



January 18, 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, January 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
9 a.m. – 5 p.m., Monday through Friday.*
*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 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, 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 Mastor
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 mbowen@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 Elke Reichardt
Wednesdays from 3 to 5 p.m. Email elreichardt@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 jmitchell@lccc.edu to schedule online meeting.

Dean Scott Aquila
Mondays from 3 to 5 p.m. Email saquila@lccc.edu to schedule an online or face-to-face meeting.

ANNOUNCEMENTS

LED Light Replacement Throughout Main Campus

Over the next couple of months, all lighting throughout the main campus in Schnecksville will be replaced with LED's. During this time, the contractor will need to access all buildings and spaces. We are working with the contractor to schedule the work both during the day and throughout the night to alleviate as much inconvenience as possible. Please be patient through the process and take comfort in knowing LCCC will be reducing our carbon footprint and experiencing savings in our energy bill!

Hot Cocoa / Cider Day



Need a moment to get warm from the cold weather? Stop by for a cozy cup of hot cocoa or cider on Wednesday, Jan. 24, from 1:30 – 3 p.m. in SSC 120 and AC 105. You can also stop by the Morgan and Donley Centers front desks.

This event is hosted by the LCCC Spirit Committee. For questions, please contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at 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!

Slips, Trips and Falls prevention 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. [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 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

The Department of Online Learning hopes that you had a great holiday break and wishes everyone a happy new year. To kick off this new year our [newsletter](#) features our Remote Training Certification and Canvas Certification course dates updated for 2024 and in LearningStream for you to sign up now! We also have trainings starting during Spring Convocation, Jan. 15 – 19 (page 3 of the newsletter). Most of the trainings will take place through Zoom with the exception of the Kando drop-ins. If you are teaching an extended classroom this semester please drop by LB-19 to practice with the camera and/or a SmartBoard. Also in the newsletter is how to pull your course roster from your Canvas course using New Analytics and other valuable information to check out. 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.

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

REMINDERS

Spirit Committee Offers "Thankful for You" Magnets

The Spirit Committee is excited to offer all of our faculty, staff and administrators "Thankful for You" magnets. The magnets will be available at the front desk at the Donley Center, mailroom at the Morgan Center and outside Human Resources (SSC 106) on main campus. We encourage everyone to stop by in the next two weeks to pick up a magnet. The Spirit Committee very much appreciates all of our faculty, staff and administrators for everything you do to support our students and college community.

Thank YOU for all you do!

Jeremy Bautista, LCCC's Student Employee of the Month

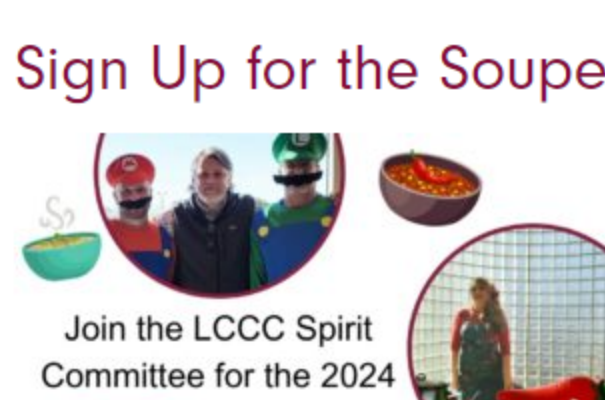


Jeremy makes the J.E.D.I. Center a warm and welcoming place for all students. He is friendly and respectful with everyone he encounters. Through his work as an ASPIRA Peer Mentor, he helps students get oriented to college and makes them feel at home. He has an excellent work ethic and manages many responsibilities while excelling in his classes. He is a model student and employee, and his passion for hard work and giving back to others will no doubt leave an impact on the LCCC community for years to come.

Congratulations, Jeremy! We appreciate you.

Would you like to nominate a student employee for Student Employee of the Month? We encourage you to do so using [this form](#).

Sign Up for the Souper Bowl



Grab your ladies! The LCCC Spirit Committee will host the annual Souper Bowl on Wednesday, Feb. 7 (snow date – Feb. 8), from 11:30 a.m. – 1:30 p.m. in the Community Services Center lobby. The deadline for registration is Thursday, Feb. 1. Participants will cook up their tastiest soup, chili, or anything that can be ladled for faculty and staff to judge. Individual and team entries are being accepted.

Event attendees will vote on their top three favorite bowls the day of.

A new honorable mention prize will be awarded to the best decorated/themed table. We encourage you to get creative with your theme! Tables, chairs and electricity to keep food heated will be provided.

Sign up today using [this form](#). All rules and regulations can be found [here](#). For questions or more information, please contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu. We look forward to tasting your delicious soups and chilis!

Career Development Center Clothing Drive

In partnership with The Perfect Fit for Women and Tools 4 Success for Men, the Career Development Center is hosting a professional clothing drive from Jan. 15 until Jan. 31.

Join us as we collect professional clothing to help our students and the community dress for success. Both organizations have free services that will assist our students in acquiring professional attire as they prepare for job interviews and help build their wardrobes as new hires. The Perfect Fit and Tools 4 Success are both partners with Career Development. Each organization will be joining us at our site locations to provide services to our students for our upcoming job fairs.

Acceptable donations:

Professional clothing (both male and female in current styles)

Handbags

Jewelry

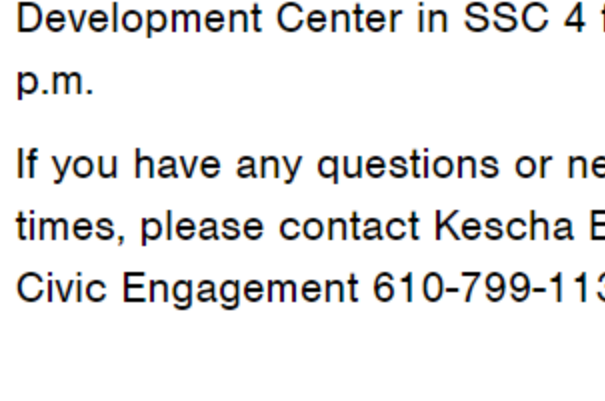
Shoes

Scrubs

Please make sure all items are clean and in good condition (no rips, tears, or holes). Please label your donations as male attire or female attire. Remember, all clients utilizing these organizations for attire will be wearing these items to dress for success! Donations can be dropped off inside the Career Development Center in SSC 4 from Jan. 15 through Jan. 31, from 9 a.m. – 4 p.m.

If you have any questions or need to drop off items outside of the designated times, please contact Kescha Bell-Ross, Director of Career Development and Civic Engagement 610-799-1136 kbellross@lccc.edu.

Faculty Coach Drop In Appointments Jan. 16 – 19



As you prepare for the excitement of an upcoming semester, the Faculty Coaches are here for you. If you would like to drop in and meet with a Faculty Coach virtually during the week before classes, please see their drop-in schedules [here](#) with accompanying Zoom links.

If you would like to make an appointment to meet with a Faculty Coach at a different time or throughout the semester, please use [this form](#) to sign up for a coach.

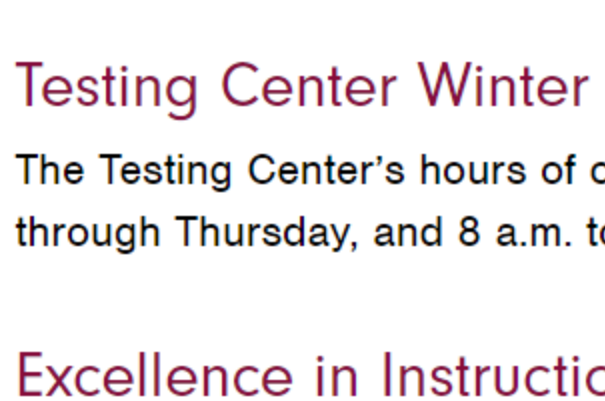
We look forward to collaborating with you on your syllabus, exams, writing assignments, rubric writing, classroom management strategies, data collection ideas, or any other pedagogical issues you would like to discuss to have a successful semester.

If you have any questions, please contact Dr. Melanie Turrano, Coordinator of the Coaching Commons at mturrano@lccc.edu.

Testing Center Winter Break Hours of Operation

The Testing Center's hours of operation will be 8 a.m. to 6 p.m. Monday through Thursday, and 8 a.m. to 5 p.m. on Friday, from Jan. 2 through Jan. 19.

Excellence in Instruction Course for Faculty – Spring 2024



The Excellence in Instruction course at LCCC is an online and student-centered orientation for faculty that highlights the best teaching practices and policies promoted by the college. Designed to model Quality Matters Rubric standards for online instruction, the course addresses such subjects as inclusive classrooms, course management, compassionate teaching, assessments, instructor workloads, and transparent grading practices. In addition, the course includes videos and assignments from some of LCCC's most respected instructors to inspire and provide practical and course-ready materials to be used as needed in individual instructor's classes no matter the mode of teaching employed.

While the course is self-paced and asynchronous, faculty have the opportunity to interact with their colleagues via discussions and interactive assignments. If you are seeking inspiration, new pedagogical approaches to teaching, and practical assignments to enliven your classrooms and improve student-faculty communications, complete [this form](#) to sign up for access to the course. It is delivered via LCCC's Canvas LMS, and participants receive certificates of completion for professional development, in addition to personal enrichment. All faculty are welcome and receive an electronic badge upon successful completion. The course runs this spring from February 5, 2024 – March 8, 2024.

SPIRIT & WELLNESS

Wellness Center Winter Hours

The Wellness Center will be transitioning to the following winter hours.

Tuesday, Jan. 2 – Friday, Jan. 18 from 10 a.m. – 2 p.m.

We will be closed the following dates during break:

Tuesday, Jan. 9

Thursday, Jan. 11

Monday, Jan. 15

Thursday, Jan. 18

Spirit Committee Upcoming Events

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

January

Hot Cocoa and Cider Day – Wednesday, Jan. 24

Spirit Day: Flannel Friday – Friday, Jan. 26

February

Souper Bowl Cook-Off – Wednesday, Feb. 7

Spirit Day: Wear Your Football Jersey – Wednesday, Feb. 7

Virtual Office Bingo – Wednesday, Feb. 14

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

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.