June 24, 2024

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). 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 June 2024

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

Retirement Celebration for Ann Conte

Please join us Monday, July 8, to share your well wishes and thanks to Ann Conte, who is retiring from LCCC after 11 years of dedicated service to the College and the LCCC Board of Trustees. Cake and coffee will be served in SSC 113B from 1:30 – 2:30 pm.

Important Dates 2024-2025

The Important Dates document has been finalized for the 2024-2025 academic year and may be viewed here. A calendar formatted version will be available in the coming weeks. If you have any questions please contact Joseph Taschler (jtaschler@lccc.edu or 610-799-1019).

Budget Recommendations and Updates – June 2024

Thank you for your recommendations for budget savings. The Executive Team will continue to review and explore recommendations and provide updates. If you have any questions please do not hesitate to reach out to a member of the Executive Team. We will provide updates on a regular basis.

1. Computer, printer, monitor, light and accessory item shutdowns
   a. Computers, printers, monitors and projectors configured to go into sleep mode after 10-30 minutes of inactivity.
   b. Public Safety and custodial staff will shut off equipment not in use.
   c. All college employees should be empowered to turn off equipment when finished using or when not in use.
2. Schedule summer classes in only two buildings — reduce need for custodian
   a. Don't currently have a full complement of custodians; department has the classroom schedules to rotate through buildings as needed.
   b. Staff works special projects during summer in addition to daily cleaning.
3. Solar panels
   a. Industry business models continue to change.
   b. College has engaged with two different companies to evaluate our power load and recommend solutions.
4. Automatic light switches in conference rooms
   a. Change-outs occur as upgrades are made.
5. Purchase digital ID software
   a. Considering as part of Phase 2 of access control project.
6. Retirement packages
   a. Prior analysis revealed that affected positions would have to be replaced as opposed to eliminated.
7. ESP offered to move from 40 to 35 hours
   a. Need coverage within departments.

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 Summer Hours
Monday through Thursday: 10 a.m. – 3 p.m.; Closed Fridays*

*All hours subject to change.

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.

8. Move paper transcript printing to the Clearinghouse
9. Reduce printers in classrooms
   a. Faculty have identified areas where printers are definitely needed.
   b. Technology and English classrooms have the most need for printers, however, many composition classes are not printing drafts.
10. Reduce printing in offices
   a. Offices will be reviewed to determine where desktop printers can be removed.
   b. All staff will be encouraged to use office Xerox MFDs and Duplicating office.
11. Greater usage of dynamic forms
   a. Continued evolvement and implementation across all departments.
12. Review of technology per department for greater efficiency:
   a. Banner review for each module and tracking of Ellucian roadmaps for future functionality and vendors that can remove manual processes.
13. Extended hours in January and August
   a. Continue for this year and collect more detailed data on the number of hours served per week. The Executive Team will review this in November 2024.

Lot B Walkway Repairs and CSC Flooring Project

The walkway between parking lot B and the Student Services Center will undergo repair work beginning Thursday, June 26 until Tuesday, July 2. During this time, the first row of parking adjacent to the walkway and the walkway will be inaccessible for parking and foot traffic. You may continue to access the SSC and mall from the walkway that runs parallel to the mall or the rear of the building.

The carpeting in the CSC lobby and ballroom is scheduled to be replaced with a luxury vinyl flooring material beginning Monday, June 24 through Friday, July 12. During this time, those areas will be inaccessible at times. We ask for your patience throughout this exciting renovation.

Spirit Day – Red, White and Blue (And Free Hot Dogs)

Join the LCCC Spirit Committee for a very special Spirit Day on Wednesday, July 3! Wear red, white and blue to celebrate the Fourth of July, and stop by Berrier Hall from 11:30 a.m. – 1:30 p.m. for free hot dogs and chips. For more information, contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

College Receives Grant for "Community in the Classroom"

The college and the LCCC Foundation recently received a $75,000 grant from the Trexler Trust for "Community in the Classroom." This was part of a total of $5.4 million in 83 grants the trust awarded to a variety of Lehigh Valley nonprofit organizations.

LCCC's program will serve as a pathway for English language learners to pursue a career in education by blending traditional credit ESL coursework and the paraprofessional Quickstart. The college will partner with Lehigh County school districts to address employment gaps for instructional support staff and the challenge to recruit and hire teachers. Academic advisors will work with students as they complete the program to help them connect with employment opportunities and educate them on pathways to earning their associate and bachelor's degrees in education.

The grant will provide scholarships, funds for books and supplies, as well as staffing for a study lab for ESL students.

Foundation Board of Directors Announce Future Fundraising Priorities

The LCCC Foundation Board of Directors recently approved the following four priorities for future fundraising efforts:

Strategic College Initiatives Priority

This priority is directly aligned with the six pillars of the college strategic plan. Its intention is to strengthen teaching, technologies, educational tools, adaptive research approaches, and flexible hybrid learning strategies. New funds have been established to compliment the six pillars of the college strategic plan. The new funds are as follows; Communication Fund, Data Analysis & Literacy Fund, DEIB Fund, Employee Experience & Retention Fund, Pathway & New

Program Development Fund, and the Student Enrollment & Retention Fund.

Student Health & Wellness Priority

Funds established for this priority will help provide students with equitable access to basic life needs so they can thrive while attending LCCC. Existing funds in this priority are the Cougar Cabinet (Food Pantry) and the Presidential Emergency Fund. Later this Fall/Winter the foundation will begin fundraising with the intent of creating the following five new funds; Academic Supplies Fund, Family Care Fund, Housing/Rental Fund, Transportation Fund, and the Utility Assistance Fund.

Student Scholarships & Awards Priority

We currently have many student scholarships and awards to help recruit a diverse student body, address income inequalities, and meet the full demonstrated need of every student. All the existing scholarships and awards exist within this giving priority. We plan to continue funding all existing awards & scholarships, while still looking for new opportunities.

Greatest Need Priority (Cougar Fund)

Unrestricted annual gifts to help the College respond nimbly to changing circumstances.

LCCC Hosts Services Fair to Prep Students for Fall Semester

Students who need to complete their application or registration process for the fall semester will have the opportunity to complete multiple steps at the Lehigh Carbon Community College Student Services Fair set for Thursday, Aug. 8, at Building 21 High School, 256 Lehigh Street in Allentown. The fair will be held from 11 a.m. to 3 p.m. in the parking lot of the school, with additional services available inside the building.

Prospective students are invited to join LCCC staff for food, fun and to register for one of the 90+ programs that suits their interests and goals. Discover the many programs the college offers, including associate degrees, diplomas and certificates; workforce job training programs; English as a Second Language or high school equivalency classes; and CDL truck driver training, to name a few.

Incoming students will be able to finalize steps such as review of their transcript, placement testing or signing up for a new student orientation. In addition, representatives from community based organizations and members of the community are invited to attend to see how the college could help their clients with an educational pathway.

For more information and the full list of student services, the complete press release can be found on our website here.

LCCC Spirit Committee Plant Fest

Join the Spirit Committee for an unforgettable experience that combines the love of plants, creativity, and community. Nurture your inner plant lover and get your hands in the dirt as you create your own DIY project. Pre-registration is required for this event at Main Campus on Wednesday, July 17. Click here for more information and to sign up.

Literacy Department Celebrates IET Graduates

On Thursday, June 13, the Integrates English Language and Civics Educations (IELCE) program held a graduation ceremony for the 32 Integrated Education and Training (IET) certificate graduates. These 32 graduates represent 10 different countries including Afghanistan, China, Colombia, Dominican Republic, Ecuador, Japan, Mexico, Sudan, Syria, and Ukraine. Pharmacy Technician IET graduates completed a 192 hour, 16-week course, taught by Gene Newswanger and Tara Ondra, to prepare them for the PCTB exams. Microsoft Work students completed a 5 day a week course for 7 weeks, taught by Dr. Edward Keegan and Tara Ondra, focused on computer and digital literacy skills, American office workplace culture, and building academic skills.

An IET class is taught by both a job training instructor and an ESL literacy instructor and focuses on continuous, contextual curriculum so that students can attend job training while continuing to build their language acquisition and academic skills. From here, some students will be joining the credit ESL program at LCCC, taking their certification exams and finding employment in their IET field.

The literacy department is proud of our 2024 IET graduates and is excited to see what they do next!

Take Action Now! Tell Your State Legislators to Support Funding for Community Colleges and Their Students

It only takes a few clicks. Take action now to urge your legislators to support funding for community colleges.

LCCC is participating in a grassroots advocacy campaign with the Pennsylvania Commission for Community Colleges to request support for community colleges, including an 8.1% increase in the operating budget and a 15% increase in the capital fund. We are encouraging everyone in the campus community, including faculty, staff and students, to reach out to their legislators in support of the budget.

Please use this link to go to the Take Action page created by the Pennsylvania Commission for Community Colleges and show your support. We encourage everyone to participate, so that we are speaking with one powerful voice.

Once on the page, click to be taken to the grassroots software where you will enter your home address and zip code to identify your lawmakers. They will receive a preset email to support legislation to support community colleges.

Thank you for showing your support for the essential work that community colleges provide throughout Pennsylvania.

Save the Date for State of the College Forum

We will welcome in the new fall semester with a State of the College Forum, in lieu of the traditional Convocation event. Please mark your calendars for Tuesday, Aug. 20, from 9 to 11 a.m., in the Community Services Center ballroom. There will also be a virtual option for those who are not able to come to campus. A link will be shared later in the summer. Dr. Bieber will be joined by members of the Executive Team to offer an update on college initiatives. There will be ample time at the end of the presentation for questions and answers. A continental breakfast will be served beginning at 8:15 a.m.

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.

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

Have you checked out the May edition of the Department of Online Learning newsletter? This edition includes information about the training programs we offer, including the newest Canvas Certification, which is starting this week. If you're still interested in joining this offering, please send an email to rpeters@lccc.edu. We also congratulate Todd Zimmerman for completing his Quality Matters course certification! Additionally, you'll find articles related to mental health in honor of May's Mental Health Awareness Month, as well as an outside training webinar on supporting neurodiverse students on May 23. Lastly, we have updates to Canvas Studio and a page recognizing our Online Learning Badge earners. If you have any questions please reach out to 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**.

REMINDERS

College Prepares Response to Area Higher Ed Closures

In recent weeks, several colleges and universities throughout the state have announced closures or downsizing, some with very little lead time for students to prepare. LCCC is committed to helping students find a pathway to a college degree, even with an unexpected interruption. A protocol response is currently in development, which will include the following elements:

- Public outreach (news release, website landing page, social media posts, etc.)
- Information on prior learning
- Information on admissions, academic advising, transfer, placement testing
- Information on financial aid options, scholarships and loan forgiveness/deferment
- Relevant program-to-program information depending on academic programs the student is currently studying
- Website landing page with information to include dates, registration information, contacts, links, form to get additional information, etc.

Recently, the following institutions have announced closures or furloughs: Triangle Tech (campus in Bethlehem), University of the Arts and Clarks Summit University, among others. Albright University is working to ensure its viability, and Penn State has announced its move to a regional leadership model for Commonwealth Campuses and a subsequent employee voluntary separation incentive program.

The college will continue to work with these institutions to provide displaced students with robust options to ensure minimal disruption to their education.

Thanks for Budget Savings Ideas

Over the past several months, many members of the college community submitted ideas for cutting expenses or growing revenue. The Executive Team continues to review and consider these recommendations. We appreciate the thought and consideration that went into your suggestions. If anyone has questions about the specific recommendations they made, please don't hesitate to discuss with your vice president or the president. Thank you again for the many recommendations.

Assistant Director of Human Resources

The Office of Human Resources is pleased to announce that LCCC has hired Tammy Friday Nolan as the new Assistant Director of Human Resources. Tammy starts on July 1. Tammy brings over 10 years of valuable experience in human resources and payroll from her previous human resources roles at Air Products and Lehigh University. We are confident that her background and skills will be a great asset to the college. We look forward to working with

Tammy and are excited about the contributions she will bring to our team.

IronPigs Tickets On Sale

Faculty and staff are welcome to join our Alumni Night at the IronPigs scheduled for Thursday, Aug. 29. Get your dugout suite tickets early; last year's event sold out quickly. Watch the Lehigh Valley IronPigs take on the Syracuse Mets! First pitch is at 6:45 p.m. with the gates opening at 5:15 p.m. Purchase your tickets here. Each ticket includes access to an all-you-can-eat buffet plus soft drinks. The buffet time is 5:45 – 8:15 p.m. Tickets are $50 per person, and only 30 are available.

Responsible Use of Generative AI

Generative AI is a type of artificial intelligence that can learn from and mimic large amounts of data to create content such as text, images, music, videos, code and more based on inputs or prompts. LCCC supports responsible experimentation with Generative AI tools, but there are important considerations to keep in mind when using these tools, including information security and data privacy, compliance, copyright and academic integrity.

Protect Confidential Data
You should not enter data classified as confidential (including non-directory student data, finance, HR, student records, medical information, etc.) into publicly-available Generative AI tools, in accordance with the college's Institutional Data Security Policy. Information shared with Generative AI tools using default settings is not private and could expose proprietary or sensitive information to unauthorized parties.

Review Content Before Publication
AI-generated content can be inaccurate, misleading, or entirely fabricated (sometimes called "hallucinations") or may contain copyrighted material. You are responsible for any content that you publish that includes AI-generated material.

Adhere to Academic Policy
Academic Council will be developing and updating their policies as we better understand the implications of using Generative AI tools. In the meantime, faculty should be clear with students about their policies on permitted uses, if any, of Generative AI in classes and on academic work. Students are also encouraged to ask their instructors for clarification about these policies as needed.

Be Alert for Phishing
Generative AI has made it easier for malicious actors to create sophisticated phishing emails and "deepfakes" (i.e., video or audio intended to convincingly mimic a person's voice or physical appearance without their consent) at a far greater scale. Continue to follow security best practices and report suspicious messages using the Phish Alert Button or emailing helpme@lccc.edu.

Connect with LCCC IT Before Procuring Generative AI Tools
LCCC IT is working to ensure that tools procured on behalf of the college have the appropriate privacy and security protections. If you have procured or are considering procuring generative AI tools or have questions, contact LCCC IT at helpme@lccc.edu. Vendor generative AI tools must be assessed for risk by LCCC IT prior to use.

Join the PRISM Pride Month Challenge

This Pride Month, we invite you to take part in LGBTQ+ professional development opportunities. If you decide to participate in one of the self-paced modules through one of the resources provided below, send an email to prism@lccc.edu. We would love to hear your takeaways or simply that you complete one for the Pride Month Challenge.

Project THRIVE Webinars

GSLEN Virtual Resources

Story Corps – LGBTQ+ Voices to Honor this Pride Month

PRISM, the LGBTQ+ employee resource group, meets monthly throughout the year and invites any LGBTQ+ employees to join. If you are interested, please email prism@lccc.edu to join our mailing list and receive meeting invitations. Happy Pride!

Faculty Coaches Are Here for You This Summer!

Summer is a fantastic time to get a jumpstart on your courses for Fall 2024 or to work on something exciting for your summer courses. The Faculty Coaches are here for you if you would like to work on course content design, assessments, rubrics, classroom management, remote course management ideas, or just about anything you are interested in improving or trying for the first time. If you would like to make an appointment with Professors Jennifer Myskowski, Wendy Barron, Karen Wotring, Dr. Betsy Swope or Dr. Melanie Turrano, please sign up for an appointment here. Faculty Coach appointments are confidential, tailored just for you, and available in person or remotely. We look forward to working with you this summer!

Vision Reimbursement Deadline Approaching

The current vision reimbursement period for full time employees will be ending on June 30. Receipts for vision care dated between July 1, 2022, and June 30, 2024, need to be submitted to Human Resources by July 15. The new vision reimbursement cycle will begin on July 1 with a new allotment of $500 to be used by June 30, 2026. If you have any questions, please contact Tiffany at TRehrigschaeffer@lccc.edu.

Fiscal Year 2024 Year End Deadlines

Finance Office: Fiscal Year End 23/24 Deadlines

5/10/24 – Grant Purchase Requisitions

5/31/24 – College Purchase Requisitions

6/14/24 – Last day for FY23/24 credit card and W.B. Mason purchases

6/17/24 – Travel reimbursements – Allentown and Tamaqua sites

6/17/24 – Student stipends

6/21/24 – Last day to submit:

- Duplicating jobs
- Travel Reimbursements – Main Campus
- Employee Reimbursements – Main Campus
- Bookstore Vouchers

6/28/24 – All FY23/24 goods & services *received*

6/28/24 – All Accounts Payable invoices must be approved and submitted to the Finance Office

7/05/24 – Final FY23/24 Accounts Payable check run

6/20/24 – Final FY23/24 payroll pay date – contracted staff

7/18/24 – Final FY23/24 payroll pay date – timecard staff (paydays of 6/30-7/13/24)

A word doc of the dates for download or print can be found here.

SPIRIT & WELLNESS

Calling All Donley and Morgan Center Employees

We invite all interested Donley and Morgan Center faculty and staff to join the LCCC Spirit Committee in the coming fiscal year. The Spirit Committee plans engaging events, activities and spirit days to boost employee morale and create a welcoming environment across all campuses. If interested, or if you'd like more information, reach out to Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

Wellness Center Summer Hours

The Wellness Center will be open this summer for the following hours:

Monday-Thursday 10 a.m. – 3 p.m.

Fridays, Saturdays and Sundays- Closed

*All hours/days subject to change

We will be closed this summer on the following dates:

Thursday, July 4

Wednesday, August 14

Thursday, August 15

Fall hours will begin Monday, August 26, Monday-Thursday 9 a.m. – 5 p.m. and Fridays 10 a.m. – 3 p.m.

Spirit Committee Upcoming Events

Mark your calendars for these upcoming events, brought to you by the LCCC Spirit Committee!

July

Spirit Day: Red, White and Blue – Wednesday, July 3

Free Hot Dog and Chips at Berrier Hall – Wednesday, July 3

Plant Fest – Wednesday, July 17

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

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https://getfireshot.com