



The COLLEGE VOICE

Home

July 31, 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

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- [LCCC Employment Openings](#)
- [Events](#)
- [This Week's 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](#)
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- [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 at 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**
10 a.m. – 3 p.m., Monday through Friday.

President's Cabinet Members Open Office Hours

- President Dr. Ann D. Bleber**
Appointments can be made via Zoom. Email Tracy Bean at tbean@lccc.edu to schedule an online meeting.
- VP Dr. Cindy Haney**
1st and 3rd Mondays from 4 to 5 p.m. Email Ronnie Blue at rblue@lccc.edu to schedule a Hangouts meeting.
- VP Larissa Verts**
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 verts@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 at mbowen@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, 8 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 5 p.m. Email agranummosley@lccc.edu to schedule via Hangouts.
- Interim Dean Elke Reichardt**
Tuesdays from 11 a.m. to noon. 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 jmitchell10@lccc.edu to schedule online meeting.
- Dean Scott Aquila**
Email saquila@lccc.edu to schedule an online or face-to-face meeting.

ANNOUNCEMENTS

2023 August Edition of the Department of Online Learning Newsletter

Check out the [2023 August Edition](#) of the Department of Online Learning Newsletter! This edition includes: event dates; updates about the Quality Matters workshop, including a survey for future dates in 2023; an article about ChatGPT resources; a new badge – Effective Syllabus; important Canvas updates; What to do when technology fails; how to get to the new faculty academy; and how to import course content that has Zoom meetings in the original course shell. If you have any questions about anything in the newsletter reach out to us at onlinelearning@lccc.edu.

Mary Engel to Present at C2 Summit

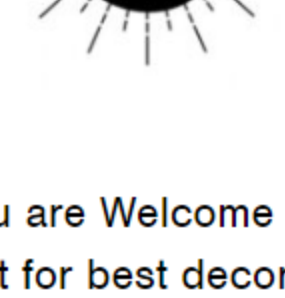
Mary Engel, Professor of Chemistry, was just accepted to present at the C2 Summit for Pedagogical Advancements in STEM on Sept. 29 at Raritan Valley Community College. Her presentation topic is the Utilization of Makerspaces for the Extension of High Level STEM Learning.

Professor Engel notes, "Makerspaces have emerged as inclusive, interdisciplinary educational environments that can be used to extend learning at all course levels in a hands-on, cost effective manner. By integrating makerspaces into high level STEM courses, students can spend nominal class time gaining practical skills, engaging in real-world problem-solving and troubleshooting activities providing valuable experience for entering the workforce."

Spirit Day – Wear Your Best LCCC Swag

Join the LCCC Spirit Committee on Friday, Aug. 4, in celebrating Spirit Day. Wear your best and/or favorite LCCC swag to show off your cougar pride! For questions, contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

Welcome Week Office Decorating Contest



Please join the LCCC Spirit Committee and the Office of Student Life for our first annual Welcome Week Office Decorating Contest! First through third place prizes include pizza parties and gift bags.

The contest will run from Monday, Aug. 28, through Thursday, Aug. 31. This year's theme is, "You are Welcome and Wanted." Students will vote during the week of the contest for best decorated office. Offices are encouraged to be unique and creative with their decorations and offer incentives for students to vote.

If interested, consult with your team and register yourselves using [this form](#) (only one person needs to register for their office). If you have any questions, please contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

LCCC Holds Information Sessions to Help Students Prepare for Fall Semester

A series of virtual information sessions at LCCC will help continuing and prospective students complete all the steps they need in order to be ready for the fall semester. Fall classes start Monday, Aug. 28. These sessions are designed to answer last minute questions regardless of where a student is in the process. Sessions target transfer/guest/visiting students, returning adults, continuing students, new students and those who would simply like a campus tour. Students can register to attend any of these sessions on the LCCC website at <https://www.lccc.edu/admissions/visit-us/>. Once you register, a meeting link will be sent to you. Tours are held in person.

Transfer/Guest/Visiting Student Information Sessions

Designed for students who are transferring to LCCC from another college or taking one or two classes but not intending to complete a degree at LCCC. Information will cover registering for classes, financial aid, your myLCCC portal, student email and more.

10 a.m., Monday, July 31

1 p.m., Thursday, Aug. 3

10 a.m., Monday, Aug. 14

Returning Adult Student Information Sessions

For students who graduated from high school more than two years ago. Information will cover registering for classes, financial aid, your myLCCC portal, student email and more.

3 p.m., Monday, July 31

4 p.m., Monday, Aug. 7

Continuing Student Information Sessions

For current students at LCCC who have not yet registered for the upcoming semester. Students can get assistance registering for classes and receive information on financial aid, your myLCCC portal, student email and more.

10 a.m., Wednesday, Aug. 2

11 a.m., Thursday, Aug. 10

3 p.m., Wednesday, Aug. 16

General Student Information Sessions

Designed for any students who have not yet registered for the upcoming semester and need assistance. Sessions will cover registering for classes, financial aid, your myLCCC portal, student email and more. Sessions:

10 a.m. or 3 p.m., Wednesday, Aug. 23

First Year Experience – Main Campus Tours

Students registered for the fall 2023 semester can get a tour of the main campus in Schnecksville. Tours start at the entrance to the Community Services Center, upper level, near parking lot F. Information: Callie Clayton, 610-799-1683, cclayton@lccc.edu. Scheduled tours:

3 p.m., Wednesday, Aug. 9

10 a.m., Friday, Aug. 11

4:30 p.m., Tuesday, Aug. 15

3 p.m., Thursday, Aug. 17

1 p.m., Saturday, Aug. 19

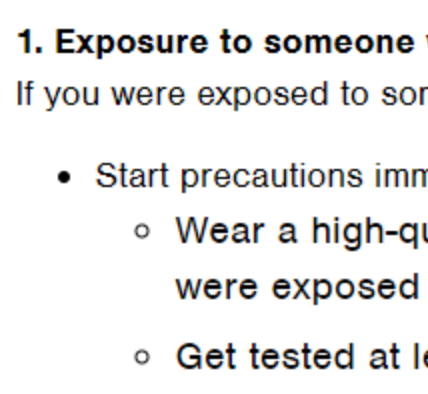
4 p.m., Monday, Aug. 21

6:30 p.m., Tuesday, Aug. 22

4:30 p.m., Thursday, Aug. 24

For additional information, contact Admissions at 610-799-1575 or Admissions@LCCC.edu.

Recruiting Volunteers for Foundation Golf Classic



The LCCC Foundation's Tony Boyle Memorial Golf Classic is scheduled for Monday, Oct. 2, at The Club at Twin Lakes. We are currently recruiting for volunteers who can spend two hours or more helping at the tournament. The time you spend to volunteer does not need to be used as vacation or personal leave, but employees need to secure approval from their supervisor. The form is available in the portal under [Employee Payroll and Benefits](#). "Leave Request Form." Complete the form and check the box for "Other."

To sign up, go to the Sign Up Genius [link](#).

Also, donations for the Barrel of Cheer basket will be accepted, which could include bottles of wine or spirits. This will be used as a raffle item at the golf tournament to draw off additional funds while the golfers are playing the course. Please drop off your donation in the Office of College Relations, room 112 of the Student Services Center, or contact JoEllen Rooney, Alumni and Events Manager, at JRooney@lccc.edu for pick up.

ADMINISTRATIVE UPDATES

Human Resources News

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.

Updated COVID-19 Guidelines from the Centers for Disease Control and Prevention (CDC) effective August 11, 2022 can be found [here](#).

This updated guidance no longer differentiates between those who are vaccinated and those who are unvaccinated. The CDC advises that those individuals exposed to COVID-1, regardless of vaccination status, need not quarantine.

- 1. Exposure to someone with COVID-19:**
If you were exposed to someone with COVID-19, follow these steps per the [CDC guidelines](#):
 - Start precautions immediately.
 - Wear a high-quality mask for 10-full days as soon as you find out you were exposed (day 1 is the first full day after your last exposure)
 - Get tested at least 5 full days after your last exposure
 - Watch for COVID-19 symptoms such as:
 - Fever (100.4 degrees or greater)
 - Cough
 - Shortness of breath
 - Other COVID-19 symptoms
 - If you develop symptoms, isolate immediately
- 2. Isolation and Precautions for People with COVID-19.**
If you test positive for COVID-19, follow the steps below per the [CDC guidelines](#):
 - Stay home and isolate for at least 5 days and isolate from others in your home.
 - If you **had no** symptoms, day 1 of isolation is the following day you were tested.
 - If you **had** symptoms, day 1 of isolation is the first full day after the day your symptoms started.

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 trainings that will be emailed to you from Knowledge4. This is a single sign-on system that will enable to you 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 August Edition](#) of the Department of Online Learning Newsletter! This edition includes: event dates; updates about the Quality Matters workshop, including a survey for future dates in 2023; an article about ChatGPT resources; a new badge – Effective Syllabus; important Canvas updates; What to do when technology fails; how to get to the new faculty academy; and how to import course content that has Zoom meetings in the original course shell. 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 recently earned the Essentials Badge: Joseph Fortunato, Cosette El Hage, Cheryann Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

REMINDERS

New LCCC Wi-Fi is Coming This Fall



Ready to connect! LCCC IT will be improving your Wi-Fi experience at the start of the Fall 2023 Semester. Say goodbye to guessing. Seamlessly connect your wireless devices. Simply connect to "LCCC" and we'll take care of the rest. More information to come, please stay tuned...

New College Voice Submission Form

Moving forward, please submit all College Voice news through the new submission form, found [here](#). The form is located on the myLCCC portal and will require users to log into the portal to complete the form. The LCCC portal can also be accessed on the left sidebar on College Voice.

SPIRIT & WELLNESS

LCCC at Knoebels – RSVP Form

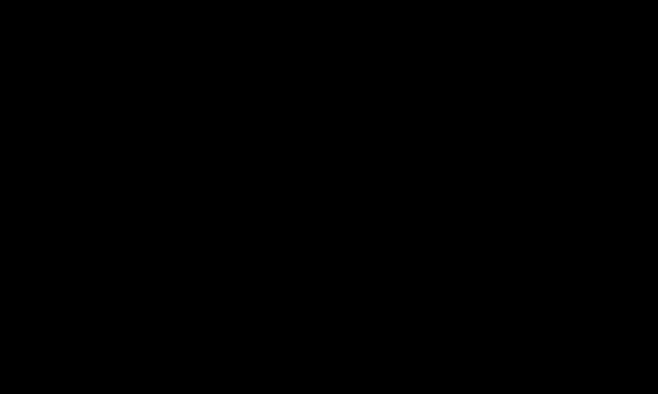
Interested in joining the LCCC Spirit Committee at Knoebels Amusement Park on Saturday, Aug. 26? Complete the [RSVP form here](#) by Friday, Aug. 18, to save your spot. Meet-up time is at 10 a.m. with the parking hangout in noon. If you have any questions, please contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

Knoebels also partners with local organizations to offer discounts on Ride All Day Passes and Ticket Books. Check out [this link](#) to find deals in the community.

Wellness Center Hours

The Wellness Center summer hours will be 10 a.m. – 3 p.m. The Wellness Center will be closed on the following dates:

- Friday, August 11
- Friday, August 25



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

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