



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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February 20, 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](#)

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. - 1 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: 8 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; 7:30 a.m. - 8 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 Café
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 Café will be Closed Starting Monday, Dec. 19 until Friday, Jan. 20. Catering remains available.

Wellness Center
9 a.m. - 5 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 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 Gramm-Mosley
Mondays from 1 to 3 p.m. Email agramm-mosley@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 jmitchell@lccc.edu to schedule online meeting.

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

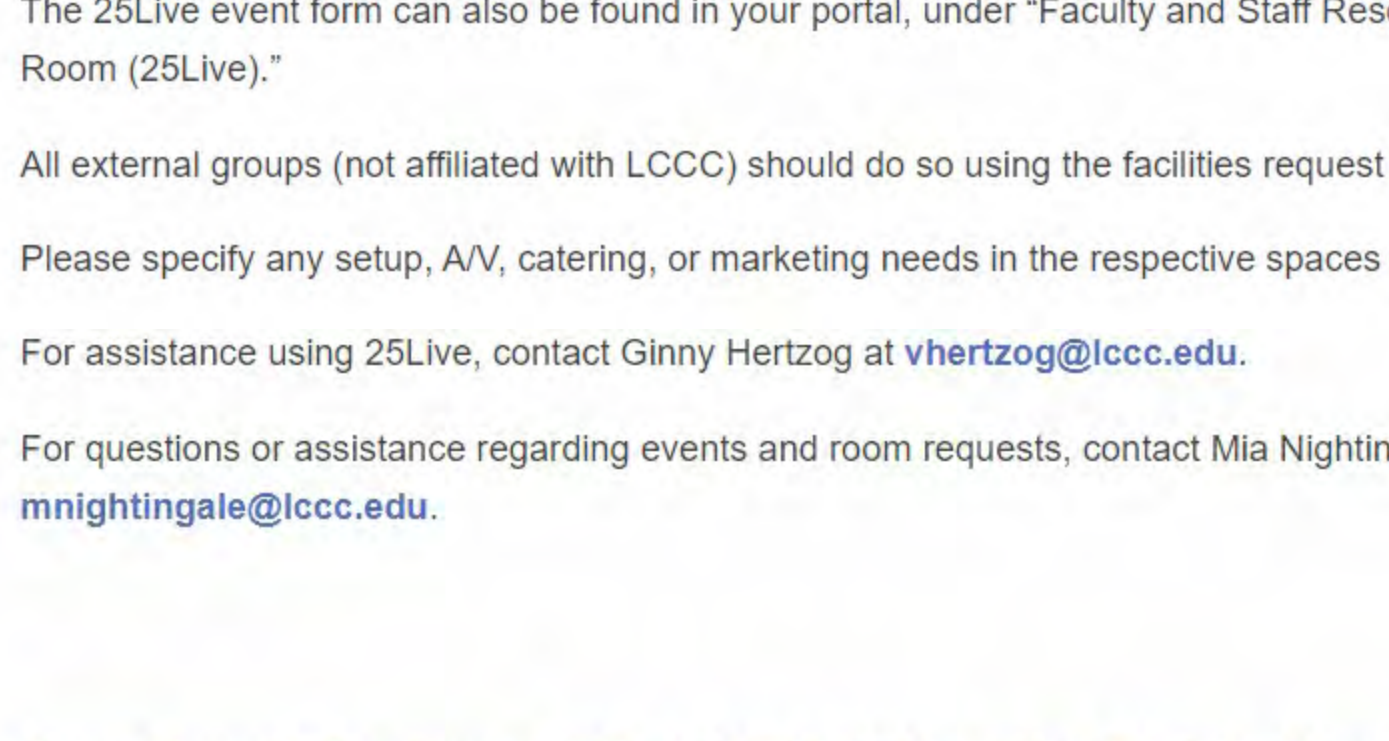
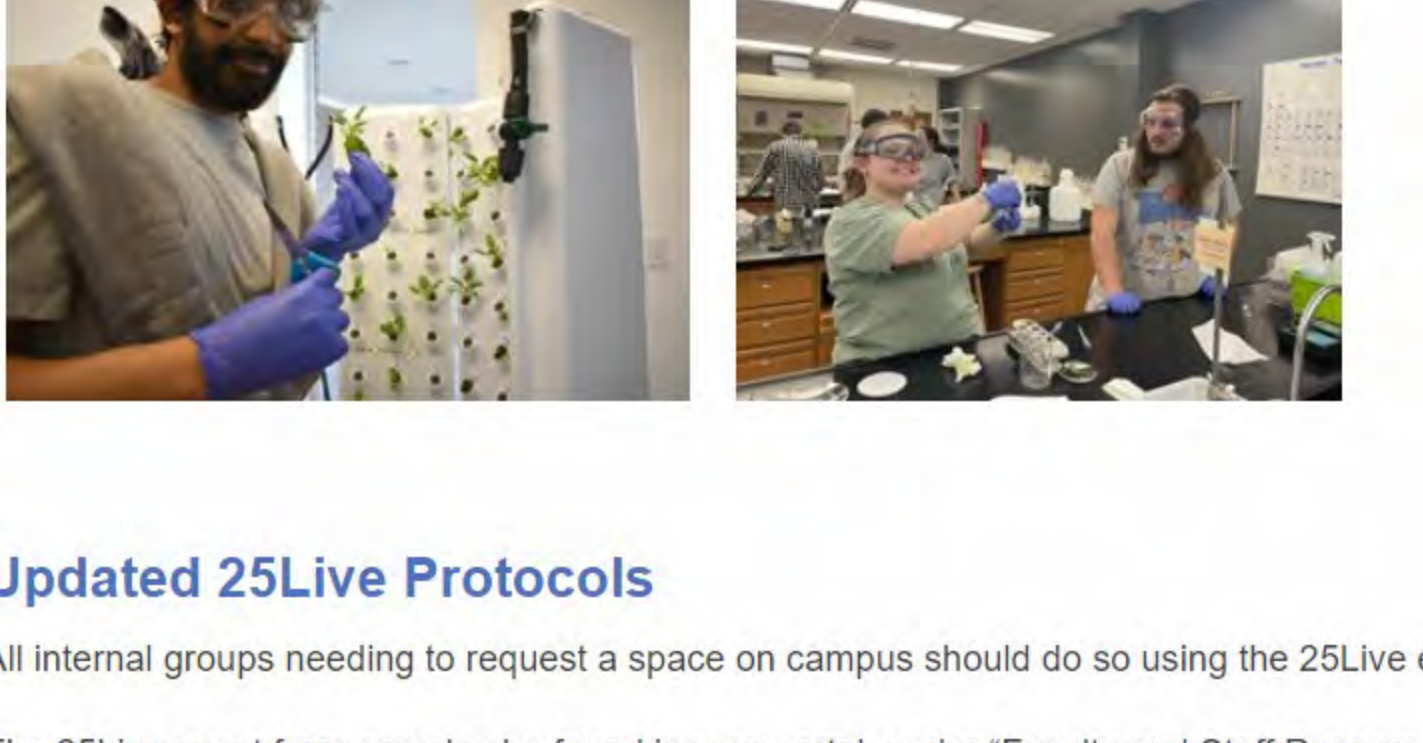
ANNOUNCEMENTS

25Live Difficulties with Requests

Please be advised we are experiencing difficulties with 25Live requests. If you have submitted a request through 25Live and have not received a confirmation email, please reach out to Mia Nightingale at mnightingale@lccc.edu or x1175.

Organic Chemistry Students Grow Spinach in Makerspace

Students in Organic Chemistry II demonstrated proficient understanding of chemical principles and analytical techniques by participating in both lecture based and hands-on approaches to learning in our Makerspace Design Dent Student's planted, transported, maintained, and harvested spinach in a Hydroponic Flex Farm for further study in the lab.



Updated 25Live Protocols

All internal groups needing to request a space on campus should do so using the 25Live event form [here](#).

The 25Live event form can also be found in your portal, under "Faculty and Staff Resources." Select "Request a Room (25Live)."

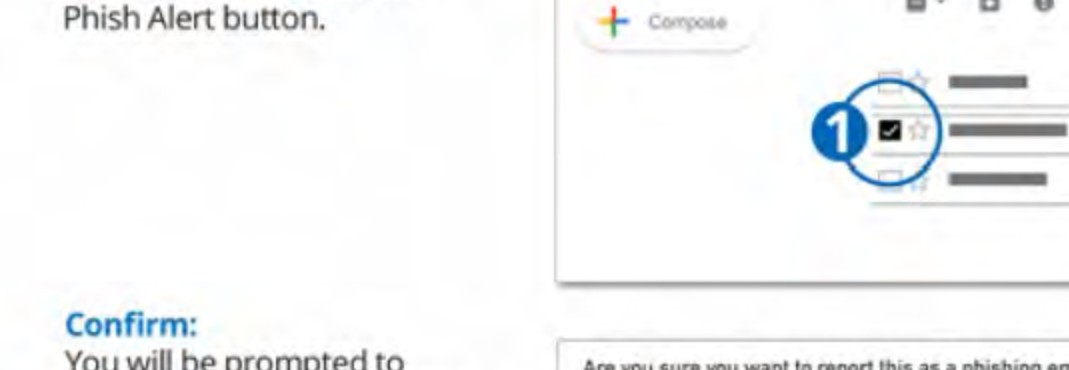
All external groups (not affiliated with LCCC) should do so using the facilities request form [here](#).

Please specify any setup, 25Live, catering, or marketing needs in the respective spaces on the forms.

For assistance using 25Live, contact Ginny Hertzog at vhertzog@lccc.edu.

For questions or assistance regarding events and room requests, contact Mia Nightingale at mnightingale@lccc.edu.

New Gmail Feature - BE A HERO! Use the Phish Alert Button



You receive an email asking you to take an action. Sounds suspicious, right? But don't worry. You can be a hero by taking the correct action-and giving your IT department the information they need to defend your organization against the effects of malicious email attacks. It's easy. Thanks to the **Phish Alert Button**, or **PAB** for short.

How do I know what to report?
You should only report messages you suspect are malicious, like **phishing** or **spear phishing** emails. Reporting annoying messages, like **spam**, to IT will waste their time and resources.

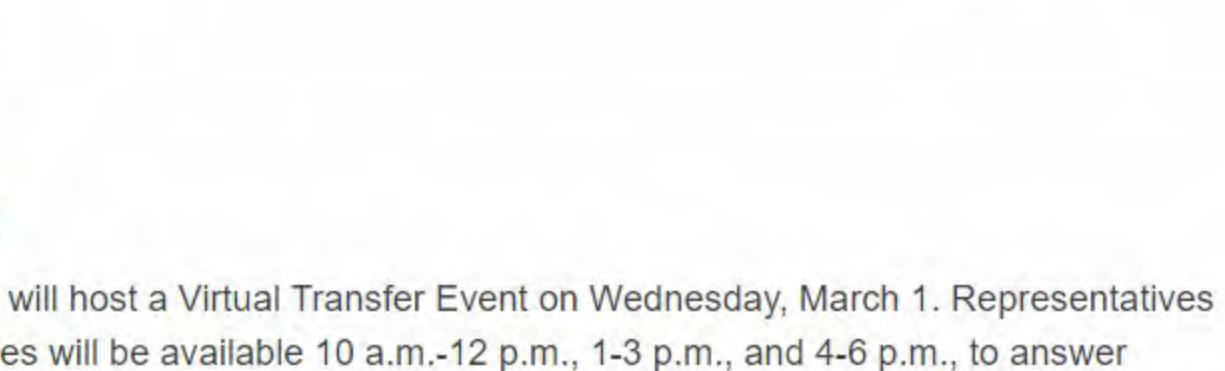
Spam is unsolicited and unwanted email, typically sent to try to sell you something. While it is often annoying and misleading, it is rarely malicious.
Simply delete it!

Phishing messages are bulk emails, typically appearing to be from a reputable source, that ask you to take a specific action that can cause damage to you or your organization. These messages are malicious.
Report it with the PAB!

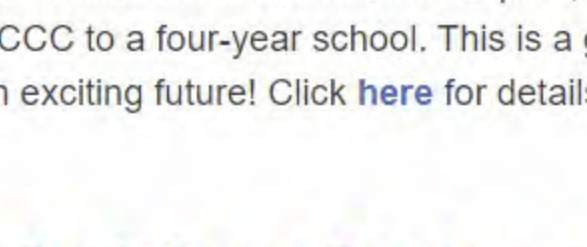
Spear phishing emails are targeted attacks on a person or organization, occurring after detailed research in order to make them seem especially real. These messages are extremely malicious and can lead to very damaging consequences.

Where do I find the PAB in Gmail?

Right from your inbox:
1. Click the checkbox next to the email, then 2. click the Phish Alert button.

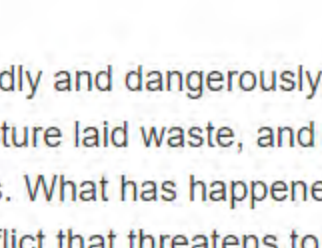


Confirm:
You will be prompted to confirm your action. This will automatically forward the email to the pros over in IT and at the same time, remove it from your inbox.



Stop. Look. Think. Report!
Remember, you are the last line of defense against email based criminal activity. Never click on a link or open an attachment in any unexpected or unsolicited email. If you are uncertain, follow your organization's policy or ask your IT team for advice.

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For a printable version click [here](#).

Virtual Transfer Event

Lehigh Carbon Community College will host a Virtual Transfer Event on Wednesday, March 1. Representatives from various colleges and universities will be available 10 a.m.-12 p.m., 1-3 p.m., and 4-6 p.m., to answer questions about transferring from LCCC to a four-year school. This is a great opportunity for students to begin the next step in their path toward an exciting future! Click [here](#) for details.

Honors College Hosts Prof. Grant-Friedman for Talk on the Ukraine War

The Honors College is hosting a talk by Prof. Andrea Grant-Friedman titled One Year of the Ukraine War: "Tobogganing towards disaster with eyes closed."

The Russia-Ukraine war is entering its second year, with no end in sight. The conflict is rapidly and dangerously escalating. Sixteen million Ukrainians have been displaced, much of the country's infrastructure laid waste, and tens of thousands of young Ukrainian and Russian men maimed or sent home in body bags. What has happened over the course of the last 12 months? Why has there been no negotiated solution to a conflict that threatens to explode into World War III? How have Ukrainian, Russian, European and other societies across the globe been impacted? And what might the future hold? Professor Andrea Grant-Friedman will address these and other questions in a half-hour talk, followed by a Q&A session.

The talk will be held on March 6 at 4 p.m. in AC 107-108 and by Zoom
Link: <https://lccc.zoom.us/j/93013446099>

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 test positive for 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

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, Cherrlyann Joseph, Floraiba Melendez, Michael Owen and Timothy Shoemaker.

[Hide more >](#)

REMINDERS

ePortfolio Showcase & Awards event is Scheduled

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.

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 building relationships and sharing iCare initiatives or creating goodie bags for away games. Mentoring is about watching the LCCC games and supporting 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 moments can have a BIG impact. If this sounds like something that would interest you, please contact Kescha Bell-Ross at kbellross@lccc.edu.

Nominations Open for 2022-23 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 rbblue@lccc.edu.

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 other 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 advocacy, 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.

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.

