### All College Voice submissions are due by 12 p.m. the business day prior to each edition (Friday by 12 p.m. for Monday

News

## 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

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

Minutes Board of Trustees President's Cabinet Leadership Team

Submit Your Marketing Project Request

and Staff Resources.

### through Thursday; 8 a.m. - 5 p.m., Friday. Courier services Monday through Friday to all sites. **Bookstore Hours**

a.m.-1 p.m.; Saturday and Sunday: CLOSED. **Library Hours** 

**Wellness Center** 10 a.m. - 3 p.m., Monday through Friday.

**Open Office Hours** President Dr. Ann D. Bieber Appointments can be made via Zoom.

VP Larissa Verta from 3 to 5 p.m.; Tuesdays from 9:30 2 p.m., or email jtaschler@lccc.edu to

Dean Peggy Heim Mondays from 3 to 5 p.m. 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

online meeting. **CIO Joshua Mitchell** Tuesdays from 11 a.m. to noon. online meeting. Dean Scott Aquila

## Honors College Guest Lecture Set for Nov. 1

The campus community is invited to the Drs. Adelle and Richard Ziemer

Lecture, presented by the Honors College, on Wednesday, Nov. 1, from 2:30 to 3:45 p.m. in the Alumni Center. Dr. Paul Wilson will present "Creek

Dr. Wilson has been an integral part of the Delaware River Watershed Initiative (DRWI). The goal of the DRWI is to promote science driven land preservation

and restoration work in sub-watersheds of the Delaware River to bring about improvements in water quality and aquatic habitat. This project focuses on the use of science to determine where to work, how to work and how to assess the impact of conservation and restoration of watersheds. Dr. Wilson will also address the many associated "non-science" activities that ultimately drive

education, and policy. Dr. Wilson is a Professor of Biology and Director of the Environmental Studies training at Lafayette College with a BS with honors in Biology. He received his Ph.D. in Evolutionary and Population Biology from Washington University, St. Louis. Dr. Wilson's early research focused on the biogeography of a genus of small freshwater fish known collectively as "darters". His most recent work

relates to assessing the impact of conservation and restoration of creeks and their watersheds as part of the Delaware River Watershed Initiative (DRWI). Parking Lot F Closed on Nov. 2 for Main Campus Job Fair Just a friendly reminder that our Schnecksville "Parking Lot F" top level will be closed for the main campus Fall Job Fair on Thursday, Nov. 2, for all of our participating employers. Please be sure to stop by the CSC from 10 a.m. - 2 p.m. to meet and welcome

First year Honors Scholars enjoyed a trip to the Rodale Institute to learn about current research in agriculture, farming practices, and our environment. They were also introduced to the many opportunities available for students through

Veterans Appreciation Week

LCCC will honor veterans with several events during Veterans Appreciation

academic spaces during the day and classrooms in the evenings. We ask for your patience and understanding during this timeframe and expect very little disruption to our normal routine.

attended the Green Nutrition workshop help at LCCC Allentown, Donley Center on Wednesday, Oct. 18. We hope that you found the workshop informative and worthwhile. There were many topics covered during the workshop and the presenter Neil Singh, Program Director at Promise Corps did an outstanding job of sharing his expertise with us and graciously concocting mocktails.

We currently have a few EarthBoxes and seeds left from the workshop. Any student interested in growing their own indoor herb garden should contact Gladys Malpica at <a href="mailto:gmalpica@lccc.edu">gmalpica@lccc.edu</a> to receive an EarthBox and seeds.

"Movement is a medicine for creating change in a person's physical, emotional, and mental states." -Carol Welch Here's are the things we were proudest of this past week:

finishing a book less snacking
Less snacking

Made sure to eat veggies every night

Walking goals **ADMINISTRATIVE UPDATES** 

### 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 <u>nomination form</u> 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. AttachedWord are tips to aid in the prevention of slips, trips and falls.

## 1. Exposure to someone with COVID-19: If you were exposed to someone with COVID-19, follow these steps per the CDC guidelines:

Fever (100.4 degrees or greater) Cough Shortness of breath

 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.

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.

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

Congratulations to the following people who have recently earned the Essentials Badge:

for them please contact onlinelearning@lccc.edu.

Timothy Shoemaker.

outlined on the flyer. If you have any questions about the digital badges or the requirements

Joseph Fortunato, Cosette El Hage, Cherryann Joseph, Floralba Melendez, Michael Owen and

seamlessly connect to "LCCC." We'll take care of the rest! If you experience any wireless connectivity issues, please visit help.lccc.edu for assistance. October 2023 Student Employee of the Month Career Development is recognizing Lehigh Carbon Community College Madison Marzano as "Student Employee Student Employee of the Month of the Month." Madison's team has recognized her for achieving NACE

fulfilling your needs. As she was assisting in developing the dynamic forms for

the department, she was able to critically think about ways to make the forms

Madison seems to adapt very well and quickly. Madison chose her position in

development/configuration of software to fit users' needs. This applies directly

projects and portal modifications, along with end users of Dynamic Forms and

user-friendly and would offer suggestions to enhance the form.

EA to get a better understanding of software interactions and the

to her program here at LCCC, Computer Game & Sim Development -

Programming, along with her self-goal of developing games. Madison

communicates effectively with members of the EA team on Dynamic Form

STUDENT EMPLOYEE OF THE MONTH

Congratulations on your achievement as the top student employee this month.

We appreciate you!

Join us for some Halloween Festivities on Thursday, Oct. 26, at 7 p.m. in the Community Services Center for a free showing of Hocus Pocus 2. Popcorn will be provided. Bring your own beverages and snacks and join us for this Disney Halloween classic. Sponsored by the

Student Government Association. We hope to see

November 3, from 2 - 2:30 p.m. Department: Counseling, Community Resources/Basic Needs, and Community Standards

It's never too early to think snow and this year's Snow Day Contest! Please use the link provided to submit your guess for the first day that LCCC will be closed for inclement weather. The closure must affect all campuses. The correct submission will win a \$25 gift card. Deadline for guesses is Friday, Oct. 27, at 5 p.m.

SPIRIT & WELLNESS

Sweat 4 Swag 2.0

on Your Spirit Wear!

**Employment** Student Consumer Information Sitemap

Our primary goal was to increase knowledge of cooking with herbs and growing an indoor herb garden. With our EarthBoxes, we aimed to support a Green Kitchen initiative so that participants can start growing their own herbs and vegetables at home.

Increased walking Lost 2 lbs this week. My animated shortl finishing a book I have been reading

### **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.

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

sign-on system that will enable to you log in using your portal username and password. These

Register online for our live and self-paced trainings. Trainings include: Canvas Course Certification, Remote Course Certification, Excellence in Instruction, Zoom, Canvas Studio,

Beginning Wednesday, Oct. 25, LCCC IT will be rolling out a new wireless connection to your college issued Windows laptop. Moving forward, say goodbye to guessing and

Free Showing - Hocus Pocus 2

you there!

New Dynamic Forms - Tuition Waiver and Direct

x1108 if you have any questions about using the new forms.

**Etiquette Luncheon Nominations Open** 

Country Club. Transportation will be provided.

The tuition waiver form and direct deposit form are now dynamic forms located

in the Faculty and Staff Resources. Feel free to reach out to Karissa Belcher at

The Career Development Center is excited to host an Etiquette Luncheon in

Development Week. The event this year will be held off-campus at Twin Lakes

partnership with SGA, on Wednesday, Nov. 15, as part of National Career

The Etiquette Luncheon is an afternoon of learning how to conduct oneself

with proper dining and business etiquette in professional situations over a

Secure File Transfer (sft.lccc.edu) Scheduled

These sessions will provide an overview of the department, recent accomplishments, insights into upcoming projects, a chance to ask questions and provide feedback, and networking opportunities with colleagues. Presenters: Brian DeLong, Associate Dean of Student Development Elizabeth Lewis, Assistant Professor, Counselor Elizabeth Rivera, Community Resources Click here to join this session via zoom November 17, from 2:30 - 3 p.m. Department: LCCC Tamaqua

Specialist Jen Avramides, Student Support Generalist Presenter: Amber Zuber, Director of Site Educational Services

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

Facebook page.

Weather Alerts Policies & Procedures Right To Know Nondiscrimination

## Clothing Fundraiser - Proudly Display Your Department The Faculty Association is selling Spirit Wear as a fundraiser. You can proudly

Please check our website or our new Facebook page for updates and All hours subject to change. All changes will be communicated through our

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## **ANNOUNCEMENTS Submit Your College Voice Testing Center News** The Testing Center will be closing at 7 p.m. on Tuesday, Nov. 7.

### pigs, cats, and pumpkins on their farm tour. Working @ LCCC **Duplicating Center and Mail Room** Service Window Hours

## Monday-Thursday: 9 a.m.-5 p.m.; Friday: 9 7:30 a.m - 5:00 p.m., Monday through Friday.

President's Cabinet Members

Access virtual office hours on Mondays 10:30 a.m.; and Thursdays from 12:30 to arrange a scheduled meeting.

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.

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.

# schedule an online meeting.

Bowen at mbowen4@lccc.edu to schedule an online meeting.

Email <u>JMitchell10@lccc.edu</u> to schedule online or face-to-face meeting.

## VP Stefanie Nester a.m. Email Maria

Email KTrahan@lccc.edu to schedule an

## Start precautions immediately:

person is until arrival of the ambulance.

A. Required Online Trainings

- 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
- important Canvas updates involving Apple iWork; Respondus Lockdown browser information; and recognition for our recent Online Learning Badge earners! If you have any questions about anything in the newsletter reach out to us at <a href="mailto:onlinelearning@lccc.edu">onlinelearning@lccc.edu</a>. Online Learning Courses Available

**REMINDERS** LCCC Wi-Fi Update

## portal pages to ensure satisfaction is met. Madison deploys advanced logic in complete successfully.

the nomination form.

Maintenance

Deposit

multi-course meal.

competencies with excellence!

Although new to the EA team as a student

worker, Madison has already shown her

expertise in the technology field. She is

questions in order to make sure she is

thoroughly. Madison asks the right

extremely professional and communicates

Thursday, Oct. 26, from 5:30 - 6 p.m. During this time, secure file transfer services will be unavailable.

Cybersecurity Awareness Month Tip Cybersecurity Tip 7: What are Al Chatbots? Chatbots are becoming more sophisticated and useful by incorporating artificial intelligence, or Al. However, there are some security concerns to consider when interacting with AI chatbots to help keep you and the college safe. Click below to learn more about interacting with Al chatbots or visit help.lccc.edu and view the latest news articles on cybersecurity. Cybersecurity Tip 7: What are Al Chatbots? Collegewide Department Information Sessions The Office of Human Resources is excited to invite you to our upcoming Collegewide Department Information Sessions, where you'll have the opportunity to gain valuable insights into our department service areas and latest developments, initiatives, and future plans.

These sessions aim to foster better communication, understanding, and

engagement among our dedicated employees, and we encourage our current

and new employees to join us for an informative and interactive experience.

**Snow Day Contest** 

upcoming events.

News Events Bookstore Accessibility Statement Contact Us

View Previous College Voice Editions

**Quick Links** President's Desk October 2023

and 2nd and 4th Fridays from 9 to 10 Email PHeim@lccc.edu to schedule online

Email Saquila@lccc.edu to schedule an

## 8 a.m. - 5 p.m., Monday through Friday. **Lobby Hours** 7:30 a.m. - 7 p.m., Monday

1st and 3rd Thursdays from 10 to 11 a.m.

Email Tracy Bean at tbean@lccc.edu to 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.

Dean Dr. Andrea Grannum-Mosley

## Conservation, Restoration and Assessment: Examples from the Cherry Valley National Wildlife Refuge."

# conservation and restoration including factors such as community outreach,

program at East Stroudsburg University. He received his baccalaureate

employers who will be joining us. Encourage students to attend. The

### Week, Nov. 4-11 on the main campus in Schnecksville. Check out the attached flyer here for all of the scheduled events and details. The week of celebrations will kick off with the 5K Ruck 'n Run/Walk starting at 9 a.m., Saturday, Nov. 4, at Bicentennial Park West in Bethlehem. Lehigh Valley colleges, universities, businesses and community members are coming together to honor veterans. Proceeds benefit Shamrock Reins. For more information and to join the LCCC team, click here. LED Light Replacement Project Commences

The project to replace all lighting to LED is to begin on Oct. 31 and end by late

# December. During this time, the contractors will be accessing the non-

## Green Your Kitchen Workshop Thank you to all the students and staff who

## Movement Challenge Week 3 Recap 70% of participants tracked and submitted their weekly activity. 63% of participants are moving consistently or hit new goals! 63% of participants completed two or more types of movement activity in the past week.

## **Human Resources News** New I-9 Form

Watch for COVID-19 symptoms such as:

Other COVID-19 symptoms

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

If you develop symptoms, isolate immediately

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.

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.

Below are the four online trainings that will be emailed to you from Knowbe4. This is a single

- Online Learning News Check out the OctoberOctober 2023 Edition of the Department of Online Learning Newsletter! This edition includes: event dates; QM workshop dates; an article about the student's perspectives on using AI; info signing up for the 7th edition Rubric update training;
- the back-end of Dynamic Forms to create conditional routing and field display. This is tricky work that requires organized thoughts and a sharp mind to While interaction with others is limited here in the library basement, Madison is very considerate and inclusive of all she meets with. Madison has already taken on great leadership in EA by digesting our sizable queue of Dynamic Form requests, prioritizing them, and reaching out to users who own the form requests. This is beyond our expectations of her and we, along with the Dynamic Form owners, are grateful for her diligence and initiative to keep the ball rolling with these. Madison shows up on time and prepared for work every day. She is courteous and respectful in all of her interactions with all students, faculty and staff. Madison expresses career & self-development by asking questions every day and learning new things. Every day she comes into work,

she is very professional with her work and the way she presents herself.

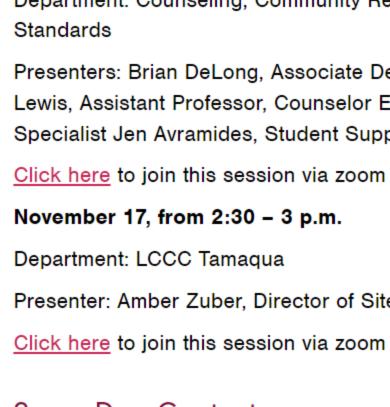
her until the next Student Employee of the Month is nominated in mid-

Career Development is extremely proud of Madison and will be recognizing

November. If you would like to recognize a student employee, please complete

The IT Department will be performing maintenance on Secure File Transfer on

## This event is by invitation only and space is limited. Please use this form to nominate a student who you believe would enjoy and benefit from this event. Nominations close on Oct. 31.



wear your LCCC gear which displays the department you represent. Use this link to shop the many choices in our online store, and before checking out, if you would like, choose the department you work in and it will be embroidered beneath the LCCC logo. The online store will be open from Oct. 9 through Oct. 30. Thank you for your support of the LCCC Faculty Association. If you do not see your department as one of the choices, please contact Melanie Turrano <a href="mturrano@lccc.edu">mturrano@lccc.edu</a> so she can add that department for you.

Lehigh Carbon Community College 4525 Education Park Drive Schnecksville, PA. 18078 610-799-2121 Join the Conversation f □ in ♂ ◎ ••

Captured by FireShot Pro: 26 October 2023, 10:29:32

https://getfireshot.com

1,657,646 total steps were logged by our participants! Survived the Week I ran and hiked on the same day!