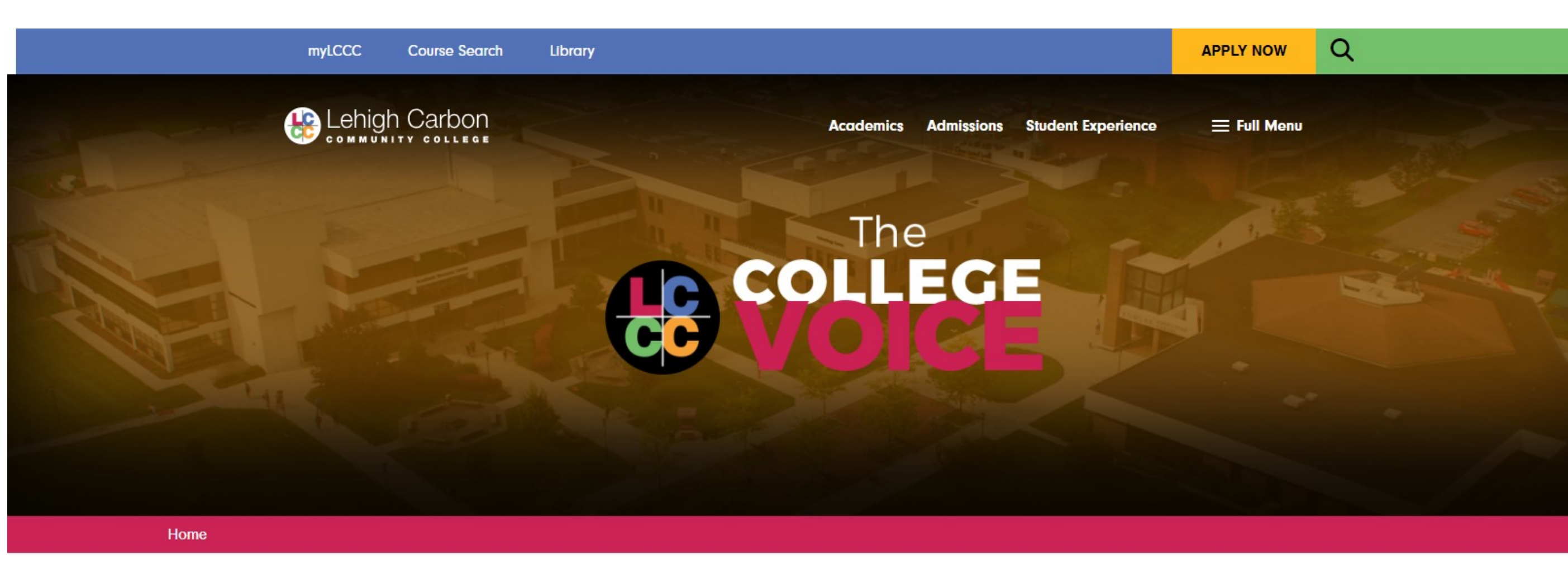


October 5, 2023

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

View Previous College Voice Editions

Quick Links

- President's Desk October 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 be 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 vblue@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 jtaschler@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 Maria Bowen at mbowen4@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 Grannum-Mosley
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.
Email KTrahan@lccc.edu to schedule an online meeting.

CIO Joshua Mitchell
Tuesdays from 11 a.m. to noon.
Email JMitchell10@lccc.edu to schedule online meeting.

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

ANNOUNCEMENTS

Snow Day Contest

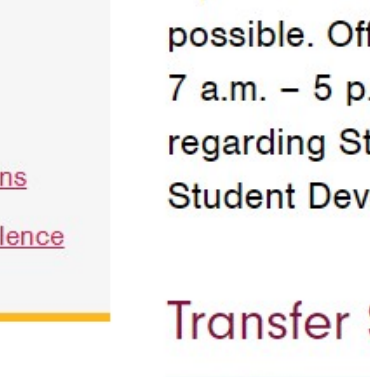
It's never too early to think snow and this year's Snow Day Contest! Please use the link provided to submit your guess for the first day that LCCC will be closed for inclement weather. The closure must affect all campuses. The correct submission will win a $25 gift card. Deadline for guesses is Friday,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

Reporting an Incident in StART

If you are aware of an incident that concerns you – student behavior, violations of the LCCC Code of Student Conduct, academic honesty, emotional concerns, etc., the college has an online reporting tool, StART, for you to make an official report. You can also access this online form by clicking on "StART" in the LCCC portal under Faculty/Staff Resources and then follow the prompts.

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 immediately 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., Friday; and 7 a.m. – 6 p.m., Saturday. If you have questions regarding StART or to schedule a StART training, email Associate Dean of Student Development Brian DeLong at bdelong2@lccc.edu.

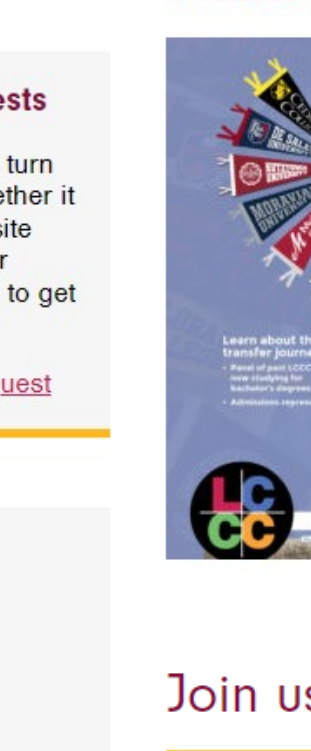
Transfer Student Panel



A Transfer Student Panel will be held on October 11, from 1 – 3 p.m. at the CSC building. The panel will consist of students who have transferred to the following colleges to talk about their transfer journey and answer questions.

Penn State, Cedar Crest College, DeSales University, Moravian University, Muhlenberg College, Kutztown University and Commonwealth University.

Join us for La Fiesta!



Join us on Thursday, Oct. 12, from 11 a.m. – 12 p.m. at Berrier Hall for La Fiesta! Attendees will learn how to dance Salsa and Bachata and there will be a food truck offering Latin cuisine. Staying true to la cultura, this is how we will close out Hispanic Heritage month. This event is hosted by the JEDI Center and is sponsored by the Student Government Association and the Latin@ Leadership Club.

Faces of Honor Display Submissions

LCCC will honor veteran and military service personnel with our annual Faces of Honor Tribute display during Veterans Appreciation Week November 4-11. Students, faculty, and staff are invited to submit photos of themselves or family members who have served or are currently serving in the U.S. Armed Forces for the annual "Faces of Honor" tribute which will be displayed throughout Main campus during Veterans Appreciation Week. Photo submissions can be submitted here from October 1- 20.

Phone Maintenance Friday, Oct. 6

LCCC IT will be performing maintenance on the Avaya phone system on Friday, Oct. 6, between 5 – 10 p.m. During this time, none of the emergency or courtesy phones will be available. We apologize for any inconvenience this may cause. Updates and further information can be found at help.lccc.edu.

Movement Challenge – Stretch and Breathe

As a part of the LCCC Spirit Committee's Movement Challenge this month, 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! And don't forget to bring a towel or blanket to stretch on.

For more information, reach out to Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

Green Nutrition

To address nutritional needs through herbs and food preparation, Lehigh Carbon Community College is conducting a free workshop on How to Green Your Kitchen on Wednesday, Oct. 18, from 5:30 to 7 p.m., at LCCC Allentown-Donley Center. Community partners will present information on nutrition, lifestyle choices, and how easy it is to grow fresh herbs indoors.

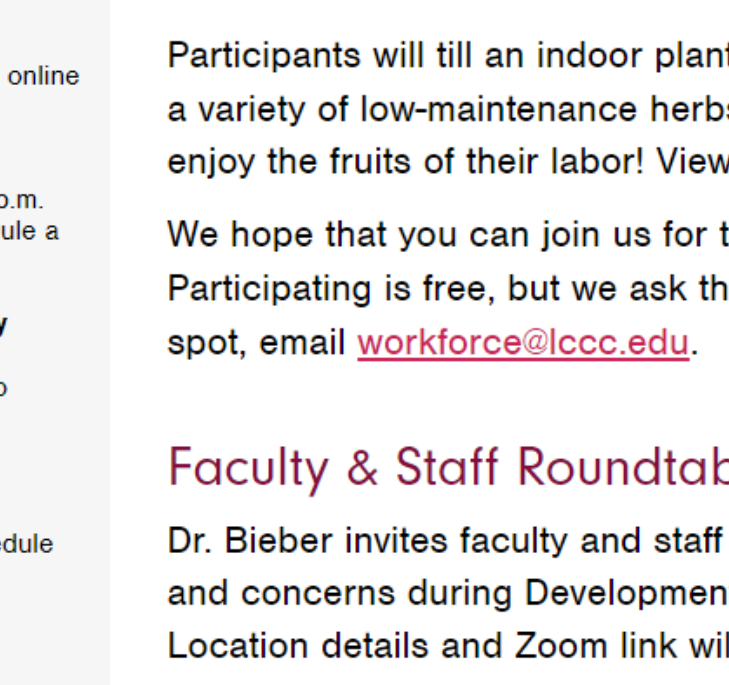
Participants will till an indoor plant box, add the necessary supplements, plant a variety of low-maintenance herbs, and leave with the finished plant box to enjoy the fruits of their labor! View the flyer Green Nutrition.

We hope that you can join us for this innovative, interactive workshop. Participating is free, but we ask that you register in advance. To reserve your spot, email workforce@lccc.edu.

Faculty & Staff Roundtable with Dr. Bieber

Dr. Bieber invites faculty and staff to join her to discuss the college, your ideas and concerns during Development Day. Join her Tuesday, Oct. 10, at 12 p.m. Location details and Zoom link will be provided in the Development Day agenda.

Cybersecurity Awareness Month Tip


CLICK WITH CARE
Phishing scams are one of the most common ways for data to be breached. Be wary of any links or attachments sent to you randomly, and ignore urgent requests for money or personal information.
HOW TO IDENTIFY A PHISHING EMAIL
1 The sender displays a sense of urgency or uses threatening language.
2 The email isn't addressed to you.
3 There are spelling and grammar errors.
4 It contains a request for money or personal info.
5 There's a call to action, such as clicking a link or downloading an attachment.
6 It comes from an unusual source.
Being able to identify phishing emails is a great step toward avoiding data breaches. If you come across a phishing email, please report it immediately.

Click With Care Phishing scams are one of the most common ways for data to be breached. Be wary of any links or attachments sent to you randomly, and ignore urgent requests for money or personal information. Click the link below to learn more about how to spot potential phishing scams, or visit help.lccc.edu and view the latest news articles on Cybersecurity.

Cybersecurity Tip 2: Click With Care

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. AttachedWord 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 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; 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 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, Cherryann Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

REMINDERS

Welcome to Director of Public Safety

Please welcome Kim Pentland as the new Director of Public Safety. She worked for Good Shepherd Rehabilitation Hospital for the past 12 years, most recently as Manager of Public Safety. Kim's primary focus will be the daily operations of the Public Safety department and instituting best practices to provide a safe environment for students, employees and visitors on the main campus and the sites. She earned her bachelor's degree in psychology from Mount St. Mary College.

LGBTQ+ Equity 101 Training on Nov. 3

Through a Strategic Innovation Grant the college will be offering LGBTQ+ Equity 101 training on Friday, Nov. 3, from 9 a.m. – 12:30 p.m. in the Alumni Center. The training will be led by Robin Gow, Director of the Education Institute at Bradbury-Sullivan LGBT Community Center.

LGBTQ+ people live, work, and simply exist everywhere but often face barriers and biases that impact our lives. This training equips attendees with the basic tools to understand and reflect on key concepts in the LGBTQ+ community, space to practice supportive and affirming practices, and together work to create a more inclusive community for LGBTQ+ people.

Lunch will be provided for attendees. Seating for this training is limited to 40. For those unable to attend, the same training will be held again in the spring and summer of 2024.

Register by Oct. 20 here. For questions email Jill Yapsuga at jyapsuga@lccc.edu.

Lunch and Learn Series Begins This Week in the JEDI Center

Thursday, Oct. 5, from 11 a.m. to 12 p.m.

Join us in the JEDI Center for a discussion on what this space represents. This discussion will be grounded in the theories of Intersectionality, Mattering and Marginality. We will explore what inclusive community looks, sounds, and feels like.

Light refreshments will be provided and attendees are encouraged to bring a packed lunch.

LCCC Receives National Science Foundation STEM Grant for Hispanic Students

LCCC has received a three-year, $200,000 grant from the National Science Foundation to increase the number of Hispanic students pursuing a major in science, technology, engineering or mathematics (STEM). The grant will support a first-year experience course for Hispanic students to attract them to STEM majors. In addition, the project will address improving students' sense of belonging to a career where Hispanic/Latino graduates are not well represented.

The grant project will be led by Dr. Deepika Khilnaney, associate professor of physics.

Hispanic enrollment at colleges and universities nationwide has increased by 34% over the past few years. More Hispanics are entering the workforce, yet the industries fueling the future of innovation are lagging behind. In fact, just 8% of the STEM workforce identify as Hispanic.

LCCC has been designated by U.S. Department of Education as a Hispanic-Serving Institution, with a student body comprised of more than 28% Hispanic or Latino students. The college developed the Aspira First-Year Experience initiative to support Hispanic students with their transition to college, understanding that developing a sense of belonging has a dramatic impact on students' academic performance. With this NSF funding, the existing Aspira program will be adapted to a pilot program specific to STEM-interested Hispanic students.

This course will incorporate topics critical to Hispanic student success, including motivation, self-management, goal setting, critical thinking, test taking and career exploration. Students will learn about STEM fields and hear from Hispanic leaders from local companies about the STEM industry. Scholarships, peer mentoring and faculty professional development will also break down barriers to affordability, help students navigate the college experience, develop connections with other students and increase inclusive teaching practices.

It is expected that between 30 and 40 STEM-interested Hispanic students will enroll in the Aspira STEM track.

For information on the grant project, which runs from Oct. 1, 2023, to Sept. 30, 2026, contact Dr. Khilnaney at dkhilnaney@lccc.edu, or Natalie DeRosa, Director of Student Engagement and Inclusion, at NDerosa@lccc.edu.

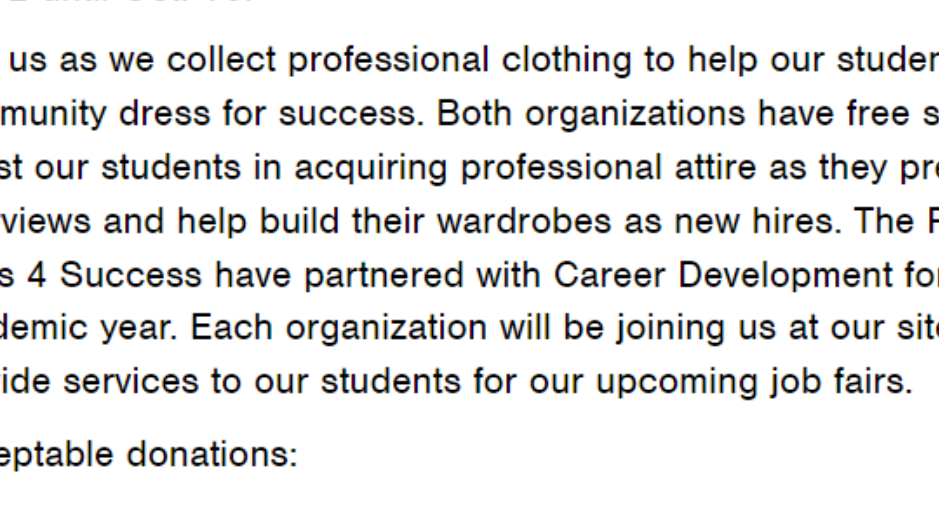
Nominations Needed for October's Student Employee of the Month

This academic year Career Development will be recognizing student employees with "Student Employee of the Month". This is to show our student employees how much we appreciate them. We want to help maintain a positive work environment for our students and keep them motivated. Our LCCC student employees often serve as our front-line employees. They often participate in various extracurricular activities, work multiple jobs, and become valuable members of our departments and the institution, all while juggling academics.

Please take a moment to complete a nomination form to recognize a student who works in your department or a student employee who has assisted you or others. All nominations will be reviewed by Oct. 10 and the announcement of the selected student will be made on Oct. 16. Our "Student of the Month" will receive a small token of appreciation, a certificate, and recognition in the Career Development office for the month.

For additional information on the "Student of the Month" initiative please contact the Director of Career Development, Kescha Bell-Ross via email at kbellross@lccc.edu.

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.

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 5:30-7 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.

SPIRIT & WELLNESS

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.

Spirit Committee Upcoming Events

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

October

-Movement/Wellness Challenge – 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:

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.

Lehigh Carbon
COMMUNITY COLLEGE

Lehigh Carbon Community College
4525 Education Park Drive
Schnecksville, PA. 18078
610-799-2121

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- Student Consumer Information
- Sitemap

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