

# The COLLEGE VOICE

Home

## July 3, 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

[Submit Your College Voice News Here](#)

[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, 9 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 9:30-10:30 a.m., and Thursdays from 12:30 to 2 p.m., or email [kbellross@lccc.edu](mailto:kbellross@lccc.edu) to attend 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 [m Bowen4@lccc.edu](mailto:m Bowen4@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 Eike Reichardt**  
Wednesdays from 3 to 5 p.m. Email [EReichardt@lccc.edu](mailto:EReichardt@lccc.edu) to schedule online meeting.

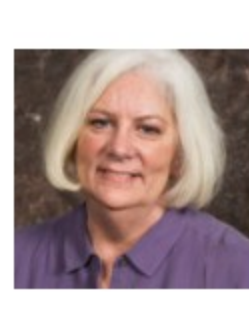
**Dean Dr. Kelly Trahan**  
Mondays from 3 to 5 p.m. Email [KTrahan@lccc.edu](mailto:KTrahan@lccc.edu) to schedule an online meeting.

**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

### 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](mailto:rmusselman@lccc.edu) or contact Dr. Melanie Turrano at [mturrano@lccc.edu](mailto: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. 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](mailto: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.

### LCCC Spirit Day – Wear Red, White and Blue!

Join the LCCC Spirit Committee on Friday, July 7, for spirit day! Wear your best, most patriotic red, white and blue outfit in celebration of the Fourth of July. For questions, contact Tina Dowling-Hackett at [tdowlinghackett@lccc.edu](mailto:tdowlinghackett@lccc.edu) or Ginny Hertzog at [vhertzog@lccc.edu](mailto:vhertzog@lccc.edu).

### Winter 2023 Course Schedule Posted to Website

The course schedule for Winter 2023 has been posted to the College website, and can be viewed [here](#). Registration for Winter 2023 will open on Friday, July 14 for Veteran students and on Monday, July 17 for all students.

## 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-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 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

The **June 2023 Online Learning Newsletter** of the Online Learning Newsletter! This month's edition talks about the article of the month – Simulative learning, Lacey Gonzalez's Business 109 QM course, our monthly training courses, Canvas 24/7 Support, 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, Cheryann Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

## REMINDERS

### 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.

### Finance Office Year End Deadlines

Finance Office: Fiscal Year End 22/23 Deadline Dates

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 – timecard staff (paydays of 6/18-6/30)

### 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 the Wellness Center will be closed on the following dates:

- Monday, July 3
- Tuesday, July 4
- Monday, July 17 through Friday, July 28 for Cougar Camps
- Friday, August 11
- Friday, August 25