free at 1-866-674-6327.

and win prizes!

## **Submit Your College Voice** News

November 6, 2023

#### All College Voice submissions are due by 12 p.m. the business day prior to each edition (Friday by 12 p.m. for Monday

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College Voice - Lehigh Carbon Community College

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

Home

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 November 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** 

the best results.

Submit Your Marketing Project Request Minutes Board of Trustees

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

# Registration Status Reports To view registration status reports, go to

the Institutional Research link on Faculty and Staff Resources.

President's Cabinet

Leadership Team

Academic Council

Working @ LCCC **Duplicating Center and Mail Room** Service Window Hours

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** 

8 a.m. - 5 p.m., Monday through Friday.

Monday-Thursday: 9 a.m.-5 p.m.; Friday: 9

**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.

VP Dr. Cindy Haney

p.m. Email Ronnie Blue

Hangouts meeting.

Dean Peggy Heim

meeting.

Mondays from 3 to 5 p.m.

a.m.-1 p.m.; Saturday and Sunday:

CLOSED.

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.

1st and 3rd Mondays from 4 to 5 p.m.

and 2nd and 4th Thursdays from 4 to 5

#### 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

at vblue@lccc.edu to schedule a

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.

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 meeting. Dean Dr. Andrea Grannum-Mosley Mondays from 1 to 3 p.m.

Email agrannummosley@lccc.edu to

schedule via Hangouts.

**CIO Joshua Mitchell** 

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 online meeting.

Email <u>JMitchell10@lccc.edu</u> to schedule online meeting. Dean Scott Aquila Email Saquila@lccc.edu to schedule an online or face-to-face meeting.

Tuesdays from 11 a.m. to noon.

### LIHEAP Heating Assistance Do you or someone you know need help paying home heating bills? To find

assistance, visit www.energyhelp.us or call the energy assistance hotline toll-

**ANNOUNCEMENTS** 

More than 1 in 4 U.S. households struggle with their home energy bills. But the Low Income Home Energy Assistance Program (LIHEAP) can help keep the heat on! To see if you qualify, visit LIHEAP Eligibility Tool.

Watch this video from @OCS\_ACFgov to learn how LIHEAP can help your household stay safe and warm this winter! This Information has been provided by LCCC's Community Resources Office.

Contact us at (610)799-1087 or Email communityreources@lccc.edu.

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 register here. Join us to have some fun

Getting to Know Us

United Way Campaign Spirit Day - Be Someone's

### **Greater Lehigh Valley** like a hero! Stop by the Human Resources Office with a \$1 donation for a United Way sticker and to show your super

Superhero Day

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!"

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

NYC Bus Trip (SOLD OUT) - Saturday, Dec. 2 Holiday Party and Breakfast - Tuesday, Dec. 5

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

October Movement Challenge Winners

Jessica Kirk - \$25 gift card

schedule a time to pick up their prize.

challenge:

Lost another pound

Being present with my kids and less phone time was Extra steps due to Halloween parade and trick or treating I had the opportunity to volunteer with children's ministry twice this weekend.

Callie Clayton - \$10 gift card Winners can contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu to

Our Movement Challenge participants logged more than 7.3 million steps over

the 4 week challenge! Congratulations to all our participants for taking the time

to work towards a better, healthier, and happier you! Movement Challenge Week 4 Recap

Even with lack of sleep every day but I still get up and work out! Watch my diet more Lost another pound | I moved every day this were Watch my diet more Powering through a sleepy week closed my move ring on apple watch every day I took time to focus on my mental health

**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 <u>nomination form</u> to spotlight the excellence of a fellow employee!

# feet and the ground or walking surface. AttachedWord are tips to aid in the prevention of

effective August 11, 2022 can be found here.

1. Exposure to someone with COVID-19:

Slip, Trip and Fall Prevention

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 <u>CDC guidelines</u>:

Updated COVID-19 Guidelines from the Centers for Disease Control and Prevention (CDC)

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

 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

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 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

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

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

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 database of your completed trainings. FERPA – Privacy and Security Awareness Protected Classes – Intro to Discrimination

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

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 <a href="mailto:onlinelearning@lccc.edu">onlinelearning@lccc.edu</a>. Online Learning Courses Available Register online for our live and self-paced trainings. Trainings include: Canvas Course

edition includes; event dates, the EDUCAUSE Horizon Report, info about a ChatGPT

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

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

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

**REMINDERS** 

for them please contact <a href="mailto:onlinelearning@lccc.edu">onlinelearning@lccc.edu</a>.

Timothy Shoemaker.

environment.

encouraged to apply.

Park.

on Nov. 7, at 2:30 p.m. for another Success insightful teaching conversation. Click here Coach for the Zoom link. Creating Your Syllabus with Dr. Robin Musselman We have a template that directs you toward all the information to include on your syllabus. Now let's take a look at the research on how your syllabus can be an effective first impression to engage students and create a more inclusive

The Rothrock Library would like to hear from you about the possible purchase

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

LCCC Honors Scholars Program Accepting Applications

to gauge faculty and staff interest to help determine if we move forward with

RefWorks Acquisition - Input Requested

acquiring this tool. Please complete the survey here.

of RefWorks, a citation management tool.

Scholars Program. This program is for prospective students who would like to join a small community of intellectually curious and highly motivated students. In addition to creating a strong foundation for transfer to competitive four-year colleges and universities, the Honors Scholars Program engages students in

Applications are now being accepted for the college's fall 2024 Honors

Science, Technology, Engineering, Math (STEM). Students accepted into one of the program tracks complete a minimum of 24 honors credits, which include cohort classes that the group takes together. Other coursework is based on students' majors and transfer schools. Honors courses are selected to ensure that students will graduate on time.

In addition, high achieving students who have completed 15-30 credits as dual

enrollment students, current LCCC students or students who have transferred

on Sunday, Nov. 12, which will impact the Donley Center in downtown Allentown. Nearly 1,500 racers are expected this year. The St. Luke's D&L RaceFest includes a marathon and marathon relay (26.2 miles) from Allentown and a half marathon run and walk (13.1 miles) from Bethlehem. Both races will end in Easton. The St. Luke's D&L Marathon will start in Allentown at 8 a.m. near 7th and Hamilton and run west on Martin Luther King, Jr. Drive, into the Little Lehigh Parkway, back east on Martin Luther King, Jr. Drive before heading over the Hamilton Street bridge and onto Albert Street and onto the D&L Trail at Canal

The race is a fundraiser for the Delaware & Lehigh National Heritage Corridor

and the efforts to connect the D&L Trail north of Allentown and through the

Lehigh Valley. When connected, the D&L Trail will stretch 165 miles from

Wilkes-Barre to Bristol outside of Northeast Philadelphia.

has with 60+ four year colleges and universities.

**Testing Center News** 

disruption to our normal routine.

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. View the flyers here.

LED Light Replacement Project Commences The project to replace all lighting to LED is to begin on Oct. 31 and end by late December. During this time, the contractors will be accessing the non-

opportunity to gain valuable insights into our department service areas and latest developments, initiatives, and future plans.

accomplishments, insights into upcoming projects, a chance to ask questions and provide feedback, and networking opportunities with colleagues. November 17, from 2:30 - 3 p.m. Department: LCCC Tamaqua

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 Please check our website or our new Facebook page for updates and

upcoming events. Facebook page.

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

Lehigh Carbon

loin the Conversation ♥ f □ in ♂ ◎ ••

Lehigh Carbon Community College

4525 Education Park Drive

Schnecksville, PA. 18078

610-799-2121

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Policies & Procedures

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Getting to Know Us: Women Veterans Panel The LCCC Veterans Events Committee will host a Women Veterans Panel on Tuesday, Nov. 14, in the Community Services Center. For full details view the flyer here.

In conjunction with LCCC's United Way United Campaign, the Spirit Committee will host "Be Someone's Superhero Day" on Tuesday, Nov. 14. Wear your favorite superhero t-shirt, cape, cap, or whatever United Way of the you have available to make yourself feel 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

December

Virtual Office Bingo - Wednesday, Dec. 13 January Virtual Office Bingo - Wednesday, Jan. 10

Congratulations to our Movement Challenge winners who were randomly selected from among those who completed 4 weeks of movement tracking: Jessie Heimann – \$15 gift card

67% of participants tracked and submitted their weekly activity. 86% of participants got enough sleep or did well most days. 70% of participants completed two or more types of movement activity during the final week. Here's are the things we were proudest of during our final week of the

How nice all the kids were trick or treating at my house Got together with old college friends for homecoming! **ADMINISTRATIVE UPDATES** 

 Watch for COVID-19 symptoms such as: Fever (100.4 degrees or greater) Cough

 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

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

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.

Coach, Dr. Robin Musselman COACHING COMMONS Please join the Faculty Coaches virtually

First Tuesday Coaching Conversation with Faculty

activities to expand their intellectual, cultural and social horizons. The program is ideal for students who are willing to challenge their views, discuss their ideas and explore diverse perspectives. The Honors Scholars program welcomes a limited number of qualified, fulltime, first-year students who plan to graduate from LCCC and transfer to a

four-year college or university. Students who have successfully completed AP

courses or high school honors courses, achieved a high school GPA of 3.5 or

higher, are a member of the National Honor Society, are ranked in the top 10%

of their graduating class, or scored a combined 1200 on their SATs are

maintain a 3.0 GPA to be eligible for the scholarship each semester.

Scholars receive a full tuition scholarship, covering tuition and fees after all

Federal Pell grants and institutional scholarships are applied. Students must

Students have the option of applying to one of two tracks – Liberal Arts or

in to LCCC from other institutions are encouraged to apply to the Honors College program, which is a one-year scholarship opportunity. For more details on the Honors Scholars program, contact LCCC's Admissions office at admissions@lccc.edu, 610-799-1575, email <a href="mailto:honors@LCCC.edu">honors@LCCC.edu</a> or click here. Marathon Impacts Donley Center Nov. 12 The St. Luke's D&L RaceFest will hold a day of racing for runners and walkers

Attached is the road closure and route map for further details. Transfer Events at Morgan and Donley Do you know students who are interested in transferring to a four-year college or university or looking to earn a bachelor's degree? Transfer advisor, Fauzia Graham will be available on the dates below to answer questions about the transfer process and talk about the partnerships LCCC

Proceeds benefit Shamrock Reins. For more information and to join the LCCC team, click here.

academic spaces during the day and classrooms in the evenings. We ask for

your patience and understanding during this timeframe and expect very little

at Bicentennial Park West in Bethlehem. Lehigh Valley colleges, universities,

businesses and community members are coming together to honor veterans.

These sessions aim to foster better communication, understanding, and 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

Collegewide Department Information Sessions

<u>Click here</u> to join this session via zoom **SPIRIT & WELLNESS** 

The Testing Center will be closing at 7 p.m. on Tuesday, Nov. 7. **Veterans Appreciation Week** LCCC will honor veterans with several events during Veterans Appreciation Week, Nov. 4-11 on the main campus in Schnecksville. Check out the attached flyer here for all of the scheduled events and details. The week of celebrations will kick off with the 5K Ruck 'n Run/Walk starting at 9 a.m., Saturday, Nov. 4,

The Office of Human Resources is excited to invite you to our upcoming Collegewide Department Information Sessions, where you'll have the

Presenter: Amber Zuber, Director of Site Educational Services