



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPIRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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November 7, 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 Cabinets](#)

[Leadership Team](#)

[Academic Council](#)

REGISTRATION STATUS REPORTS

To view registration status reports, go to the Institutional Research link on [Security 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
7:00 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. - 4 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. - 6 p.m., Friday.

Culinary Arts Hours
ARC Main Café
Monday-Thursday: 7:30 a.m. - 2:30 p.m. 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 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. - 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 chaney@lccc.edu to schedule a Hangouts meeting.

VP Larissa Verta
Access virtual office hours on Mondays from 3 to 5 p.m.; Tuesdays from 8:30 to 10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email lverta@lccc.edu to schedule 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 Gramnum-Mosley
Mondays from 1 to 3 p.m. Email agramnummosley@lccc.edu to schedule via Hangouts.

Interim Dean Elise 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 jmitchell@lccc.edu to schedule online meeting.

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

ANNOUNCEMENTS

LCCC Holiday Breakfast



Come get in the spirit at the LCCC Staff and Faculty Holiday Breakfast!

Wednesday, December 7 from 8:30 to 10:30 a.m. (snow date December 8)

Main Campus, Community Service Center Ballroom

The sites will be having a luncheon from 11:30 a.m. to 1:30 p.m. on the same date.

Holiday attire is encouraged and you must register to attend!

We are collecting personal care items for the LCCC Cougar Cabinet Food Pantry. For every item that you bring, you will be entered into a raffle drawing.

Suggested Donations:

- 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 Hygiene Products

Donley and Morgan Centers will be serving lunch from 11:30 a.m. to 1:30 p.m. Please bring a personal care item for the LCCC Cougar Cabinet Food Pantry.

- Baby Diapers

Please RSVP no later than Monday, November 21.

LCCC Homecoming 2022

Join us for LCCC Homecoming on Saturday, Nov. 12!

Lehigh Carbon Community College vs. Delaware County Community College
Berrier Hall
Men's game starts at 2 p.m.

- Swag Bag for Alumni
- Concessions available
- Free T-shirt for the first 100 people

Donations will also be accepted for Hurricane relief and Hoodies for Dieruff High School.

Toy Collection for LVHN Reilly's Children's Hospital

The LCCC Student Nurses Association is holding a toy drive in partnership with Starlyn's Toy Drive to benefit children spending the holiday season at Reilly's Children's Hospital. Toys will be for children 0-18 and need to be new and unwrapped. Toys can be dropped off at the following locations: Berrier Hall, lower level lobby; Student Union, lower level by the alcove; lower level of the Student Services Center, across from the Career Development Center; the Library Lobby and at LCCC Tamaqua in the Lobby. Donations will be accepted until November 15. Thank you for your support of this community service project!

Spirit Committee Offers "Thankful for You" Magnets

The Spirit Committee is excited to offer all of our faculty, staff and administrators "Thankful for You" magnets. The magnets 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 up a magnet. The Spirit Committee very much appreciates all of our faculty, staff and administrators for everything you do to support our students and college community.

Tamaqua Network Hardware Maintenance

On Friday, November 11, between 1 and 5 p.m., the IT department will perform network hardware maintenance at the Tamaqua site. During this window access to all network services, such as E-Mail, WIFI, Banner, Canvas, etc., will intermittently be unavailable.

2022 United Way Campaign Begins Today



The 2022 United Way campaign kicks off today and runs through November 30. Our fundraising goal this year is \$7,000. To help meet this goal, we're offering some fun incentives. All donors will receive an entry in the coveted Prime Parking Spot drawing in addition to a goodie basket giveaway. Please watch your email today for a personal campaign message from Dr. Bieber including information on how to contribute. Thank you for helping LCCC and United Way "Reach for the Stars"!

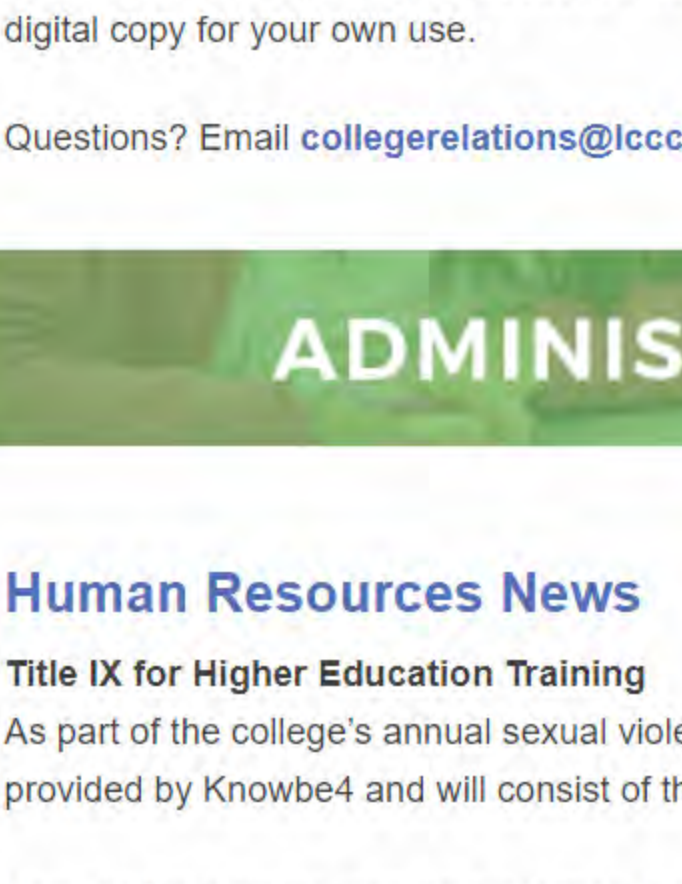
Karen Clark Named Director of Nursing

Karen Clark was recently named Director of Nursing. Karen has been a FT Nursing Instructor at LCCC since January 2011 and most recently held the rank of Associate Professor. Her office is located in SH32M and extension is 1022. Please join us in congratulating Karen on her promotion!

Pumpkin Carving Contest Winner

The winner of the Pumpkin Carving Contest is The Blue Family! There were four pumpkins submitted by Mary Ellen Wismer, Josie Felton and the Blue Family.

Movement Monday, Nov. 7



Stand up and sit down three times. Try doing it without using your hands for support. Slug your shoulders two times, holding each time for 5 seconds. Give yourself one giant hug for 5 seconds. "The challenge of every Monday is to maintain the same vitality in each and every day of the week."-Byron Pulsifer

College Relations Scheduling Portrait Sessions

If you are a new employee or would like to have an updated photo taken of you, the Office of College Relations is offering a weekly portrait session on the Schnecskeville campus. We will be taking photos between 3:30 and 4:30 p.m., Thursdays, through the end of the fall semester.

Let us know you are coming by emailing collegerelations@lccc.edu or stop by the Design Studio (room 115 of the Student Services Center). If you are at one of the sites, let us know you would like to have a portrait taken and we will schedule a time.

We will use these photos, as needed, on the faculty and staff list on the website. You are also welcome to have a digital copy for your own use.

Questions? Email collegerelations@lccc.edu.

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 you to 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 10-14 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.

[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, Cherrynn Joseph, Floriana Melendez, Michael Owen and Timothy Shoemaker.

[Hide more >](#)

REMINDERS

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.

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: 0725540

EAP Offers Mindfulness Sessions

Preferred EAP is offering a streamlined introduction to mindfulness meditation especially for 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

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 **Walk Like A Penguin!**

Honors College Guest Lecture Set for Nov. 9

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

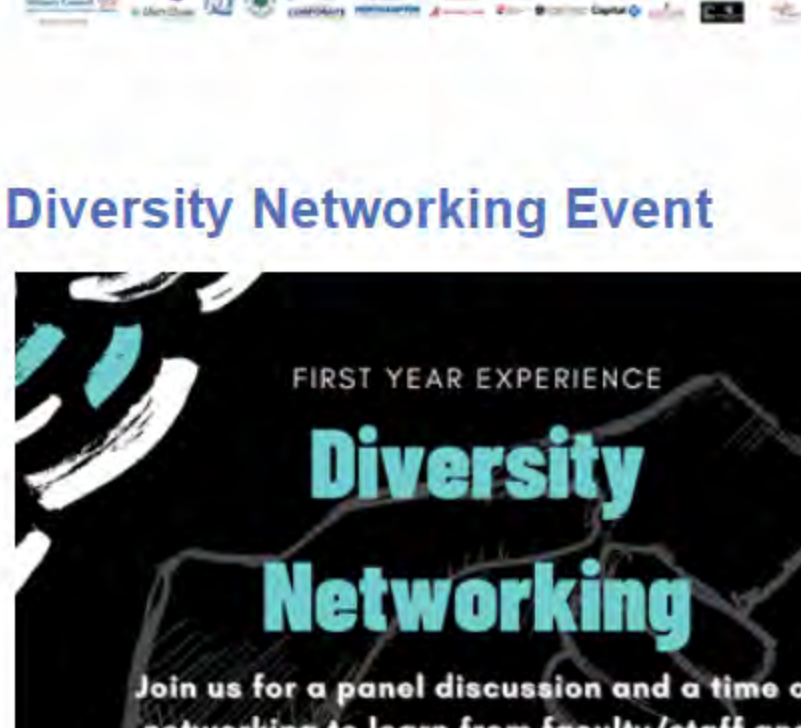
Wazmah Osman is an Afghan-American filmmaker and associate professor in media studies and production at Temple University. She is the author of Television and the Afghan Culture Wars: Brought to You by Foreigners, Warlords, and Activists (University of Illinois Press, 2020). She is also the co-director 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.

Returning Catering Equipment

Gourmet Dining is looking for any catering trays, cafeteria trays, coffee pots, bowls, utensils 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!

Veterans Appreciation Week

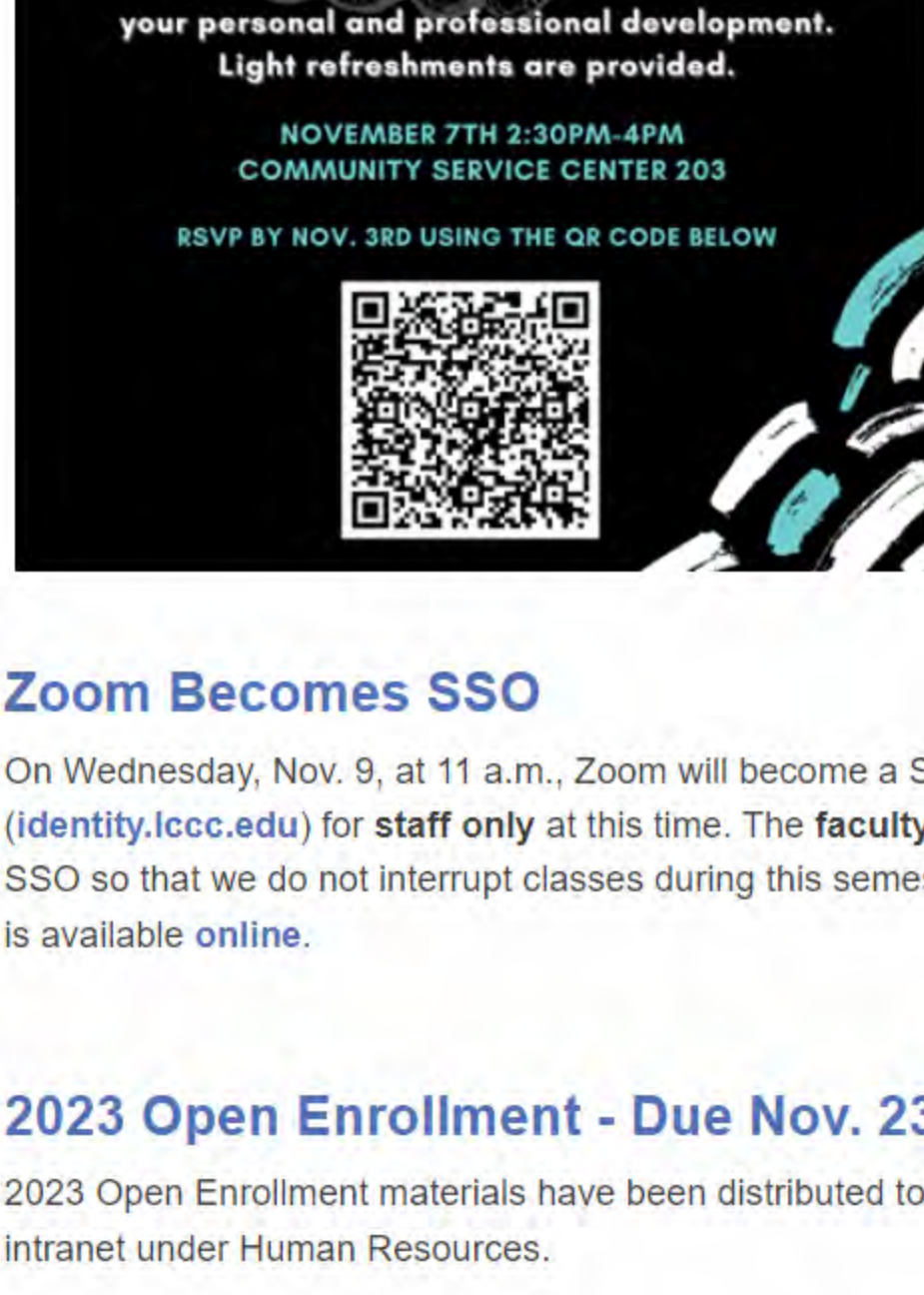


LCCC will honor veterans with several events during Veterans Appreciation Week, Nov. 7-12 on the main campus in Schnecskeville. Check out the attached flyer for all of the scheduled events and details. The week of celebrations will conclude with the 5K Ruck 'n' Run/Walk starting at 9 a.m., Saturday, 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 the 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.**

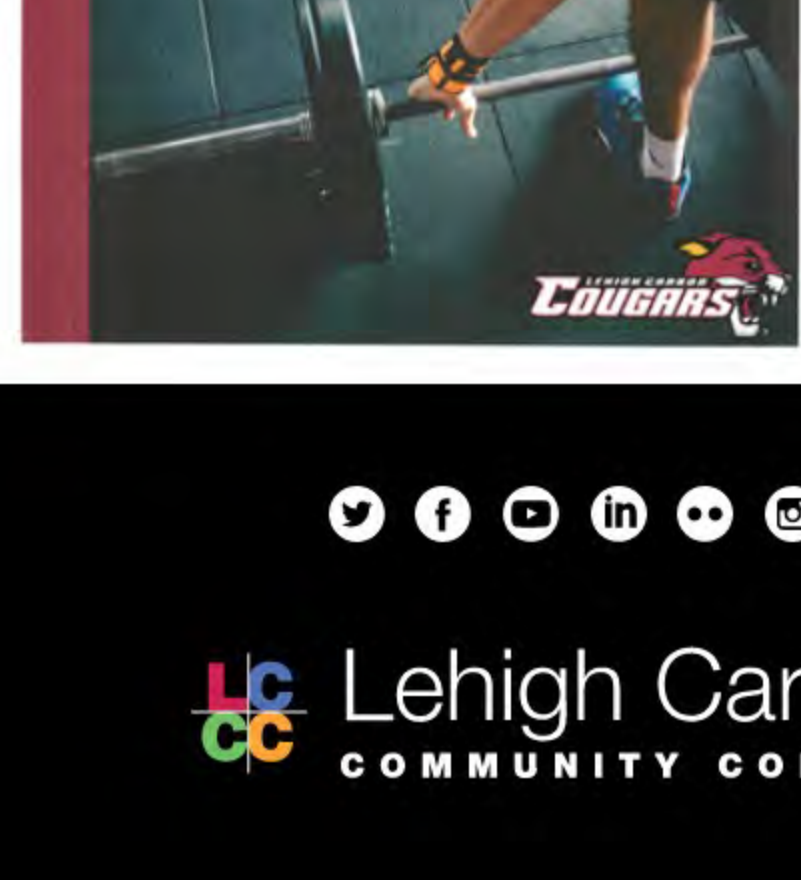
Benefit changes and Flexible Spending Account Election Forms are due to Human Resources no later than Nov. 23. Late submissions cannot be accepted.

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.](#)

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.