness Center

9 a.m. - 6 p.m., Monday through Friday

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 9:30 to 10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email lverta@lccc.edu to arrange a scheduled meeting.

VP Stefanie Mester
1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Thursdays 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 Gramnum-Mosley
Mondays from 1 to 3 p.m. Email agramnummosley@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 JMitchell19@lccc.edu to schedule online meeting.

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

ANNOUNCEMENTS

LCCC Holds Financial Aid Help Sessions

In anticipation of the financial aid priority-filing deadline of May 1 for Pennsylvania State Grant eligibility, LCCC will offer workshops to complete the Free Application for Federal Student Aid (FAFSA®) and the Pennsylvania Higher Education Assistance Agency (PHEAA) State Grant Application at all three LCCC campuses.

This workshop is for any current or future student in the community attending any grants, scholarships, work-study or PHEAA State Grant Application to determine financial aid assistance such as grants, scholarships, work-study or student loans.

Students and families will have the opportunity to work with a financial aid advisor to answer questions about filing these applications and will receive additional information that will be helpful as the student and their family prepare for college and the variety of funding options.

Registration is requested and walk-ins will be accommodated based on available space in the computer labs. Three workshop sessions at each site are available:
Wednesday, March 15, 4:30 to 6:30 p.m., at **Main Campus**, Schnecksville
Tuesday, April 11, 5, 6 or 7 p.m., at the **Morgan Center**, Tamaqua
Wednesday, April 19, 5, 6 or 7 p.m., at the **Donley Center**, Allentown

PHEAA representation and Spanish-speaking staff members will be available to assist at the Main Campus and the Donley Center workshops.

For additional information, contact Financial Aid at 610-799-1133 or fnial@mymail.lccc.edu.

ePortfolio Showcase Coaches Needed

The 2023 ePortfolio Showcase & Awards event is scheduled for Friday, March 24. Students are already working on their ePortfolios. We are seeking volunteers to serve as ePortfolio coaches. Students seeking additional guidance from a mentor will be matched with a coach who will offer suggestions for improvements and consult on the student's presentation. Please see the [Coaching Interest Form](#) for additional information.

Congratulations to SNA members on their Acceptance into Leadership University Honor Society

LCCC SNA President Mikayla Shankweiler and SNA Vice-President Rosangelo Gallone have been accepted into the National Student Nurse's Association Leadership University Honor Society.

The Honor Society recognizes NSNA members who participate in leadership activities at the school chapter, state association and NSNA nationally. The goal of the Honor Society is to prepare future nurse leaders. In addition to maintaining good standing in all their nursing classes, they have demonstrated leadership qualities that set them apart from their peers.

Congratulations! You are well on your way to forming your professional identity in nursing.

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 assigned as follows:

- March 10 – Admissions/Counseling & Community Standards and Resources
- March 24 – Financial Aid/Workforce Development
- April 14 – Career Development
- April 28 – Business Office
- May 12 – Foundation/IT Support Services

If you have any questions, please contact Jodi Rowlands at jrowlands@lccc.edu.

Nominations Open for 2022-23 Spirit Awards for both Staff/Administrators and Faculty

The LCCC Spirit Committee is inviting nominations for the LCCC Staff/Administrator Spirit Award, presented for the fifth year, and the LCCC Faculty Spirit Award, which will be presented for the second time, both at the Staff Dinner ceremonies in May.

For the Staff/Administrator award, all regular full- and part-time staff/administrators are eligible, including both classified and administrative employees. For the Faculty award, full- and part-time faculty are eligible. The Spirit Committee will select one award recipient for each category.

If you notice how hard a colleague works and would like for them to be recognized, we encourage you to nominate them using this online form for [staff/administrators](#) and this online form for [faculty](#). The following are some of the ways the employee can demonstrate "spirit" ...

- Goes above and beyond their job description
- Is known for serving others; always willing to help
- Brings out the best in people; known for being collaborative
- Has creative solutions to problems
- Is a valuable team member
- Promotes the goals of their department and the college
- Is a positive and steady presence
- Is always willing to help without the need for fanfare
- Inspires and encourages others
- Fosters a positive work environment

Deadline to submit nominations is Friday, March 17 at 5 p.m. If you have questions, contact Ronnie Blue at rblue@lccc.edu.

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.

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 Know4. 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

February's edition of the Online Learning Newsletter features important 2023 dates for the Canvas and Remote Teaching certifications, where you can sign up for them and DEI articles/book recommendations!

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, Cherryanna Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

[Hide more >](#)

REMINDERS

Bookstore Purchases

Reminder: When purchasing supplies, books, or gift cards from the college bookstore you need to complete the Employee Bookstore Voucher. You can find this electronic form on MyLCCC Portal under Faculty & Staff Resources, Forms, and College Forms. If you have any questions please contact Mary Decker mdecker@lccc.edu.

iCare Mentors Needed

The iCare mentoring program is an initiative that partners with LCCC Athletics to help build student success and retention. The program began in 2019 piloting with our men and women's basketball team to impact and create change in our students, LCCC's athletic department and within ourselves. This past fall 2022 iCare has had historic success with academic success and student retention within LCCC's men's basketball team. We are seeing that same success mirrored at the start of spring 2023. We are extending our mentoring program to LCCC's softball, baseball and soccer teams that are in need of our support. Can you help us continue our mission by volunteering to be a mentor?

Mentor/Mentee time can be as simple as watching an LCCC game, supporting iCare Initiatives or creating goodie bags for away games. Mentoring is about building relationships and sharing experiences, mentoring team members, showing student support, providing guidance, sharing LCCC resources and providing connections. You can provide support via texts, emails and/or brief scheduled meetings. These small-ross can have a BIG impact. If this sounds like something that would interest you, please contact Kescha Beil-Ross at kbeilross@lccc.edu.

LCCC Spirit Night at the Phantoms

You are invited to "Spirit Night" at the PPL Center on Saturday, April 1. These are discounted tickets just for LCCC. The Phantoms take on the Hartford Wolf Pack at 7:05 p.m. Please [click here](#) for the discounted ticket link to purchase your tickets. Make sure you wear your LCCC Spirit Gear!

Staff Award Nominations

Nominations are now being accepted for the following three awards to be presented at the annual Faculty/Staff Recognition Ceremony in May.

1. Administrator of the Year (includes all full and part-time administrators)
2. Education Support Professional of the Year (includes all full and part-time classified staff)
3. PT Employee of the Year (includes tutors, student workers, noncredit instructors and coaches)

Faculty and Staff are invited to nominate an employee from any of the groups above. Nominations must be submitted by **March 31, 2023**.

General Description:
The nominated employee should be able to effectively communicate with others, promote a culture of respect to the faculty and staff, and demonstrate integrity through the employee's consistent commitment to professionalism and teamwork at LCCC.

Criteria:

1. Has demonstrated dedication in carrying out his/her responsibilities at the college.
2. Exhibits energy/enthusiasm and accepts more tasks apart from his/her regular job duties.
3. Approachable with customers, students, colleagues, and should be one who stands as a role model for others.
4. Has demonstrated examples of assisting with team milestones or providing assistance to the college community.

Required: Full name of the nominee and detailed narrative how the nominee meets the criteria.

To fill out the nomination form go to:
2023 Administrator of the Year Nomination Form
2023 Educational Support Professionals Nomination Form - Education Support Professional of the Year
2023 PT Employee of the Year - Nomination Form (includes tutors, student workers, noncredit instructors and coaches)

Rothrock Library - Mini Golf

On Monday, Feb. 20 and Tuesday, Feb. 21, from 7:30 a.m. to 9:45 p.m., the Rothrock Library will be offering free mini golf to all LCCC students and staff. The 9-hole course will introduce golfers to the services and resources of the library. Tee time not required!

STEM Scholarships Available

Current LCCC students interested in pursuing a STEM degree at East Stroudsburg University can apply for the Clear Path Scholarship and receive up to \$5,200 a year (\$10,400 total) in scholarship funds while at LCCC and up to \$10,000 a year (\$20,000 total) to attend ESU. Thanks to funding provided by the National Science Foundation (NSF), the Clear Path program was created to support the completion of STEM associate and STEM bachelor's degrees from community college partners to ESU.

The Clear Path program supports students with proactive developmental advising, holistic advising, cohort activities, peer mentoring and tutoring that fosters the development of traits associated with academic success. Information is available [online](#) or contact Mary Engel mengel@lccc.edu for more information.

Inclusion Certificate 2023 Welcomes Dr. Shane' Gill

The LCCC DEI Committee presents "Underserved Communities and Inclusive Practices" with Dr. Shane' J. Gill at the Donley Center on February 23 from 2:30 - 3:40 p.m.

Dr. Shane' J. Gill is an aspiring philanthropist, reformist, globalist and advocate, who strives to identify opportunities in serving those that are underrepresented, misrepresented and whose civil liberties have been denied by systemic oppression stemming from racist and discriminatory practices. Dr. Gill graduated from George Fox University with a bachelor of arts in biology and psychology. She then pursued and completed her master of arts in clinical mental health counseling at Regent University in Virginia and Ph.D. in counselor education and supervision from Capella University in 2022.

She serves as research fellow in the Department of Family and Community Medicine at Thomas Jefferson University and a visiting faculty in the counseling department at Barry University. With an interest in racial and ethnic disparities in behavioral health and the intersection of poverty in adverse health outcomes, Dr. Gill has begun seeking out opportunities to devote her career to research in these areas with a goal of creating new innovations in screening, assessment and treatment in behavioral health for marginalized communities globally and advancements in education and training of clinicians and providers in primary care and emergency medicine.

While this is an in-person event, a zoom option will be available. For more information and to receive the zoom link, contact agramnummosley@lccc.edu or erichardt@lccc.edu.

SPRIT & WELLNESS

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.

