

Home

December 11, 2023

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 December 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

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 [Equity 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.

Counter services Monday through Friday to all sales.

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 Ronnie Stie at rstie@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 lverta@lccc.edu to arrange a scheduled meeting.

VP Stefanie Neester
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 m Bowen@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 Gramum-Mosley
Mondays from 1 to 3 p.m. Email agramummosley@lccc.edu to schedule via Hangouts.

Interim Dean Eike 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.

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

Dean Scott Aquila
Email Saquila@lccc.edu to schedule an online or face-to-face meeting.

ANNOUNCEMENTS

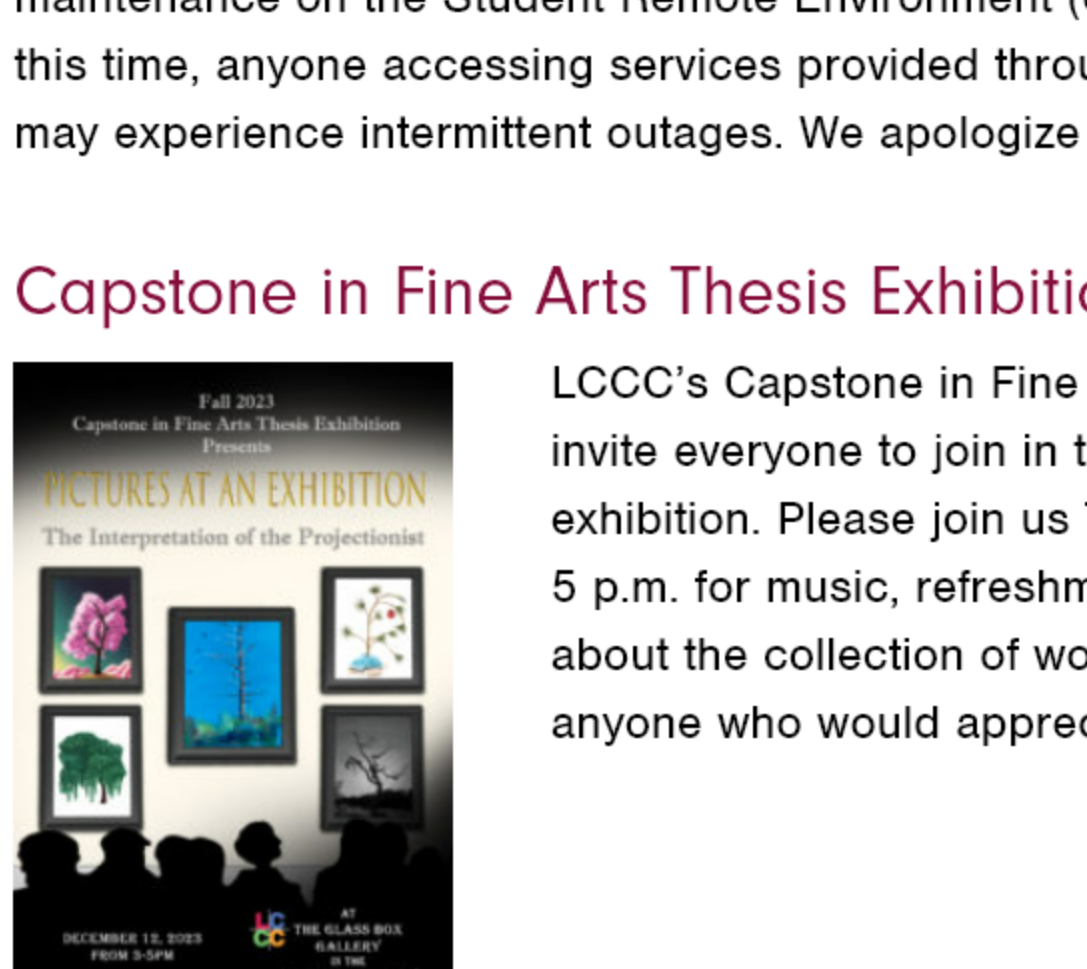
Holiday Timesheet Reminder

Please make sure to enter your hours before leaving for the winter break. Make sure to use the appropriate earnings codes, i.e., Regular, Holiday, OT, etc.

Approvers – please be mindful when approving hours that they have been entered correctly in order for employee paychecks to be accurate.

LCCC Takes on NYC

Fifty-two faculty, staff and alumni embarked on a sold-out trip to NYC on Dec. 2. There was shopping at Bryant Park, window shopping at Saks 5th Avenue, the beautiful Rockefeller Christmas Tree, visits to the Central Park Zoo, museums and shopping, while others enjoyed lunch at a famous landmark followed by a Broadway show matinee. The weather was a beautiful 58 degrees and sunny! Everyone was definitely worn out by the time we left the city at 6 p.m. Watch for details next year as we will be returning to NYC in December.



Scheduled Maintenance – Connect.lccc.edu

On Tuesday, Dec. 12, from 7- 8 a.m., IT will be performing scheduled maintenance on the Student Remote Environment (connect.lccc.edu). During this time, anyone accessing services provided through the remote environment may experience intermittent outages. We apologize for any inconvenience.

Capstone in Fine Arts Thesis Exhibition Opening

LCCC's Capstone in Fine Arts class would like to invite everyone to join in the opening of their thesis exhibition. Please join us Tuesday, Dec. 12, from 3 – 5 p.m. for music, refreshments and conversation about the collection of work. Please feel free to invite anyone who would appreciate the event.

Snowflake Pretzel Tin Winner

Congratulations to Becky Hackman who won the tin of white chocolate covered snowflake pretzels!

Winter Safety Tips from LCCC Employee 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 balance.
- Have the proper footwear on for the weather. Wear shoes with solid tread on the soles.

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 a kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. [AttachedWord](#) 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/AED.

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 to you 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, Cheryann Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

REMINDERS

Wellness Center Winter Hours

Beginning Monday, Dec. 18, the Wellness Center will be transitioning to the following winter hours.

Monday, Dec. 18 – Thursday, Dec. 21 from 10 a.m. – 2 p.m.

Friday, Dec. 22, 2023 – Monday, Jan. 1, 2024 – Closed

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

Tuesday, Jan. 11

Monday, Jan. 15

Thursday, Jan. 18

LCCC BOT Approves Vision, Mission, Value, and College's Initial Equity Statement

As we turn the calendar to 2024, LCCC will have new Vision, Mission, Value, and Equity statements to share. You will start to see these statements presented, displayed, and posted throughout the college and it's sites. The college would like thank the team members; Mary Kovalchick, Jessie Heimann, Kathleen Mayberry, James Ayrtton, and Angel Mulero-Collozo for their time and efforts in review, collaboration, and writing of our statements during this two year long process. Additionally, thank you to all the individual faculty, staff, and students throughout our College, Community Partners, and Advisory Committee Members that submitted thoughts and suggestions. Moving forward there will be an effort, not to memorize these statements, but rather incorporate, include, and reference the language and the meaning behind these words into our everyday actions and instruction. [Here](#) are the Vision, Mission, Value, and Equity Statements for LCCC for 2024 to 2027.

Continuing Student Registration Campaign

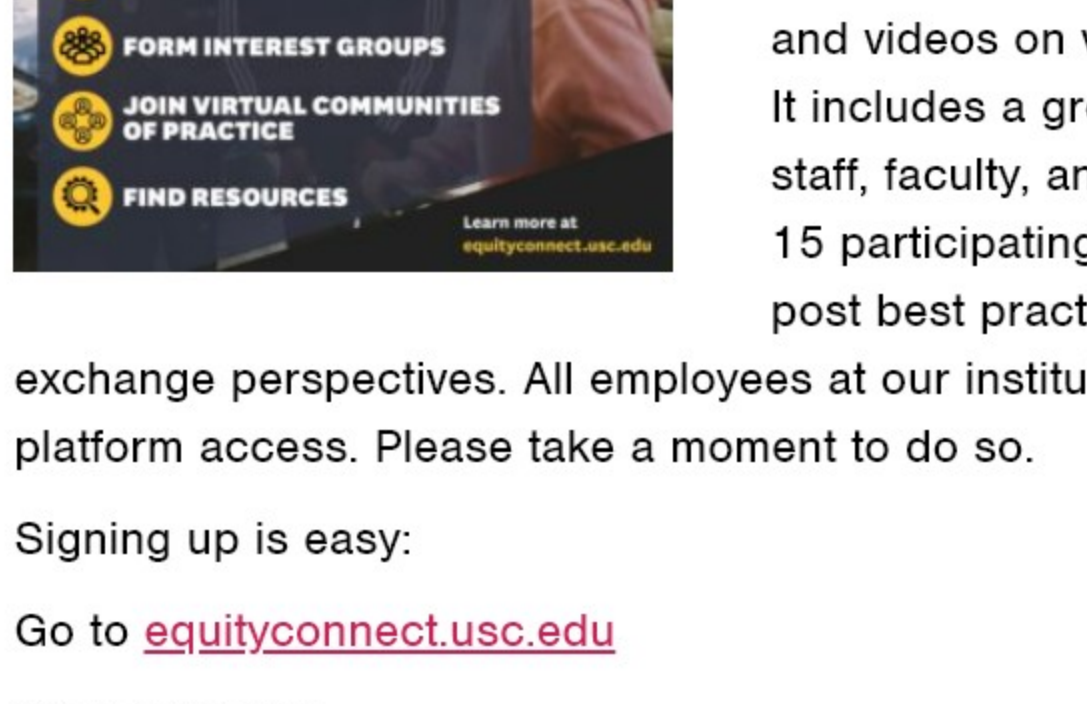
In an effort to ensure that continuing students are prepared for the spring semester, all staff, faculty and administrators are encouraged to inform students that now is the time to register for the spring 2024 semester. Reach out to students in your classes, in a club you advise or who may be a student worker in your office to register.

We've created flyers that you can download, print and share with students, post in your classroom or office space. The flyer includes information to smooth the way to registering for classes, as well as contact information and additional resources. Click [here](#) to download the flyer.

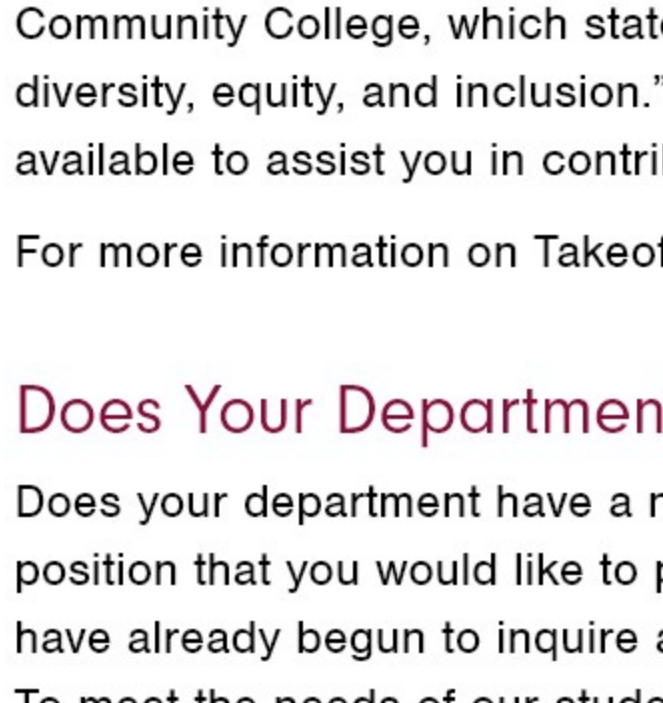
Thank you for helping to make sure our students continue on their educational journey!

Vote for LCCC's Tree!

LCCC Tamarca decorated a "College Survival Guide" tree at Lansford's Kennedy Park. Ornaments include scholarships, mac and cheese, calendars, coffee and laptops. Our thanks to College Relations and the Duplicating team for their support of this project! Please vote for our tree [here](#).



Equity Connect



Thanks to the college's participation in the Takeoff initiative to support college men of color, all at LCCC have access to the Equity Connect platform hosted by the University of Southern California. Equity Connect is a rich database of publications and videos on various DEI research topics. It includes a group discussion board for staff, faculty, and administrators from the 15 participating community colleges to post best practices, questions and exchange perspectives. Take a moment to sign up for platform access. Please see [this link](#) to do so.

Signing up is easy:

Go to equityconnect.usc.edu

Click "sign up"

Find "Lehigh Carbon Community College" and click next

Enter your employee information, use your @lccc.edu domain email, and click register

See [this handout](#) for more information on how to register.

The Takeoff initiative aligns with the newly approved vision of Lehigh Carbon Community College, which states that LCCC seeks to "become a leader in diversity, equity, and inclusion." Check out the Equity Connect resources available to assist you in contributing to these efforts!

For more information on Takeoff, please visit their [website](#).

Does Your Department Need Student Workers?

Does your department have a need for student workers? Do you have a position that you would like to post for the spring 2024 semester? Students have already begun to inquire about spring student employment opportunities. To meet the needs of our students and bring the hiring process, Career Development will need all job postings submitted by Monday, Dec. 11. The goal is to have all available positions entered into the Cougar CLAW (Connecting LCCC and the Workplace) system to allow returning students the opportunity to start applying for jobs with the ability to bring their position at the start of the semester. This will also allow new incoming students to review all LCCC student employee opportunities so they can begin the application process early as they become acclimated to our campuses.

Student employment experience helps provide our students with a sense of belonging, campus knowledge, career readiness, communication, self-development, teamwork, professionalism, skills, and memories that will last a lifetime.

Please submit your job posting to the Director of Career Development and Civic Engagement, Kescha Bell-Ross, via email at kbellross@lccc.edu. If you have any questions please contact Kescha Bell-Ross at 610-799-1136.

Incomplete Grade Recovery Session for Fall 2023

If you are assigning an Incomplete (I) grade for the Fall 2023 semester, you can communicate with your students and enroll them in the Incomplete Grade Recovery Session that will take place during the Winter Session 2023, which runs from Dec. 18, 2023 through Jan.19, 2024. Upon enrollment, your students will be assigned a Recovery Success Coach who will communicate with you and your students to recover the incomplete work before the Spring 2024 semester begins. Our recommendation is that you require the students to complete their work with the help of a coach before Jan. 19, 2024. Students are more successful often when they are held to an earlier due date, and they can progress and enroll in the upcoming semesters.

In order to enroll your students, please complete the Incomplete Grade Recovery Session [enrollment form](#). It is imperative that you fill this form out completely so the process can begin. All questions can be directed to Dr. Melanie A. Turrano, Professor of English and Coaching and Commons Coordinator, at mturano@lccc.edu.

Title IX for Higher Education Training

As part of the college's annual sexual violence awareness trainings, this year's Title IX online training will again be provided by Knowbe4 and will consist of three online trainings.

Knowbe4 is a single sign-on system that will enable to you log in using your portal username and password.

This training is mandatory for all employees and must be completed annually. The deadline for completing all three trainings is Friday, Dec. 15, 2023.

You will be notified via email on Monday, Nov. 27, from Knowbe4, the following trainings:

- Title IX Part 1: Requirements and Responsibilities (approx. 8 minutes in length)
- Title IX Part 2: Recognizing Misconduct (approx.11 minutes in length)
- Title IX Part 3: Reporting and Response (approx. 14 minutes in length)

All three online trainings must be completed by Dec. 15, 2023. Your participation and completion of these trainings will be automatically logged by the Knowbe4 system.

If you have any questions regarding the training material, please contact Donna Williams, Director of Human Resources, via email at equity@lccc.edu or 610-799-1107.

SPORTS & WELLNESS

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

Hot Cocoa and Cider Day – Wednesday, Jan. 17

Virtual Office Bingo – Wednesday, Jan. 24

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

Wellness Center Hours

Please check [our website](#) or [our new Facebook page](#) for updates and upcoming events.

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