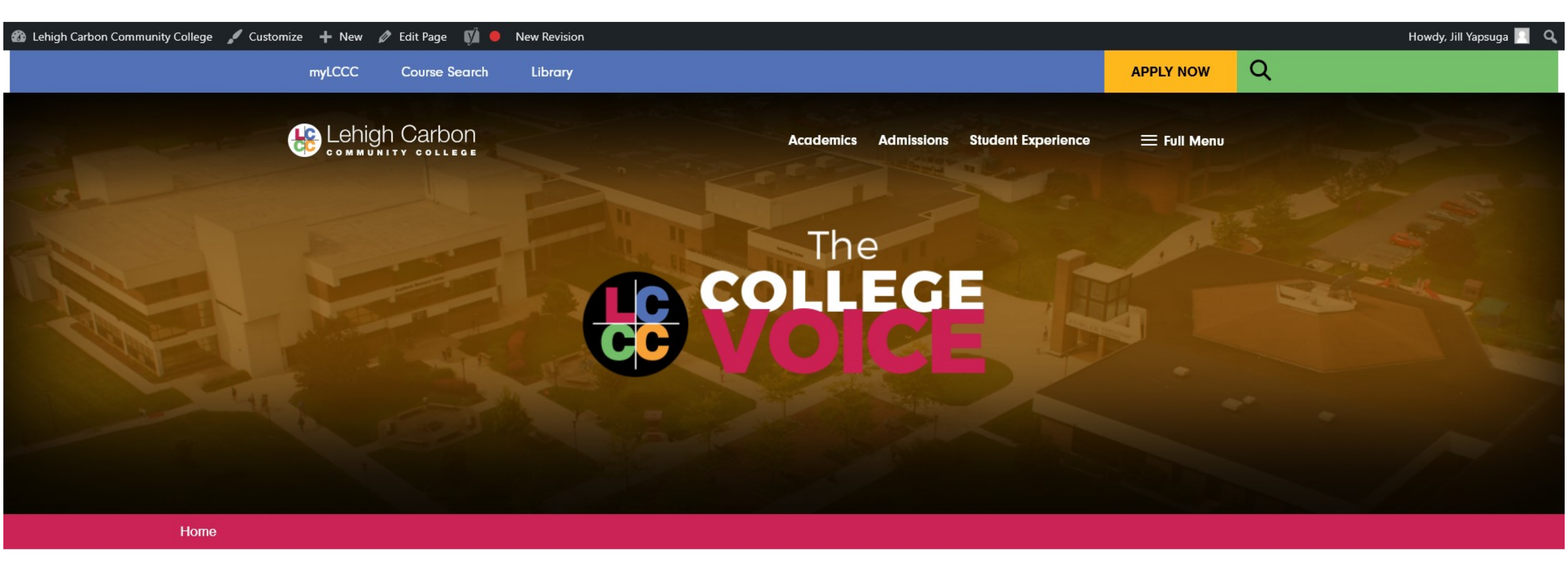


The COLLEGE VOICE

December 7, 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 December 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
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 yblue@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

LCCC Accepting Applications for Veterinary Technician Program

People interested in working closely with animals are encouraged to apply for the Veterinary Technician program at LCCC. The program is offered in partnership with Northampton Community College. The application deadline and required materials for all applicants is due March 15 to be considered for the fall 2024 semester start.

The Vet Tech Associate in Applied Science degree is accredited by the American Veterinary Medical Association/Committee on Veterinary Technician Education and Activities. Students can earn the degree in two full years, taking daytime coursework and clinical labs in the fall, spring and summer semesters. Courses include exposure to working with small, large and exotic animals. Students take part in on-site clinical training at LCCC's veterinary technician animal facility, where hands-on experience includes working with animals both large, small and exotic. The program culminates with a summer externship during which students can expand and build proficiency of clinical skills at veterinary hospitals.

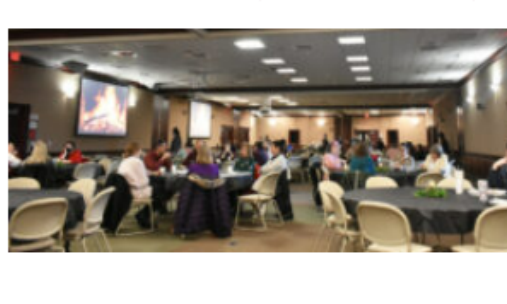
The program instills in its students a commitment to be a lifelong learner, a competent communicator, and to provide excellent patient care and compassion for animals. Veterinary technicians are professionals knowledgeable in the care and handling of animals, office and hospital procedures, client relations, routine laboratory and clinical procedures, radiology, veterinary medical, surgical and anesthetic nursing, and critical care.

Graduates of the program are eligible to sit for the Veterinary Technician National Board exam to become licensed as a veterinary technician. Credentialed veterinary technicians find employment in research labs, as lab animal technicians, in small and large animal practices, in exotics, specialty and emergency practices, at zoos, with wildlife rehabilitation centers, with pharmaceutical companies, teaching institutes, diagnostic labs, aquariums, animal shelters and animal feed companies.

For specific admissions requirements, go to the Vet Tech page on www.LCCC.edu, which lists academic prerequisites and necessary documents. Applicants must also have at least 20 hours of observation in a veterinary facility. Applicants must complete a college application for admission, as well as a Veterinary Technician application.

Questions can be directed to restrictedprograms@LCCC.edu.

LCCC Cozy Holiday Celebration – Thank You



Thank you to everyone who attended the LCCC Cozy Holiday Celebration earlier this week! LCTI provided excellent food and service, and it was a great time for colleagues and friends to mingle and connect.

The Spirit Committee raised a total of $747.67 for the LCCC Foundation's General Scholarship Fund through the basket raffle. Thank you to everyone who contributed, and congratulations to our basket winners:

Laura DeWalt

Carly Klimash

Kenton Brobst

Stefanie Nester

JoEllen Rooney

Ann Conte

Linda Deitz

Erin Vermeulen

Jim Ruth

Elaine Trimble

Karen Haas

All photos of the event can be viewed here.

Pretzel Giveaway!

Snowflakes are in the air! Snowflake pretzels that is. To be entered in a drawing for a tin of white chocolate covered Snowflake Pretzels, send an email with "Snowflakes" in the subject line to TRehrigschaeffer@lccc.edu. Entries must be received by Friday, Dec.8, at 9 a.m. Good luck!

United Way Campaign Wrap Up

Thank you to everyone who donated so generously to this year's United Way campaign which raised over $5,300. Congratulations to Robin Musselman, the winner of the warm & cozy basket and Dolores Zabrecky who won the prime parking spot for 2024!

Wellness Center Winter Hours

Beginning Monday, Dec. 18, the Wellness Center will be transitioning to the following winter hours.

Monday, Dec. 18 – Thursday, Dec. 21 from 10 a.m.- 2 p.m.

Friday, Dec. 22, 2023 – Monday, Jan. 1, 2024 – Closed

Tuesday, Jan. 2 – Friday, Jan. 18 from 10 a.m. – 2 p.m.

We will be closed the following dates during break:

Tuesday, Jan. 9

Thursday, Jan. 11

Monday, Jan. 15

Thursday, Jan. 18

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 December Edition of the Department of Online Learning Newsletter! This edition includes: event dates; the article of the month: 4 Higher Ed IT Trends and How Software can Help; info about how to sign up for the next QM Success Stories: Maximizing Learner Engagement; How to add a Midterm & Final Grade Column in your Gradebook; 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 BOT Approves Vision, Mission, Value, and College's Initial Equity Statement

As we turn the calendar to 2024, LCCC will have new Vision, Mission, Value, and Equity statements to share. You will start to see these statements presented, displayed, and posted throughout the college and it's sites. The college would like thank the team members; Mary Kovalchick, Jessie Heimann, Kathleen Mayberry, James Ayrton, and Angel Mulero-Collazo for their time and efforts in review, collaboration, and writing of our statements during this two year long process. Additionally, thank you to all the individual faculty, staff, and students throughout our College, Community Partners, and Advisory Committee Members that submitted thoughts and suggestions. Moving forward there will be an effort, not to memorize these statements, but rather incorporate, include, and reference the language and the meaning behind these words into our everyday actions and instruction. Here are the Vision, Mission, Value, and Equity Statements for LCCC for 2024 to 2027.

Continuing Student Registration Campaign

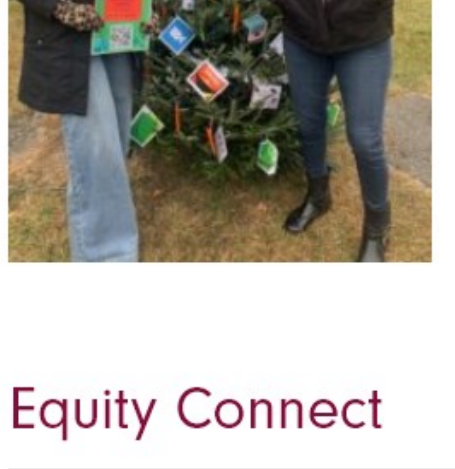
In an effort to ensure that continuing students are registered for the spring semester, all staff, faculty and administrators are encouraged to inform students that now is the time to register for the spring 2024 semester. Reach out to students in your classes, in a club you advise or who may be a student worker in your office to register.

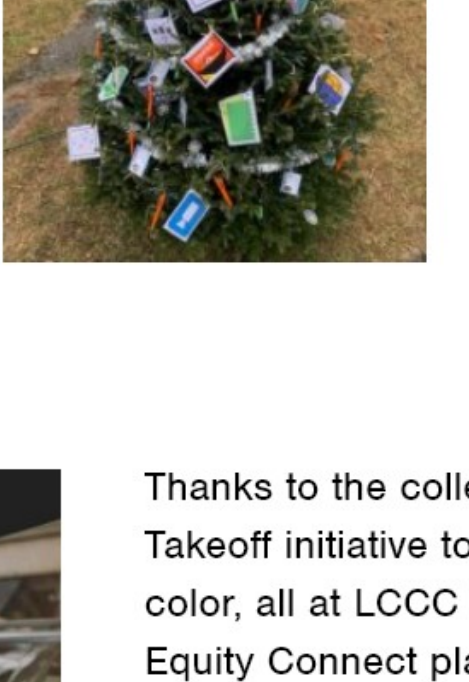
We've created flyers that you can download, print and share with students, post in your classroom or office space. The flyer includes information to smooth the way to registering for classes, as well as contact information and additional resources. Click here to download the flyer.

Thank you for helping to make sure our students continue on their educational journey!

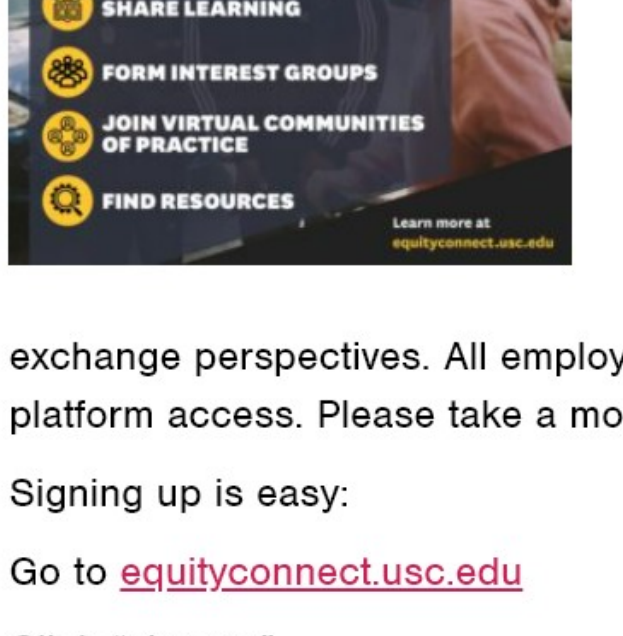
Vote for LCCC's Tree!

LCCC Tamaqua decorated a "College Survival Guide" tree at Lansford's Kennedy Park. Ornaments include scholarships, mac and cheese, calendars, coffee and laptops. Our thanks to College Relations and the Duplicating team for their support of this project! Please vote for our tree here.





Equity Connect



DID YOU KNOW YOUR CAMPUS HAS ACCESS TO A PORTAL THAT LETS YOU
INTERACT
CONNECT
SHARE LEARNING
FORM INTEREST GROUPS
JOIN VIRTUAL COMMUNITIES OF PRACTICE
FIND RESOURCES
Learn more at equityconnect.usc.edu

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 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.

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.

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!

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.

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

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