

Lehigh Carbon Community College

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August 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 August 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@lccc.edu](mailto:Tracy.Bean@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 9 to 10 p.m. Email [Ronnie.Blue@lccc.edu](mailto:Ronnie.Blue@lccc.edu) to schedule a Hangouts meeting.

**VP Larissa Verto**  
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 [laurel@lccc.edu](mailto:laurel@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 [Marla.Brown@lccc.edu](mailto:Marla.Brown@lccc.edu) to schedule an online meeting.

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

**Interim Dean Dr. Judi Rowlands**  
Wednesdays, 8 to 9 a.m. or 4 to 5 p.m. Email [Judi.Rowlands@lccc.edu](mailto:Judi.Rowlands@lccc.edu) to schedule a meeting.

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

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

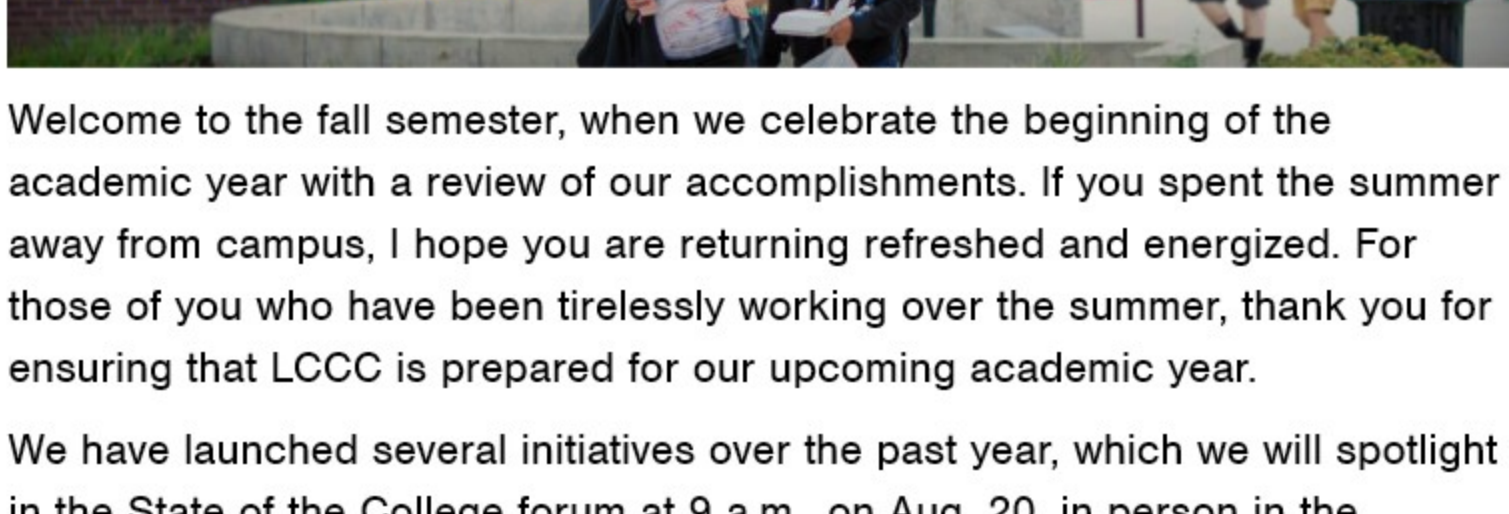
**Dean Dr. Kelly Trahan**  
Mondays from 3 to 5 p.m. Email [KTrahan@lccc.edu](mailto:KTrahan@lccc.edu) to schedule an online meeting.

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

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

ANNOUNCEMENTS

Welcome Back to Fall Semester



Welcome to the fall semester, when we celebrate the beginning of the academic year with a review of our accomplishments. If you spent the summer away from campus, I hope you are returning refreshed and energized. For those of you who have been tirelessly working over the summer, thank you for ensuring that LCCC is prepared for our upcoming academic year.

We have launched several initiatives over the past year, which we will spotlight in the State of the College forum at 9 a.m., on Aug. 20, in person in the Community Services Center and with a [virtual](#) option. The Executive Team will join me in sharing with the campus community how we are working to address student success and enrollment growth, as we prioritize continuous improvement, making necessary changes across the campus that are reflected in campus-wide initiatives. We will also share updates to the reorganization of departments, to better respond to challenges and opportunities.

In addition, we will provide an update on Governor Shapiro's Blueprint to Higher Education, some of which we anticipate will be implemented this year. We are grateful for the spotlight on higher education and on how higher ed continues to meet the needs of the Commonwealth and support economic development.

This fall, the college will embark on a climate study after a delay to ensure the project was tied closely to strategic plan priorities and met LCCC's Institutional Research Board standards. The goals of the project are: 1) identify successful initiatives, 2) uncover any challenges facing members of our community, and 3) develop strategic initiatives to build on the successes and address the challenges while informing our strategic plan Many Voices, One Vision.

All of the documents related to the return to the semester are available in a [shared drive](#), including the schedule of events. Please note that the coordinators' meeting, division meetings, other pre-semester meetings and Adjunct Convocation will be held on Aug. 20 and 21. The schedule is revised as events are confirmed, so check this link for updates.

Details of the exciting achievements and initiatives this past year will be included in the 2023-24 State of the College report, which will be sent out college-wide next week.

I look forward to another productive year and working together with each of you to serve our community, meeting their higher education needs and being a leader in economic development through partnerships with business, school districts and community organizations. Thanks to all of you for the outstanding work you do and for your dedication to the college.

LCCC Offers Walk-In Application Days

Students interested in taking classes in the fall semester at LCCC can complete the registration process through walk-in application days at the main campus in Schnecksville, as well as the sites in downtown Allentown and Tamaqua.

Fall classes begin Monday, Aug. 26. Students can register through Aug. 30. Bring a copy of your high school or college transcript. Grades and test scores are valid for five years. Also, be aware that placement testing may be required, so bring a valid photo ID. New students will be encouraged to sign up for a New Student Orientation, where they will build their class schedule.

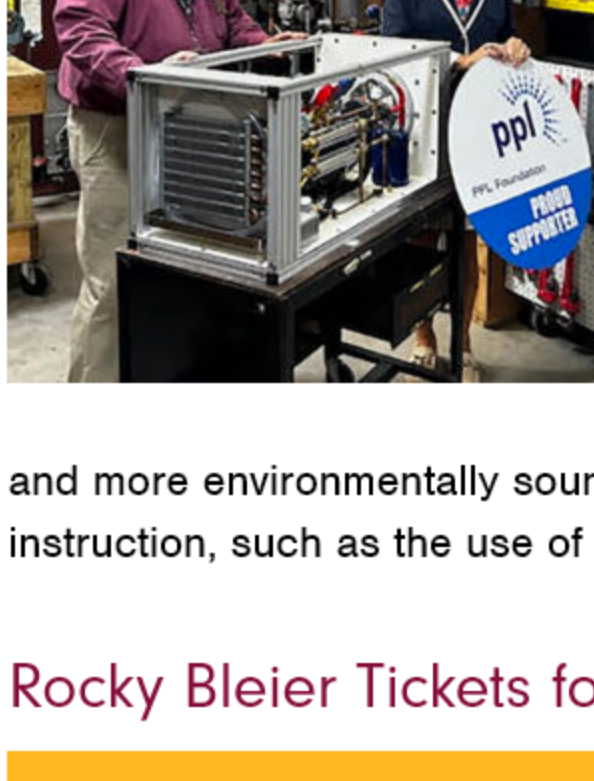
Prospective and continuing students are welcome to come to receive help in person from the following student services. Offices are open 8 a.m. to 6 p.m., Monday through Thursday; 8 a.m. to 5 p.m., Friday.

- Admissions – 610-799-1575 or [Admissions@lccc.edu](mailto:Admissions@lccc.edu),
- Academic Advising – [schedule an appointment](#) online or call 610-799-1137
- Financial Aid – 610-799-1133 or [finaid@mymail.lccc.edu](mailto:finaid@mymail.lccc.edu) (Office is closed on Fridays.)
- Make tuition payment or set up payment plan – Business Office, 610-799-1592 or [bursar@mymail.lccc.edu](mailto:bursar@mymail.lccc.edu)
- Registration/Student Records – 610-799-1171 or [registrar@mymail.lccc.edu](mailto:registrar@mymail.lccc.edu)

In addition, LCCC will hold virtual office hours on Saturdays, Aug. 17 and Aug. 24, from 9 a.m. to 3 p.m., to help students with services they need to be ready for the fall semester. Contact information for each of the services is available is above.

All tuition payments at the time of registration. Current students can register or make payment online through the portal <http://myLCCC.edu/>. For more information, visit [www.lccc.edu](http://www.lccc.edu) or contact LCCC Admissions at 610-799-1575.

PPL Foundation Video to Spotlight HVACR Lab's Environmentally Friendly Practices



The PPL Foundation was on the Schnecksville campus on Friday, Aug. 2, producing a video that highlights the new equipment in the Heating, Ventilation, Air Conditioning and Refrigeration Lab that was purchased through a \$17,000 grant. The "PPL Empowering Communities" grant supports phasing out the use of harmful chlorofluorocarbons. With funding from PPL, LCCC will upgrade its HVAC lab over a five-year period to incorporate newer and more environmentally sound practices within its curriculum and lab instruction, such as the use of CO2 and HCs and other biofuels.

Rocky Bleier Tickets for Sale



Tickets for the motivational evening with Rocky Bleier on Monday, Nov. 4, at the Glasbern Inn are now available. Support our scholarships for veterans by attending. Tickets can be purchased [here](#).

Free Snow Cones for Employees



Cool down with the LCCC Spirit Committee on Wednesday, Aug. 14, from 1-2:30 p.m. in the outside mall area (rain location is the upper level of the Student Union) with a free snow cone! For questions, contact Tina Dowling-Hackett at [tdowlinghackett@lccc.edu](mailto:tdowlinghackett@lccc.edu) or Ginny Hertzog at [vhertzog@lccc.edu](mailto:vhertzog@lccc.edu).

Rothrock Library – New Arrivals

Looking for your next read? Click [here](#) to see our New Arrivals. Simply click on the book cover and "Place a Hold." Books can be sent to your mailbox. Please contact the library at x. 1150 if you have questions.

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 Know4. 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

View the [August](#) edition of the Department of Online Learning Newsletter. This edition includes information about the training programs we offer, including the newest Remote Teaching Certification, starting this week. It also includes a free conference opportunity from Elon University, our training schedule for Convocation week, how to edit your discussion posts since the new redesign, our online learning badge recognition, and some events going on locally to check out this month to relax and unwind. If you have any questions please reach out to [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

Digital Badges 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).

REMINDERS

August Edition of the Department of Online Learning Newsletter

View the [August](#) edition of the Department of Online Learning Newsletter. This edition includes information about the training programs we offer, including the newest Remote Teaching Certification, starting this week. It also includes a free conference opportunity from Elon University, our training schedule for Convocation week, how to edit your discussion posts since the new redesign, our online learning badge recognition, and some events going on locally to check out this month to relax and unwind.

Does Your Department Need Student Workers for Fall 2024?

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? Incoming and current students are looking for student employment.

Please email your request for positions to the Director of Career Development and Civic Engagement, Kescha Bell-Ross via email at [kbellross@lccc.edu](mailto:kbellross@lccc.edu) or call 610-799-1136 with any questions.

Having job postings entered into the Cougar CLAW ( Connecting LCCC And the Workplace) system allows returning students to start applying for jobs that 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.

IAT Mobile Graduation – Omnova Division of Surteco



On July 31, LCCC graduated 10 students at the Omnova plant in Auburn, PA. All students met the requirements for graduation and received a certificate of completion from LCCC, an articulation agreement for 12 credits and Silver SACS certificates in Electrical and Mechanical Systems. The class was outstanding and had near perfect attendance and engagement for the 6 month program. FTP and test scores were on par or better than program norms. Lead instructor Lee Hippert received a gift of appreciation from the students.

In attendance were the student's families and the entire senior management team from Omnova. The Industrial Automation Technician (IAT) program was delivered on site in LCCC Mobile Manufacturing Lab 002. The mobile lab will now be deployed to a new client in west Allentown.

Planting the SEED of Success

Michelle Mitchell, Professor/Disability Support Services Learning Specialist/SEED Coordinator, presented with LCCC students at the 2024 PA Community of Practice Transition Conference. The subject of the conference is to expand the capacity of youth, family members, schools, and community partners regarding specific issues related to effective employment and postsecondary educational practices, development of healthy lifestyles, and the utility of assistive technology, resources, supports, and services available to youth and families.

Michelle's presentation was titled, Growth through Storytelling: Three Students Journey to Independence. LCCC students Mary Edgar, Meghan Duffy and Evan Braun and used storytelling to describe their journey of independence at LCCC through the support received from SEED (Success, Engagement, Education, Determination). Students told their stories of growing up with disabilities, overcoming barriers, and who they are becoming as they learn lessons through direct and experiential learning.



Donley Center Facade Repair and Roof Replacement

Through March 2025, the Donley Center will undergo a project to repair and recoat the entire facade of the building and the replacement of both roofs by Boyle Construction as the general contractor. This project will entail the use of cranes and scaffolding on the exterior of the building, but will not affect the overall business or educational operations. Please be patient through the process and understand there may be instances where our flexibility will be required for successful and timely completion of this much-needed project.

LCCC Swag Spirit Day

Join the LCCC Spirit Committee for Spirit Day on Wednesday, Aug. 7, by wearing your best LCCC swag! If you need some new swag, head over to the bookstore and use your 10% off employee discount. For questions, contact Tina Dowling-Hackett at [tdowlinghackett@lccc.edu](mailto:tdowlinghackett@lccc.edu) or Ginny Hertzog at [vhertzog@lccc.edu](mailto:vhertzog@lccc.edu).

LCCC Foundation Tony Boyle Memorial Golf Classic Raffle

The LCCC Foundation invites faculty and staff to support the upcoming Tony Boyle Memorial Golf Classic. For only \$25 or 3 for \$60, you have a chance to win a one week stay in Pinehurst, NC compliments of Kent Newhart, LCCC Foundation Board of Directors Emeritus and LCCC Alumnus. Drawing will take place on Sept 16. Purchase raffle tickets [here](#).

Welcome Students Back with Old School Vibes



It's time to welcome our new and returning students back to campus! The LCCC Spirit Committee and Office of Student Life invites you to decorate your space with maroon and gold, Clarence the Cougar cubouts and more. Each participating office will receive a pizza party.

Is decorating not your forte? Not to worry! Each participating office/individual will receive:

- Six mylar balloons on the first day of classes
- Three megaphones/pennants with the college logo
- Up to \$50 of Amazon supplies, if needed

Let the decorating begin! Click [here](#) to sign up by Friday, Aug. 16. For questions, contact Tina Dowling-Hackett at [tdowlinghackett@lccc.edu](mailto:tdowlinghackett@lccc.edu) or Ginny Hertzog at [vhertzog@lccc.edu](mailto:vhertzog@lccc.edu).

Mental Health First Aid Class Offered

From the National Council for Mental Wellbeing, LCCC will be offering a Mental Health First Aid noncredit class in Sept. The class will teach participants how to identify, understand and respond to signs of mental health and substance use challenges among adults and covers topics such as common signs and symptoms of mental health and substance use challenges, how to interact with a person in crisis, how to connect a person with help and more. The tuition fee for the class is \$90. View class dates and full details [here](#). For more information, contact Jennifer Leach at [jleach13@lccc.edu](mailto:jleach13@lccc.edu).

SPIRIT & WELLNESS

LCCC Spirit Night at the LV Iron Pigs

The LCCC Spirit Committee invites you to attend LCCC Night at the LV Iron Pigs on Friday, Sept. 20 at 7:05 p.m. when the Pigs will take on the Worcester Red Sox. Seats are in section 105 and tickets cost \$12.00 per person which includes a \$2.00 food and beverage voucher. Show your LCCC Spirit by wearing your LCCC swag and be placed in drawing for a raffle basket. Click [here](#) for tickets.

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:

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.

Spirit Committee Upcoming Events

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

August

Snow Cone Day – Wednesday, Aug. 14

September

Spirit Day: Band Tees – Wednesday, Sept. 4

Iron Pigs Game – Friday, Sept. 20

Caramel Apple Day – Thursday, Sept. 26

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