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February 26, 2024

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

- [LCCC's Deak February 2024](#)
- [LCCC Enrollment 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, 9 a.m. – 5 p.m., Friday

Courier services Monday through Friday at 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
Monday through Thursday: 9 a.m. – 5 p.m., Friday: 10 a.m. – 3 p.m.*

*All hours 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 Romie Blue at rblue@lccc.edu to schedule a Hangouts meeting.

VP Larissa Varta
Access virtual office hours on Mondays from 3 to 5 p.m., Tuesdays from 9:30 to 10:30 a.m., and Thursdays from 12:30 to 2 p.m., or email lvarta@lccc.edu to arrange a scheduled meeting.

VP Stefanie Heister
1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email Marie 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 Gramum-Mosley
Mondays from 1 to 3 p.m. Email agamm@lccc.edu to schedule via Hangouts.

Interim Dean Elke 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 an online meeting.

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

ANNOUNCEMENTS

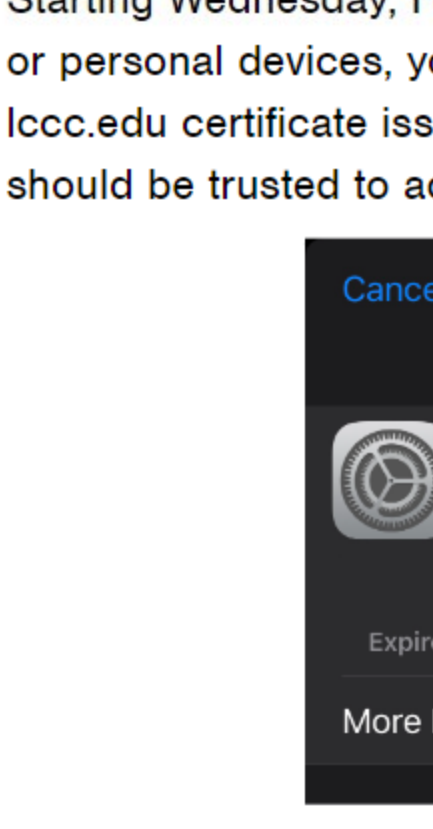
College Reorganization Announced

To better align departments and offices and coordinate responsibilities, the college will implement a new organizational structure, effective March 1. The following changes will take place:

The Tamaqua and Allentown sites will report to Dr. Cindy Haney, vice president of Enrollment Management

The Office of Institutional Research will move under Academics and report to Scott Aquila who will be the dean of Institutional Effectiveness, Business, Legal Studies and Social Services.

Intersectionality: The Key to Authentic Discussions Around Women's Identities and Histories



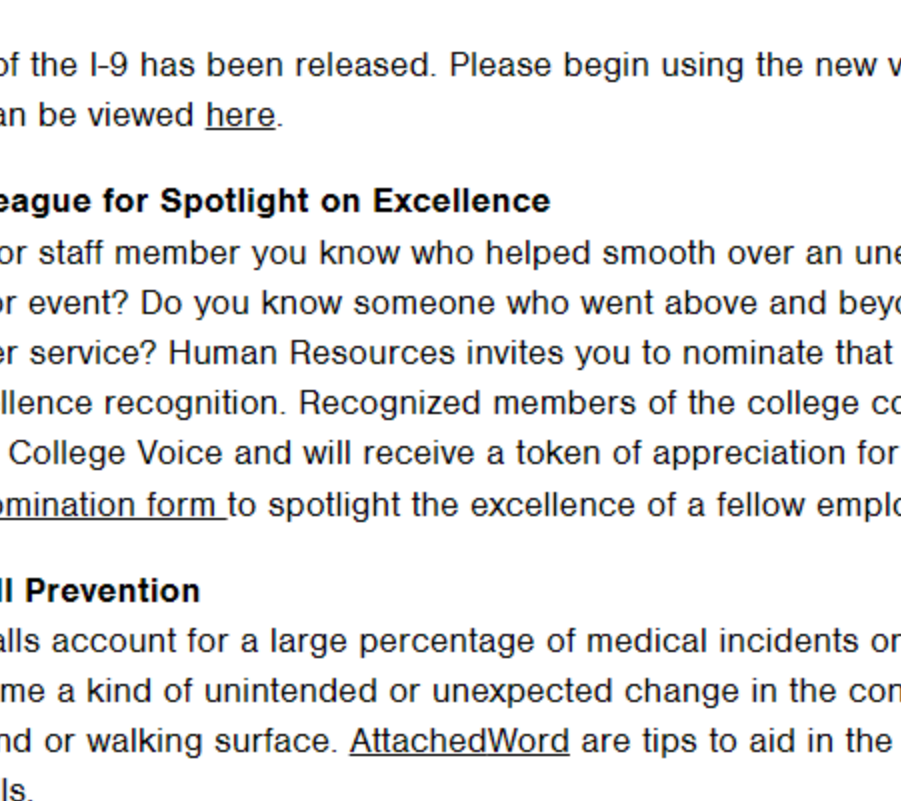
March is Women's History Month. Please join the JEDI Center virtually on Wednesday, March 6 at 2:15 p.m. for a unique lecture followed by an opportunity for questions and discussion via [Zoom](#).

Our guest speaker for March is Franca Roibal Fernández, Ph.D. She is an intersectional, decolonialist, anti imperialist, transdisciplinary scholar, researcher, educator, and a diversity, equity, & inclusion practitioner and consultant. An immigrant from the Global South, her academic background is in Latin American and Latino/a/x

studies with a focus on intersectionality and social justice, especially as it shows up in popular culture phenomena such as futbol and carnival. Her work in DEI started organically and social justice has always been a focus and goal in all of her work. She is a professor of Latin American & Latino Studies, African & African American Studies, and Women & Gender Studies.

LCCC Wi-Fi Certificate Renewal May Affect iOS Devices (iPhones & iPads)

Starting Wednesday, Feb. 28 when connecting an iOS device, whether college or personal devices, you may be required to trust a new certificate. The lccc.edu certificate issued by Go Daddy as shown in this image is valid and should be trusted to access our network.



Lehigh Valley Alumni Food Drive Challenge Set for March

The LCCC Alumni Association in collaboration with the LCCC Foundation invites all alumni and friends to participate in the annual Alumni Food Drive challenge March 1-31 through Second Harvest Food Bank. This is a competition between local alumni associations at LCCC, NCC, Penn State, Rutgers and Notre Dame. Let's move from last place to first place this year!

There are several ways to support this event .

You can provide a monetary donation [here](#) or donate at one of the three collections around campus beginning March 1. Donations can be dropped off in the grocery carts located in the SSC or CSC.

For more information contact rgoney@lccc.edu.

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 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.

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 you to 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

The Online Learning Team hopes the start of your Spring semester is going well. Check out the February edition of our newsletter for trainings, the article of the month, our featured outside training (this Semester's Excellence in Instruction with Melanie Turrano) and our Online Learning Badge Recognition earners of the month. Also in the newsletter is how to use the bulk update assignment dates. If you have any questions please reach out to 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

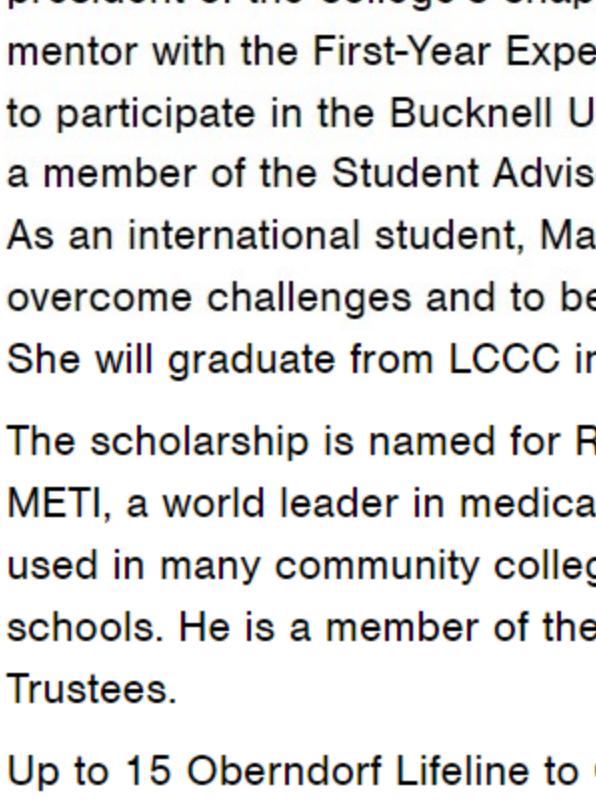
Schedule a meeting with Rachel Peters to ask any questions on training, course development, professional development, and other tools/topics.

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.

REMINDERS

Bookstore 20% Sale

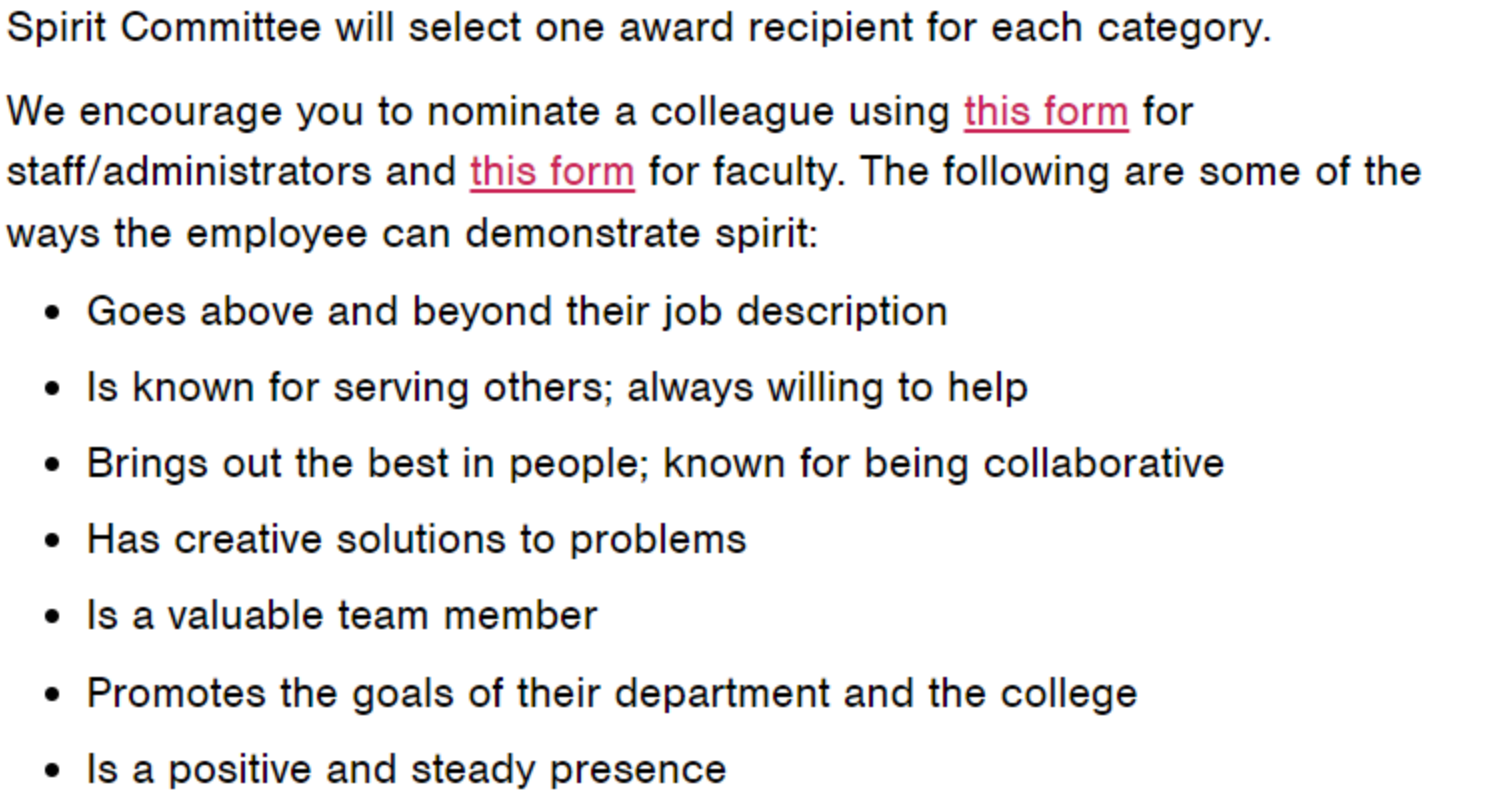


The bookstore will be having a 20% off sale on gifts and apparel on Feb. 29. Shop online at www.lcccshop.com or stop in store from 9 a.m. – 5 p.m. to shop the sale! If you have any questions, please reach out to bookstore@lccc.edu.

Bridge Closing for Repairs

Please note that the Pennsylvania Department of Transportation has issued an alert that they will soon close and repair the Kernsville Road bridge crossing Jordan Creek in North Whitehall Township. The bridge will be closed starting May 1, with township officials expecting the replacement to be completed by Aug. 26. Alternate routes will be designated and signage will be posted to guide commuters in order to minimize disturbance to the surrounding community.

The map shows the area.



Career Development Meets AI

Career Development is welcoming AI into our support services atmosphere with an AI vendor service platform. This will be an innovative way to support our students in navigating their career pathways. Career Development has integrated the use of AI along with Fouca2, the Cougar CLAW, and Candid Careers. This integration enables students to leverage the best attributes of technology and education to enhance their career prospects and adapt to changing industry trends. Students often struggle with identifying their career interests and determining the right career trajectory for themselves. With these tools, students can receive personalized recommendations based on their skills, interests, and preferences.

Although Career Development has integrated these systems into our services, our human touch will never be missed. The Career Development team will continue to work diligently with our students, alumni, and faculty and provide one-on-one support to help students make informed decisions about their future careers.

LCCC Student Receives Phi Theta Kappa Scholarship



LCCC student Marie Victoire Alexis has been selected as a 2023 Oberndorf Lifeline to Completion Scholar from the Phi Theta Kappa honor society and will receive a \$1,500 scholarship. This scholarship is designed to assist Phi Theta Kappa members in overcoming unanticipated financial barriers preventing

the completion of the college credential, an associate degree, or certificate while enrolled in college.

Marie is the first Oberndorf Scholar from LCCC. A psychology major, she is currently president of the LCCC Student Government Association and vice president of the college's chapter of Phi Theta Kappa. Marie is also a peer mentor with the First-Year Experience, is an Honors Scholar and was selected to participate in the Bucknell University Summer Program in 2023. She is also a member of the Student Advisory Council for Equity, Inclusion and Belonging. As an international student, Marie took advantage of numerous opportunities to overcome challenges and to be an involved member of the student community. She will graduate from LCCC in May 2024.

The scholarship is named for Rosemary and Lou Oberndorf. Lou co-founded METI, a world leader in medical education technology whose products are used in many community colleges as well as in the world's leading medical schools. He is a member of the Phi Theta Kappa Foundation Board of Trustees.

Up to 15 Oberndorf Lifeline to Completion Scholarships are awarded annually. "Marie is a shining example of an LCCC student with her commitment to hard work and improving the lives of her fellow students," says LCCC president Dr. Ann D. Bieber. "She has made an incredible impact on the college community. Marie has a bright future and I look forward to seeing how she continues to achieve her educational goals."

Nominations Open for 2024 Spirit Awards for Staff/Administrators and Faculty

The LCCC Spirit Committee is inviting nominations for the LCCC Staff/Administrator Spirit Award, presented for the sixth year, and the LCCC Faculty Spirit Award, which will be presented for the third time, both at the Faculty/Staff Appreciation Ceremony in May.

For the Staff/Administrator award, all regular full- and part-time staff/administrators are eligible, including both classified and administrative employees. For the Faculty award, all full- and part-time faculty are eligible. The Spirit Committee will select one award recipient for each category.

We encourage you to nominate a colleague using [this form](#) for staff/administrators and [this form](#) for faculty. The following are some of the ways the employee can demonstrate spirit:

- Goes above and beyond their job description
- Is known for serving others; always willing to help
- Brings out the best in people; known for being collaborative
- Has creative solutions to problems
- Is a valuable team member
- Promotes the goals of their department and the college
- Is a positive and steady presence
- Is always willing to help without the need for fanfare
- Inspires and encourages others
- Fosters a positive work environment

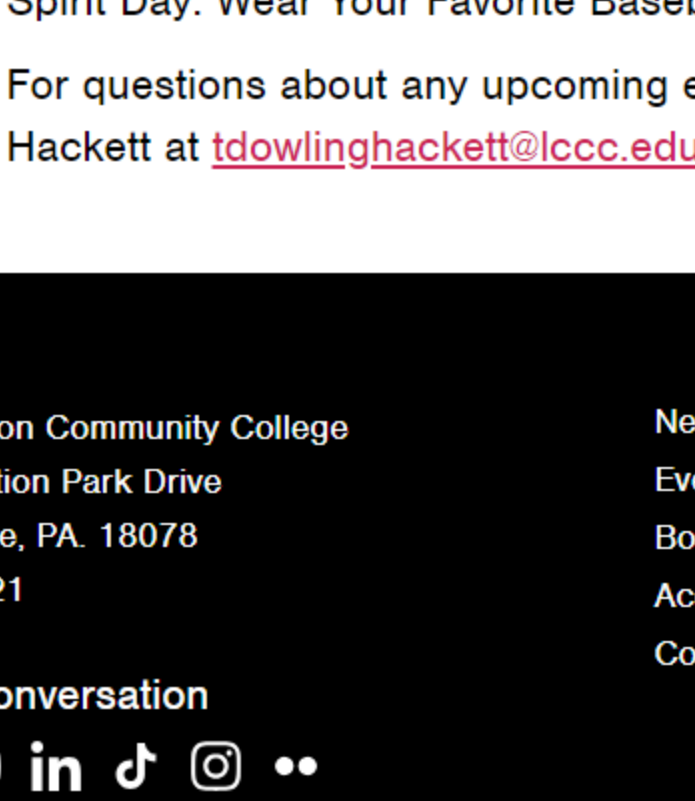
The deadline to submit nominations is Friday, March 15, at 5 p.m. If you have questions, contact Tina Dowling-Hackett (tdowlinghackett@lccc.edu) or Ginny Hertzog (vhertzog@lccc.edu).

Rothrock Library – Spring Break

The Rothrock Library will be open regular hours, 7:30 a.m. – 5 p.m., during Spring Break, March 11-15, 2024.

Blood Drive with Miller-Keystone Blood Center – Donors Needed

Blood supplies in the Lehigh Valley are at critically low levels, and your donation will help to save lives! Please consider donating at our blood drive on Wednesday, Feb. 28, from 8:30 a.m. – 1:30 p.m. Please be sure to eat something prior to donating and bring along a valid form of photo identification. [Online scheduling](#) is recommended. Use sponsor code 0325. Walk-ins will be accepted on a limited basis. Thank you for your continued support of this critical community service initiative.



Faculty Recognition Awards

All faculty, administrators, and staff are invited to nominate an LCCC faculty member whom they believe to be deserving of recognition for the 2023-2024 awards. Click [here](#) to view the memos for each award including criteria, lists of previous award winners, and instructions to submit your nominations.

Governor Shapiro's Vision for Unified Public Higher Ed System – Updated Google Folder

In an effort to keep the campus community informed about Governor Shapiro's "Vision for a New, Unified Public Higher Education System," a shared [Google folder](#) has been created where documents and updates will be housed. Anyone with an LCCC email address can access the folder. It will serve as a repository for relevant information as it becomes available.

Staff Award Nominations

The 2024 annual nominations for staff are now being accepted by the Office of Human Resources. The nomination deadline is Friday, March 1, 2024.

The nominated employee should be able to effectively communicate with others, promote a culture of respect to other faculty and staff, and demonstrate integrity through the employee's consistent commitment to professionalism and teamwork at LCCC.

For criteria information and to nominate an employee, click the links below:

[Administrator of the Year \(includes full and part-time administrators\)](#)

[Education Support Professional of the Year \(includes full and part-time classified staff\)](#)

[PT Employee of the Year \(includes part time tutors, student workers, noncredit instructors, and coaches\)](#)

Spring 2024 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.

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.

Friday, March 1, 2 – 2:30 p.m.

Click [here](#) to join this session via zoom:

- Department: LCCC Allentown at the Conley Center
- Presenter: Gladys Malpica, Site Supervisor

To view upcoming information sessions, see the [attached word document](#).

Join LCCC Alumni for a Night Out at the LV Phantoms

Join us for a night of hockey at the LCCC Alumni Night with the Lehigh Valley Phantoms on Saturday, April 6, at 7:05 p.m. The Phantoms will take on the Cleveland Monsters at the PPL Center. Tickets for the game are \$50 each. Seats are located in the Sweet Spot Sky Lounge and include a two-hour buffet.

Click [here](#) to purchase tickets.

SPIRIT & WELLNESS

Staff vs. Students Basketball Game Sign-Up

Please join us for our annual Staff vs. Students Basketball game on Wednesday, March 20, from 5:30 – 7 p.m. The game will be four 10 minute periods with a 2 minute break between each and a 10 minute halftime. Please sign-up [here](#). All participants must complete the [waiver form](#) as well. Everyone must be signed up by Monday, March 11. Show date is Thursday, March 21. Please contact Brandon Kinsey for more details (610)-799-1181 or bkinev@lccc.edu.

New Wellness Center Spring Hours

The Wellness Center will be open this Spring for the following hours:

Monday-Thursday 9 a.m. – 5 p.m.

Fridays 10 a.m. – 3 p.m.

Saturdays & Sundays Closed

*All hours subject to change

We will be closed this semester on the following dates:

Friday, March 29

Friday, April 5

Monday, April 8

Tuesday, April 9

Monday, May 6

Monday, May 13

Wednesday, May 15

Friday, May 17

Spring Break hours will be Monday Mar. 11 – Friday, Mar. 15, 10 a.m. – 2 p.m. Summer hours will begin Monday, May 20, times TBA

Spirit Committee Upcoming Events

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

March

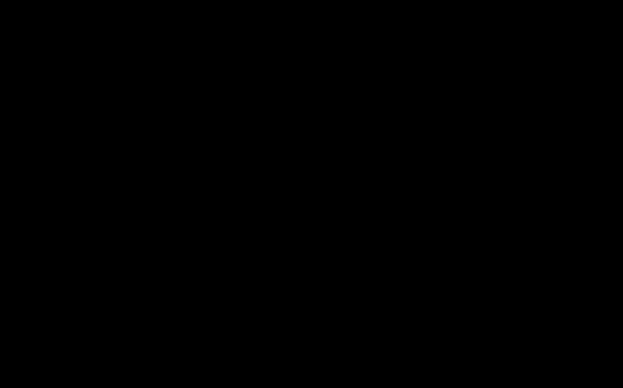
Spirit Day: Wear Green – Friday, March 15

Staff vs. Students Basketball Game – Wednesday, March 20

April

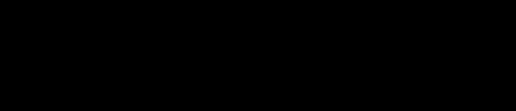
Spirit Day: Wear Your Favorite Baseball Attire – Friday, April 5

For questions about any upcoming events, please reach out to Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.



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

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Employment
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