



December 21, 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: 9 a.m.-5 p.m.; 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 Stearn at tstearn@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 chaney@lccc.edu to schedule a 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 Nester
1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email snester@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, 9 to 9 a.m. or 4 to 5 p.m. Email jrowlands@lccc.edu to schedule a meeting.

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

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

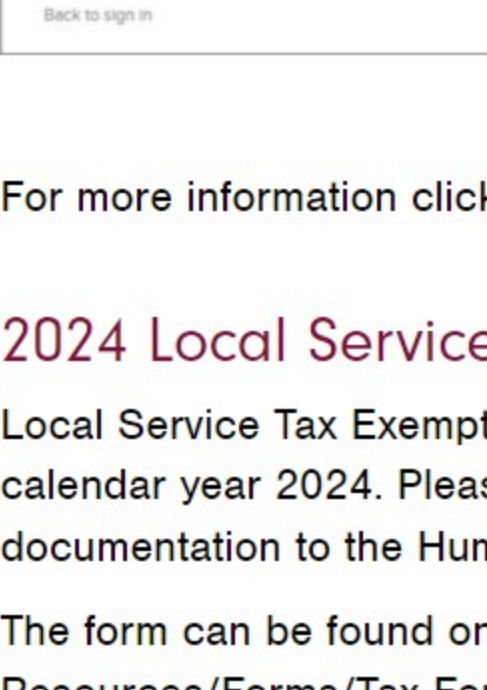
Dean Dr. Kelly Trahan
Mondays from 3 to 5 p.m. Email ktrahan@lccc.edu to schedule an online meeting.

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

LCCC Identity Upgrade Notice: Changes to Login



On Thursday, Dec. 20, updates were applied to LCCC Identity. Due to the upgrade, when you log into LCCC Identity for the first time on a web browser, you will be presented with the following screen. This screen will come up each time you log in with a different web browser.

When you go to log into LCCC Identity you will be prompted to choose your option for multi factor authentication (MFA). NOTE: Depending on which authentication methods you use, you may not see all of the options listed.

For more information click [here](#).

2024 Local Services Tax Exemption Form

Local Service Tax Exemption Certificate forms are now being accepted for calendar year 2024. Please forward completed forms along with required documentation to the Human Resources office.

The form can be found on the intranet under Faculty & Staff Resources/Forms/Tax Forms.

Poinsettias Available

The President's Office has poinsettias available to take home for the holidays. Stop by SSC 113 – first come, first served.

Testing Center Winter Break Hours of Operation

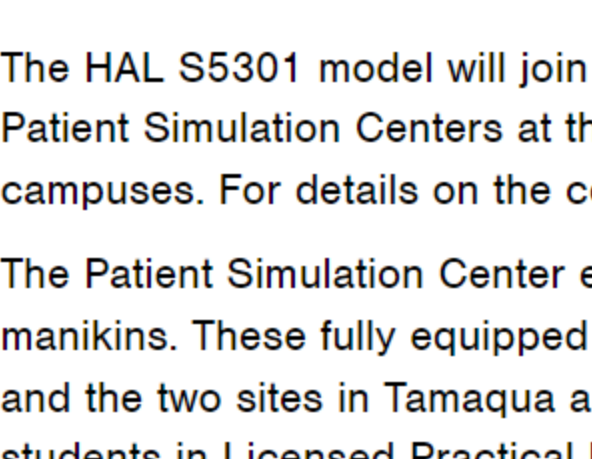
The Testing Center's hours of operation will be 8 a.m. to 5 p.m. on Dec. 21. The Testing Center's hours of operation will be 8 a.m. to 6 p.m. Monday through Thursday, and 8 a.m. to 5 p.m. on Friday, from Jan. 2 through Jan. 19, 2024.

Purchasing/Finance Forms Quick Reference

Staff in the Finance Office have been working to address questions regarding the use of the various Finance and Purchasing forms. We've developed a new, centralized resource within the Finance web site by offering the forms Quick Reference that can be accessed [here](#).

The Quick Reference provides guidance on forms related to travel approval, travel expenses/reimbursement, external vendor and Bookstore payments, contracts, and Purchasing card transactions. If you deal with Finance or Purchasing Office forms on a regular basis, please review the reference and bookmark the page. Please contact Mary Decker at x.1738, Maria Bowen at x.1884 or Joe Hardenberg at x.1151 with any questions.

LCCC Adds State-of-the-Art Nursing Manikin



LCCC is adding one of the world's most advanced interdisciplinary patient simulators to its Health Care Patient Simulation Center.

The school is one of only two colleges in the tri-state area of Pennsylvania, New Jersey and New York to include the state-of-the-art HAL S5301 high fidelity manikin in its student health care labs. Purchased with funding through a Perkins Grant, the HAL S5301 features conversational speech enhanced by artificial intelligence, providing live interactions with students in addition to the ability to simulate stroke symptoms such as facial droop and robotic arm movement. The manikin also has ultrasound capability.

The HAL S5301 model will join 12 other high fidelity manikins in the LCCC Patient Simulation Centers at the Schnecksville, Tamaqua and Donley campuses. For details on the center, go to www.LCCC.edu/simlab.

The Patient Simulation Center encompasses both high- and low-fidelity patient manikins. These fully equipped simulation labs, located at the main campus and the two sites in Tamaqua and Allentown, create learning opportunities for students in Licensed Practical Nursing, Registered Nursing, Medical Assistant and Phlebotomy.

The manikins mimic the clinical setting and help build critical thinking by presenting students with situations they will encounter in clinical rotations. These simulators can be pre-programmed with scenarios to mimic a wide variety of conditions, allowing students to learn about anesthesia, obstetrics and gynecology, internal medicine, pediatrics, and emergency medicine, to name a few.

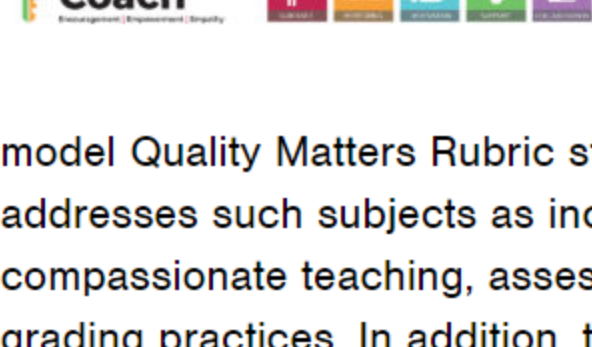
In addition, low fidelity simulators allow students to practice their skills to learn to take blood pressure, listen to heart sounds, and take pulses. They learn skills in areas such as history, gastro, tracheotomy and nasogastric tubes.

The labs connect classroom learning with real-life clinical experience and help students build confidence as they learn to interview and care for patients.

Nursing programs are currently accepting applications for 2024. The ADN, LPN to RN, and PN application deadline for Summer 2024 is due by February 1, 2024. The ADN and LPN to RN application deadline for Fall 2024 is due by June 1.

For more information regarding the nursing program at LCCC, contact Karen Clark, Director of Nursing, at kclark@lccc.edu or www.LCCC.edu.

Excellence in Instruction Course for Faculty - Spring 2024



The Excellence in Instruction course at LCCC is an online and student-centered orientation for faculty that highlights the best teaching practices and policies promoted by the college. Designed to model Quality Matters Rubric standards for online instruction, the course addresses such subjects as inclusive classrooms, course management, compassionate teaching, assessments, instructor workloads, and transparent grading practices. In addition, the course includes videos and assignments from some of LCCC's most respected instructors to inspire and provide practical and course-ready materials to be used as needed in individual instructor's classes no matter the mode of teaching employed.

While the course is self-paced and asynchronous, faculty have the opportunity to interact with their colleagues via discussions and interactive assignments. If you are seeking inspiration, new pedagogical approaches to teaching, and practical assignments to enliven your classrooms and improve student-faculty communications, complete [this form](#) to sign up for access to the course. It is delivered via LCCC's Canvas LMS, and participants receive certificates of completion for professional development, in addition to personal enrichment. All faculty are welcome and receive an electronic badge upon successful completion. The course runs this spring from February 5, 2024 – March 8, 2024.

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 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, Cherrynn Joseph, Floraba Melendez, Michael Owen and Timothy Shoemaker.

REMINDERS

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/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.

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Intro to Diversity, Equity, and Inclusion in the Workplace
Creating Strong Password - Security Awareness Training

B. Run-Hide-Fight Video
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If you have any questions, please contact Human Resources at x1107 or x1108.

Some Doors on Schnecksville Campus Change to Exit Only

To improve campus safety and control access to buildings on the Schnecksville main campus, certain doors to campus buildings will transition to exit only. This will change the traffic flow of people entering and exiting buildings and will be completed by the time classes start in January 2024. This change also allows Public Safety to more quickly secure a building in the case of an emergency.

Door entrances and exits have already been addressed at the Tamaqua and Allentown sites. This is the first phase of a larger plan to improve security and address safety issues, as a result of consultation from the Pennsylvania State Police.

Doors selected to be exit only will be those that minimize the impact to traffic flow. This change will have no impact on automated doors or ADA accessibility.

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, and 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.

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.

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.

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. 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](#).

SPiRiT & WELlNESS

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 a break:

Tuesday, Jan. 9
Thursday, Jan. 11
Monday, Jan. 15
Thursday, Jan. 18

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.