# The COLLEGE VOICE



## October 2, 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

# ANNOUNCEMENTS

## Faculty & Staff Roundtable with Dr. Bieber

Dr. Bieber invites faculty and staff to join her to discuss the college, your ideas and concerns during Development Day. Join her Tuesday, Oct. 10, at 3 p.m. Location details and Zoom link will be provided in the Development Day agenda.

## Welcome to Director of Public Safety

Please welcome Kim Pentland as the new Director of Public Safety. She worked for Good Shepherd Rehabilitation Hospital for the past 12 years, most recently as Manager of Public Safety. Kim's primary focus will be the daily operations of the Public Safety department and instituting best practices to provide a safe environment for students, employees and visitors on the main campus and the sites. She earned her bachelor's degree in psychology from Mount St. Mary College.

## 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.

## Lunch and Learn Series Begins This Week in the JEDI Center

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 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.

J.E.D.I.

Wednesday, Oct.4, from 11 a.m. to 12 p.m.

Hispanic vs. Latino vs. Latinx – What is the difference between these terms, where do they come from, and can they be used interchangeably? Join us and let's chat about identity and terminology. Please RSVP to this event using this link.

Thursday, Oct. 5, from 11 a.m. to 12 p.m.

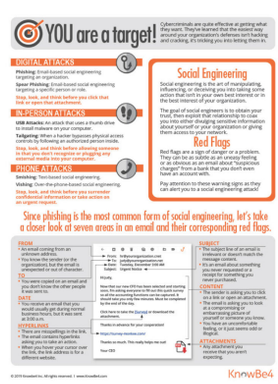
Join us in the JEDI Center for a discussion on what this space represents. This discussion will be grounded in the theories of Intersectionality, Mattering and Marginality. We will explore what inclusive community looks, sounds, and feels like.

Light refreshments will be provided and attendees are encouraged to bring a packed lunch.

## 2023 October Edition of the Department of Online Learning Newsletter

Check out the 2023 October 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 A.I.; 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.

## Cybersecurity Awareness Month Tip




You are a target!

Cybercriminals are quite effective at getting what they want. They've learned that the easiest way around an organization's defenses isn't hacking and cracking, it's tricking you into letting them in.

Click the link below to learn more about how each of us can avoid becoming the next victim!

Cybersecurity Tip 1: You are a Target

## LCCC Receives National Science Foundation STEM Grant for Hispanic Students

LCCC has received a three-year, $200,000 grant from the National Science Foundation to increase the number of Hispanic students pursuing a major in science, technology, engineering or mathematics (STEM). The grant will support a first-year experience course for Hispanic students to attract them to STEM majors. In addition, the project will address improving students' sense of belonging to a career where Hispanic/Latino graduates are not well represented.

The grant project will be led by Dr. Deepika Khilnaney, associate professor of physics.

Hispanic enrollment at colleges and universities nationwide has increased by 34% over the past few years. More Hispanics are entering the workforce, yet the industries fueling the future of innovation are lagging behind. In fact, just

**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.

8% of the STEM workforce identify as Hispanic.

LCCC has been designated by U.S. Department of Education as a Hispanic-Serving Institution, with a student body comprised of more than 28% Hispanic or Latino students. The college developed the Aspira First-Year Experience initiative to support Hispanic students with their transition to college, understanding that developing a sense of belonging has a dramatic impact on students' academic performance. With this NSF funding, the existing Aspira program will be adapted to a pilot program specific to STEM-interested Hispanic students.

This course will incorporate topics critical to Hispanic student success, including motivation, self-management, goal setting, critical thinking, test taking and career exploration. Students will learn about STEM fields and hear from Hispanic leaders from local companies about the STEM industry. Scholarships, peer mentoring and faculty professional development will also break down barriers to affordability, help students navigate the college experience, develop connections with other students and increase inclusive teaching practices.

It is expected that between 30 and 40 STEM-interested Hispanic students will enroll in the Aspira STEM track.

For information on the grant project, which runs from Oct. 1, 2023, to Sept. 30, 2026, contact Dr. Khilnaney at dkhilnaney@lccc.edu, or Natalie DeRosa, Director of Student Engagement and Inclusion, at NDerosa@lccc.edu.

## Nominations Needed for October's Student Employee of the Month

This academic year Career Development will be recognizing student employees with "Student Employee of the Month". This 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.

Please take a moment to complete a nomination form to recognize a student who works in your department or a student employee who has assisted you or others. All nominations will be reviewed by Oct. 10 and the announcement of the selected student will be made on Oct. 16. 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.

## Development Day on Oct. 10

Development Day will be held Tuesday, Oct. 10. View the agenda here.

# 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

## Career Development Center Clothing Drive

In partnership with The Perfect Fit for Women and Tools for Success for Men, the Career Development Center is hosting a professional clothing drive from Oct. 2 until Oct. 13.

Join us as we collect professional clothing to help our students and the community dress for success. Both organizations have free services that will assist our students in acquiring professional attire as they prepare for job interviews and help build their wardrobes as new hires. The Perfect Fit and Tools 4 Success have partnered with Career Development for the 2023-2024 academic year. Each organization will be joining us at our site locations to provide services to our students for our upcoming job fairs.

Acceptable donations:

- Clean (No rips, tears, or holes)
- Professional clothing (both male and female in current styles)
- Handbags
- Jewelry
- Shoes

- Scrubs

Please make sure all items are in good condition. Please label your donations as male attire or female attire. Remember all clients utilizing these organizations for attire will be wearing these items to dress for success! Donations can be dropped off inside the Career Development Center in SSC 004 from Oct. 2 – 13, from 9 a.m. – 4 p.m. If you need to drop off items outside of the designated times please email Kescha Bell-Ross at kbellross@lccc.edu.

If you have any questions, please feel free to contact Kescha Bell-Ross, Director of Career Development and Civic Engagement 610-799-1136 kbellross@lccc.edu.

## 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.

## 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.

# SPIRIT & WELLNESS

## Spirit Day – R.E.D. Day

Join us on Friday, Oct. 6, in wearing red attire for Spirit Day!

What is R.E.D. Friday? R.E.D. is an acronym that stands for Remember Everyone Deployed. R.E.D. Friday was created to remind people of our heroes overseas and show that we are thinking of them. People across the country wear red every Friday to serve as a reminder and spread the message of how important it is that we keep our troops in our thoughts.

As a military friendly school, we encourage all of our colleagues to join us for R.E.D. Fridays on any Friday throughout the year, but especially on Oct. 6.

## Spirit Committee Upcoming Events

The LCCC Spirit Committee invites you to save the date on these upcoming (and exciting) events!

**October**

-Office Decorating Contest – Entire Month

**November**

-Virtual Monthly Bingo Begins – Wednesday, Nov. 15

**December**

-Alumni and Staff NYC Bus Trip – Saturday, Dec. 2

-Holiday Breakfast Party – Tuesday, Dec. 5

**January**

-Hot Cocoa/Cider Day – First Week of the Month

**February**

-Super Bowl Cook-Off – Wednesday, Feb. 7

Stay tuned for more details in the coming weeks, and keep an eye on The College Voice for more announcements. For more information and questions, contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@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

Wellness Center Hours this week:

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.



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https://getfireshot.com