

December 14, 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 [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
9 a.m. – 5 p.m., Monday through Friday*
*Subject to change

President's Cabinet Members Open Office Hours

President Dr. Ann D. Bleher
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., or email Larissa.Verta@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@lccc.edu to schedule an online meeting.

Dean Peggy Heim
Mondays from 3 to 5 p.m. Email Peggy.Heim@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.

Dean Dr. Andrea Granum-Mosley
Mondays from 1 to 3 p.m. Email Andrea.Granum-Mosley@lccc.edu to schedule via Hangouts.

Interim Dean Elke Reichardt
Wednesdays from 3 to 5 p.m. Email Elke.Reichardt@lccc.edu to schedule an online meeting.

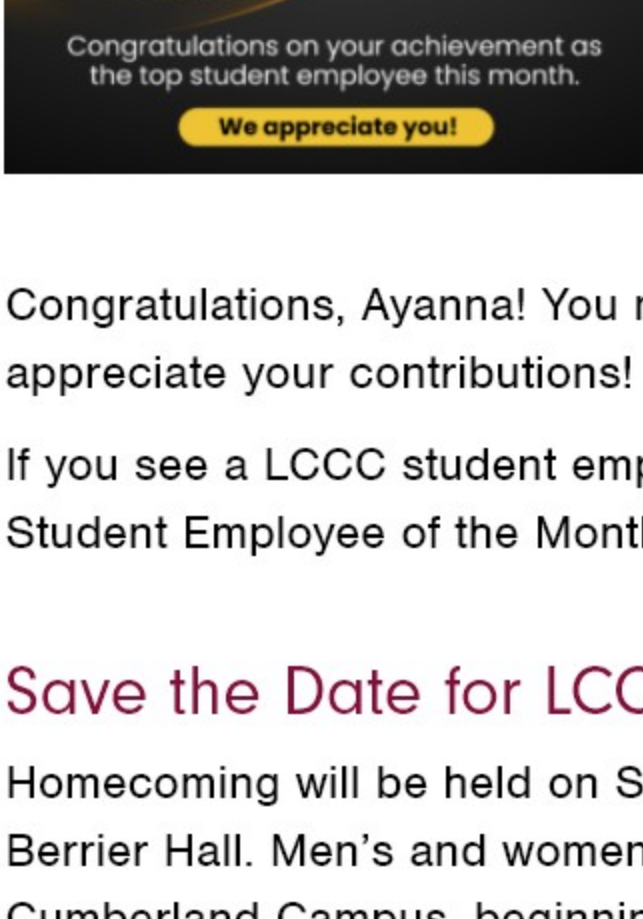
Dean Dr. Kelly Trahan
Mondays from 3 to 5 p.m. Email Kelly.Trahan@lccc.edu to schedule an online meeting.

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

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

ANNOUNCEMENTS

Congratulations to Ayanna Humphrey, LCCC's Student Employee of the Month!



Ayanna is a fantastic asset to LCCC's Donley Center! Ayanna is a delight to work with. She demonstrates excellent customer service skills by greeting students, faculty, and staff with a smile; she is always willing to answer their questions and concerns. She exudes a professional demeanor that elevates the office environment. She is meticulous when completing tasks and offers suggestions to improve our services, which adds tremendous value to our team.

Congratulations, Ayanna! You make a great impact with your work, and we appreciate your contributions!

If you see a LCCC student employee doing stellar work, nominate them for Student Employee of the Month using this [form](#).

Save the Date for LCCC Homecoming

Homecoming will be held on Saturday, Jan. 20, 2024 from 12 – 4 p.m. in Berrier Hall. Men's and women's basketball will play Rowan College, Cumberland Campus, beginning at 12 p.m.

Women play at 12 p.m. Men play at 2 p.m. There will be an alumni game after the men's game.

A free t-shirt will be given to the first fifty people.

For more info please contact JoEllen Rooney at jrooney@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.

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.

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. [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/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 enable 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

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 OM 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, Cherrynn Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

REMINDERS

Winter Safety Tips from LCCC Environmental 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.

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

Thursday, Jan. 11

Monday, Jan. 15

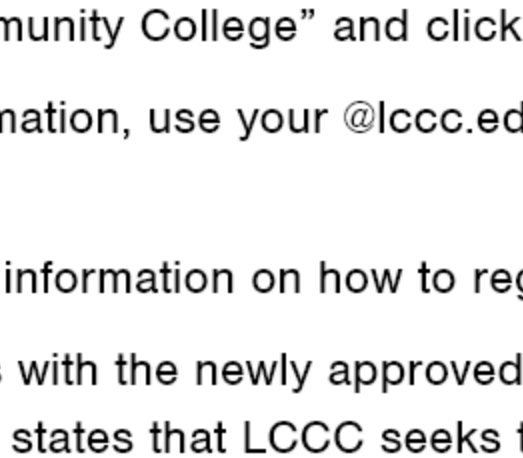
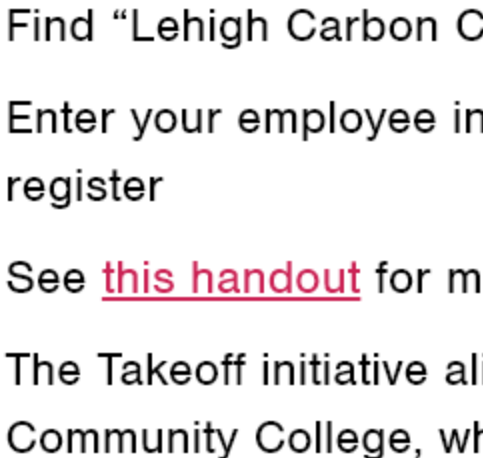
Thursday, Jan. 18

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 to thank the team members; Mary Kovalchick, Jessie Heimann, Kathleen Mayberry, James Ayrton, and Angel Mulero-Collazo 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.

Vote for LCCC's Tree!

LCCC Tamaqua 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 includes a group DEI research topics. It videos on various DEI research board for 15 participating university colleges to post best practices, questions and exchange perspectives. All employees at our institution must sign up for platform access. Please take a moment to do so.

Signing up is easy:
Go to equityconnect.usc.edu

Click "sign up"

Find "Lehigh Carbon Community College" and click next

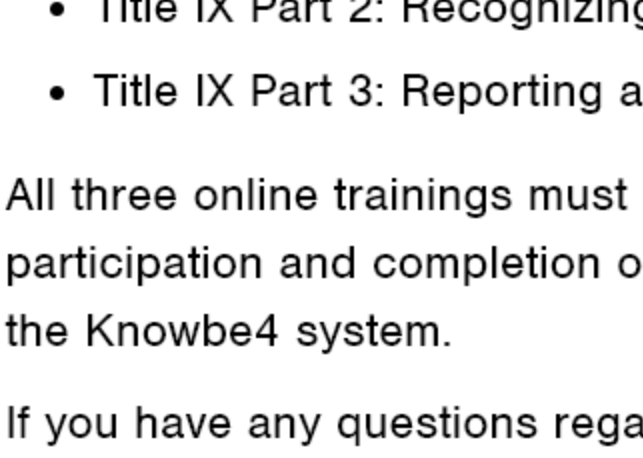
Enter your employee information, use your @lccc.edu domain email, and click register

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](#).

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 Commons Coordinator, at mturrano@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 you to 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, Title IX/Equity Coordinator at 610-799-1107.

SPIRIT & 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 vhertzog@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.