ANNOUNCEMENTS

November 3, 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

November 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

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

October's Walking Challenge

October's Walking Challenge

The month of October is over and so is our second Walking Challenge. I want to acknowledge all of the individuals who participated:

Individuals:
- Lauren Elizabeth Falgout
- Lacey Gonzalez
- Marra Johnson
- Peter McElroy
- Katie Milliren
- Tiffany Rehrig-Schaeffer
- Elizabeth Rivera
- Stephanie Shiffert
- Fae Schrack
- Erin Vermeulen
- Dolores Zabrecky
- Amber Zuber

Teams:
- **HOLY Walkamoles** – Linda Baker, Justin Brosious, Mike Busch, Tina Dowling-Hackett, Danny Melin, Mia Nightingale, Jane Wilchak, Jill Yapsuga
- **Hot Stepaz** – Zinnia Angell, Adriana Collado, Josie Felton, Tracey Richards, Doug Vore
- **Reg Record Makers** – Laura D'Amato, Steph Eck, Cheryl Fisher, Virginia Hertzog, Elaine Trimble
- **Sleepless Walkers** – Tracy Bean and Cindy Haney
- **Smells Like Team Spirit** – Rebecca Hackman, Elyse McGovern, Bradley Reeves, Genesis Reyes, Ellia Sablan-Zebedy, Koryana Swint, Ariel Van Dam
- **Sole Sisters** – Kathy Baker, Ronnie Blue
- **The Brilliant JEMS** – Scott Aquila, Jamie Ayrton, Eric Bottge, Mary Roesch
- **The Girl Gang** – Stacey Burch, Hazel Carrera, Callie Clayton, Marissa Cecere, Fauzia Graham, Dawn Lam, Mitza Morales, Vanessa Ramirez-Rivera, Rachel Toonder
- **The Matheletes** – Maureen Maikner, Eric Werley, David Yerger.

Altogether, we walked a total of 12,354,567 steps which equals about 6,177 miles or the distance from Main Campus to Cape Horn, South America! Congratulations to all of the participants.

Even though we are all winners, here are the results:

- Top individual is Lauren Falgout with 387,490 steps which averages to 12,916 steps per day!
- 2nd place individual is Erin Vermeulen with 364,387 steps which averages to 12,146 steps per day.
- 3rd place individual is Amber Zuber with 347,848 steps which averages to 11,594 steps per day.

Top winning team (by average) is
- The Brilliant JEMS with an average of 260,632 steps and overall 1,042,529 total steps!
- 2nd place team is The Girl Gang with an average of 253,868 steps
- 3rd place team is the Hot Stepaz with an average of 251,486 steps.

Ronnie Blue will notify you about picking up your gifts. Congratulations to all of the participants because you all won!

Important Finance Reminder

Invoices need to be forwarded to the Accounts Payable Office in a timely manner. The payment term with our vendors is NET 30 and it is critical we pay invoices on time to avoid service charges, collection fees, and in some cases, a hold on our account.

Invoices need to be turned into the Accounts Payable Office by 3 p.m. on Friday to be paid the following Thursday. Invoices that do not have the appropriate signatures and payment information will be returned to the sender.

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.

Latin@ Leadership Club Hosts Presentation on Brazilian Election

This week in the news, Brazil's election results were finalized, signaling a transfer of power from the administration of Jair Bolsonaro to incumbent Luiz Inácio Lula da Silva. This event as well as other topics relative to Brazil will be explored in a presentation by Professor Leonardo Falcon on Monday, November 7, at 12:45 p.m. **via Zoom**. The event will be hosted by the Latin@ Leadership Club. If you have any questions please contact Latinx Support Coordinator, Natalie De Rosa at 610-799-1792 or **nderosa@lccc.edu**.

Zoom Link
Meeting ID: 929 9274 4464
Passcode: 072540

Online Learning November Newsletter

Check out the November issue of the **Online Learning Newsletter**! This month's newsletter includes trainings, reflection opportunities since the pandamic, a new Canvas feature, the Edtech tool of the month, and more. If you have any questions about anything in the newsletter contact us at **Onlinelearning@lccc.edu**.

Staff vs Student Volleyball Game

After a lot of laughs and trash-talking, the students were victorious over LC staff/faculty: 19-25, 11-25, 25-21, and 23-25.

Thank you Mohammad Yahya for the drawing and making the Home team winners and thank you to all who participated! See you at the next one!

Check out more photos **here**.

EAP Offers Mindfulness Sessions

Preferred EAP is offering a streamlined introduction to mindfulness meditation especially for the busy executive, teacher, employee or anyone who has only a little time to spare. The free, 45-minute online sessions include an overview and professionally led meditation exercise. There are two options so you can easily slip it into your day. Register below.
12-12:45 p.m., Wednesday, Nov.9
5-5:45 p.m., Wednesday, Nov. 9

New Presentation Folders

The Office of College Relations has newly designed presentation folders that are available for individual or department use. These updated folders can hold information to share with visiting guests, to hold printed materials as part of a conference or meeting on campus. The Office of College Relations can provide you with folders to use. Simply send an email to Tina Dowling-Hackett at **tdowlinghackett@lccc.edu** and let her know how many folders you would like. If you have green folders from several years ago, you can recycle them since they are now outdated.

LCCC Receives $1 Million Grant to Improve Donley Site

LCCC will receive $1 million in state funding through the Redevelopment Assistance Capital Program (RCAP) to fund façade and roof renovations at its downtown Allentown Donley Center. The funds come from State Senator Pat Browne and PA Representatives Peter Schweyer and Mike Schlossberg, and are part of a total $7.5 million that has been secured for several downtown Allentown projects.

Since 1999, LCCC's Donley Center has been downtown Allentown's hub for education and job training. Each year, more than 500 degree-seeking students attend classes at the site to prepare for jobs in healthcare, business and criminal justice among others. Enrollment at the Allentown site reflects the city's demographics, with nearly 65% of students identifying as Hispanic. LCCC also offers noncredit programs, such as English as a Second Language and Literacy courses to support city residents in their job-seeking efforts and personal development.

Allentown has expanded around the Donley Center, which is in need of renovations to update the building's finish to match the surrounding downtown developments. The seven-story site sits on 0.18-acres in downtown Allentown. Constructed in 1902, the building was remodeled in the 1940s with the addition of the seventh floor and stucco facing. LCCC purchased the building in 1999 and renovated it to accommodate a college campus. The college will match the $1 million grant with an additional $1 million for the total project cost.

Sen. Browne and Rep.'s Schweyer and Schlossberg worked together to ensure that funds allow organizations to continue their vital work, with projects ranging from restoring vacant and historic buildings, supporting area college capital projects, and renovations to nonprofit organizations' facilities.

LCCC President Dr. Ann D. Bieber says, "The college's first campus opened in downtown Allentown in 1966, so the college's presence in the downtown area is integral to our service to the community. We appreciate our area legislators' commitment to higher education and to a vital college center in Allentown."

LCCC Donley: Allentown Walking Parade

LCCC Allentown joined the City of Allentown's Walking Parade on Saturday, October 29. LCCC set up in front of the Donley Center and distributed candy to children and families walking the parade route. Seeing our LCCC staff come together to support family engagement in our community was wonderful.

Penn State Visits LCCC

Chancellors and directors of enrollment management from area Penn State campuses visited LCCC on Oct. 31. Together we discussed ways to strengthen our partnerships for students after graduating with their associate degree to transfer for their bachelor degree and also earn scholarships.

Visiting campus were:
Hazleton – Dr. Elizabeth Wright, chancellor, and Aaron B. Mattern; Lehigh Valley – Dr. Tina Richardson, chancellor, and Dr. Denise O'Neill; Schuylkill – Dr. Patrick Jones, chancellor, and Lia Morrison; Scranton – Dr. Marwan Wafa, chancellor, and James Garraway; and Wilkes-Barre – Dr. Lynda Goldstein, chancellor, and Dr. Janine Becker.

Walk Like a Penguin - Tips To Prevent Winter Slips, Trips and Falls

As the winter weather approaches we can rest assured our facilities department will be working hard to maintain the snow and ice removal around our campuses. No matter how well the removal of snow and ice is from a given area, there is always the possibility we may experience some slippery condition. **Attached** are some helpful tips for walking on snow or ice. Remember to be safe and W*alk Like A Penguin*!

And the winner is .....

The winner of the Halloween Office Decorating party, as voted by students, is .... (drum roll please)

1st - Registration/Student Records (40%)
2nd - Rothrock Library (33.3%)
3rd - Financial Aid (30%)
4th - Admissions (6.7%)

Congratulations to all of the offices that participated. It was a close race.

LCCC Hosts Mechanical and Construction Technology Information Session

For students interested in hands-on technology programs, LCCC is hosting an admissions information session that will take students into the labs and classrooms of the Mechanical and Construction Technology programs. Prospective students and their families are invited to attend the in-person and interactive session from 3:30 to 5 p.m., Thursday, Nov. 17, at the Schnecksville campus.

The afternoon will begin at the Technology Center at 3:30 p.m. Attendees will then be led by faculty on a walking tour to view LCCC's state-of-the-art equipment, laboratories and instructional areas.

Students will have the opportunity to learn about the following programs:
Construction Management
Electrical Engineering
Mechanical Engineering
Heating/ Ventilation/ Air Conditioning/ Refrigeration Technology
Kitchen and Bath Design
CAD Design

Prospective students should **register** in advance for the event.

Questions about this event and other inquiries about LCCC can be directed to **admissions@lccc.edu** or by calling 610-799-1575.

Returning Catering Equipment

Gourmet Dining is looking for any catering trays, cafeteria trays, coffee pots, bowls, untensils or baskets that may have been taken from past catered events. If anyone has these items, they can be returned to the Corner Cafe or the Main Cafeteria. Thank you!

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 **November 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 ›

REMINDERS

Honors College Guest Lecture Set for Nov. 9

The campus community is invited to the Honors College's Drs. Adelle and Richard Ziemer Lecture on Wednesday, Nov. 9, from 2:30 to 3:45 p.m. in the Alumni Center. Wazhmah Osman will present "Beyond the Veil: Making Sense of Women's Rights and Social Movements in Afghanistan and Iran."

Wazhmah Osman is an Afghan-American filmmaker and associate professor in media studies and production at Temple University. She is the author of Television and the Afghan Culture Wars: Brought to You by Foreigners, Warlords, and Activists (University of Illinois Press, 2020). She is also the co-director of Postcards from Tora Bora (Documentary Educational Resources, 2007) and the co-author of the forthcoming Afghanistan: A Very Short Introduction (Oxford University, forthcoming). She has appeared as a commentator on Democracy Now, NPR, and Al Jazeera and works with community and activist groups.

This lecture can be viewed live in Alumni Center or can be accessed using the Zoom **link**.

Veterans Appreciation Week

LCCC will honor veterans with several events during Veterans Appreciation Week, Nov. 7-12 on the main campus in Schnecksville. Check out the attached **flyer** for all of the scheduled events and details. The week of celebrations will conclude with the 5K Ruck 'n Run/Walk starting at 9 a.m., Saturday, Nov. 12, at Bicentennial Park West in Bethlehem. Lehigh Valley colleges, universities, businesses and community members are coming together to honor veterans. Proceeds benefit Victory House of the Lehigh Valley. Information and to **register**.

Diversity Networking Event

Join First Year Experience and Student Engagement & Inclusion for our Diversity Networking Event. Come mingle and eat with other staff, faculty, students and alumni, as well as hear from our panelists about their journey to personal and professional success. Open to all - students, staff, faculty and administration. We look forward to seeing you there! **RSVP to the event by Nov. 3**.

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**.

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.

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**.

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**.

SPIRIT & WELLNESS

Friday, Nov. 4, is Spirit Day

The first Friday of each month is Spirit Day! Our next Spirit Day is **Friday, Nov. 4.** It's ***"Wear your LCCC swag day."*** So get in the spirit and wear clothes with LCCC on them!

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

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https://getfireshot.com