The Home **December 12, 2024 ANNOUNCEMENTS** Submit Your College Voice

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

News

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

President's Desk December 2024 State Board of Higher Education

Events "This Week" Student Newsletter Anonymous Online Reporting

your creative ideas into reality. Whether it

beyond, our staff will work with you to get the best results. Submit Your Marketing Project Request Minutes

is an event, a new program, a website

update, a social media campaign or

President's Cabinet Leadership Team Academic Council

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.

Friday. Wellness Center Fall Hours and Sunday: CLOSED.

President's Cabinet Members Open Office Hours President Dr. Ann D. Bieber Appointments can be made via Zoom.

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.

1st and 3rd Thursdays from 10 to 11 a.m.

and 2nd and 4th Fridays from 9 to 10

VP Stefanie Nester

a.m. Email Maria

Bowen at mbowen4@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 jrowlands@lccc.edu to schedule a meeting. Interim Dean Eike Reichardt

CIO Joshua Mitchell Tuesdays from 11 a.m. to noon. Email JMitchell10@lccc.edu to schedule online meeting. Dean Scott Aquila Email Saquila@lccc.edu to schedule an online or face-to-face meeting.

Tuesday, Jan. 21, and will include a wide-ranging update from Dr. Bieber; the Executive Team; Scott Aquila, Melanie Turrano and Jennifer Myskowski,

steering committee co-chairs for our Self-Study Design for the Middles States re-accreditation process. The forum will be held in the Community Services

State of the College Forum Set for Jan. 21

Center ballroom. Although a virtual option is available, everyone is encouraged to attend the forum in person to build energy together at the beginning of the semester and promote collegiality as we embark on the integral accreditation process. Come early for a continental breakfast starting at 8:30 a.m. and catch up with colleagues in preparation for a busy spring semester. Information will be provided on the newly formed State Board of Higher Education, legislative updates, the Governor's 2025 upcoming budget address, the college's budget, facilities renovations, public safety updates, enrollment,

The spring semester State of the College forum is scheduled for 9 - 11 a.m.,

enrolled, workforce). The Executive Team update will be followed by a presentation on Middle States accreditation.

information technology developments, and academic programs (new, low

Testing Center Winter Break Hours of Operation The Testing Center hours for Dec.16 - 23 and Jan. 2 - 10 will be: Mondays through Thursdays: 8 a.m. - 6 p.m. Fridays: 8 a.m. - 5 p.m. Holiday Breakfast - Thank You

Thank you to everyone who joined the LCCC Spirit Committee for our Candy

Services Center. Attendees enjoyed a delicious assortment of breakfast items

Cane Lane Holiday Breakfast on Wednesday, Dec. 11, in the Community

and pastries from Obrien's Catering, connected with colleagues across all

departments and made wonderful memories surrounding the holiday season. Raffle winners were contacted directly. A huge thank you as well to all the volunteers on the Spirit Committee for making this event such a success!

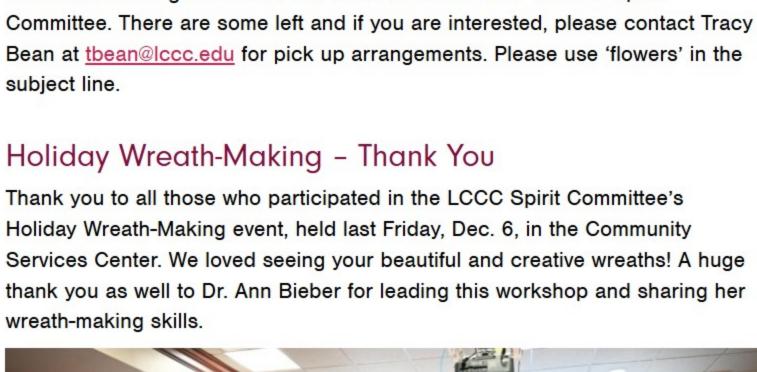


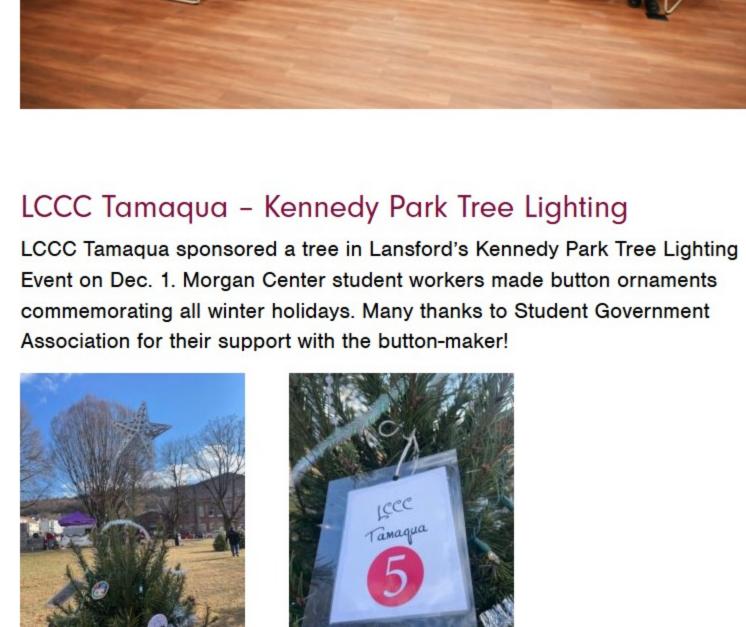
tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu. Holiday Hope Chests Exceeds Donation Goal

able to deliver 45 gifts to the Lehigh Valley Volunteer Center! These gifts will be distributed to children in the Lehigh Valley over the holiday season. Thank you for helping us bring joy to others and supporting this community service project.

The Student Government Association would like to thank everyone who

Dried Flowers Available in the President's Office Many thanks to Deepika Khilnaney for donating beautiful dried hydrangeas for the wreath making event held last week with Dr. Bieber and the Spirit





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

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.

Human Resources News

New I-9 Form

slips, trips and falls.

All New Employees:

Digital Badges

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

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

No employee shall transport another employee/student to an emergency facility or hospital.

The college's online training program is specifically designed for the busy professional but

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

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.

Faculty and staff will have the opportunity to receive digital badges to display on Linkedln,

to continued learning. A number of different badges are available to anyone who completes

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

the required training or series of trainings. The training requirements for each badge are

for them please contact onlinelearning@lccc.edu.

email signature and other areas, highlighting their professional achievements and commitment

self-study process through the Middle States Commission on Higher Education, we invite the college community to participate in a brief survey about institutional priorities. We need your input to identify our priorities for the self-study process.

The survey will be live from Dec. 9-18, and the entire college community is

The institutional priorities will guide our Self Study Design and are evaluated

within the self-study process and final report. The institutional priorities will

encouraged to complete it with your feedback. Access the survey here.

align with the college's mission, vision, and strategic plan. The Self-Study Design document is due Feb. 14, 2025. Thank you for your time as we work together on the college's Middle States accreditation.

1 to Dec. 14) is Dec. 16, by 9 a.m. The first pay of 2025 will be on Jan. 2, 2025. All timesheets for the period of Dec. 15 to Dec. 28 are to be submitted on Dec. 19, by 9 a.m. and approved by the supervisor by 12 p.m.

For detailed holiday information, please refer to LCCC's Policies and

Regulations Manual and/or Faculty/Staff Collective Bargaining Agreements.

LCCC Holds Extra Hours to Help Students Register for

For the convenience of students who are registering for the Spring 2025

following pay to be disbursed on Jan. 18, 2025.

Spring 2025 Semester

register or make payment online.

COACHING COMMONS

New phone? Update MFA

please visit - How to Enroll in Okta Verify.

Payment Processing for December

🔼 Success

Coach

below.

Light

semester, LCCC will hold special enrollment days during the holiday break in December and on two Saturdays in January. Students can make appointments to meet with staff for any of these days, from 9 a.m. to 3 p.m.: Friday, Dec. 27 (in person at main campus in Schnecksville and sites in Tamaqua and Allentown) Saturday, Jan. 18 (virtual only) Saturday, Jan. 25 (virtual only) The 14-week spring session starts Jan. 24 and ends May 17, 2025. In addition,

LCCC offers several accelerated spring semester options. There are two 7-

week sessions - the first is held from Jan. 24 through March 14 and the

During enrollment days, staff in Student Services will be available to help

students by phone or via zoom. Students can also receive assistance through

Academic Advising – 610-799-1137 or adviseme@lccc.edu prior to Dec. 23.

email. To make appointments to meet with staff, use the contact information

second runs March 28 to May 17. A 10-week option begins Feb. 28.

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

Would you like to reflect upon Dr. Martin Luther King's words of hope, peace and love? If so, please consider receiving an inspiring email (January 20-23), featuring a quote, reading or short video to highlight Dr. King's message. Shine His Light will culminate on Thursday, Jan. 23 from 12-1 p.m., with a

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 Commons Coordinator, at mturrano@lccc.edu.

reach out to Accounts Payable at ap@lccc.edu if you have any questions. Review Employee Address To ensure accurate communication regarding payroll (W-2) and other LCCC correspondence, please review your profile information in Bannerweb Employee Self Service. To update a home address, please complete a Residency Certification Form and submit to LCCC's HR department. Please note there is a form for main campus and one for other campus sites.

to the Finance Office no later than Monday, Dec. 16, by 5 p.m.

Reminder! If you receive a new phone this holiday season, you'll need to

update your MFA app before discarding your old phone. For additional steps,

Accounts Payable will process the last check run for 2024 on Thursday, Dec.

19. Please have any invoices that need to be paid before the end of the month

the application.

Weekly Yoga

Main Campus Form

Other Campus Sites Form

Wellness Center Winter Hours Wellness Center winter hours will be Monday, Dec. 9 through Thursday, Jan. 23 from 10 a.m. - 2 p.m. The Wellness Center will be closed on the following dates: Monday, Dec. 23 through Wednesday, Jan. 1

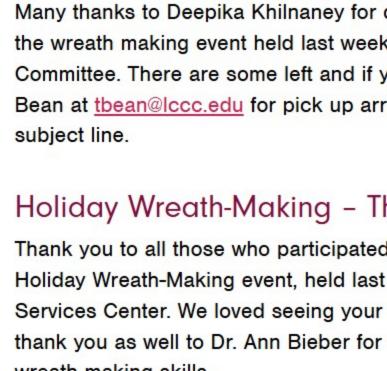
Wednesday, Jan. 8 - Virtual Office Bingo Friday, Jan. 24 - Spirit Day: LCCC Swag

> Right To Know Nondiscrimination **Employment Student Consumer Information** Sitemap

Registration Status Reports To view registration status reports, go to the Institutional Research link on Faculty

Join the LCCC Spirit Committee for virtual office bingo on Wednesday, Dec. 18, from 12 - 1 p.m. by signing up here! This event is limited to the first 25 sign-ups. For more information, contact Tina Dowling-Hackett at

donated and supported the 2024 Holiday Hope Chest Community Service Project. Because of your generosity, we exceeded our donation goal and were





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! Slip, Trip and Fall Prevention

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.

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.

REMINDERS Input Requested as Accreditation Process Begins As we prepare for the accreditation and

Estimated hours will be required to meet this deadline. Should estimated hours not equal the actual hours worked, the variance must be adjusted in the

You can also schedule an advising appointment online. Admissions – 610-799-1575 or <u>admissions@lccc.edu</u> Business Office – 610-799-1592 or bursar1@mymail.lccc.edu Financial Aid – 610-799-1133 or finaid@mymail.lccc.edu Registration and Student Records – 610-799-1171 or

to the LCCC community entitled Restore: Offerings to Inspire Compassionate Conversations. To begin, in January 2025, we will celebrate Martin Luther King Day with a weeklong event: Shine His Light!

Success Coach who will communicate with you and your students to recover the incomplete work before the Spring 2025 semester begins. We strongly urge you to require that students complete their work with the help of a coach before Jan. 17, 2025. Students are more successful when they are held to an earlier due date, and they can progress and enroll in the upcoming semesters.

during the Winter Session, which begins on Dec. 16, 2024 and ends on

January 17, 2025. Upon enrollment, students will be assigned a Recovery

requested amount, but will not exceed the amount budgeted annually by the college. Click here for more information including the criteria, deadlines, and

Strategic Innovation Grant Now Open The Strategic Innovation Grant is designed to encourage faculty and staff innovation to enhance the lives of our students and college community and improve educational delivery. Consideration will be given to progressive,

inventive, creative ideas that transform curriculum, college activities, student

life, partnerships, and/or support services. Funding is available for projects

requiring less than \$22,795. The amount awarded may differ from the

Starting in the spring semester, weekly yoga classes will be held in Berrier Hall, Dance Room. Classes will be every Thursday at 2:30 p.m. Email LTimony@lccc.edu to register.

Page 1

College Voice - Lehigh Carbon Community College

Board of Trustees

Courier services Monday through Friday to all sites.

Library Hours 7:30 a.m - 5:00 p.m., Monday through Monday through Thursday: 9 a.m. - 5 p.m.; Friday: 10 a.m. - 3 p.m.; Saturday *All hours subject to change.

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 at vblue@lccc.edu to schedule a Hangouts meeting.

Wednesdays from 3 to 5 p.m. Email EReichardt@lccc.edu to schedule

View Previous College Voice Editions **Quick Links**

> Report Safety and Security Concerns Sexual Harassment and Sexual Violence **Marketing Project Requests** LCCC's College Relations staff can turn

and Staff Resources.

Bookstore Hours Monday-Thursday: 9 a.m.-5 p.m.; Friday: 9 a.m.-1 p.m.; Saturday and Sunday: CLOSED.

VP Larissa Verta

Mondays from 3 to 5 p.m. Email KTrahan@lccc.edu to schedule an online meeting.

Working @ LCCC **Duplicating Center and Mail Room**

online meeting. Dean Dr. Kelly Trahan

Spirit Committee! December January

Schnecksville, PA. 18078 610-799-2121 Join the Conversation X f □ in J ⊙ ••

Contact Us

Weather Alerts Policies & Procedures

Wednesday, Dec. 18 - Virtual Office Bingo Wednesday, Jan. 29 - Hot Cocoa and Cider Day For questions about any upcoming events, please reach out to Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu. News Lehigh Carbon Community College 4525 Education Park Drive **Events** Bookstore Accessibility Statement

ADMINISTRATIVE UPDATES 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 Quick Reference for Medical Emergencies on Campus

View the November edition of the Online Learning Newsletter. This edition includes

Payroll Notification: Jan. 2, 2025 Pay Date The time card submission deadline for pay date Dec. 19. 2024 (period of Dec.

The Bookstore on the Schnecksville campus will be open for in-store shopping over the winter break with modified store hours. Hours are available online. All tuition payments are due at time of registration. Current students can

Friday, Jan. 3 will be the first Accounts Payable check run for 2025. Please

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

Captured by FireShot Pro: 12 December 2024, 09:05:50 https://getfireshot.com

SPIRIT & WELLNESS

passwords when their testing is available. Students can also order textbooks and supplies online. An Invitation: Spring 2025 Inclusion Event - Shine His During the Spring 2025 semester, a series of Inclusion Events will be offered gathering for personal and collective reflections of Dr. King's eternal relevance. To indicate your wish to participate and receive a daily email from January 20-23, please complete this Google form by Jan. 9. Incomplete Grade Recovery Session for Fall 2024 If you are assigning an Incomplete (I) grade for the Fall 2024 semester, you can communicate that with your students and

enroll them in the Incomplete Grade

Recovery Session that will take place

Privacy and Terms of Use | © 2024 Lehigh Carbon Community College