



ANNOUNCEMENTS	ADMINISTRATIVE UPDATES	REMINDERS	SPIRIT & WELLNESS	COMMITTEE HIGHLIGHTS
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ANNOUNCEMENTS

February 23, 2023

Submit Your College Voice News

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

[February 2023 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

[Employment Center and Mail Room](#)

Service Window Hours
8 a.m. - 8 p.m., Monday through Thursday; 8 a.m. - 8 p.m., Friday
Lobby Hours
7:30 a.m. - 7 p.m., Monday through Thursday; 8 a.m. - 8 p.m., Friday

Courier services Monday through Friday to all schools.

Bookstore Hours

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

Library Hours

7:30 a.m. - 9:45 p.m., Monday through Thursday; 7:30 a.m. - 8 p.m., Friday

Gourmet Dining Hours

AFC 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.

[View Menu](#)

The Corner Café

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

The Main Cafeteria and Corner Café will be Closed starting Monday, Dec. 19 until Friday, Jan. 20. Catering remains available.

Wellness Center

9 a.m. - 5 p.m., Monday through Friday

PRESIDENT'S CABINET MEMBERS OPEN OFFICE HOURS

President

Dr. Ann D. Bieber
Appointments can be made via Zoom. Email Tracy Beem at tbeem@lccc.edu to schedule an online meeting.

VP Dr. Cindy Harnoy

1st and 3rd Mondays from 4 to 6 p.m. and 2nd and 4th Thursdays from 4 to 6 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 12:00 to 2 p.m. or email lverta@lccc.edu to arrange a scheduled meeting.

VP Stefano 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 2 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 Gramann-Mosley

Mondays from 1 to 3 p.m. Email agramannmosley@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 2 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.



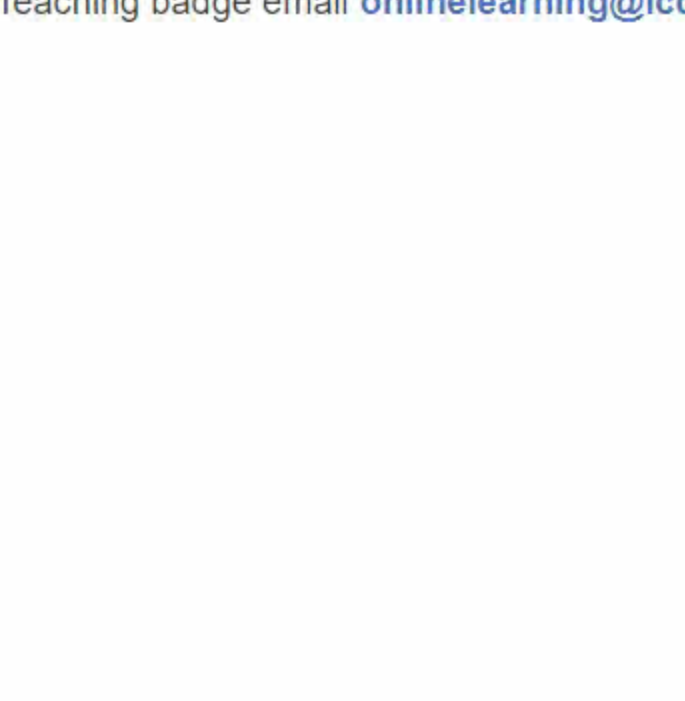
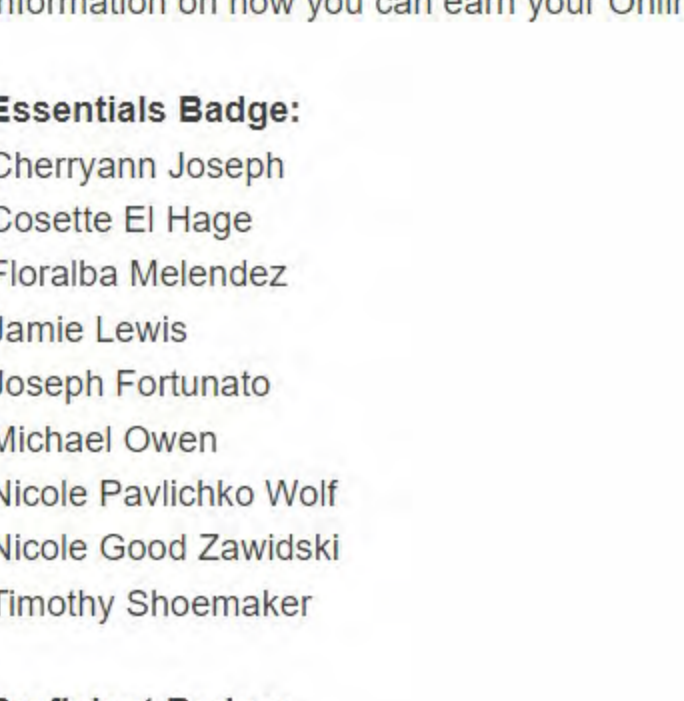
Try your luck in the 2nd Annual Staff vs Student basketball game! Sign up by March 9. Halftime entertainment and snacks will be provided by SGA.

Fall 2023 Course Schedule Posted

The course schedule for Fall 2023 has been posted to the College website, and can be viewed [here](#). Registration for Fall 2023 will open on Friday, March 10, for Veteran students and on Monday, March 13, for all students.

Honors Students Give Back

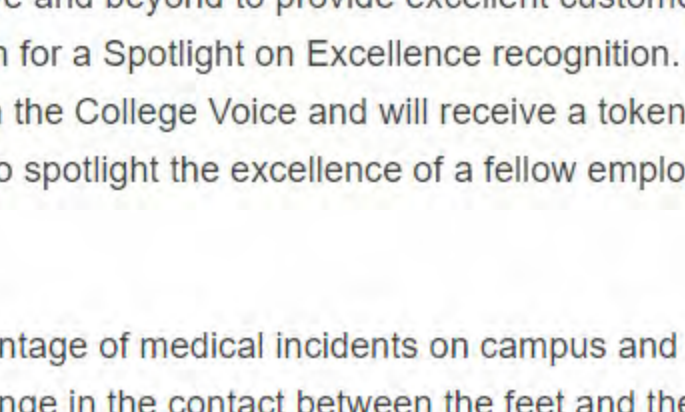
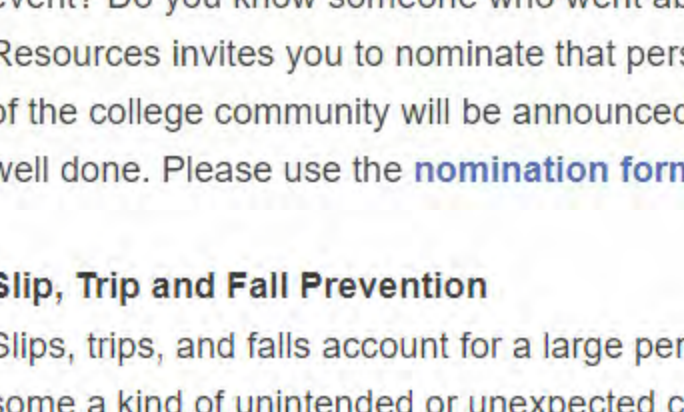
Honors students spent last Saturday afternoon volunteering their time at Second Harvest Food Bank. Together with a volunteer team from Home Depot, students packed 1,109 food boxes for senior citizens in the Lehigh Valley and Northeast PA.



The True Black History Museum at LCCC Tuesday, Feb. 28

The True Black History Museum is a traveling Black History exhibit with artifacts dating from the late 1700s to the 21st century. The museum will be located in the Student Union on Tuesday, Feb. 28 from 10 a.m. to 2 p.m.

The museum was established to preserve the history of African-American people and to educate others of the many great contributions that African-Americans have made to mankind. The mission of this exhibit is to instill self-esteem and pride and to increase knowledge, awareness, cultural sensitivity, and understanding of the historic experience of African-Americans. The collection takes visitors on a journey through the African-American experience and is comprised of over 1,000 authentic artifacts, with original documents from historic figures such as Booker T. Washington, Mary McLeod Bethune, George Washington Carver, Rosa Parks, Frederick Douglass, Angela Davis, President Barack Obama, and many other great African-Americans. Fred Saffold III is the CEO and Founder of The True Black History Museum.



Online Teaching Achievement Series Badge Earners

Congratulations to the following for earning their Online Teaching Achievement Series badge! For more information on how you can earn your Online Teaching badge email onlinelearning@lccc.edu.

Essentials Badge:

Cherrynn Joseph
Cosette El Hage
Floribia Melendez
Jamie Lewis
Joseph Fortunato
Michael Owen
Nicole Pavlichko Wolf
Nicole Good Zawilski
Timothy Shoemaker

Proficient Badge:

Jamie Lewis
Timothy Shoemaker

Advanced Badge:

Jamie Lewis
Timothy Shoemaker

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 610-798-1169 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 Associate Dean Brian DeLong at bdelong2@lccc.edu.

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-1, regardless of vaccination status, need not quarantine.

1. Exposure to someone with COVID-19:

If you test positive for COVID-19, follow the steps below 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

February's edition of the Online Learning Newsletter features important 2023 dates for the Canvas and Remote Teaching certifications, where you can sign up for them and DEI articles/book recommendations!

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

Schedule a meeting with Rachel Peters to ask any questions on training, course development, professional development, and other tools/topics.

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, Floribia Melendez, Michael Owen and Timothy Shoemaker.

[Hide more >](#)

REMINDERS

25Live Difficulties with Requests

Please be advised we are experiencing difficulties with 25Live requests. If you have submitted a request through 25Live and have not received a confirmation email, please reach out to Mia Nightingale at mnightingale@lccc.edu or x1175.

Updated 25Live Protocols

All internal groups needing to request a space on campus should do so using the 25Live event form [here](#).

The 25Live event form can also be found in your portal, under "Faculty and Staff Resources." Select "Request a Room (25Live)."

All external groups (not affiliated with LCCC) should do so using the facilities request form [here](#).

For assistance with setup, AV, catering, or marketing needs in the respective spaces on the forms.

For assistance with 25Live, contact Ginny Hertzog at vhertzog@lccc.edu.

For questions or assistance regarding events and room requests, contact Mia Nightingale at mnightingale@lccc.edu.

New Gmail Feature - BE A HERO! Use the Phish Alert Button

You receive an email asking you to take an action. Sounds suspicious, right? But don't worry. You can be a hero by taking the correct action and giving your IT department the information they need to defend your organization against the effects of malicious email attacks. It's easy. Thanks to the **Phish Alert Button**, or **PAB** for short.

How do I know what to report?

You should only report messages you suspect are malicious, like **phishing** or **spear phishing** emails. Reporting annoying messages, like **spam**, to IT will waste their time and resources.

Spam is unsolicited and unwanted email sent to you to sell you something. While it is often annoying and misleading, it is rarely malicious.

Simply delete it!

Phishing messages are bulk emails, typically appearing to be from a reputable source, that ask you to take a specific action that can cause damage to you or your organization. These messages are malicious.

Report it with the PAB!

Spear phishing emails are targeted attacks on a person or organization, occurring after a detailed research in order to make them seem especially real. These messages are extremely malicious and can lead to very damaging consequences.

Where do I find the PAB in Gmail?

Right from your inbox:
1. Click the checkbox next to the email. Then 2. Click the Phish Alert Button.

Confirm:
You will be prompted to confirm your action. This will automatically forward the email to the pros over in IT and at the same time, remove it from your inbox.

Are you sure you want to report this as a phishing email?
Phish alert
Success!

Remember, you are the last line of defense against email based criminal activity. Never click on a link or open an attachment in an unexpected or unsolicited email. If you are uncertain, follow your organization's security policy or ask your IT team for advice.

For a printable version click [here](#).

Virtual Transfer Event

Lehigh Carbon Community College will host a Virtual Transfer Event on Wednesday, March 1. Representatives from various colleges and universities will be available 10 a.m.-12 p.m., 1-3 p.m., and 4-6 p.m., to answer questions about transferring from LCCC to a four-year school. This is a great opportunity for students to begin the next step in their path toward an exciting future! Click [here](#) for details.

Honors College Hosts Prof. Grant-Friedman for Talk on the Ukraine War

The Honors College is hosting a talk by Prof. Andrea Grant-Friedman titled One Year of the Ukraine War: "Tobogganing towards disaster with eyes closed."

The Russia-Ukraine war is entering its second year, with no end in sight. The conflict is rapidly and dangerously escalating. Sixteen million Ukrainians have been displaced, much of the country's infrastructure laid waste, and tens of thousands of young Ukrainian and Russian men maimed or sent home in body bags. What has happened over the course of the last 12 months? Why has there been no negotiated solution to a conflict that threatens to explode into World War III? How have Ukrainian, Russian, European and other societies across the globe been impacted? And what might the future hold? Professor Andrea Grant-Friedman will address these and other questions in a half-hour talk, followed by a Q&A session.

The talk will be held on March 6 at 4 p.m. in AC 107-106 and by Zoom
Link: <https://lccc.zoom.us/j/93913446099>

Faculty Award Nominations

Nominations for the 2022-2023 faculty awards are now being accepted by the Office of the Vice President for Academic Services and Student Development. The nomination deadline is Tuesday, Feb. 28. For information on the awards, click the links below:

[Vice President's Faculty Recognition Award](#)
[George W. Elison Faculty Service Award](#)
[Faculty Excellence Award](#)
[Part-Time Faculty of the Year Award](#)
[Adjunct Faculty of the Year Award](#)

To access the above links you must be signed into your LCCC.edu email account.

Nominations Open for 2022-23 Spirit Awards for both Staff/Administrators and Faculty

The LCCC Spirit Committee is inviting nominations for the LCCC Staff/Administrator Spirit Award, presented for the fifth year, and the LCCC Faculty Spirit Award, which will be presented for the second time, both at the Staff Dinner ceremonies in May.

For the Staff/Administrator award, all regular full- and part-time staff/administrators are eligible, including both classified and administrative employees. For the Faculty award, full- and part-time faculty are eligible. The Spirit Committee will select one award recipient for each category.

If you notice how hard a colleague works and would like for them to be recognized, we encourage you to nominate them using this online form for staff/administrators and this online form for faculty. The following are some of the ways the employee can demonstrate "spirit" ...

- Goes above and beyond their job description
- Is known for serving others; always willing to help
- Brings out the best in people; known for being collaborative
- Has creative solutions to problems
- Is a positive team member
- Promotes the goals of their department and the college
- Is a valuable and steady presence
- Is always willing to help without the need for reward
- Inspires and encourages others
- Fosters a positive work environment

Deadline to submit nominations is Friday, March 17 at 5 p.m. If you have questions, contact Ronnie Blue at rblue@lccc.edu.

Staff Award Nominations

Nominations are now being accepted for the following three awards to be presented at the annual Faculty/Staff Recognition Ceremony in May.

- Administrator of the Year (includes all full and part-time administrators)
- Education Support Professional of the Year (includes all full and part-time classified staff)
- PT Employee of the Year (includes tutors, student workers, noncredit instructors and coaches)

Faculty and Staff are invited to nominate an employee from any of the groups above. Nominations must be submitted by **March 31, 2023**.

General Description:

The nominated employee should be able to effectively communicate with others, promote a culture of respect to professional staff and team, and demonstrate integrity through the employee's consistent commitment to professionalism and teamwork at LCCC.

Criteria:

- Has demonstrated dedication in carrying out his/her responsibilities at the college.
- Exhibits energy/enthusiasm and accepts more tasks apart from his/her regular job duties.
- Approachable with customers, students, colleagues, and should be one who stands as a role model for others.
- Has demonstrated examples of assisting with team milestones or providing assistance to the college community.

Required: Full name of the nominee and detailed narrative how the nominee meets the criteria.

To fill out the nomination form go to:

2023 Administrator of the Year Nomination Form
2023 Educational Support Professionals Nomination Form - Education Student Workers, Noncredit Instructors and Coaches

Inclusion Certificate 2022 Welcomes Dr. Shane' Gill

The LCCC DEI Committee presents "Underserved Communities and Inclusive Practices" with Dr. Shane' J. Gill at the Donley Center on February 23 from 2:30 - 3:40 p.m.

Dr. Shane' J. Gill is an aspiring philanthropist, reformist, globalist and advocate, who strives to identify opportunities in serving those that are underrepresented, misrepresented and whose civil liberties have been deadened by systemic oppression stemming from racist and discriminatory practices. Dr. Gill graduated from George Fox University with a bachelor of arts in biology and psychology. She then pursued and completed her master of arts in clinical education and counseling at Regent University in Virginia and Ph.D. in consumer education and supervision from Capella University in 2022.

She serves as research fellow in the Department of Family and Community Medicine at Thomas Jefferson University and a visiting faculty in the counseling department at Barry University. With an interest in racial and ethnic disparities in behavioral health and the intersection of poverty in adverse health outcomes, Dr. Gill has begun seeking out opportunities to devote her career to research in these areas with a goal of creating new innovations in screening, assessment and treatment in behavioral health for marginalized communities globally and advancements in education and training of clinicians and providers in primary care and emergency medicine.

While this is an in-person event, a zoom option will be available. For more information and to receive the zoom link, contact agramannmosley@lccc.edu or erelchard@lccc.edu.

SPIRIT & WELLNESS

LCCC Spirit Night at the Phantoms

You are invited to "Spirit Night" at the PPL Center on Saturday, April 1. These are discounted tickets just for LCCC. The Phantoms take on the Hartford Wolf Pack at 7:05 p.m. Please [click here](#) for the discounted ticket link to purchase your tickets. Make sure you wear your LCCC Spirit Gear!

Sweet 4 Swag

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

