



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPIRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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ANNOUNCEMENTS

April 4, 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

[April 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's 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 9:30 to 10:30 a.m., and Thursdays from 12:30 to 2 p.m., or email lbevross@lccc.edu to schedule 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 mibowen@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 JMitchell1@lccc.edu to schedule online meeting.

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

Online Learning April Newsletter

Check out the April edition of the [Online Learning newsletter](#). In this edition we highlight events, talk about important end dates for the training stipends, go over AI and ChatGPT, and feature a new page - the monthly Faculty Spotlight! This month's Faculty Spotlight is Lacey Gonzalez.

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:

April 14 – Career Development & Finance

April 28 – Business Office

May 12 – Foundation/IT Support Services

If you have any questions, please contact Jodi Rowlands at jrowlands@lccc.edu.

Prospective Business Students Invited to LCCC Induction Ceremony

Prospective business, accounting, human resources and paralegal students are invited to attend LCCC's KBD/LEX Honors Society Induction Ceremony on Tuesday, May 2, from 5:30 to 6:30 p.m.

The event will include speakers within the fields of business and paralegal studies, a brief induction ceremony and the opportunity to hear more about the programs offered at LCCC. This is a great opportunity, not only to speak with faculty in your intended programs, but also to interact with current LCCC students in your interested field of study.

KBD (Kappa Beta Delta) encourages and recognizes the scholarship and accomplishments of students in associate degree programs accredited by the Accreditation Council for Business Schools and Programs.

LEX (Lambda Epsilon Chi) recognizes students with superior academic performance in the paralegal program at Lehigh Carbon Community College. The paralegal program at LCCC is the only program in the region approved by the American Bar Association.

Students should register for the ceremony in advance. Questions about this event, and other inquiries about LCCC, can be directed to admissions@lccc.edu or by calling 610-799-1575.

LCCC Holds Program-Focused Information Sessions

Students interested in a range of degree programs will have the opportunity to attend program-focused information sessions at Lehigh Carbon Community College this spring. These information sessions will give prospective students and their families a glimpse into the curriculum, an opportunity to meet faculty, tour facilities and ask questions.

These events are designed for students who are interested in several areas of study and we encourage you to attend more than one. They will be facilitated by faculty members and the admissions team. Each event will conclude with an optional tour of campus.

Further details about each event can be found by clicking on their respective registration links.

6-7:30 p.m., Wednesday, April 26: Education Programs - [REGISTER HERE](#)
Session will highlight Early Childhood Education, Education and Special Education.

4-5:30 p.m., Wednesday, May 3: Professional Trades Programs - [REGISTER HERE](#)
Session will highlight Professional Trades, Technology, Mechatronics and Production Technician programs. *Please note, this session will not include an overview of the Aviation and Professional Pilot programs. Virtual aviation specific information sessions will begin in Fall 2023. Check website for further details.*

4-5:30 p.m., Thursday, May 4: Human and Public Services - [REGISTER HERE](#)
Session will highlight Criminal Justice, Human Services, Psychology and Social Work programs.

5:30-7 p.m., Monday, May 8: Communications, Media and Arts - [REGISTER HERE](#)
Session will highlight Communication, Computer Game and Simulation Development, Computer Generated Animation and Digital Arts, Fine Arts/Studio Arts, Graphic Design, Music/Sound Production, TV/Film and Visual Media programs.

4-5:30 p.m., Wednesday, May 10: Computer Science and Information Technology Programs - [REGISTER HERE](#)
Session will highlight Cisco, Forensics and Digital Security, Game Development, CIS, Computer Science, Networking, Programming and Web Design.

4:30-6 p.m., Thursday, May 11: STEM Programs - [REGISTER HERE](#)
Session will highlight programs in the Sciences, Engineering and Mathematics.

4-5:30 p.m., Tuesday, May 16: Veterinary Technician Program - [REGISTER HERE](#)

4-5:30 p.m., Tuesday, May 23: Health Care Programs - [REGISTER HERE](#)
Session will highlight programs in Medical Assisting, Health Information Technology, Health Sciences and shared programs in Dental Hygiene, Histotechnician and Respiratory Care. *Please note, this session will not include an overview of the Nursing Programs. Virtual nursing specific information sessions will begin in Summer 2023. Check website for further details.*

Prospective students should register in advance. Questions about these sessions and other inquiries about LCCC can be directed to admissions@lccc.edu or by calling 610-799-1575.

Diversity Networking Event and Panel

Join First Year Experience and Student Engagement & Inclusion for our Diversity Networking Event. Come mingle and eat with other staff, faculty, students and alumni, as well as hear from our panelists about their journey to personal and professional success. Open to all students, staff and administration. We look forward to seeing you there! RSVP [here](#) by April 3.

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-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 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 >](#)

Online Learning News

The April edition of the Online Learning Newsletter we highlight upcoming events, talk about important end dates for the training stipends, go over AI and ChatGPT, and feature a new page - the monthly Faculty Spotlight! This month's Faculty Spotlight is Lacey Gonzalez. 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, Cherryann Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

[Hide more >](#)

REMINDERS

Recognition of Suicide Awareness and Prevention Display

In recognition of suicide awareness and prevention, the college will display flags in memory of people who have taken their own lives. There will be 1,100 white flags representing the college students who lose their lives nationally to suicide and 132 American flags will represent the number of U.S. Veterans, Active Component, Reserve and National Guard who lost their lives to suicide in the fourth quarter of 2022. The flags will be on the lawn across from the Student Services Center for a week, beginning on April 3 through April 6. We will start placing the flags at 8 a.m. on April 3 for all those in the campus community who would like to participate.

If you need to talk, the National Suicide Prevention Lifeline can be contacted by calling 988. To speak with a professional, licensed counselor at the Counseling Center, call 610-799-1895 or email counselingcenter@lccc.edu to schedule an appointment.

Academic Council 2023-2024 Draft Academic Plan Available to View

Academic Council has now posted the draft of the 2023-2024 Academic Plan for review. It can be found on the portal: Faculty/Staff Resources, Strategic Planning and Institutional Assessment, and then Plans; it is the last bullet point. It can also be viewed [here](#). Academic Council welcomes all feedback which can be directed to any council member or council chair Christine Flores, cflores@lccc.edu.

MOAB Training on April 14

MOAB® Training International, Inc. is a respected leader among training and consulting organizations across the United States and Canada, specializing in programs on managing aggressive behavior. Since 1984, over 5,000 agencies have benefited from their highly researched, state-of-the-art programs. MOAB's goal is to teach participants how to protect themselves from injury, and at the same time, control individuals without causing them harm. Their valuable programs are based on sound principles and empower people with the necessary skills to avert conflict and injuries through various de-escalation techniques.

This class is extremely important for all of us who work in an education setting, as there are many situations where we may be confronted by an aggressive individual. If you have any questions, please contact Assistant Public Safety Supervisor Ashley Macarski by email, amacarski@lccc.edu.

Please RSVP by April 7 here. Be advised that this class is only offered in person and there is no option for a virtual class. Class will be held on April 14, at 9 a.m.

Registration Now Open for LVRC Conference

Join the Lehigh Valley Research Consortium on Friday, April 28, from 9 a.m. - 1:30 p.m. at Cedar Crest College to learn more about community based research, as well as the opportunity to meet and connect with those who are doing community based research in the Lehigh Valley.

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. Cost is \$25 per person.

Any questions, please contact:
Christine Carpino, Director of LVRC at carpino@lvvalc.org

Click [here](#) to register.

Christine Wargo Send Off

After many years of dedicated service to LCCC students as an Academic Advisor, Christine Wargo will be leaving LCCC to pursue other goals. Please stop by SSC120 on April 3 between 1 - 3:30 p.m. to enjoy some memories, well wishes, and cake for Christine. We wish her all the best in her new endeavors!

SPRIT & WELLNESS

Spirit Day - Wear Pastel / Spring Colors

Don't miss out on Spirit Day on Thursday, April 6. Wear your favorite pastel colors in the spirit of Spring: light pinks, light yellows, baby blues, etc. We can't wait to see your colorful outfits!

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.

