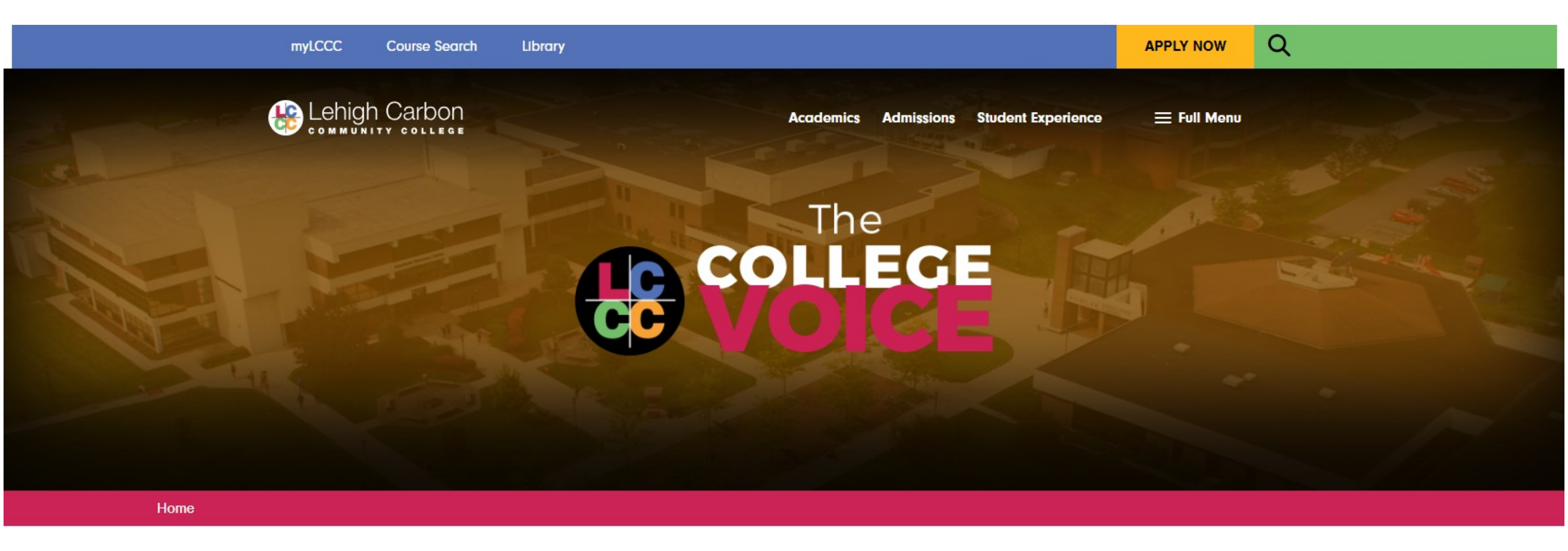


September 21, 2023

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 September 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 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 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

Calling All Golfers

The Tony Boyle Memorial Golf Tournament is scheduled for Monday, Oct. 2, at The Club at Twin Lakes, and we are looking for golfers to represent LCCC. To encourage sign-ups of staff and faculty, we are offering a day of golf, plus breakfast, beverages on the course and dinner, for half price of the regular cost. All this for $125 a golfer, regularly $250. All proceeds benefit the Promise and Aspira Scholarships.

Please note in order to create a series of foursomes, we ask that you sign up at least two golfers, or ideally a foursome. Also, the day cannot be considered a work day; you will need to use personal or vacation time. Registration begins at 8 a.m. Shotgun start is at 9:30 a.m. Dinner and awards will start around 2:30 p.m.

For information and to sign up, contact JoEllen Rooney, alumni and events manager, at JRooney@lccc.edu or ext. 1929.

Fall 2023 Movement Challenge

Join the LCCC Spirit Committee in a friendly Movement Challenge during the month of October, promoting a healthier and happier you through self care and movement. Get up and get moving. Walking, running, swimming, yoga, barre or your favorite cardio, it all counts! Each Monday, you will receive a reminder email to enter your movement totals for the previous week.

BONUS: Join us for Stretch & Breathe with Rachael Toonder outside the Student Union, Mondays at 10 a.m. or at 2 p.m. Take a few minutes of "you time" with light stretches to help with your movement challenge!

Prizes will be awarded at the end of the challenge!

Click here to register now. Reach out to Ginny Hertzog at ext. 1775 or vhertzog@lccc.edu with any questions. View the attached flyer for more information.

SpeakUp Club Hosts Kristin Keenan, VP of Keenan-Nagle Advertising

Want to learn about the advertising industry? Join us on Sept. 25, at 2:30 p.m. in the Alumni Center where Kristin Keenan, Vice President of Keenan-Nagle Advertising will be doing an interview about her career in the advertising industry, and how it has evolved over the decades. The event is free and open to the college community and will be followed by a Q&A session. For questions about the interview, contact Josh Stawiarski, Chairperson of SpeakUP at jstawiarski1@mymail.lccc.edu.

Kristin Keenan is a marketing executive with a history in health care. She is the Vice President of Keenan-Nagle Advertising, the Lehigh Valley's longest-serving marketing and communications agency. Working alongside her father, President Mike Keenan, Kristin's main focus is on developing and implementing effective marketing strategies that help businesses achieve their goals. She firmly believes in the power of collaboration and constantly seeks opportunities to build strategic partnerships to drive mutual success.

New York City for the Holidays!

Join LCCC alumni and friends on a holiday excursion to New York City on Saturday, Dec. 2, where you can take in a show, shop, stroll through Central Park – or whatever you enjoy. You're on your own for the day!

You can sign up using the online link. Alumni, staff, faculty, family and friends are welcome to join the trip.

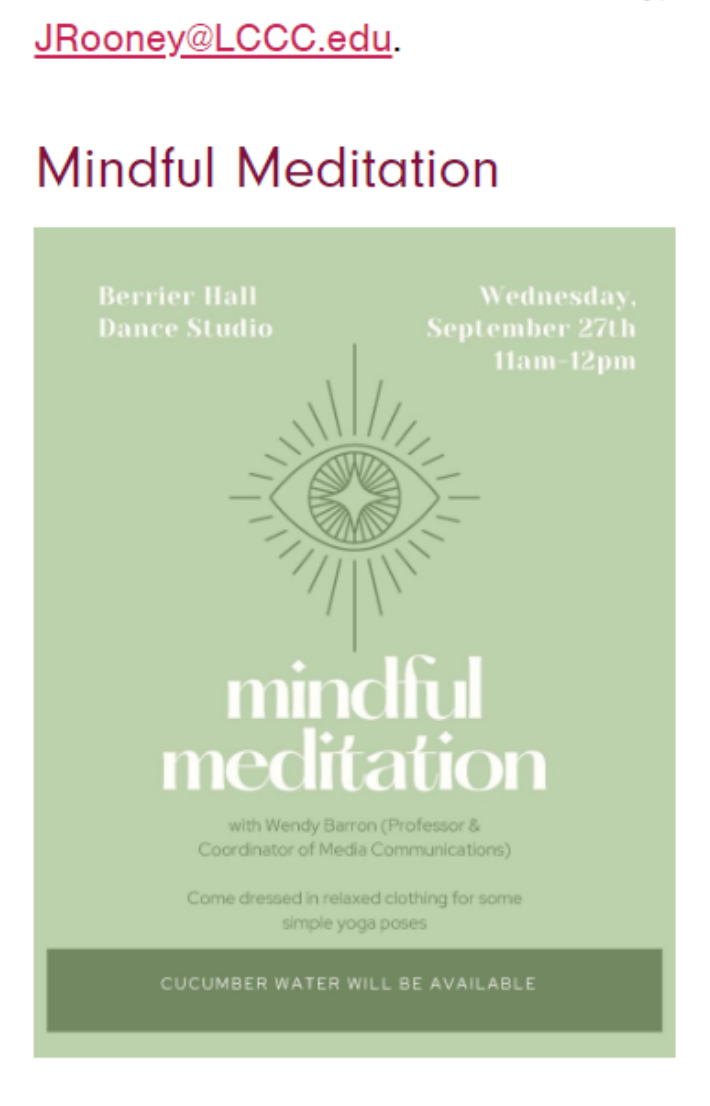
We are chartering a bus, which will depart main campus in Schnecksville (parking lot A) at 7 a.m. (Please arrive by 6:45 a.m. to board.) The bus will depart NYC to head back at 6 p.m.

Tickets: $50 per person round trip (includes transportation, coffee and donuts). This is a significant discount off the usual round trip cost of $110. There will also be trivia on the bus for raffle prizes!

Deadline to RSVP is Wednesday, Nov. 1, 2023.

Questions? Contact JoEllen Rooney, alumni and events manager, at JRooney@LCCC.edu.

Mindful Meditation


Berrier Hall Dance Studio
Wednesday, September 27th 11am-12pm
mindful meditation
with Wendy Barron (Professor & Coordinator of Media Communications)
Come dressed in relaxed clothing for some simple yoga poses
CUCUMBER WATER WILL BE AVAILABLE

Join us on Wednesday, Sept. 27, for a mindful meditation with Wendy Barron in the Berrier Hall Dance Studio (second floor across from the gymnasium) from 11a.m. to noon. Please wear comfortable clothes as there will be a portion for some light yoga. Cucumber water will also be provided.

Spirit Committee Upcoming Events

The LCCC Spirit Committee invites you to save the date on these upcoming (and exciting) events!

October

-Office Decorating Contest – Entire Month

November

-Virtual Monthly Bingo Begins – Wednesday, Nov. 15

December

-Alumni and Staff NYC Bus Trip – Saturday, Dec. 2

-Holiday Breakfast Party – Tuesday, Dec. 5

January

-Hot Cocoa/Cider Day – First Week of the Month

February

-Super Bowl Cook-Off – Wednesday, Feb. 7

Stay tuned for more details in the coming weeks, and keep an eye on The College Voice for more announcements. For more information and questions, contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

Main Campus Building Hours

Please note that beginning Monday, Oct. 2, the buildings on the main campus will be open the following hours:

6 a.m.-10 p.m., Monday through Thursday

6 a.m.-6 p.m., Friday

6:30 a.m.-6 p.m., Saturday and Sunday

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-1, 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 September 2023 Edition of the Department of Online Learning Newsletter! This edition includes: event dates; new faculty resource modules in the Department of Online Learning Canvas page; an article about hybrid teaching; info about the Montgomery County Community College Technology & Learning Conference; important Canvas updates; what to do when technology fails; how to get to the new faculty academy; and recognition for our recent Online Learning Badge earners! If you have any questions about anything in the newsletter reach out to us at 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**.

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

REMINDERS

Student Employee of the Month

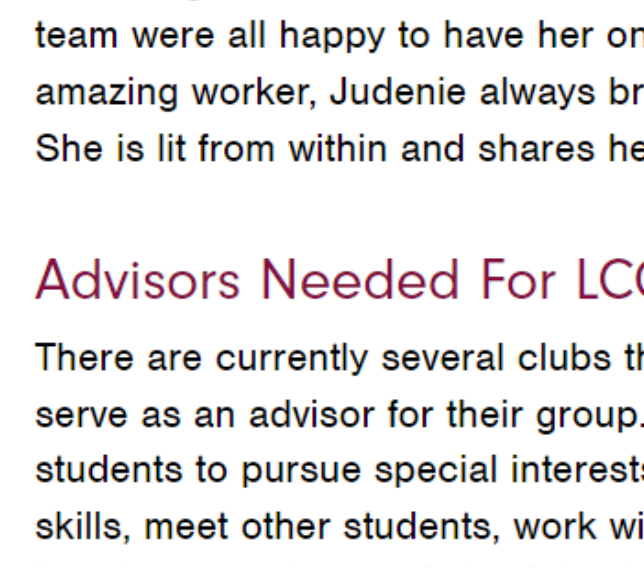
This academic year Career Development will be recognizing student employees with "Student Employee of the Month." The launch of this initiative is to show our student employees how much we appreciate them. We want to help maintain a positive work environment for our students and keep them motivated. Our LCCC student employees often serve as our front-line employees. They often participate in various extracurricular activities, work multiple jobs, and become valuable members of our departments and the institution, all while juggling academics.

Throughout this academic year please take a moment to nominate a student employee by completing a nomination form. All nominations will be reviewed by Career Development by the 10th of each month. Our "Student of the Month" will receive a small token of appreciation, a certificate, and recognition in the Career Development office for the month.

For additional information on the "Student of the Month" initiative please contact the Director of Career Development, Kescha Bell-Ross via email at kbellross@lccc.edu.

September Student Employee of the Month

The Student of the Month for September is Judenie Dorismond


Lehigh Carbon Community College
Student Employee of the Month
Judenie Dorismond
STUDENT EMPLOYEE OF THE MONTH
SEPTEMBER 2023
Congratulations on your achievement as the top student employee this month.
We appreciate you!

Judenie has been highlighted by her department as being a stellar student employee of the Career Development Center since 2020. She has been an integral member of our department. From assisting students with career services, organizing files, creating social media content, and spearheading the welcome week vision board activity hosted in the Career Development office. She constantly looks for new and inventive ways to support the Career Development Center. We can always count on her to jump in, try something new, and be a true team player. She always has a great attitude and is happy to be working. She eagerly greets and directs students and visitors, and consults with staff as needed. Judenie takes the initiative to make improvements in the appearance and organization of the reception area. Judenie is professional in her appearance, and demeanor and a pleasure to work with. As we strengthened our partnership with the YWCA Perfect Fit organization Judenie (with her daughter) volunteered on her own time to serve as a model and actress in an upcoming commercial that the Perfect Fit is launching for their Empowerment luncheon. The Perfect Fit and their media team were all happy to have her on this project. In addition to being an amazing worker, Judenie always brings energy and enthusiasm to her work. She is lit from within and shares her light with everyone around her.

Advisors Needed For LCCC Clubs

There are currently several clubs that are seeking a faculty or staff member to serve as an advisor for their group. These groups provide opportunities for students to pursue special interests, develop interpersonal and leadership skills, meet other students, work with faculty and staff, and take advantage of learning experiences that exist outside the classroom. The activities sponsored by student groups enrich the total educational experience and quality of campus life. As advisors, faculty and staff members have an excellent opportunity to work with college students in a non-classroom environment, enriching student-staff/faculty interaction. We know from past experience and research that this interaction has a positive effect on student retention and graduation.

The following groups are currently in need of an advisor or co-advisors: Outdoors Club, Anime Club, Dance Club and Justice Society. For more information about these clubs and more information on the responsibilities of serving as an advisor please contact Gene Eden, geden@lccc.edu.

Morgan Center Parking Lot Repairs Sept. 20 – 24

The Morgan Center parking lot will be closed for needed repairs before the cold weather sets in. The repairs are scheduled to begin Wednesday, Sept. 20, and the parking lot will reopen on Monday, Sept. 25. The Scheller Center parking lot and street parking is available for parking during the repair time frame.

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 bring 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 the first meeting of the year at 4 p.m., Friday, Sept. 29, please contact Eric Werley at ewerley@lccc.edu and/or Thomas Simko at tsimko@lccc.edu for the Zoom meeting link.

LV Veterans and Military Council 5k

Join the LCCC Veteran Support Team at the annual 5K Ruck 'n Run/Walk to honor veterans during Veterans Appreciation Week. Lehigh Valley colleges, universities, businesses and community members will Ruck OR Run/Walk to recognize and honor all veterans throughout the Lehigh Valley. 5K Ruck and Run/Walk options in addition to a 1-mile Fun Run/Walk (no timing or awards) are available. The course is an off- road grass course through scenic Bicentennial Park. Donations will go to Shamrock Reins. Participants who register and make a $30 minimum donation by October 28 will have the option of an event beanie or water bottle. The college or university team with the most participants (Ruck, Run/Walk, and Fun Run/Walk combined), earns a plaque to be displayed on their campus and bragging rights! For more details and registration information, visit https://runsignup.com/vmc5k.

Farewell Gathering for Dr. Karen Ladley

Please join us to bid a fond farewell to Dr. Karen Ladley, who will be leaving her current position as Associate Dean for Student Learning and Organizational Development to embark on a new journey. Come by between 11 a.m. and 1 p.m., Wednesday, Sept. 27, in Science Hall room 131. Dr. Ladley's last day at the college will be Sept. 27. We are sad to see her leave but excited for the opportunities that lie ahead. Join us in celebrating Dr. Ladley's contributions and achievements during her time at LCCC for the past six years in various student support roles. Please stop by to express your appreciation, share your well-wishes, and reminisce about the memories shared.

Recruiting Barrel of Cheer Donations

The LCCC Foundation's Tony Boyle Memorial Golf Classic will be held at The Club at Twin Lakes on Monday, Oct. 2. We are accepting donations for the Barrel of Cheer, which includes a variety of wine and spirits. The Barrel of Cheer helps to raise additional funds through tickets sold on the course for the entire contents of the "barrel." All funds this year benefit the Promise and Aspira Scholarships.

Please drop off your donation by Wednesday, Sept. 27, in the Office of College Relations, room 112 of the Student Services Center. Or email JoEllen Rooney at JRooney@lccc.edu and we can arrange for pick up. Thank you!

W.B. Mason Return Policy

Important update: Unopened items must be returned to W.B. Mason within 30 days. Missing, damaged, defective or expired items must be reported within 14 days. Visit W.B. Mason to view the entire return policy.

SPIRIT & WELLNESS

Sweat 4 Swag 2.0

Sweat 4 Swag is back! Come over to the Wellness Center and start your journey of earning cool Lehigh Carbon gear while creating a healthy lifestyle.

Wellness Center Hours

Wellness Center Hours this week Sept. 18-22:

Monday, 9 a.m.- 5 p.m.

Tuesday, 9 a.m. – 2 p.m.

Wednesday, 9 a.m. – 5 p.m.

Thursday, 9 a.m. – 2 p.m.

Friday, 9 a.m. – 5 p.m.

Please check our website or our new Facebook page for updates and upcoming events.

All hours subject to change. All changes will be communicated through our Facebook page.

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