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

November 13, 2023

Submit Your College Voice News

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College Voice - Lehigh Carbon Community College

https://www.lccc.edu/college-voice/

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

LCCC Employment Openings **Events** "This Week" Student Newsletter Report Safety and Security Concerns

President's Desk November 2023

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

the best results.

beyond, our staff will work with you to get

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

Working @ LCCC **Duplicating Center and Mail Room** Service Window Hours 8 a.m. – 5 p.m., Monday through Friday.

7:30 a.m. - 7 p.m., Monday

through Thursday; 8 a.m. - 5 p.m.,

and Staff Resources.

Lobby Hours

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.

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

Hangouts meeting.

at vblue@lccc.edu to schedule a

President's Cabinet Members

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 <u>mbowen4@lccc.edu</u> to

schedule an online meeting.

Mondays from 3 to 5 p.m.

Email PHeim@lccc.edu to schedule online

Interim Dean Dr. Jodi Rowlands

Wednesdays, 8 to 9 a.m. or 4 to 5 p.m. Email jrowlands@lccc.edu to schedule a

Dean Dr. Andrea Grannum-Mosley

Dean Peggy Heim

meeting.

meeting.

online meeting.

online meeting.

Dean Scott Aquila

CIO Joshua Mitchell

Tuesdays from 11 a.m. to noon.

online or face-to-face meeting.

Email <u>JMitchell10@lccc.edu</u> to schedule

Email Saquila@lccc.edu to schedule an

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 <u>EReichardt@lccc.edu</u> to schedule online meeting. Dean Dr. Kelly Trahan Mondays from 3 to 5 p.m. Email KTrahan@lccc.edu to schedule an

Update that details the college's many accomplishments. Again, the team at LCCC continues to deliver high quality classes, serve our students and partner

I am honored to share with the campus community the 2023-24 Mid-Year

ANNOUNCEMENTS

with the community. I know you join me in the satisfaction of how we at LCCC are impacting the

Mid-Year Update from Dr. Ann Bieber

lives of students. I thank everyone for your hard work and dedication to LCCC and our students. Workshops Scheduled to Help Students Self-Register for Spring 2024 Semester All continuing students are encouraged to attend Spring 2024 Self-

Registration workshops. This excludes ESL, Dual Enrollment/Early College

relevant department prior to self-registration. Students can still attend the sessions, but they will need help to self-register. Space is limited based on the availability of computers. At the workshops, students will be assisted to log in to the portal, view Degreeworks, and note what classes are required for their program. Students will note any hold(s) they may have and they will learn how to search for

classes and be shown how to self-register for their Spring 2024 schedule. Students with questions about course prerequisites, elective choices, transfer or other more specific questions will need to schedule an advising appointment. Main Campus Wednesday, Nov. 15, 11 a.m.-12 p.m. and 2-3 p.m., FYE Conference Room,

SSC102 Friday, Nov. 17, 11 a.m.-12 p.m. and 2-3 p.m., FYE Conference Room, SSC102 Wednesday, Dec. 6, 11 a.m.-12 p.m., and 2-3 p.m., FYE Conference Room,

SSC102 Friday, Dec. 8, 11 a.m.-12 pm. and 2-3 p.m., FYE Conference Room, SSC102

Wednesday, Dec. 13, 11 a.m.-12p.m. and 2-3 p.m., FYE Conference Room, Friday, Dec. 15, 11 a.m. - 12 p.m. and 2-3 p.m., FYE Conference Room,

Wednesday, Nov.15, 12:45-2:30 p.m., Open Lab Friday, Nov. 17, 1-2 p.m., Open Lab Tuesday, Nov. 21, 12:30-2 p.m., Open Lab

Tuesday, Nov. 21, 11 a.m.-12 p.m. and 2-3 p.m., rooms 702/703

holiday breakfast set for Tuesday, Dec. 5, from 8:30 - 10:30 a.m. (snow date Dec. 6). The celebration will be held in the CSC

ballroom. RSVPs are required for all sites. Please respond here before 5 p.m. on

celebration is compliments of the Spirit Committee.

Simko at tsimko@lccc.edu for the Zoom meeting link.

through New Partnership

If you have any questions, please contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu. Neurodiversity ERG Supported by LCCC, this Employee Resource Group provides an affinity space for sharing the unique experiences of neurodiverse faculty and staff.

The Morgan Center will be enjoying lunch from 11:30 a.m. - 1:30 p.m. The

Donley Center will be enjoying breakfast from 8:30 - 10:30 a.m. This holiday

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 our November meeting at 3 p.m. on Wednesday, November 15, please contact Eric Werley at ewerley@lccc.edu and/or Thomas

Students Interested in Nursing Career Receive Support

Through a unique local partnership, students interested in a career in nursing

will have financial support and guidance to begin their career journey as early

A memorandum of understanding between LCCC and Cedar Crest College

(CCC) will assist students throughout their journey. Through several entry

bachelor's degree, primarily for a career in nursing. Students considering

points, students at various stages of life and experience can enroll at LCCC to

complete their associate degree, then transfer to Cedar Crest College for their

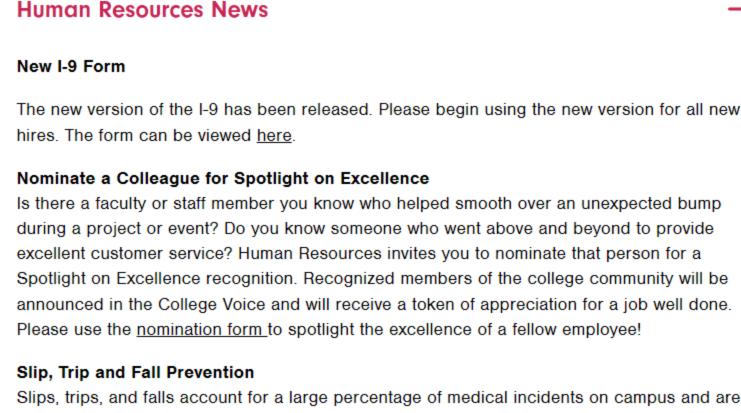
as high school and continue through to college degree completion.

In addition, students can enter a career in nursing using the following pathways:

Students attending LCCC under the dual admission agreement with Cedar Crest or completing their nursing associate degree to transfer to Cedar Crest to earn their B.S.N. Adults returning to college to earn their first college degree; and Veterans Scholarships, grants and other funding will also support students on this pathway.

Center is looking for donations of new and gently used children's books and young adult novels. We will be accepting donations from Nov. 27 -Dec. 8, for our annual holiday free bookstore where students are able to choose books as holiday gifts. Donations can be dropped off at the front desk of the Donley Center or at the literacy DONATIONS FROM 11/27/23-12/8/23 office located in room 511. Book donations can onations can be dropped off at the front desk of the Donley Center or at the literacy office room 511. also be dropped on in the box inside the Career

and supporting \$2,500 currently at \$4,500 of our \$2,000 United Way! \$6,500 goal. Don't forget your \$1,500 \$1,000 superhero gear tomorrow United \$500 Way (Tuesday, Nov 14) for 'Be



hosted by the Spirit Committee.

Campaign

Thank you for

being someone's

SUPERHER

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

soaring toward our United Way

who has donated so far to our

goal. Thank you to everyone

2023 campaign; we are

Someone's Superhero Day'

 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

started.

Shortness of breath

Other COVID-19 symptoms

Quick Reference for Medical Emergencies on Campus

online trainings must be completed within the first 30 days of hire.

person is until arrival of the ambulance.

database of your completed trainings.

FERPA – Privacy and Security Awareness Protected Classes – Intro to Discrimination

1. Exposure to someone with COVID-19:

Start precautions immediately:

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

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

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)

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

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

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.

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

Congratulations to the following people who have recently earned the Essentials Badge:

for them please contact onlinelearning@lccc.edu.

requirements to be an approved vendor.

contact the Business Office.

Soliciting on Campus

Getting to Know Us

Superhero Day

United

United Way of the

Greater Lehigh Valley

Timothy Shoemaker.

outlined on the flyer. If you have any questions about the digital badges or the requirements

Joseph Fortunato, Cosette El Hage, Cherryann Joseph, Floralba Melendez, Michael Owen and

Approved Food Vendors for Events For all events requiring food service, the Approved Food Vendors sheet can be found with this link. This sheet includes pre-approved companies along with their contact information, prices, menus, service types (food truck, full-service catering, boxed lunch, etc.), and required documentation for being an LCCC vendor. If you would like to use a company that has not been pre-approved, you can contact College Events Planner, Mia Nightingale, at mnightingale@lccc.edu. Mia will reach out to your desired company to determine if they fulfill the

All departments are responsible for contacting your desired food vendor for

ordering and payment. For further information on the payment process, please

Please be aware that the college does not allow people to come on to campus

presentation. Selling of tickets or any other product is not allowed on the main

campus or the sites. Students should be wary of "deals" or tickets supposedly

to solicit goods or services. Faculty should never allow people into their

classrooms unless they have been notified prior and it is part of a college

sold at a discount. Never share credit card or personal information with a

never share information that can be compromised.

Getting to Know Us: Women Veterans Panel

stranger. The Office of Public Safety is aware of a recent occurrence on the

Schnecksville campus and is investigating. In the meantime, be cautious and

view the flyer here.

United Way Campaign Spirit Day - Be Someone's

The LCCC Veterans Events Committee will host a

Women Veterans Panel on Tuesday, Nov. 14, in

the Community Services Center. For full details

In conjunction with LCCC's United Way

Campaign, the Spirit Committee will host

superhero t-shirt, cape, cap, or whatever

"Be Someone's Superhero Day" on

Tuesday, Nov. 14. Wear your favorite

The Rothrock Library would like to hear from you about the possible purchase of RefWorks, a citation management tool. This tool helps users collect, organize, share, and cite research. It accepts all forms of sources (articles, books, interviews, videos, and more). We would like to gauge faculty and staff interest to help determine if we move forward with

acquiring this tool. Please complete the survey here.

Transfer Events at Morgan and Donley

or university or looking to earn a bachelor's degree?

RefWorks Acquisition - Input Requested

Transfer advisor, Fauzia Graham will be available on the dates below to answer questions about the transfer process and talk about the partnerships LCCC has with 60+ four year colleges and universities. Morgan Center Lobby on Nov. 14, from 9 a.m. to 1 p.m. Donley Center Lobby on Nov. 15, from 8 a.m. to 12 p.m. LED Light Replacement Project Commences The project to replace all lighting to LED is to begin on Oct. 31 and end by late

Do you know students who are interested in transferring to a four-year college

and provide feedback, and networking opportunities with colleagues. November 17, from 2:30 - 3 p.m. Department: LCCC Tamaqua

latest developments, initiatives, and future plans.

Collegewide Department Information Sessions

The Office of Human Resources is excited to invite you to our upcoming

These sessions aim to foster better communication, understanding, and

opportunity to gain valuable insights into our department service areas and

Collegewide Department Information Sessions, where you'll have the

Spirit Committee Virtual Bingo The Spirit Committee is hosting Virtual Office Bingo on Wednesday, Nov. 15, from 12 - 1 p.m. Bingo is open to all faculty and staff but will be limited to the first 25 participants. Participants must <u>register here</u>. Join us to have some fun and win prizes! Spirit Committee Upcoming Events Mark your calendars for these upcoming events, brought to you by the LCCC

SPIRIT & WELLNESS

NYC Bus Trip (SOLD OUT) - Saturday, Dec. 2 Holiday Party and Breakfast - Tuesday, Dec. 5 Virtual Office Bingo - Wednesday, Dec. 13

Virtual Office Bingo - Wednesday, Jan. 10 Hot Cocoa and Cider Day - Wednesday, Jan. 17 For questions about any upcoming events, please reach out to Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

Wellness Center Hours upcoming events.

> Weather Alerts News Policies & Procedures

> > Student Consumer Information

Schnecksville, PA. 18078 Bookstore Right To Know 610-799-2121 Accessibility Statement Nondiscrimination Contact Us **Employment** Join the Conversation f □ in ♂ ◎ •• Sitemap

students. Please let continuing students know about these opportunities to register for next semester. Workshop sessions are scheduled for the main campus and the sites. In the sessions, students will learn how to navigate Degreeworks, select courses, and self-register. Students with holds, e.g. Business Office, ESL, International, Academic Dismissal, Advisor hold, etc. will need to resolve those with the

SSC102 SSC102 Morgan Center

Tuesday, Dec. 5, 10:30 a.m.-12 p.m., Open Lab Wednesday, Dec. 6, 12:45-2:30 p.m., Open Lab **Donley Center** Monday, Nov. 20, 11 a.m.-12 p.m. and 2-3 p.m., rooms 702/703

Monday, Dec. 4, 11 a.m.-12 p.m. and 2-3 p.m., rooms 702/703 LCCC Cozy Holiday Celebration - RSVP Today! Please join us for the annual employee

Wednesday, Nov. 22. For this "cozy celebration," dress comfortably but workplace appropriate. Tickets will be available for purchase for a chance at winning a raffle basket, all proceeds from which will benefit the general scholarship fund for students (cash or card will be accepted).

Neurodiversity recognizes those whose brains work or process in ways divergent from the status quo, which bring different strengths and challenges

other careers in a hospital setting, including business, human resource management and communications, will also be considered. Allentown School District students enrolled in the Century Promise program who complete credit coursework at LCCC; High school graduates eligible for admission to LCCC;

students to move from high school, to college and into a career contributes to a vital community." "I am so proud to partner with Lehigh Carbon Community College to address the severe shortage of nurses in the Lehigh Valley," said Cedar Crest College President Dr. Elizabeth Meade. For information on this direct-to-workforce collaboration, contact the Office of

Admissions at LCCC at Admissions@LCCC.edu; or the SAGE Admissions

The Literacy Department is Seeking Book Donations

The Literacy department located at the Donley

Office at Cedar Crest, sage@cedarcrest.edu.

Development office between 9 a.m. - 4 p.m. If you have questions please contact Allison Ludlow at aludlow@lccc.edu or 610-799-1216. United Way Campaign Update Look! Up in the sky! It's a bird, 2023 United Way it's a plane...no, it's Clawrence

\$6,000

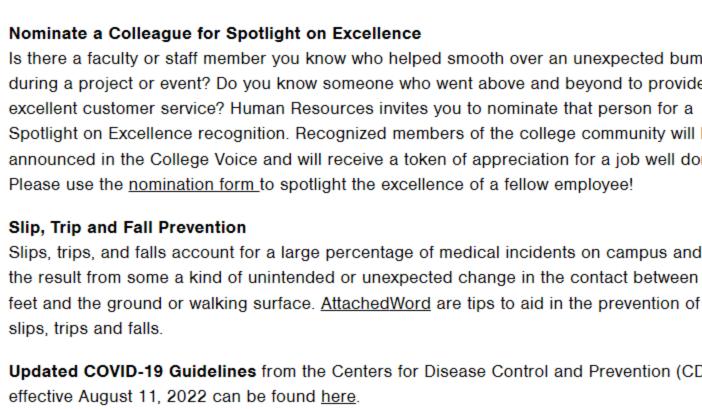
\$5,500 \$5,000

\$4,500

\$4,000 \$3,500

\$3,000

ADMINISTRATIVE UPDATES



Updated COVID-19 Guidelines from the Centers for Disease Control and Prevention (CDC) 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. If you were exposed to someone with COVID-19, follow these steps per the CDC guidelines:

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.

If you have any questions, please contact Human Resources at x1107 or x1108. Online Learning News Check out the 2023 November Edition of the Department of Online Learning Newsletter! This edition includes; event dates, the EDUCAUSE Horizon Report, info about a ChatGPT workshop video to watch from SUNY, important Canvas updates, new analytics updates 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

REMINDERS

you have available to make yourself feel like a hero! Stop by the Human Resources Office with a \$1 donation for a United Way sticker and to show your super support. We look forward to seeing the campus full of superheroes! The 2023 United Way campaign will run through Thursday, Nov. 30. Our

fundraising goal this year is \$6,500. To help meet this goal we're offering some

fun incentives. All donors will receive an entry in the coveted Prime Parking

Spot drawing in addition to a warm and cozy basket giveaway. Reach out to

Tiffany Rehrig-Schaffer at trehrigschaffer@lccc.edu for information on how to

contribute. Thank you for helping to "Be Someone's Superhero!"

View the flyers here. December. During this time, the contractors will be accessing the nonacademic spaces during the day and classrooms in the evenings. We ask for your patience and understanding during this timeframe and expect very little disruption to our normal routine.

engagement among our dedicated employees, and we encourage our current and new employees to join us for an informative and interactive experience. These sessions will provide an overview of the department, recent accomplishments, insights into upcoming projects, a chance to ask questions Presenter: Amber Zuber, Director of Site Educational Services

Spirit Committee! United Way "Be Someone's Superhero Day" - Tuesday, Nov. 14 Virtual Office Bingo - Wednesday, Nov. 15, from 12 - 1 p.m. Spirit Day: Holiday Attire - Friday, Dec. 1

Please check our website or our new Facebook page for updates and All hours subject to change. All changes will be communicated through our Facebook page.

Events

"This partnership agreement helps to ensure that students in our community will be able to pursue a college degree and enter into a career that is fulfilling, pays family sustaining wages and meets workforce needs in our area," says LCCC President Dr. Ann D. Bieber. "Continuing to find innovative pathways for

<u>Click here</u> to join this session via zoom

November December

> 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.

Captured by FireShot Pro: 13 November 2023, 09:34:11 https://getfireshot.com

Lehigh Carbon Community College 4525 Education Park Drive

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