



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPIRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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ANNOUNCEMENTS

March 9, 2023

Submit Your College Voice News Items

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

Customer services Monday through Friday to all sites.

Bookstore Hours

Monday-Thursday: 9 a.m.-4 p.m.; Friday: 9 a.m.-1 p.m.; Saturday and Sunday: CLOSED.
Library Hours

7:30 a.m. - 9:46 p.m., Monday through Thursday; 7:30 a.m. - 6 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. Ann D. Bieber
Appointments can be made via Zoom. Email 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 chaney@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 Nestor
1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email stnestor@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 Grannum-Mosley
Mondays from 1 to 2 p.m. Email agrannummosley@lccc.edu to schedule via Hangouts.

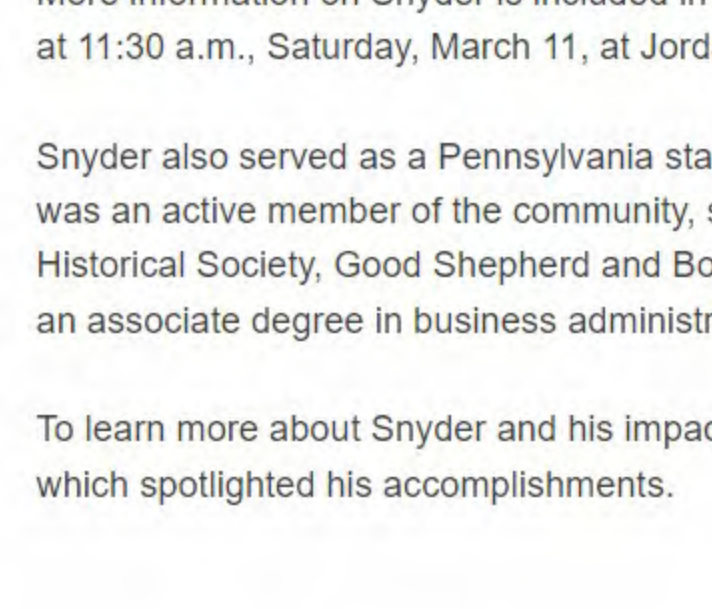
Interim Dean Elise Reichardt
Wednesdays from 3 to 5 p.m. Email EReichardt@lccc.edu to schedule online meeting.

Dean Dr. Katelyn 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 JMitchell10@lccc.edu to schedule online meeting.

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

Former LCCC President Donald Snyder Dies



Donald Snyder, president of LCCC from 2000 to 2013, died on Saturday, March 4, at his home in Orfield.

"We are very sorry to hear of the loss of Donald Snyder," said Dr. Ann Bieber, LCCC president. "He served his community both as a Pennsylvania state legislator and as past president of LCCC. We thank him for his leadership and express our condolences to his family at this very sad time."

More information on Snyder is included in his [obituary](#). Calling hours are planned for 9-11:30 a.m., with funeral at 11:30 a.m., Saturday, March 11, at Jordan United Church of Christ in Allentown.

Snyder also served as a Pennsylvania state representative from 1981 to 2000, representing the 134th district. He was an active member of the community, serving as a member of the board of PBS 39, the Lehigh County Historical Society, Good Shepherd and Boy Scouts' Minst Trail Council. He was a 1971 graduate of LCCC with an associate degree in business administration.

To learn more about Snyder and his impact on LCCC, see the [Aspire](#) magazine article from the summer 2014, which spotlighted his accomplishments.

Spring Break Bookstore Hours

Hours for the Bookstore during Spring Break (March 13 - 17) are:

Monday - Wednesday: 9 a.m. - 6 p.m.

Thursday-Friday: 10 a.m. - 2 p.m.

Saturday/Sunday: CLOSED

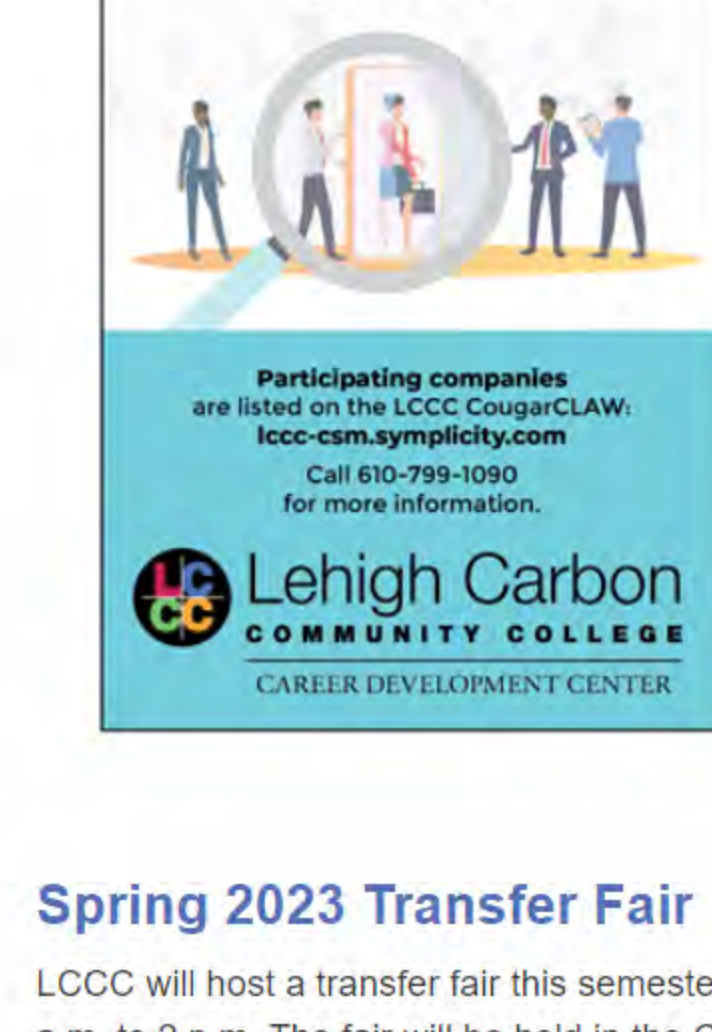
You can always shop online 24/7 at lcccshop.com. If you have any questions, please email bookstore@lccc.edu.

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.

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.

Spring 2023 Transfer Fair

LCCC will host a transfer fair this semester for students, alumni and the public on Tuesday March 21 from 10 a.m. to 2 p.m. The fair will be held in the Community Services Center. Representatives from various colleges and universities will be on hand to answer questions about transferring from LCCC to a four-year school. This is a great opportunity for students to begin the next step on their path toward an exciting future!

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.

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 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 report where 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

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.

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, Cherryn Joseph, Floraba Melendez, Michael Owen and Timothy Shoemaker.

[Hide more >](#)

REMINDERS

LVRC 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 Carpio, Director of LVRC carpio@lvrc.org

Now Accepting: Donations for Period Poverty Project

Collection Dates: March 6-March 31

Did you know?

Around 500 million women and girls struggle to access menstrual products. In fact, 1 in 4 women struggled to purchase period products within the past year due to lack of income. A woman will spend over \$6,000 on period products in her lifetime. These products, a necessity for women, often cause a financial burden.

How can you help?

Please help women in need by offering a period product donation. Your donation will address period poverty in our community. Items to donate include pads, tampons, and wipes.

Near Peggy Ryan's office: ARC 300

Near Annetta Helm's office area: SSC126

Near Jodi Rowland's office area: SSC 124

Near Robin Musselem's office area: SSC 102

Duplicating Room: Mailbox area

Tamaqua Campus: Near Security Office

Donley Campus: Behind the front desk area

For questions contact Carrie Myers at cfmyers@lccc.edu or 484-602-5720. This project was designed by Bethany Gogola, adjunct professor, in connection to the DEI Training, A Call for Social Justice. Bethany's project is also a collaborative effort with campus student groups such as SGA (guided by Gene Eden), Social Justice Club (guided by Diana Sweigert), Women's Studies students (guided by Anney Ryan), and Speech Honors students (guided by Jennifer Myskowski).

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.

There are only a few spots left. Sign up online for the training. The class will include drills and scenarios, so will last about four hours. The class is only 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.

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.

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.

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.

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.

