

July 20, 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

[College Voice Submission](#)

[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](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 Ronnie Blue at [rblue@lccc.edu](mailto: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 [laschler@lccc.edu](mailto:laschler@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](mailto:mbowen4@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 Grannum-Mosley**  
Mondays from 1 to 3 p.m. Email [agrannummosley@lccc.edu](mailto:agrannummosley@lccc.edu) to schedule via Hangouts.
- Interim Dean Elke Reichardt**  
Wednesdays from 3 to 5 p.m. Email [EReichardt@lccc.edu](mailto:EReichardt@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 [JMitchell10@lccc.edu](mailto:JMitchell10@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.

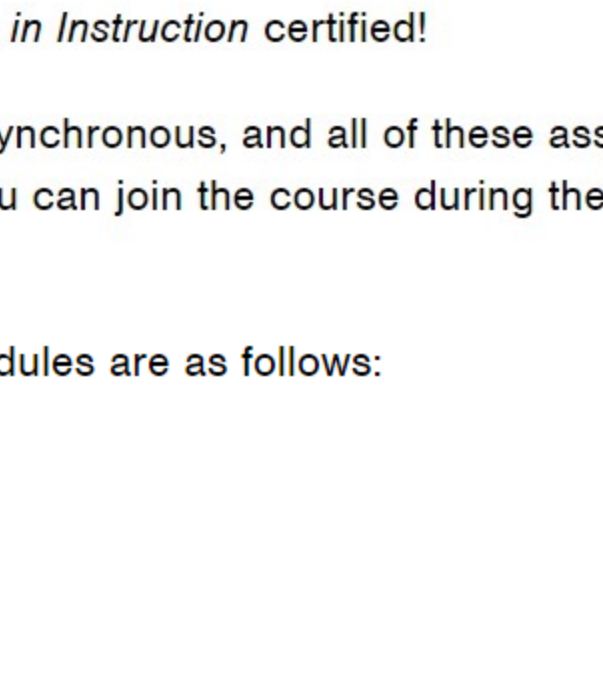
## ANNOUNCEMENTS

### New College Voice Submission Form

Moving forward, please submit all College Voice news through the new submission form, found [here](#). The form is located on the myLCCC portal and will require users to log into the portal to complete the form. The link can also be accessed on the left sidebar on College Voice.

### Rita's Water Ice Day - Thank You!

Thank you to everyone who joined Spirit Committee for our Rita's Water Ice Day. We hope you enjoyed your sweet summer treat! A special thank you to those who helped set up, take down, and scoop water ice.



### Summer Excellence in Instruction Course

The successful completion of this course will result in professional development and growth for you as a college educator and a credential in the form of a badge that you can display in your email signature. Upon your completion, your dean will be notified that you have successfully completed and you are *Excellence in Instruction* certified!

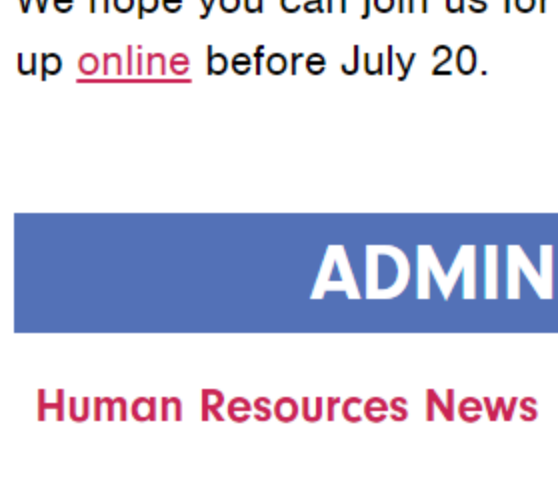
The entire course is asynchronous, and all of these assignments have deadlines. However, you can join the course during the whole first week of July 24.

The subjects of the modules are as follows:

- inclusive teaching
- universal design
- accessibility
- teacher persona
- student-teacher communication
- classroom management
- the importance of master course outlines
- syllabus creation
- the course schedule
- instructional materials
- construction of assignments, activities, and assessments

If you are interested in earning your *Excellence in Instruction* badge, please contact Dr. Melanie A. Turrano at [mturrano@lccc.edu](mailto:mturrano@lccc.edu).

### Art, Rhythm & Tasting Highlights the Arts



Art, Rhythm & Tasting, an inaugural Foundation event to spotlight the arts at LCCC, is scheduled for 3-6 p.m., Thursday, Aug. 3, in the Glass Box Art Gallery in the Rothrock Library. Enjoy original student art, a guitar and harp duo, and delicious hors d'oeuvres. Proceeds from sponsorships will benefit the Arts, Communication and Design program. This will also be our community grand opening for the new Glass Box Art Gallery. Premier sponsor is David and

Patrina Rothrock.

We hope you can join us for what promises to be a lovely event. Sign up [online](#) before July 20.

## 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 Word](#) 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 to you 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 questions about anything in the newsletter, contact [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)

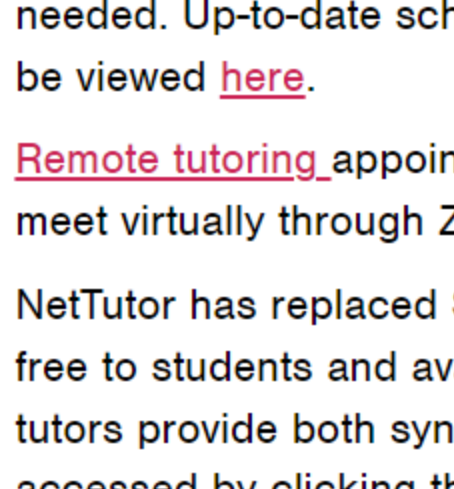
Congratulations to the following people who have recently earned the Essentials Badge: Joseph Fortunato, Cosette El Hage, Cherryann Joseph, Florida Melendez, Michael Owen and Timothy Shoemaker.

## REMINDERS

### Important Information: Zoom Updates

LCCC IT is rolling out single sign on (SSO) capabilities for ZOOM to all licensed users on Wednesday, July 19. Licensed users include faculty, staff and other requested accounts required by departments and student organizations. More information detailing the new method of login is available online [here](#).

### 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 [JR Rooney@lccc.edu](mailto:JR Rooney@lccc.edu) for pick up.

### Tutoring Available for Summer Session II

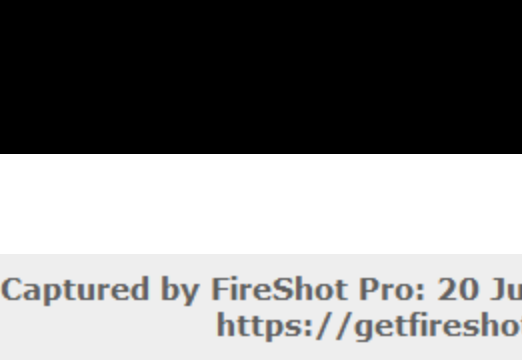
During summer session II, face-to-face tutoring is available at the Schnecksville (SH150) campus. Labs are open (walk in) with no appointment needed. Up-to-date schedules are posted in the portal. The schedule can also be viewed [here](#).

**Remote tutoring** appointments are booked online by students. LCCC tutors meet virtually through Zoom.

NetTutor has replaced Smarthinking 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 [educationalsupportservices@lccc.edu](mailto:educationalsupportservices@lccc.edu)

### IronPigs Game Aug. 30



You are invited to the Alumni Night at the Lehigh Valley IronPigs at 6:45 p.m., Wednesday, August 30. We have reserved the Tiki Terrace for the evening, which features a covered 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 pitch.

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

### 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. Please note 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