News All College Voice submissions are due by

August 7, 2023

Submit Your College Voice

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.

President's Cabinet

Leadership Team

Academic Council

Submit Your Marketing Project Request Minutes Board of Trustees

Registration Status Reports

Working @ LCCC

Service Window Hours 8 a.m. - 5 p.m., Monday through Friday. Lobby Hours 7:30 a.m. - 7 p.m., Monday

Duplicating Center and Mail Room

to all sites. **Bookstore Hours**

CLOSED.

Library Hours 7:30 a.m - 5:00 p.m., Monday through Friday. **Wellness Center**

schedule an online meeting.

p.m. Email Ronnie Blue at vblue@lccc.edu to schedule a Hangouts meeting.

arrange a scheduled meeting. VP Stefanie Nester

meeting. Interim Dean Dr. Jodi Rowlands

Wednesdays from 3 to 5 p.m. Email EReichardt@lccc.edu to schedule online meeting. Dean Dr. Kelly Trahan

CIO Joshua Mitchell Tuesdays from 11 a.m. to noon. Email <u>JMitchell10@lccc.edu</u> to schedule online meeting.

To the LCCC Community, As we approach the fall semester, we reflect not only on the past few years,

ANNOUNCEMENTS

but also on how these challenges have changed us and solidified our mission

2023 State of the College

to help students achieve their goals. Thanks to your hard work and dedication,

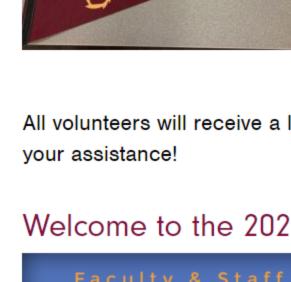
opportunities to change their lives. Attached for your review is the State of the College 2023, which details the outstanding work of all of us. Thank you for all you do on behalf of LCCC and our students. Dr. Robin Musselman Speaks at American Psychology Association International Convention

original IPI working group and is a co-author of the book, Transforming Introductory Psychology. She was invited to present on the implementation of

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

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 paly the "Game of the Day" and enter the Welcome Week Raffle. Most importantly,



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 Welcome to the 2023-24 Academic Year from Dr. Bieber

students will have a quick point of contact

📭 Lehigh Carbon COMMUNITY COLLEGE

Welcome back to those who spent the summer away from campus and hello again to all of you who have been tirelessly working over the summer to

ensure LCCC is prepared for our upcoming academic year. I want to thank all of you for the outstanding work you do and for your dedication to the college. Thank you to everyone for your work over this past year on the Many Voices, One Vision Strategic Plan 2023-2026. Because of your commitment, we have a strong strategic plan to guide us during the upcoming years. The process to

strategic initiatives to build on the successes and address the challenges while informing our strategic plan Many Voices, One Vision. We recognize how busy everyone is at the beginning of the semester, so Convocation has been moved from August to October. However, the coordinators' meeting, division meetings, other pre-semester meetings and Adjunct Convocation will be held on August 22 and 23. The agenda will be added to the drive. Now, we can use this time to prepare for the academic

I look forward to another productive year and working together with each of you to serve our community, meeting their higher education needs and being a leader in economic development through partnerships with business, school districts and community organizations. Thank you again for all you do for our students and LCCC.

ZOOM Update: SSO Required Beginning August 9,

Aug. 7. For your convenience, all of the documents related to the fall semester

are available in a shared drive. Check the folder often as new documents will

LCCC FACULTY COACHING Success Coach Faculty, are you excited about the upcoming fall semester?

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.

ADMINISTRATIVE UPDATES

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 <u>nomination form</u> 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

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

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

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

 Other COVID-19 symptoms If you develop symptoms, isolate immediately 2. Isolation and Precautions for People with COVID-19.

 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.

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.

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.

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

Check out the 2023 August Edition of the Department of Online Learning Newsletter! This

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, Cherryann Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

in the Design Den Makerspace, SH 122. Casey has worked with many departments, including Teacher Education, Chemistry, and SEED, to create exciting lessons on STEAM education. She has also facilitated training for faculty and developed summer camp programming for K-12 students. Her

If you are aware of an incident that concerns you – student behavior, violations

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

of the LCCC Code of Student Conduct, academic honesty, threats to harm

Farewell to Casey Kane, Coordinator of the Design Den

Casey Kane, Coordinator of the Design Den Makerspace, will be leaving us on

August 8. Please stop by to wish her well on Monday, Aug. 7, from 3 – 5 p.m.

the Office of Student Life for our first annual Welcome Week Office Decorating Contest! Prizes will be awarded for the top three voted offices including pizza parties, donuts and

coffee, etc.

Please join the LCCC Spirit Committee and

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

or personal leave, but employees need to secure

approval from their supervisor. The form is

volunteer does not need to be used as vacation

could include bottles of wine or spirits. This will be used as a raffle item at the golf tournament to raise 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

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 park opening at 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

available in the portal under Employee Payroll and Benefits, "Leave Request Form." Complete the form and check the box for "Other." Sign up to volunteer by Aug. 15 using the Sign Up Genius link. Anyone who signs up by Aug. 15 will receive an embroidered golf shirt.

FOUNDATION

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 the following dates: Friday, August 4

- News **Events** Bookstore

Sitemap

Student Consumer Information

Weather Alerts

Right To Know

Employment

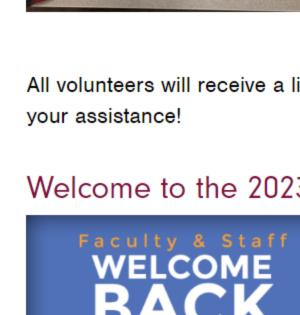
Nondiscrimination

Policies & Procedures

we have continued to meet the needs of our students and offer them

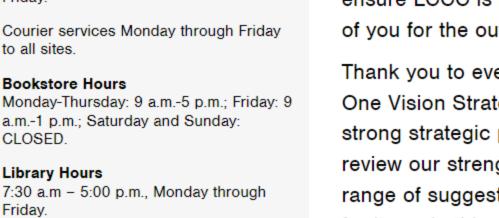
Robin Musselman presented a talk about the recommendations of the APA Introduction to Psychology Initiative at the recent APA Conference in

directions to classes and campus services. There will be a Welcome Tent setup in the mall near the Student Union. We are looking for one or two









be added.

2023

Faculty Coaching

Dr. Ann D. Bieber Appointments can be made via Zoom. Email Tracy Bean at tbean@lccc.edu to VP Dr. Cindy Haney 1st and 3rd Mondays from 4 to 5 p.m. and 2nd and 4th Thursdays from 4 to 5

Email PHeim@lccc.edu to schedule online Wednesdays, 8 to 9 a.m. or 4 to 5 p.m. Email jrowlands@lccc.edu to schedule a

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

the Institutional Research link on Faculty and Staff Resources.

through Thursday; 8 a.m. - 5 p.m., Friday.

VP Larissa Verta

Dean Dr. Andrea Grannum-Mosley Mondays from 1 to 3 p.m. Email agrannummosley@lccc.edu to schedule via Hangouts. Interim Dean Eike Reichardt

To view registration status reports, go to

Courier services Monday through Friday Monday-Thursday: 9 a.m.-5 p.m.; Friday: 9

10 a.m. - 3 p.m., Monday through Friday. **President's Cabinet Members Open Office Hours**

Access virtual office hours on Mondays from 3 to 5 p.m.; Tuesdays from 9:30 10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email jtaschler@lccc.edu to

Dean Peggy Heim Mondays from 3 to 5 p.m.

online meeting.

President

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 mbowen4@lccc.edu to

Mondays from 3 to 5 p.m.

Washington, D.C., on Friday, Aug. 4. Dr. Musselman was a member of the

the IPI recommendations at community colleges.

review our strengths, weaknesses, opportunities and threats led to a wide range of suggestions and comments, which were reviewed thoroughly. Next, for items in this comprehensive list are: including the item in the strategic plan,

referring it to dean or department for review, adding it to committee charges

In addition, the college will embark on a climate survey. We hope that the

survey will launch this fall, but if not, it will need to be delayed until the fall

uncover any challenges facing members of our community, and 3) develop

2024. The goals of the project are multifold: 1) identify successful initiatives, 2)

for the upcoming year, or marking it as complete.

year and welcome students for the fall. Details of the exciting achievements and initiatives this past year will be included in the State of the College report, which will be sent out college-wide

All faculty, staff, and other licensed account holders will be required to use SSO (single sign on) for ZOOM beginning Wednesday, August 9. Licensed users include faculty, staff and other requested accounts required by departments and student organizations. More information detailing Zoom login with LCCC Identity is available online here.

COACHING COMMONS

Are you interested in trying something new? Would you like help with your syllabus, a rubric, or a test? Perhaps you

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

regardless of vaccination status, need not quarantine. 1. Exposure to someone with COVID-19:

who are unvaccinated. The CDC advises that those individuals exposed to COVID-1,

 Watch for COVID-19 symptoms such as: Fever (100.4 degrees or greater) Cough Shortness of breath

Stay home and isolate for at least 5 days and isolate from others in your home.

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

For minor injury or illness, trained personnel should provide basic first aid care. Call

No employee shall transport another employee/student to an emergency facility or hospital.

The college's online training program is specifically designed for the busy professional but

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

Public Safety at x1169. All Public Safety officers are trained in first aid and CPR/AEDS.

If you test positive for COVID-19, follow the steps below per the <u>CDC guidelines</u>:

Quick Reference for Medical Emergencies on Campus

person is until arrival of the ambulance.

database of your completed trainings.

Online Learning News

Blooms Taxonomy, and more!

wishing Lauren farewell.

I-9 Form

Makerspace

StART Report

talents will be greatly missed.

Office Hours

Digital Badges

All New Employees:

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

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

onlinelearning@lccc.edu. Online Learning Courses Available Register online for our live and self-paced trainings. Trainings include: Canvas Course

Schedule a meeting with Rachel Peters to ask any questions on training, course

development, professional development, and other tools/topics.

Certification, Remote Course Certification, Excellence in Instruction, Zoom, Canvas Studio,

Faculty and staff will have the opportunity to receive digital badges to display on LinkedIn,

REMINDERS Lauren Falgout Farewell Celebration

Please join us as we recognize Dr. Lauren Falgout's 5 plus years of service to

many reasons, not the least of which include her positive outlook, inspirational

Counseling Center conference room (SSC 126). Lauren will be missed for

coordinate, and all the students she helped along the way. Please join us in

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.

LCCC with a gathering on Thursday, Aug. 10, from 2 to 4 p.m. in the

workshops, the Suicide Awareness and Prevention Walks she helped

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.

Welcome Week Office Decorating Contest

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. Recruiting Volunteers for Foundation Golf Classic The LCCC Foundation's Tony Boyle Memorial Golf

 Friday, August 11 Friday, August 18 Friday, August 25

Join the Conversation f □ in ♂ ◎ ••

schedule an online meeting.

Email KTrahan@lccc.edu to schedule an

Also, donations for the Barrel of Cheer basket are being accepted, which Events Manager, at JRooney@lccc.edu for pick up.

community.

Lehigh Carbon Community College

4525 Education Park Drive

Schnecksville, PA. 18078

610-799-2121

Accessibility Statement Contact Us

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