



The COLLEGE VOICE

Home

September 18, 2023

ANNOUNCEMENTS

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 September 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 Sosen at msose@lccc.edu to schedule an online meeting.

Dean Peggy Heim
Mondays from 3 to 5 p.m. Email pheim@lccc.edu to schedule an 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 3 p.m. Email agranum@lccc.edu to schedule via Hangouts.

Interim Dean Eike Reichardt
Wednesdays from 3 to 5 p.m. Email ereichar@lccc.edu to schedule an online meeting.

Dean Dr. Kelly Trahan
Mondays from 3 to 5 p.m. Email ktrahan@lccc.edu to schedule an online meeting.

CJO Joshua Mitchell
Tuesdays from 11 a.m. to noon. Email jmitchel10@lccc.edu to schedule an online meeting.

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

Student Employee of the Month

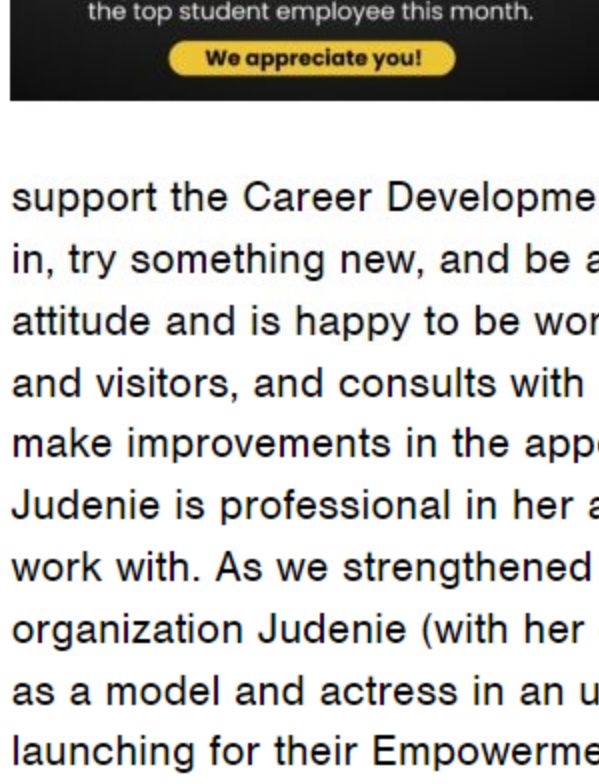
This academic year Career Development will be recognizing student employees with "Student Employee of the Month." The launch of this initiative is to show our student employees how much we appreciate them. We want to help maintain a positive work environment for our students and keep them motivated. Our LCCC student employees often serve as our front-line employees. They often participate in various extracurricular activities, work multiple jobs, and become valuable members of our departments and the institution, all while juggling academics.

Throughout this academic year please take a moment to nominate a student employee by completing a [nomination form](#). All nominations will be reviewed by Career Development by the 10th of each month. Our "Student of the Month" will receive a small token of appreciation, a certificate, and recognition in the Career Development office for the month.

For additional information on the "Student of the Month" initiative please contact the Director of Career Development, Kescha Bell-Ross via email at kbellross@lccc.edu.

September Student Employee of the Month

The Student of the Month for September is Judenite Dorismond



Judenite was highlighted by her department as being a stellar student employee of the Career Development Center since 2020. She has been an integral member of our department. From assisting students with career services, organizing files, creating social media content, and spearheading the welcome week vision board activity hosted in the Career Development office. She constantly looks for new and inventive ways to support the Career Development Center. We can always count on her to jump in, try something new, and be a true team player. She always has a great attitude and is happy to be working. She eagerly greets and directs students and visitors, and consults with staff as needed. Judenite takes the initiative to make improvements in the appearance and organization of the reception area. Judenite is professional in her appearance, and demeanor and a pleasure to work with. As we strengthened our partnership with the YWCA Perfect Fit organization Judenite (with her daughter) volunteered on her own time to serve as a model and actress in an upcoming commercial that the Perfect Fit is launching for their Empowerment luncheon. The Perfect Fit and their media team were all happy to have her on this project. In addition to being an amazing worker, Judenite always brings energy and enthusiasm to her work. She is lit from within and shares her light with everyone around her.

Main Campus Building Hours

Please note that beginning Monday, Oct. 2, the buildings on the main campus will be open the following hours:

6 a.m.-10 p.m., Monday through Thursday

6 a.m.-6 p.m., Friday

6:30 a.m.-6 p.m., Saturday and Sunday

Advisors Needed For LCCC Clubs

There are currently several clubs that are seeking a faculty or staff member to serve as an advisor for their group. These groups provide opportunities for students to pursue special interests, develop interpersonal and leadership skills, meet other students, work with faculty and staff, and take advantage of learning experiences that exist outside the classroom. The activities sponsored by student groups enrich the total educational experience and quality of campus life. As advisors, faculty and staff members have an excellent opportunity to work with college students in a non-classroom environment, enriching student-staff/faculty interaction. We know from past experience and research that this interaction has a positive effect on student retention and graduation.

The following groups are currently in need of an advisor or co-advisors: Outdoors Club, Anime Club, Dance Club and Justice Society. For more information about these clubs and more information on the responsibilities of serving as an advisor please contact Gene Eden, geden@lccc.edu.

Morgan Center Parking Lot Repairs Sept. 20 - 24

The Morgan Center parking lot will be closed for needed repairs before the cold weather sets in. The repairs are scheduled to begin Wednesday, Sept. 20, and the parking lot will reopen on Monday, Sept. 25. The Scheller Center parking lot and street parking is available for parking during the repair time frame.

Mary Ellen Wismer Farewell

Please join us as we recognize Mary Ellen Wismer's nearly 20 years of service to the Registration and Student Records office with a gathering on Wednesday, Sept. 20, 2 - 3 p.m. in SSC 120. Mary Ellen will be greatly missed, including her energetic attitude and smile as well as her amazing creativity in creating a welcoming and fun environment for students. We thank Mary Ellen for her many contributions to LCCC and wish her all the best.

The Passing of Former Political Science Instructor Bruce Frassinelli

Former LCCC political science instructor Bruce Frassinelli died at home on Sept. 6. Mr. Frassinelli had a colorful and impactful career in journalism and education and shared his decades of experience with students in his LCCC political science course. More information on his life is available in his [obituary](#).

Neurodiversity ERG

Supported by LCCC, this Employee Resource Group provides an affinity space for sharing the unique experiences of neurodiverse faculty and staff. Neurodiversity recognizes those whose brains work or process in ways divergent from the status quo, which bring different strengths and challenges to the workplace and everyday life. This includes people with ASD, ADHD, dyslexia, dyspraxia, Tourette's, or any other similar condition, whether diagnosed or self-identified.

Join this group to explore the challenges as well as the assets a neurodiverse community brings to campus while navigating within a neurotypical environment. This space will also explore practices that support neurodiversity in the workplace. To join the first meeting of the year at 4 p.m., Monday, Sept. 25, please contact Eric Werley at ewerley@lccc.edu and/or Thomas Simko at tsimko@lccc.edu for the Zoom meeting link.

LV Veterans and Military Council 5k

Join the LCCC Veteran Support Team at the annual 5K Ruck 'n Run/Walk to honor veterans during Veterans Appreciation Week. Lehigh Valley colleges, universities, businesses and community members will Ruck OR Run/Walk to recognize and honor all veterans throughout the Lehigh Valley. 5K Ruck and Run/Walk options in addition to a 1-mile Fun Run/Walk (no timing or awards) are available. The course is an off-road grass course through scenic Bicentennial Park. Donations will go to Shamrock Reins. Participants who register and make a \$30 minimum donation by October 28 will have the option of an event beanie or water bottle. The college or university team with the most participants (Ruck, Run/Walk, and Fun Run/Walk combined), earns a plaque to be displayed on their campus and bragging rights! For more details and registration information, visit <https://runsignup.com/vmc5k>.

Sweat 4 Swag 2.0

Sweat 4 Swag is back! Come over to the Wellness Center and start your journey of earning cool Lehigh Carbon gear while creating a healthy lifestyle.

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 or a kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. [Attached Word](#) 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 day 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 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 [September 2023 Edition](#) of the Department of Online Learning Newsletter! This edition includes: event dates, new faculty resource modules in the Department of Online Learning Canvas page, an article about hybrid teaching, info about the Montgomery County Community College Technology & Learning Conference, important Canvas updates, what to do when technology fails; how to get to the new faculty academy; and recognition for our recent Online Learning Badge earners! 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, Cherrlyann Joseph, Floraba Melendez, Michael Owen and Timothy Shoemaker.

REMINDERS

Direct Deposit Updates

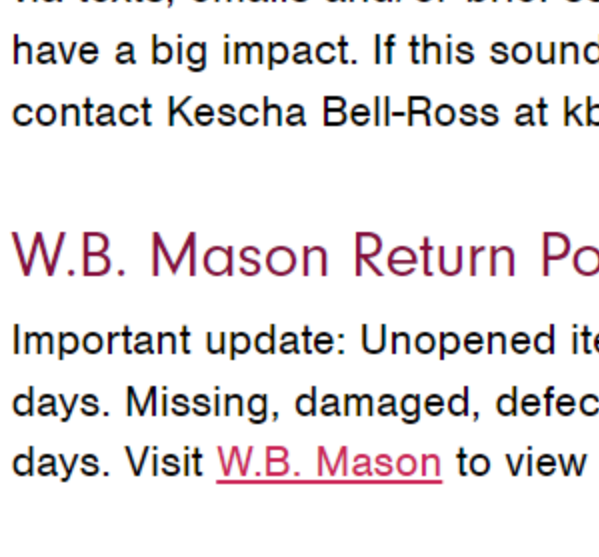
This is a reminder from Human Resources to not forward any updated Direct Deposit forms/information through email. All updates should be delivered directly to Human Resources. Thank you!

Farewell Gathering for Dr. Karen Ladley

Please join us to bid a fond farewell to Dr. Karen Ladley, who will be leaving her current position as Associate Dean for Student Learning and Organizational Development to embark on a new journey. Come by between 11 a.m. and 1 p.m., Wednesday, Sept. 27, in Science Hall room 131. Dr. Ladley's last day at the college will be Sept. 27. We are sad to see her leave but excited for the opportunities that lie ahead. Join us in celebrating Dr. Ladley's contributions and achievements during her time at LCCC for the past six years in various student support roles. Please stop by to express your appreciation, share your well-wishes, and reminisce about the memories shared.

Gold Rush!

Come cheer on the women's soccer team on Tuesday, Sept. 19, when they host Central Penn College at 3:30 p.m. The Cougars will debut their new gold uniforms. Fans are also encouraged to wear gold. Rally towels will be given out to the first 30 fans in attendance!



Recruiting Barrel of Cheer Donations

The LCCC Foundation's Tony Boyle Memorial Golf Classic will be held at The Club at Twin Lakes on Monday, Oct. 2. We are accepting donations for the Barrel of Cheer, which includes a variety of wine and spirits. The Barrel of Cheer helps to raise additional funds through tickets sold on the course for the entire contents of the "barrel." All funds this year benefit the Promise and Aspira Scholarships.

Please drop off your donation by Wednesday, Sept. 27, in the Office of College Relations, room 112 of the Student Services Center. Or email JoEllen Rooney at jrooney@lccc.edu and we can arrange for pick up. Thank you!

iCare Mentors Needed

The iCare mentoring program is an initiative that partners with LCCC Athletics to help build student success and retention. Fall 2023 semester the iCare mentors will be working with the men's baseball, softball and basketball teams as well as the women's volleyball and basketball teams. In 2022 iCare mentorship made an 80% retention rate impact on the women's basketball team and a 77% retention rate impact on the men's basketball teams.

Can you help us retain and excel at this important time in their lives by volunteering to be a mentor? Mentor/mentee time can be as simple as attending an LCCC game (at home or away) or helping to create goodie bags for the away games. It's about building relationships and sharing experiences, mentoring team members, showing student support and providing guidance, sharing LCCC resources and providing connections. You can provide support via texts, emails and/or brief scheduled meetings. These small moments can have a big impact. If this sounds like something that would interest you, please contact Kescha Bell-Ross at kbellross@lccc.edu.

W.B. Mason Return Policy

Important update: Unopened items must be returned to W.B. Mason within 30 days. Missing, damaged, defective or expired items must be reported within 14 days. Visit [W.B. Mason](#) to view the entire return policy.

SPIRIT & WELLNESS

Wellness Center Hours

Wellness Center Hours this week Sept. 18-22:

Monday, 9 a.m. - 5 p.m.

Tuesday, 9 a.m. - 2 p.m.

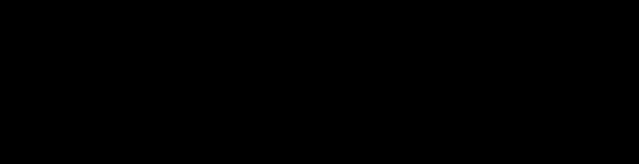
Wednesday, 9 a.m. - 5 p.m.

Thursday, 9 a.m. - 2 p.m.

Friday, 9 a.m. - 5 p.m.

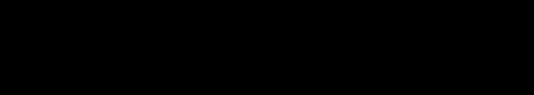
Please check our [website](#) or our [new Facebook page](#) for updates and upcoming events.

All hours subject to change. All changes will be communicated through our Facebook page.



Lehigh Carbon Community College
4526 Education Park Drive
Schnecksville, PA 18076
610-799-2121

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