September 5, 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 September 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

ANNOUNCEMENTS

LCCC Begins College-wide Climate Survey Process

To the college community,

At LCCC, we understand that a welcoming campus climate is crucial to the learning process, student success and a sense of purpose in the workplace. We value a campus environment that advances principles of social equity and inclusion, environmental justice and equal access to resources and opportunities. The free exchange of differing ideas and viewpoints in supportive environments encourages students, faculty and staff to develop critical thinking skills that will benefit them throughout their lives.

We will be conducting a climate survey Sept. 17-Oct. 18, with the following goals: 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 need to gather information from the college and to accomplish this, the college will embark on a comprehensive climate survey.

This is our opportunity to make positive, lasting changes and to continue building on the tenets on which LCCC was founded. To ensure full transparency, we have contracted with Rankin Climate, LLC, to help lead this effort. Rankin Climate has conducted more than 250 campus climate assessment projects over the last 22 years.

A team from Rankin Climate worked with a committee of LCCC students, staff and faculty to develop and implement the assessment. The results will help us to develop programs and policies that will increase inclusivity, as well as enhance and replicate programs, services and policies that are meeting the needs of the community.

For students, you must be at least 18 years old at the time of the survey date and enrolled in the fall 2024 semester to participate. For employees, you must be currently employed in the fall 2024 semester to access the survey. All students not yet 18 years old or in either the high school Dual Enrollment or Early College program are prohibited from participating in this survey. High school faculty teaching at the high schools also may not take the survey.

You will receive a link via email when the survey launches Sept. 17.

I hope that you will join me in supporting this important project.

Sincerely,

Dr. Ann D. Bieber, President

Stay Informed: Sign Up for LCCC Alerts

Registration Status Reports

To view registration status reports, go to the Institutional Research link on Faculty and Staff Resources.

Working @ LCCC

Duplicating Center and Mail Room Service Window Hours
8 a.m. – 5 p.m., Monday through Friday.

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

Courier services Monday through Friday to all sites.

Bookstore Hours
Monday-Thursday: 9 a.m.-5 p.m.; Friday: 9 a.m.-1 p.m.; Saturday and Sunday: CLOSED.

Library Hours
7:30 a.m – 5:00 p.m., Monday through Friday.

Wellness Center Fall Hours
Monday through Thursday: 9 a.m. – 5 p.m.; Friday: 10 a.m. – 3 p.m.; Saturday and Sunday: CLOSED.

*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.

LCCC delivers fast notifications about campus emergencies, closings, weather notifications and delays. If you are not already a subscriber, use this link to sign up for the Omnilert notification system. Use your L number and portal password to access the configuration screen, then enter any contact information you wish to use. You can customize how you receive the alerts: text, email or voice or all three.

Also, if you already have an account, confirm that your contact information in Omnilert is correct and up-to-date. If you would like to receive text alerts, ensure you have a cell phone number entered.

Dean of School of Humanities, Social Sciences, and Inclusion Candidate Presentations

The college community is invited to attend candidate presentations for the Dean of School of Humanities, Social Sciences, and Inclusion. The first candidate will be on campus Tuesday, Sept. 10. The presentation will be held in the Community Services Center, Room 207A/B; if you would like to attend remotely, a link for the Zoom session and feedback form is listed below:

Candidate: Tonisha Taylor

Tuesday, Sept. 10, 3:00-3:30 p.m.

Zoom Link: https://lccc.zoom.us/j/91830568756

Feedback Form

Please watch the College Voice for additional candidate information.

Consortium Contracts

Please be reminded that the college participates in a number of purchasing consortiums and buying groups. Use of a consortium also waives the need to obtain more than one quote, regardless of the dollar volume. Participation in these groups allows LCCC to pool its purchasing volume with other colleges and universities. Accordingly, LCCC enjoys lower pricing on many items because of participation. Additional information regarding these organizations, including the benefits of membership and the products and services pursued, may be obtained by clicking this link, selecting 'consortium contracts' and selecting one of the options listed below:

- Educational and Institutional Cooperative
- Lehigh Valley Association of Independent Colleges
- PEPPM Multi-State Bid
- PA CO-STARS
- Keystone Purchasing Network
- OMNIA Partners
- Sourcewell
- TIPS-USA

If you are someone who makes regular purchases, consider bookmarking the link above.

Shine a Light on Our Student Workers: September Nomination Period Is Now Open

We are excited to announce that Career Development is continuing our tradition of recognizing and celebrating our outstanding student employees with "Student Employee of the Month" accolades! This initiative, which kicked off last year, aims to honor the hard work and dedication of our student employees who play a crucial role in maintaining a positive work environment at LCCC.

As you know, our student employees are often on the front lines, balancing academics, extracurricular activities, and multiple jobs while making valuable contributions to our departments and the college as a whole. Their commitment and perseverance is truly commendable!

How can you participate?

This summer, our student employees have shown incredible diligence. We encourage everyone to take a moment to recognize their efforts by nominating a deserving summer student employee for the month of September.

To nominate:

- Complete the Nomination Form.
- Submit your nomination by Sept. 15.
- The selected student will be announced on Sept. 16 through College Voice and the student newsletter.

What to expect throughout the 2024-2025 academic year:

Monthly nominations: Each month, we will be calling for nominations. Please continue to support our student employees by completing a nomination form whenever you see someone deserving!

Announcement and recognition: Each “Student Employee of the Month” will be announced mid-month via Career Development’s social media accounts, the LCCC student newsletter, and the College Voice. They will receive a small token of appreciation, a certificate, and special recognition in the Career Development office.

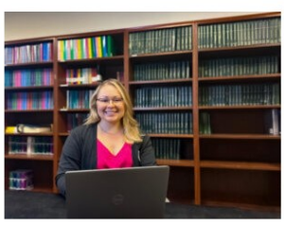
Thank you for helping us celebrate and appreciate the remarkable contributions of our student employees. Your nominations help us maintain a motivated and positive work environment!

LCCC and Kutztown Promote Transfer Partnership

Presidents of Kutztown University and LCCC and their teams met recently to strengthen our partnership with new initiatives, including a common web landing page that incorporates images from both campuses, student testimonials, and many listings of benefits, such as:

- Financial support: $500 book award; $2,000 in housing scholarships, up to $5,000 in merit scholarships
- Links to pages on both websites with further information
- Reverse transfer information
- Waiver of application fee
- Personalized advising from transfer expert
- Common marketing materials following a LCCC student on his/her journey to KU and then on his journey to a career using both degrees
- Billboards and social media videos/banners that promote possibilities of starting at LCCC and going on to KU
- LCCC students can live in dorms on the KU campus, and attend KU events with their LCCC ID cards. LCCC faculty can get KU ID cards and have access to KU facilities.
- Faculty can teach on each other campuses.
- In most programs, all student credits will count toward a degree at KU
- “It’s Not Over” initiatives wherein we exchange lists of students who have dropped out so they can finish their degrees at one of our other schools.

Captions: Nick Garofalo, senior at KU, graduate of LCCC; Danny Melin, graduate of LCCC and KU, College Relations social media manager; Aleksa Gonzalez, graduate of LCCC and KU, paralegal with Lehigh County District Attorney



LCCC Recruits Employers for Fall Job Fairs

The Career Development Center is hosting Fall 2024 Job Fairs at the main campus in Schnecksville, the Tamaqua site at the Morgan Center and the Allentown site at the Donley Center.

Employers are encouraged to participate and discuss employment opportunities with attendees. Employer registration is now open here.

Below are the scheduled fairs.

Schnecksville – 10 a.m.-2 p.m., Thursday, Oct. 31, Community Services Center

Tamaqua – 10:30 a.m.-1:30 p.m., Tuesday, Nov. 19, Morgan Center

Allentown – 10:30 a.m.-1:30 p.m., Thursday, Nov. 21, Donley Center

Job fairs provide an opportunity for local and regional employers to connect with LCCC students, alumni, and the general public. Job opportunities include full-time, part-time, seasonal and internships. The Spring 2024 job fairs attracted more than 500 participants and more than 100 employers from various industries.

This event is free and open to the public. For more information, contact the Career Development Center at 610-799-1090 or email careerservices@lccc.edu. Details on additional job fairs are available here.

Build Your Own Caramel Apple with Spirit Committee

Join the LCCC Spirit Committee on Thursday, Sept. 26, from 1:30 – 3 p.m. in SSC 120 to build your own caramel apple treat! A myriad of tasty toppings will be available for your customization. Please RSVP to create your caramel apple using this form by Thursday, Sept. 12. The limit is one apple per person. For more information, contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

September Edition of the Department of Online Learning Newsletter

View the September edition of the Department of Online Learning Newsletter. This edition includes information about the training programs we offer, including the newest Canvas Certification Course. It also includes: Recognition for Robin Musselman's QM Course; the article and training of the month; how to take take attendance in your Canvas Course information on Regular & Substantive Interaction; recognition for our badge earners; and this month's events around the Lehigh Valley. If you have any questions about anything in this edition contact us at Onlinelearning@lccc.edu.

LCCC Receives PPL Grant to Promote Advanced Manufacturing to HS Students

LCCC has received $23,400 from the PPL Foundation's Empowering Communities grant to support a training program for high school students in the college's innovative mobile manufacturing lab, which provides on-site training in advanced manufacturing.

The Mobile Manufacturing Lab Classroom is a state-of-the-art facility equipped with cutting-edge equipment, tools and technology used in modern manufacturing environments. Designed to replicate a real-world manufacturing setting, this mobile lab provides participants with hands-on experience and practical training in various aspects of manufacturing and industrial automation.

This program seeks to educate high school students in Carbon and Schuylkill Counties about careers in advanced manufacturing through a two-week training course in the mobile lab. The objective is to spark interest and enthusiasm for pursuing a career in advanced manufacturing.

LCCC's unique offering of this program positions it as a vital resource for both local students and businesses. By providing specialized training tailored to the needs of the community, LCCC ensures that students are well-prepared for manufacturing positions. This not only enhances the employability of local graduates but also allows local businesses to access a pool of qualified candidates who are familiar with the area's industries and communities. This alignment between education and industry needs fosters stronger community ties and supports the local economy.

The pilot program for high school students in Carbon and Schuylkill Counties will eventually expand to Lehigh County.

The lab features advanced machinery and software systems that are commonly used in today's manufacturing industry. Participants can learn and practice skills such as electrical mechanical automated systems control. The mobile nature of the lab allows it to be transported to different locations, making it accessible to a wide range of learners, from students in schools and colleges to professionals seeking upskilling opportunities.

For more information on the mobile lab or the upcoming training program for high school students, contact Donald Worman, program manager, Manufacturing Technology, 610-769-1354, DWorman@lccc.edu.

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

View the September edition of the Department of Online Learning Newsletter. This edition includes information about the training programs we offer, including the newest Canvas Certification Course. It also includes: Recognition for Robin Musselman's QM Course; the article and training of the month; how to take take attendance in your Canvas Course information on Regular & Substantive Interaction; recognition for our badge earners; and this month's events around the Lehigh Valley. 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

New State Board of Higher Education

Dr. Bieber has been appointed by Governor Shapiro to serve on the new State Board of Higher Education. The board will coordinate every sector of higher education in Pennsylvania. The new board is comprised of 21 members and represents various stakeholder groups including legislators, students, business leaders, union representatives and representatives from higher education institutions. Dr. Bieber will represent the commonwealth's fifteen community colleges.

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, 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.

Band Tee Spirit Day

Rock out with the LCCC Spirit Committee on Friday, Sept. 6, with your favorite band or musician tee! Tees must be work-appropriate and free of obscene language and imagery. For more information and questions, contact Tina

Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

Community Resource Fair

The KEYS program is sponsoring its first Community Resource Fair on Oct. 3, in the Community Services Center. The fair hours will be 10:30 a.m. – 1:30 p.m. Discover a wealth of support and resources with area agencies that address a variety of challenges. St. Luke's University Health Network will also have several departments there and will conduct free A1C and Lipid testing, grip strength and reaction time among other activities and information. Lyndi Mies from Weis Markets will also be conducting a free presentation, Eating on a Budget, in CSC 202 from 12:30 – 1:30 p.m.

This event is free and designed to help students, faculty and staff connect with resources in the community, so they can thrive in all aspects of life. Come join us for fun activities, free health screenings, free food and giveaways!

New Quality Matters Certified LCCC Course

Quality Matters
Higher Education
2024

Join the Department of Online learning in congratulating Robin Musselman for recently completing and meeting expectations on her Quality Matters Course PSY 140 – Intro to Psychology. The QM certification demonstrates a commitment, not only to creating an environment of excellence and quality, but of maintaining that commitment. If you are interested in learning more about Quality Matters or submitting your course for review please reach out to rpeters@lccc.edu.

Disney College Program Recruitment

Since 1989, LCCC has sent over 450 students to Florida and California to experience a one-semester internship at one the Disney parks. This six-credit internship is listed in our catalog as IDS 270.

The Disney Company began recruitment on August 26 for the Spring/Spring Advantage 2025 semester. Interested students should email Walt Sweedo at wsweedo@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 following 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.

Innovate for Impact: Apply for the Strategic Innovation Grant to Elevate Our College Community

The Strategic Innovation Grant is designed to encourage faculty and staff innovation to enhance the lives of our students and college community and improve educational delivery. Consideration will be given to progressive, inventive, creative ideas that transform curriculum, college activities, student life, partnerships, and/or support services. Funding is typically available for projects requiring less than $35,000. The amount awarded may differ from the requested amount, but will not exceed the amount budgeted annually by the college.

For more information including the criteria, deadlines, and the application click here.

Instructors, Faculty Coaches are Here for You

The Faculty Coaches are here for faculty looking to work on course content design, assessments, rubrics, classroom management, remote course management ideas, or just about anything faculty are interested in improving or trying for the first time.

To make an appointment with Professors Jennifer Myskowski, Wendy Barron, Karen Wotring, Dr. Betsy Swope, Dr. Melanie Turrano, Dr. Robin Musselman, or Andrew King, please sign up here. Faculty Coach appointments are confidential, tailored just for you, and are available in person or remotely. We look forward to working with you as soon as we can!

LCCC Employees Address Diversity, Equity and Inclusion

Listening to Their Voices: Insights Regarding Diversity, Equity and Inclusion Experiences at LCCC

Sept. 10 from 2 – 3:30 p.m. in ARC 201

Sponsored by Title III: Pathways to Success

Would you like to offer a unique opportunity to your students for Fall 2024? If so, please consider inviting your classes to a panel presentation featuring LCCC employees who wish to share their experiences of DEI at LCCC. The session will highlight opportunities offered and supported at LCCC for DEI engagement. Panel members include: Fred Damon, Anthony Jefferson, Jess Joseph, Tricia Moore, Roxanne Wright-Watson, and Amber Zuber.

*For guidance regarding methods to connect this event to your Fall 2024 syllabus for student participation and learning, please contact Carrrie Myers at cfmyers@lccc.edu.

SPIRIT & WELLNESS

September Wellness Center Challenge

Our September Wellness Center Challenge will be “Commitment to Exercise.” The challenge is open to all faculty and staff. Beginning Tuesday, Sept. 3 through Monday, Sept. 30, log at least 30 minutes every day and earn an LCCC Swag Pack. Participants must sign-up by Sept. 3 to participate. Award winners will be notified via LCCC email on Tuesday, Oct. 1. Click here for additional information.

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. RSVP by Friday, Sept. 6.

Wellness Center Fall Hours

Wellness Center fall hours will be effective through Friday, Dec.13.

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

- Mondays-Thursdays 9 a.m. – 5p.m.
- Fridays 10 a.m. – 3 p.m.
- Saturdays and Sundays Closed

*All hours subject to change

The Wellness Center will be closed on the following dates:

- Wednesday, Nov. 27
- Thursday, Nov. 28
- Friday, Nov. 29
- Monday, Dec. 23 through Wednesday, Jan. 1

Wellness Center winter hours will be Monday, Dec. 16 through Thursday, Jan. 23 from 10 a.m. – 2 p.m.

Spirit Committee Upcoming Events

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

September

Spirit Day: Band Tees – Friday, Sept. 6

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 vhertzog@lccc.edu.

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