



## August 10, 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 August 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 [Essential 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**  
10 a.m. – 3 p.m., Monday through Friday.

### 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](mailto: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 [rblue@lccc.edu](mailto:rblue@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 to 10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email [lverta@lccc.edu](mailto:lverta@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 Downen at [mdownen@lccc.edu](mailto:mdownen@lccc.edu) to schedule an online meeting.

**Dean Peggy Heim**  
Mondays from 3 to 5 p.m. Email [pheim@lccc.edu](mailto: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](mailto:jrowlands@lccc.edu) to schedule a meeting.

**Dean Dr. Andrea Grannum-Mesley**  
Mondays from 1 to 3 p.m. Email [agrannummesley@lccc.edu](mailto:agrannummesley@lccc.edu) to schedule via Hangouts.

**Interim Dean Elke Reichardt**  
Wednesdays from 3 to 5 p.m. Email [EReichardt@lccc.edu](mailto:EReichardt@lccc.edu) to schedule online meeting.

**Dean Dr. Kelly Trahan**  
Mondays from 3 to 5 p.m. Email [ktrahan@lccc.edu](mailto:ktrahan@lccc.edu) to schedule an online meeting.

**CIO Joshua Mitchell**  
Tuesdays from 11 a.m. to noon. Email [jmitchell10@lccc.edu](mailto:jmitchell10@lccc.edu) to schedule online meeting.

**Dean Scott Aquila**  
Email [saquila@lccc.edu](mailto:saquila@lccc.edu) to schedule an online or face-to-face meeting.

## ANNOUNCEMENTS

### 2023 State of the College

To the LCCC Community,

As we approach the fall semester, we reflect not only on the past few years, but also on how these challenges have changed us and solidified our mission to help students achieve their goals. Thanks to your hard work and dedication, we have continued to meet the needs of our students and offer them opportunities to change their lives. Attached for your review is the [State of the College 2023](#), which details the outstanding work of all of us. Thank you for all you do on behalf of LCCC and our students.

### Berrier Hall Locker Rooms

Effective Wednesday, Aug. 23, the staff locker rooms will be cleared and re-set for the fall semester. Anyone who currently has a lock on a locker must contact Brandon Kinsey ([bkkinsey@lccc.edu](mailto:bkkinsey@lccc.edu) or 610-799-1181) to continue use for the 23/24 school year.

### New LCCC Wi-Fi is Coming This Fall



New LCCC Wi-Fi is coming this fall. Get ready to connect! LCCC IT will be improving your Wi-Fi experience at the start of the Fall 2023 Semester. Say goodbye to guessing. Seamlessly connect your wireless devices.

Simply connect to "LCCC" and we'll take care of the rest! More information to come, please stay tuned.

### SHINE Afterschool Program Opens Makerspace at Slatington Elementary

In partnership with the Northern Lehigh School District, LCCC's SHINE program will dedicate the new Makerspace at 6:30 p.m., Monday, Aug. 14, at Slatington Elementary School. The community is invited to attend.

During the school day, the district uses the space with its own STEAM curriculum, which emphasizes hands-on learning. In the afternoon and evenings, SHINE (Schools and Homes in Education) uses it for project-based STEM activities as part of the afterschool program. A makerspace is a collaborative work area to encourage making, exploring, learning and sharing that uses higher-tech or no-tech tools. Students have access to a 3D printer, laser cutter, CNC machines, soldering irons and other equipment that is used in a variety of projects. The equipment is available for all students to use, not just those enrolled in SHINE.

These makerspace tools encourage students to envision, design and build new and exciting creations while boosting their self-confidence, teamwork and critical thinking skills. In makerspaces students take hands-on learning to the next level through innovation and creating something new, often the first step toward entrepreneurship and business start-ups.

LCCC also has makerspaces at the LCCC Tamaqua site in the Morgan Center and on the main campus in Science Hall.

SHINE is more than an afterschool program. It is a holistic approach to education that supports a student's success both in and out of the classroom through the connection of schools, homes and communities. The program is designed to be a seamless network of educational and social services that helps students achieve their potential.

For more information on SHINE or the Makerspaces, contact Rachel Strucko, Director of SHINE, at 570-225-7245 or [rkmiller@lccc.edu](mailto:rkmiller@lccc.edu).

### Welcome Week Office Decorating Contest



Please join the LCCC Spirit Committee and the Office of Student Life for our first annual Welcome Week Office Decorating Contest! Prizes will be awarded for the top three voted offices including pizza parties, donuts and coffee, etc.

The contest will run from Monday, Aug. 28, through Thursday, Aug. 31. This year's theme is, "You are Welcome and Wanted." Students will vote during the week of the contest for best decorated office. Offices are encouraged to be unique and creative with their decorations and offer incentives for students to vote.

If interested, consult with your team and register yourselves using [this form](#) (only one person needs to register for their office). If you have any questions, please contact Tina Dowling-Hackett at [tdowlinghackett@lccc.edu](mailto:tdowlinghackett@lccc.edu) or Ginny Hertzog at [vhertzog@lccc.edu](mailto:vhertzog@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!

**Slips, Trips, 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.

**Updated COVID-19 Guidelines** from the Centers for Disease Control and Prevention (CDC) effective August 11, 2022 can be found [here](#).

This updated guidance no longer differentiates between those who are vaccinated and those who are unvaccinated. The CDC advises that those individuals exposed to COVID-19, regardless of vaccination status, need not quarantine.

**1. Exposure to someone with COVID-19:**  
If you were exposed to someone with COVID-19, follow these steps per the [CDC guidelines](#):

- Start precautions immediately:
  - Wear a high-quality mask for 10-full days as soon as you find out you were exposed (day 1 is the first full day after your last exposure)
  - Get tested at least 5 full days after your last exposure
  - Watch for COVID-19 symptoms such as:
    - Fever (100.4 degrees or greater)
    - Cough
    - Shortness of breath
    - Other COVID-19 symptoms
  - If you develop symptoms, isolate immediately

**2. Isolation and Precautions for People with COVID-19.**  
If you test positive for COVID-19, follow the steps below per the [CDC guidelines](#):

- Stay home and isolate for at least 5 days and isolate from others in your home.
- If you **had no** symptoms, day 1 of isolation is the following day after you were tested.
- If you **had** symptoms, day 1 of isolation is the first full day after the day your symptoms started.

**Quick Reference for Medical Emergencies on Campus**  
**If serious injury or illness occurs on campus, CALL 911.** After you call 911, call the 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

Check out the [2023 August Edition](#) of the Department of Online Learning Newsletter! This edition includes: event dates, updates about the Quality Matters workshop, including a survey for future dates in 2023, an article about ChatGPT resources, a new badge – Effective Syllabus, important Canvas updates, What to do when technology fails, how to get to the new faculty academy, and how to import course content that has Zoom meetings in the original course shell. If you have any questions about anything in the newsletter reach out to us at [onlinelearning@lccc.edu](mailto: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](mailto:onlinelearning@lccc.edu).

Congratulations to the following people who have recently earned the Essentials Badge: Joseph Fortunato, Cosette El Hage, Cherryn Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

## REMINDERS

### Volunteers Needed for Wayfinding 2023

Please consider volunteering for the Wayfinding Program which is being held as part of the Welcome Week events for new and returning students!

As a Wayfinder you will be greeting students, answering questions, providing directions to classes and campus services. There will be a Welcome Tent set-up in the mall near the Student Union. We are looking for one or two volunteers per shift. Click [here](#) to sign up.



We will have resources on hand to help you best serve our students and answer their questions. Encourages will be set up each day and we want to encourage students to play the "Game of the Day" and enter the Welcome Week Raffle. Most importantly, students will have a quick point of contact to help ease the stress and uncertainty of the first week of classes.

All volunteers will receive a limited edition LCCC pennant as a "thank you" for your assistance!

### Lauren Falgout Farewell Celebration

Please join us as we recognize Dr. Lauren Falgout's 5 plus years of service to LCCC with a gathering today, Thursday, Aug. 10, from 2 to 4 p.m. in the Counseling Center conference room (SSC 126). Lauren will be missed for many reasons, not the least of which include her positive outlook, inspirational workshops, and the Suicide Awareness and Prevention Walks she helped coordinate, and all the students she helped along the way. Please join us in wishing Lauren farewell.

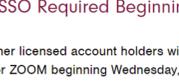
### StART Report

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 Brian DeLong at [bdelong2@lccc.edu](mailto:bdelong2@lccc.edu).

### ZOOM Update: SSO Required Beginning August 9, 2023

All faculty, staff, and other licensed account holders will be required to use SSO (single sign on) for ZOOM beginning Wednesday, August 9. Licensed users include faculty, staff and other requested accounts required by departments and student organizations. More information detailing Zoom login with LCCC Identity is available online [here](#).

### Faculty Coaching



Faculty, are you excited about the upcoming fall semester? Are you interested in trying something new? Would you like help with your syllabus, a rubric, or a test? Perhaps you would like to discuss your teaching and new ways to manage your classroom? Faculty Coach, Dr. Robin Musselman, is available during Summer Session 2 for appointments. Please email her at [rmusselman@lccc.edu](mailto:rmusselman@lccc.edu) or contact Dr. Melanie Turrano at [mturrano@lccc.edu](mailto:mturrano@lccc.edu) if you have any questions about our Faculty Coaching program.

## SPIRIT & WELLNESS

### LCCC at Knoebels – RSVP Form

Interested in joining the LCCC Spirit Committee at Knoebels Amusement Park on Saturday, Aug. 26? Complete the [RSVP form here](#) by Friday, Aug. 18, to save your spot. Meet-up time is at 10 a.m. with the park opening at noon. If you have any questions, please contact Tina Dowling-Hackett at [tdowlinghackett@lccc.edu](mailto:tdowlinghackett@lccc.edu) or Ginny Hertzog at [vhertzog@lccc.edu](mailto:vhertzog@lccc.edu).

Knoebels also partners with local organizations to offer discounts on Ride All Day Passes and Ticket Books. Check out [this link](#) to find deals in the community.

### Wellness Center Hours

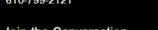
The Wellness Center summer hours will be 10 a.m. – 3 p.m. The Wellness Center will be closed on the following dates:

- Friday, August 11
- Friday, August 18
- Friday, August 25



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

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