



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPIRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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ANNOUNCEMENTS

March 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

- [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. - 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 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 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 8:30-10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email kbellross@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 Maria Bowen at mbowen4@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
Mondays from 11 a.m. to noon. Email saquila@lccc.edu to schedule an online or face-to-face meeting.

Honors College Sponsors Guest Speaker

The Honors College Drs. Adelle & Richard Ziemer Lecture Series will sponsor guest lecturer, Dr. Brenna Traver on Monday, March 27, at 2:30 p.m. in the Alumni Center. Her lecture, entitled "Dancing Bees," will discuss how honey bees use a form of communication called the dance language to indicate where a resource is located.

Brenna Traver is a Connecticut native with undergraduate degrees in both biology and biochemistry from Eastern Connecticut State University. She went on to earn both her graduate degrees at Virginia Tech, with a masters in life sciences working on genetic control strategies for vector-borne infectious diseases, particularly those spread by mosquitoes. She then earned a PhD in entomology working on the infection cycle and transmission of a newly described pathogen in honey bees. She received a USDA NIFA postdoctoral fellowship and then accepted a position at Penn State Schuylkill where she is an Associate Professor in Biology. She teaches molecular biology, genetics, biochemistry courses, and her favorite course; a course on honey bees.

Transformative Strategic Planning Information Sessions

Join us for an information session on the status of our Strategic Plan. This process started in August 2022, with the SWOT analysis. The Leadership Team has been working hard to develop the goals and objectives for the areas identified through the SWOT. These will be presented at the following information sessions, which will be recorded and shared for any who are unable to attend.

Monday, March 27, at 1 p.m.

[Join Zoom Meeting](#)

Tuesday, March 28, at 3:30 p.m.

[Join Zoom Meeting](#)

Save the Date - Employee Summer Picnic and Talent Showcase

Mark your calendars for Wednesday, June 14, from 11:30 a.m. to 1:30 p.m. for Spirit Committee's Employee Summer Picnic! This year, we would like the opportunity to showcase some of the amazing talents that our faculty and staff have to offer. Performances will be scheduled between noon and 1 p.m. in 10 to 15 minute segments. If interested, please fill out [this form](#), and let us know what talent you'd like to bring to the table!

Questions can be directed to Ronnie Blue at rblue@lccc.edu or Tina Dowling-Hackett at tdowlinghackett@lccc.edu.

Preparing for Commencement: 2023 Faculty Regalia Ordering

Commencement is Wednesday, May 17, at the PPL Center.

The Bookstore is currently taking orders for faculty regalia. **The due date is March 25.** LCCC's bookstore manager, Rachel Frame, will need to place orders **no later than April 1** to get the regalia in time for graduation. You can place your order by using [this link](#). A reminder that Commencement is a report day.

If you have any questions, please reach out to Rachel.
LCCC Bookstore - 2nd floor of the ARC
Phone: (610) 799-1034 Fax: (610) 799-1719
Website: www.LCCCshop.com
Email: r.frame@follett.com or rframe@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 if you have a 5–10 minute opening in your class over the next several weeks! 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. Please note that the upper portion of Lot F will be closed March 30, for employer parking.

ADMINISTRATIVE UPDATES

Human Resources News

Nominate a Colleague for Spotlight on Excellence

Is there a faculty or staff member you know would 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 after 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 >](#)

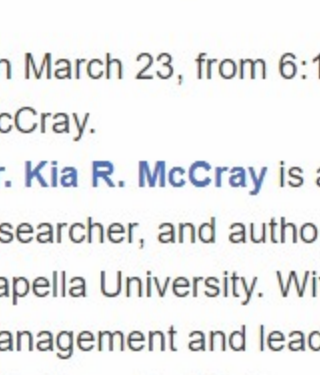
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[Hide more >](#)

REMINDERS

Inclusion Certificate 2023

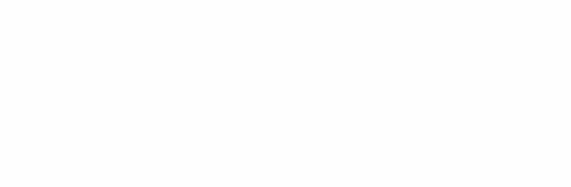
The Diversity Equity Inclusion and Belonging Committee presents two events this month.



On March 20, from 2:30 - 3:40 p.m. at the Donley Center, the **PA State Police Heritage Affairs Section** will present "Serving in Underserved Communities." The Heritage Affairs Section works closely with the Legislative Black Caucus and Governor's Advisory Commissions on African American Affairs, Asian Pacific American Affairs, and Latin American Affairs. Members also interact with the National Organization of Black Law Enforcement Executives, NAACP, and several Department of Justice Community Relations Divisions. The Heritage Affairs Section regularly provides subject matter experts to the Pennsylvania Human Relations Commission.

On March 23, from 6:15 - 7:20 p.m. join via Zoom for "Belonging and Mental Health" presented by Dr. Kia R. McCray.

Dr. Kia R. McCray is an accomplished Licensed Doctor of Social Work, researcher, and author, with degrees from Rutgers University and Capella University. With a background in social work that includes management and leadership positions focusing on implementing quality initiatives, Dr. McCray has begun to use her skills in the areas of mental health and wellbeing along with education and professional development in order to inspire others through self-improvement and empowerment.



For more information or to receive the Zoom link, contact agramnummosley@lccc.edu or ereichardt@lccc.edu.

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 by Monday, March 20, at Noon.

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 selected students present to the group. For more information contact Fred Damon at ext. 1090 or FDamon@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.

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 staff for more information.

