



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPIRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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ANNOUNCEMENTS

February 9, 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. - 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; 7:30 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. - 5 p.m., Monday through Friday

PRESIDENT'S CABINET MEMBERS OPEN OFFICE HOURS
President
Dr. Ana 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 lbevins@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 an 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 ktarahan@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.

Save the Date-Faculty/Staff Recognition Event

Mark your calendars! This year's Faculty/Staff Recognition Event will be held on Friday, May 12, from 3 - 5 p.m. Please keep watching The College Voice for more information.

Name New Equity Space

We need your help in naming the space that is being created to support equity initiatives and is currently under construction on the second floor of the Academic Resource Center. Please submit your suggestions by Wednesday, February 15, by completing this [Form](#). Thank you in advance for your input in creating and naming this space.

This will be a safe and inclusive area that welcomes everyone! A place to break down barriers by opening minds. We are striving to create a student-centered space where students are able to:

- Be who they are,
- Learn about themselves and others,
- Work collaboratively on projects and activities that reflect diverse identities.
- Enhance their understanding of identities and intersectionalities, and cherish the richness that such diversity brings.
- Where all of our differences are valued and welcome.

Whereas we are encouraging everyone to submit their suggestions, we are doing an active outreach campaign for students to participate as this will be a student-centered place.

Is It Love? Learn the Facts about Sexual Violence

The Wellness Center, Office of Public Safety and Office of Student Engagement and Inclusion will host a table in the ARC cafeteria Feb. 13 - 16 from 11 a.m. to 2 p.m. The table will feature information on sexual violence awareness and will offer "did you know" bags, giveaways and resources.

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!

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 CPRI/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 Penick to ask any questions on training, course development, professional development, and other tools/topics.

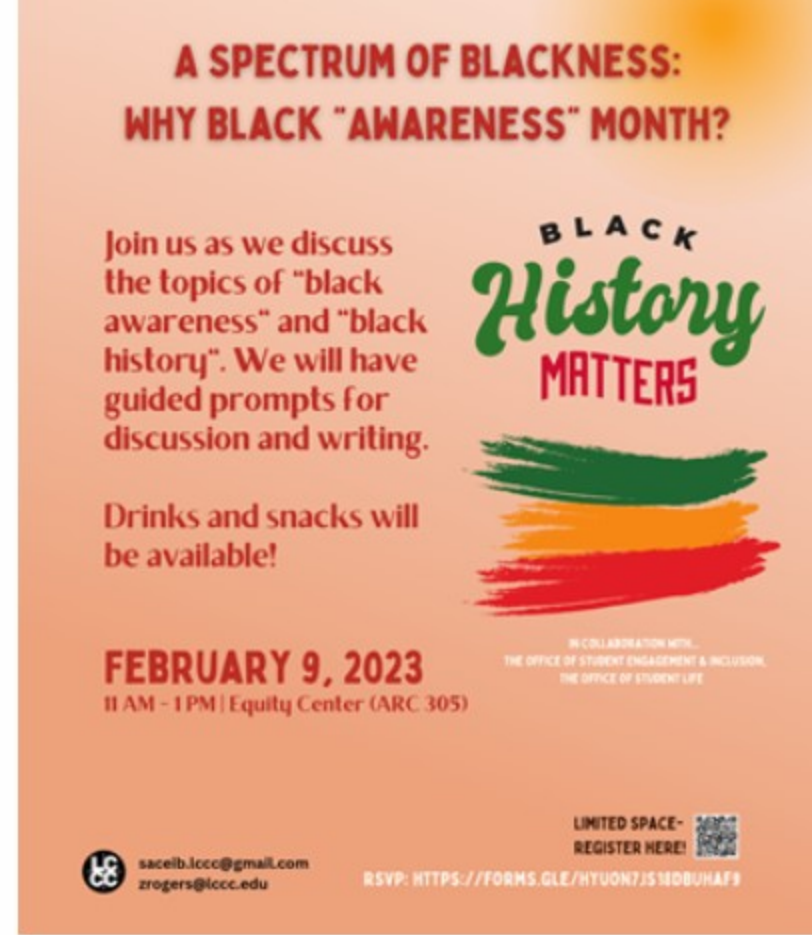
Digital Badges
Faculty and staff will have the opportunity to receive digital badges to display on LinkedIn, email signature and other areas, highlighting their professional achievements and commitment to continued learning. A number of different badges are available to anyone who completes the required 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, Cherryann Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

[Hide more >](#)

REMINDERS

Coffee Houses by SACEIB



The Student Advisory Council for Equity, Inclusion, and Belonging (SACEIB) will be hosting a series of workshops or Coffee Shops, in preparation for our March 1 Coffee House event. Students interested in performing but not sure about what to write are encouraged to attend this themed workshop series. For February, we will be using topics related to Black Awareness Month, through a series entitled "A Spectrum of Blackness." Workshops will include discussions, writing sessions, drinks, and snacks. There will be time within each session to share work with fellow participants.

SACEIB Workshops will take place on Thursdays in the Equity Center (ARC 305) from 11 a.m. to 1 p.m. Open to all, spaces are limited (15) -- **RSVP**.

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.

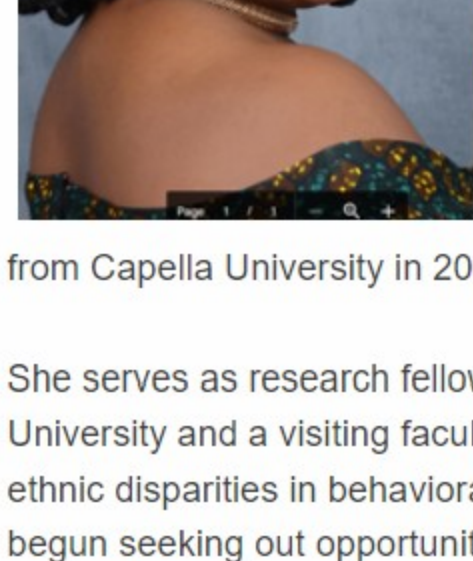
Faculty Award Nominations

Nominations for the 2022-2023 faculty awards are now being accepted by the Office of the Vice President for Academic Services and Student Development. The nomination deadline is Tuesday, Feb. 28. For information on the awards, click the links below:

- [Vice President's Faculty Recognition Award](#)
- [George W. Ellison Faculty Service Award](#)
- [Faculty Excellence Award](#)
- [Part-Time Faculty of the Year Award](#)
- [Adjunct Faculty of the Year Award](#)

To access the above links you must be signed into your LCCC.edu email account.

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 deadened by systemic oppression stemming from racist and discriminatory practices. Dr. Gill graduated from George Fox University with a bachelor of arts in psychology 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 agrannummosley@lccc.edu or ereichardt@lccc.edu.

SPIRIT & WELLNESS

Virtual Office Bingo

The Spirit Committee is hosting Virtual Office Bingo on Wednesday, February 15, 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 and have some fun and win some great prizes!

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.

