

The COLLEGE VOICE

Home

August 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

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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

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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

9 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

10 a.m. – 3 p.m., Monday through Friday.

President's Cabinet Members Open Office Hours

President

Dr. Ann D. Bieber
Appointments can be made via Zoom.
Email: Tracy.Bieber@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: RHaney@lccc.edu to schedule a Hangouts meeting.

VP Larissa Verta

Access virtual office hours on Mondays from 9 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 Hester

1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email: MHester@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 Grannum-Mosley

Mondays from 1 to 3 p.m.
Email: agrannummosley@lccc.edu to schedule via Hangouts.

Interim Dean Elke Reichardt

Wednesdays from 3 to 5 p.m.
Email: ERreichardt@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.

ClO 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

Updates on Preferred Name

Lehigh Carbon Community College (LCCC) recognizes that faculty, staff and students of our community may use names other than their legal first names to identify themselves.

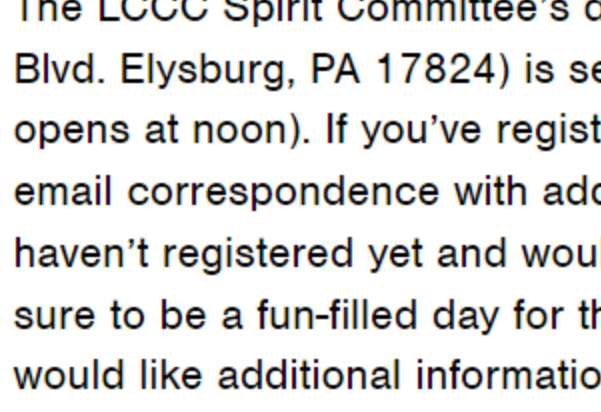
By selecting a preferred/chosen first name, the individual is agreeing to be referred to by this name in college-related systems (i.e. Banner, Canvas, and Degree Works) and documents as well as email communications, interactions and any processes in which names are used to address an individual, except when the use of the legal name is required by law or the college.

Students, faculty, and staff can change their preferred name in Self-Service BannerWeb [here](#). Detailed instructions are available on the IT Knowledgebase [here](#). Changes will be reflected across LCCC systems within 48 hours.

Faculty and staff guidance can be found [here](#).

Note: A preferred/chosen first name is not a legal name change. Students who are legally changing their name should follow the instructions [here](#). Faculty and staff who are legally changing their name should contact Human Resources.

ESL Orientation



ESL Academic Advisor Nisreen Al Daghmah hosted ESL student orientations at the Schnecksville Campus on August 16 and the Donley Center on August 17. The orientation sessions prepared ESL students for the upcoming semester by providing them with campus tours and maps, familiarization with the student portal and resources, student email access, class schedules, and general information to credit ESL courses.

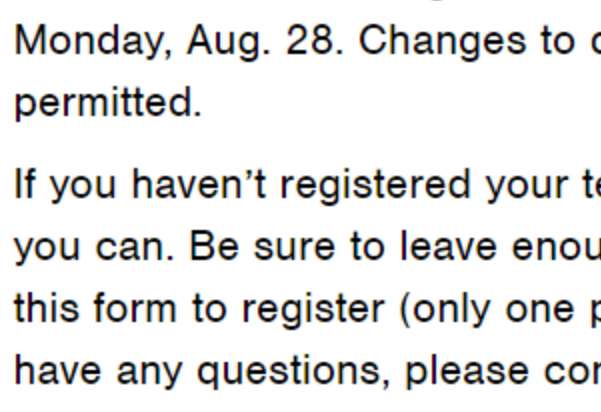
LCCC at Knoebels Reminder

The LCCC Spirit Committee's day at Knoebels Amusement Park (391 Knoebels Blvd. Elysburg, PA 17824) is set for Saturday, Aug. 26, at 10 a.m. (the park opens at noon). If you've registered ahead of time, be on the lookout for any email correspondence with additional information about the outing. If you haven't registered yet and would like to, please fill out the RSVP form [here](#). It is sure to be a fun-filled day for the whole family! If you have any questions, or would like additional information, please contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

LCCC Sponsors Tamaqua Summer Concert

Enjoy a relaxing evening of free musical entertainment as part of the Tamaqua Area Chamber of Commerce Summer Concert Series at the LCCC-sponsored concert on Thursday, Aug. 31. The McGeehan Duo will be performing from 6:30 to 8 p.m. at the historic Tamaqua Train Station platform. It is free to attend, and you should bring your own chair or blanket. The concert will be held weather permitting. Food trucks will be on site. For more information, go to www.tamaqua.net.

Welcome Week Office Decorating Contest Reminder



Don't miss your chance to 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.

Remember: 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 you have already registered, don't forget to decorate your office fully before Monday, Aug. 28. Changes to decorations after Friday, Aug. 25, will not be permitted.

If you haven't registered your team but still wish to, please do so as soon as you can. Be sure to leave enough time to decorate your area to the fullest. Use this form to register (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.

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 a kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. [AttachedWork](#) 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-19, 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

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

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 Studio 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, Floralba Melendez, Michael Owen and Timothy Shoemaker.

REMINDERS

Academic Council Open Forum

Please join the Academic Council Open Forum on Wednesday, Aug. 23, from 1 – 2:30 p.m. To join Zoom meeting click [here](#).

The agenda is as follows:

- Welcome back and introductions
- Faculty coaching
- Artificial intelligence generators
- Open discussion

LCCC PTK Chapter to be Included in Change Makers Journal

Congratulations to the Alpha Omicron Alpha Chapter's College Project team! Their College Project Hallmark Award entry, "Changing the Narrative – #CCsmart," was selected from 420 entries to be included as one of 17 articles in the third edition of Change Makers: Phi Theta Kappa Journal of Student Leadership.

The next edition of the journal will be published in late fall 2023 in both print and online versions. Past editions can be found [here](#).

Congratulations again to the entire Alpha Omicron Alpha Chapter team. Your work highlights the extraordinary work done by PTK members.

New Employee Breakfast Mixer

Please plan to stop by CSC 207 on Friday, Aug. 25, between 9 – 10 a.m. to meet and mingle with some of the new faces that we've welcomed to campus. Light refreshments will be served.

Berrier Hall Locker Rooms

Effective Wednesday, Aug. 23, the staff locker rooms will be cleared and re-set for the fall semester. Anyone who currently has a lock on a locker must contact Brandon Kinsey (bkkinsey@lccc.edu or 610-799-1181) to continue use for the 23/24 school year.

New LCCC Wi-Fi is Coming This Fall



New LCCC Wi-Fi is coming this fall. Get 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.

Volunteers Needed for Wayfinding 2023

Please consider volunteering for the Wayfinding Program which is being held as part of the Welcome Week events for new and returning students!

As a Wayfinder you will be greeting students, answering questions, providing directions to classes and campus services. There will be a Welcome Tent set-up in the mall near the Student Union. We are looking for one or two volunteers per shift. Click [here](#) to sign up.



We will have resources on hand to help you best serve our students and answer their questions. Games will be set up each day and we want to encourage students to play the "Game of the Day" and enter the Welcome Week Raffle. Most importantly, students will have a quick point of contact to help ease the stress and uncertainty of the first week of classes.

All volunteers will receive a limited edition LCCC pennant as a "thank you" for your assistance!

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 Brian DeLong at bdelong2@lccc.edu.

Faculty Coaching

Faculty, are you excited about the upcoming fall semester? Are you interested in trying something new? Would you like help with your syllabus, a rubric, or a test? Perhaps you would like to discuss your teaching and new ways to manage your classroom? Faculty Coach, Dr. Robin Musselman, is available during Summer Session 2 for appointments. Please email her at rmusselman@lccc.edu or contact Dr. Melanie Turrano at mturrano@lccc.edu if you have any questions about our Faculty Coaching program.

SPIRIT & WELLNESS

Wellness Center Hours

The Wellness Center summer hours will be 10 a.m. – 3 p.m. The Wellness Center will be closed on Friday, August 25.