

August 24, 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](#)

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Quick Links

[President's Desk August 2023](#)
[LCCC Employment Openings](#)
[Events](#)
["This Week" Student Newsletter](#)
[Recent 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
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 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 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 to arrange a scheduled meeting.

VP Stefanie Hester
1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email Maria Bowers at mowers1@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 Gramum-Mosley
Mondays from 1 to 3 p.m.
Email agramummosley@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.

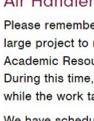
Dean Dr. Kelly Trahan
Mondays from 3 to 5 p.m.
Email ktrahan@lccc.edu to schedule an online meeting.

CIO Joshua Mitchell
Tuesdays from 11 a.m. to noon.
Email jmitchell10@lccc.edu to schedule online meeting.

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

ANNOUNCEMENTS

New Wi-Fi is Here!



Beginning today you will see a new option when choosing a Wi-Fi network. Simply connect your wireless devices to the network labeled "LCCC."

For more information or for help with connecting visit help.lccc.edu.

Air Handlers Replaced on Schnecksville Campus

Please remember that the college's Schnecksville campus is undergoing a large project to replace the air handler units through December in the Academic Resources Center, Science Hall and Student Services Center. During this time, there will be varying levels of air conditioning and heating while the work takes place in these buildings.

We have scheduled the work to lessen the impact on those in the buildings during those seasons. Along with variations in building temperatures, there will be levels of construction that may cause noise and/or inconvenience. The contractor will be providing supplemental air while the work progresses, but at times it may not meet the level people have been accustomed to. Please be patient during this construction project. We recommend you make preparations to make yourself comfortable.

Update to Self-Service Banner for Faculty

Self-Service Banner for Faculty, otherwise known as BannerWeb, will be upgraded on Thursday, August 24. The upgraded version features the same functionality as our previous version with a new look and feel that mirrors our other Self-Service Banner modules such as Student and Employee. Below are resources to assist you with navigating the new platform.

[BannerWeb 8 vs. BannerWeb 9](#)
[Important Faculty Info Fall 2023](#)

These resources can also be found in the shared Fall 2023 folder in Google Drive [here](#). If you have questions, contact Fae Schrack at fschrack@lccc.edu. A training session will also be held at Development Day in October.

LCCC Celebrates 20th Anniversary of Morgan Center in Tamaqua

LCCC will celebrate the 20th anniversary of the John and Dorothy Morgan Center for Higher Education, 234 High Street in Tamaqua, from 12 to 2 p.m., Tuesday, Sept. 26. Rain date is Sept. 27. RSVP online [here](#) by Sept. 12.

The festivities will include tours, refreshments and giveaways. Those invited to speak are LCCC president Dr. Ann D. Bieber, PA Senator David Argall and former PA governor Mark Schweiker. In addition, alumni who have been positively impacted by the center's presence in the community will describe their experience at the center.

The center was dedicated with a ribbon cutting ceremony on August 26, 2003, and courses were first offered in the fall 2003. It was constructed at the site of the old 1927 Tamaqua High School, which later became a middle school.

Mr. Morgan, founder of J.E. Morgan Knitting Mills, left a legacy that allows for his charitable trust to continue his efforts to advance health care and higher education in the Tamaqua area. As a resident and prominent businessman in Tamaqua, his wish was to enhance opportunities for his neighbors so they could remain in the community.

In addition to the charitable contribution from the Morgan Foundation, both Sen. Argall and former Gov. Schweiker secured funds through the Commonwealth of Pennsylvania to construct the center.

The impact of the Morgan Center has been dramatic. Since the center opened in the fall 2003, 7,720 credit students have attended classes there. Of these credit students, 2,233 have earned an associate degree and 364 have earned a certificate or diploma. In total, 10,866 students have attended credit, noncredit or workforce classes at the Morgan Center.

Over the past 20 years, the Morgan Center, known formally as LCCC Tamaqua at the Morgan Center, has provided an educational hub with offerings including general education coursework, business, criminal justice and more, housed the SHINE after-school center, and administrative offices and the former Business and Entrepreneurship Center, and a number of noncredit/workforce courses. The site hosts a range of community meetings, as well. The site has expanded to encompass the Lisa Jane Scheller Student Center, which houses the state-of-the-art nursing simulation center.

In addition to the campus site, the Morgan Foundation has provided nearly \$4 million in scholarships for Tamaqua Area High School graduates either receiving LCCC or other approved colleges and universities, and recently extended financial support to students in workforce (noncredit) programs.

For information on the event, contact Amber Zuber, Director of Site Educational Services, at (570) 225-7020.

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.

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 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 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 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 technology; 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.

Online Learning Course 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, Cherrynn Joseph, Fioralba Melendez, Michael Owen and Timothy Shoemaker.

REMINDERS

Updates on Preferred Name

Lehigh Carbon Community College (LCCC) recognizes that faculty, staff and students of our community may use names other than their legal first names to identify themselves.

By selecting a preferred/chosen first name, the individual is agreeing to be referred to by this name in college-related systems (i.e. Banner, Canvas, and Degree Works) and documents as well as email communications, interactions and any processes in which names are used to address an individual, except when the use of the legal name is required by law or the college.

Students, faculty, and staff can change their preferred name in Self-Service BannerWeb [here](#). Detailed instructions are available on the IT Knowledgebase [here](#). Changes will be reflected across LCCC systems within 48 hours.

Faculty and staff guidance can be found [here](#).

Note: A preferred/chosen first name is not a legal name change. Students who are legally changing their name should follow the instructions [here](#). Faculty and staff who are legally changing their name should contact Human Resources.

LCCC at Knoebels Reminder

The LCCC Spirit Committee's day at Knoebels Amusement Park (391 Knoebels Blvd. Elysburg, PA 17824) is set for Saturday, Aug. 26, at 10 a.m. (the park opens at noon). If you've registered ahead of time, be on the lookout for any email correspondence with additional information about the outing. If you haven't registered yet and would like to, please fill out the RSVP form [here](#). It is sure to be a fun-filled day for the whole family! If you have any questions, or would like additional information, please contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

LCCC Sponsors Tamaqua Summer Concert

Enjoy a relaxing evening of free musical entertainment as part of the Tamaqua Area Chamber of Commerce Summer Concert Series at the LCCC-sponsored concert on Thursday, Aug. 31. The McGeehan Duo will be performing from 6:30 to 8 p.m. at the historic Tamaqua Train Station platform. It is free to attend, and you should bring your own chair or blanket. The concert will be held weather permitting. Food trucks will be on site. For more information, go to www.tamaqua.net.

New Employee Breakfast Mixer

Please plan to stop by CSC 207 on Friday, Aug. 25, between 9 – 10 a.m. to meet and mingle with some of the new faces that we've welcomed to campus. Light refreshments will be served.

Welcome Week Office Decorating Contest Reminder



Don't miss your chance to join the LCCC Spirit Committee and the Office of Student Life for our first annual Welcome Week Office Decorating Contest! First through third place prizes include pizza parties and gift bags.

Remember: 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 you have already registered, don't forget to decorate your office fully before Monday, Aug. 28. Changes to decorations after Friday, Aug. 25, will not be permitted.

If you haven't registered your team but still wish to, please do so as soon as you can. Be sure to leave enough time to decorate your area to the fullest. Use [this form](#) to register (only one person needs to register for their office). If you have any questions, please contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

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.

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 or contact Dr. Melanie Turrano at mturano@lccc.edu if you have any questions about our Faculty Coaching program.

SPIRIT & WELLNESS

Wellness Center Hours

The Wellness Center summer hours will be 10 a.m. – 3 p.m. The Wellness Center will be closed on Friday, August 25.