



July 13, 2023

Submit Your College Voice News

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
Email CollegeVoice@lccc.edu with New Submissions
[View Previous College Voice Editions](#)

Quick Links

- [President's Desk July 2023](#)
- [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 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.-5 p.m.; Friday 9 a.m.-1 p.m.; Saturday and Sunday: CLOSED
- Library Hours**
7:30 a.m. – 5:00 p.m., Monday through Friday
- Wellness Center**
10 a.m. – 3 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 lverta@lccc.edu to arrange a scheduled meeting.
- VP Stefanie Hester**
1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email Marie 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 Grannum-Mosley**
Mondays from 1 to 3 p.m. Email agrannummosley@lccc.edu to schedule via Hangouts.
- Interim Dean Elke Reichardt**
Wednesdays from 3 to 5 p.m. Email lreichardt@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 jmitchell10@lccc.edu to schedule an online or face-to-face meeting.
- Dean Scott Aquila**
Email saquila@lccc.edu to schedule an online or face-to-face meeting.

ANNOUNCEMENTS

Recruiting Volunteers for Foundation Golf Classic

The LCCC Foundation's Tony Boyle Memorial Golf Classic is scheduled for Monday, Oct. 2, at The Club at Twin Lakes. We are currently recruiting for volunteers who can spend two hours or more helping at the tournament. The time you spend to volunteer does not need to be used as vacation or personal leave, but employees need to secure approval from their supervisor. The form is available in the portal under [Employee Payroll and Benefits](#). "Leave Request Form." Complete the form and check the box for "Other."

To sign up, go to the Sign Up Genius [link](#).

Also, donations for the Barrel of Cheer basket are being accepted, which could include bottles of wine or spirits. This will be used as a raffle item at the golf tournament to raise additional funds while the golfers are playing the course. Please drop off your donation in the Office of College Relations, room 112 of the Student Services Center, or contact JoEllen Rooney, Alumni and Events Manager, at jrooney@lccc.edu for pick up.

Medicaid and CHIP Renewal

Due to a change in federal law that took effect April 1, 2023, Medicaid recipients must complete annual renewals to maintain their coverage. This is a change from rules put in place during the pandemic which allowed individuals to remain enrolled on Medicaid even if they became ineligible based on regular eligibility criteria, except in rare circumstances. For additional background on this topic, visit DHS website at <https://www.dhs.gov/phe>. You can also view information [here](#).

LCCC Offers Saturday Office Hours for Fall Registration

For the convenience of students who are registering for the Fall 2023 semester, Lehigh Carbon Community College (LCCC) will hold virtual office hours on Saturdays, Aug. 19 and Aug. 26, from 9 a.m. to 3 p.m., to help students with services they need to be ready for the fall semester. Contact information for each of the services available is below.

The following services will be offered via email or phone on Aug. 19 and 26:

- Admissions – 610-799-1575 or [Admissions@lccc.edu](#).
- Academic Advising – schedule an [appointment](#) online. (Appointments must be scheduled in advance – no one will be available to answer phone calls or emails on those days.)
- Financial Aid – 610-799-1133 or fnaid@mymail.lccc.edu
- Make tuition payment or set up payment plan – Business Office, 610-799-1592 or burgart@mymail.lccc.edu
- Registration/Student Records – 610-799-1171 or registrar@mymail.lccc.edu

All tuition payments are due at time of registration. Current students can register or make payment online through the portal <http://myLCCC.edu/>.

Fall classes begin Aug. 28, and students can register through Sept. 1. For more information, visit www.lccc.edu or contact LCCC at 610-799-1575.

Tutoring Available for Summer Session II

During Summer session II, face-to-face tutoring is available at the Schnecksville (SH150) campus. Labs are open (walk in) with no appointment needed. Up-to-date schedules are posted in the portal. The schedule can also be viewed [here](#).

[Remote tutoring](#) appointments are booked online by students. LCCC tutors meet virtually through Zoom.

NetTutor has replaced Schoology as our online tutoring platform. NetTutor is free to students and available outside of college operating hours. Professional tutors provide both synchronous and asynchronous tutoring. NetTutor is accessed by clicking the link in any Canvas course menu.

For questions about tutoring, please call the Educational Support Center at 610-799-1156 or email educational-support-services@lccc.edu

Update on Canteen Food Service

The installation and stocking of the self-service food kiosk at the Corner Café area on the Schnecksville campus is scheduled to be completed this week, with the market fully stocked with food items. The Avenue C in the ARC (cafeteria area) is planned to be completed by Monday, July 24. The Pico Market in the Rothrock Library has been installed and stocked, and is open and ready for use.

Canteen Vending Service is planning grand openings and celebrations once the fall semester starts to make sure students and returning staff and faculty are aware of the new food options.

Also, a process for on-campus catering and food delivery/pick-up in lieu of on-site catering is being developed this summer. More information on that will be shared in the next few weeks.

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. [AttachedWord](#) 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.

Online Learning News

View the **July edition** of the Online Learning Newsletter! This feature includes our events, a new badge, an article about Universal Design, a Canvas update about Modules bulk publish and publish module items, and more. If you have any questions about anything in the newsletter, contact 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.

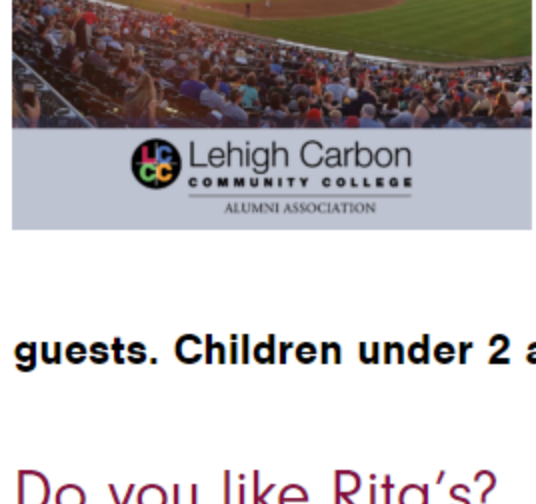
Digital Badges

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 faculty who have recently earned the Essentials Badge: Joseph Fortunato, Cosette El Hage, Cherrynn Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

REMINDERS

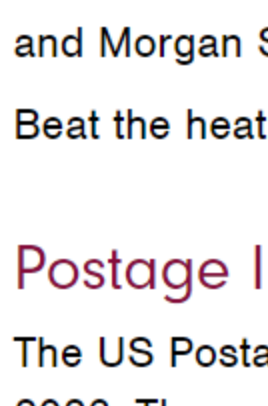
IronPigs Game Aug. 30



You are invited to the Alumni Night at the Lehigh Valley IronPigs at 6:45 p.m., Wed., August 30. We have reserved the Tiki Terrace for the evening, which features a section of stadium seating and tables under a covered private area next to the left-field foul pole, all-you-can-eat buffet, soft drinks, raffle entry for each group member and throw out ceremonial first pitch.

Tickets can be purchased [here](#) for \$35 per person for alumni and \$38 per person for guests. Children under 2 are free.

Do you like Rita's?

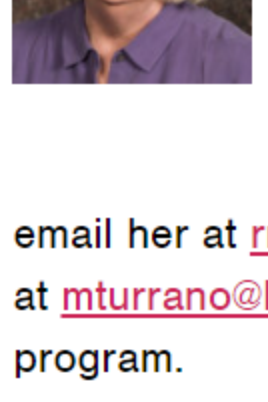
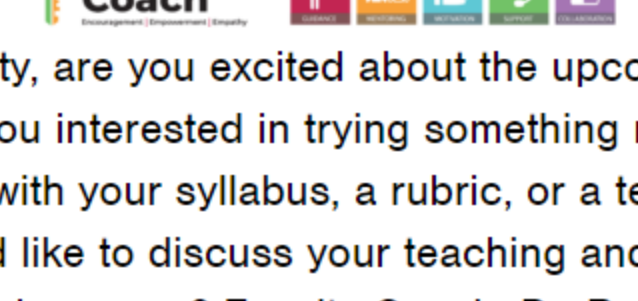


The Spirit Committee is offering free Rita's as a staff appreciation event. Rita's will be on main campus Wednesday, July 19, from 11:15 a.m. to 1:15 p.m. outside in the mall area closest to the upper Student Union. Rain location will be in the Student Union. Everyone on campus is welcome to a free cup of Rita's. Rita's will also be available at the Donley and Morgan Sites on the same day.

Postage Increase July 9

The US Postal Service has announced price changes to take effect July 9, 2023. The new rates include a three-cent increase in the price of a First-Class Mail letter stamp from 63 cents to 66 cents. The new rates will be posted in the Mailroom in the coming week.

Faculty Coaching



Faculty, are you excited about the upcoming fall semester? Are you interested in trying something new? Would you like help with your syllabus, a rubric, or a test? Perhaps you would like to discuss your teaching and new ways to manage your classroom? Faculty Coach, Dr. Robin Musselman, is available during Summer Session 2 for appointments. Please email her at rmusselman@lccc.edu or contact Dr. Melanie Turrano at mturrano@lccc.edu if you have any questions about our Faculty Coaching program.

Career Development Professional Clothing Drive

LCCC's Career Development Center has connected with The Perfect Fit for Women and Tools for Success for Men to help our students dress for success. Both organizations have free services that will assist our students in acquiring professional attire as they prepare for job interviews, and or help build their wardrobe as new hires. To help each organization and our students prosper, the Career Development Center will be hosting quarterly clothing drives for these organizations.

Our first professional clothing drive will be from July 3 through July 18.

Acceptable donations are:

- Clean (No rips, tears, or holes)
- Professional clothing (both male and female in current styles)
- Handbags
- Jewelry
- Shoes
- and scrubs

Please make sure all items are in good condition. Remember all clients utilizing these organizations for attire will be wearing these items to dress for success!

Donations can be dropped off in the Career Development Center in SSC 004 from July 3 through July 18, from 9 a.m. – 4 p.m. Please label your donations as male attire or female attire so they can be distributed to each organization accordingly. If you need to drop off items outside of the designated times please email Kescha Bell-Ross at kbellross@lccc.edu.

If you have any questions, please feel free to contact Kescha Bell-Ross, Director of Career Development and Civic Engagement 610-799-1136 kbellross@lccc.edu.

Please note our next clothing drive will be held in October 2023. The dates will be announced in the College Voice as time approaches.

Testing Center News

The week of July 24 – 28, the Testing Center at main campus will be closing at 5 p.m.

SPIRIT & WELLNESS

Wellness Center Hours

The Wellness Center summer hours will be 10 a.m. – 3 p.m. Monday that due to Cougar Camp being canceled, the Wellness Center will now be open Monday, July 17 – Thursday, July 20 and Monday, July 24 – Thursday, July 27. The Wellness Center will be closed on the following dates:

- Friday, August 11
- Friday, August 25