



The COLLEGE VOICE

Home

February 15, 2024

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 February 2024](#)
- [LCCC Employment Openings](#)
- [Events](#)
- ["This Week" Student Newsletter](#)
- [Recent Safety and Security Concerns](#)
- [Sexual Harassment and Sexual Violence Anonymous Online Reporting](#)

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**
Monday through Thursday: 9 a.m. – 5 p.m.; Friday: 10 a.m. – 3 p.m.*
*All hours subject to change.

President's Cabinet Members Open Office Hours

President Dr. Ann D. Bieber
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 Vorta
Access virtual office hours on Mondays from 3 to 5 p.m., Tuesdays from 9:30-10:30 a.m., and Thursdays from 9 to 10 a.m. Email Marie.Bowen@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 Marie.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 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 Gramann-Mosley
Mondays from 1 to 3 p.m. Email Andrea.Gramann-Mosley@lccc.edu to schedule via Hangouts.

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

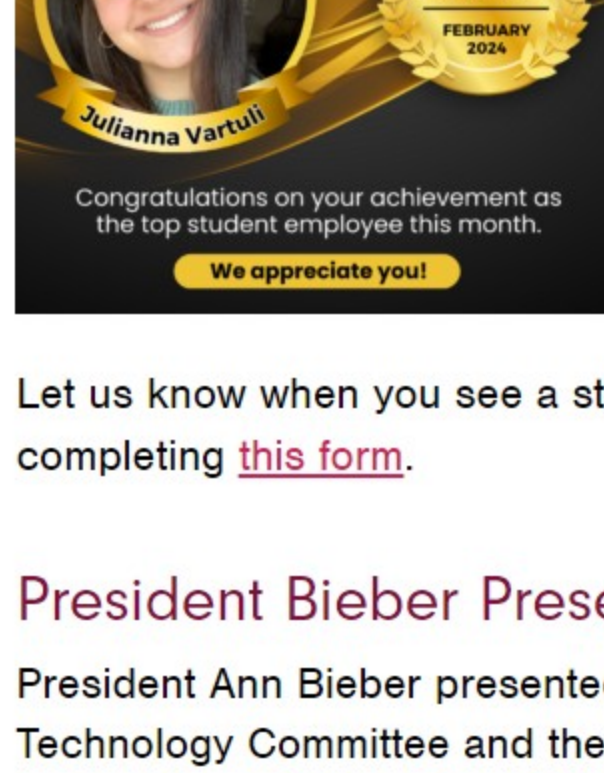
Dean Dr. Kelly Trahan
Mondays from 3 to 5 p.m. Email Kelly.Trahan@lccc.edu to schedule an online meeting.

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

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

ANNOUNCEMENTS

Congratulations to Julianna Vartuli, LCCC's Student Employee of the Month



Julianna excels in her role as the Transfer Student Assistant, ensuring the smooth functioning of the Transfer Advising office. She brings energy, authenticity, and an exemplary work ethic to the workplace, which contributes to a positive and collaborative atmosphere. Her generous spirit and compassionate approach make her an invaluable asset to LCCC.

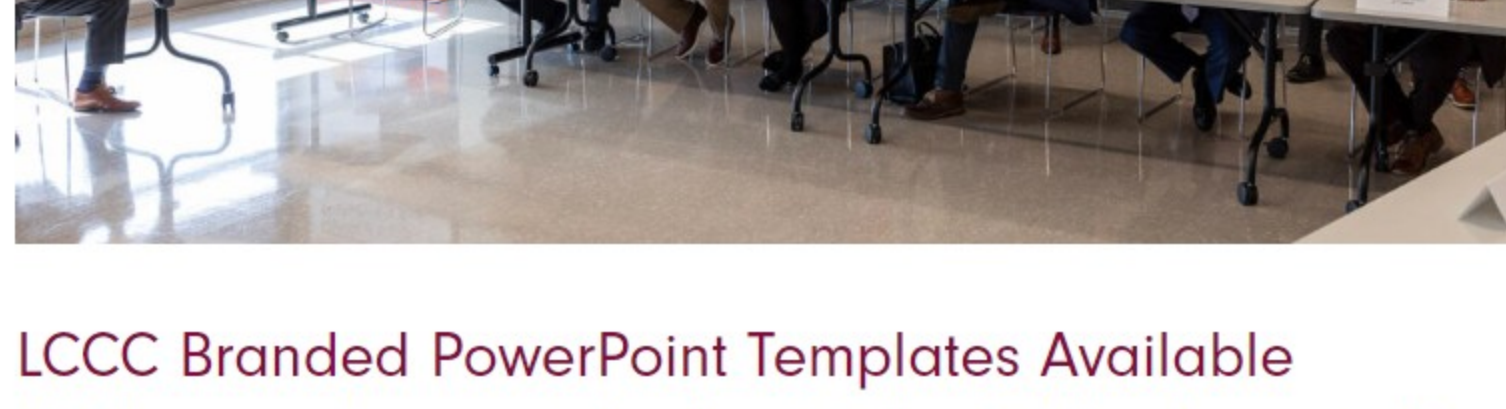
Congratulations, Julianna!

Let us know when you see a student employee doing exceptional work by completing [this form](#).

President Bieber Presents to Senate Committees

President Ann Bieber presented to the Senate Communications and Technology Committee and the Senate Community, Economic and Recreational Development Committee during a roundtable held on Feb. 8. The gathering focused on semiconductor production in the Commonwealth and was hosted by Infinera Corporation's Lehigh Valley facility.

Dr. Bieber presented on LCCC's perspective on the workforce and educational pipeline to support the semiconductor and chip manufacturing industry, as well as how LCCC is preparing our workforce, information about our successes and challenges, and how the Commonwealth can support this important industry and economic driver.



LCCC Branded PowerPoint Templates Available

To help support departments, the office of College Relations has created four branded PowerPoint templates for use. The templates are available for download in the myLCCC portal under Faculty & Staff Resources > College Relations > Templates. All your questions please email collegerelations@lccc.edu.

Spring 2024 Collegewide Department Information Sessions

The Office of Human Resources is excited to invite you to our upcoming Collegewide Department Information Sessions, where you'll have the opportunity to gain valuable insights into our department service areas and latest developments, initiatives, and future plans.

These sessions aim to foster better communication, understanding, and engagement among our dedicated employees, and we encourage our current and new employees to join us for an informative and interactive experience.

These sessions will provide an overview of the department, recent accomplishments, insights into upcoming projects, a chance to ask questions and provide feedback, and networking opportunities with colleagues.

Friday, Feb. 16 – Time: 2-3 p.m.

Click [here](#) to join this session via zoom:

- Department: Finance: AP/Payroll/Budgets/Purchasing/AP & Travel

Presenters:

- Shelley Hanson, Payroll Accountant
- Shannon Helmer, Dir. of Budgeting & Purchasing

- Joe Hardenberg, Purchasing & Contract Manager
- Mary Decker, Accounts Payable Analyst

To view upcoming information sessions, see the [attached word document](#).

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

The Online Learning Team hopes the start of your Spring semester is going well. Check out the [February edition](#) of our newsletter for trainings, the article of the month, our featured outside training (this Semester's Excellence in Instruction with Melanie Turrano) and our Online Learning Badge Recognition earners of the month. Also in the newsletter is how to use the bulk update assignment dates. If you have any questions please reach out to 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.

REMINDERS

Artificial Intelligence Manikin Featured in WFMZ News Story

HAL S5301, the high fidelity manikin in the student simulation health care lab, was featured in a WFMZ news story on Feb. 7. Reporter Rick Holmes interviewed students Tashia Mason and Jenna Medugbon, as well as associate professor Karen Wotring. Watch the segment [here](#).

Donations Needed for the Foundation Spring Bling Bingo

The LCCC Foundation and Alumni Association are in need of gift cards and gift baskets for Spring Bling Bingo in April. If interested, please sign up [here](#).

Faculty Recognition Awards

All faculty, administrators, and staff are invited to nominate a LCCC faculty member whom they believe to be deserving of recognition for the 2023-2024 awards. Click [here](#) to view the memos for each award including criteria, lists of previous award winners, and instructions to submit your nominations.

Finance Training

Do you need help figuring out your budget? Do you have questions about questions or buying products? Are you attending a conference and have questions about travel? We can help! Complete the Finance Training Request Form, located in the "Forms Quick Reference" tab under the Finance Office on the portal and someone will reach out to set up training.

Governor Shapiro's Vision for Unified Public Higher Ed System – Updated Google Folder

In an effort to keep the campus community informed about Governor Shapiro's "Vision for a New, Unified Public Higher Education System," a shared [Google folder](#) has been created where documents and updates will be housed. Anyone with an LCCC email address can access the folder. It will serve as a repository for relevant information as it becomes available.

Staff Award Nominations

The 2024 annual nominations for staff are now being accepted by the Office of Human Resources. The nomination deadline is Friday, March 1, 2024.

The nominated employee should be able to effectively communicate with others, promote a culture of respect to other faculty and staff, and demonstrate integrity through the employee's consistent commitment to professionalism and teamwork at LCCC.

For criteria information and to nominate an employee, click the links below:

- [Administrator of the Year \(includes full and part-time administrators\)](#)
- [Education Support Professional of the Year \(includes full and part-time classified staff\)](#)
- [PT Employee of the Year \(includes part time tutors, student workers, noncredit instructors, and coaches\)](#)

Staff vs. Students Basketball Game Sign-Up

Please join us for our annual Staff vs. Students Basketball game on Wednesday, March 20, from 5:30 – 7 p.m. The game will be four 10 minute periods with a 2 minute break between each and a 10 minute halftime. Please sign-up [here](#). All participants must complete the [waiver form](#) as well. Everyone must be signed up by Monday, March 11. Snow date is Thursday, March 21.

Please contact Brandon Kinsey for more details (610)-799-1181 or brkinsey@lccc.edu.

StART Report

If you are aware of an incident that concerns you – student behavior, violations of the LCCC Code of Student Conduct, academic honesty, threats to harm others, etc., the college has an online reporting tool, StART, for you to make an official report. You can access this by clicking on "StART" in the LCCC Portal under Faculty/Staff Resources. In addition to filing this report, if the circumstances also include a threat of violence or harm to a member of the college community, you should also report that to Public Safety by calling 610-799-1169 as soon as possible. Officers are on campus until 10 p.m. Monday through Thursday. If you have questions regarding StART or to schedule a StART training, please email Associate Dean, Brian DeLong at bdelong2@lccc.edu.

Call for In-Class Visits

Do you want your students to know more about the kinds of tutoring services and other academic support services that are available to them? Consider inviting someone from Educational Support Services to your classroom for a brief presentation.

Faculty who want a guest speaker to briefly talk about Educational Support Services should contact ESS at 610-799-1156 or educationalsupportservices@lccc.edu.

Join LCCC Alumni for a Night Out at the LV Phantoms

Join us for a night of hockey at the LCCC Alumni Nights with the Lehigh Valley Phantoms on Saturday, April 6, at 7:05 p.m. The Phantoms will take on the Cleveland Monsters at the PPL Center. Tickets for the game are \$50 each.

Seats are located in the Sweet Spot Sky Lounge and include a two-hour buffet.

[Click here](#) to purchase tickets.

SPIRIT & WELLNESS

New Wellness Center Spring Hours

The Wellness Center will be open this Spring for the following hours:

Monday-Thursday 9 a.m. – 5 p.m.

Fridays 10 a.m. – 3 p.m.

Saturdays & Sundays- Closed

*All hours subject to change

We will be closed this semester on the following dates:

Friday, Mar. 29

Friday, April 5

Monday, April 8

Tuesday, April 9

Monday, May 6

Monday, May 13

Wednesday, May 15

Friday, May 17

Spring Break hours will be Monday Mar. 11 – Friday, Mar. 15, 10 a.m. – 2 p.m. Summer hours will begin Monday, May 20, times TBA

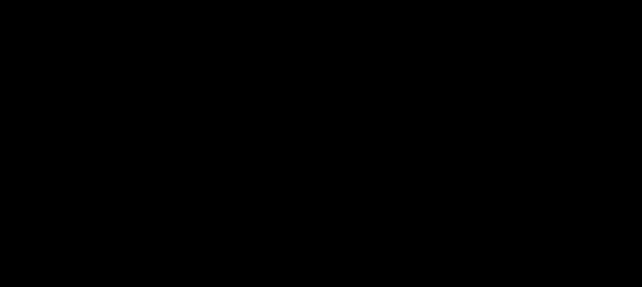
Spirit Committee Upcoming Events

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

February

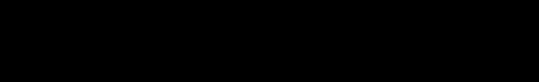
Virtual Office Bingo – Wednesday, Feb. 14

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



Lehigh Carbon Community College
4525 Education Park Drive
Schnecksville, PA 18078
610-799-2121

Join the Conversation



News
Events
Bookstore
Accessibility Statement
Contact Us

Weather Alerts
Policies & Procedures
Right To Know
Nondiscrimination
Employment
Student Consumer Information
Sitemap