

The COLLEGE VOICE

Home

July 6, 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, 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 - 10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email lbellross@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 to schedule an online meeting.

Dean Peggy Helm
Mondays from 3 to 5 p.m. Email PHelm@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 Eike 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 JMitchell10@lccc.edu to schedule online meeting.

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

ANNOUNCEMENTS

Online Learning Newsletter July 2023

View our July edition of the Online Learning Newsletter [here!](#) 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 contact us at onlinelearning@lccc.edu.

Cougar Camp Canceled

Please note that Cougar Camp will be canceled this year due to low registration. For questions contact Dr. MaryAnn Rush Wallace at mrushwallace@lccc.edu.

Phone System Maintenance - Saturday, July 8

LCCC IT will be performing maintenance on the Avaya IP Office system on Saturday, July 8, between 9 a.m. and 6 p.m. During this time, users may experience phone disruption and/or loss of connectivity from physical phones as well as the Avaya Workplace (soft phone) client. We apologize for any inconvenience this may cause. Updates and further information can be found at help.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. [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 Know64. 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 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 people who have recently earned the Essentials Badge: Joseph Fortunato, Cosette El Hage, Cherryann Joseph, Florida Melendez, Michael Owen and Timothy Shoemaker.

REMINDERS

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. 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.

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 workers (paydays of 6/18-6/30)

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.

Testing Center News

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

SPIRIT & WELLNESS

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 or Ginny Hertzog at vherzog@lccc.edu.

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 17 through Friday, July 28 for Cougar Camps
- Friday, August 11
- Friday, August 25