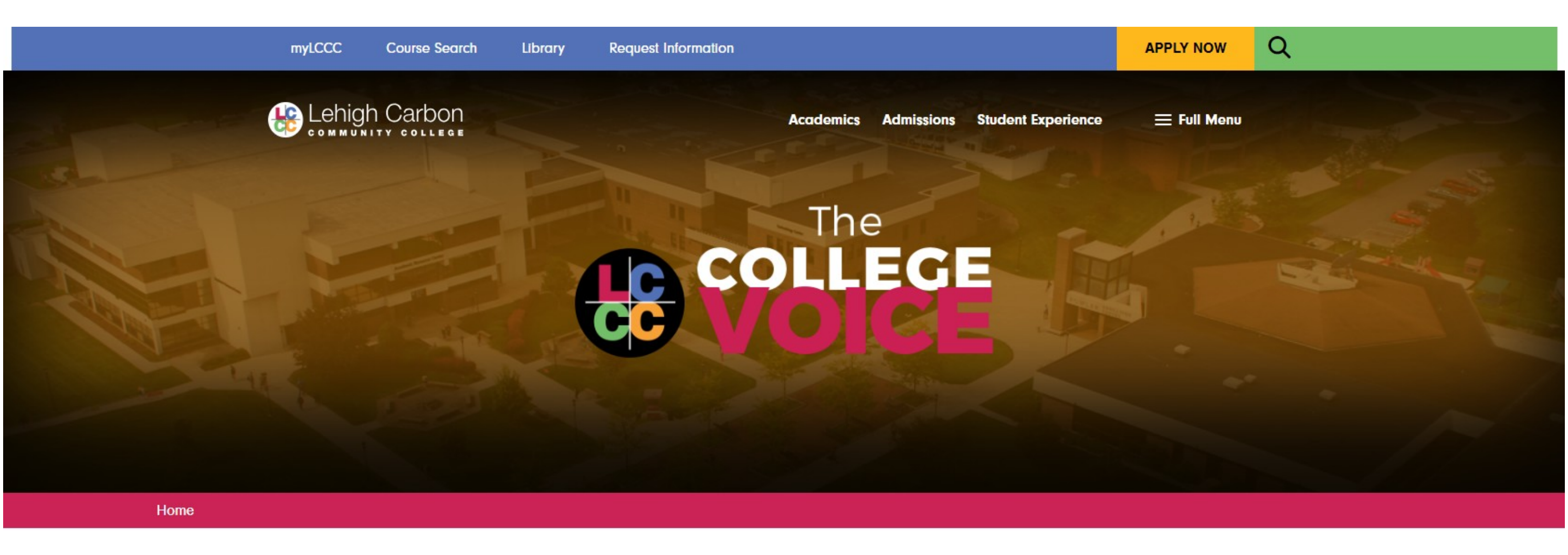


May 13, 2024

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 May 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 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 Summer Hours
Monday through Thursday: 10 a.m. – 3 p.m.; Closed Fridays*

*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 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

The Cougar Classic

Calling all faculty and staff who love playing cornhole and conversing with co-workers! The Spirit Committee along with Athletics/Wellness invite you to participate in our first annual Cougar Classic Cornhole Tournament. Competition will begin this June and you can sign up here. Deadline to register is Monday, June 3.

Anyone who can't find a partner can sign up as an individual and be paired at random with other individuals. There will be prizes for 1st, 2nd and 3rd place teams.

Please see official rules attached.

Bucknell Community College Scholars

Congratulations to Marie Alexis, Elliot Centeno, Chris Garcia and Margaret Rodriguez Sanchez for being accepted to Bucknell University as Community College Scholars. They will receive a tuition scholarship for two years or four semesters of full-time enrollment at Bucknell to pursue their bachelor's degree.

Michelle Mitchell on Equitable Minds Podcast

Michelle Mitchell was recently featured as a guest speaker on the Equitable Minds podcast where she shared her invaluable insights on the various challenges faced by students with disabilities while transitioning from high school to college. One of the most pressing issues tackled in the episode was the lack of support services available to students with disabilities. She also highlighted the SEED (Success, Engagement, Education, Determination) Program. The discussion also focused on the need for policies and practices that promote more inclusive education and job training programs and the significance of fostering empathy, understanding, and acceptance within schools to ensure that all students feel included and valued.

The episode can be found here.

Movement Challenge Week 1 Recap

96% of participants tracked and submitted their weekly activity.

58% of participants set goals for the monthly movement challenge.

54% of participants completed two or more types of movement activity during the week.

Click here to check out our goals and moments of pride from the week!

Wellness Center Summer Hours

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

Monday-Thursday 10 a.m. – 3 p.m.

Fridays, Saturdays and Sundays- Closed

*All hours/days subject to change

We will be closed this summer on the following dates:

Monday, May 27

Thursday, July 4

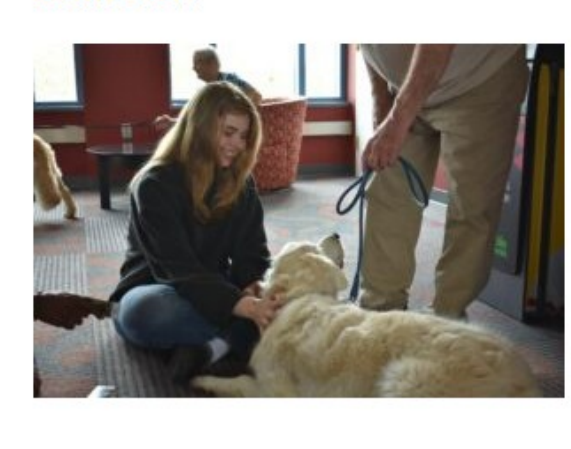
Wednesday, August 14

Thursday, August 15

Fall hours will begin Monday, August 26, Monday-Thursday 9 a.m. – 5 p.m. and Fridays 10 a.m. – 3 p.m.

LCCC Honors Military Members and Veterans During Military Appreciation Week

The LCCC Veterans Events Committee participated in several events last week to honor our veterans and military members. The committee partnered with Lehigh Valley Therapy Dogs to bring dogs to campus providing emotional support, snuggles, and helping to relieve stress during the busy end of the semester!



Members of the LCCC community volunteered this year's Brush-up Our Veterans – Lehigh Valley. The LCCC team was partnered with teams from Janney Financial Advisors to transform the exterior of a selected veteran's home. The Brush-up Our Veterans project led by the Veteran & Military Council of the Greater Lehigh Valley Chamber of Commerce coordinates the efforts to paint the outside of homes of honorably discharged veterans and their surviving spouses who are low-income elderly or permanently disabled.

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

Have you checked out the May edition of the Department of Online Learning newsletter? This edition includes information about the training programs we offer, including the newest Canvas Certification, which is starting this week. If you're still interested in joining this offering, please send an email to rpeters@lccc.edu. We also congratulate Todd Zimmerman for completing his Quality Matters course certification! Additionally, you'll find articles related to mental health in honor of May's Mental Health Awareness Month, as well as an outside training webinar on supporting neurodiverse students on May 23. Lastly, we have updates to Canvas Studio and a page recognizing our Online Learning Badge earners. 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

Stop the Bleed Training

STOP
THE BLEED
SAVE A LIFE

Did you know that the number one preventable cause of death following an injury is uncontrolled bleeding? Did you know that in less than two hours and with three quick steps, you can be trained and empowered to save a life?

Lehigh Valley Hospital received grant funding through the American Trauma Society to supply training and Stop the Bleed kits for colleges throughout the Lehigh Valley. LCCC is fortunate to be a recipient of kits through this funding. Training will be held at Main Campus on Wednesday, May 22, from 9 a.m. until 11 a.m. in the Alumni Center and at Donley on Thursday, May 23, from 9 a.m. until 11 a.m. in Rooms 702 / 703. We are working on Morgan for the very near future as well. There is no prior first aid training required and this training is truly designed for everyone!

Please sign up via the Google forms below. Contact Eric Minnich in Public Safety for more information or with any questions at ext. 1653.

Main Campus Sign-Up Form

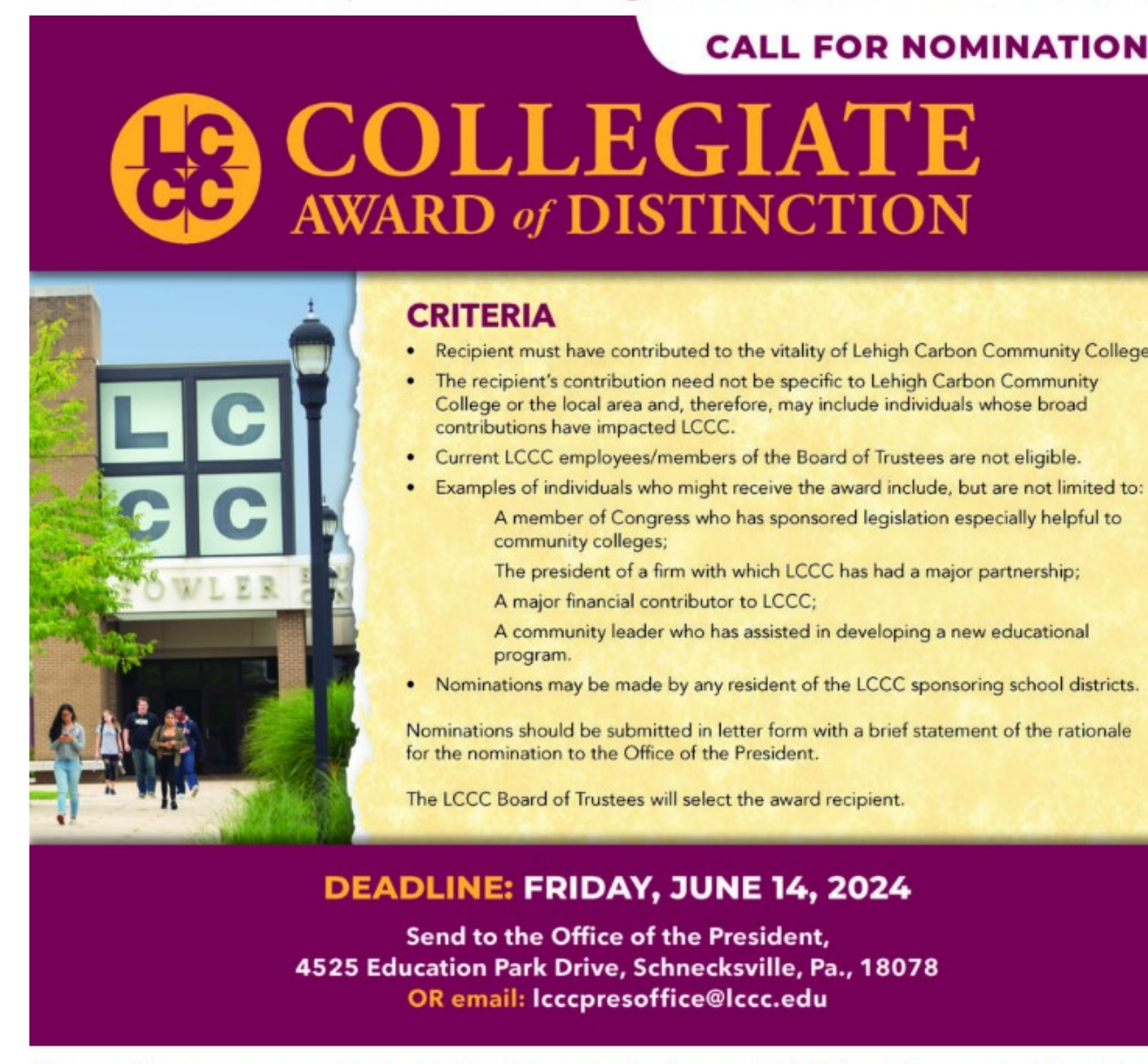
Donley Sign-Up Form

Does Your Department Need Student Workers?

Is your department in need of student workers? Do you have a student worker position that you would like to post for the 2024-2025 Academic Year? In preparation for the start of the 2024-2025 academic year Career Development is requesting that all job postings are submitted by Thursday, June 13. We would like to get postings entered into the Cougar CLAW (Connecting LCCC And the Workplace) system to allow returning students the opportunity to start applying for jobs to begin at the start of the semester. This will also allow our new incoming students to review all LCCC student work opportunities, so they can begin the application process early as they become acclimated to our campuses.

If you have any questions, please reach out to Director of Career Development and Civic Engagement, Kescha Bell-Ross at 610-799-1136.

Nominations Open for Collegiate Award of Distinction



CALL FOR NOMINATIONS

COLLEGIATE AWARD *of* DISTINCTION

CRITERIA

- Recipient must have contributed to the vitality of Lehigh Carbon Community College.
- The recipient's contribution need not be specific to Lehigh Carbon Community College or the local area and, therefore, may include individuals whose broad contributions have impacted LCCC.
- Current LCCC employees/members of the Board of Trustees are not eligible.
- Examples of individuals who might receive the award include, but are not limited to:
  A member of Congress who has sponsored legislation especially helpful to community colleges;
  The president of a firm with which LCCC has had a major partnership;
  A major financial contributor to LCCC;
  A community leader who has assisted in developing a new educational program.
- Nominations may be made by any resident of the LCCC sponsoring school districts.

Nominations should be submitted in letter form with a brief statement of the rationale for the nomination to the Office of the President.

The LCCC Board of Trustees will select the award recipient.

DEADLINE: FRIDAY, JUNE 14, 2024

Send to the Office of the President,
4525 Education Park Drive, Schnecksville, Pa., 18078
OR email: lcccpresoffice@lccc.edu

The college community is invited to nominate an individual for consideration for this year's LCCC Collegiate Award of Distinction. The recipient will be determined by the Board of Trustees later this summer. Details are in the accompanying graphic. Attached is a list of past recipients. The deadline for submitting nominations is Friday, June 14.

Donley Center Generator Replacement

On Tuesday, May 14, the rooftop generator will be replaced utilizing a crane along Hall St. The work will begin at the beginning of the day and should conclude by midday. This work will not interfere with the daily operation of the Donley Center.

Neurodiversity ERG

Supported by LCCC, this Employee Resource Group provides an affinity space for sharing the unique experiences of neurodiverse faculty and staff. Neurodiversity recognizes those whose brains work or process in ways divergent from the status quo, which brings different strengths and challenges to the workplace and everyday life. This includes people with ASD, ADHD, dyslexia, dyspraxia, Tourette's, or any other similar condition, whether diagnosed or self-identified.

Join this group to explore the challenges as well as the assets a neurodiverse community brings to campus while navigating within a neurotypical environment. This space will also explore practices that support neurodiversity in the workplace. To join our May meeting at 11 a.m. on Tuesday, May 14, please contact Eric Werley at ewerley@lccc.edu and/or Thomas Simko at tsimko@lccc.edu for the Zoom meeting link.

Congratulations Todd Zimmerman – QM Course Certification

QM
Quality Matters
Higher Education
2024

The Online Learning Department would like to congratulate Todd Zimmerman for recently completing and passing his Quality Matters Course – HIS 123! Todd's course meets QM Course design standards. If you would like to put your own course through this process reach out to us to get started.

Budget Saving Ideas Welcome

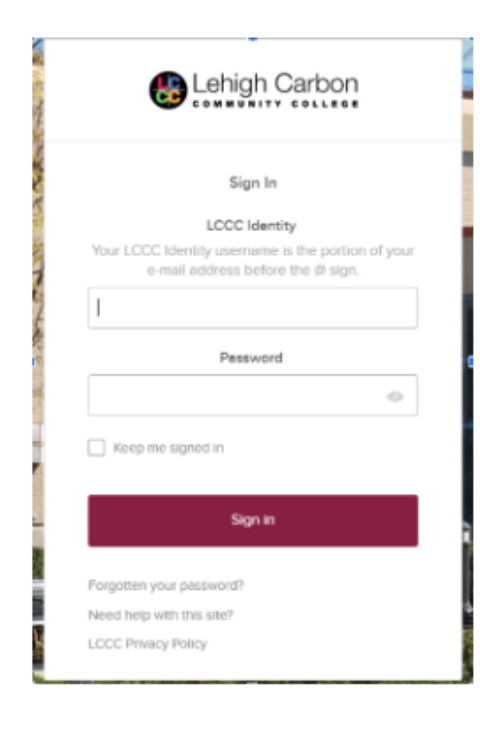
In an effort to make a positive impact on the budget, the Executive Team is soliciting ideas from the college community for cutting expenses or growing revenue. As we close out the 2023-24 budget in a deficit and prepare for the 2024-25 budget cycle, all ideas are welcome for ways we can change the deficit trajectory. You can make recommendations anonymously, or include your name, if you wish, but the Executive Team wants all ideas and initiatives they could review for consideration.

Ideas could be energy saving initiatives, streamlining processes, eliminating or consolidating programs, or establishing partnerships with community groups. Think about ways within your department you could save money or produce revenue, other areas that could also impact spending and revenue. Please send your ideas via this form to the Executive Team and we will evaluate all the feedback and implement those with the greatest impact. Nothing is too small or too ambitious – give us your best ideas.

Google Update: SSO through LCCC Identity Is Coming

LCCC IT is excited to announce an upcoming change that will enhance the security and convenience of accessing Google Workspace services such as Gmail, Google Calendar, and Google Drive. Starting May 1, we will begin migrating faculty and staff accounts to use SSO through LCCC Identity. This transition will streamline access to Google services and improve overall user experience. We anticipate this transition to occur over several weeks and will send emails to individuals as migration dates are established for their account.

What is SSO through LCCC Identity? LCCC Identity (https://identity.lccc.edu) allows you to sign in once and access multiple applications seamlessly. With LCCC Identity, you'll use your LCCC Identity credentials to log in to Google Workspace, eliminating the need for separate passwords and reducing the risk of security breaches.



Lehigh Carbon COMMUNITY COLLEGE

Sign In

LCCC Identity

Your LCCC Identity username is the portion of your e-mail address before the @ sign.

Password

☐ Keep me signed in

Sign in

Forgotten your password?
Need help with this site?
LCCC Privacy Policy

Incomplete Grade Recovery Session for Spring 2024

COACHING COMMONS
Success Coach
LCCC FACULTY COACHING

If you are assigning an Incomplete (I) grade for the Spring 2024 semester, you can communicate that with your students and enroll them in the Incomplete Grade Recovery Session that will take place during the Summer Session I, which runs from May 20 through June 28.

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 Fall 2024 semester begins. Our recommendation is that you require the students to complete their work with the help of a coach before June 28. Students are more successful 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.

Fiscal Year 2024 Year End Deadlines

Finance Office: Fiscal Year End 23/24 Deadlines

5/10/24 – Grant Purchase Requisitions

5/31/24 – College Purchase Requisitions

6/14/24 – Last day for FY23/24 credit card and W.B. Mason purchases

6/17/24 – Travel reimbursements – Allentown and Tamaqua sites

6/17/24 – Student stipends

6/21/24 – Last day to submit:

- Duplicating jobs
- Travel Reimbursements – Main Campus
- Employee Reimbursements – Main Campus
- Bookstore Vouchers

6/28/24 – All FY23/24 goods & services "received"

6/28/24 – All Accounts Payable invoices must be approved and submitted to the Finance Office

7/05/24 – Final FY23/24 Accounts Payable check run

6/20/24 – Final FY23/24 payroll pay date – contracted staff

7/18/24 – Final FY23/24 payroll pay date – timecard staff (paydays of 6/30-7/13/24)

A word doc of the dates for download or print can be found here.

SPIRIT & WELLNESS

Stretch and Breathe – May Movement Challenge Bonus

In the spirit of wellness and a part of Spirit Committee's May Movement Challenge, join us for Stretch and Breathe with Rachael Toonder in the upper level of the Student Union on Tuesday, May 14, at 2 p.m. Bring a towel or yoga mat with you. For questions, reach out to Rachael Toonder at rtoonder@lccc.edu.

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:

Monday, May 13

Wednesday, May 15

Friday, May 17

Summer hours will begin Monday, May 20

Spirit Committee Upcoming Events

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

June

LCCC Western Roundup Picnic (Donley) – Wednesday, June 12, 11:30 a.m. – 1:30 p.m.

LCCC Western Roundup Picnic (Main and Morgan) – Thursday, June 13, 11:30 a.m. – 1:30 p.m.

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

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Captured by FireShot Pro: 13 May 2024, 09:08:55
https://getfireshot.com