



January 8, 2024

ANNOUNCEMENTS

Spring 2024 Faculty Meetings Scheduled (Update)

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

- 10-11:30 a.m. – Town Hall with Dr. Bieber ([virtual](#)) or in Alumni Center 108
- 12:30-2 p.m. – Coordinators' Meeting (see Convocation shared drive for virtual links)
- 2:30-4:30 p.m. – Faculty Division Meetings (see Convocation shared drive for virtual links)
- 5-5:30 p.m. – Fake and Fraudulent Applications and Enrollment – What to Look for in Classes (virtual, link to come)
- 5:30-6 p.m. – Equity Connect with Natalie DeRosa ([virtual](#))
- 6-8:30 p.m. – Adjunct/Part-time Faculty Convocation (see Convocation shared drive for virtual links)

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

Faculty and Staff Town Hall with Dr. Bieber

Join Dr. Bieber on Wednesday, Jan. 17, at 10 – 11:30 a.m. to discuss current events happening at the college and the governor's vision for a new, unified public higher education system. The meeting will be held in person in Alumni Center 108 and via Zoom.

Zoom Link

Meeting ID: 987 0752 0181
Passcode: 910751

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.

LCCC Offers Saturday Virtual Help Sessions for Spring 2024 Semester

For the convenience of students who are registering for the Spring 2024 semester, LCCC will hold special enrollment days virtually on two Saturdays in January. Students can make appointments to meet with staff for these days, from 9 a.m. to 3 p.m.:

Saturday, Jan. 13 (virtual only)
Saturday, Jan. 20 (virtual only)

The 14-week spring session starts Jan. 22 and ends May 13, 2024. In addition, LCCC offers several accelerated spring semester options. There are two 7-week sessions – the first is held from Jan. 22 through March 10 and the second runs March 18 to May 13. A 10-week option begins Feb. 19.

During enrollment days, staff in Student Services will be available to help students by phone or via zoom. Students can also receive assistance through email. To make appointments to meet with staff, use the contact information below.

- Academic Advising – 610-799-1137 or adv@lccc.edu (before the dates scheduled). You can also schedule an advising appointment online (scroll down and click on "Schedule appointment").
- Admissions – 610-799-1575 or admissions@lccc.edu
- Business Office – 610-799-1592 or bursart1@mymail.lccc.edu
- Financial Aid – 610-799-1133 or fnaid@mymail.lccc.edu
- Registration and Student Records – 610-799-1171 or registrar@mymail.lccc.edu

Students can also make an appointment for remote placement testing by contacting the Admissions Office (see contact information above). Testing will be set up within one business day. Students will receive directions and passwords when their testing is available.

The Bookstore on the Schnecksville campus will be open with modified store hours. Hours are available online. Students can also order textbooks and supplies online at <http://www.lcccshop.com>.

All tuition payments are due at time of registration. Current students can register or make payment online through <http://my.lccc.edu>.

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 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. [Attachment](#) 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 x1150 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 certificates 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 OLM 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 Hags, Cherryn Joseph, Floralia Melendez, Michael Owen and Timothy Shoemaker.

REMINDERS

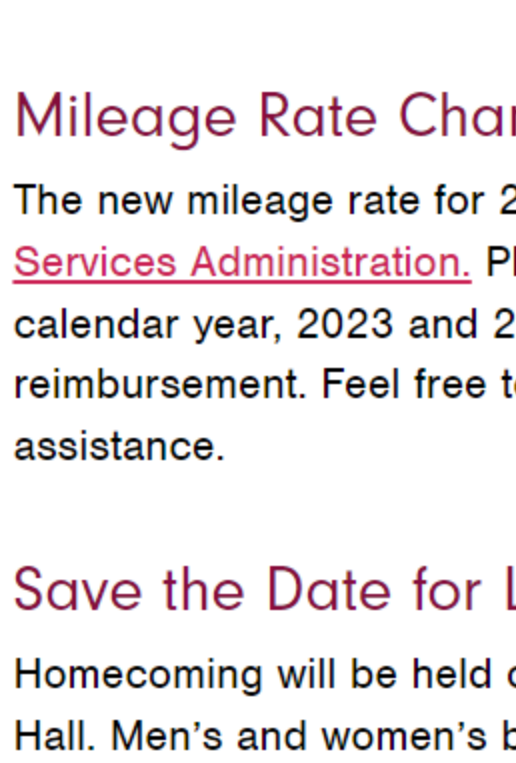
New Edition of Aspire



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.

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](#).

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

Testing Center Winter Break Hours of Operation

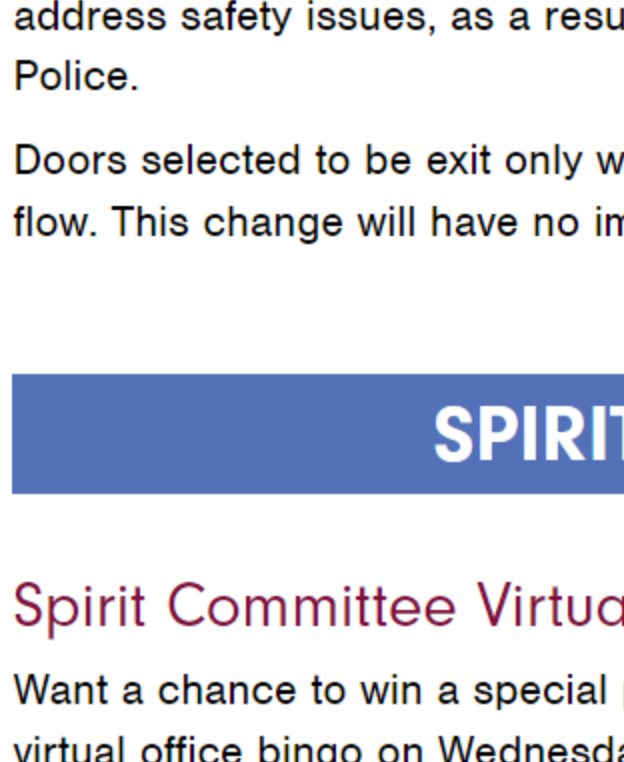
The Testing Center's hours of operation will be 8 a.m. to 6 p.m. Monday through Thursday, and 8 a.m. to 5 p.m. on Friday, from Jan. 2 through Jan. 19.

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

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 blue@lccc.edu. We hope to see you there!

Winter Safety Tips from LCCC Environmental Health & Safety Committee

Winter Safety Tips

When walking on icy/snowy surfaces:

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.

