The COLLEGE VOICE

August 7, 2023

Submit Your College Voice News

All College Voice submissions are due by 12 p.m. the business day prior to each edition. Monday for the Tuesday edition, Wednesday for 12 p.m. for Thursday edition. Submissions will not apply. Please ensure all applicable links and attachments are included in your submission. Please ensure links and attachments in your submission are correct and accurate.

Thank you,
The College Voice

College Voice Submission

View Previous College Voice Editions

Quick Links

President's Desk Around #101
LCCC Employment Openings
Events
"This Week" Student Newsletter
Report Safety and Security Concerns
Sexual Harassment and Sexual Violence Bystanding Online Reporting

Marketing Project Requests

LCCC's College Relations staff can turn your ideas into reality. Whether it's a video or an event, a new program, a website update, a social media campaign or something else, our staff 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 tab on Faculty and Staff Resources.

Working @ LCCC

Duplicating Center and Mail Room Service Window Hours
Monday-Friday: 8:30 a.m.-3:30 p.m.

Lobby Hours
7:30 a.m. - 7 p.m. Monday-Thursday; 8 a.m. - 3 p.m. Friday

Course services Monday through Friday 8 a.m.-4 p.m.

Bookstore Hours
Monday-Thursday: 9 a.m.-6 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. - 7 p.m., Monday through Friday

President's Cabinet Members Open Office Hours

President
Dr. Ann D. Bieber
Appointments can be made via Zoom. Email JBieber@lccc.edu to schedule an online meeting.

VP Dr. Cindy Handy
Tuesdays from 9 a.m. to 1 p.m. and 3 p.m. and 4:45 Thursdays from 4 to 5 p.m. Email Ronnie Blue @lccc.edu to schedule a Hangouts meeting.

VP Larissa Verta
Access virtual office hours on Mondays from 10 to 11 a.m., Tuesdays from 9:30 to 10:30 a.m., and Thursdays from 12:30 to 1:30 p.m. Email lverta@lccc.edu to arrange a scheduled meeting.

VP Stefanie Hunter
1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email shunter@lccc.edu to schedule a Zoom meeting.

Dean Peggy Irish
Mondays from 2 to 3 p.m. Email PIrish@lccc.edu to schedule online meeting.

Interim Dean Dr. Jodi Bernhardt
Wednesdays, 9 to 10 a.m. or 4 to 5 p.m. Email JBernhardt@lccc.edu to schedule a meeting.

Dean Dr. Andrea Dressman-Mosley
Mondays from 1 to 2 p.m. Email ADressman-Mosley@lccc.edu to schedule online meeting.

Interim Dean Kim Reckstrom
Wednesdays from 3 to 5 p.m. Email KReckstrom@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

2023 State of the College

To the LCCC Community,

As we approach the fall semester, we reflect not only on the past few years, but also on how these challenges 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 and offer them opportunities to change their lives. Attached for your review is the State of the College 2023, which details the outstanding work of all of us. Thank you for all you do on behalf of LCCC and our students.

Dr. Robin Musselman Speaks at American Psychology Association International Convention

Robin Musselman presented a talk about the recommendations of the APA Introduction to Psychology Initiative at the recent APA Conference in: Washington, D.C., on Friday, Aug. 4. Dr. Musselman was a member of the original IPI working group and is a co-author of the book, Transforming Introductory Psychology. She was invited to present on the implementation of the IPI recommendations at community colleges.

Volunteers Needed for Wayfinding 2023

Please consider volunteering for the Wayfinding Program which is being held as 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 near the Student Union. We are looking for one or two volunteers per shift. Click here to sign up.

We will have resources on hand to help you best serve our students and answer their questions. Games will be set up each day and we want to encourage students to play the "Game of the Day" and enter the Welcome Week Raffle. Most importantly, students will have a quick point of contact to help ease the stress and uncertainty of the first week of classes.

All volunteers will receive a limited edition LCCC pennant as a "thank you" for your assistance!

Welcome to the 2023-24 Academic Year from Dr. Bieber

Welcome back to those who spent the summer away from campus and hello again to all of you who have been tirelessly working over the summer to ensure LCCC is prepared for our upcoming academic year. I want to thank all of you for the outstanding work you do and for your dedication to the college.

There are many exciting things in store over this past year on the Mary Vicicos, One Vision Strategic Plan 2023-2026. Because of your commitment, we have a strong strategic plan in place during the upcoming years. The process to review our strengths, weaknesses, opportunities and threats led to a wide range of suggestions and comments, which were reviewed thoroughly. Next, for items in this comprehensive list are, including the item in the strategic plan, referring it to deans or department for review, and/or to committee charges for the upcoming year, or making it a priority.

In addition, the college will embark on a climate survey. We hope that the survey will launch this fall, but if not, it will need to be delayed until the fall 2024. The goals of the project are multifold. 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.

We recognize how busy everyone is at the beginning of the semester, so Convocation has been moved from August to October. However, the coordinators' meeting, division meetings, other pre-semester meetings and Adjunct Orientation will be held on August 22 and 23. The agenda will be added to the drive. Now, we can use this time to prepare for the academic year and welcome students for the fall.

Details of the exciting achievements and initiatives this past year will be included in a short video that I will share with you and present at our college-wide Aug. 7. For your convenience, all of the documents related to the fall semester are available in a shared drive. Check the folder often as new documents will be added.

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.

Thank you again for all you do for our students and LCCC.

ZOOM Update: SSO Required Beginning August 9, 2023

All faculty, staff, and other licensed account holders will be required to use SSO (single sign on) for ZOOM beginning Wednesday, August 9. Licensed users include faculty, staff and other requested accounts assigned to departments and student organizations. More information detailing Zoom login with LCCC Identity is available online here.

Faculty Coaching

COACHING COMMUNITY
Success Coach

Faculty, are you excited about the upcoming fall semester? Are you interested in trying something new? Would you like help with your syllabus, a rubric, or a test? Perhaps you would like to discuss your teaching and new ways to manage your classroom? Faculty Coach, Dr. Robin Musselman, is available during Summer Session 2 for appointments. Please email her at rmusselman@lccc.edu or contact Dr. Melanie Turiano at mturiano@lccc.edu if you have any questions about our Faculty Coaching program.

ADMINISTRATIVE UPDATES

Human Resources News

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 exceptional customer service to students, community members, or colleagues? Now is the opportunity for Excellence in Action recognition. Recognized nominees will be celebrated and 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 accidents on campus and are the result from some a kind of unintended or unexpected change in the contact between the heel and the ground or walking surface. #MacNeilHealth is set to kick off a series 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.

The 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 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 listed on 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 4-1100 to inform them you have called 911. Public Safety will report to where the injured person is with proper EMS personnel.

Only Trained Medical or Public Safety personnel provide basic first aid care. Call Public Safety at 4-1100 for Public Safety officers are trained in AED and CPR/AED/BLS.

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 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 2022 Annual Edition of the Department of Online Learning Newsletter! This edition includes a recap of accomplishments, a look at the Online Learning Survey results, a survey for future dates in 2023, an article about ChatGPT however, a new badge – Effective Syllabus, important Canvas updates. What to do when technology fails, how to get to the new faculty academy, and how to import course content that has Zoom meetings in the original course shell. 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 fall course offerings. Trainings include: Canvas Course Certification, Remote Course Certification, Excellence in Instruction, Zoom, Canvas Studio, Bloomz Teacency, 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 places, highlighting their professional achievements and commitment to continued learning. A number of different badges are available to anyone who completes the required training, and others are available to those who meet the criteria as outlined on the Blog. If you have any questions about the 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 D'Hage, Cherryann Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

REMINDERS

Lauren Falgout Farewell Celebration

Please join us as we recognize Dr. Lauren Falgout's 5 plus years of service to LCCC with a gathering on Thursday, Aug. 10, from 2 to 4 p.m. in the Counseling Center conference room (SSC 126). Lauren will be missed for many reasons, not the least of which include her positive outlook, inspirational workshops, the Suicide Awareness and Prevention Walks she helped coordinate, and all the students she helped along the way. Please join us in wishing Lauren farewell.

I9 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.

Farewell to Casey Kane, Coordinator of the Design Den Makerspace

Casey Kane, Coordinator of the Design Den Makerspace, will be leaving us on August 8. Please stop by to wish her well on Monday, Aug. 7, from 3 – 5 p.m. in the Design Den Makerspace, SM 122. Casey has established many departments, including Teacher Education, Chemistry, and SEED, to create exciting lessons on STEAM education. She has also facilitated training for faculty and developed summer camp programming for K-12 students. Her talents will be greatly missed.

SART Report

If you are aware of an incident that concerns you – student behavior, violations of the LCCC Code of Student Conduct, academic honesty, threats to harm others, etc., the college has an online reporting tool, SART, for you to make an official report. You can access this by clicking on "SART" in the LCCC Portal under Faculty/Staff Resources. 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 to Public Safety by calling 610-799-1169 as soon as possible. Officers are on campus until 10 p.m. Monday through Thursday. If you have questions regarding SART or to schedule a SART training, please email Brian DeLong at bdelong@lccc.edu.

Welcome Week Office Decorating Contest

Please join the LCCC Spirit Committee and the Office of Student Life for our first annual Welcome Week Office Decorating Contest! Prizes will be awarded for the top three voted offices including pizza parties, donuts and coffee, etc.

The contest will run from Monday, Aug. 28, through Thursday, Aug. 31. This year's theme is, "You are Welcome and Wanted." Students will vote during the week of the contest for best decorated office. Offices are encouraged to be unique and creative with their decorations and offer incentives for students to vote.

If interested, consult with your team and register yourselves using this form (only one person needs to register for their office). If you have any questions, please contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

Recruiting Volunteers for Foundation Golf Classic

The LCCC Foundation's Tony Boyle Memorial Golf Classic is scheduled for Monday, Oct. 2, at The Club at Twin Lakes. We are currently recruiting for volunteers who can spend two hours or more helping at the tournament. The time you spend to volunteer does not need to be used as vacation or personal leave, but employees need to secure approval from their supervisor. The form is available in the portal under Employee Payroll and Benefits, "Leave Request Form." Complete the form and check the box for "Other."

Sign-up to volunteer by Aug. 15 using the Sign Up Genius link. Anyone who signs up by Aug. 15 will receive an embroidered golf shirt.

Also, donations for the Silent Auction of Cheer basket are being accepted, which could include bottles of wine or spirits. This will be used as a raffle item at the golf tournament to raise additional funds which the golfers are getting the course. Please drop off your donation in the Office of College Relations, room 112 of the Student Services Center, or contact JoDee Rooney, Alumni and Events Manager, at JRooney@lccc.edu for pick up.

SPIRIT & WELLNESS

LCCC at Knoebels – RSVP Form

Interested in joining the LCCC Spirit Committee at Knoebels Amusement Park on Saturday, Aug. 26? Complete the RSVP form here by Friday, Aug. 18, to save your spot. Meet-up time is at 10 a.m. with the park opening at noon. If you have any questions, please contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

Knoebels also partners with local companies to offer discounts on Ride All Day Passes and Ticket Books. Check out this link to find deals in the community.

Wellness Center Hours

The Wellness Center summer hours will be 10 a.m. – 3 p.m. The Wellness Center will be closed on the following dates:

- Friday, August 4
- Friday, August 11
- Friday, August 18
- Friday, August 25

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