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COLLEGE

VOICE

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August 12, 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, 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 August 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.

Lobby Hours
7:30 a.m. – 7 p.m., Monday through Thursday; 8 a.m. – 5 p.m., Friday.

Course 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 Friday.

*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 rblue@lccc.edu to schedule a Hangouts meeting.

VP Larissa Verta
Access virtual office hours on Mondays from 3 to 5 p.m.; Tuesdays from 8:30 to 10:30 a.m.; and Thursdays from 12:30 to 2 p.m. or email lverta@lccc.edu to arrange a scheduled meeting.

VP Stefanie Heister
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 mbowen@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 Granum-Mosley
Mondays from 1 to 3 p.m.
Email agranummosley@lccc.edu to schedule via Hangouts.

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

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

ANNOUNCEMENTS

A Year in Review – State of the College 2023-24 from Dr. Ann Bieber

As we approach the fall semester, we reflect not only on the past few years, but also on how these challenges and opportunities have changed us and solidified our mission to help students achieve their goals. Thanks to your hard work and dedication, we have continued to meet the needs of our students, offer them opportunities to change their lives and support and guide them on their path. Attached for your review is the [A Year in Review – State of the College 2023-24](#), which details the outstanding work of all of us and details initiatives that prioritize continuous improvement. Thank you for all you do on behalf of LCCC and our students.

Quickstart Program Gives Students Jump on Degree Completion and Job Entry

For students who are ready to get started on their college degree but need to earn work credentials quickly, LCCC can help students get a jump start this fall with courses packaged to accelerate degree completion and entry into a career. The Quickstart program will help students interested in specific programs within Business, Technology, Health Care, Teacher Education, Visual Arts and HVAC/R to get started on their degree and advance quickly into a career path.

Fall classes start Monday, Aug. 26.

These courses are designed to help students develop or improve skills in their current or potential job, and to continue on the pathway to degree completion, and even a bachelor's degree, for better career options.

Quickstart programs are:

- Business Management
- Electrical Technology
- Healthcare
- Heating, Ventilation, Air Conditioning and Refrigeration (HVACR)
- Teacher Education
- Visual Arts

These programs lay out a set of courses that can be completed in one or two semesters. The specific classes were selected because they can launch the student quickly into a certificate or associate degree program and be used to qualify for an entry level job in their career of choice.

Courses are packaged for a full-time student, although students can work with advisors to design a schedule that works for them. Depending on the program, courses are offered at the main campus in Schnecksville, as well as the sites in Allentown and Tamaqua and online. Courses are offered in the day or evening.

For information on how to get started, go to www.LCCC.edu/quickstart or contact the Admissions Office at 610-799-1575 or Admissions@LCCC.edu.

Volunteers Needed for Wayfinding 2024

Please consider volunteering for the Wayfinding Program, which is part of the Welcome Week events for new and returning students.

As a Wayfinder, you will be greeting students, answering questions, providing directions to classes and campus services. There will be a Welcome Tent set-up in the mall area in front of the Student Union. We are looking for one or two volunteers per shift.

We will have resources on hand to help you best serve our students and answer their questions. We will also be distributing student planners, pens, maps, and of course LCCC give-a-ways! Most importantly, students will have a quick point of contact to help ease the stress and uncertainty of the first week of classes. There will be lots of festivities each day – "game of the day," a DJ and hot dogs served on Wednesday and Thursday and free water each day.

As an incentive and thank you for our dedicated volunteers, for each person who signs up for 2 (two) shifts, you will receive a voucher to be able to make a LCCC Stuff a Plush the week of Sept. 23.

To see the full schedule and sign up click [here](#).

Thank you for your participation in this program and best wishes for the Fall 2024 semester!

Design Den Open House

The Design Den Makerspace will be holding an Open House from 1-3 p.m. on Aug. 20, 2024 and Aug. 21. Stop by and see all that it has to offer. See the [attached flyer](#) for details!

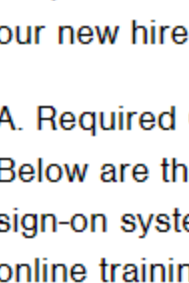
Admissions Adjusts Prospective Student Inquiry Process

In order to assist prospective students with the process to apply and become an LCCC student, the Office of Admissions recommended that the "Apply Now" link on the website be rerouted from the online application to the "[How to Become a Student](#)" webpage. It is hoped that the process for students will be clearer and applicants will be encouraged to review the registration steps before completing the application. The Apply Online link is prominent on subsequent pages.

A Call for Social Justice – Interested in Joining this DEI Learning Experience?

LCCC displays a strong commitment to diversity, equity and inclusion, and to support the college's strategic initiative, the DEI training for the LCCC community. A Call for Social Justice, will once again be offered during the Fall 2024 semester. Participants should plan to complete 2-3 hours reading and multimedia sources weekly, and brief written reflections, which aim to foster an individualized learning experience within the Canvas platform. For more information, please contact Carrie Myers at cmeyers@lccc.edu by Aug. 26 to begin the program the first week of September.

Multi-Factor Authentication (MFA) for Students



Starting this fall semester, all students will be required to use Okta Verify for MFA when accessing College resources that require your LCCC identity credentials, such as Portal, Canvas, or Student Self-Service. The Okta Verify App can be downloaded directly from your mobile app store in advance.

[Okta Verify on the App Store](#)

[Okta Verify on Google Play](#)

[Click here](#) for more information on how to enroll in Okta Verify.

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 kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. [Attached Word](#) are tips to aid in the prevention of slips, trips and falls.

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

View the [August edition](#) of the Department of Online Learning Newsletter. This edition includes information about the training programs we offer, including the newest Remote Teaching Certification, starting this week. It also includes a free conference opportunity from Eton University, our training schedule for Convocation week, how to edit your discussion posts, since the new redesign, our online learning badge recognition, and some events going on locally to catch out this month to relax and unwind. 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, Bloom's Taxonomy, and more!

Office Hours

Schedule a [meeting](#) with Rachel Peters to ask any questions on training, course development, professional development, and other topics/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

Welcome Back to Fall Semester



Welcome to the fall semester, when we celebrate the beginning of the academic year with a review of our accomplishments. If you spent the summer away from campus, I hope you are returning refreshed and energized. For those of you who have been tirelessly working over the summer, thank you for ensuring that LCCC is prepared for our upcoming academic year.

We have launched several initiatives over the past year, which we will spotlight in the State of the College forum at 9 a.m., on Aug. 20, in person in the Community Services Center and with a [virtual](#) option. The Executive Team will join me in sharing with the campus community how we are working to address student success and enrollment growth, as we prioritize continuous improvement, making necessary changes across the campus that are reflected in campus-wide initiatives. We will also share updates to the reorganization of departments, to better respond to challenges and opportunities.

In addition, we will provide an update on Governor Shapiro's Blueprint to Higher Education, some of which we anticipate will be implemented this year. We are grateful for the spotlight on higher education and on how higher ed continues to meet the needs of the Commonwealth and support economic development.

This fall, the college will embark on a climate study after a delay to ensure the project was tied closely to strategic plan priorities and met LCCC's Institutional Research Board standards. The goals of the project are: 1) identify successful initiatives, 2) uncover any challenges facing members of our community, and 3) develop strategic initiatives to build on the successes and address the challenges while informing our strategic plan Many Voices, One Vision.

All of the documents related to the return to the semester are available in a [shared drive](#), including the schedule of events. Please note that the coordinators' meeting, division meetings, other pre-semester meetings and Adjunct Convocation will be held on Aug. 20 and 21. The schedule is revised as events are confirmed, so check this link for updates.

Details of the exciting achievements and initiatives this past year will be included in the 2023-24 State of the College report, which will be sent out college-wide next week.

I look forward to another productive year and working together with each of you to serve our community, meeting their higher education needs and being a leader in economic development through partnerships with business, school districts and community organizations. Thanks to all of you for the outstanding work you do and for your dedication to the college.

LCCC Offers Walk-In Application Days

Students interested in taking classes in the fall semester at LCCC can complete the registration process through walk-in application days at the main campus in Schnecksville, as well as the sites in downtown Allentown and Tamaqua.

Fall classes begin Monday, Aug. 26. Students can register through Aug. 30.

Bring a copy of your high school or college transcript. Grades and test scores are valid for five years. Also, be aware that placement testing may be required, so bring a valid photo ID. New students will be encouraged to sign up for a New Student Orientation, where they will welcome to class schedule.

Prospective and continuing students are welcome to come to receive help in person from the following student services. Offices are open 8 a.m. to 6 p.m., Monday through Thursday; 8 a.m. to 5 p.m., Friday.

- Admissions – 610-799-1575 or Admissions@lccc.edu,
- Academic Advising – [schedule an appointment](#) online or call 610-799-1137
- Financial Aid – 610-799-1133 or finaid@mymail.lccc.edu (Office is closed on Fridays.)
- Make tuition payment or set up payment plan – Business Office, 610-799-1592 or bursar1@mymail.lccc.edu
- Registration/Student Records – 610-799-1171 or registrar@mymail.lccc.edu

In addition, LCCC will hold virtual office hours on Saturdays, Aug. 17 and Aug. 24, from 9 a.m. to 3 p.m., to help students with services they need to be ready for the fall semester. Contact information for each of the services is available is above.

All tuition payments at the time of registration. Current students can register or make payment online through the portal <http://my.LCCC.edu/>.

For more information, visit www.lccc.edu or contact LCCC Admissions at 610-799-1575.

Rocky Bleier Tickets for Sale



Tickets for the motivational evening with Rocky Bleier on Monday, Nov. 4, at the Glasbern Inn are now available. Support our scholarships for veterans by attending. Tickets can be purchased [here](#).

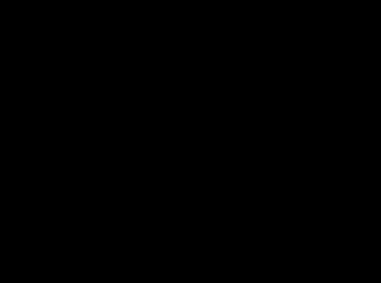
Does Your Department Need Student Workers for Fall 2024?

Is your department in need of student workers? Do you have a student worker position that you would like to post for the 2024-2025 Academic Year? Incoming and current students are looking for student employment.

Please email your request for positions to the Director of Career Development and Civic Engagement, Kescha Bell-Ross via email at kbellross@lccc.edu or call 610-799-1136 with any questions.

Having job postings entered into the Cougar CLAW (Connect Learning Jobs and the Workplace) system allows returning students to start applying for jobs that begin at the start of the semester. This will also allow our new incoming students to review all LCCC student work opportunities, so they can begin the application process early as they become acclimated to our campuses.

Free Snow Cones for Employees



Cool down with the LCCC Spirit Committee on Wednesday, Aug. 14, from 1-2:30 p.m. in the outside mall area (rain location is the upper level of the Student Union) with a free snow cone! For questions, contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at ghertzog@lccc.edu.

Donley Center Facade Repair and Roof Replacement

Through March 2025, the Donley Center will undergo a project to repair and recoat the entire facade of the building and the replacement of both roofs by Boyle Construction as the general contractor. This project will entail the use of cranes and scaffolding on the exterior of the building, but will not affect the overall business or educational operations. Please be patient through the process and understand there may be instances where our flexibility will be required for successful and timely completion of this much-needed project.

LCCC Snow Spirit Day

Join the LCCC Spirit Committee for Spirit Day on Wednesday, Aug. 7, by wearing your best LCCC swag! If you need some new swag, head over to the bookstore and use your 10% off employee discount. For questions, contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at ghertzog@lccc.edu.

LCCC Foundation Tony Boyle Memorial Golf Classic Raffle

The LCCC Foundation invites faculty and staff to support the upcoming Tony Boyle Memorial Golf Classic. For only \$25 or 3 for \$60, you have a chance to win a one week stay in Pinehurst, NC compliments of Kent Newhart, LCCC Foundation Board of Directors Emeritus and LCCC Alumnus. Drawing will take place on Sept 16. Purchase raffle tickets [here](#).

Welcome Students Back with Old School Vibes

It's time to welcome our new and returning students back to campus! The LCCC Spirit Committee and Office of Student Life invites you to decorate your space with school spirit. Decorate your office with maroon and gold, Clarence the Cougar cutouts and more. Each participating office will receive a pizza party.

Is decorating not your forte? Not to worry! Each participating office/individual will receive:

- Six milar balloons on the first day of classes
 - Three megaphones/pennants with the college logo
 - Up to \$50 of Amazon supplies, if needed
- Let the decorating begin! Click [here](#) to sign up by Friday, Aug. 16. For questions, contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at ghertzog@lccc.edu.

Mental Health First Aid Class Offered

From the National Council for Mental Wellbeing, LCCC will be offering a Mental Health First Aid noncredit class in Sept. The class will teach participants how to identify, understand and respond to signs of mental health and substance use challenges among adults and covers topics such as common signs and symptoms of mental health and substance use challenges, how to interact with a person in crisis, how to connect a person with help and more. The tuition fee for the class is \$90. View class dates and full details [here](#). For more information, contact Jennifer Leach at jleach1@lccc.edu.

SPIRIT & WELLNESS

LCCC Spirit Night at the LV Iron Pigs

The LCCC Spirit Committee invites you to attend LCCC Night at the LV Iron Pigs on Friday, Sept. 20 at 7:05 p.m. when the Pigs will take on the Worcester Red Sox. Seats are in section 105 and tickets cost \$12.00 per person which includes a \$2.00 food and beverage voucher. Show your LCCC Spirit by wearing your LCCC swag and be placed in drawing for a raffle basket. Click [here](#) for tickets.

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:
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!

August

Snow Cone Day – Wednesday, Aug. 14

September

Spirit Day; Band Tees – Wednesday, Sept. 4

Iron Pigs Game – Friday, Sept. 20

Caramel Apple Day – Thursday, Sept. 26

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