



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

April 6, 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 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. - 5:45 p.m., Monday through Thursday; 7:30 a.m. - 5 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 Café**  
Open 8 a.m. - 1:20 p.m. Monday to Thursday, Open 8 a.m. - 1 p.m. on Friday

The Main Cafeteria and Corner Café 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 3rd Mondays from 4 to 5 p.m. and 2nd and 4th Thursdays from 4 to 5 p.m. Email [chaney@lccc.edu](mailto: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 8:30 to 10:30 a.m., and Thursdays from 12:30 to 2 p.m., or email [lverta@lccc.edu](mailto:lverta@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 [mibowen@lccc.edu](mailto:mibowen@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 Gramann-Mosley**  
Mondays from 1 to 3 p.m. Email [agramannmosley@lccc.edu](mailto:agramannmosley@lccc.edu) to schedule via Hangouts.

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

**Dean Dr. Kelly Trahan**  
Mondays from 3 to 5 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 [jmitchell1@lccc.edu](mailto:jmitchell1@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.

### Successful Job Fair

Over 300 students and guests attended the Job fair last week making this the Career Development Center's most successful event since fall 2019. Feedback was overwhelmingly positive on everything from improved communication/marketing and a more comfortable room arrangement to those free back massages provided by PTA students. Empowered together, we are amazing. A huge "Thank You" to everyone, students and staff who volunteered their time and contributed to the success!



### LCCC Vet Tech Club Hosts Bat Program

The Veterinary Technician Club at LCCC and Education Program in partnership with the Pennsylvania Bat Rescue on Saturday, April 15, from 11 a.m. to 1 p.m. The program will be held at the Schnecksville campus in the Outdoor Classroom adjacent to Parking Lot G (inclement weather location will be the Student Union; park in Lot A.). A formal presentation is scheduled for 12 p.m.

The Pennsylvania Bat Rescue is an organization founded with the belief that bat species throughout the world should be valued for their ecological and environmental importance and services. They believe wildlife rehabilitation is a vital service, and education is essential to dispelling common misconceptions and for the conservation and protection of bat species.

Steph Stronsick, executive director of Pennsylvania Bat Rescue, will be onsite with some of the bats currently in the rescue program. Steph started the Pennsylvania Bat Rescue in 2012. The organization is located in Mertztown, PA. Stronsick will share information about the important role bats play in our ecosystems and their designation as a keystone species, as well as information about the fungal disease that causes white nose syndrome, and its devastating effects on the bat population and implications for other species and ecosystems. She will also discuss the misinformation of the connection of bats and rabies.

This program is free and open to the public; however, donations will be accepted to support the ongoing work and rehabilitation and educational efforts of the Pennsylvania Bat Rescue.

### Pizza with the President

Refreshments served. RSVP to Tracy Bean at <a href="mailto:tbean@lccc.edu">tbean@lccc.edu</a>	
<b>LCCC Main</b> Monday, April 10 2:30 - 3:30 p.m. Technology Center, TC 203	<b>LCCC Tamaqua</b> Tuesday, April 11 10:30 - 11:30 a.m. MC 104/105
<b>LCCC Allentown</b> Tuesday, April 25 11:30 a.m. - 12:30 p.m. Donley Lower Level Lounge	<b>Virtual</b> Monday, April 10 6:00 p.m. Click <a href="#">HERE</a> for Zoom link.

Access Zoom link [here](#).

### Finance Office Year End Deadlines

#### Finance Office: Fiscal Year End 22/23 Deadline Dates

- 5/12/23 - Grant Purchase Requisitions
- 5/31/23 - College Purchase Requisitions
- 6/16/23 - Last day for FY22/23 credit card and W.B. Mason purchases
- 6/19/23 - Travel reimbursements – Allentown and Tamaqua sites
- 6/19/23 - Student stipends
- 6/23/23 - Last day to submit:
  - Duplicating jobs
  - Travel Reimbursements – Main Campus
  - Employee Reimbursements – Main Campus
- 6/30/23 - All FY22/23 goods & services "received"
- 6/30/23 - All Accounts Payable invoices must be approved and submitted to the Finance Office
- 7/06/23 - Final FY22/23 Accounts Payable check run
- 6/22/23 - Final FY22/23 payroll pay date – contracted staff
- 7/06/23 - Final FY22/23 payroll pay date – limecard staff (paydays of 6/18-6/30)

### Monday, April 10, Is an Academic Friday

Monday, April 10 will be an academic Friday. This means that all regularly scheduled Monday classes will not be meeting. All Friday classes will be held on Monday, April 10. This includes face-to-face, hybrid, and remote courses.

## 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](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, Cherrlyann Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

[Hide more >](#)

## REMINDERS

### 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 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](mailto:jrowlands@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 their 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 a aggressive individual. If you have any questions, please contact Assistant Public Safety Supervisor Ashley Macarski by email, [amacarski@lccc.edu](mailto: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 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@lvac.org](mailto:carpino@lvac.org)

Click [here](#) to register.

## SPRIT & WELLNESS

### 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.

