

The COLLEGE VOICE

Home

January 4, 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

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.

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

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 RomneBlue@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 laschler@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 MariaBowen@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 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.

OIO 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 Edition of Aspire



The most recent edition of Aspire is now available on the [website](#). This edition features a Morgan Scholarship recipient who is now a professional pilot, an artist whose work was recently exhibited in the Glass Box Gallery, a former Paw Print writer who started their career with *Forbes Magazine* and a special feature highlighting several of our very own LCCC employees who are also proud alumni.

We are always on the lookout for alumni success stories. If you have a story idea for Aspire, please contact Jill Yapsuga at jyapsuga@lccc.edu.

Mileage Rate Change for 2024

The new mileage rate for 2024 is .67 cents per mile as per the [U.S. General Services Administration](#). Please, remember to use separate forms for each calendar year, 2023 and 2024, when submitting to the finance department for reimbursement. Feel free to contact Maria at ext. 1884 if you need further assistance.

Save the Date for LCCC Homecoming

Homecoming will be held on Saturday, Jan. 20, from 12 - 4 p.m. in Berrier Hall. Men's and women's basketball will play Rowan College, Cumberland Campus, beginning at 12 p.m.

Women play at 12 p.m. Men play at 2 p.m. There will be an alumni game after the men's game.

A free t-shirt will be given to the first fifty people. There will also be a raffle with a chance to win a golf foursome at Green Pond Country Club and much more! Any weather cancellations will be posted to gocougareports.com.

For more info please contact JoEllen Rooney at jrooney@lccc.edu.

Spirit Committee Virtual Office Bingo

Want a chance to win a special prize? Join the LCCC Spirit Committee for virtual office bingo on Wednesday, Jan. 10, from 12 - 1 p.m. Click [here](#) to sign-up. Participants will receive a calendar invite with a meeting link after sign-up. For questions, please contact Ronnie Blue at vblue@lccc.edu. We hope to see you there!

Spring 2024 Faculty Meetings Scheduled

Although there is no scheduled campus-wide gathering, a number of meetings are scheduled to prepare faculty for the spring semester. Scheduled for Wednesday, Jan. 17:

- 12:30-2 p.m. - Coordinators Meeting (virtual)
- 2:30-4:30 p.m. - Faculty Division Meetings (virtual)
- 6-8:30 p.m. - Adjunct/Part-time Faculty Convocation (virtual)

- 5-5:30 p.m. - Fake and Fraudulent Applications and Enrollment - What to Look for in Classes (virtual)
- 5:30-6 p.m. - Equity Connect with Natalie DeRosa (virtual)

For zoom links and all other documents, go to the shared Google drive folder [here](#). Links to meetings will be added to the site, so check back often.

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.

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 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.

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

Check out the [2023 December Edition](#) of the Department of Online Learning Newsletter! This edition includes: event dates; the article of the month: 4 Higher Ed IT Trends and How Software can Help; info about how to sign up for the next QM Success Stories: Maximizing Learner Engagement; How to add a Midterm & Final Grade Column in your Gradebook; 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!

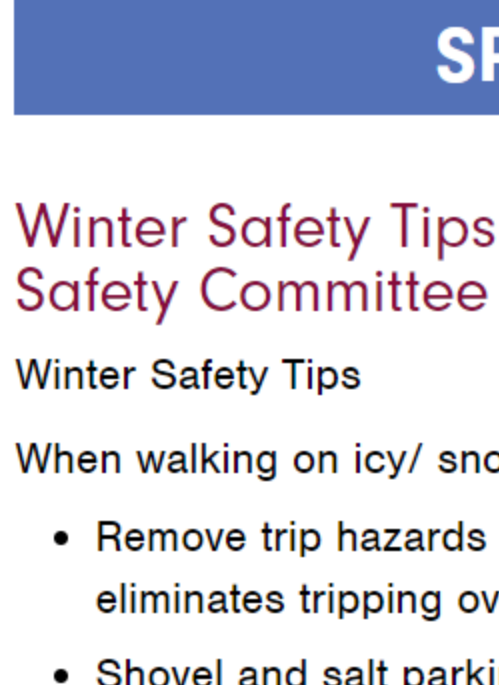
Office Hours
Schedule a **meeting** with Rachel Peters to ask any questions on training, course development, professional development, and other tools/topics.

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, Cherryn Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

REMINDERS

LCCC Identity Upgrade Notice: Changes to Login



On Thursday, December 20, updates were applied to LCCC Identity. Due to the upgrade, when you log into LCCC Identity for the first time on a web browser, you will be presented with the following screen. This screen will come up each time you log in with a different web browser.

When you go to log into LCCC Identity you will be prompted to choose your option for multi factor authentication (MFA). NOTE: Depending on which authentication methods you use, you may not see all of the options listed.

For more information click [here](#).

2024 Local Services Tax Exemption Form

Local Service Tax Exemption Certificate forms are now being accepted for calendar year 2024. Please forward completed forms along with required documentation to the Human Resources office.

The form can be found on the intranet under Faculty & Staff Resources/Forms/Tax Forms.

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.

Some Doors on Schnecksville Campus Change to Exit Only

To improve campus safety and control access to buildings on the Schnecksville main campus, certain doors to campus buildings will transition to exit only. This will change the traffic flow of people entering and exiting buildings and will be completed by the time classes start in January 2024. This change also allows Public Safety to more quickly secure a building in the case of an emergency.

Door entrances and exits have already been addressed at the Tamaqua and Allentown sites. This is the first phase of a larger plan to improve security and address safety issues, as a result of consultation from the Pennsylvania State Police.

Doors selected to be exit only will be those that minimize the impact to traffic flow. This change will have no impact on automated doors or ADA accessibility.

SPIRIT & WELLNESS

Winter Safety Tips from LCCC Environmental Health & Safety Committee

Winter Safety Tips
When walking on icy/ snowy surfaces:

- Remove trip hazards before snow or ice conditions are present. This eliminates tripping over a buried object after the snow or ice hits.
- Shovel and salt parking lots and walkways prior to work beginning in that area. Prep walkways before workers get on-site in the morning.
- Take your time when walking across slippery surfaces. Taking smaller steps lessens your chances of losing your shoes.
- Have the proper footwear on for the weather. Wear shoes with solid tread on the soles.

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
Virtual Office Bingo - Wednesday, Jan. 10
Spirit Day: Flannel Friday - Friday, Jan. 19
Hot Cocoa and Cider Day - Wednesday, Jan. 24

February
Souper Bowl Cook-Off - 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.