



September 28, 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

[College Voice Submission](#)

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Quick Links

[President's Desk September 2023](#)

[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. – 5 p.m., Monday through 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.-5 p.m.; Friday: 9 a.m.-1 p.m.; Saturday and Sunday: CLOSED.

Library Hours
7:30 a.m. – 5:00 p.m., Monday through Friday.

Wellness Center
10 a.m. – 3 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 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 laverta@lccc.edu to arrange a scheduled meeting.

VP Stefanie Hester
1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email Maria Bowen at mbowen@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, 9 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 5 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 jmitchell@lccc.edu to schedule online meeting.

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

ANNOUNCEMENTS

Development Day on Oct. 10



Development Day will be held Tuesday, Oct. 10. View the agenda [here](#).

Career Development Center Clothing Drive

In partnership with The Perfect Fit for Women and Tools for Success for Men, the Career Development Center is hosting a professional clothing drive from Oct. 2 until Oct. 13.

Join us as we collect professional clothing to help our students and the community dress for success. Both organizations have free services that will assist our students in acquiring professional attire as they prepare for job interviews and help build their wardrobes as new hires. The Perfect Fit and Tools 4 Success have partnered with Career Development for the 2023-2024 academic year. Each organization will be joining us at our site locations to provide services to our students for our upcoming job fairs.

Acceptable donations:

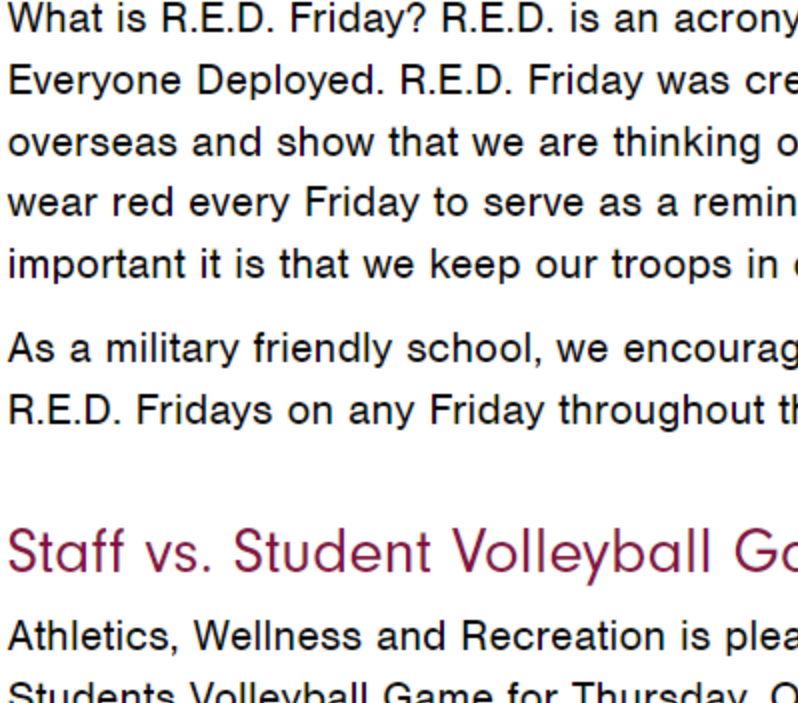
- Clean (No rips, tears, or holes)
- Professional clothing (both male and female in current styles)
- Handbags
- Jewelry
- Shoes
- Scrubs

Please make sure all items are in good condition. Please label your donations as male attire or female attire. Remember all clients utilizing these organizations for attire will be wearing these items to dress for success! Donations can be dropped off inside the Career Development Center in SSC 004 from Oct. 2 – 13, from 9 a.m. – 4 p.m. If you need to drop off items outside of the designated times please email Kescha Bell-Ross at kbellross@lccc.edu.

If you have any questions, please feel free to contact Kescha Bell-Ross, Director of Career Development and Civic Engagement 610-799-1136 kbellross@lccc.edu.

Honors College Welcomes 20th Cohort of Honors Scholars

The Honors College at LCCC welcomed the 20th cohort of Honors Scholars at the beginning of the semester. These forty-two exceptional students have been selected for their outstanding academic achievements, leadership potential, and commitment to making a positive impact on their communities. The Honors Scholars Program is designed to provide a challenging and enriching educational experience for high achieving students.



Spirit Day – R.E.D. Day

Join us on Friday, Oct. 6, in wearing red attire for Spirit Day!

What is R.E.D. Friday? R.E.D. is an acronym that stands for Remember Everyone Deployed. R.E.D. Friday was created to remind people of our heroes overseas and show that we are thinking of them. People across the country wear red every Friday to serve as a reminder and spread the message of how important it is that we keep our troops in our thoughts.

As a military friendly school, we encourage all of our colleagues to join us for R.E.D. Fridays on any Friday throughout the year, but especially on Oct. 6.

Staff vs. Student Volleyball Game Sign-Up

Athletics, Wellness and Recreation is pleased to announce our annual Staff vs. Students Volleyball Game for Thursday, Oct. 26, from 5-7 p.m. in Berrier Hall. If interested, please complete the [google form](#). An event T-Shirt will be provided. Please wear comfortable workout apparel and sneakers. Any questions please contact Brandon Kinsey at 610-799-1181 or bkinsey@lccc.edu.

View Recorded Performance by Award Winning Poet Carlos Andrés Gómez

Those who may have missed the show on Sept. 20, it can be viewed on [YouTube](#).

Fall 2023 Movement Challenge

Join the LCCC Spirit Committee in a friendly Movement Challenge during the month of October, promoting a healthier and happier you through self care and movement. Get up and get moving. Walking, running, swimming, yoga, barre or your favorite cardio, it all counts! Each Monday, you will receive a reminder email to enter your movement totals for the previous week.

BONUS: Join us for Stretch & Breathe with Rachael Toonder outside the Student Union, Mondays at 10 a.m. or at 2 p.m. Take a few minutes of "you time" with light stretches to help with your movement challenge!

Prizes will be awarded at the end of the challenge!

[Click here](#) to register now. Reach out to Ginny Hertzog at ext. 1775 or vhertzog@lccc.edu with any questions. View the [attached flyer](#) for more information.

ADMINISTRATIVE UPDATES

Human Resources News

New I-9 Form

The new version of the I-9 has been released. Please begin using the new version for all new hires. The form can be viewed [here](#).

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 a kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. [Attached Word](#) 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.

Online Learning News

Check out the [September 2023 Edition](#) of the Department of Online Learning Newsletter! This edition includes: event dates, new faculty resource modules in the Department of Online Learning Canvas page, an article about hybrid teaching, info about the Montgomery County Community College Technology & Learning Conference, important Canvas updates, what to do when technology fails, how to get to the new faculty academy; and recognition for our recent Online Learning Badge earners! If you have any questions about anything in the newsletter reach out to us at onlinelearning@lccc.edu.

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, Floriba Melendez, Michael Owen and Timothy Shoemaker.

REMINDERS

Spring 2024 and Summer 2024 Course Schedules Available

The course schedules for Spring 2024 and Summer 2024 have been posted to the college website, and can be viewed [here](#). Registration for Spring 2024 and Summer 2024 will open on Friday, Oct. 6, for veteran students and on Monday, Oct. 9, for all students.

Calling All Golfers

The Tony Boyle Memorial Golf Tournament is scheduled for Monday, Oct. 2, at The Club at Twin Lakes, and we are looking for golfers to represent LCCC. To encourage sign-ups of staff and faculty, we are offering a day of golf, plus breakfast, beverages on the course and dinner, for half price of the regular cost. All this for \$125 a golfer, regularly \$250. All proceeds benefit the Promise and Aspira Scholarships.

Please note in order to create a series of courses, we ask that you sign up at least two golfers, or ideally a foursome. Also, the day cannot be considered a work day; you will need to use personal or vacation time. Registration begins at 8 a.m. Shotgun start is at 9:30 a.m. Dinner and awards will start around 2:30 p.m.

For information and to sign up, contact JoEllen Rooney, alumni and events manager, at JRooney@lccc.edu or ext. 1929.

Advisors Needed For LCCC Clubs

There are currently several clubs that are seeking a faculty or staff member to serve as an advisor for their group. These groups provide opportunities for students to pursue special interests, develop interpersonal and leadership skills, meet other students, work with faculty and staff, and take advantage of learning experiences that exist outside the classroom. The activities sponsored by student groups enrich the total educational experience and quality of campus life. As advisors, faculty and staff members have an excellent opportunity to work with college students in a non-classroom environment, enriching student-staff/faculty interaction. We know from past experience and research that this interaction has a positive effect on student retention and graduation.

The following groups are currently in need of an advisor or co-advisors: Outdoors Club, Anime Club, Dance Club and Justice Society. For more information about these clubs and more information on the responsibilities of serving as an advisor please contact Gene Eden, geden@lccc.edu.

Neurodiversity ERG

Supported by LCCC, this Employee Resource Group provides an affinity space for sharing the unique experiences of neurodiverse faculty and staff. Neurodiversity recognizes those whose brains work or process in ways divergent from the status quo, which bring different strengths and challenges to the workplace and everyday life. This includes people with ASD, ADHD, dyslexia, dyspraxia, Tourette's, or any other similar condition, whether diagnosed or self-identified.

Join this group to explore the challenges as well as the assets a neurodiverse community brings to campus while navigating within a neurotypical environment. This space will also explore practices that support neurodiversity in the workplace. To join the first meeting of the year at 4 p.m., Friday, Sept. 29, please contact Eric Werley at ewerley@lccc.edu and/or Thomas Simko at tsimko@lccc.edu for the Zoom meeting link.

LV Veterans and Military Council 5k

Join the LCCC Veteran Support Team at the annual 5K Ruck 'n Run/Walk to honor veterans during Veterans Appreciation Week. Lehigh Valley colleges, universities, businesses and community members will Ruck OR Run/Walk to recognize and honor all veterans throughout the Lehigh Valley. 5K Ruck and Run/Walk options in addition to a 1-mile Fun Run/Walk (no timing or awards) are available. The course is an off-road grass course through scenic Bicentennial Park. Donations will go to Shamrock Reins. Participants who register and make a \$30 minimum donation by October 28 will have the option of an event beanie or water bottle. The college or university team with the most participants (Ruck, Run/Walk, and Fun Run/Walk combined), earns a plaque to be displayed on their campus and bragging rights! For more details and registration information, visit <https://runsignup.com/vmc5k>.

SPIRIT & WELLNESS

Spirit Committee Upcoming Events

The LCCC Spirit Committee invites you to save the date on these upcoming (and exciting) events!

October

-Office Decorating Contest – Entire Month

November

-Virtual Monthly Bingo Begins – Wednesday, Nov. 15

December

-Alumni and Staff NYC Bus Trip – Saturday, Dec. 2

-Holiday Breakfast Party – Tuesday, Dec. 5

January

-Hot Cocoa/Cider Day – First Week of the Month

February

-Super Bowl Cook-Off – Wednesday, Feb. 7

Stay tuned for more details in the coming weeks, and keep an eye on The College Voice for more announcements. For more information and questions, contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

Sweat 4 Swag 2.0

Sweat 4 Swag is back! Come over to the Wellness Center and start your journey of earning cool Lehigh Carbon gear while creating a healthy lifestyle.

Wellness Center Hours

Wellness Center Hours this week Sept. 25-29:

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

Tuesday, 9 a.m. – 2 p.m.

Wednesday, 9 a.m. – 5 p.m.

Thursday, 9 a.m. – 2 p.m.

Friday, 9 a.m. – 5 p.m.

Please check [our website](#) or [our new Facebook page](#) for updates and upcoming events.

All hours subject to change. All changes will be communicated through our Facebook page.