November 30, 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 November 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.

ANNOUNCEMENTS

Welcome to New Executive Director of LCCC Foundation

Rick Christ has accepted the position of Executive Director of the LCCC Foundation and will start in his new role on Jan. 2. He comes to the college from the Minsi Trails Council, Boy Scouts of America, where he served as executive director for the past five years. Previously he served as executive director of the Boy Scouts in Binghamton, NY. Over the past 25 years with the Boy Scouts, he has experience in fundraising, donor cultivation, operations, endowment management and strategic planning.

A graduate of Tamaqua High School, he earned his bachelor's degree from East Stroudsburg University in recreation and leisure services management with a concentration in outdoor recreation. He is an Eagle Scout, was named a Paul Harris Fellow by the Rotary Club and has been active with community partners such as the Chamber of Commerce, United Way and Rotary. He and his wife, Ann Marie, have two children, Julia and Blaine. In his spare time, he enjoys hiking, camping, bowling, biking and spending time with family.

Telephone Maintenance

LCCC IT will be performing maintenance on the Avaya IP Office phone system on Saturday, Dec. 2, between 8 a.m. and 12 p.m . During this time, users may experience phone disruption and/or loss of connectivity from physical phones as well as the Avaya Workplace (soft phone) client. We apologize for any inconvenience this may cause.

Fire Inspections Set for Dec. 1

Beginning Friday, Dec. 1, the college's fire and life safety contractor will be on site performing fire extinguisher and suppression system inspections. This will likely be a several, non-consecutive day endeavor. They will need access to work areas where these items are stored but it will have minimal disruption to daily activities and work flow.

On Jan. 2, the same contractor will begin fire alarm testing at the main campus through Jan. 4. Morgan and Donley sites will have that work completed on Jan. 5 Additional information will follow closer to that timeframe.

If you have any questions, please contact Public Safety at ext. 1169.

Equity Connect

Thanks to the college's participation in the Takeoff initiative to support college men of color, all at LCCC have access to the Equity Connect platform hosted by the University of Southern California. Equity Connect is a rich database of publications and videos on various DEI research topics. It includes a group discussion board for staff, faculty, and administrators from the 15 participating community colleges to post best practices, questions and exchange perspectives. All employees at our institution must sign up for

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
9 a.m. – 5 p.m., Monday through Friday.*

*Subject to change.

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.

platform access. Please take a moment to do so.

Signing up is easy:

Go to equityconnect.usc.edu

Click "sign up"

Find "Lehigh Carbon Community College" and click next

Enter your employee information, use your @lccc.edu domain email, and click register

See this handout for more information on how to register.

The Takeoff initiative aligns with the newly approved vision of Lehigh Carbon Community College, which states that LCCC seeks to "become a leader in diversity, equity, and inclusion." Check out the Equity Connect resources available to assist you in contributing to these efforts!

For more information on Takeoff, please visit their website.

LCCC Cozy Holiday Basket Raffle

Just a reminder that tickets will be available for purchase (cash or card) for $5 per sheet during the "Holiday Celebration Breakfast" on Tuesday, Dec. 5, located in the CSC ballrooms beginning at 8:30 a.m and ending at 10:30 a.m. All proceeds will benefit the General Student Scholarship fund.

Winners will be announced at the end of the event.

Does Your Department Need Student Workers?

Does your department have a need for student workers? Do you have a position that you would like to post for the spring 2024 semester? Students have already begun to inquire about spring student employment opportunities. To meet the needs of our students and begin the hiring process, Career Development will need all job postings submitted by Monday, Dec. 11. The goal is to have all available positions entered into the Cougar CLAW (Connecting LCCC and the Workplace) system to allow returning students the opportunity to start applying for jobs with the ability to begin their position at the start of the semester. This will also allow new incoming students to review all LCCC student employee opportunities so they can begin the application process early as they become acclimated to our campuses.

Student employment experience helps provide our students with a sense of belonging, campus knowledge, career readiness, communication, self-development, teamwork, professionalism, skills, and memories that will last a lifetime.

Please submit your job posting to the Director of Career Development and Civic Engagement, Kescha Bell-Ross, via email at kbellross@lccc.edu. If you have any questions please contact Kescha Bell-Ross at 610-799-1136.

Incomplete Grade Recovery Session for Fall 2023

If you are assigning an Incomplete (I) grade for the Fall 2023 semester, you can communicate with your students and enroll them in the Incomplete Grade Recovery Session that will take place during the Winter Session 2023, which runs from Dec. 18, 2023 through Jan.19, 2024.

Upon enrollment, your students will be assigned a Recovery Success Coach who will communicate with you and your students to recover the incomplete work before the Spring 2024 semester begins. Our recommendation is that you require the students to complete their work with the help of a coach before Jan. 19, 2024. Students are more successful often when they are held to an earlier due date, and they can progress and enroll in the upcoming semesters.

In order to enroll your students, please complete the Incomplete Grade Recovery Session enrollment form. It is imperative that you fill this form out completely so the process can begin. All questions can be directed to Dr. Melanie A. Turrano, Professor of English and Coaching Commons Coordinator, at mturrano@lccc.edu.

LCCC Holds Extra Hours to Help Students Register for Spring 2024 Semester

For the convenience of students who are registering for the Spring 2024 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.:

Wednesday, Dec. 27 (IN PERSON)

Saturday, Jan. 13 (virtual only)

Saturday, Jan. 20 (virtual only)

The 14-week spring session starts Jan. 22 and ends May 13, 2024. In addition, LCCC offers several accelerated spring semester options. There are two 7-week sessions – the first is held from Jan. 22 through March 10 and the second runs March 18 to May 13. A 10-week option begins Feb. 19.

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 adviseme@lccc.edu prior to Dec. 22. You can also schedule an advising appointment online (scroll down and click on "Schedule appointment.").

• 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 Schnecksville campus will be open for in-store shopping over the winter break with modified store hours. Hours are available online. Students can also order textbooks and supplies online at http://www.lcccshop.com.

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

Student Competition – Winner Announcement

Thank you all for visiting the Glass Box Gallery and casting your ballots for the artwork!

We would like to thank all of the participants in the first ever student art competition held in the Glass Box Gallery. All of the work was tremendous and we are excited to host many more events, competitions and opportunities. With over 100 ballots cast and more that 300 votes in total, we are happy to announce the winners of the competition.

1st Place – Eva Roy

2nd Place – Meagan Sweeney

3rd Place – Alexus Tewold

The voting was so close with margins as slim as one! The fantastic work speaks for itself, again thanks to all who participated and congratulations to the well deserving winners. You will be contacted with instructions to retrieve your award.

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.

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 2023 November Edition of the Department of Online Learning Newsletter! This edition includes; event dates, the EDUCAUSE Horizon Report, info about a ChatGPT workshop video to watch from SUNY, important Canvas updates, new analytics updates 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

LCCC Tamaqua – Angel Tree Gift Drive

One Step Forward, the LCCC Tamaqua social justice club, is partnering with the Salvation Army's Angel Tree Program. We received wishes from 25 local children. Our Angel Tree is located at The Morgan Center's front office.

Each tag must be signed out, and gifts are due back to the Morgan Center by Wednesday, Dec. 6. Please be sure to attach the tag to your gift when you return it! Gifts may be placed in a gift bag, but they should not be wrapped.

We hope you'll consider participating in the program during this season of giving!

Political Society Bake Sale Fundraiser

The Political Society will be holding a bake sale, including coffee and hot chocolate, on Wednesday, Dec. 6, from 10 a.m. to 1 p.m. in the ARC cafeteria. All proceeds will be donated to Project Hope for relief in Israel and Gaza. Project Hope staff in the region are working with local authorities, UN agencies, and civil society to coordinate the delivery of urgent aid for both Israel and Gaza. If you are not able to attend the bake sale you can make a donation via interoffice donation to Jenna Duke. Checks should be made payable to LCCC.

United Way Campaign Update

Thank you to all of the 'superheroes' who participated in 'Be a Hero' Day sponsored by the Spirit Committee! We are currently a little over $1,500 away from meeting this year's fundraising goal of $6,500. It's not too late to donate... this year's campaign is open through Nov. 30.

Winners of the Prime Parking Spot and Warm & Cozy basket will be drawn and notified on Dec. 1. As a reminder, contributions can be made through the link provided in Dr. Bieber's United Way email sent on Nov. 1 or, if you prefer a paper application, please contact Tiffany in HR at TRehrigschaeffer@lccc.edu. Thank you for supporting LCCC's 2023 United Way campaign!

Winter Wear Drive for KidsPeace

The Student Nurses Association is holding a drive for winter hats, scarves and gloves for the foster children at KidsPeace. Donations will be accepted from Dec. 2 – 6, and items can be dropped off at the collection bin located in the Nursing Office, on the lower level of Science Hall, Room SH 32. Thank you for your support of this community service project!

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 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, Latin@Leadership. For more information about these clubs and more information on the responsibilities of serving as an advisor please contact Gene Eden, geden@lccc.edu.

College Policies and Regulations Manual

The following revised policies have been approved by the LCCC Board of Trustees on Nov. 2, 2023:

– Policy 2-700 – Academic Honesty

– Policy 2-702 – Disability Support Services

– Policy 3-241 – Text Messaging (new policy)

Click here to view the most current version of the College Policies and Regulations Manual.

Rothrock Library – New Arrivals

Looking for your next read? Click here to see our New Arrivals. Simply click on the book cover and "Place a Hold." Books can be sent to your mailbox. Please contact the library at x. 1150 if you have questions.

Title IX for Higher Education Training

As part of the college's annual sexual violence awareness trainings, this year's Title IX online training will again be provided by Knowbe4 and will consist of three online trainings.

Knowbe4 is a single sign-on system that will enable to you log in using your portal username and password.

This training is mandatory for all employees and must be completed annually. The deadline for completing all three trainings is Friday, Dec. 15, 2023.

You will be notified via email on Monday, Nov. 27, from Knowbe4, the following trainings:

- Title IX Part 1: Requirements and Responsibilities (approx. 8 minutes in length)
- Title IX Part 2: Recognizing Misconduct (approx.11 minutes in length)
- Title IX Part 3: Reporting and Response (approx. 14 minutes in length)

All three online trainings must be completed by Dec. 15, 2023. Your participation and completion of these trainings will be automatically logged by the Knowbe4 system.

If you have any questions regarding the training material, please contact Donna Williams, Director of Human Resources, Title IX/Equity Coordinator at 610-799-1107.

SPIRIT & WELLNESS

Spirit Committee Upcoming Events

Mark your calendars for these upcoming events, brought to you by the LCCC Spirit Committee!

December

Spirit Day: Holiday Attire – Friday, Dec. 1

NYC Bus Trip (SOLD OUT) – Saturday, Dec. 2

Holiday Party and Breakfast – Tuesday, Dec. 5

January

Virtual Office Bingo – Wednesday, Jan. 10

Hot Cocoa and Cider Day – Wednesday, Jan. 17

Virtual Office Bingo – Wednesday, Jan. 24

For questions about any upcoming events, please reach out to 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

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.

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https://getfireshot.com