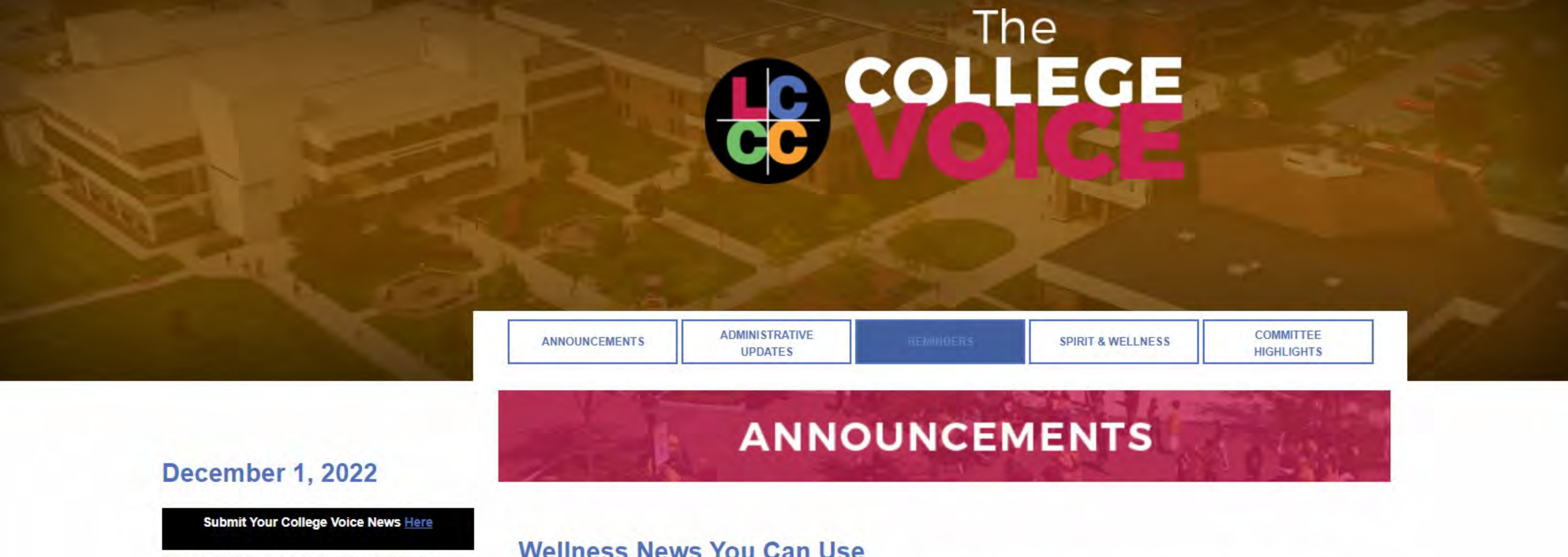




ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REGISTRATION	SPIRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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ANNOUNCEMENTS

December 1, 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

[December 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 Request

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

Library Fall Hours
7:30 a.m. - 8:45 p.m., Monday through Thursday; 7:30 a.m. - 5 p.m., Friday.

Gourmet Dining 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 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. Biebler
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 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 9:30-10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email lverta@lccc.edu to arrange a scheduled meeting.

VP Stefanie 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 an 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 Ogramm-Mosley
Mondays from 1 to 2 p.m. Email aogramm@lccc.edu to schedule a meeting via Hangouts.

Interim Dean Eike Reichardt
Wednesdays from 3 to 5 p.m. Email EReichardt@lccc.edu to schedule an online meeting.

Dean Dr. Kelly Trahan
Mondays from 3 to 5 p.m. Email kctrahan@lccc.edu to schedule an online meeting.

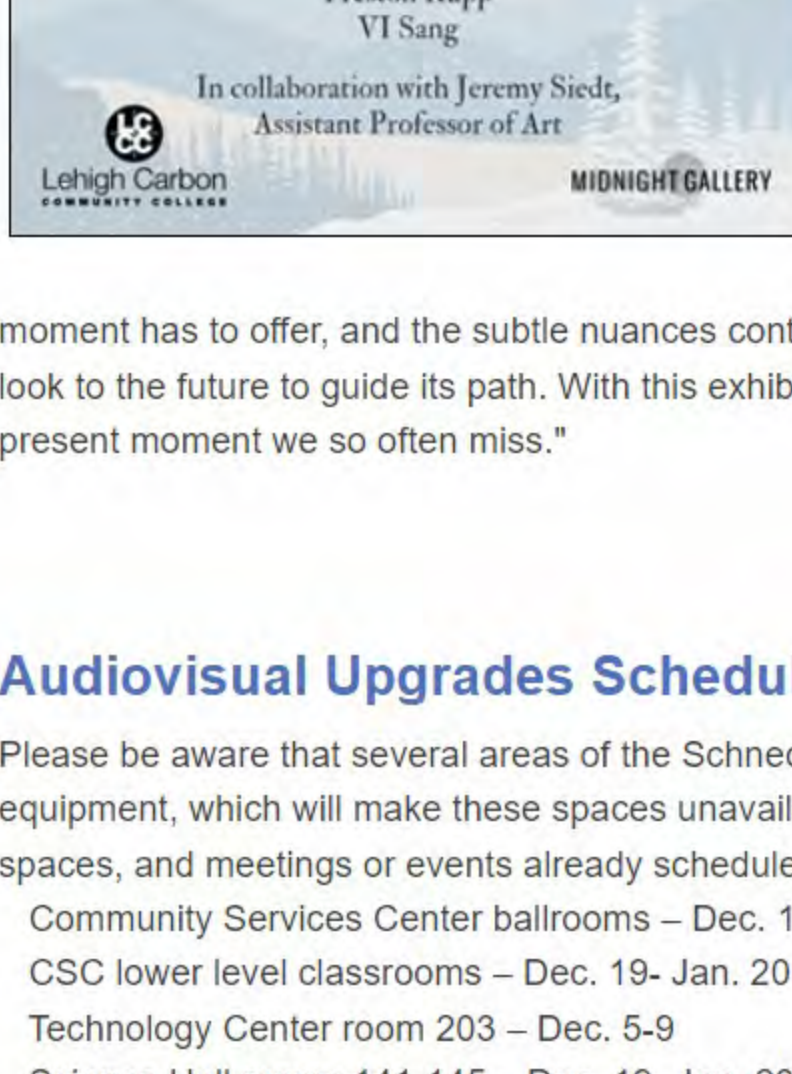
CIO Joshua Mitchell
Tuesdays from 11 a.m. to noon. Email jhmitchell@lccc.edu to schedule an online meeting.

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

Wellness News You Can Use

Health is a state of mind. Wellness is a state of being. View the December edition of Wellness News You Can Use [here](#).

Intervals: LCCC Capstone Thesis Exhibition



The works of students in Jeremy Siedt's art capstone class will be featured in an exhibition from Dec. 10 through Jan. 6, at the Midnight Gallery in Schneeksville. An opening reception will be held from 6 to 9 p.m., Saturday, Dec. 10. The Midnight Gallery is located at 4315 Independence Drive. The exhibition features the works of artists Bridget Danish, Jacob Johnson, Jen Lewis, Jade Perkins, Preston Rupp and VI Sang and is a full mixed media exhibition containing painting, sculpture, drawing and installation works.

"We assembled a collective showcase to exhibit our own interpretation of what past, present, and future mean and how that inspires us individually to create. From art representing our growth in life or the way things change over time, we hope to invoke the wide range of emotions that we associate with time. In life, it is easy to forget the value that being in the moment has to offer, and the subtle nuances contained within. We look to the past to inform our present, and look to the future to guide its path. With this exhibition, we hope to anchor ourselves in the in-between, in the present moment we so often miss."

Audiovisual Upgrades Scheduled

Please be aware that several areas of the Schneeksville campus will be undergoing upgrades to audiovisual equipment, which will make these spaces unavailable for a period of time. You will not be able to reserve these spaces, and meetings or events already scheduled will be moved. Following are the areas that will be impacted: Community Services Center ballrooms - Dec. 19-mid-February
CSC lower level classrooms - Dec. 19- Jan. 20
Technology Center room 203 - Dec. 5-9
Science Hall rooms 141-145 - Dec. 19- Jan. 20

The upgrades will include new screens, sound system, audiovisual equipment, computers, wiring, etc. This project will bring these spaces up to date on technology and will be easier for the end user to operate.

November 3, 2022 LCCC Policies and Regulations Manual

The policies below have been revised and approved by the LCCC Board of Trustees on November 3, 2022. You can view the current version of the College Policies and Regulations Manual on the LCCC Website at [Policies & Procedures Manual](#).

You will be sent a google form email today, Thursday, Dec. 1, to acknowledge receipt of the updated P&R Manual. Please be sure to open this email and respond. After you enter your information you will get the message "You are submitting information to an external page. Are you sure?" Click OK and then submit.

- Policy 3-308 – Use of Facilities
- Policy 2-700 – Academic Honesty
- Policy 3-112 – Leave of Absence with Pay
- Policy 3-120 – Salary Ranges
- Policy 3-222 – Hiring for an Established Position
- Policy 3-602 – College Organization
- Policy 4-111 – Academic Restart
- Policy 4-111a – Academic Standing and Progress
- Policy 4-111b – Change in Course Registration
- Policy 4-222 – Withdrawal
- Policy 4-224 – Withdrawal for Medical/Mental Health Reasons

Spirit Committee Hosts Winter Wonderland Office Decorating

Join the Spirit Committee as we encourage you and your office team to decorate for the holidays in a 'Winter Wonderland' theme. Photos can be submitted, and we will share a virtual Winter Wonderland tour with the campus community through the College Voice in late December. More details to come.

Please note, this is not a competition but rather a way to bring holiday cheer to everyone. You are reminded that nothing should be secured to the walls or glass that would leave residue, and in addition, nothing should obstruct windows and doors for safety reasons. Review Policy No. 3-244 Windows and Office Doors on page 3-74 of the Policies and Procedures document found [here](#).

LCCC Featured in Al Dia Article

The Philadelphia-based Al Dia publication featured LCCC and an interview with LCCC president Dr. Ann Biebler in its Nov. 23 issue. The article, written by Nemesis Mora and entitled "Lehigh Carbon Community College: Promoting the admission of Latinos," profiled Dr. Biebler and the college's designation as a Hispanic-Serving Institution by the U.S. Department of Education. Dr. Biebler discussed the college's many initiatives to serve its diverse student body.

Eileen Detweiler Obituary

Former employee Eileen Detweiler, who worked in the Library and Learning Center from 1999 to 2011, died earlier this month. Her obituary can be viewed [here](#).

LCCC Holds Extra Hours to Help Students Register for Spring 2023 Semester

For the convenience of students who are registering for the Spring 2023 semester, LCCC will hold special enrollment days during the holiday break in December and on two Saturdays in January. Students can make appointments to meet with staff for any of these days, from 9 a.m. to 3 p.m.:
Tuesday, Dec. 27 (IN PERSON)
Wednesday, Dec. 28 (virtual only)
Saturday, Jan. 14 (virtual only)
Saturday, Jan. 21 (virtual only)

Classes begin on Monday, Jan. 23, 2023.

During enrollment days, staff in Student Services will be available to help students by phone or via zoom. Students can also receive assistance through email. To make appointments to meet with staff, use the contact information below.

- Academic Advising – 610-799-1137 or advise@lccc.edu. You can schedule an advising appointment online also (Scroll to the bottom of that page and click on "Start same day advising sign-up.")
- Admissions – 610-799-1575 or admissions@lccc.edu
- Business Office – 610-799-1592 or bursar1@mymail.lccc.edu
- Financial Aid – 610-799-1133 or finaid@mymail.lccc.edu
- Registration and Student Records – 610-799-1171 or registrar@mymail.lccc.edu.

Students can also make an appointment for remote placement testing by contacting the Admissions Office (see contact information above). Testing will be set up within one business day. Students will receive directions and passwords when their testing is available.

The Bookstore on the Schneeksville campus will be open for in-store shopping over the winter break. Hours are available [online](#). Students can also order textbooks and supplies online at www.lccc.edu/bookstore.

All tuition payments are due at time of registration. Current students can register or make payment online through <http://my.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:

December 2 - Marco Anglesio, Institutional Research and Effectiveness
Linda Baker and Jill Yapsuga, College Relations

ADMINISTRATIVE UPDATES

Human Resources News

Nominate a Colleague for Spotlight on Excellence

Is there a faculty or staff member you know who helped smooth over an unexpected bump during a project or event? Do you know someone who went above and beyond to provide excellent customer service? Human Resources invites you to nominate that person for a Spotlight on Excellence recognition. Recognized members of the college community will be announced in the College Voice and will receive a token of appreciation for a job well done. Please use the [nomination form](#) to spotlight the excellence of a fellow employee!

Slip, Trip and Fall Prevention

Slips, trips, and falls account for a large percentage of medical incidents on campus and are the result from some kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. [Attached](#) are tips to aid in the prevention of slips, trips and falls.

Updated COVID-19 Guidelines from the Centers for Disease Control and Prevention (CDC) effective August 11, 2022 can be found [here](#).

This updated guidance no longer differentiates between those who are vaccinated and those who are unvaccinated. The CDC advises that those individuals exposed to COVID-19, regardless of vaccination status, need not quarantine.

1. Exposure to someone with COVID-19:

If you were exposed to someone with COVID-19, follow these steps per the [CDC guidelines](#):

- Start precautions immediately:
 - Wear a high-quality mask for 10-full days as soon as you find out you were exposed (day 1 is the first full day after your last exposure)
 - Get tested at least 5 full days after your last exposure
 - Watch for COVID-19 symptoms such as:
 - Fever (100.4 degrees or greater)
 - Cough
 - Shortness of breath
 - Other COVID-19 symptoms
 - If you develop symptoms, isolate immediately

2. Isolation and Precautions for People with COVID-19.

If you test positive for COVID-19, follow the steps below per the [CDC guidelines](#):

- Stay home and isolate for at least 5 days and isolate from others in your home.
- If you **had no symptoms**, day 1 of isolation is the following day you were tested.
- If you **had** symptoms, day 1 of isolation is the first full day after the day your symptoms started.

Quick Reference for Medical Emergencies on Campus

If serious injury or illness occurs on campus, CALL 911. After you call 911, call Public Safety at x1169 to inform them you called 911. Public Safety will report to where the injured person is until arrival of the ambulance.

For minor injury or illness, trained personnel should provide basic first aid care. Call Public Safety at x1169. All Public Safety officers are trained in first aid and CPR/AEDS.

No employee shall transport another employee/student to an emergency facility or hospital.

All New Employees:

The college's online training program is specifically designed for the busy professional but keeps in mind the college's requirements for training. It is a convenient, easy way to complete our new hire training series at LCCC.

A. Required Online Trainings

Below are the four online trainings that will be emailed to you from Knowbe4. This is a single sign-on system that will enable you to log in using your portal username and password. These online trainings must be completed within the first 30 days of hire.

If you want your completion certificate for each training placed in your personnel file, please print it out and send to the Human Resources office, otherwise Human Resources maintains a database of your completed trainings.

FERPA – Privacy and Security Awareness
Protected Classes – Intro to Discrimination
Intro to Diversity, Equity, and Inclusion in the Workplace
Creating Strong Password - Security Awareness Training

B. Run-Hide-Fight Video

To view this video, go to the [Department of Public Safety website page](#) and click on the Run-Hide-Fight video link.

If you have any questions, please contact Human Resources at x1107 or x1108.

[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

Digital 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, Cherrlyann Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

[Hide more >](#)

REMINDERS

Share a Memory - Holiday Celebrations

Student Engagement and Inclusion in collaboration with FVE want to hear about your favorite holiday memory. We will be creating a video titled The Diverse Traditional Celebrations of the LCCC Community. Tell us which holiday or tradition is your favorite and why. Feel free to share any holiday/tradition that is meaningful to you. Please share its origin. All entries must be submitted by December 6, at 4 p.m. The video will be shared the week of December 19.

[Click here to submit your memory](#)

SEED Hosts A Free Sensory Movie Marathon

The LCCC SEED Program is excited to host a FREE Sensory Movie Marathon on Saturday, December 10, starting at 1 p.m. in the Alumni Center! Movies to be shown include:

- 1 p.m. - The Polar Express
- 3 p.m. - Up
- 5 p.m. - Top Gun: Maverick

Snacks and refreshments provided, the event is open to the public. Please complete this [online RSVP form](#) to let us know you will be there! [View flyer here](#).

2023 Social Security Guide Available

The 2023 edition of the Guide to Social Security is available in Human Resources. Please stop by to pick one up or contact Tiffany Rehrip-Schaeffer at ext 1005 or TRehripschaeffer@lccc.edu if you'd like one sent via Interoffice.

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.

Friday, December 2, is Spirit Day



The first Friday of each month is Spirit Day. Our next Spirit Day is tomorrow, Friday, Dec. 2, and it's "Wear your holiday attire day." So get in the spirit and wear festive clothes to celebrate the holidays!

Review of Mission, Vision, Values, and Equity Statement

LCCC has officially kicked off its review of the College's Vision, Mission, Values, and Equity statements. Over the next two weeks, the College Voice will share information on LCCC's Vision, Mission, Values, and Equity Statements and invite you to share your suggestions for revisions.

Heart and Soul: Institutional values set the standard for everything we do.

LCCC's Values Statement highlights the principles we strive to live in our everyday business activities, decision-making, and institutional planning. These values reflect the manner in which we agree to interact with colleagues, students, partners, and community members. The statement reflects a code of conduct designed to shape a college culture suitable to achieving LCCC's Mission and Vision.

Please consider LCCC's current Values Statement as shared below. Do these values reflect the heart and soul of LCCC? Are there values not listed that should be included? Is there a value listed that does not need to be included? Are the explanations for how we are to exemplify each value clear, complete, and applicable?

As a student-centered learning institution, we value:

Access - Create learning environments and experiences that allow students to identify and achieve their goals.

Civic Engagement and Service Learning - Encourage leadership and civic responsibility through academic studies, student activities and community participation.

Continuous Improvement - Make decisions based on assessment, solid planning, and effective management of resources.

Employee - Attract, develop and retain a diverse team of employees, provide support and encourage them to work collaboratively and to understand their role in student success.

Equity - Embrace diverse backgrounds and viewpoints by providing inclusive experiences.

Instructional Excellence - Engage and challenge students, advance intellectual curiosity and promote lifelong learning.

Learning - Develop foundational knowledge, critical thinking skills and self-awareness that advance intellectual, ethical and social responsibility.

Partnerships - Cultivate relationships that provide innovative and entrepreneurial solutions to promote economic development and workforce needs.

Student Development - Foster individual growth, leadership and service, and intentionally support holistic development through opportunities both inside and outside the classroom.

To share your thoughts on LCCC's Values Statement and to offer suggestions on how it could be stronger, complete the Vision, Mission, Values and Equity Questionnaire [here](#) or emailing jhelmann@lccc.edu with your suggestions.

Gourmet Dining Winter Break Closure

The main Cafeteria and Corner Cafe will be closed starting Monday, Dec. 19 until Friday, Jan. 20. Both locations will resume normal business hours starting Monday, Jan. 23, 2023. During the closure we will be available for catered events on campus. Please contact catering@lccc.edu with any questions. Thank you and happy holidays!

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.