

# The COLLEGE VOICE

Home

May 9, 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](#)

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## Quick Links

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## 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](#)

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## 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 Friday; 8 a.m. – 5 p.m., Friday.

Our services Monday through Friday at all sites.

**Bookstore Hours**  
Monday-Thursday: 9 a.m.-5 p.m.; Friday: 9 a.m.-3 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](mailto: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 [ronne.blue@lccc.edu](mailto:ronne.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 [jaschler@lccc.edu](mailto:jaschler@lccc.edu) to arrange a scheduled meeting.

**VP Stefanie Neester**  
1st and 2nd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email [maria.brown@lccc.edu](mailto:maria.brown@lccc.edu) to schedule an online meeting.

**Dean Peggy Heim**  
Mondays from 3 to 5 p.m. Email [heim@lccc.edu](mailto:heim@lccc.edu) to schedule online meeting.

**Interim Dean Dr. Jodi Rowlands**  
Wednesdays, 9 to 10 a.m. or 4 to 5 p.m. Email [rowlands@lccc.edu](mailto:rowlands@lccc.edu) to schedule a meeting.

**Dean Dr. Andrea Grannum-Mosley**  
Mondays from 1 to 3 p.m. Email [agrannummosley@lccc.edu](mailto:agrannummosley@lccc.edu) to schedule via Hangouts.

**Interim Dean Elke Reichardt**  
Wednesdays from 3 to 5 p.m. Email [EReichardt@lccc.edu](mailto:EReichardt@lccc.edu) to schedule online meeting.

**Dean Dr. Kelly Trahan**  
Mondays from 9 to 10 a.m. Email [ktarahan@lccc.edu](mailto:ktarahan@lccc.edu) to schedule an online meeting.

**COO Joshua Mitchell**  
Tuesdays from 11 a.m. to noon. Email [jmitchell10@lccc.edu](mailto:jmitchell10@lccc.edu) to schedule online meeting.

**Dean Scott Aquila**  
Email [saquila@lccc.edu](mailto:saquila@lccc.edu) to schedule an online or face-to-face meeting.

## ANNOUNCEMENTS

### Donley Center Generator Replacement

On Tuesday, May 14, the rooftop generator will be replaced utilizing a crane along Hall St. The work will begin at the beginning of the day and should conclude by midday. This work will not interfere with the daily operation of the Donley Center.

### Neurodiversity ERG

Supported by LCCC, this Employee Resource Group provides an affinity space for sharing the unique experiences of neurodiverse faculty and staff. Neurodiversity recognizes those whose brains work or process in ways divergent from the status quo, which brings different strengths and challenges to the workplace and everyday life. This includes people with ASD, ADHD, dyslexia, dyspraxia, Tourette's, or any other similar condition, whether diagnosed or self-identified.

Join this group to explore the challenges as well as the assets a neurodiverse community brings to campus while navigating within a neurotypical environment. This space will also explore practices that support neurodiversity in the workplace. To join our May meeting at 11 a.m. on Tuesday, May 14, please contact Eric Werley at [ewerley@lccc.edu](mailto:ewerley@lccc.edu) and/or Thomas Simko at [tsimko@lccc.edu](mailto:tsimko@lccc.edu) for the Zoom meeting link.

### Congratulations Todd Zimmerman - QM Course Certification

The Online Learning Department would like to congratulate Todd Zimmerman for recently completing and passing his Quality Matters Course - HIS 123! Todd's course meets [QM Course design standards](#). If you would like to put your own course through this process reach out to us to get started.

### Quality Matters Higher Education 2024

### 2024 May Edition of the Department of Online Learning Newsletter

Have you checked out the [May edition](#) of the Department of Online Learning newsletter? This edition includes information about the training programs we offer, including the newest Canvas Certification, which is starting this week. If you're still interested in joining this offering, please send an email to [rpeters@lccc.edu](mailto:rpeters@lccc.edu). We also congratulate Todd Zimmerman for completing his Quality Matters course certification! Additionally, you'll find articles related to mental health in honor of May's Mental Health Awareness Month, as well as an outside training webinar on supporting neurodiverse students on May 23. Lastly, we have updates to Canvas Studio and a page recognizing our Online Learning Badge earners.

## 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. [Attached below](#) 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 faculty or professional but keeps in mind the college's requirements for training. It is a convenient, easy way to complete our new hire training at LCCC.

#### A. Required Online Trainings

Below are the four online trainings that will be emailed to you from Know4. 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.

## REMINDERS

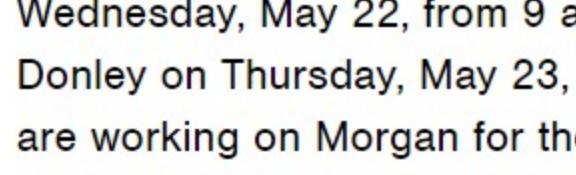
### Callie Clayton Celebration

With mixed emotions, we must bid farewell to Callie Clayton. From her beginnings as an Academic Advisor to her leadership in the FYE department, Callie has been a pillar of support and guidance for countless first-year students and her colleagues.

Throughout her time at LCCC, Callie has tirelessly championed initiatives to enhance the first-year experience, creating a nurturing environment where students can thrive academically and personally. Whether through innovative programming, individualized support, or unwavering dedication, Callie has left a lasting mark on our community.

We invite you to join us at a farewell gathering on Friday, May 10, from 11 a.m. to 1 p.m. in the JEDI Center to celebrate Callie's achievements and wish her well on her new journey.

### Stop the Bleed Training



Did you know that the number one preventable cause of death following an injury is uncontrolled bleeding? Did you know that in less than two hours and with three quick steps, you can be trained and empowered to save a life?

Lehigh Valley Hospital received grant funding through the American Trauma Society to supply training and Stop the Bleed kits for colleges throughout the Lehigh Valley. LCCC is fortunate to be a recipient of kits through this funding. Training will be held at Main Campus on Wednesday, May 22, from 9 a.m. until 11 a.m. in the Alumni Center and at Donley on Thursday, May 23, from 9 a.m. until 11 a.m. in Rooms 702 / 703. We are working on Morgan for the very near future as well. There is no prior first aid training required and this year's training is truly designed for everyone!

Please sign up via the Google forms below. Contact Eric Minnich in Public Safety for more information or with any questions at ext. 1653.

[Main Campus Sign-Up Form](#)

[Donley Sign-Up Form](#)

### Does Your Department Need Student Workers?

Is your department in need of student workers? Do you have a student worker position that you would like to post for the 2024-2025 Academic Year? In preparation for the start of the 2024-2025 academic year Career Development is requesting that all job postings are submitted by Thursday, June 13. We would like to get postings entered into the Cougar CLAW (Connecting LCCC And the Workplace) system to allow returning students the opportunity to start applying for jobs to begin at the start of the semester. This will also allow our new incoming students to review all LCCC student work opportunities, so they can begin the application process early as they become acclimated to our campuses.

If you have any questions, please reach out to Director of Career Development and Civic Engagement, Kescha Bell-Ross at 610-799-1136.

### Nominations Open for Collegiate Award of Distinction

**CALL FOR NOMINATIONS**

## COLLEGIATE AWARD of DISTINCTION

**CRITERIA**

- Recipient must have contributed to the vitality of Lehigh Carbon Community College.
- The recipient's contribution need not be specific to Lehigh Carbon Community College or the local area and, therefore, may include individuals whose broad contributions have impacted LCCC.
- Current LCCC employees/members of the Board of Trustees are not eligible.
- Examples of individuals who might receive the award include, but are not limited to:
  - A member of Congress who has sponsored legislation especially helpful to community colleges.
  - The president of a firm with which LCCC has had a major partnership. A major financial contributor to LCCC.
  - A community leader who has assisted in developing a new educational program.
  - Nominations may be made by any resident of the LCCC sponsoring school districts.

Nominations should be submitted in letter form with a brief statement of the rationale for the nomination to the Office of the President.

The LCCC Board of Trustees will select the award recipient.

**DEADLINE: FRIDAY, JUNE 14, 2024**

Send to the Office of the President,  
4525 Education Park Drive, Schuylkill, Pa., 18078  
OR email: [lcccpressoffice@lccc.edu](mailto:lcccpressoffice@lccc.edu)

The college community is invited to nominate an individual for consideration for this year's LCCC Collegiate Award of Distinction. The recipient will be determined by the Board of Trustees later this summer. Details are in the accompanying graphic. [Attached](#) is a list of past recipients. The deadline for submitting nominations is Friday, June 14.

### Budget Saving Ideas Welcome

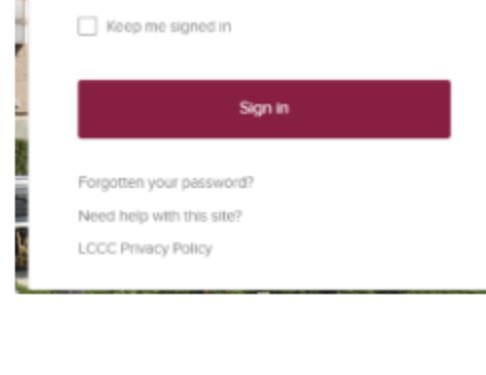
In an effort to make a positive impact on the budget, the Executive Team is soliciting ideas from the college community for cutting expenses or growing revenue. As we close out the 2023-24 budget in a deficit and prepare for the 2024-25 budget cycle, all ideas are welcome for ways we can change the default trajectory. You can make recommendations anonymously, or include your name, if you wish, but the Executive Team wants all ideas and initiatives they could review for consideration.

Ideas could be energy saving initiatives, streamlining processes, eliminating or consolidating programs, or establishing partnerships with community groups. Think about ways within your department you could save money or produce revenue, other areas that could also impact spending and revenue. Please send your ideas via [this form](#) to the Executive Team and we will evaluate all the feedback and implement those with the greatest impact. Nothing is too small or too ambitious - give us your best ideas.

### Google Update: SSO through LCCC Is Coming

LCCC IT is excited to announce an upcoming change that will enhance the security and convenience of accessing Google Workspace services such as Gmail, Google Calendar, and Google Drive. Starting May 1, we will begin migrating faculty and staff accounts to use SSO through LCCC Identity. This transition will streamline access to Google services and improve overall user experience. We anticipate this transition to occur over several weeks and will send emails to individuals as migration dates are established for their account.

What is SSO through LCCC Identity? LCCC Identity (<https://identity.lccc.edu>) allows you to sign in once and access multiple applications seamlessly. With LCCC Identity, you'll use your LCCC Identity credentials to log in to Google Workspace, eliminating the need for separate passwords and reducing the risk of security breaches.



### Support Mental Health Awareness with a Green Ribbon Pin

May is National Mental Health Awareness Month! Join the LCCC Spirit Committee in supporting mental health awareness by stopping by Human Resources, Rothrock Library, Berrier Hall, the Donley Center front desk or the Morgan, the Donley Center front desk for a free green ribbon pin. Participants are encouraged to wear their green ribbon pin throughout the month of May to help show their support for those struggling with mental health.



If you have any questions, reach out to Tina Dowling-Hackett at [tdowlinghackett@lccc.edu](mailto:tdowlinghackett@lccc.edu) or Ginny Hertzog at [vhertzog@lccc.edu](mailto:vhertzog@lccc.edu).

### Incomplete Grade Recovery Session for Spring 2024

If you are assigning an Incomplete (I) grade for the Spring 2024 semester, you can communicate that with your students and enroll them in the Incomplete Recovery Session that will take place during the Summer Session I, which runs from May 20 through June 28.

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 Fall 2024 semester begins. Our recommendation is that you require the students to complete their work with the help of a coach before June 28. They can be more successful 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 enrollment can begin. All questions can be directed to Dr. Melanie A. Turano, Professor of English and Coaching Commons Coordinator, at [mturano@lccc.edu](mailto:mturano@lccc.edu).

### Fiscal Year 2024 Year End Deadlines

Finance Office: Fiscal Year End 23/24 Deadlines

5/10/24 - Grant Purchase Requisitions

5/31/24 - College Purchase Requisitions

6/14/24 - Last day for FY23/24 credit card and W.B. Mason purchases

6/17/24 - Travel reimbursements - Allentown and Tamaqua sites

6/17/24 - Student stipends

6/21/24 - Last day to submit:

- Duplicating jobs
- Travel Reimbursements - Main Campus
- Employee Reimbursements - Main Campus
- Bookstore Vouchers
- 6/28/24 - All FY23/24 goods & services "received"

6/28/24 - All Accounts Payable invoices must be approved and submitted to the Finance Office

7/05/24 - Final FY23/24 Accounts Payable check run

6/20/24 - Final FY23/24 payroll pay date - contracted staff

7/18/24 - Final FY23/24 payroll pay date - timecard staff (paydays of 6/30-7/13/24)

A word doc of the dates for download or print can be found [here](#).

## 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:

Monday, May 13

Wednesday, May 15

Friday, May 17

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!

#### June

LCCC Western Roundup Picnic (Donley) - Wednesday, June 12, 11:30 a.m. - 1:30 p.m.

LCCC Western Roundup Picnic (Main and Morgan) - Thursday, June 13, 11:30 a.m. - 1:30 p.m.

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