### 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

**December 16, 2024** 

Submit Your College Voice News

All College Voice submissions are due by

# attachments in your submission are

Page 1

College Voice - Lehigh Carbon Community College

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

apply. Please ensure all applicable links and attachments are included in your submission, and all information, links and correct and accurate. Thank you, Office of College Relations College Voice Submission View Previous College Voice Editions

**Quick Links** 

President's Desk December 2024 State Board of Higher Education **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

the best results. Submit Your Marketing Project Request Minutes Board of Trustees

President's Cabinet Leadership Team Academic Council

through Thursday; 8 a.m. - 5 p.m., Friday. Courier services Monday through Friday to all sites. **Bookstore Hours** 

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

CLOSED.

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 Dr. Ann D. Bieber Appointments can be made via Zoom. Email Tracy Bean at tbean@lccc.edu to schedule an online meeting.

10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email jtaschler@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 at mbowen4@lccc.edu to

at vblue@lccc.edu to schedule a

Access virtual office hours on Mondays

Hangouts meeting.

**VP Larissa Verta** 

Mondays from 3 to 5 p.m. online meeting. **CIO Joshua Mitchell** Tuesdays from 11 a.m. to noon. online meeting.

your creative ideas into reality. Whether it

beyond, our staff will work with you to get

is an event, a new program, a website

update, a social media campaign or

## must be received by Tuesday, Dec. 17, at 10 a.m. Good luck!

Snowflakes are in the air! Snowflake pretzels that is. To be entered in a

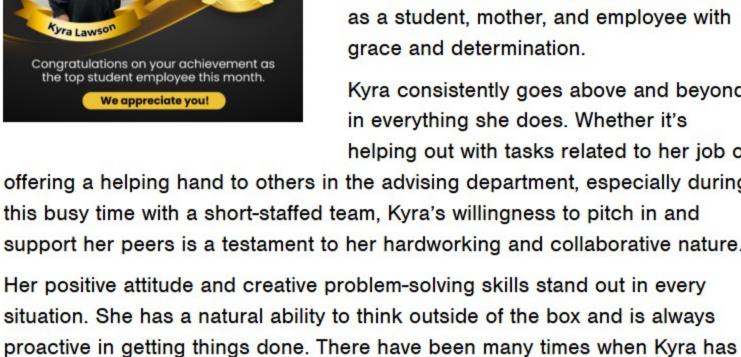
with "Snowflakes" in the subject line to Tdowlinghackett@lccc.edu. Entries

**ANNOUNCEMENTS** 

drawing for a tin of white chocolate-covered Snowflake Pretzels, send an email

### December 2024 - Student Employee of the Month: Kyra

Lawson We are excited to announce Kyra Lawson Lehigh Carbon Community College as our Student Employee of the Month! Student Employee of the Month Kyra has truly proven herself to be an invaluable member of the KEYS program. STUDENT EMPLOYEE OF THE MONTH



fast-paced environment!

**Pretzel Giveaway** 

as a student, mother, and employee with grace and determination. Kyra consistently goes above and beyond in everything she does. Whether it's helping out with tasks related to her job or situation. She has a natural ability to think outside of the box and is always

Since joining, she has demonstrated

unwavering dedication, juggling her roles

offering a helping hand to others in the advising department, especially during this busy time with a short-staffed team, Kyra's willingness to pitch in and support her peers is a testament to her hardworking and collaborative nature. Her positive attitude and creative problem-solving skills stand out in every

Kyra, your contribution has made a real difference, and we couldn't be more grateful to have you as part of our team. You are the kind of person who makes the KEYS program a better place for everyone around you. Please take a moment to congratulate Kyra on being our Student Employee of the Month. We are so proud of you. Keep up the amazing work!

even helped us remember important tasks, which is a huge asset in such a

Also, LCCC faculty, students, staff and administration: to nominate a student employee please complete the <u>nomination form</u> to recognize a student employee's (Student Employee or Work Study) outstanding contributions and achievements in their position while pursuing their higher education.

Daniel Melin, Social Media Specialist and Content Developer in the Office of College Relations, recently completed his Master of Fine Arts in Popular Fiction Writing and Publishing from Emerson College. Congratulations, Danny!

LCCC Foundation Motivational Evening with Rocky The LCCC Foundation is proud to announce that the Motivational Evening with Rocky Bleier brought in over \$10K for LCCC scholarships for veterans. On a

beautiful November night at the historic Glasbern Inn, 115 guests enjoyed an

# Rocky engaged with the guests, answering questions, signing autographs and



**BannerWeb** 

**Student** 

**Alert** 

Updates to myLCCC Tiles Season's greetings, myLCCC users! On Tuesday, Dec.17, we will be updating the names of various tiles in myLCCC. These changes are shown below: BannerWeb → 'Self Service'

Alert → 'Messages'

Omnilert Notification System → 'Emergency Alerts'

The 2025 bus has been reserved for Saturday, Dec. 6. Tickets will be

advertised in late September via the alumni newsletter and in College Voice.







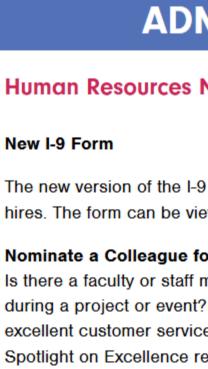


Self Service: Student

Messages

**Emergency** 

**Alerts** 



Slip, Trip and Fall Prevention

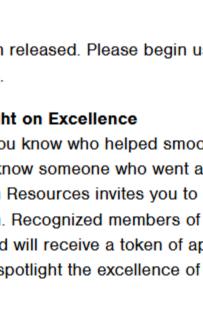
slips, trips and falls.

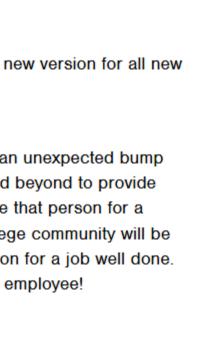
All New Employees:

FERPA – Privacy and Security Awareness Protected Classes – Intro to Discrimination

edition contact us at Onlinelearning@lccc.edu.

Online Learning Courses Available





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.

### 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

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

Safety at x1169 to inform them you called 911. Public Safety will report to where the injured

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.

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

Register online for our live and self-paced trainings. Trainings include: Canvas Course

Certification, Remote Course Certification, Excellence in Instruction, Zoom, Canvas Studio,

events around the Lehigh Valley this month. If you have any questions about anything in this

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

**REMINDERS** 

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

information technology developments, and academic programs (new, low enrolled, workforce). The Executive Team update will be followed by a presentation on Middle States accreditation. **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.

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 encouraged to complete it with your feedback. Access the survey here. The institutional priorities will guide our Self Study Design and are evaluated within the self-study process and final report. The institutional priorities will align with the college's mission, vision, and strategic plan. The Self-Study

Input Requested as Accreditation Process Begins

As we prepare for the accreditation and

States Commission on Higher Education,

self-study process through the Middle

An Invitation: Spring 2025 Inclusion Event - Shine His During the Spring 2025 semester, a series of Inclusion Events will be offered to the LCCC community entitled Restore: Offerings to Inspire Compassionate To begin, in January 2025, we will celebrate Martin Luther King Day with a weeklong event: Shine His Light! Would you like to reflect upon Dr. Martin Luther King's words of hope, peace

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

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,

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.

LTimony@lccc.edu to register.

Spirit Committee Upcoming Events

Wednesday, Jan. 8 - Virtual Office Bingo Friday, Jan. 24 - Spirit Day: LCCC Swag Wednesday, Jan. 29 - Hot Cocoa and Cider Day

Captured by FireShot Pro: 16 December 2024, 09:17:55 https://getfireshot.com

News **Events** 

Bookstore

Contact Us

Accessibility Statement

Policies & Procedures Right To Know Nondiscrimination **Employment Student Consumer Information** 

Weather Alerts

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Registration Status Reports Daniel Melin Earns M.F.A. To view registration status reports, go to the Institutional Research link on Faculty and Staff Resources. Working @ LCCC **Duplicating Center and Mail Room** Bleier Service Window Hours 8 a.m. - 5 p.m., Monday through Friday. **Lobby Hours** 7:30 a.m. - 7 p.m., Monday

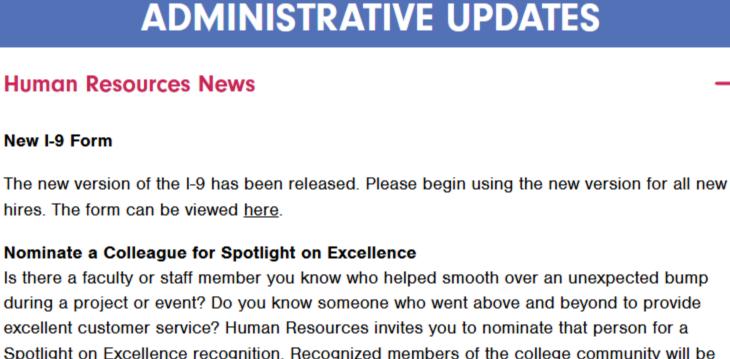
**Library Hours** 

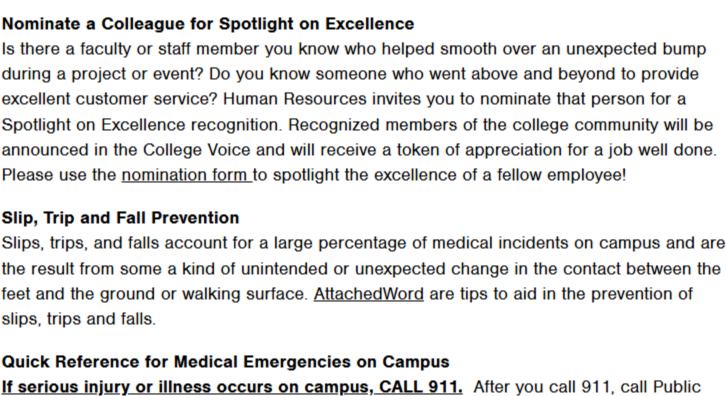
Monday-Thursday: 9 a.m.-5 p.m.; Friday: 9

**President's Cabinet Members Open Office Hours** VP Dr. Cindy Haney 1st and 3rd Mondays from 4 to 5 p.m.

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





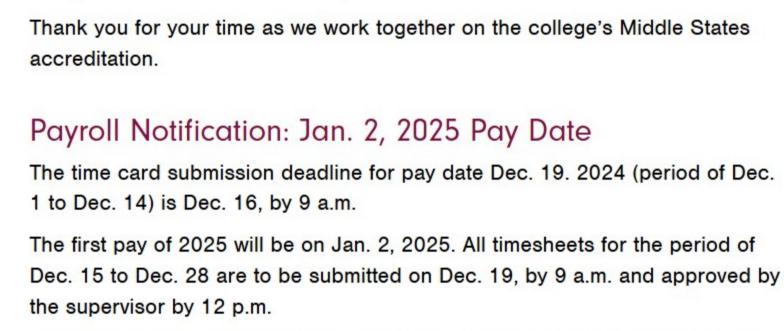


Intro to Diversity, Equity, and Inclusion in the Workplace Creating Strong Password – Security Awareness Training B. Run-Hide-Fight Video To view this video, go to the Department of Public Safety website page and click on the Run-

development, professional development, and other tools/topics. the required training or series of trainings. The training requirements for each badge are

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.

Holiday Hope Chests Exceeds Donation Goal The Student Government Association would like to thank everyone who donated and supported the 2024 Holiday Hope Chest Community Service



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

Design document is due Feb. 14, 2025.

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 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.

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, please visit - How to Enroll in Okta Verify. Payment Processing for December

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

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

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

Main Campus Form Other Campus Sites Form **SPIRIT & WELLNESS** 

**December Virtual Bingo** 

Weekly Yoga 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

The Wellness Center will be closed on the following dates: Monday, Dec. 23 through Wednesday, Jan. 1

Join the LCCC Spirit Committee for virtual office bingo on Wednesday, Dec.

18, from 12 - 1 p.m. by signing up <a href="here">here</a>! This event 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.

Lehigh Carbon Lehigh Carbon Community College 4525 Education Park Drive Schnecksville, PA. 18078 610-799-2121 Join the Conversation X f □ in J ⊙ ••

from 3 to 5 p.m.; Tuesdays from 9:30

evening listening to the honorable Rocky Bleier, former four-time Super Bowl running back for the Pittsburgh Steelers. His message of courage, overcoming obstacles and his fight and determination was enjoyed by all. Afterwards, taking photos.

and 2nd and 4th Thursdays from 4 to 5 p.m. Email Ronnie Blue

Email KTrahan@lccc.edu to schedule an Email JMitchell10@lccc.edu to schedule **Dean Scott Aquila** Email Saquila@lccc.edu to schedule an online or face-to-face meeting.

Blooms Taxonomy, and more! Office Hours Schedule a meeting with Rachel Peters to ask any questions on training, course **Digital Badges** outlined on the **flyer.** If you have any questions about the digital badges or the requirements for them please contact onlinelearning@lccc.edu.

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,

Project. Because of your generosity, we exceeded our donation goal and were 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.



🔼 Success

Coach

at mturrano@lccc.edu.

New phone? Update MFA

Incomplete Grade Recovery Session for Fall 2024 COACHING COMMONS 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

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

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

Success Coach who will communicate with you and your students to recover

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

the incomplete work before the Spring 2025 semester begins. We strongly

Wellness Center Winter Hours Wellness Center winter hours will be Monday, Dec. 9 through Thursday, Jan. 23 from 10 a.m. - 2 p.m.

Mark your calendars for these upcoming events, brought to you by the LCCC Spirit Committee! December Wednesday, Dec. 18 - Virtual Office Bingo January

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

Sitemap