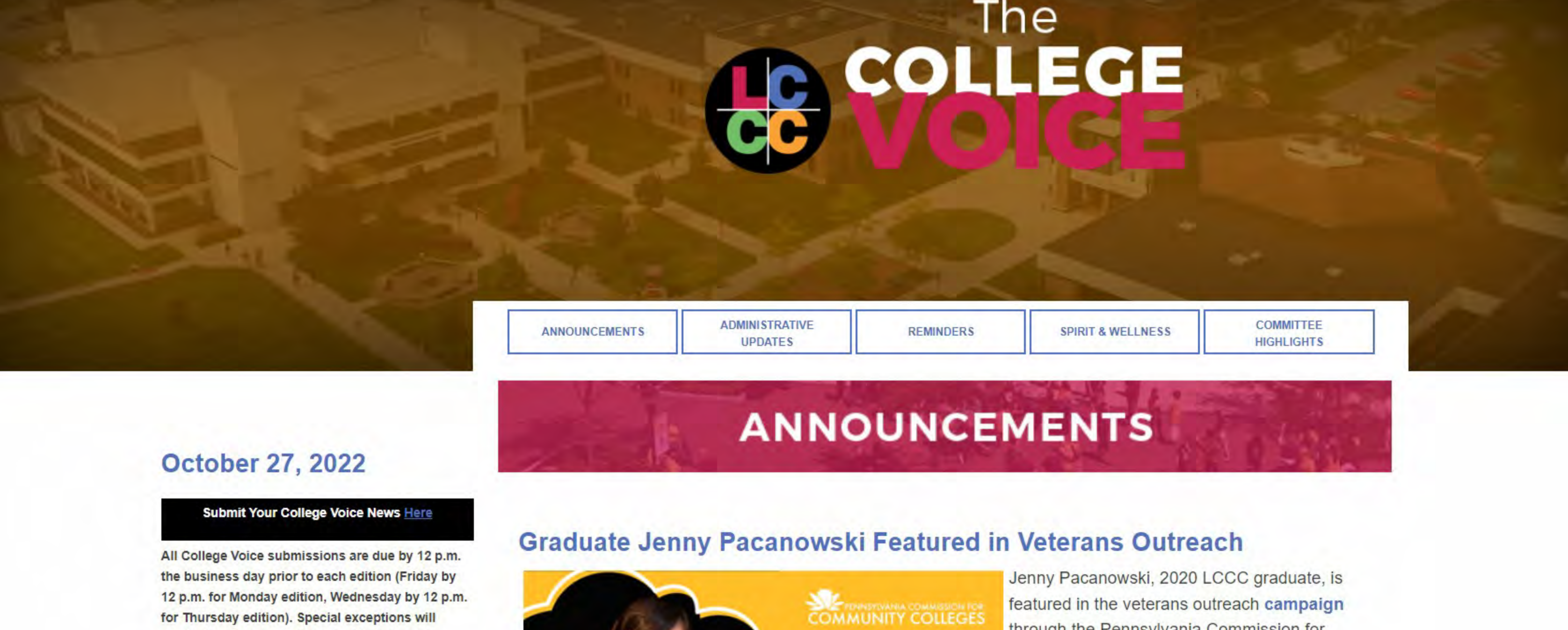




October 27, 2022

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. - 4 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

Culinary Arts 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.

The Corner Café

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. - 4 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 Bear at tbear@lccc.edu to schedule an online meeting.

VP Dr. Cindy Hanney

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 to 10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email lverta@lccc.edu to arrange a scheduled meeting.

VP Stefanie Heister

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 Hote

Mondays from 3 to 5 p.m. Email PHote@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 Gramm-Monkey

Mondays from 1 to 5 p.m. Email agrammmonkey@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

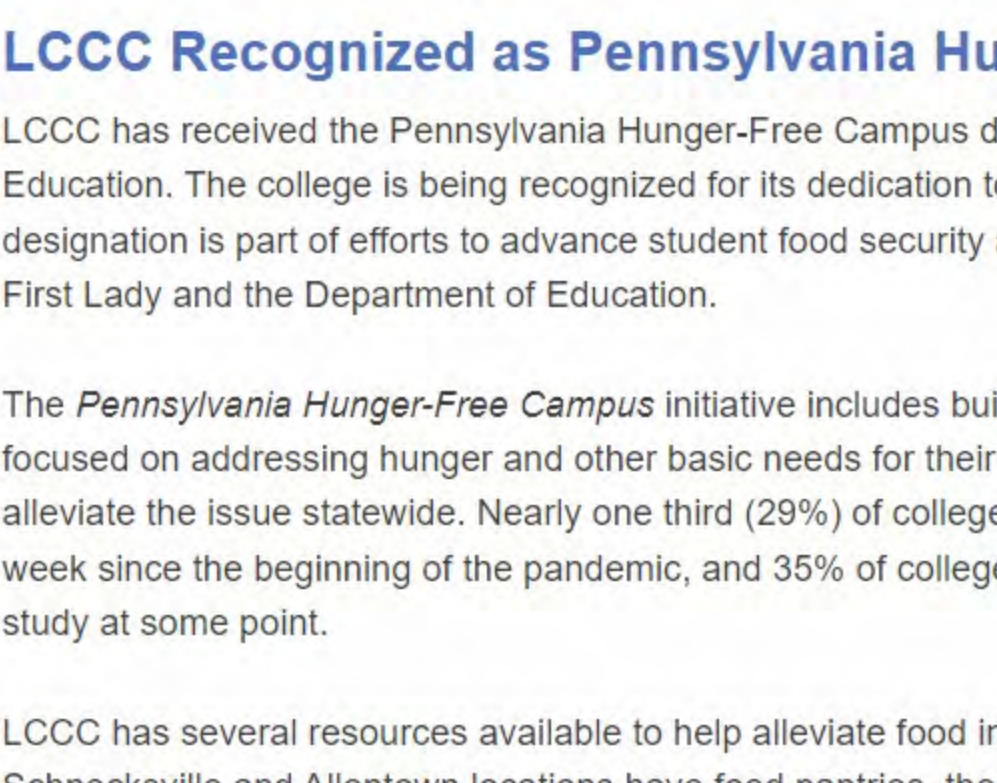
Tuesdays from 11 a.m. to noon. Email JMitchell10@lccc.edu to schedule online meeting.

Dean Scott Aquila

Email Saquila@lccc.edu to schedule an online or face-to-face meeting.

ANNOUNCEMENTS

Graduate Jenny Pacanowski Featured in Veterans Outreach



Jenny Pacanowski, 2020 LCCC graduate, is featured in the veterans outreach campaign through the Pennsylvania Commission for Community Colleges. The campaign features veterans at the community colleges throughout Pennsylvania and is targeted to state legislators and others. Jenny is the founder and director of Women Veterans Empowered & Thriving.

LCCC Recognized as Pennsylvania Hunger-Free Campus

LCCC has received the Pennsylvania Hunger-Free Campus designation from the Pennsylvania Department of Education. The college is being recognized for its dedication to alleviating hunger among college students. The designation is part of efforts to advance student food security across the state by the Pennsylvania Office of the First Lady and the Department of Education.

The **Pennsylvania Hunger-Free Campus** initiative includes building a coalition of colleges and universities focused on addressing hunger and other basic needs for their students and strengthening the resources to help alleviate the issue statewide. Nearly one third (29%) of college students have missed a meal at least once a week since the beginning of the pandemic, and 35% of college students say hunger has impacted their ability to study at some point.

LCCC has several resources available to help alleviate food insecurity among its students. Both the Schnecksville and Allentown locations have food pantries, the "Cougar Cabinet," and the Tamaqua site has snacks and basic personal items available for students.

In the 2021-22 fiscal year, the food pantries served 179 LCCC students, 85 in Allentown and 94 in Schnecksville. The total impact was 653 total individuals and household members served. The food pantries opened in the fall 2018 and are supported by the LCCC Foundation, United Way and a partnership with the Second Harvest Food Bank. Students can access resources at the pantry once a week and are not required to document need.

Additional information is available on the college's food pantry and how to access resources.

30-Day Appreciation Challenge Kicks Off



As we begin the Thanksgiving season we have so much to be thankful for throughout the LCCC community. Dr. Bieber will begin a 30-Day Appreciation Challenge on Tuesday, Nov. 1, and for the next month recognize a faculty or staff member each day, Monday through Friday. That person will then begin their own appreciation challenge to thank one person each day for the next 30 days throughout November.

As with every challenge you may choose the steps that work best for you –

- Call one faculty or staff member each day
- Write an email
- Compliment someone when you see them

You don't have to wait to get challenged – you can start your own wave of thanks to your colleagues. Let's challenge each other to recognize the unique and valuable contributions of our coworkers.

Zoom Becomes SSO

On Wednesday, Nov. 9, at 11 a.m., Zoom will become a SSO (single sign on) application using LCCC identity (identity@lccc.edu) for **staff only** at this time. The **faculty** will be moved in the beginning of next year to Zoom SSO so that we do not interrupt classes during this semester. More information detailing the new method of login is available [online](#).

Meet BOT, LCCC Tamaqua's Scarecrow



Meet BOT, LCCC Tamaqua's 2022 Scarecrow. BOT is currently enrolled in the SHINE program and loves to participate in afterschool STEM activities. BOT wants to be an engineer when he grows up, starting at LCCC! BOT is competing in the Tamaqua Area Chamber of Commerce annual scarecrow competition. Check out the other entries on their Facebook page.

Departure of Chrissy Confer, Academic Advisor

Please join us for cake and well wishes for Chrissy Confer, Academic Advisor, as she leaves LCCC for a new endeavor in advising. Chrissy has served LCCC as a part-time advisor for several years and is now a special term full-time advisor for Education students and Business students. Please join us anytime from 11:30 a.m. to 2:30 p.m., Friday, Oct. 28, in room SSC124 to congratulate Chrissy and wish her well.

ADMINISTRATIVE UPDATES

Testing Center News

The Testing Center will be closing at 5 p.m. on Monday, Oct. 31.

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 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, Cherrynn Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

Hide more >

REMINDERS

2023 Open Enrollment - Due Nov. 23

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 Nov. 23. 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 Jan. 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 Nov. 23. **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 Nov. 23. 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, Nov. 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.

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 jwillichak@lccc.edu.

Reporting an Incident - sIART

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, sIART, for you to make an official report. You can also access this by clicking on "sIART" 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 sIART or to schedule a sIART 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 lccc pawprint.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**.

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 Baron

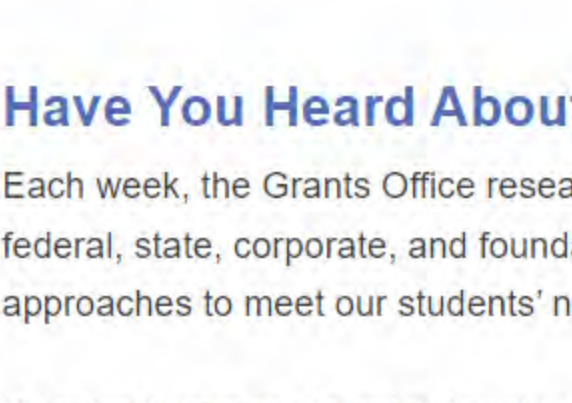
2:30-3:30 p.m., Tuesday, April 4, 2023
Student Engagement and Retention
Karen Worthing

Have You Heard About Grants Blast?

Each week, the Grants Office researches and distributes 2-3 grant opportunities for your perusal. These include federal, state, corporate, and foundation funding sources that can help to improve your program or develop new approaches to meet our students' needs.

If you're interested in receiving the weekly Grants Blast announcements, please [click here](#) to complete the sign-up form.

Fall Job Fair



At the Fall Job Fair 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.

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 **sIART 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. (some 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 LCCC 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 5 p.m.

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:

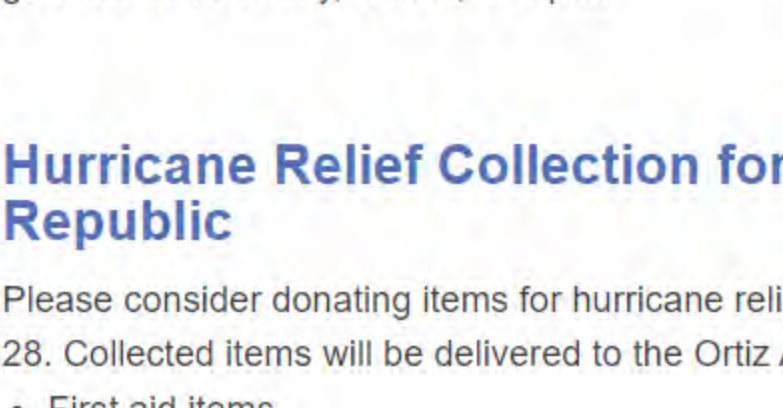
- First aid items
- Batteries
- Can openers
- Emergency supplies such as flashlights and solar lights
- Non-perishable food items including: boxed rice, pasta, canned goods, and dried beans

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.

SPRIT & 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.