The College Voice

October 10, 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 October 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.

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 Tracey 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 ysblue@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.

ANNOUNCEMENTS

Trexler Grant Supports LCCC's ESL to Paraprofessional Pathway

LCCC has received a $75,000 grant from the Harry C. Trexler Trust to support a pathway for English language learners to enter the education field and fill critical employment gaps in Lehigh County schools.

The "Community to the Classroom" program will support ESL students in a three-semester program that blends English language coursework with introductory Teacher Education courses. Up to 10 students, including those in the Dual Enrollment high school program, will participate in the cohort, receiving academic support, participation in a focused study lab and access to laptop computers to facilitate completing their coursework both at home and on campus. ESL students will receive up to a $1,000 scholarship per semester, plus $500 per semester for books.

For more information on the grant, read the full press release.

Scholarship Information Session Wednesday, Oct. 16

The Honors College is sponsoring a transfer scholarship information session on Wednesday, Oct. 16, at 2:20 p.m. in CSC room 207. Representatives from Bucknell University will present information about the Bucknell Community College Scholars Program.

You're in the Know! The Who, What, When, Where and Why about Reaccreditation

This is the second of many communications on or about LCCC's Middle States institutional reaccreditation process. These ongoing informational nuggets will be dropped along with future announcements on our Middle States Institutional webpage, Portal Self Study Report working page and many other posters, flyers, activities, meetings, webinars and presidential email reminders.

What is Middle States (MSCHE) institutional accreditation?

As an institutional accreditor, MSCHE requires evaluation of all aspects of the institution holistically, including modality of instruction (e.g. online, remote, face-to-face), and everything done in the name of the institution, including all academic programs (e.g. credit, Dual Enrollment and non-credit) and services (e.g. students, partnerships, staff, administration), fall within their scope of accreditation. This is a process of self-review and peer review to improve academic quality and public accountability.

Why are we accredited?

At LCCC, the ideology behind institutional accreditation is that accreditation establishes our facilities' commitment to higher standards and gives us a competitive edge. It provides processes for timely and accurate diagnosis and treatment and demonstrates a transparency in policy and process that improves quality outcomes. Practically, accreditation affects our fiscal standing, not only in being able to borrow money, but also to offer money (i.e. scholarships, financial aid) to students. Additionally, accreditation allows our institution to seek out federal and state grant and Foundation funding, as the oversight of an accreditor is usually required for submission. This oversight and regulation is a triad of organizational relationships between state, accreditor and the U.S. Department of Education.

Now you're in the know.

Volunteers for Allentown's Halloween Parade

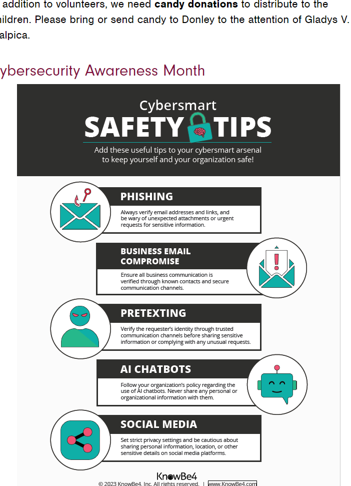
Join us on Saturday, Oct. 26, as we represent LCCC during The City of Allentown's Halloween Walking Parade from 11 a.m. – 2 p.m. We are excited to have a tent and table in front of the Donley Center to distribute candy and trinkets to parade participants while interacting with our community. Your family and friends are welcome to join us for this fun event.

Volunteers are needed for the following shifts and responsibilities:
10 -11 a.m. – Assist with set up (tent, table, chairs, candy, etc.)
11 a.m. – 12:30 p.m. – Candy distribution and interaction with the community
12:30 – 2 p.m. – Candy distribution and interaction with the community
2 – 3 p.m. – Assist with tent and table breakdown

Please email Gladys Malpica at gmalpica@lccc.edu to donate your time to this event!

In addition to volunteers, we need **candy donations** to distribute to the children. Please bring or send candy to Donley to the attention of Gladys V. Malpica.

Cybersecurity Awareness Month



Add these useful tips to your cybersmart arsenal to keep yourself and your organization safe!

Click the link below to access this article, or visit help.lccc.edu and view the latest news articles on cybersecurity.

Cybersecurity Awareness: Cybersmart Safety Tips

LVAIC – Cybersecurity Awareness Month

The Lehigh Valley Association of Independent Colleges (LVAIC) is hosting presentations each Wednesday in October from 12 – 12:50 p.m. While LCCC and Northampton Community College are not members of the LVAIC, employees from both institutions are invited.

Oct. 16 – "Stay Vigilant: Identifying and Handling Phishing Threats" – James Monek (Lehigh University) and Jim Beers (Moravian University)
Oct. 23 – "Ethical AI and Cybersecurity: Balancing Innovation and Privacy" – James Monek (Lehigh University)
Oct. 30 – "LVAIC Community Experts – Employee and Student Data" Margie Grandinetti (DeSales University), Kara Howe (Lafayette College) and Hannah Tatu (Lafayette College)

You can register here for any of the presentations. In the "Institution" portion of the form, select "Other" and then type in "Lehigh Carbon Community College."

You should receive information to join the presentations within 24 hours of registering.

Please email info@lvaic.org if you have any questions.

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 myLCCC 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. If you have questions regarding StART or to schedule a StART training, email Associate Dean of Student Development, Brian DeLong at bdelong2@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 you to 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 October edition of the Online Learning Newsletter. This edition includes information about the training programs we offer. It also includes news on submitting a course for Quality Matters, an article on AI in advancing Accessibility, a How to Talk to Students Suspected of Cheating training from OLC, and SpeedGrader updates in Canvas. There is also a page on some events around the Lehigh Valley this month. If you have any questions about anything in this edition contact us at Onlinelearning@lccc.edu

Online Learning Courses Available
Register online for our live and self-paced trainings. Trainings include: Canvas Course Certification, Remote Course Certification, Excellence in Instruction, Zoom, Canvas Studio, Blooms Taxonomy, and more!

Office Hours
Schedule a **meeting** with Rachel Peters to ask any questions on training, course development, professional development, and other tools/topics.

Digital Badges
Faculty and staff will have the opportunity to receive digital badges to display on LinkedIn, email signature and other areas, highlighting their professional achievements and commitment to continued learning. A number of different badges are available to anyone who completes the required training or series of trainings. The training requirements for each badge are outlined on the **flyer.** If you have any questions about the digital badges or the requirements for them please contact **onlinelearning@lccc.edu**

REMINDERS

LCCC Policies & Regulations Manual

The following revised policies have been approved by the LCCC Board of Trustees on Sept. 5:

2-407 LCCC Compliance with Continuing Disclosure Requirements
3-209 Designated Public Forum
3-214 Facilities – General
4-114 Faculty Classroom Requirement
LCCC Organizational Chart

The Policies and Regulations Manual can be found on the college website and on the Human Resources portal page. All faculty and staff must click here to acknowledge you have received the manual and able to view it.

Etiquette Luncheon Nominations Open

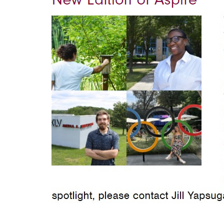
The Career Development Center is excited to host an Etiquette Luncheon in partnership with SGA, on Friday, Nov. 22. The event will be held off-campus at Twin Lakes Country Club. Transportation will be provided from Main Campus. The Etiquette Luncheon is an afternoon of learning how to conduct oneself with proper dining and business etiquette in professional situations over a multi-course meal. This event is by invitation only and space is limited.

Students may self-nominate or be nominated by faculty & staff. Please use this form to nominate a student who you believe would enjoy and benefit from this event. Nominations close on Thursday, Oct. 31.

Kickoff with a Roar

October, November and December the LCCC Foundation is organizing our annual employee giving appeal. We're asking all employees of the college to participate. Our goal is to raise $15,000 in support of the college and student scholarships and awards. All participating employees will be invited to a thank you reception in 2025. Please watch your email inbox to take advantage of this opportunity.

New Edition of Aspire



The newest edition of Aspire is out now! This edition features stories about the work students are doing in Field Biology, a nursing alumna who found success utilizing the support LCCC offers, a TV/Film alum making his film festival dreams come true and an early college alumna who traveled to the Paris Olympic games as a reporter this past summer.

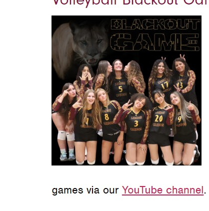
If you have an idea for an Aspire story or know of a notable alum that you'd like to spotlight, please contact Jill Yapsuga at jyapsuga@lccc.edu.

Public Safety Trainings this Fall

The Public Safety Department is happy to announce training opportunities for faculty and staff this fall. On Wednesday, Oct. 30, we will host ALICE training in CSC 100 from 1 – 4 p.m. The ALICE program teaches how to respond to an active attacker situation. You can sign-up for ALICE training, here. Public Safety will also offer CPR / AED training on Friday, Nov. 8, from 1:30 – 4 p.m. in the lower level Student Union SGA lounge. Sign-up for CPR / AED here.

Lastly, if any department is meeting one-on-one with Public Safety, we will make Wednesday afternoons available to meet with you and your team to review emergency plans.

Volleyball Blackout Game



Join us as we Blackout the Cougar gymnasium as your #14 nationally ranked Cougar volleyball team takes on the Spartans of Northampton Community College. Show your support by wearing black to the game and cheering on our team as they continue their pursuit in the national rankings. The game will be held in Berrier Hall at 6 p.m., on Oct. 21. Learn more about the Cougar volleyball team here. Check out previous and upcoming games via our YouTube channel.

Take Survey and Enter for a Chance to Win Visa Gift Card

We want to hear your thoughts! The campus climate survey is now live and all faculty and staff who complete the survey will have a chance to win a $50 Visa gift card, courtesy of the college and the Spirit Committee.

Results are strong for nearly all the employee groups, but we want to hear from more teaching faculty to ensure all voices are fully represented. Thanks to everyone who has completed the survey so far, including members of the teaching and service faculty, administrators and classified staff/educational support professionals. It is important that all voices are represented.

Also, please remind and encourage students to complete the survey – their voice is essential to this project. The link to take the survey is available on the climate survey webpage.

The survey will be available to take through Oct. 18.

Don't miss the chance to tell us what you think. Your answers will remain confidential, and the results will be reported in group form only. You will not be identifiable as an individual. Your participation in this project is voluntary. This research has been reviewed and approved by the LCCC Institutional Review Board.

The survey takes about 20-30 minutes to complete. This is an individualized link specific to you, but you will not be identified in the survey.

Post Flyers to Help Promote Campus Climate Survey

There's only three more weeks for students, faculty and employees to take the campus climate survey. Final day is Friday, Oct. 18. Although an email was sent to all those eligible to complete the survey, we also need to remind people regularly. To assist with this, we have created flyers that can be printed out and posted in offices or classrooms, as well as a version that can be included in Canvas materials to remind students.

Both versions are attached and you are encouraged to use them through Oct. 18. Please note that the "interactive" version includes a live link to click that goes to the webpage. The "print" version includes a QR code.

Thank you for helping to get the word out to students, faculty and staff about the importance of this survey.

Faces of Honor Display Submissions

LCCC will honor veteran and military service personnel with our annual Faces of Honor Tribute display during Veterans Appreciation Week November 9-15. Students, faculty, and staff are invited to submit photos of themselves or family members (with permission) who have served or are currently serving in the U.S. Armed Forces for the annual "Faces of Honor" tribute which will be displayed throughout campus during Veterans Appreciation Week. Photo submissions can be submitted here until Oct. 20.

Schedule a Career Development Job Fair Presentation

Career Development is excited about our upcoming job fairs being held in:

Schnecksville/Main Campus on Oct. 31, in the Community Services Center in the CSC ballroom, 10 a.m. – 2 p.m.
Tamaqua/Morgan Center on Nov. 19, in the Lobby, 10:30 a.m. – 1:30 p.m.
Allentown/Donley Center on Nov. 21, on the Lower Level 10:30 a.m. – 1:30 p.m

Job fairs are great opportunities for our students to network with professionals, research employers, and career paths, and practice the skills they've been learning in your classrooms. Registrations for our Morgan and Donley Center are at full capacity (which includes a waiting list), and we are anticipating registration of over 85 employers for Schnecksville. All sites will have a diverse mix of employers to meet the needs of our programs.

Career Development would greatly appreciate it if you would encourage students to attend. We would also be happy to visit your classes briefly to promote the Job Fair. If you have a 5 to 10-minute (max) opening at the beginning or end of your class please complete this form to schedule a job fair presentation.

Presentations in Schnecksville will be held between Oct. 14 – 28. Presentations for the Donley Center and Morgan will be held between Nov. 4 – 18.

LGBTQ+ Equity 101 Training on Nov. 8

Through a Strategic Innovation Grant the college will be offering LGBTQ+ Equity 101 training on Friday, Nov. 8 from 9 a.m. – 12:30 p.m. The training will be led by Robin Gow, LGBTQ+ Equity Trainer and Consultant.

LGBTQ+ people live, work, and simply exist everywhere but often face barriers and biases that impact our lives. This training equips attendees with the basic tools to understand and reflect on key concepts in the LGBTQ+ community, space to practice supportive and affirming practices, and together work to create a more inclusive community for LGBTQ+ people.

This training will be offered in-person on Main Campus in the Alumni Center and via Zoom at the Allentown and Tamaqua sites.

Coffee, breakfast pastries and lunch will be provided for all attendees at each site. Seating for the Main Campus is limited to 40.

*Please note, this same training was held in fall '23 as well as spring and summer of this year.

Register by Friday, Oct. 18 here. For questions email Jill Yapsuga at jyapsuga@lccc.edu or Doug Brace at dbrace@lccc.edu.

Fall 2024 Lunch and Learn Series

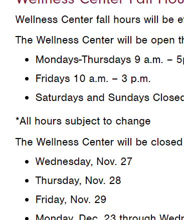
In October, we invite the LCCC community to explore DEI topics during the Lunch and Learn lecture series. Please join us at the Morgan Center from 12 – 1 p.m., on the dates below, to learn, listen, and discuss social topics while enjoying a shared lunch!

These events, sponsored by the Title III: Pathways to Success grant, will address the following topics:

Healing a Community from Erasure and Binary Harm: Tuesday, Oct. 22
Understanding identity, erasure and binary belief systems extends our ability to communicate and honor diversity in the community. To move forward, toward equity and inclusion, healing from the harm caused by social structures becomes necessary. This gathering will feature individual and group practices and reflections to repair and renew lives.

For more info about this series contact Carrie Myers at cfmyers@lccc.edu.

Rocky Bleier Tickets for Sale



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

SPIRIT & WELLNESS

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!

October

Movement Challenge – All Month

Spirit Day: Halloween Costumes – Tuesday, Oct. 29

November

Virtual Bingo – Wednesday, Nov. 13, 12 – 1 p.m.

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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