

August 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

[President's Desk August 2023](#)

[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](#)

[Leadership Team](#)

[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 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 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 Ronnie 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 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 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 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, 9 to 9 a.m. or 4 to 5 p.m. Email jrowlands@lccc.edu to schedule a meeting.

Dean Dr. Andrea Grannum-Mesley
Mondays from 11 a.m. to 3 p.m. Email agrannummesley@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.

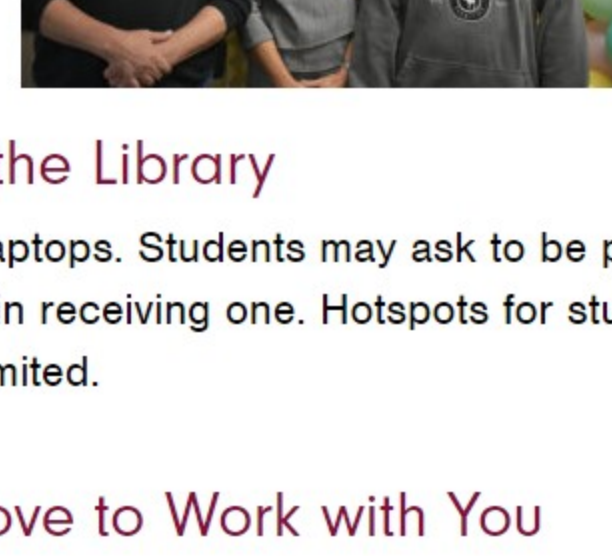
CIO Joshua Mitchell
Tuesdays from 11 a.m. to noon. Email jmitchell109@lccc.edu to schedule online meeting.

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

ANNOUNCEMENTS

Welcome Back, Students

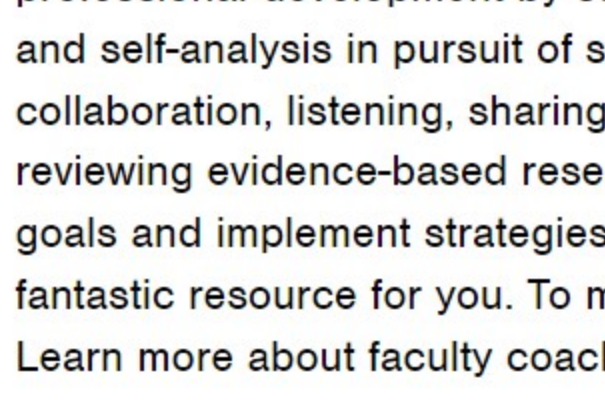
Students were welcomed back to the fall semester with an invitation to visit offices that had been decorated to greet them. Dr. Bieber and student Marie Alex pose in front of the College Relations backdrop. It was a family welcome with Dan Nagy, shipping and receiving, with his son Ethan.



Laptops and Hotspots at the Library

The library is out of student loaner laptops. Students may ask to be placed on the waiting list if they are interested in receiving one. Hotspots for student use are still available, but supplies are limited.

Faculty Coaches Would Love to Work with You



First Tuesday Coaching Conversations
2:30-3:30 p.m., Tuesday, Sept. 5, on Zoom
Join Zoom [Here](#)
The Incomplete (I) Grade

Andrew King, Associate Professor and
Faculty Coach

The LCCC Faculty Coaches partner with faculty in a confidential environment to foster innovation, community building, culturally responsive pedagogy, and professional development by supporting faculty to develop concrete goals and implement strategies to meet them, the [Faculty Coaches](#) are a fantastic resource for you. To make an appointment please fill out [this form](#). Learn more about faculty coaching and view the flyer [here](#).

LCCC Recruits for Students to Participate in Disney Co-op Program

LCCC will offer a cooperative work experience for students at Disney World in Orlando, Florida, or Disney World in Anaheim, California, during the spring and summer 2024 semesters. The program is available to students attending LCCC or who have graduated in the last 24 months and who are at least 18 years of age at the time of application.

The co-op program allows students to earn six college credits as they spend one semester working, learning and living at Disney World or Disneyland. Since the program began in September 1989, more than 450 LCCC students have participated.

Students who are chosen will work in a major operating area in one of the theme parks, resorts, or entertainment venues such as Foods, Merchandise, Operations, Tickets, Water Recreation and Transportation. Students are housed in apartments located near the Disney Resort complex. This course is a combination of working, learning and living experience that is open to all majors. Selection to participate in the program is competitive and is based upon approval by the Disney recruiting team.

Interested students may apply for the program online [here](#). A virtual information session with Disney is scheduled for Sept. 7. Registration is available on the [website](#).

For additional information about LCCC's Disney Co-op program, contact Walter Sweedo at wsweedo@lccc.edu.

Updated Campus Maps

The Duplicating Center has printed a supply of the updated 2023 Campus Maps. Faculty and staff can stop at the service window to request printed maps for the start of the Fall semester. If you require 100 or more maps, you can submit a duplicating request to duplicating@lccc.edu. Please make sure to discard any previous versions of the Campus map you may have. Thank you.

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.

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 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 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 have recently earned the Essentials Badge: Joseph Fortunato, Cosette El Hage, Cherrynn Joseph, Florida Melendez, Michael Owen and Timothy Shoemaker.

REMINDERS

Join Colleagues and Students at the Lehigh Valley Autism Walk

"Friends of LCCC" are assembling a team to participate in the Lehigh Valley Autism Walk on Saturday, Sept. 9, at SteelStacks in Bethlehem. Join the team to raise awareness and to help raise funds for Autism Speaks programs that help people with autism reach their fullest potential. If you fundraise \$150, you will receive a t-shirt.

The Lehigh Valley Autism Walk schedule will be:

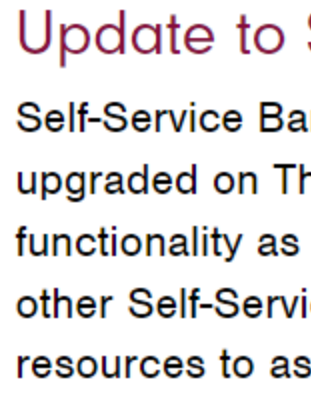
- 9:00 a.m. – Registration
- 10:00 a.m. – Opening Ceremonies
- 10:20 a.m. – Walk Begins
- 12 p.m. – Event Ends

If you'd like to join the "Friends of LCCC" walk team, [click here](#). From there you can join the team, create your own personal walk page, and start raising funds. This is not a college-sponsored event. For questions, please contact Greg Bott at gbott@lccc.edu.

ESS Learning Specialists

Are you concerned about a student? Refer students to us if you feel they need additional support regarding successful adjusting to college courses. Areas can include time management, test anxiety, difficulty interpreting test questions, a lack of test-taking strategies, note-taking, reading, study skills, falling behind in work or anything else that is hindering their ability to be as successful as possible. You can connect students with the ESS Learning Specialists by walking them over to our offices in Science Hall 150, sharing our contact information with them, submitting an academic alert, or contacting us directly, and we will reach out to them. The ESS Learning Specialists can be reached at educationalsupportservices@lccc.edu or 610-799-1154. The success of your students is our goal!

New Wi-Fi is Here!



You will now see a new option when choosing a Wi-Fi network. Simply connect your wireless devices to the network labeled "LCCC."

For more information or for help with connecting visit help.lccc.edu.

Update to Self Service Banner for Faculty

Self-Service Banner for Faculty, otherwise known as BannerWeb, will be upgraded on Thursday, August 24. The upgraded version features the same functionality as our previous version with a new look and feel that mirrors our other Self-Service Banner modules such as Student and Employee. Below are resources to assist you with navigating the new platform.

[BannerWeb 8 vs. BannerWeb 9](#)

[Important Faculty Info Fall 2023](#)

These resources can also be found in the shared Fall 2023 folder in Google Drive [here](#). If you have questions, contact Fae Schrack at fschrack@lccc.edu. A training session will also be held at Development Day in October.

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.

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.

SPIRIT & WELLNESS

Wellness Center Fall Hours

The Fall hours for the Wellness Center will be posted soon. Please check [our website](#) or [our new Facebook page](#) for updates and upcoming events.

This Week's Hours are Monday through Friday, 9 a.m. – 5 p.m. All hours subject to change. All changes will be communicated through our Facebook page.