### All College Voice submissions are due by 12 p.m. the business day prior to each

March 11, 2024

Submit Your College Voice News

## 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

President's Desk March 2024 LCCC Employment Openings **Events** "This Week" Student Newsletter

Report Safety and Security Concerns Anonymous Online Reporting

Sexual Harassment and Sexual Violence

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

and Staff Resources. Working @ LCCC

**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.

**Open Office Hours** President Dr. Ann D. Bieber Appointments can be made via Zoom.

p.m. Email Ronnie Blue at vblue@lccc.edu to schedule a Hangouts meeting. VP Larissa Verta

VP Dr. Cindy Haney

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 <u>mbowen4@lccc.edu</u> to schedule an online meeting. Dean Peggy Heim Mondays from 3 to 5 p.m. meeting.

meeting. Dean Dr. Andrea Grannum-Mosley Mondays from 1 to 3 p.m. Email agrannummosley@lccc.edu to schedule via Hangouts. Interim Dean Eike Reichardt

Dean Scott Aquila online or face-to-face meeting.

### you are interested in volunteering, please complete the sign up here. If you have any questions, please contact JoEllen Rooney at x1929 or email

We are in need of volunteers for Commencement on Wednesday, May 15. If

**ANNOUNCEMENTS** 

jrooney@lccc.edu.

Call for Commencement Volunteers

Spirit Day - Wear Something Green The LCCC Spirit Committee invites you to wear your greenest attire this Friday, March 15, in celebration of St. Patrick's

Day! Take a photo of you and your colleagues sporting your green attire and

see your spirit. For questions, contact Tina

Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at <u>vhertzog@lccc.edu</u>. Our Internet Service Provider (ISP) PenTeleData (PTD) will be performing \* Thursday, March 14 between 5:30 and 6:30 p.m. at Main Campus

submit it to dmelin@lccc.edu; we'd love to

https://help.lccc.edu for IT news, guides and support.

LCCC Partners with Ancora for CDL Training A new partnership between LCCC and Ancora Training represents a significant advancement in addressing the growing demand for truck drivers in the region

and providing enhanced training options for people interested in pursuing a career in the truck driving industry. Starting March 18, the LCCC Commercial Drivers License (CDL) training program will offer expanded options, including day, weekend and evening classes. This expansion makes CDL training more accessible to people with

Class A and Class B licensure. Class A courses encompass 160 hours of instruction and offer the

following options. Tuition is \$5,650.

Weekday (4 weeks), Monday through Thursday, 7 a.m.-5:30 p.m. Evening (8 weeks), Monday through Thursday, 5:30-10:30 p.m. Weekend (8 weeks), Saturday and Sunday 7 a.m.- 5:30 p.m. Class B courses encompass 120 hours with the following options. Tuition

is \$3,520. Weekday (3 weeks), Monday through Thursday 7 a.m.-5:30 p.m. Evening (6 weeks), Monday through Thursday, 5:30-10:30 p.m.

Training includes: classroom, range (skill development) and road training. The CDL hands on skills test for the Commercial Drivers License will be conducted by state examiners at LCCC. Enrollment is offered on a rolling basis, with new

gain specialized skills in shifting/operating transmissions, backing up and docking, vehicle communications, extreme driving conditions, maintenance and pre-and post-trip inspections. Ancora Training is a national workforce training provider and contracts with

www.LCCC.edu/CDL or email workforce@LCCC.edu. Don't Forget - Nominations Open for 2024 Spirit Awards for Staff/Administrators and Faculty

Faculty Spirit Award, which will be presented for the third time, both at the

Spirit Committee will select one award recipient for each category. We encourage you to nominate a colleague using this form for staff/administrators and this form for faculty. The following are some of the

ways the employee can demonstrate spirit:

Fosters a positive work environment

hires. The form can be viewed here.

slips, trips and falls.

Blooms Taxonomy, and more!

Air Handler Installation Friday

temperatures in the building.

Consultant.

**CHOICES** 

Office Hours

 Is always willing to help without the need for fanfare Inspires and encourages others

If you have questions, contact Tina Dowling-Hackett (tdowlinghackett@lccc.edu) or Ginny Hertzog (vhertzog@lccc.edu).

**ADMINISTRATIVE UPDATES** 

The new version of the I-9 has been released. Please begin using the new version for all new

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

**Human Resources News** 

Nominate a Colleague for Spotlight on Excellence

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 Slips, trips, and falls account for a large percentage of medical incidents on campus and are

### 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.

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

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 to you log in using your portal username and password. These

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

online trainings must be completed within the first 30 days of hire.

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

Check out the March 2024 edition of our newsletter. If you have any questions please reach out to <a href="mailto:onlinelearning@lccc.edu">onlinelearning@lccc.edu</a>. Online Learning Courses Available

outlined on the flyer. If you have any questions about the digital badges or the requirements for them please contact onlinelearning@lccc.edu

place the last two air handler units onto the roof of Student Services Center on the Schnecksville campus, with installation following throughout the day on Monday. They will need to utilize the mall side entrance to place the crane and make

minimal and would not cause danger to anyone inside. However, the entire

The heating in the SSC will be off throughout the weekend and not back on

until midday Monday. Please dress accordingly and be prepared for cool

Through a Strategic Innovation Grant the college will be offering LGBTQ+

Equity 101 training on Friday, April 5 from 9 a.m. – 12:30 p.m. in the Alumni

Center. The training will be led by Robin Gow, LGBTQ+ Equity Trainer and

area of the mall entrance into the SSC will be taped off and coned.

The project should be wrapped up by the end of next week.

LGBTQ+ Equity 101 Training on April 5

# LGBTQ+ people live, work, and simply exist everywhere but often face barriers and biases that impact our lives. This training equips attendees with the basic tools to understand and reflect on key concepts in the LGBTQ+ community,

\*Please note, this same training was held in the fall. For those unable to attend, the same training will be held again in the summer. Register by Friday, March 22 here. For questions email Jill Yapsuga at <u>jyapsuga@lccc.edu</u>.

are welcome as we learn about the negative impacts of excessive alcohol consumption, the related laws pertaining to underage alcohol use and the consequences of alcohol abuse. Nourish to Flourish Feeling down? Tired? Low energy and motivation? Have you considered changing your eating habits?

New Employee Breakfast Mixer

Tamaqua Site - March 20 from 1-2 p.m.

Allentown Site - March 21 from 1-2 p.m.

refreshments will be served.

students academic achievements and a formal welcome to the Alpha Omicron Alpha Chapter. The Induction Ceremony will last approximately one hour. Ms. Jessie Heimann, Assistant Professor of Communications, will be providing the keynote address for the ceremony. A reception will be held immediately following the ceremony.

For information, including sponsorship opportunities or prize donations, contact JoEllen Rooney at <u>JRooney@lccc.edu</u> or 610-799-1929. Statewide Community Colleges Sign Articulation with Penn State LCCC joins the state's community colleges in announcing a new collaboration

baskets from vendors such as TransBridge bus tickets to New York City, hotel

stays, gift cards from local restaurants, supermarket gift cards and tickets to

Only 225 tickets will be sold. Individual tickets can be purchased for \$30 at

an IronPigs baseball game. Food will be available for purchase.

colleges and transfer to Penn State Commonwealth Campuses to earn a baccalaureate degree at considerable savings. Students can start earning a Penn State RaiseMe scholarship while working toward graduation at a community college. They earn micro-scholarships for achievements such as getting good grades, participating in co-curricular activities or volunteering in the community. When they transfer to Penn State, the micro-scholarships are converted to a Penn State scholarship. In addition, Pennsylvania community college students with a high school

There are several ways to support this event. You can provide a monetary donation <u>here</u> or donate at one of the three collections around campus beginning March 1. Donations can be dropped off in the grocery carts located in the SSC Student Union, ARC near the cafeteria

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

## \*All hours subject to change We will be closed this semester on the following dates: Friday, March 29 Friday, April 5

Monday, April 8 Tuesday, April 9 Monday, May 6 Monday, May 13

Wednesday, May 15 Friday, May 17

Spirit Committee!

April

Nondiscrimination **Employment Student Consumer Information** Sitemap

**Network Maintenance** network maintenance on the following dates: \* Tuesday, March 12 between 5:30 and 6:30 p.m. at Donley During these times there may be a disruption to internet service. Please visit

diverse schedules and commitments with more opportunities to train for both

Weekend (6 weeks), Saturday and Sunday 7 a.m.- to 5:30 p.m.

classes beginning every four weeks for the daytime program and every eight weeks for the evening and weekend programs. Along with classroom education, individuals in the CDL training program will

colleges and corporations nationwide. Its offerings emphasize hands-on learning and road safety. For more information about the CDL training at LCCC, visit

The LCCC Spirit Committee is inviting nominations for the LCCC Staff/Administrator Spirit Award, presented for the sixth year, and the LCCC Faculty/Staff Appreciation Ceremony in May. For the Staff/Administrator award, all regular full- and part-time staff/administrators are eligible, including both classified and administrative employees. For the Faculty award, all full- and part-time faculty are eligible. The

Don't forget to submit your nomination by Friday, March 15, at 5 p.m.

 Goes above and beyond their job description Is known for serving others; always willing to help Brings out the best in people; known for being collaborative Has creative solutions to problems Is a valuable team member Promotes the goals of their department and the college Is a positive and steady presence

New I-9 Form

All New Employees:

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

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

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

Please note that on Friday, March 8, the contractor will be using a crane to

## space to practice supportive and affirming practices, and together work to create a more inclusive community for LGBTQ+ people. Lunch will be provided for attendees. Seating for this training is limited to 40.

the LCCC Counseling Center presents CHOICES: Alcohol Abuse Awareness and Prevention. This event will be held in the Student Union on Thursday, March 28, from 11 a.m. to 1 p.m. Participation from students, faculty and staff

In collaboration with the PA Bureau of Liquor Enforcement, Public Safety and

Learn more about how what you eat can boost your energy as well as your mood and your mental well-being! Join us at your preferred campus location for our first presentation in our Spring 2024 Nourish to Flourish Workshops Series. Main Campus – March 19 from 1-2 p.m.

be food, gift cards and giveaways for students who preregister. Register here. The next New Employee Breakfast Mixer will be held Friday, March 15 from 9 -

in the Community Services Center, Upper Level Ballroom on the Schnecksville campus. This ceremony provides recognition and a public celebration of our

the door or \$25 online at https://www.lccc.edu/foundationgiving/alumni/events-programs/. The price includes 20 games of bingo. Seating is on a first-come, first-served basis. with Penn State's Commonwealth Campuses to expand educational opportunities in Pennsylvania and remove barriers to degree completion

Governor Shapiro has released his "Blueprint for Higher Education." The document, which provides greater clarity and detail on the vision for a unified public higher education system, can be found in the shared Google folder, where documents and updates relating to the plan are accessible to the campus community. Anyone with an LCCC email address can access the folder which serves as a repository for relevant information as it becomes LCCC Alumni Speaker Series to Kick Off in March A quarterly alumni speaker series will kick off in March. Shelley Maley from

Dreamcatcher Career Coaching will present "Three Pillars to Career Launch

Success - Clarity, Confidence and Connections" in the Community Services

Updated Google Folder

Center on Wednesday, March 27 at 6 p.m.

Register to attend here.

jrooney@lccc.edu or ext. 1929.

Spring Break, March 11-15, 2024.

For more information contact <u>jrooney@lccc.edu</u>. Rothrock Library - Spring Break The Rothrock Library will be open regular hours, 7:30 a.m. - 5 p.m., during

Please contact Brandon Kinsey for more details (610)-799-1181 or bkinsey@lccc.edu. **New Wellness Center Spring Hours** 

Summer hours will begin Monday, May 20, times TBA

Spirit Day: Wear Green - Friday, March 15

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College Voice - Lehigh Carbon Community College

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

College Voice Submission

View Previous College Voice Editions **Quick Links** 

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.

the Institutional Research link on Faculty

**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.

**President's Cabinet Members** Email Tracy Bean at tbean@lccc.edu to schedule an online meeting.

1st and 3rd Mondays from 4 to 5 p.m. and 2nd and 4th Thursdays from 4 to 5 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

Interim Dean Dr. Jodi Rowlands Wednesdays, 8 to 9 a.m. or 4 to 5 p.m. Email jrowlands@lccc.edu to schedule a Wednesdays from 3 to 5 p.m. Email <u>EReichardt@lccc.edu</u> to schedule online meeting. Dean Dr. Kelly Trahan Mondays from 3 to 5 p.m.

Email PHeim@lccc.edu to schedule online

Email KTrahan@lccc.edu to schedule an online meeting. **CIO Joshua Mitchell** Tuesdays from 11 a.m. to noon. Email JMitchell10@lccc.edu to schedule online meeting. Email Saquila@lccc.edu to schedule an

March

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Contact Us

https://getfireshot.com

among college students. The collaboration builds upon longstanding relationships between the PSU campuses and the community colleges and a shared commitment to access and affordability in higher education. As part of the new initiative, individual PSU Commonwealth Campuses and community colleges will renew or enter into new articulation agreements using a standard template. Articulation agreements help streamline the process for students to transfer from community colleges to the campuses. In addition, the community colleges and Commonwealth Campuses will work together to strengthen academic advising and transition support services, further easing the transfer process. "This agreement removes barriers and simplifies the process for students

Lehigh Valley Alumni Food Drive Challenge Set for March The LCCC Alumni Association in collaboration with the LCCC Foundation invites all alumni and friends to participate in the annual Alumni Food Drive challenge March 1-31 through Second Harvest Food Bank. This is a competition between local alumni associations at LCCC, NCC, Penn State, Rutgers and Notre Dame. Let's move from last place to first place this year! and the library.

For questions, contact JoEllen Rooney, Alumni Events Manager at

Fridays 10 a.m. - 3 p.m. Saturdays & Sundays- Closed

Spirit Committee Upcoming Events

News Events Bookstore Accessibility Statement

The Eating For Your Brain workshop is presented by the LCCC Counseling Center and the Community Resources and Basic Needs department. There will 10 a.m. Faculty and staff are invited to stop by CSC 207 to meet and mingle with some of the new faces that we've welcomed to campus. Light Phi Theta Kappa New Member Induction The college community is invited to attend the Phi Theta Kappa, New Member Induction Ceremony on Sunday, March 17 at 2 p.m. The ceremony will be held

seeking to transfer, and ultimately benefits students as they are striving to meet their higher education goals," says LCCC president Dr. Ann D. Bieber. "These expanded pathways that students can take between community colleges and Penn State give students a wide variety of options and support." The collaboration will promote the availability of RaiseMe Transfer Scholarships, which enable students who enroll at Pennsylvania community

**SPIRIT & WELLNESS** Monday-Thursday 9 a.m. - 5 p.m.

Governor Shapiro's "Blueprint for Higher Education" -

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

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

Right To Know

Register online for our live and self-paced trainings. Trainings include: Canvas Course Certification, Remote Course Certification, Excellence in Instruction, Zoom, Canvas Studio, Schedule a meeting with Rachel Peters to ask any questions on training, course development, professional development, and other tools/topics. **REMINDERS** the lift and will be on site from 6:30 a.m. until noon. The mall entrance of the SSC will be closed to people entering or leaving the building. Top access the building, use the lower level entrance, which faces parking lot A. There is no safety concern to those in the building, as the weight of the units is

LCCC Foundation Hosts Spring Bling Bingo To raise funds for student scholarships and host a community event to bring people to its Schnecksville campus, the LCCC Foundation will hold the Spring Bling Bingo on Saturday, April 20, in the Community Services Center. Doors open at noon for food purchases, bingo registration and dauber purchases. Bingo will begin at 1 p.m. Bingo prizes include gift cards and

degree who are enrolled in an associate degree program may request dual admission to a designated Penn State Commonwealth Campus and receive a conditional offer of admission to that campus. During their last semester of community college enrollment, these students will submit a transfer application at no fee. They will be guaranteed admission into a bachelor's degree program at that campus, provided certain eligibility requirements have been met. Students can learn more about this opportunity at Penn State's undergraduate admissions website. For additional information about transfer options at LCCC, go to www.LCCC.edu/transfer.

Staff vs. Students Basketball Game Sign-Up 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.

Spring Break hours will be Monday Mar. 11 - Friday, Mar. 15, 10 a.m. - 2 p.m.

Weather Alerts Policies & Procedures

Staff vs. Students Basketball Game - Wednesday, March 20

Spirit Day: Wear Your Favorite Baseball Attire - Friday, April 5 For questions about any upcoming events, please reach out to Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu. Lehigh Carbon Community College 4525 Education Park Drive Schnecksville, PA. 18078 610-799-2121 Join the Conversation

Captured by FireShot Pro: 11 March 2024, 09:32:37