



# The COLLEGE VOICE

Home

## September 11, 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

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- [LCCC Employment Openings](#)
- [Events](#)
- [This Week's 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 Ronne 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 [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 [mbowen@lccc.edu](mailto:mbowen@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 [kttrahan@lccc.edu](mailto:kttrahan@lccc.edu) to schedule an online meeting.

**CIO Joshua Mitchell**  
Tuesdays from 11 a.m. to noon. Email [jmitchel10@lccc.edu](mailto:jmitchel10@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

### iCare Mentors Needed

The iCare Mentoring Program is an initiative that partners with LCCC Athletics to help build student success and retention. This Fall 2023 semester the iCare mentors will be working with the men's baseball, softball and basketball teams as well as the women's volleyball and basketball teams. In 2022 iCare mentorship made an 80% retention rate impact on the women's basketball team and a 77% retention rate impact on the men's basketball teams.

Can you help us retain and excel at this retention rate in other sports by volunteering to be a mentor? Mentor/mentee time can be as simple as attending an LCCC game (at home or away) or helping to create goodie bags for the away games. It's about building relationships and sharing experiences, mentoring team members, showing student support and providing guidance, sharing LCCC resources and providing connections. You can provide support via texts, emails and/or brief scheduled meetings. These small moments can have a big impact. If this sounds like something that would interest you, please contact Kescha Bell-Ross at [kbellross@lccc.edu](mailto:kbellross@lccc.edu).

### Welcome Week Office Decorating Contest – Congratulations and Thank You

A resounding thank you to every office that participated in the Welcome Week Office Decorating Contest. Each service area was decorated beautifully, and students were eager to vote for their favorites. Here are the top three winners:

1. Career Development Center
2. Office of Registration/Student Records
3. KEYS Office

Congratulations to our winners! Gene Eden, Director of Student Life, will reach out to each winning office to distribute prizes. Thank you again for all your hard work in ensuring our students felt welcomed and wanted as they returned to campus.



### Early College Welcomed to Campus

On August 31, Laura Doherty, Academic Advisor for Early College and Dual Enrollment students, along with Alex Nguyen, Learning Specialist, hosted a question and answer session, including donuts, for Early College students to address concerns the students may have as they acclimate through the first week of classes. The session provided great information along with the opportunity for Early College students to meet their advisor and learning specialist.



### Alumni and Friends Gather at Iron Pigs Game

More than 50 LCCC alumni, guests and current students gathered in the Tiki Terrace at the Iron Pigs game on Aug. 30 to enjoy the late summer game, food and fellowship. The game is an annual tradition for the alumni group, and an outing to the Lehigh Valley Phantoms is scheduled for the upcoming hockey season. Watch for news about additional alumni and friends' events in the coming months. If you are interested in attending or have ideas for events, contact JoEllen Rooney, alumni and special events manager, at [JRooney@lccc.edu](mailto:JRooney@lccc.edu).



### W.B. Mason Return Policy

Important update: Unopened items must be returned to W.B. Mason within 30 days. Missing, damaged, defective or expired items must be reported within 14 days. Visit [W.B. Mason](#) to view the entire return policy.

## ADMINISTRATIVE UPDATES

### Human Resources News

#### New I-9 Form

The new version of the I-9 has been released. Please begin using the new version for all new hires. The form can be viewed [here](#).

#### 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](#) 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

Check out the [September 2023 Edition](#) of the Department of Online Learning Newsletter! This edition includes: event dates, new faculty resource modules in the Department of Online Learning Canvas page, an article about hybrid teaching, info about the Montgomery County Community College Technology & Learning Conference, important Canvas updates, what to do when technology fails; how to get to the new faculty academy, and recognition for our recent Online Learning Badge earners! If you have any questions about anything in the newsletter reach out to 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 Fortunaker, Cosette El Hage, Cherryn Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

## REMINDERS

### JEDI Center Ribbon Cutting Set for Sept. 12

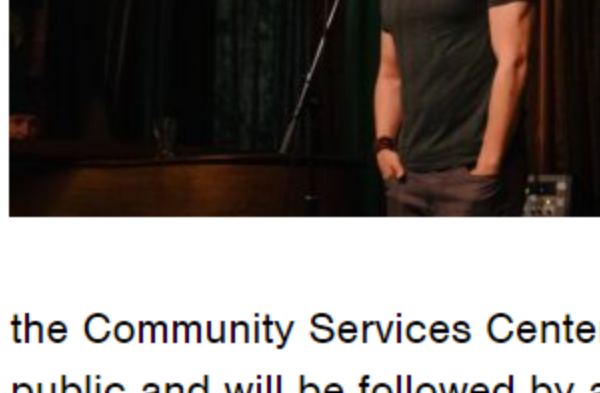


**J.E.D.I.**

The campus community is invited to the ribbon cutting for the newly completed Justice, Equity and Diversity Center, known as the JEDI Center. The ceremony is scheduled for 9 a.m., Tuesday, Sept. 12, in the center, which is located between the cafeteria and bookstore in the Academic Resource Center.

After the ribbon cutting, the day will be filled with a variety of scheduled activities and raffles for students.

### International Book Award Winning Poet to Visit LCCC



LCCC will kick off Hispanic Heritage Month with a performance by Columbian-American poet Carlos Andrés Gómez, who appeared in HBO's "Def Poetry Jam" and in Spike Lee's movie "Inside Man" with Denzel Washington. Gómez will perform his original work at 1 p.m. on Wednesday, Sept. 20, at the Schnecksville campus in the Community Services Center ballroom. Admission is free and open to the public and will be followed by a reception and book signing with Gómez.

GÓMEZ is the author of "Hijito," for which he was awarded the Foreword INDIES Gold Medal and the International Book Award for Poetry in 2020, and the coming-of-age memoir "Man Up: Reimagining Modern Manhood," released by Penguin Random House in 2012. His most recent book, "Fractures," was selected by Pulitzer Prize-winning former U.S. Poet Laureate Natasha Trethewey as the winner of the Felix Pollak Prize in Poetry.

Hailing from New York City, Gómez has performed at nearly 800 colleges and universities in 47 U.S. states and headlined shows in 26 countries across five continents. He has been featured on NPR, TEDx, Upworthy, Central Park SummerStage, and partnered with John Legend for Senior Orientation, a program to counteract bullying and champion inclusive masculinity among high school students.

A former social worker and public school teacher, Gómez first made a name for himself by winning at the Apollo Theater's celebrated Amateur Night and later as a member of the renowned Nuyorican Poets Cafe's slam team. In 2008, he collaborated with Tony Award-winning tap dance legend Savion Glover on Broadway. Gómez is a graduate of the University of Pennsylvania and the MFA Program for Writers at Warren Wilson College.

Information: Natalie DeRosa, Director of Student Engagement and Inclusion, at [nderosa@lccc.edu](mailto:nderosa@lccc.edu).

Photo credit: Friends & Lovers Photography

### LCCC Policies & Regulations Manual

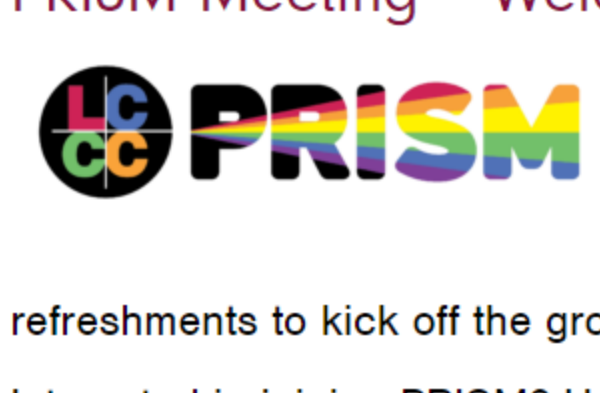
Faculty and Staff:

The policies below have been revised and approved by the LCCC Board of Trustees on August 3, 2023. You can view the current version of the College Policies and Regulations Manual [here](#).

Today, Sept. 7, you will be sent a [google form](#) email to acknowledge receipt of the updated P&R Manual revised on Aug. 3, 2023. All faculty and staff are required to acknowledge receipt of the P&R Manual via this email no later than Sept. 12, 2023.

- Policy 2-508 – Record Management
- Policy 3-600 – Committees and Councils
- Policy 3-604 – Leadership of the College
- Administrative Organizational Chart – August 2023

### PRISM Meeting – Welcome Back!



Employees and faculty members of the LGBTQ+ community are invited to join PRISM, the LGBTQ+ Employee Resource Group, for a welcome-back meeting with refreshments to kick off the group's first official academic year.

Interested in joining PRISM? Have questions? Contact Fred Damon in confidence at [fdamon@lccc.edu](mailto:fdamon@lccc.edu) or 610-799-1576.

The meeting is scheduled for Sept. 15, 1:30 p.m. Details on location to follow by email to those who've expressed interest.

### Spirit Committee Offers Welcome Back Goodies

The Spirit Committee is excited to offer all of our faculty, staff and administrators a welcome back goodie. These items will be available at the front desk at the Donley Center, mailroom at the Morgan Center and in Human Resources (SSC 106) on main campus. We encourage everyone to stop by in the next two weeks to pick out their favorite item. The Spirit Committee wishes everyone a bright and awesome semester.

## SPIRIT & WELLNESS

### Wellness Center Fall Hours

The Fall hours for the Wellness Center will be posted soon. Please check [our website](#) or [our new Facebook page](#) for updates and upcoming events.

This Week's Hours are Monday through Friday, 9 a.m. – 5 p.m. All hours subject to change. All changes will be communicated through our Facebook page.