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The COLLEGE VOICE

Home

November 7, 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 November 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 Fall Hours
Monday through Thursday: 9 a.m. – 5 p.m., Friday: 10 a.m. – 3 p.m., Saturday and Sunday: CLOSED.

*All hours subject to change.

President's Cabinet Members Open Office Hours

President
Dr. Ann D. Bieber
Appointments can be made via Zoom. Email Tracy.Bean@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@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., Friday: 10 a.m. – 3 p.m., Saturday 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 Marie.Maria@lccc.edu to schedule an online meeting.

Interim Dean Dr. Jodi Rowlands
Wednesdays, 8 to 9 a.m. or 4 to 5 p.m. Email Jodi.Rowlands@lccc.edu to schedule a meeting.

Interim Dean Elke Reichardt
Wednesdays from 3 to 5 p.m. Email Elke.Reichardt@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.

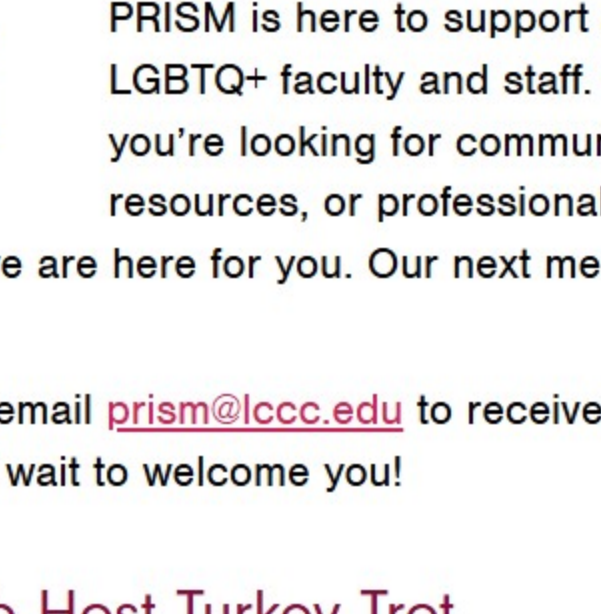
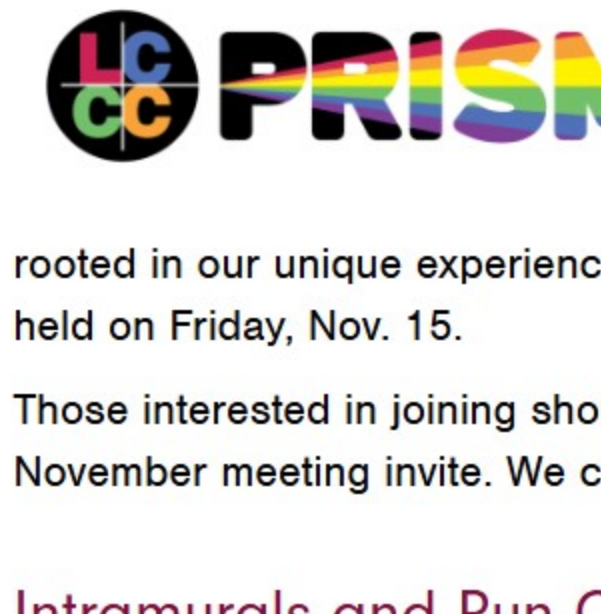
CIO Joshua Mitchell
Tuesdays from 11 a.m. to noon. Email Joshua.Mitchell@lccc.edu to schedule online meeting.

Dean Scott Aquila
Mondays from 10 a.m. to 12 p.m. Email SAquila@lccc.edu to schedule an online or face-to-face meeting.

ANNOUNCEMENTS

College and Career Day at the Morgan Center

Students from Carbon County high schools participated in College and Career Day at the Morgan Center on Nov. 1. The second annual event included a welcome by Nora McLaughlin, RN, BSN, LCCC alumna, hands-on workshops led by faculty, staff and students, and a lunch and resource fair. Many thanks to all who contributed to make this event a success!



PRISM: LCCC's LGBTQ+ Employee Resource Group



PRISM is here to support and connect LGBTQ+ faculty and staff. Whether you're looking for community, resources, or professional advice

rooted in our unique experience, we are here for you. Our next meeting will be held on Friday, Nov. 15.

Those interested in joining should email prism@lccc.edu to receive the LCCC's meeting invite. We can't wait to welcome you!

Intramurals and Run Club Host Turkey Trot



Intramurals and Run Club will be hosting a Turkey Trot on campus on Tuesday, Nov. 26 at 8:30 a.m. and ending no later than 9:30 a.m. Participants can choose

between a 1.5 mile or 3 mile loop. The Trot will start and end at the softball field parking lot (Lot L). All students, faculty and staff of all abilities are welcome to join and walk or run at your own pace.

Thanksgiving is considered the biggest running day of the year! Join your campus community in this fun tradition. To register, email [Lacey Timony at LTimony@LCCC.edu](mailto:LTimony@LCCC.edu).

Movement Challenge Week 5 Recap and Winners

Our Movement Challenge participants logged more than 4.5 million steps over the 5 week challenge! Congratulations to all our participants for taking the time to work towards a better, healthier, and happier you.

Congratulations to our winners, selected at random, for completing and logging all 5 weeks:

- 1. Ginny Hertzog
- 2. Emmalee Loch
- 3. Erin Vermeulen

Please reach out to Ginny Hertzog vhertzog@lccc.edu to get your gift card.

Changes the group has made and maintained that they are proud of:



Goals the group has for the next several months:



November Virtual Bingo

Join the LCCC Spirit Committee for virtual bingo on Wednesday, Nov. 13, from 12 – 1 p.m. for a chance to win fun prizes! Register [here](#). Virtual bingo is limited to the first 25 sign-ups. For more information, 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!

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 allow 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

View the November edition of the Online Learning Newsletter. This edition includes information about our training programs, a great article on "How to Hold a Better Class Discussion," and an on-demand RSI discussions webinar. There is also a page on some events around the Lehigh Valley this month. If you have any questions about anything in this edition contact 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

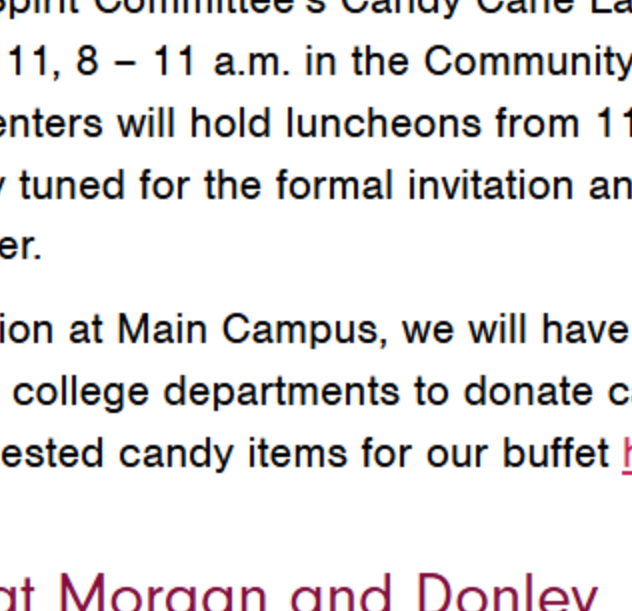
Faculty and staff will have the opportunity to receive digital badges to display on LinkedIn, email signature and other areas, highlighting their professional achievements and commitment to continued learning. A number of different badges are available to anyone who completes the required training or 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.

REMINDERS

Social Media and Photography Requests

As the end of the fall semester approaches, please ensure that you submit all [social media marketing and photography requests](#) in advance for any and all departmental, program-related or club events you plan. The lead time on these requests is five business days prior to the due date of social media coverage and/or the date of the event with photography needs. If you have any questions, please contact Daniel Melin, Content Developer and Social Media Specialist, at dmelin@lccc.edu.

Save the Date for the Candy Cane Lane Celebration



Save the date for the Spirit Committee's Candy Cane Lane breakfast being held Wednesday, Dec. 11, 8 – 11 a.m. in the Community Services Center. The Donley and Morgan Centers will hold luncheons from 11:30 a.m. – 1:30 p.m. on the same date. Stay tuned for the formal invitation and RSVP form to be shared in mid-November.

As part of our celebration at Main Campus, we will have a candy buffet and are inviting individuals and college departments to donate candies for the buffet. Please review the requested candy items for our buffet [here](#).

Transfer Events at Morgan and Donley

Do you know students who are interested in transferring to a four-year college or university and/or looking to earn a bachelor's degree? There are two upcoming transfer events happening at the Tamaqua and Allentown sites.

On Tuesday, Nov. 12, 9 a.m. to 1 p.m. transfer advisor, Fauzia Graham and representatives from the colleges/universities listed below will be available in the Morgan Center lobby to answer questions about the transfer process and discuss LCCC's partnerships with over 60 four-year institutions.

Participating institutions at the Morgan Center:

- Alvernia University
- Cedar Crest College
- Commonwealth University
- Kutztown University
- Penn State University
- Western Governor's University

On Wednesday, Nov. 13, from 8 a.m. to 12 p.m. in the lobby of the Donley Center students can meet with transfer advisor, Fauzia Graham, and ask questions about the transfer process.

For more information about both events contact Fauzia Graham at advise@lccc.edu.

Veterans Appreciation Week November 9-15

LCCC will honor veterans with several events during Veterans Appreciation Week, Nov. 9-15, 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. 9, at Bicentennial Park West in Bethlehem. Lehigh Valley colleges, universities, businesses and community members are coming together to honor veterans. Proceeds benefit Battle Borne. For more information and to join the LCCC team, click [here](#).

SPIRIT & WELLNESS

Spirit Day – R.E.D. Day

Join us on Monday, Nov. 11, in wearing red attire for Spirit Day.

What is R.E.D. Day? R.E.D. is an acronym that stands for Remember Everyone Deployed. R.E.D. Friday was created to remind people of our heroes overseas and show that we are thinking of them. People across the country wear red every Friday to serve as a reminder and spread the message of how important it is that we keep our troops in our thoughts. We will be wearing red on a Monday in coordination with Veterans Day.

As a military friendly school, we encourage all of our colleagues to join us for R.E.D. Fridays on any Friday throughout the year, as well as on Nov. 11.

Wellness Center Fall Hours

Wellness Center fall hours will be effective through Friday, Dec. 13.

The Wellness Center will be open this fall for the following hours:

- Mondays-Thursday 9 a.m. – 5p.m.
- Fridays 10 a.m. – 3 p.m.
- Saturdays and Sundays Closed

*All hours subject to change

The Wellness Center will be closed on the following dates:

- Wednesday, Nov. 27
- Thursday, Nov. 28
- Friday, Nov. 29
- Monday, Dec. 23 through Wednesday, Jan. 1

Wellness Center winter hours will be Monday, Dec. 16 through Thursday, Jan. 23 from 10 a.m. – 2 p.m.

Spirit Committee Upcoming Events

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

November

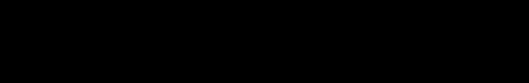
Virtual Bingo – Wednesday, Nov. 13, 12 – 1 p.m.

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



Lehigh Carbon Community College
4525 Education Park Drive
Schnecksville, PA 18078
610-799-2121

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