ANNOUNCEMENTS

October 24, 2022

Submit Your College Voice News Here

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

View Previous College Voice Editions

QUICK LINKS

October 2022 President's Desk

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. - 6 p.m., Monday through Thursday; 8 a.m. - 5 p.m., 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

2023 Open Enrollment - Due November 23, 2022

2023 Open Enrollment materials have been distributed to all full-time employees and can be found on the intranet under Human Resources.

- If you are making a change to your current plan, please submit your change forms to the Human Resource Office by November 23, 2022. The change forms are available on the intranet under Human Resources, Benefits, and Open Enrollment and as an attachment included with the email.
- If you are **not making any changes to your dependent coverage,** new forms are not required.
- All changes during the open enrollment period are effective January 1, 2023.
- If you are waiving coverage for the 2023 Plan year, **a Waiver of Coverage form is required.** (Medical Opt Out Benefit for 2023 is $2,500 effective Jan. 1, 2023.)
- The Flexible Spending Account Election Form for the 2023 Plan Year is attached and also posted on the intranet. Please complete this form if you choose to elect a Section 125-Flexible Spending Account for Calendar year 2023 and return it to the Human Resource Office by November 23, 2022. **You are not automatically enrolled in the FSA. A 2023 enrollment form is required.**

Benefit changes and Flexible Spending Account Election Forms are due to Human Resources no later than November 23, 2022. Late submissions cannot be accepted.

Faculty and Staff Roundtable with Dr. Bieber

Dr. Bieber invites faculty and staff to join her, along with the executive team, to discuss the college, your ideas and concerns. Join us Wednesday, November 9 at 3:30 p.m., remotely via Zoom. Click **here** for Zoom link.

Basket Raffle Sale

The LCCC Foundation Basket Raffle will be held this week. Items for the Cougar Cabinet food pantry will also be collected.

Wednesday, Oct. 26 – 10 a.m. to 2 p.m. in Student Union
Thursday, Oct. 27 – 10 a.m. to 2 p.m. in Student Union
Thursday, Oct. 27 – 5 - 7 p.m. in Berrier Hall

1 Sheet (20 Tickets) $15
2 Sheets (40 Tickets) $25

Student Special
1 Sheet (20 Tickets) $10
2 Sheets (40 Tickets) $15

Cash, credit card or check made payable to the LCCC Foundation.

We will be collecting the following items for the food pantry:
Laundry Detergent (pods preferred or individual small bottles)
Disinfecting Wipes
Dish Soap
Paper Towels
Shampoo and Conditioner (2 in 1 is fine)
Bath Soap/Body Wash
Deodorant
Toothpaste
Feminine products - Pads/Tampons
Baby Diapers

Contact Jane with any questions at **jwilchak@lccc.edu.**

Monday-Thursday: 9 a.m.-6 p.m.; Friday: 9 a.m.-1 p.m.; Saturday and Sunday: CLOSED.

Library Fall Hours

7:30 a.m - 9:45 p.m., Monday through Thursday; 7:30 a.m. - 5 p.m., Friday.

CulinArt Hours
ARC Main Café

Monday-Thursday: 7:30 a.m. - 2:30 p.m. Grill open from 8 a.m. - 2 p.m. Fryer items available until 2:30 p.m. Closed Fridays. Catering is available.

Weekly Menu

The Corner Cafe

Open 8 a.m. - 1:30 p.m. Monday to Thursday. Open 8 a.m. - 1 p.m. on Friday

Wellness Center
9 a.m. - 6 p.m., Monday through Thursday and Friday from 9 a.m. - 4 p.m.

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 vblue@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 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 Mary Decker at mdecker@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 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.

Movement Monday Oct. 24

"Your body can stand almost anything. It's your mind that you have to convince."**-Andrew Murphy**

Release Hamstring Tension
While remaining seated, stretch one leg forward in front of you. Bending at your core, reach forward and try to touch your toes with your hands. Hold this position for 20 seconds and then switch legs. Repeat three times per hour of sitting.

Cougar Chat - Kristen Lenhart

Getting chatty with...Kristen Lenhart. Kristen is a Learning Specialist for Disability Support Services and has been at LCCC since 2018. She enjoys traveling, going to the beach, snorkeling, and decorating for holidays and events. Kristen was recently married in Jamaica and she looks forward to many years of new adventures with her husband. One cool thing you may not know about Kristen is her first major in college, prior to transferring, was Hospitality Management and she enjoys using that knowledge in working with our Culinary and Hospitality Management students.

Reporting an Incident - StART

If you are aware of an incident that concerns you – student behavior, violations of the LCCC Code of Student Conduct, academic honesty, threats to harm others, etc., the college has an online reporting tool, StART , for you to make an official report. You can also access this by clicking on "StART" in the LCCC portal under Faculty/Staff Resources. In addition to filing this report, if the circumstances also include a threat of violence or harm to a member of the college community, you should also report that to Public Safety by calling 610-799-1169 as soon as possible. Officers are on campus 7 a.m.-10 p.m. Monday through Thursday; 7 a.m.- 5 p.m. on Friday; and 7 a.m.-12 p.m. on Saturday. If you have questions regarding StART or to schedule a StART training, email Brian DeLong at **bdelong2@lccc.edu**.

Check Out the Latest Edition of The Paw Print

The fall issue of The Paw Print is now available at **lcccpawprint.net**. Student writers cover the return to (mostly) in person classes, the new "Percy Jackson" series, and "must dos" this fall in Jim Thorpe. Plus, our reporters asked students about their favorite places to eat in the Lehigh Valley. (You just might get inspired to try something new!) Read about these stories and much more. Keep up with student blogs throughout the semester on **Facebook** and **Instagram**.

LCCC and Senator Patrick Browne Announce $106,000 Diabetes Education Grant

At a news conference on Oct. 20, Lehigh Carbon Community College and PA Senator Pat Browne announced the awarding of a $106,000 grant to support diabetes education in Allentown's Hispanic community. The grant was announced by Sen. Browne and LCCC President Dr. Ann D. Bieber.

The $106,000 grant, part of a state budget allocation from Sen. Browne, will support a year-long diabetes outreach program to educate Allentown residents and LCCC students who identify as Hispanic on preventative measures, healthy lifestyle choices and self-care strategies. The program will kick off in the fall 2023 with a free community health fair to be held at a city park and will continue through a yearlong education campaign that will include workshops and outreach. With support from the grant, LCCC will also stock its on-campus food pantry with diabetes-friendly food options to help its high-risk students. A dietician will lead workshops throughout the year on healthy food choices.

Materials and workshops will be offered in both English and Spanish.

LCCC students in health care will assist with the effort, gaining real-world experience. The college will also seek the support of community partners such as the health department, area health care providers and community agencies to support this educational effort. A nutritionist will help to create food bags at the college's food pantry that are specifically designed for a diabetic diet. More than 45% of the students who have accessed the college's on-campus food pantry identified as Hispanic. Since opening in 2018, the pantry has served nearly 500 students and an additional 700+ family members.

More than 54% of Allentown's population identify as Hispanic. LCCC's student enrollment at the Allentown site totals 70%. The college has been designated by the U.S. Department of Education as a Hispanic Serving Institution, with its total student enrollment of 28% Hispanic.

"The college is excited about the opportunity to lead this community outreach that will positively impact the Hispanic community, and especially our students and their families," said LCCC President Dr. Ann D. Bieber. "The funds will allow us to make an impact with a variety of activities and workshops that will be offered throughout the year. Our entire college will be involved and will work closely with community partners to address lifestyle issues, education and healthcare."

"Diabetes continues to be a serious and growing public health issue for our state's population, especially amongst members of the Hispanic and Latino communities," Sen. Browne said. "This new outreach and education initiative will help to inform residents of healthy lifestyle choices and preventative measures that can mitigate this harmful disease. I am proud to partner with LCCC on this important new program that will have a positive impact on our community's health."

$150,000 Grant from Justamere Foundation Supports LCCC Health Care Students

The Justamere Foundation has awarded the LCCC Foundation a $150,000 grant to support the Health Care Career Pathways project. Funds will pay for scholarships for students in noncredit and credit health care programs and will support the alignment of pathways for students, especially those from marginalized groups, to access career and training opportunities that may have been previously out of reach.

The grant corresponds with a larger project that LCCC is participating in to develop a structured pathway from the noncredit nurse aide program into the credit degrees in practical nursing, medical assistant and health sciences. Likewise, students in credit-based health care programs will have opportunities to add occupational credentials through noncredit classes. LCCC is part of the Noncredit and Credit Alignment Lab, a national consortium of 14 colleges working to streamline this pathway.

Training for entry level jobs can quickly propel people in the workforce; however, they may miss opportunities to advance in their careers if programs to attain higher skills and certifications are unavailable or out of reach. The ability to stack credentials is part of this model and supports students to keep moving forward by supporting them with scholarships to make it possible.

Guided career pathways combining credit and noncredit instruction, academic planning and success coaching are vital for working students to have a chance to improve their lives through education.

Scholarships will be awarded beginning in the spring 2023 semester.

The Justamere Foundation, based out of Exton, Pa., supports projects that remove barriers that prevent working people from being fully self-sufficient.

For information on the scholarship, contact Dr. Andrea Grannum-Mosley at **agrannummosley@lccc.edu** or 610-799-1083 or Jennifer Leach at **jleach1@lccc.edu** or 610-799-1669.

From left to right: Dr. Andrea Grannum-Mosley, dean of Workforce, Community Engagement and Technical Education; Dr. Ann D. Bieber, president of LCCC; Lori Cushman, president of Justamere Foundation; and Karen Clark, interim director of nursing.

First Tuesday Coaching Conversations

Throughout the 2022-23 academic year, the faculty coaches will be discussing the following pedagogical topics. Please join us in this **Zoom conversation**.

2:30-3:30 p.m., Tuesday, Nov. 1
Creating a Sense of Belonging and Community in the Academic Classroom
Professor Jennifer Myskowski

2:30-3:30 p.m., Tuesday, Feb. 7, 2023
Assessing and Reflecting on Your Teaching
Dr. Robin Musselman

2:30-3:30 p.m., Tuesday, March 7, 2023
Contemplative Practices to Support Yourself and Your Work
Professor Wendy Barron

2:30-3:30 p.m., Tuesday, April 4, 2023
Student Engagement and Retention
Karen Wotring

Community College Alumna and Mother of Four Pursues Dream of Becoming a Teacher

Xiomara Pagan, an alumna of LCCC, was recently interviewed by the Pennsylvania Commission for Community Colleges wherein she shared her aspirations of becoming a teacher and some of the challenges she had to overcome to earn her associate degree. She found an affordable transfer pathway to pursue her dreams at community college.

Ms. Pagan is just one of the thousands of students that transfer from a Pennsylvania community college annually. Last year, more than 31,000 community college students transferred to another college – and 79 percent of them transferred in-state. Pennsylvania community college transfer students also continue – persist in or complete their program of study – at a higher rate than non-transfer students.

Read the full article and watch the accompanying video **here**.

Fall Job Fair

The Fall Job Fair is just around the corner. The Career Development Center will be hosting representatives from 95 companies. Please encourage students to attend on Thursday, Oct. 27 from 10 a.m. - 2 p.m. in the Community Services Center. It is a great opportunity for students to explore employment opportunities for the future even if they aren't currently looking. They can also enter to win prizes.

PLEASE NOTE - The upper portion of Lot F will be closed on Oct. 27 for employer parking.

One-Time Federal Student Aid Debt Relief

This program provides eligible borrowers with full or partial discharge of student loans up to $20,000 to Federal Pell Grant recipients and up to $10,000 to non-Pell Grant recipients. In order to qualify, individuals must meet the following income thresholds:
Individuals who made less than $125,000 in 2021 or 2020
Families that made less than $250,000 in 2021 or 2020

This debt relief applies only to loan balances you had before June 30, 2022. Borrowers must complete an online application to receive the debt relief. More information and the application can be found **online**.

Public Service Loan Forgiveness (PSLF) Waiver Expires Oct. 31

The PSLF program provides student loan forgiveness to individuals who have made 120 qualifying monthly payments under a qualifying repayment plan while working full-time for a qualifying employer. Lehigh Carbon Community College is a qualified employer.

A temporary waiver was implemented in October 2021 that allows borrowers to receive credit for past periods of repayment that would otherwise not qualify for PSLF. This opportunity ends on Oct. 31. For more information on how to apply for PSLF and the limited waiver can be found **online**.

ADMINISTRATIVE UPDATES

Human Resources News

Title IX for Higher Education Training
As part of the college's annual sexual violence awareness trainings, this year's Title IX online training will be provided by Knowbe4 and will consist of three separate online training sessions.

Knowbe4 is a single sign-on system that will enable to you log in using your portal username and password.

This training is mandatory for all employees and must be completed annually. The deadline for completing all three trainings is Friday, November 18, 2022.
Below is the schedule that you will be notified via email from Knowbe4 of the following trainings:

Date to receive email notification from Knowbe4:

1. **October 17, 2022 -** Title IX Part 2: Recognizing Misconduct (approx.11 minutes in length)
2. **October 24, 2022 -** Title IX Part 3: Reporting and Response (approx. 14 minutes in length)

All three online trainings must be completed by November 18, 2022. Your participation and completion of these trainings will be automatically logged by the Knowbe4 system.
If you have any questions regarding the training material, please contact Donna Williams, Director of Human Resources, Title IX/Equity Coordinator at 610-799-1107.

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 a 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-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 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.

Hide more ›

Online Learning News

Check out the Department of Online Learning's **October Newsletter** which includes event dates, important news/updates, the edtech tool of the month, and more!

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
Join the Department of Online Learning during their office hours to ask questions on training, course development, and other tools:
Wednesdays and Thursdays: Join a **live session** at 10 a.m. Presenter: Rachel Peters.

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, Floralba Melendez, Michael Owen and Timothy Shoemaker.

Hide more ›

Pumpkin Carving Contest

Calling all Halloween lovers: all students and employees are encouraged to enter the Pumpkin Carving Contest sponsored by the Spirit Committee!

On Nov. 1 – bring your own carved pumpkin to the Student Union before 10 a.m. All entries will be displayed in the Student Union Nov. 1 and 2.

The entire campus community is encouraged to go to the Student Union and vote on the best pumpkin on Nov. 1 and 2 between 11 a.m. and 2 p.m. May the best jack-o-lantern win!

For carving ideas and carving patterns, see Ronnie Blue in the SSC, Room 104 or contact Ronnie Blue at **vblue@lccc.edu**.

Community Resources and Basic Needs

If you are concerned for a student struggling with basic needs, please submit an online **StART Report**. You should choose the Community Resources/Basic Needs as option for the nature of the report. If you have any questions, contact Elizabeth Rivera, Community Resources and Basic Needs Specialist, at 610-799-1087 or **erivera1@lccc.edu**.

College Employee Information Sessions

Various college service areas will be doing presentations along with question and answer sessions to familiarize new employees with the services their area provides at the college. All employees are welcome to attend. **Click here** for the Zoom link for the sessions. The speakers will be presenting at 10 a.m. and 2 p.m. (same information in each session) on the dates assigned as follows:

October 28 - Gene Eden, Student Life
Amber Zuber, Tamaqua (Morgan Center)

November 11 - Fae Schrack, Registration and Student Records
Brandon Kwiatek, High School Connections

December 2 - Marco Anglesio, Institutional Research and Effectiveness

Snow Day Contest!

Please use the **link provided** to submit your guess for the first day that Lehigh Carbon Community College will be closed for inclement weather. The closure must impact all campuses. The correct submission will win a $25 gift card. Deadline for guesses is Thursday, Nov. 3, at 5pm.

Title IX for Higher Education Annual Online Training

Title IX for Higher Education Training
This announcement has moved to the "Human Resources News" section of College Voice.

Hurricane Relief Collection for Puerto Rico and the Dominican Republic

Please consider donating items for hurricane relief in Puerto Rico and the Dominican Republic now through Oct. 28. Collected items will be delivered to the Ortiz Ark Foundation. Needed items include:

- First aid items
- Batteries
- Can openers
- Emergency supplies such as flashlights and solar lights
- Non-perishable food items including: boxed rice, pasta, canned goods, and dried beans

Please see the drop off locations on the **attached flyer**.

This project is sponsored by The Center for Civic and Community Engagement, the Office of Student Life and the following LCCC Student Clubs: Latin@ Leadership Club, SACEIB and the Justice Society.

Student Roundtables with Dr. Bieber

Students are able to take part in roundtable discussions with Dr. Bieber at the Allentown site at 11:30 a.m., Tuesday, Oct. 25. Please see the **attached flyer** for more information.

SPIRIT & WELLNESS

Sweat 4 Swag

A one hour workout is 4% of your day - no excuses! Join the Sweat 4 Swag punchcard workout program and collect Cougar Swag along the way. See Wellness Center staff for more information.

Lehigh Carbon
COMMUNITY COLLEGE

Captured by FireShot Pro: 24 October 2022, 08:46:33
https://getfireshot.com