

Lehigh Carbon Community College

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Howdy, Tina Dowling-Hackett

Lehigh Carbon COMMUNITY COLLEGE

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The COLLEGE VOICE

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February 8, 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

President's Desk February 2024

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 at select 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.Beer@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@lccc.edu at blue@lccc.edu to schedule a Hangouts meeting.

VP Larissa Veria
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 larissa@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 Merla.Bower@lccc.edu to schedule an online meeting.

Dean Peggy Helm
Mondays from 3 to 5 p.m. Email THelm@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 agranummosley@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 JMitchell108@lccc.edu to schedule online meeting.

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

ANNOUNCEMENTS

Donations Needed for the Foundation Spring Bling Bingo

The LCCC Foundation and Alumni Association are in need of gift cards and gift baskets for Spring Bling Bingo in April. If interested, please sign up [here](#).

College Launches Student Engagement Survey

This spring, LCCC will be participating in the Community College Survey of Student Engagement (CCSSE), a national survey of institutional practices and student behaviors during the spring term. CCSSE is an initiative of the Center for Community College Student Engagement (CCCSE) at The University of Texas at Austin. CCSSE results will help us better understand our students' college experiences.

The survey will be administered in a random sample of classes at LCCC; instructors whose classes are sampled will receive specific information from Marco Anglesio, executive director of Institutional Research, who is the college's designated survey coordinator.

The survey will be administered on paper in select classrooms, and students who do not attend any in-person classes will be given the opportunity to complete the survey online.

For information, contact Marco at 610-799-1936 or manuelio@lccc.edu. To learn more about CCSSE visit www.ccsse.org.

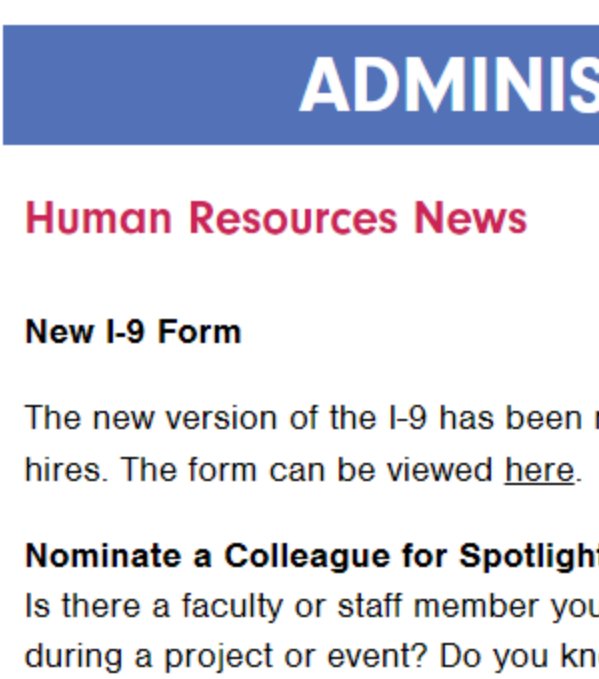
Faculty Recognition Awards

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.

START Report

If you are aware of an incident that concerns you – student behavior, violations of the LCCC Code of Student Conduct, academic honesty, threats to harm others, etc., the college has an online reporting tool, START, for you to make an official report. You can access this by clicking on "START" in the LCCC Portal under Faculty/Staff Resources. 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 to Public Safety by calling 610-799-1169 as soon as possible. Officers are on campus until 10 p.m. Monday through Thursday. If you have questions regarding START or to schedule a START training, please email Associate Dean, Brian DeLong at bdelong2@lccc.edu.

Honors Scholar Gains Research Experience with LCCC Grad



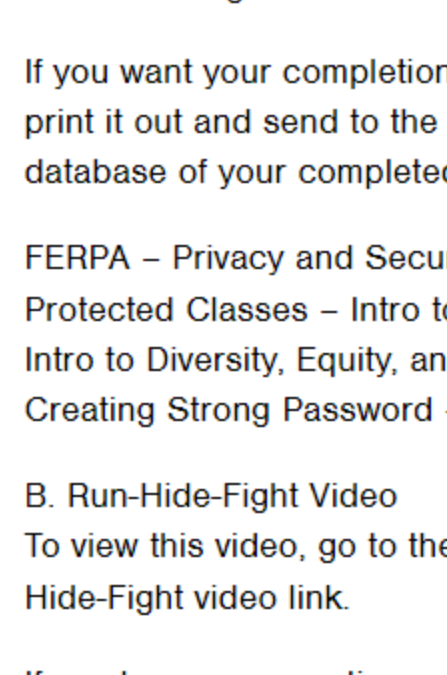
Second year Honors Scholar Emma Miller was selected to participate in a research experience at Lehigh University with LCCC Honors Alum, Dane Santa ('19). Dane is currently working toward his Ph.D. in chemistry, and will mentor Emma through the spring semester studying lipid bilayers that model biological membranes.

Emma is using biophysical techniques like quartz crystal microbalance and fluorescence microscopy to examine how lipids involved in immune signaling pathways affect the physical properties of cell membranes. Emma's contributions to this research will help to advance the understanding of lipid membrane structure in many common diseases and immune responses. Great work, Dane and Emma! We cannot wait to see where you go from here.

Finance Training

Do you need help figuring out your budget? Do you have questions about requisitions or buying products? Are you attending a conference and have questions about travel? We can help! Complete the Finance Training Request Form, located in the 'Forms Quick Reference' tab under the Finance Office on the portal and someone will reach out to set up training.

Spotlight on Excellence – Ronnie Blue



Congratulations to Ronnie Blue for being recognized by Rick Christ for the Spotlight on Excellence. Ronnie helped Rick get comfortable in his new role by giving him a tour of the Student Services Center, introducing him to colleagues, and assisting him with technology questions. Ronnie also showed the same hospitality and helpfulness to Kaylee, who started as a temp in the Foundation Office at the same time. Kudos, Ronnie!

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. [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 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

Disney College Program

Since 1989, LCCC has sent over 450 students to Florida and California to experience a one-semester internship at one the Disney parks. This six-credit internship is listed in our catalog as IDS 270.

The Disney Program will begin recruiting starting Jan. 31 for Fall/Fall Advantage 2024 semesters. Interested students may apply online [here](#). Any questions please email Walt Sweedo at wsweedo@lccc.edu.

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

In an effort to keep the campus community informed about a shared [Shapiro's "Vision for a New, Unified Public Higher Education System,"](#) a Governor [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.

Save the Date-Faculty/Staff Recognition Event

Mark your calendars! This year's Faculty/Staff Recognition event will be held on Friday, May 10, from 3 – 5 p.m. Offices will be closed during this time to allow everyone to attend the celebration. Please keep watching the College Voice for more information.

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 \(includes full and part-time classified staff\)](#)

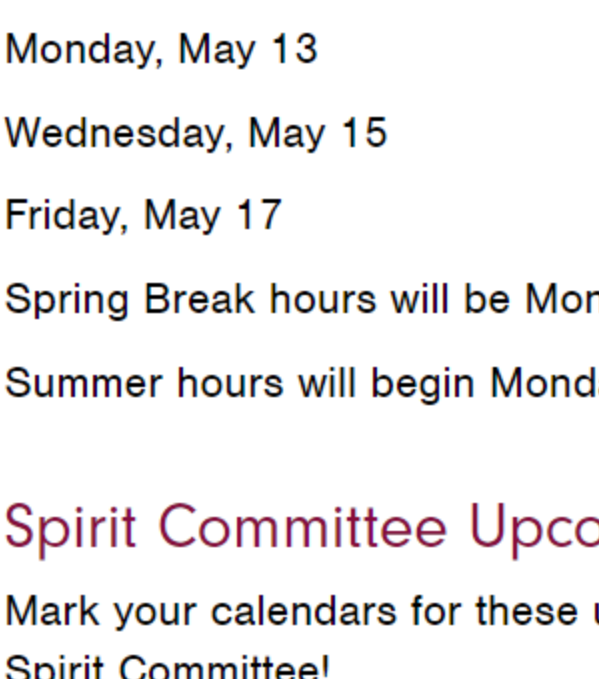
[PT Employee of the Year \(includes part time tutors, student workers, noncredit instructors, and coaches\)](#)

Call for In-Class Visits

Do you want your students to know more about the kinds of tutoring services and other academic support services that are available to them? Consider inviting someone from Educational Support Services to your classroom for a brief presentation.

Faculty who want a guest speaker to briefly talk about Educational Support Services should contact ESS at 610-799-1156 or educationalsupportservices@lccc.edu.

Emergency Info Tile and Information



When you log into the myLCCC portal, you may notice a new tile, titled "Emergency." Clicking this link won't summon help for you, but it does bring all important safety information to one central location that is easily accessible for all staff and employees. Take a few minutes and check out the links to Emergency plans and training videos. Feel free to contact the Public Safety Office with questions.

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.

Spring 2024 Tutoring

The College offers free tutoring in a variety of subjects in different modes for enrolled LCCC students. LCCC faculty are encouraged to share this information with their students.

Face-to-face tutoring is available at the Schnecksville, Donley, and Morgan campuses. Labs are open (walk-in), so no appointments are needed. Current schedules are available [here](#).

Remote tutoring appointments are booked online by students at this [link](#).

LCCC tutors meet virtually through Zoom. Book up to 2 non-consecutive appointments a day for tutoring in the same course.

NetTutor online tutoring is a 24/7 service free to students. Professional tutors provide both synchronous and asynchronous tutoring. Access NetTutor by logging into the student portal, clicking on Canvas Online Courses, clicking on any of your courses, and then clicking the NetTutor option on the side menu.

Faculty and staff who have questions about tutoring services at LCCC should contact Educational Support Services at 610-799-1156 or educationalsupportservices@lccc.edu.

"The Year We Learned to Fly" Lecture by Dr. Wilson Okello for Black History Month

In observance of Black History Month and the Takeoff initiative for college men of color, please join us in welcoming [Dr. Wilson Okello](#) to Lehigh Carbon Community College on Feb. 12, at 4 p.m.

Dr. Wilson Kwamogi Okello (he/him) is a transdisciplinary artist and scholar who draws on Black critical theories to advance research on knowledge production and human development. Widely published, he has over 40 scholarly publications in leading venues such as the Journal of College Student Development, Race, Ethnicity and Education, and the Journal of Diversity in Higher Education.

Currently, Dr. Okello is an assistant professor of higher education at Penn State University, where he is a research associate at the Center for the Study of Higher Education and director of the Black Study in Education Lab—a research and praxis hub concerned with exploring the potentialities of Blackness in educational research, practice, and policy.

This event will take place in the Community Services Center. Additionally, it will be available on [Zoom](#). This event is hosted by the JEDI Center, thanks to support from the Brotherhood for Men of Color and the Student Government Association.

ePortfolio Showcase Coaches Needed

Save the Date: The 2024 ePortfolio Showcase and Awards event is scheduled for Friday, March 22, 2024 at noon in the Community Services Center..

Career Development is seeking faculty, staff, and administration as volunteers to serve as ePortfolio coaches. To date we have over 40 students participating. We would be honored if you would consider taking on this role. As a coach, you will be reviewing ePortfolios that will be in the showcase. Coaches will offer suggestions for improvements, and serve as a consult on students' presentations. Career Development's goal is to connect students with coaches to boost our student's skills and confidence to showcase their ePortfolios.

If you are interested in being an ePortfolio Showcase coach please complete the Coaching Form [here](#). All Coaching Interest Forms are due by Feb. 12, by 5 p.m.

SPIRIT & WELLNESS

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:

Wednesday, Feb. 7

Tuesday, Feb. 13

Friday, Mar. 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!

February

Virtual Office Bingo – Wednesday, Feb. 14

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