



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPORT & WELLNESS	COMMITTEE HIGHLIGHTS
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ANNOUNCEMENTS

March 2, 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" 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. - 5 p.m. Monday through Thursday; 8 a.m. - 5 p.m., Friday.

Lobby Hours
7:00 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. - 8 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

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 6 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 Laniessa Verta
Access virtual office hours on Mondays from 3 to 5 p.m.; Tuesdays from 9:30-10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email lverta@lccc.edu to arrange a scheduled meeting.

VP Stephanie Neester
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 Gramann-Mosley
Mondays from 1 to 3 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 jmitchel1@lccc.edu to schedule online meeting.

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

College Begins Climate Survey Process

To the college community, At LCCC, we understand that a welcoming campus climate is crucial to the learning process, student success and a sense of purpose in the workplace. We value a campus environment that advances principles of social equity and inclusion, environmental justice and equal access to resources and opportunities. The free exchange of differing ideas and viewpoints in supportive environments encourages students, faculty and staff to develop critical thinking skills that will benefit them throughout their lives.

To better understand the current campus climate, we need to gather information from our college community and to accomplish this, the college will embark on a comprehensive climate survey over the next few months. Planning has already begun, with the survey expected to launch next fall.

This is our opportunity to make positive, lasting changes and to continue building on the tenets on which LCCC was founded. To ensure full transparency, we have contracted with Rankin Climate, LLC, to help lead this effort. Rankin Climate has conducted more than 250 campus climate assessment projects over the last 22 years.

A team from Rankin Climate will be working with a committee of LCCC students, staff and faculty to develop and implement the assessment. The results will help us to develop programs and policies that will increase inclusivity, as well as enhance and replicate programs, services and policies that are meeting the needs of the community.

A climate project web site is being developed to provide communication on the project process and results. We will forward this site and additional information about the project as it is available.

I hope that you will join me in supporting this important project.

Sincerely,
Dr. Ann D. Bieber, President

ALICE Training Set for March 14

ALICE is an active shooter response program that consists of awareness and communication strategies and response option strategies. A training session is scheduled for 9 a.m.-1 p.m., Tuesday, March 14. The awareness and communication strategies consist of situational awareness and alerting others. Situational awareness is your perception of your environment and how you comprehend and respond to that environment. Alert is the information you provide to others so they can choose the best strategy for their own safety.

ALICE training empowers all citizens with the skills and knowledge to respond when shots are fired. During this training, we will discuss how we can increase survivability by empowering all of you to participate in your own survival. We will look at situational and environmental awareness along with the options to use to respond to an alert. This training will help prepare for a Violent Critical Incident (VCI). This course has been designed with trauma informed training in mind. Learning the ALICE strategy is extremely important for all of us who work in an education setting, as many tragic active shooter events have been becoming more and more prevalent in today's society.

Sign up online for the training. The class will include drills and scenarios, so will last about four hours. The class is only offered in person and registration is imperative as the class has limited seats. If you have any questions, contact Assistant Public Safety Supervisor Ashley Macarski at amacarski@lccc.edu.

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.

Admissions Events and Activities

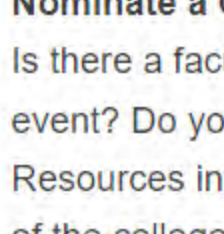
Check out the events and activities from Admissions in their [March newsletter](#).

Online Learning March Newsletter

Check out the March issue of the [Online Learning Newsletter!](#) This month's 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.

March 3 Spirit Day - Wear Something Green

Tomorrow, Friday, March 3, is Spirit Day. Show your shamrock pride by wearing something green!



GenCyber LCCC Offers Information Sessions for Cyber Security Teacher Camp

GenCyber Camp is a professional development course for secondary teachers funded by the NSA and GenCyber to promote cybersecurity awareness through teacher training and community building. This week-long camp scheduled for June 12-16 provides opportunities for teachers in Carbon, Lehigh, Luzerne, Northampton and Berks Counties to collaborate and explore cybersecurity topics that are appropriate for all secondary age groups. Topics include: computer components, computer networks, cryptography, cybersecurity, safe online behavior and cyber ethics.

The camp will be held on the campus of Lehigh Carbon Community College from 8:30 a.m. to 4:00 p.m. Teachers will be compensated for their participation with a daily stipend. An additional stipend is included for participation in the pre-camp and post-camp sessions. **These sessions will be held virtually.**

To learn more about the GenCyber Teacher Camp at LCCC, register for one of these virtual information sessions to be held from 6 to 7 p.m.:

- March 23
- April 27

Additional information can be found on the [LCCC GenCyber webpage](#) or contact Stephanie Spencer at (610) 799-1050 x3705 or GenCyberLV@lccc.edu.

ADMINISTRATIVE UPDATES

Human Resources News

Nominate a Colleague for Spotlight on Excellence

Is there a faculty or staff member who you know 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 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 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

March'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

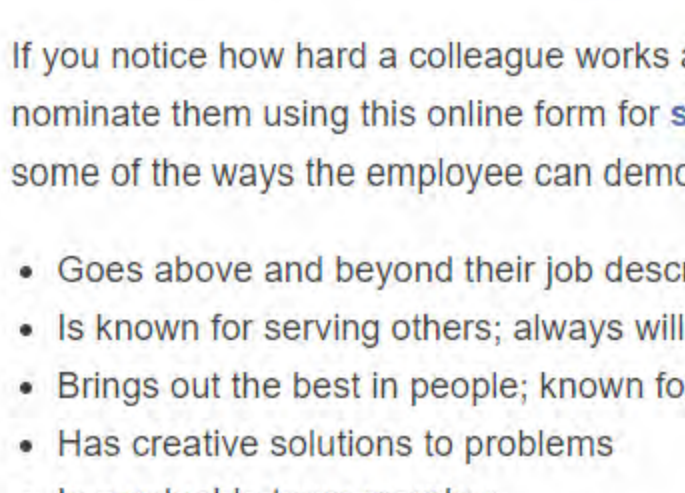
Faculty and staff will have the opportunity to receive digital badges to display on LinkedIn, email signature and other areas, highlighting their professional achievements and commitment to continued learning. A number of different badges are available to anyone who completes the required training or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

[Hide more >](#)

REMINDERS

Blood Drive at LCCC on Wednesday, March 8

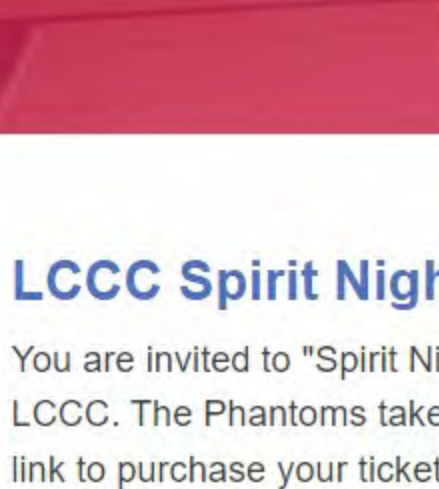


We will be holding a blood drive in partnership with Miller-Keystone Blood Center on Wednesday, March 8, from 8:30 a.m. to 2:30 p.m. in the Student Union.

This will be our first on-campus, live-saving since July of 2021 and we are excited to bring this vital blood-drive community service event back to our campus community. Blood donations from this event will stay in our local communities to assist with blood needed for accident victims, cancer patients, and patients needing blood transfusions. The blood supply continues to be at critically low levels and with donations down across the state, these events are extremely important to help maintain and replenish the blood supply.

We are looking to fill all of our allotted appointments in advance and you can schedule an appointment by calling 800-223-6667 Ext. 2 and mention Group # 5935 or by clicking here. All registered donors will receive a \$6 Gourmet Dining Food Voucher and be entered into a drawing for prizes with a top prize of a \$50 VISA gift card!

Spring Bookstore Champion Sale



Get your LCCC gear before Spring Break! The Bookstore is offering a 20% off sale on all Champion products both in-store and online. The sale will run from March 1-7. Shop online at lcccshop.com or come see us in the bookstore. Some exclusions may apply.

Budget Savings Ideas Welcomed

In an effort to make a positive impact on the budget, the Executive Team is soliciting ideas from the college community for cutting expenses or growing revenue. As we close out the 2022-23 budget in a deficit and prepare for the 2023-24 budget cycle, all ideas are welcome for ways we can change the deficit trajectory.

You can make recommendations anonymously, or include your name, if you wish. But the Executive Team wants ideas and initiatives they could review for consideration.

Ideas could be energy saving initiatives, streamlining processes, eliminating or consolidating programs, or establishing partnerships with community groups.

Think about ways within your department you could save money or produce revenue, if appropriate. Or ideas for other areas that could also impact spending and revenue.

Please send your ideas via this form to the Executive Team and we will evaluate all the feedback and implement those with the greatest impact. Nothing is too small or too ambitious – give us your best ideas. Individuals will also be invited to present to Executive Team if you wish.

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 or submit an incident report. 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.

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.

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 helpful 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.

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!

Staff vs Student Game

Try your luck in the 2nd Annual Staff vs Student basketball game! Sign up by March 9. Halftime entertainment and snacks will be provided by SGA.

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.

