



The COLLEGE VOICE

Home

October 23, 2023

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

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- [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](#)
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- [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.

Coaster 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
10 a.m. – 3 p.m., Monday through Friday.

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 Romee.Blue@lccc.edu to schedule a Hangouts meeting.

VP Larissa Verta
Access virtual office hours on Mondays from 3 to 5 p.m., Tuesdays from 12:30 to 2 p.m., or email larissa@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 Msria.Bowen@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 agrannum@lccc.edu to schedule via Hangouts.

Interim Dean Elke 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 K.Trahan@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.

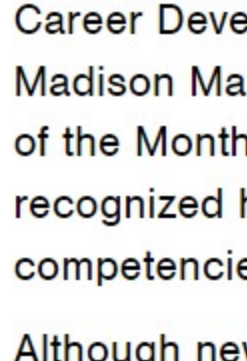
ANNOUNCEMENTS

Pizza with the President

Dr. Bieber is hosting "Pizza with the President" for students at all sites.
• LCCC Main – Monday, Oct. 23, 12:30 p.m.

See [the event flyer](#) for more details. RSVP to Tracy Bean tbean@lccc.edu. Students will have an opportunity to discuss their ideas, thoughts and concerns with Dr. Bieber. Please encourage student attendance.

LCCC Wi-Fi Update



Beginning Wednesday, Oct. 25, LCCC IT will be rolling out a new wireless connection to your college issued Windows laptop. Moving forward, say goodbye to guessing and seamlessly connect to "LCCC." We'll take care of the rest! If you experience any wireless connectivity issues, please visit help.lccc.edu for assistance.

October 2023 Student Employee of the Month

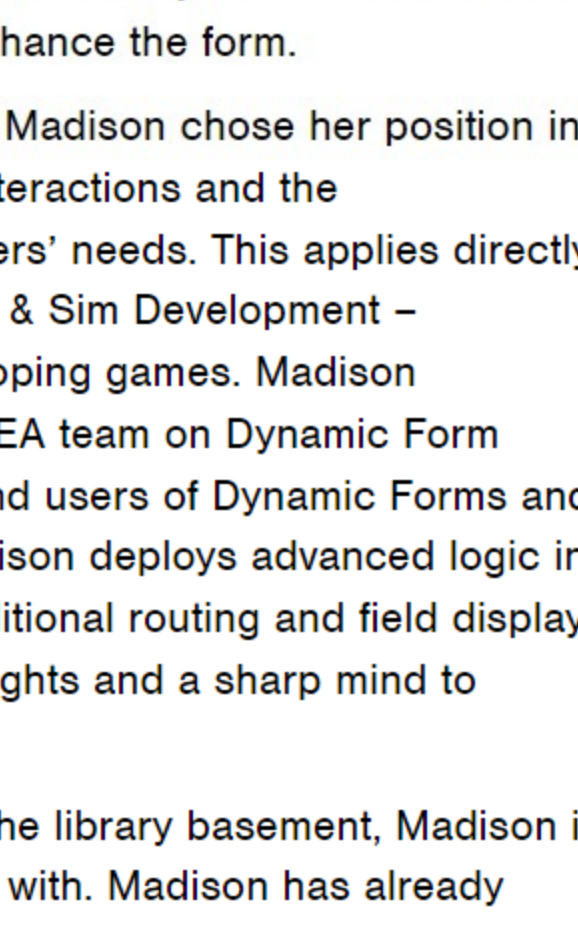
Career Development is recognizing Madison Marzano as "Student Employee of the Month." Madison's team has recognized her for achieving NACE competencies with excellence!

Although new to the EA team as a student worker, Madison has already shown her expertise in the technology field. She is extremely professional and communicates thoroughly. Madison asks the right questions in order to make sure she is fulfilling your needs. As she was assisting in developing the dynamic forms for the department, she was able to critically think about ways to make the forms user-friendly and would offer suggestions to enhance the form.

Madison seems to adapt very well and quickly. Madison chose her position in EA to get a better understanding of software interactions and the development/configuration of software to fit users' needs. This applies directly to her program here at LCCC, Computer Game & Sim Development – Programming, along with her self-goal of developing games. Madison communicates effectively with members of the EA team on Dynamic Form projects and portal modifications, along with end users of Dynamic Forms and portal pages to ensure satisfaction is met. Madison deploys advanced logic in the back-end of Dynamic Forms to create conditional routing and field display. This is tricky work that requires organized thoughts and a sharp mind to complete successfully.

While interacting with others is limited here in the library basement, Madison is very considerate and inclusive of all she meets with. Madison has already taken on great leadership in EA by digesting our sizable queue of Dynamic Form requests, prioritizing them, and reaching out to users who own the form requests. This is beyond our expectations of her and we, along with the Dynamic Form owners, are grateful for her diligence and initiative to keep the ball rolling with these. Madison shows up on time and prepared for work every day. She is courteous and respectful in all of her interactions with all students, faculty and staff. Madison expresses career & self-development by asking questions every day and learning new things. Every day she comes into work, she is very professional with her work and the way she presents herself.

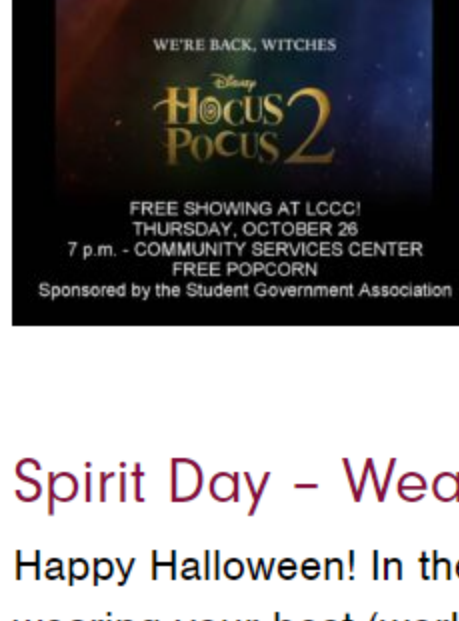
Career Development is extremely proud of Madison and will be recognizing her until the next Student Employee of the Month is nominated in mid-November. If you would like to recognize a student employee, please complete [the nomination form](#).



Secure File Transfer (sft.lccc.edu) Scheduled Maintenance

The IT Department will be performing maintenance on Secure File Transfer on Thursday, Oct. 26, from 5:30 – 6 p.m. During this time, secure file transfer services will be unavailable.

Free Showing – Hocus Pocus 2



Join us for some Halloween Festivities on Thursday, Oct. 26, at 7 p.m. in the Community Services Center for a free showing of Hocus Pocus 2. Popcorn will be provided. Bring your own beverages and snacks and join us for this Disney Halloween classic. Sponsored by the Student Government Association. We hope to see you there!

Spirit Day – Wear Your Best Halloween Costume

Happy Halloween! In the spirit of the season, join the LCCC Spirit Committee in wearing your best (work-appropriate) Halloween costume on Thursday, Oct. 26. The Office of Student Life is also hosting a Halloween costume contest for students, faculty and staff in the Student Union that same day, so campus will be filled with costumes! Registration for the Student Life costume contest starts at 2 p.m. with the contest beginning at 2:30 p.m.

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

Cybersecurity Awareness Month Tip



Cybersecurity Tip 7: What are AI Chatbots?

Chatbots are becoming more sophisticated and useful by incorporating artificial intelligence, or AI. However, there are some security concerns to consider when interacting with AI chatbots to help keep you and the college safe.

Click below to learn more about interacting with AI chatbots or visit help.lccc.edu and view the latest news articles on cybersecurity.

[Cybersecurity Tip 7: What are AI Chatbots?](#)

Collegewide Department Information Sessions

The Office of Human Resources is excited to invite you to our upcoming Collegewide Department Information Sessions, where you'll have the opportunity to gain valuable insights into our department service areas and latest developments, initiatives, and future plans.

These sessions aim to foster better communication, understanding, and engagement among our dedicated employees, and we encourage our current and new employees to join us for an informative and interactive experience.

These sessions will provide an overview of the department, recent accomplishments, insights into upcoming projects, a chance to ask questions and provide feedback, and networking opportunities with colleagues.

October 24, from 10 – 10:30 a.m.

Department: Facilities & Operations

Presenter: Joe Benulis, Assistant Director of Facilities and Operations

[Click here](#) to join this session via zoom

November 3, from 2 – 2:30 p.m.

Department: Counseling, Community Resources/Basic Needs, and Community Standards

Presenters: Brian DeLong, Associate Dean of Student Development Elizabeth Lewis, Assistant Professor, Counselor Elizabeth Rivera, Community Resources Specialist Jen Avramides, Student Support Generalist

[Click here](#) to join this session via zoom

November 17, from 2:30 – 3 p.m.

Department: LCCC Tamaqua

Presenter: Amber Zuber, Director of Site Educational Services

[Click here](#) to join this session via zoom

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.

Updated COVID-19 Guidelines from the Centers for Disease Control and Prevention (CDC) effective August 11, 2022 can be found [here](#).

This updated guidance no longer differentiates between those who are vaccinated and those who are unvaccinated. The CDC advises that those individuals exposed to COVID-19, 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 last 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 below per 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 x1169 to inform them you called 911. Public Safety will report to where the injured person is until arrival of the ambulances.

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/AED.

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 KnowB4. 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.

print if you want your completion certificate for each training placed in your personnel file, please email 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

Check out the [October/November 2023 Edition](#) of the Department of Online Learning Newsletter! This edition includes: event dates, OM workshop dates, an article about the student's perspectives on using AI, info signing up for the 7th edition Rubric update training, important Canvas updates involving Apple iWork, Respondus Lockdown browser information, and recognition for our recent Online Learning Badge earners! 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 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

Digital 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.

Congratulations to the following people who have recently earned the Essentials Badge and Timothy Shoemaker.

Congratulato, Cosette El Hage, Cherrynn Joseph, Floralba Melendez, Michael Owen and

REMINDERS

LCCC Fall Job Fair Features 80+ Employers

LCCC will host a Fall Job Fair from 10 a.m. to 2 p.m. on Thursday, Nov. 2, in the Community Services Center at the college's main campus in Schnecksville.

LCCC students and alumni are encouraged to attend. The public is also invited. Please bring resumes and wear professional attire as more than 80 local and regional employers will be available to discuss full-time, part-time, seasonal and internship opportunities.

This event is free. For more information, contact the Career Development Center at 610-799-1090 or email careerservices@lccc.edu.

Details on additional fall 2023 job fairs are available [here](#).

New Dynamic Forms – Tuition Waiver and Direct Deposit

The tuition waiver form and direct deposit form are now dynamic forms located in the Faculty and Staff Resources. Feel free to reach out to Karissa Belcher at x1108 if you have any questions about using the new forms.

Etiquette Luncheon Nominations Open

The Career Development Center is excited to host an Etiquette Luncheon in partnership with SGA, on Wednesday, Nov. 15, as part of National Career Development Week. The event this year will be held off-campus at Twin Lakes Country Club. Transportation will be provided.

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.

Please use [this form](#) to nominate a student who you believe would enjoy and benefit from this event. Nominations close on Oct. 31.

Schedule a Career Development Job Fair Presentation

Attention Faculty:

Career Development is excited about our upcoming our Fall 2023 Job Fairs: Nov. 2, from 10 a.m. to 2 p.m. in the Community Service Center (CSC Ballroom), Schnecksville

Nov. 16, from 10:30 a.m. to 1:30 p.m. Donley Center (lower level), Allentown
Nov. 16, from 10:30 a.m. to 1:30 p.m. Morgan Center (main level, near lobby), Tamaqua

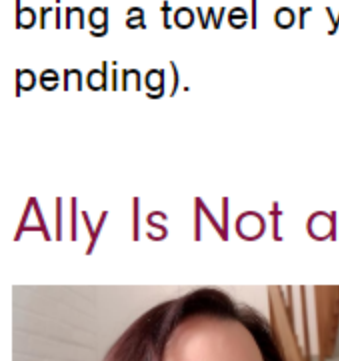
Job Fairs are great opportunities for our students to network with professionals, research employers, and career paths, and practice the skills they've been learning in your classrooms. This semester, we have some excellent employers registered like Lehigh Valley Health Network, Niagara Bottling, LLC, Victaulic, and many, many more!

Career Development currently has job fair presentations scheduled at all sites, with a few more open slots of availability that we would love to fill. If you have 5 to 10 minutes at the beginning or end of your class over the next two weeks please email kbellross@lccc.edu to schedule a job fair presentation in your class.

Stretch and Breath

Stretch and Breath is cancelled for Monday, Oct. 23. The final day to participate will be Monday, Oct. 30 at 10 -10:15 a.m., and 2 – 2:15 p.m. Please bring a towel or yoga mat. Event takes place outside of student union (weather pending).

Ally Is Not a Noun- It's a Verb



Corinne Goodwin from the Eastern Pennsylvania Trans Equity Project will be joining us in the JEDI Center (ARC 203) on Wednesday, Oct. 25, from 2:15 until 4 p.m. This workshop will be focused on allyship and share resources on the EPTEP. This event is hosted by the Pride club and the JEDI Center. You may also tune in [virtually](#).

Corinne Goodwin (She/They) is the founder and Executive Director of Eastern PA Trans Equity Project, a non-profit organization that has a mission of empowering transgender individuals throughout a 26-county area of Eastern Pennsylvania. An award-winning community leader and in-demand speaker, Corinne actively works on issues impacting the lives of LGBTQ+ Pennsylvanians ranging from legislative action to advocating for safe housing and food access. In addition to her role at Eastern PA Trans Equity Project, she also serves on the board of Keystone Equality and volunteers with other organizations promoting diversity, equity and inclusion including the ACLU, the Pennsylvania Youth Congress, the United Way, LGBTQ+ Chambers of Commerce, and more.

After a career as a senior executive in the retail and telecommunications sectors, Corinne now works as a self-employed business consultant. She is the parent to one son who works in New York's theater industry. She lives in Orefield, PA, with her wife, Debbie, a grumpy cat named April, and a model railroad that takes up way too much space in her basement.

Snow Day Contest

It's never too early to think snow and this year's Snow Day Contest! Please use [this link](#) provided to submit your guesses for the first day that LCCC will be closed for inclement weather. The closure must affect all campuses. The correct submission will win a \$25 gift card. Deadline for guesses is Friday, Oct. 27, at 5 p.m.

SPIRIT & WELLNESS

Clothing Fundraiser – Proudly Display Your Department on Your Spirit Wear!

The Faculty Association is selling Spirit Wear as a fundraiser. You can proudly wear your LCCC gear which displays the department you represent. Use [this link](#) to shop the many choices in our online store, and before checking out, if you would like, choose the department you work in and it will be embroidered beneath the LCCC logo. The online store will be open from Oct. 9 through Oct. 30. Thank you for your support of the LCCC Faculty Association.

If you do not see your department as one of the choices, please contact Melanie Turrano mturrano@lccc.edu so she can add that department for you.

Staff vs. Student Volleyball Game Sign-Up

athletics, Wellness and Recreation is pleased to announce our annual Staff vs. Students Volleyball game for Thursday, Oct. 26, from 5:30-7 a.m. in Berrier Hall. If interested, please complete the [google form](#). An event T-Shirt will be provided. Please wear comfortable workout apparel and sneakers. Any questions please contact Brandon Kinsey at 610-799-1181 or bkiney@lccc.edu.

Sweat 4 Swag 2.0

Sweat 4 Swag is back! Come over to the gear while creating a healthy lifestyle. Join the conversation

Wellness Center Hours

Please check [our website](#) or [our new Facebook page](#) for updates and upcoming events.

All hours subject to change. All changes will be communicated through our Facebook page.