

ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPIRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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## ANNOUNCEMENTS

March 13, 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

- [March 2023 President's Desk](#)
- [LCCC Employment Openings](#)
- [Events](#)
- [This Week's 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 Rooms**  
**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. - 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 Hours**  
7:30 a.m. - 9:45 p.m., Monday through Thursday; 7:30 a.m. - 6 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. 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. Ann D. Bieber**  
Appointments can be made via Zoom. Email Tracy Bean at [tbean@lccc.edu](mailto:tbean@lccc.edu) to schedule an online meeting.

**VP Dr. Cindy Haney**  
1st and 2nd 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](mailto:rblue@lccc.edu) to schedule a hangouts meeting.

**VP Larissa Vorta**  
Access virtual office hours on Mondays from 3 to 8 p.m.; Tuesdays from 9:30 to 10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email [lborlows@lccc.edu](mailto:lborlows@lccc.edu) to arrange a scheduled meeting.

**VP Stefanie Neister**  
1st and 2nd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email Maria Bowen at [mbowen@lccc.edu](mailto:mbowen@lccc.edu) to schedule an online meeting.

**Dean Peggy Heim**  
Mondays from 3 to 5 p.m. Email [PHeim@lccc.edu](mailto: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](mailto:jrowlands@lccc.edu) to schedule a meeting.

**Dean Dr. Andrea Grannum-Mosley**  
Mondays from 1 to 3 p.m. Email [agrannummosley@lccc.edu](mailto:agrannummosley@lccc.edu) to schedule via Hangouts.

**Interim Dean Eike Reichardt**  
Wednesdays from 3 to 5 p.m. Email [EReichardt@lccc.edu](mailto:EReichardt@lccc.edu) to schedule online meeting.

**Dean Dr. Kelly Trahan**  
Mondays from 5 to 6 p.m. Email [kTrahan@lccc.edu](mailto:kTrahan@lccc.edu) to schedule an online meeting.

**CIO Joshua Mitchell**  
Tuesdays from 11 a.m. to noon. Email [JMitchell@lccc.edu](mailto:JMitchell@lccc.edu) to schedule online meeting.

**Dean Scott Aquila**  
Email [saquila@lccc.edu](mailto:saquila@lccc.edu) to schedule an online or face-to-face meeting.

### Spring Break Hours Vary

Please note the following change of hours during Spring Break.

**Bookstore Hours (March 13 - 17)**  
Monday - Wednesday: 9 a.m. - 6 p.m.  
Thursday-Friday: 10 a.m. - 2 p.m.  
Saturday/Sunday: CLOSED

You can always shop online 24/7 at [lcccshop.com](http://lcccshop.com).  
If you have any questions, please email [bookstore@lccc.edu](mailto:bookstore@lccc.edu).

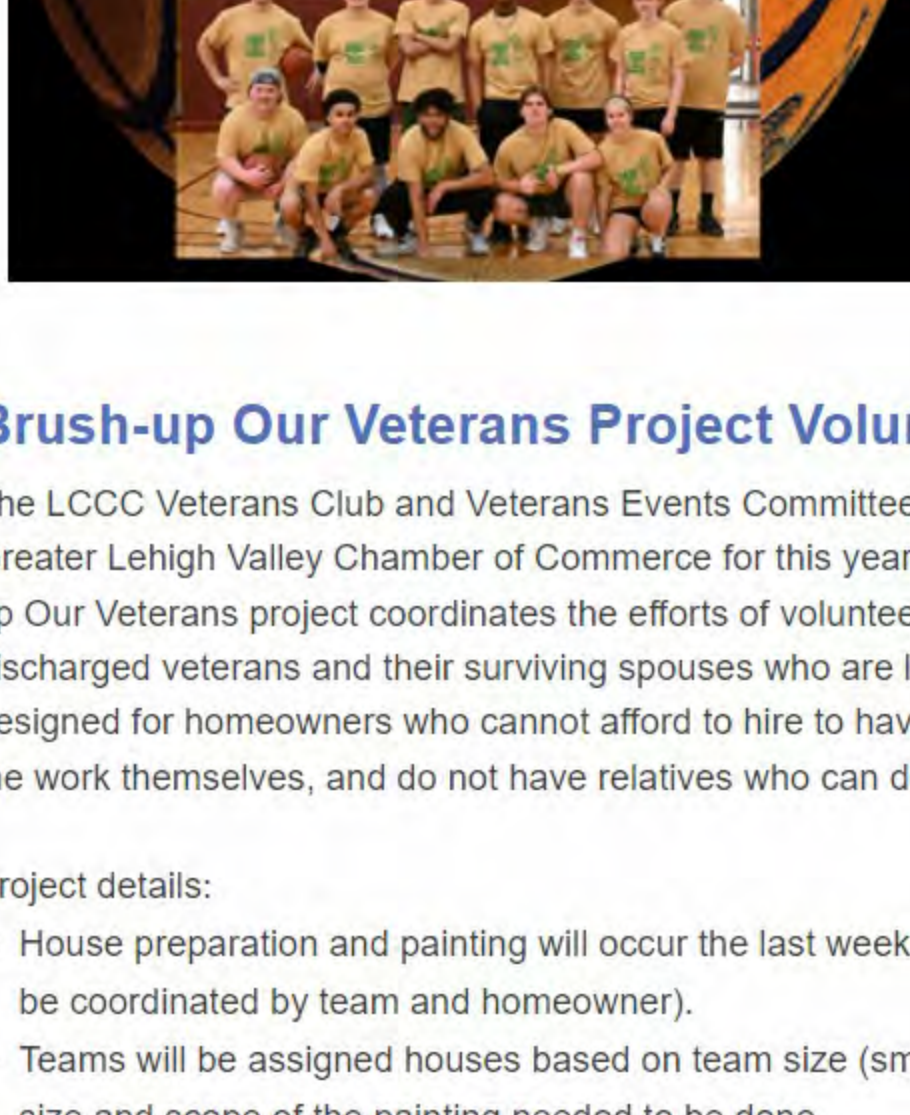
### Wellness Center

Monday: 9 a.m. - 5 p.m.  
Tuesday: 9 a.m. - 1 p.m.  
Wednesday: 9 a.m. - 5 p.m.  
Thursday: 9 a.m. - 12 p.m.  
Friday: CLOSED

### Main Cafeteria & Corner Cafe Closure During Spring Break

The Main Cafeteria and Corner Cafe will be CLOSED March 13 to March 17 for Spring Break. Normal business hours return starting March 20.

### Staff vs Student Game



Thank you to everyone who participated or came out to support the 2nd Annual Staff vs Student basketball game! Special shout out to Gene Eden, SGA and Clawrence for their halftime entertainment and refreshments. After an exciting back and forth game, the Staff were victorious for the second year, defeating the Student team, 62-60! View photos of the game courtesy of LCCC student, Cassie Samicky.

### Brush-up Our Veterans Project Volunteers

The LCCC Veterans Club and Veterans Events Committee is partnering with the Veteran & Military Council of the Greater Lehigh Valley Chamber of Commerce for this year's Brush-up Our Veterans- Lehigh Valley. The Brush-up Our Veterans project coordinates the efforts of volunteers to paint the outside of homes of honorably discharged veterans and their surviving spouses who are low-income elderly or permanently disabled. It is designed for homeowners who cannot afford to hire to have the work done, do not have the physical ability to do the work themselves, and do not have relatives who can do the work for them.

- Project details:
- House preparation and painting will occur the last week of April through the first week of May (exact dates to be coordinated by team and homeowner).
- Teams will be assigned houses based on team size (smaller teams may be combined), team's ability, and the size and scope of the painting needed to be done.
- Youth may participate but must be accompanied by a parent/guardian.

We are looking for volunteers to join our LCCC team. If you are interested in being added to our team, please email Erin Vermeulen, [evermeulen@lccc.edu](mailto:evermeulen@lccc.edu) by Monday, March 20, at Noon.

### Main Campus Network Scheduled Maintenance

We will be performing scheduled maintenance on the Main Campus Firewall on Thursday, March 16, from 6 to 10 p.m. During this time, all network services will be intermittently unavailable at the Schnecterville campus. Internet service for the Morgan site will also be impacted.

### College Wi-Fi Scheduled Maintenance

We will be performing scheduled maintenance on the college Wi-Fi system on Tuesday, March 14, from 3 to 10 p.m. During this time, all wireless network services will be intermittently unavailable college-wide. Wired network access will not be impacted by this change.

### Spring Open House Set for April 13

Prospective students and their families are invited to Lehigh Carbon Community College's in-person spring open house on Thursday, April 13, in the Community Services Center. The open house will be held from 6 to 8 p.m.

Admissions and financial aid representatives, academic advisors as well as faculty program coordinators will be on hand to answer questions. The open house is an excellent opportunity for prospective students of all ages to learn about degree and career programs, tour the campus, learn about scholarship opportunities and how LCCC can pave the way for an exciting and rewarding career or transfer to earn a bachelor's degree. Families are encouraged to attend with their prospective student.

- Meet with faculty coordinators about degrees and the many programs that interest you
- Learn about the LCCC admissions process, advising, transfer options, placement testing, athletic opportunities and more
- Attend presentations on financial aid and scholarships (offered in both English and Spanish), educational support and the Honors program
- Learn about classes and campus life
- Take a campus tour

Interested students should register at [www.lccc.edu/openhouse](http://www.lccc.edu/openhouse) or contact the LCCC Admissions Office at 610-799-1575 or [admissions@lccc.edu](mailto:admissions@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 this 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 [vblue@lccc.edu](mailto:vblue@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-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, 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. Attached 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

March's edition of the Online Learning Newsletter includes trainings, a new badge, Canvas Studio updates and tips/videos, and more. If you have any questions about anything in the newsletter contact us at [Onlinelearning@lccc.edu](mailto:Onlinelearning@lccc.edu).

### 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](mailto:onlinelearning@lccc.edu).

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

[Hide more >](#)

## REMINDERS

### Mark Your Calendars for the ePortfolio Showcase

LCCC students will present their ePortfolios during a Showcase and Awards event on Friday, March 24, at 1 p.m. in the Alumni Center.

The ePortfolios give students the opportunity to share their achievements and goals in a digital format. Join us in supporting our students. Guests will have an opportunity to talk with participants and see their ePortfolios before student presents to the group. For more information contact Fred Damon at ext. 1090 or [FDamon@lccc.edu](mailto:FDamon@lccc.edu).

### Job Fair Announcement and Chance for Faculty to win \$50

The Spring Job Fair will be held on Thursday, March 30, from 10 a.m. to 2 p.m. in the CSC. The Job Fair is a great opportunity for our students and alumni to network with professionals, research employers and career paths, and practice the skills they've been learning in our classrooms. This semester, we have some excellent employers registered like LVHN, Lutron, Commonwealth of Pennsylvania, and many more!

The Career Development Center (CDC) would greatly appreciate it if you would encourage students to attend. We are happy to visit your classes briefly to promote the Job Fair. Faculty members who invite a CDC staff member to visit their classes have the opportunity to win a raffle for a \$50 Visa gift card. Last semester, Darren Snyder was our lucky winner—Congratulations, Darren!

This event is free. For more information, contact the Career Development Center at ext. 1090 or [CareerServices@lccc.edu](mailto:CareerServices@lccc.edu). Please note that the upper portion of Lot F will be closed March 30, for employer parking.

### Connect.lccc.edu Scheduled Maintenance

We will be performing scheduled maintenance on connect.lccc.edu on March 13 from 10 a.m. - 1 p.m. During this time, connect.lccc.edu will be unavailable.

### LVHC Conference: Save the Date!

Lehigh Valley Research Consortium (LVRC) is hosting a community based research conference scheduled for Friday, April 28 from 9 a.m. to 1:30 p.m. at Cedar Crest College in Allentown, PA.

### Workshops include:

- Collaborating Across Disciplines
- Assessing Community Needs
- Building and Maintaining Collaborative Relationships
- Encouraging, Facilitating and Finding Benefit in Cross-Campus Collaborations

Plus, join us for a networking lunch. [Click here](#) to sign up to receive the invitation when registration opens.

Any questions, please contact Christine Carplino, Director of LVRC [carplino@lvrc.org](mailto:carplino@lvrc.org)

### Employee Resource Group Kick Off Meeting

As we continue to identify ways to better support and foster inclusion and belonging for employees at LCCC, we are seeking your participation in a discussion about creating employee resource groups.

The purpose of the groups is to provide interested LCCC employees a place to gather with others of common affinity or identity such as Hispanic/Latinx, LGBTQ+, African American, and/or others, as identified by the college community. The intention is to provide an avenue by which employees have greater opportunity to build a support system, participate in discussions about meaningful topics and share resources.

Participation is completely voluntary and not supervised or led by the institution. The college will support group meeting time during work hours.

Please join me from 11 a.m. to 12 p.m., Wednesday, March 22 in room 113B of the Student Services Center for more discussion on the concept, ground rules for strengthening the initiative and other constructive ideas to bring the college together.

If you have any questions prior to the meeting, please contact Donna Williams at [dwilliams@lccc.edu](mailto:dwilliams@lccc.edu).

### Reporting an Incident - START

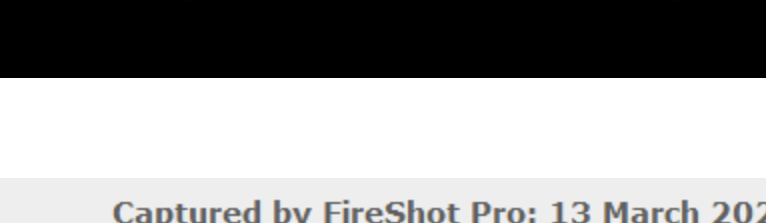
If you are aware of an incident that concerns you – student behavior, violations of the LCCC Code of Student Conduct, academic honesty, threats to harm others, etc., the college has an online reporting tool, START, for you to make an official report. You can also access this by clicking on "START" in 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 Associate Dean Brian DeLong at [bdelong2@lccc.edu](mailto:bdelong2@lccc.edu).

## SPIRIT & WELLNESS

### 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!

### 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 for more information.

