The COLLEGE VOICE

October 9, 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.

ANNOUNCEMENTS

Development Day on Oct. 10

Development Day will be held Tuesday, Oct. 10. The agenda can be viewed on the Google drive here.

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 12 p.m. Location details and Zoom link will be provided in the Development Day agenda.

Buddy Lesavoy Receives Collegiate Award of Distinction

Congratulations to Buddy Lesavoy as the 2023 LCCC Collegiate Award of Distinction honoree, an award presented annually by the LCCC Board of Trustees. This award recognizes members of our community who have contributed to the vitality of LCCC. Mr. Lesavoy was presented the award by David L. Krause, chair of the LCCC Board of Trustees, at the Tony Boyle Memorial Golf Tournament on Monday, Oct. 2.

Lesavoy has served on the LCCC Foundation Board of Directors since 2009, and most recently served as chairman of the board. He is co-founder and a partner in the Allentown law practice of Lesavoy Butz and Seitz LLC, and is an active and committed member of the community. He currently serves on the Board of Trustees for St. Luke's University Health Network and the Board of Associates for both Cedar Crest College and Muhlenberg College.

A graduate of William Allen High School, Buddy was honored by the school in 2012 as a Distinguished Alumnus. He also received a Practice and Service to the Community award by the Emmaus Rotary Club as well as numerous other awards and recognitions through the years.

A Perfect Day for Golf

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.

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.

The LCCC Foundation's Tony Boyle Memorial Golf Classic, held on Monday, Oct. 2, was a terrific day with perfect weather and happy golfers. The tournament was held at the Club at Twin Lakes in Allentown. A total of 115 golfers competed and 47 sponsors supported the event. Three sponsors have already committed to support next year's tournament.

The dinner program included guest speakers: former Sen. Pat Browne, Honorary Chair; Buddy Lesavoy, recipient of the LCCC Collegiate Award of Distinction; and Jeremy Bautista, current LCCC student. All proceeds from the tournament benefit the Promise and Aspira Scholarships. A special thank you to all of our sponsors, and thank you to all of our amazing event volunteers!

You can find all photos from the event on our Flickr account.

Career Development Center Hosts Health Care Roundtable

On Oct. 26, the Career Development Center hosted a Health Care Roundtable of health care professionals, faculty members, and LCCC alumni. Students on campus and over Zoom got the chance to ask industry professionals from St. Luke's Health Network, Country Meadows, and Allentown Family Foot Care about opportunities in health care and how to prepare for success in a health care role. The Career Development Center staff would like to thank all participants and attendees. If you would like to view a recording of the roundtable discussion, please follow this link.

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.

October is Fire Prevention Month

October is Fire Prevention month and this week is recognized as Fire Prevention Week throughout the United States. While school children are typically the target for these safety messages, it is important for everyone to review fire safety plans at home and at work.

At home:

- Test your smoke and carbon monoxide detectors and change the batteries.
- Make and/or review an escape plan for your home and be sure everyone living there knows it.
- Check fire extinguishers in your home. Make sure they are adequately charged and easily accessible.

Be sure to review the Workplace Fire Safety flyer for some fire safety tips for the workplace. Fire Prevention month is a great time for fire drills!

For more information Fire Prevention and fire safety tips, visit Fire Prevention Week (FPW) (nfpa.org).

Scholarship Information Session

Please join representatives from Bucknell University, Penn State University, Moravian University and East Stroudsburg University on Wednesday, Oct. 18, from 2:20 – 4 p.m. in the CSC to learn about the scholarship opportunities they offer.

Stem Club Meeting – Open To All Students

Please share with students: Are you fascinated by the marvels of science, technology, engineering and mathematics (STEM)? Is your heart set on exploring the enigmas of the universe? If so, we extend a warm invitation to our upcoming STEM Club meeting, where you can embark on an exhilarating journey into the realm of science!

This event welcomes everyone. Whether you're a seasoned STEM enthusiast or just taking your first steps, you'll discover a community eager to ignite and nurture your inquisitiveness.

Join us in the Makerspace Design Den (Science Hall room 122) from 2:30 to 3:30 p.m., Tuesday, Oct. 17, where you can anticipate: Stimulating Discussions: Engage in thought-provoking conversations about the latest advancements in STEM fields and their impact on our daily lives. Interactive Activities: Dive into hands-on experiments and projects that promise to kindle your curiosity and unleash your creativity. Networking Opportunities: Connect with fellow students who share your passion for STEM.

Contact Deepika Khilnaney (dkhilnaney@lccc.edu) or Mary Engel (mengel@lccc.edu).

Cybersecurity Awareness Month Tip

Want to be a hero?

Use our cybersecurity tips to learn how to identify potential phishing e-mails that you can report to our IT department using the Phish Alert Button, or PAB for short! This provides our IT team with the information they need to defend LCCC against the effects of malicious email attacks.

Click below to learn more about the PAB or go to help.lccc.edu and view the latest news articles on Cybersecurity.

Cybersecurity Tip 3: Be a Hero!

Faculty Coaches Would Love to Work With You

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 exploration, experimentation, and self-analysis in pursuit of student and instructor success. Through collaboration, listening, sharing resources, developing teaching strategies, and reviewing evidence-based research to empower 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.

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

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.

Green Nutrition

To address nutritional needs through herbs and food preparation, Lehigh Carbon Community College is conducting a free workshop on How to Green Your Kitchen on Wednesday, Oct. 18, from 5:30 to 7 p.m., at LCCC Allentown-Donley Center. Community partners will present information on nutrition, lifestyle choices, and how easy it is to grow fresh herbs indoors.

Participants will till an indoor plant box, add the necessary supplements, plant a variety of low-maintenance herbs, and leave with the finished plant box to enjoy the fruits of their labor! View the flyer Green Nutrition.

We hope that you can join us for this innovative, interactive workshop. Participating is free, but we ask that you register in advance. To reserve your spot, email workforce@lccc.edu.

Join us for La Fiesta!

Join us on Thursday, Oct. 12, from 11 a.m. – 12 p.m. at Berrier Hall for La Fiesta! Attendees will learn how to dance Salsa and Bachata and there will be carnitas tacos to enjoy. Staying true to la cultura, this is how we will close out Hispanic Heritage month. This event is hosted by the JEDI Center and is sponsored by the Student Government Association and the Latin@ Leadership Club.

Movement Challenge – Stretch and Breathe

As a part of the LCCC Spirit Committee's Movement Challenge this month, join us for Stretch & Breathe with Rachael Toonder outside the Student Union, Mondays at 10 a.m. or at 2 p.m. Take a few minutes of "you time" with light stretches to help with your movement challenge! And don't forget to bring a towel or blanket to stretch on.

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

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.

Transfer Student Panel

A Transfer Student Panel will be held on October 11, from 1 – 3 p.m. at the CSC building. The panel will consist of students who have transferred to the following colleges to talk about their transfer journey and answer questions.

Penn State, Cedar Crest College, DeSales University, Moravian University, Muhlenberg College, Kutztown University and Commonwealth University.

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.

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.

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.

SPIRIT & WELLNESS

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.

Spirit Committee Upcoming Events

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

October

-Movement/Wellness Challenge – 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

-Souper 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