The COLLEGE VOICE

October 19, 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 October 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.

ANNOUNCEMENTS

LCCC Fall Job Fair Features 80+ Employers

LCCC will host a Fall Job Fair from 10 a.m. to 2 p.m. on Thursday, Nov. 2, in the Community Services Center at the college's main campus in Schnecksville.

LCCC students and alumni are encouraged to attend. The public is also invited. Please bring resumes and wear professional attire as more than 80 local and regional employers will be available to discuss full-time, part-time, seasonal and internship opportunities.

This event is free. For more information, contact the Career Development Center at 610-799-1090 or email careerservices@lccc.edu.

Details on additional fall 2023 job fairs are available here.

New Dynamic Forms – Tuition Waiver and Direct Deposit

The tuition waiver form and direct deposit form are now dynamic forms located in the Faculty and Staff Resources. Feel free to reach out to Karissa Belcher at x1108 if you have any questions about using the new forms.

Etiquette Luncheon Nominations Open

The Career Development Center is excited to host an Etiquette Luncheon in partnership with SGA, on Wednesday, Nov. 15, as part of National Career Development Week. The event this year will be held off-campus at Twin Lakes Country Club. Transportation will be provided.

The Etiquette Luncheon is an afternoon of learning how to conduct oneself with proper dining and business etiquette in professional situations over a multi-course meal.

This event is by invitation only and space is limited.

Please use this form to nominate a student who you believe would enjoy and benefit from this event. Nominations close on Oct. 31.

Free Showing – Hocus Pocus 2

Join us for some Halloween Festivities on Thursday, Oct. 26, at 7 p.m. in the Community Services Center for a free showing of Hocus Pocus 2. Popcorn will be provided. Bring your own beverages and snacks and join us for this Disney Halloween classic. Sponsored by the Student Government Association. We hope to see you there!

Schedule a Career Development Job Fair Presentation

Attention Faculty:

Career Development is excited about our upcoming our Fall 2023 Job Fairs:

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 vblue@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 10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email jtaschler@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 mbowen4@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 Eike 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 JMitchell10@lccc.edu to schedule online meeting.

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

Nov. 2, from 10 a.m. to 2 p.m. in the Community Service Center (CSC Ballroom), Schnecksville

Nov. 16, from 10:30 a.m. to 1:30 p.m. Donley Center (lower level), Allentown

Nov. 16, from 10:30 a.m. to 1:30 p.m. Morgan Center (main level, near lobby), Tamaqua

Job Fairs are great opportunities for our students to network with professionals, research employers, and career paths, and practice the skills they've been learning in your classrooms. This semester, we have some excellent employers registered like Lehigh Valley Health Network, Niagara Bottling, LLC, Victaulic, and many, many more!

Career Development currently has job fair presentations scheduled at all sites, with a few more open slots of availability that we would love to fill. If you have 5 to 10 minutes at the beginning or end of your class over the next two weeks please email kbellross@lccc.edu to schedule a job fair presentation in your class.

Collegewide Department Information Sessions

The Office of Human Resources is excited to invite you to our upcoming Collegewide Department Information Sessions, where you'll have the opportunity to gain valuable insights into our department service areas and latest developments, initiatives, and future plans.

These sessions aim to foster better communication, understanding, and engagement among our dedicated employees, and we encourage our current and new employees to join us for an informative and interactive experience.

These sessions will provide an overview of the department, recent accomplishments, insights into upcoming projects, a chance to ask questions and provide feedback, and networking opportunities with colleagues.

October 24, from 10 – 10:30 a.m.

Department: Facilities & Operations

Presenter: Joe Benulis, Assistant Director of Facilities and Operations

Click here to join this session via zoom

November 3, from 2 – 2:30 p.m.

Department: Counseling, Community Resources/Basic Needs, and Community Standards

Presenters: Brian DeLong, Associate Dean of Student Development Elizabeth Lewis, Assistant Professor, Counselor Elizabeth Rivera, Community Resources Specialist Jen Avramides, Student Support Generalist

Click here to join this session via zoom

November 17, from 2:30 – 3 p.m.

Department: LCCC Tamaqua

Presenter: Amber Zuber, Director of Site Educational Services

Click here to join this session via zoom

Stretch and Breath

Stretch and Breath is cancelled for Monday, Oct. 23. The final day to participate will be Monday, Oct. 30 at 10 -10:15 a.m., and 2 – 2:15 p.m. Please bring a towel or yoga mat. Event takes place outside of student union (weather pending).

Movement Challenge Week 2 Recap

72% of participants tracked and submitted their weekly activity.

74% of participants were right on target or increased their fruit and vegetable servings for the week!

55% of participants completed two or more types of movement activity in the past week.

Check out the tips and tricks offered by our participants to increase your fruits and vegetables throughout the week:

Here's are the things we were proudest of this past week:

Spirit Day – Wear Your Best Halloween Costume

Happy Halloween! In the spirit of the season, join the LCCC Spirit Committee in wearing your best (work-appropriate) Halloween costume on Thursday, Oct. 26. The Office of Student Life is also hosting a Halloween costume contest for students in the Student Union that same day, so campus will be filled with costumes!

For questions, reach out to Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

Cybersecurity Awareness Month Tip

Cybersecurity Tip 6: Avoid Becoming a Social Engineering Victim

Unmask the tactics of social engineering, where charm often hides a deceptive agenda. Discover the telltale signs and critical questions that can help you differentiate genuine requests from devious tricks. Stay alert, and verify before you trust!

Click below to enhance your awareness.

Cybersecurity Tip 6: Avoid Becoming a Social Engineering Victim

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. 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 OctoberOctober 2023 Edition of the Department of Online Learning Newsletter! This edition includes: event dates; QM workshop dates; an article about the student's perspectives on using AI; info signing up for the 7th edition Rubric update training; important Canvas updates involving Apple iWork; Respondus Lockdown browser information; 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, Cherryann Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

REMINDERS

College and University Partnership Paves New Path for Students

An innovative partnership between two area community colleges and two regional universities will keep students on a pathway to a college degree with a variety of transfer agreements that will benefit students whose journey to higher education may have been interrupted.

Entitled "It's Not Over," this pilot project brings together Lehigh Carbon Community College, Northampton Community College, Kutztown University and East Stroudsburg University to create opportunities for students seeking an associate degree and ultimately a bachelor's degree.

Students who were not retained by Kutztown or East Stroudsburg and are in the community college service areas will receive information to help them navigate their credits to their designated community colleges, otherwise known as reverse transfer, to earn an associate degree. They will be encouraged to use that degree to transfer back to the university to earn their bachelor's degree.

In addition, students who earned more than 60 credits from one of the universities more than five years ago will receive information on how to move those credits to the community college for an associate degree and then a subsequent bachelor's, or to earn credits that will transfer. Students will need to meet a 15-credit residency requirement at the community college.

First-year students who did not return to their university will have the opportunity and encouragement to persist at the community college and return to the university upon receipt of their associate degree. In order to take advantage of the full tuition benefit of the community colleges, the students must live in the counties that are served by the respective community colleges – Lehigh, Carbon and Schuylkill counties for LCCC, and Northampton and Monroe Counties for Northampton.

The project stemmed from further discussions the presidents had after the signing of the statewide pledge in April confirming that community colleges and universities in the PASSHE system would work together for the benefit of students. The pledge was drafted to demonstrate the commitment to provide high quality affordable academic and career education programs and to contribute to the development of a highly skilled competitive workforce in the Commonwealth.

"This program is further evidence of how important higher education and student success are in the Commonwealth," says LCCC president Dr. Ann D. Bieber. "And it demonstrates the commitment that our regional colleges and universities have to ensuring that students have choices and opportunities to achieve their degree, while also staying locally, ultimately working and significantly impacting the region's economic development."

"This unique regional partnership is all about helping students succeed," said David A. Ruth, president of Northampton Community College. "It can help students stay on track to earn a degree while at the same time support the workforce needs of regional employers. It's a real win-win for the community."

"The primary focus at ESU, and frankly throughout the Pennsylvania State System of Higher Education and Pennsylvania community colleges, is to satisfy the education needs of our region," said ESU President Kenneth Long. "We signed a pledge earlier this year to ensure seamless transfer from community college to ESU, and I am excited to expand on that pledge with the 'It's Not Over' reverse transfer initiative. Our goal is to create opportunities for everyone throughout the region to have access to an affordable post-secondary education.

"Kutztown University's mission to provide affordable high-quality educational opportunities is shared by our fellow State System universities and regional community colleges," said Dr. Kenneth S. Hawkinson, university president. "Through this partnership, students are provided additional resources and avenues to complete their degrees and contribute further to our workforce across Pennsylvania."

For information on "It's Not Over," contact:

- Lehigh Carbon Community College Office of Admissions: 610-799-1575, admissions@lccc.edu
- Northampton Community College Office of Admissions: 610-861-5300, adminfo@northampton.edu
- East Stroudsburg University: Kizzy Morris, associate provost for student success, 570-422-3880, kmorris@esu.edu
- Kutztown University Office of Admissions: 610-683-4060, admissions@kutztown.edu

Pizza with the President

Dr. Bieber is hosting "Pizza with the President" for students at all sites.

- LCCC Main – Monday, Oct. 23, 12:30 p.m.

See the event flyer for more details. RSVP to Tracy Bean tbean@lccc.edu Students will have an opportunity to discuss their ideas, thoughts and concerns with Dr. Bieber. Please encourage student attendance.

Get Ready for Winter: Sign Up for LCCC Alerts

LCCC delivers fast notifications about campus emergencies and weather closings and delays. If you are not already a subscriber, use this link to sign up for the Omnilert notification system. Use your L number and portal password to access the configuration screen, then enter any contact information you wish to use. You can customize how you receive the alerts: text, email, voice or all three. Also, if you already have an account, confirm that your contact information in Omnilert is correct and up-to-date.

Ally Is Not a Noun- It's a Verb

Corinne Goodwin from the Eastern Pennsylvania Trans Equity Project will be joining us in the JEDI Center (ARC 203) on Wednesday, Oct. 25, from 2:15 until 4 p.m. This workshop will be focused on allyship and share resources on the EPTEP. This event is hosted by the Pride club and the JEDI Center. You may also tune in virtually.

Corinne Goodwin (She/They) is the founder and Executive Director of Eastern PA Trans Equity Project, a non-profit organization that has a mission of empowering transgender individuals throughout a 26-county area of Eastern Pennsylvania. An award-winning community leader and in-demand speaker, Corinne actively works on issues impacting the lives of LGBTQ Pennsylvanians ranging from legislative action to advocating for safe housing and food access. In addition to her role at Eastern PA Trans Equity Project, she also serves on the board of Keystone Equality and volunteers with other organizations promoting diversity, equity and inclusion including the ACLU, the Pennsylvania Youth Congress, the United Way, LGBTQ Chambers of Commerce, and more.

After a career as a senior executive in the retail and telecommunications sectors, Corinne now works as a self-employed business consultant. She is the parent to one son who works in New York's theater industry. She lives in Orefield, PA, with her wife, Debbie, a grumpy cat named April, and a model railroad that takes up way too much space in her basement.

Virtual Business Boot Camp

The Entrepreneurship and Innovation Hub (EIH) is holding its Virtual Business Boot Camp from 3:30 to 5 p.m., from Monday, Oct. 16, to Friday, Oct. 20.

The boot camp is designed to enhance students' entrepreneurial knowledge and help them with business decision making. Guest speakers will help with idea creation, entrepreneurial requirements and a business plan. Participants will have the opportunity to create a short presentation and receive feedback. This is in preparation for the EIH Idea Pitch Challenge scheduled for the spring 2024.

Register by emailing entrepreneurclub@lccc.edu. Details on the speakers is available on the attached flyer.

You can join the Zoom session here. Meeting ID: 972 0607 1412; Passcode: 920379

Faces of Honor Display Submissions

LCCC will honor veteran and military service personnel with our annual Faces of Honor Tribute display during Veterans Appreciation Week November 4-11. Students, faculty, and staff are invited to submit photos of themselves or family members who have served or are currently serving in the U.S. Armed Forces for the annual "Faces of Honor" tribute which will be displayed throughout Main campus during Veterans Appreciation Week. Photo submissions can be submitted here from October 1- 20.

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 concerns, 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 follow 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.

Snow Day Contest

It's never too early to think snow and this year's Snow Day Contest! Please use the link provided to submit your guess for the first day that LCCC will be closed for inclement weather. The closure must affect all campuses. The correct submission will win a $25 gift card. Deadline for guesses is Friday, Oct. 27, at 5 p.m.

LGBTQ+ Equity 101 Training on Nov. 3

Through a Strategic Innovation Grant the college will be offering LGBTQ+ Equity 101 training on Friday, Nov. 3, from 9 a.m. – 12:30 p.m. in the Alumni Center. The training will be led by Robin Gow, Director of the Education Institute at Bradbury-Sullivan LGBT Community Center.

LGBTQ+ people live, work, and simply exist everywhere but often face barriers and biases that impact our lives. This training equips attendees with the basic tools to understand and reflect on key concepts in the LGBTQ+ community, space to practice supportive and affirming practices, and together work to create a more inclusive community for LGBTQ+ people.

Lunch will be provided for attendees. Seating for this training is limited to 40. For those unable to attend, the same training will be held again in the spring and summer of 2024.

Register by Oct. 20 here. For questions email Jill Yapsuga at jyapsuga@lccc.edu.

SPIRIT & WELLNESS

Clothing Fundraiser – Proudly Display Your Department on Your Spirit Wear!

The Faculty Association is selling Spirit Wear as a fundraiser. You can proudly wear your LCCC gear which displays the department you represent. Use this link to shop the many choices in our online store, and before checking out, if you would like, choose the department you work in and it will be embroidered beneath the LCCC logo. The online store will be open from Oct. 9 through Oct. 30. Thank you for your support of the LCCC Faculty Association.

If you do not see your department as one of the choices, please contact Melanie Turrano mturrano@lccc.edu so she can add that department for you.

Staff vs. Student Volleyball Game Sign-Up

Athletics, Wellness and Recreation is pleased to announce our annual Staff vs. Students Volleyball Game for Thursday, Oct. 26, from 5:30-7 p.m. in Berrier Hall. If interested, please complete the google form. An event T-Shirt will be provided. Please wear comfortable workout apparel and sneakers. Any questions please contact Brandon Kinsey at 610-799-1181 or bkinsey@lccc.edu.

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.

Wellness Center Hours

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.

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