



The COLLEGE VOICE

Home

August 29, 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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- [LCCC Employment Openings](#)
- [Events](#)
- ["This Week" 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](#)
- [President's Cabinet](#)
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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 to all sites.

Bookstore Hours
Monday-Thursday: 9 a.m.-5 p.m., Friday: 9 a.m.-1 p.m.; Saturday: CLOSED.

Library Hours
7:30 a.m. – 5:00 p.m., Monday through Friday.

Wellness Center Fall Hours
Monday through Thursday: 9 a.m. – 5 p.m., Friday: 10 a.m. – 3 p.m., Saturday and Sunday: CLOSED.

*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 at tbean@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 Rommie Blue at rblue@lccc.edu to schedule a Hangouts meeting.

VP Larissa Verta
Access virtual office hours on Mondays from 3 to 5 p.m., Tuesdays from 8:30 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 Nester
1st and 3rd Mondays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email Maria Bowen at mbowen@lccc.edu to schedule an online meeting.

Dean Peggy Helm
Mondays from 3 to 5 p.m. Email phelm@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 agrannum@lccc.edu to schedule via Hangouts.

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

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

ANNOUNCEMENTS

New State Board of Higher Education

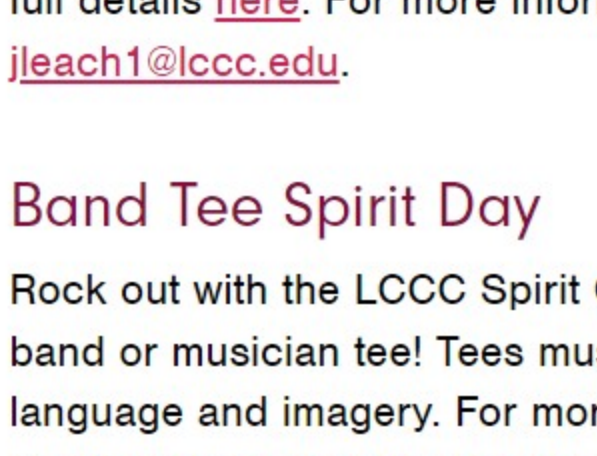
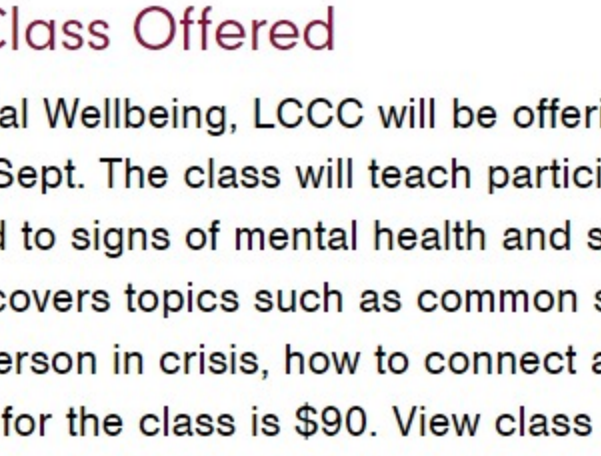
Dr. Bieber has been appointed by Governor Shapiro to serve on the new State Board of Higher Education. The board will coordinate every sector of higher education in Pennsylvania. The new board is comprised of 21 members and represents various stakeholder groups including legislators, students, business leaders, union representatives and representatives from higher education institutions. Dr. Bieber will represent the commonwealth's fifteen community colleges.

VIP Visit Set for Sept. 4

The college will welcome Auditor General Tim DeFoor to campus on Wednesday, Sept. 4, who will be in the Community Services Center meeting with students interested in careers within the AG office. He will speak with students from accounting, finance and business majors. Criteria for auditor jobs in the department now require an associate degree, not a bachelor's degree, so the auditor is traveling to community colleges throughout the state to promote job opportunities.

Honors College Welcomes 21st Cohort

The Honors College welcomed the 21st cohort of Honors Scholars to LCCC last week. New scholars and their families were ushered in at the Honors Scholars Induction Ceremony. Afterward, students were treated to an ice cream social and escape room experience at Yo-Fresh and Captured LV escape rooms in Allentown. This new cohort joins our second year and one year students for a total of 84 students currently enrolled in the Honors College. Please join us in welcoming this diverse cohort of talented students to the LCCC community!

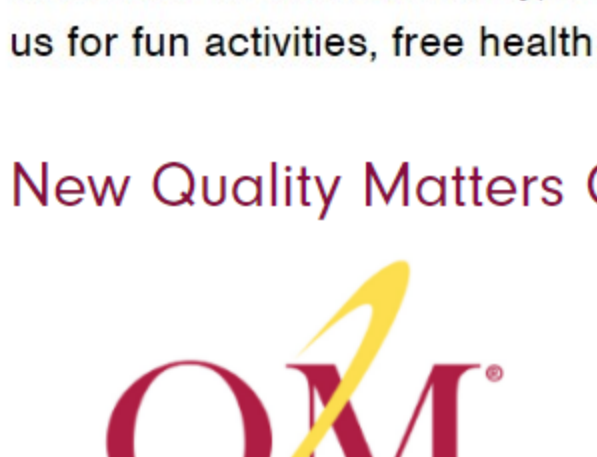


Mental Health First Aid Class Offered

From the National Council for Mental Wellbeing, LCCC will be offering a Mental Health First Aid noncredit class in Sept. The class will teach participants how to identify, understand and respond to signs of mental health and substance use challenges among adults and covers topics such as common signs and symptoms, how to interact with a person in crisis, how to contact a person with help and more. The tuition fee for the class is \$90. View class dates and full details [here](#). For more information contact Jennifer Leach at jleach1@lccc.edu.

Band Tee Spirit Day

Rock out with the LCCC Spirit Committee on Friday, Sept. 6, with your favorite band or musician tee! Tees must be work-appropriate and free of obscene language and imagery. For more information and questions, contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

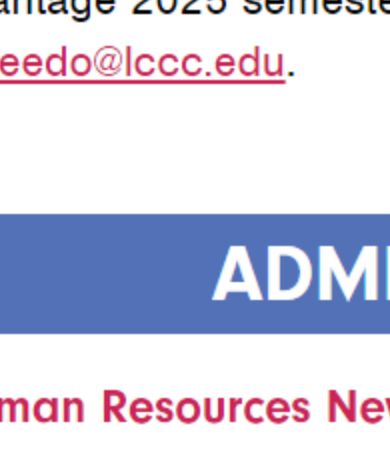


Community Resource Fair

The KEYS program is sponsoring its first Community Resource Fair on Oct. 3, in the Community Services Center. The fair hours will be 10:30 a.m. – 1:30 p.m. Discover a wealth of support and resources with area agencies that address a variety of challenges. St. Luke's University Health Network will also have several departments there and will conduct free A1C and Lipid testing, grip strength and reaction time among other activities and information. Lyndi Mies from Weis Markets will also be conducting a free presentation, Eating on a Budget, in CSC 202 from 12:30 – 1:30 p.m.

This event is free and designed to help students, faculty and staff connect with resources in the community, so they can thrive in all aspects of life. Come join us for fun activities, free health screenings, free food and giveaways!

New Quality Matters Certified LCCC Course



Join the Department of Online Learning in congratulating Robin Musselman for recently completing and meeting expectations on her Quality Matters Course PSY 140 – Intro to Psychology. The QM certification demonstrates a QM commitment, not only to creating an environment of excellence and quality, but of maintaining that commitment. If you are interested in learning more about Quality Matters or submitting your course for review please reach out to rpeters@lccc.edu.

Disney College Program Recruitment

Since 1989, LCCC has sent over 450 students to Disney and California to experience a one-semester internship at one of the Florida parks. This six-credit internship is listed in our catalog as IDS 270.

The Disney Company will begin recruiting starting August 26 for Spring/Spring Advantage 2025 semester. Interested students should email Walt Sweddo at wsweddo@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 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 Disclosures – 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

View the August edition of the Department of Online Learning Newsletter. This edition includes information about the training programs we offer, including the newest Remote Teaching Certification, starting this week. It also includes a free conference opportunity from Elon University, our training schedule for Convocation week, how to edit your discussion posts since the new redesign, our online learning badge recognition, and some events going on locally to check out this month to relax and unwind. 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

Kickstart Spring 2024 with Vision: Join Career Development and Create a Vision Board

The Career Development team invites you to kick off the fall 2024 semester with a creative and inspiring event! Join us in SSC 004 from Aug. 26-29, between 10 a.m. and 2 p.m., as we create vision boards together.

Vision boards are a fantastic way to stay motivated, set clear goals, and visualize your path to success. This event is open to students, staff, and faculty and offers a great opportunity to connect and start the semester with a positive mindset.

Don't miss out on this chance to engage in a productive and enjoyable activity. For any questions, please reach out to Kescha Bell-Ross, Director of Career Development & Civic Engagement, at kbellross@lccc.edu.

We look forward to seeing you there!

Spirit Committee Offers Welcome Back Goodies

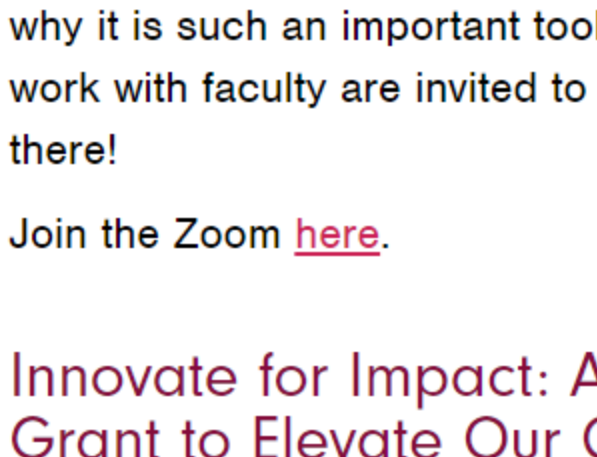
The Spirit Committee is excited to offer all of our faculty, staff and administrators a welcome back goodie. These items will be available at the front desk at the Donley Center, mailroom at the Morgan Center and in Human Resources (SSC 106) on main campus. We encourage everyone to stop by in the next two weeks to pick out their favorite item. The Spirit Committee wishes everyone a remarkable and successful semester.

Reporting an Incident in START

If you are aware of an incident that concerns you – student behavior, violations of the LCCC Code of Student Conduct, academic honesty, emotional, behavioral, etc., the college has an online reporting tool, START, for you to make an official report. You can also access this online form by clicking on ["START"](#) in the LCCC portal under Faculty/Staff Resources and then following the prompts.

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 immediately to Public Safety by calling 610 799-1169 as soon as possible. Officers are on campus 7 a.m. – 10 p.m. Monday through Thursday; 7 a.m. – 5 p.m. Friday; and 7 a.m. – 6 p.m. Saturday. If you have questions regarding START or to schedule a START training, email Associate Dean of Student Development Brian DeLong at bdelong2@lccc.edu.

First Tuesday Coaching Conversation with the Faculty Coaches



September's First Tuesday Coaching Conversation will be held Tuesday, Sept. 3, at 2:30 p.m., and will feature the new and improved Faculty Handbook presented by all of the Faculty Coaches. Over the summer the Faculty Coaches have updated the Faculty Handbook.

Come join us for a presentation of the LCCC Faculty Handbook and discover why it is such an important tool for you to use. All administration and staff who work with faculty are invited to join as well. We look forward to seeing you there!

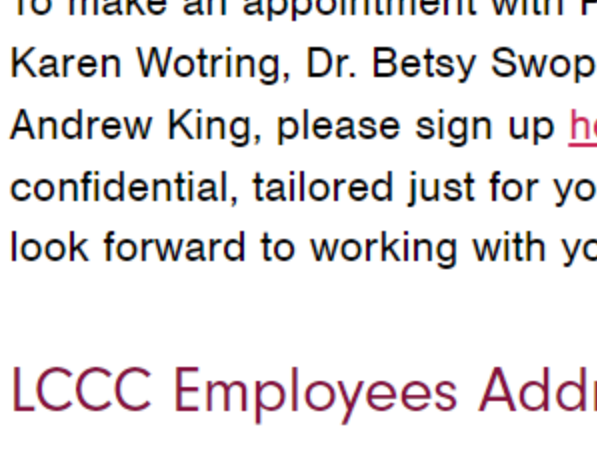
Join the Zoom [here](#).

Innovate for Impact: Apply for the Strategic Innovation Grant to Elevate Our College Community

The Strategic Innovation Grant is designed to encourage faculty and staff innovation to enhance the lives of our students and college community and improve educational delivery. Consideration will be given to progressive, inventive, creative ideas that transform curriculum, college activities, student life, partnerships, and/or support services. Funding is typically available for projects requiring less than \$35,000. The amount awarded may differ from the requested amount, but will not exceed the amount budgeted annually by the college.

For more information including the criteria, deadlines, and the application click [here](#).

Instructors, Faculty Coaches are Here for You



The Faculty Coaches are here for faculty looking to work on course content design, assessments, rubrics, classroom management, remote course management ideas, or just about anything faculty are interested in improving or trying for the first time.

To make an appointment with Professors Jennifer Myskowski, Wendy Barron, Karen Wotring, Dr. Betsy Swope, Dr. Melanie Turrano, Dr. Robin Musselman, or Andrew King, please sign up [here](#). Faculty Coach appointments are confidential, tailored just for you, and are available in person or remotely. We look forward to working with you as soon as we can!

LCCC Employees Address Diversity, Equity and Inclusion

Listening to Their Voices: Insights Regarding Diversity, Equity and Inclusion Experiences at LCCC

Sept. 10 from 2 – 3:30 p.m. in ARC 201

Sponsored by Title III.3: Pathways to Success

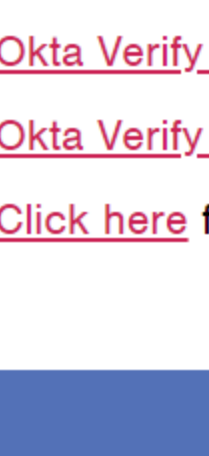
Would you like to offer a unique opportunity to your students for Fall 2024? If so, please consider inviting your classes to a panel presentation featuring LCCC employees who wish to share their experiences of DEI at LCCC. The session will highlight opportunities offered and supported at LCCC for DEI engagement. Panel members include: Fred Damon, Anthony Jefferson, Jess Joseph, Tricia Moore, Roxanne Wright-Watson, and Amber Zuber.

*For guidance regarding methods to contact this event to your Fall 2024 syllabus for student participation and learning, please contact Carrie Myers at cfmyers@lccc.edu.

A Call for Social Justice – Interested in Joining this DEI Learning Experience?

LCCC displays a strong commitment to diversity, equity and inclusion, and to support the college's strategic initiative, the DEI training for the LCCC community, A Call for Social Justice, will once again be offered during the Fall 2024 semester. Participants should plan to complete 2-3 hours reading and multimedia sources weekly, and brief written reflections, which aim to foster an individualized learning experience within the Canvas platform. For more information, please contact Carrie Myers at cfmyers@lccc.edu by Aug. 26 to begin the program the first week of September.

Multi-Factor Authentication (MFA) for Students



Starting this fall semester, all students will be required to use Okta Verify for MFA when accessing College resources that require your LCCC identity credentials, such as Portal, Canvas, or Student Self-Service. The Okta Verify app can be downloaded directly from your mobile app store in advance.

[Okta Verify on the App Store](#)

[Okta Verify on Google Play](#)

[Click here](#) for more information on how to enroll in Okta Verify.

SPIRIT & WELLNESS

September Wellness Center Challenge

Our September Wellness Center Challenge will be "Commitment to Exercise." The challenge is open to all faculty and staff. Beginning Tuesday, Sept. 3 through Monday, Sept. 30, log at least 30 minutes every day and earn a LCCC Swag Pack. Participants must sign-up by Sept. 3 to participate. Award winners will be notified via LCCC email on Tuesday, Oct. 1. [Click here](#) for additional information.

LCCC Spirit Night at the LV Iron Pigs

The LCCC Spirit Committee invites you to attend LCCC Night at the LV Iron Pigs on Friday, Sept. 20 at 7:05 p.m. when the Pigs will take on the Worcester Red Sox. Seats are in section 105 and tickets cost \$12.00 per person which includes a \$2.00 food and beverage voucher. Show your LCCC Spirit by wearing your LCCC swag and be placed in drawing for a raffle basket. [Click here](#) for tickets. RSVP by Friday, Sept. 6.

Wellness Center Fall Hours

Wellness Center fall hours will begin Monday, Aug. 26 through Friday, Dec. 13. The Wellness Center will be open this fall for the following hours:

- Mondays-Thursdays 9 a.m. – 5p.m.
- Fridays 10 a.m. – 3 p.m.
- Saturdays and Sundays Closed

*All hours subject to change

The Wellness Center will be closed on the following dates:

- Monday, Sept. 2
- Wednesday, Nov. 27
- Thursday, Nov. 28
- Friday, Nov. 29
- Monday, Dec. 23 through Wednesday, Jan. 1

Wellness Center winter hours will be Monday, Dec. 16 through Thursday, Jan. 23 from 10 a.m. – 2 p.m.

Spirit Committee Upcoming Events

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

September

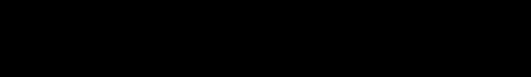
- Spirit Day: Band Tees – Friday, Sept. 6
- Iron Pigs Game – Friday, Sept. 20
- Caramel Apple Day – Thursday, Sept. 26

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
Schuylkill, PA 18078
610-799-2121

Join the Conversation



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