Lehigh Carbon The Home October 24, 2024 **ANNOUNCEMENTS Submit Your College Voice**

Sciences, and Inclusion

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

News

Thursday edition). Special exceptions will

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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

Working @ LCCC

Duplicating Center and Mail Room

and Staff Resources.

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., 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 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.

1st and 3rd Mondays from 4 to 5 p.m.

and 2nd and 4th Thursdays from 4 to 5

1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10

VP Dr. Cindy Haney

p.m. Email Ronnie Blue

Hangouts meeting.

a.m. Email Maria

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

at vblue@lccc.edu to schedule a

Email jrowlands@lccc.edu to schedule a meeting. 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.

online meeting.

CIO Joshua Mitchell

Bowen at <u>mbowen4@lccc.edu</u> to schedule an online meeting

Interim Dean Dr. Jodi Rowlands

Wednesdays, 8 to 9 a.m. or 4 to 5 p.m.

Email KTrahan@lccc.edu to schedule an

Email JMitchell10@lccc.edu to schedule online meeting. Dean Scott Aquila Email Saquila@lccc.edu to schedule an online or face-to-face meeting.

Tuesdays from 11 a.m. to noon.

Tonisha Taylor will be joining LCCC as the new Dean of the School of Humanities, Social Sciences and Inclusion beginning on Nov. 4.

Welcome New Dean of School of Humanities, Social

Howdy, Jill Yapsuga

Taylor earned her Ed.S. (Education Specialist) degree from Walden University, her master of arts in language and literacy from the City College of New York, her master of social work from the CUNY Hunter College School of Social

She is currently Associate Dean of Academic Affairs at Passaic County Community College in New Jersey, where she also served as Assistant Dean of Developmental English and English Language Studies, and Director of Developmental English and Educator/Advisor. She has taught at Passaic County Community College, the College of New Rochelle, Hudson County

Work and her bachelor's in psychology from CUNY Medgar Evers College.

Community College and Berkeley College. She recently authored two chapters, "Am I my mother's keeper" and "This is your permission to be free," in Black Children of Incarcerated Parents Speak Truth to Power Social Revolution, published by Routledge Press, November 2023. Honors Students Volunteer at Second Harvest Food Bank On Saturday, Oct. 19, Honors students

(14,000 meals) for the PA Senior Food Box Program at Second Harvest Food Bank.

FOOD BANK alumni and community members the opportunities to network and apply for

LCCC Hosts Fall Job Fair at Main Campus Oct. 31 The LCCC Career Development Center will host its Fall 2024 Job Fair on Thursday, Oct. 31, from 10 a.m. to 2 p.m. in the Community Services Center. We welcome all to join us at this free public event that will provide students,

from LCCC packed 560 boxes of food

recommended that job seekers bring multiple copies of their resume, dress for success and be prepared to network. For more information call 610-799-1090 or email careerservices@lccc.edu.

various open positions with more than 80 registered employers. The job fair

helps to bridge the gap between employers and prospective applicants. It is

Neurodiversity ERG Supported by LCCC, this Employee Resource Group provides an affinity space for sharing the unique experiences of neurodiverse faculty and staff. Neurodiversity recognizes those whose brains work or process in ways divergent from the status quo, which brings different strengths and challenges to the workplace and everyday life. This includes people with ASD, ADHD, dyslexia, dyspraxia, Tourette's, or any other similar condition, whether

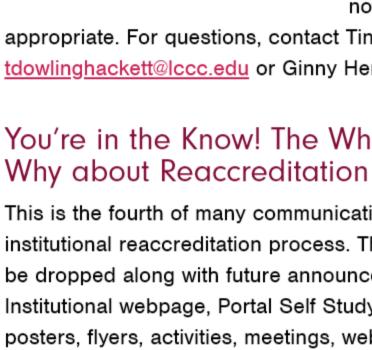
diagnosed or self-identified. If you are someone who identifies as neurodivergent, join this group to explore

the challenges as well as the assets a neurodiverse community brings to campus while navigating within a neurotypical environment. This space will

also explore practices that support neurodiversity in the workplace. To join our November meeting at 11:30 a.m. on Friday, Nov. 1, please contact Eric Werley at ewerley@lccc.edu and/or Thomas Simko at tsimko@lccc.edu for the Zoom meeting link. Spirit Day - Halloween Costumes There's a chill in the air...it must be the

LCCC spirit! Join the Spirit Committee on Tuesday, Oct. 29, in wearing your most spook-tacular Halloween costume! Faculty and staff are also invited to enter the Halloween Costume Contest in the Student Union that same day at 2:15 p.m. (sign-up between 12 and 2 p.m.), hosted by Student Government Association. Please note that costumes should be work-

appropriate. For questions, contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.



You're in the Know! The Who, What, When, Where and This is the fourth 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. How is your role and responsibilities important for this reaccreditation? This includes all our members like faculty, adjuncts, staff, administration,

our reaccreditation process. Faculty, staff, and administration will be participating in teams aligned with MSCHE accreditation standards for self review, written responses, and documentation evidence to support any statements, as well as, participation with the onsite visitor team. Students will be made aware of the ongoing process through communications and in some cases (e.g. SGA, Honors, etc.) participate in the onsite visit. Our community

and educational partners will be made aware of the ongoing process through

communications and in some cases (e.g. advisory committee, community

members, etc.) participate in the onsite visit.

Slip, Trip and Fall Prevention

All New Employees:

B. Run-Hide-Fight Video

Hide-Fight video link.

our new hire training series at LCCC.

Quick Reference for Medical Emergencies on Campus

students, educational community partners, workforce partners, advisory

committee members, even our Board of Trustees. Every person associated

with LCCC from the Board of Trustees to the first year, first semester student to

our educational community partners will play a role and have responsibilities in

Now you're in the know! **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 <u>nomination form</u> to spotlight the excellence of a fellow employee!

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.

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.

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

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

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

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

To view this video, go to the Department of Public Safety website page and click on the Run-

If you have any questions, please contact Human Resources at x1107 or x1108.

this edition contact us at Onlinelearning@lccc.edu.

for them please contact onlinelearning@lccc.edu.

Ability to attain background clearances

Willingness to make a difference

Congratulations on your achievement as the top student employee this month.

We appreciate you!

development, professional development, and other tools/topics.

Online Learning Courses Available

Digital Badges

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

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

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

outlined on the flyer. If you have any questions about the digital badges or the requirements

the required training or series of trainings. The training requirements for each badge are

REMINDERS Adult Learners Could Use Your Help LCCC's Literacy Department at the Donley Center is looking for volunteers

interested in tutoring English as a Second Language (ESL) and General

is required. This can help build your resume by giving you experience in

rewarding work! There are options to work one-on-one, in small groups,

Ability to attend a Volunteer Tutor Orientation and training

education or the subject areas you'll tutor in. Regardless of your path, it is

Education Degree (GED) preparation to adult students. GED subjects needed

are math, reading, science and social studies. ESL tutoring includes working

with students on reading, writing, speaking and listening skills. No experience

virtually and in-person. Days of the week and times are flexible based on the schedules of both the tutor and the student. Materials are provided. Requirements: Proof of a High School Diploma/GED/ or equivalent 3 hours minimum per week to tutor virtually and/or in-person

LCCC's Student Employees of the Month - Joel Khacho and Olivia Schroder The Career Development Center is proud Lehigh Carbon Community College Student Employees of the Month to recognize and celebrate our Student Employees of the Month: Joel Khacho and Olivia Schroder! EMPLOYEES OF THE MONTH Joel and Olivia have consistently

spirits and supportive natures make them invaluable team players, fostering a

positive and productive work environment. They work as strong leaders in the

science lab. Their support for each of the science lab managers, faculty, staff

significantly contributed to our team's success, making them key assets to our

workplace. Joel and Olivia go above and beyond to assist their colleagues,

consistently delivering high-quality results. For these reasons and more we

and students enhances collaboration and fosters a positive learning

environment. Their strong work ethic and keen attention to detail have

demonstrated exceptional dedication and

teamwork over the past month. Both have

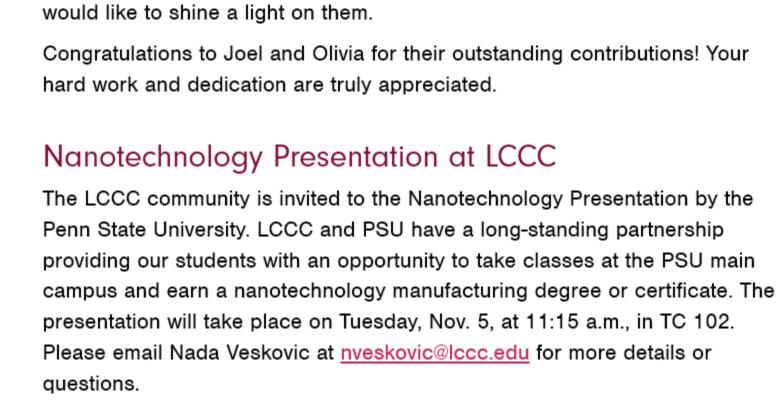
strong organizational skills that allow them

ensuring that projects are completed on

time and precisely. Their collaborative

to efficiently manage multiple tasks,

For more information, contact Shiloh Sidor at volunteertutor@lccc.edu. Thanks!



2024 Annual Title IX Online Trainings

IX/Equity Coordinator at 610-799-1107.

Cybersecurity Awareness Month

The Setup

Generic email

You didn't make

the transaction

You're asked to do

something you've

never been asked

address

To all faculty and staff:

Title IX Trainings: 1. Title IX Part 1: Requirements and Responsibilities (approx. 8 minutes in length) 2. Title IX Part 2: Recognizing Misconduct (approx.11 minutes in length) 3. Title IX Part 3: Reporting and Response (approx. 14 minutes in length) Your participation and completion of these trainings will be automatically logged by the Knowbe4 system. Human Resources does not need a print-out of your certifications. If you have any questions regarding the training material, please contact Donna Williams, Executive Director of Human Resources, Title

Look Out for this

Here's How it Works

What You Can Do

Look for these red flags. If you see any, it's probably a scam!

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Vishing or "voice phishing" is when a cybercriminal tries to convince you to

give sensitive information over the phone. Cybercriminals are getting more

sophisticated with their approach to this, and we could see this in several

different areas at the college, such as with fraudulent students or businesses.

Check out this quick tip article on some best practices on staying vigilant and

Click the link below to access this article, or visit help.lccc.edu and view the

Never call the number

even if you do business with the referenced organization! Call the

Customer Service number on the organization's

the transaction described

website and ask about

in the email.

Pressure to respond

in a suspicious email,

rom: Orders <GenericEmail@gmail.com>

Thanks for your order! It is being processed

f you did not place this order, please call

Customer Service at 888-###-####

To: Jamie Doe

Subject: Your Order

and will ship soon.

keeping the college safe from cyberattacks!

Cybersecurity Awareness: Vishing or "Voice Phishing"

latest news articles on Cybersecurity.

Morgan Center Food Drive

Order Date: 01/01/22

Amount Paid: \$542.12

Payment Type: Credit Card

within 24 hours to cancel.

You receive an email claiming that you've purchased an item or authorized a payment. You're encouraged to call a phone

Two-Step Cyberattack! Vishing or "voice phishing" is when a cybercriminal tries to convince you to give sensitive information over the phone. Typical vishing involves only a phone call. But scammers are now combining emails and phone calls to better trick their targets.

As part of the college's annual sexual violence awareness trainings, this year's

separate online training sessions as shown below. Knowbe4 is a single sign-on

system that will enable to you log in using your portal username and password.

Wednesday, Oct. 23. Please complete the training by Friday, Nov. 15. This Title

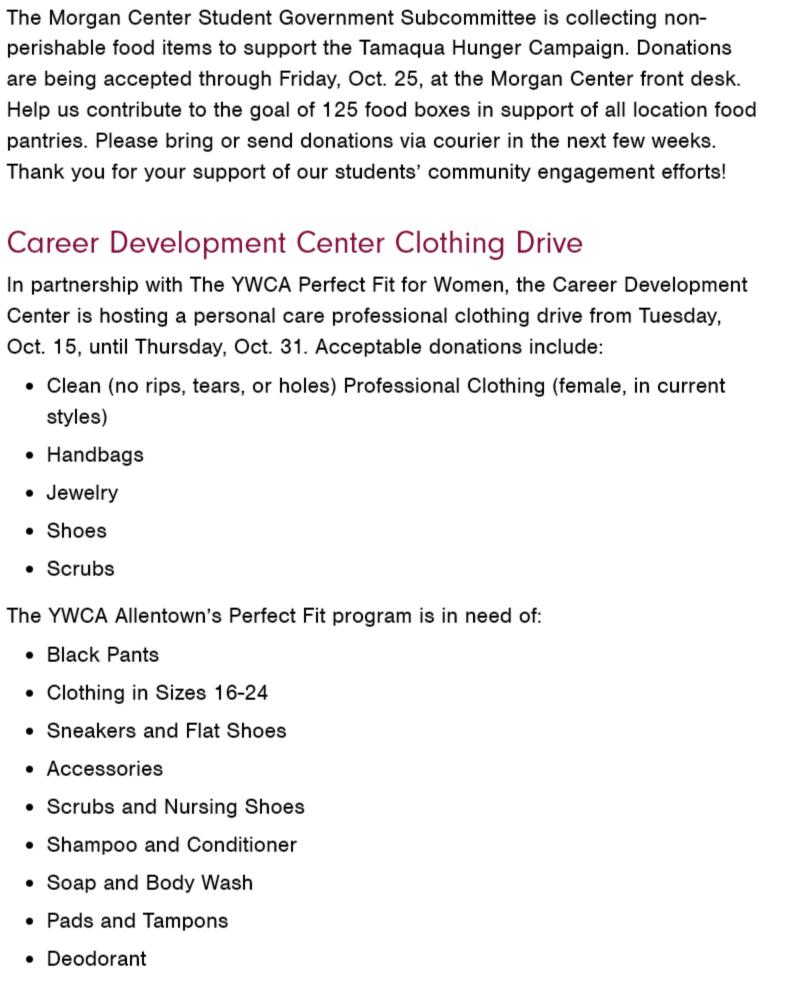
IX training is mandatory for all employees and must be completed annually.

Title IX online training will be provided by Knowbe4 and will consist of three

You will receive an email from Knowbe4 with a link to the training on

The Takedown You call the provided number and a helpful agent agrees to provide a refund or cancel the transaction. They just need your credit card information or banking details. After you supply the information, your bank account is emptied or your credit card is used for fraudulent purchases.

number if you did not initiate the transaction.



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

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.

The Lehigh Valley Association of Independent Colleges (LVAIC) is hosting

and Northampton Community College are not members of the LVAIC,

presentations each Wednesday in October from 12 - 12:50 p.m. While LCCC

Oct. 30 - "LVAIC Community Experts - Employee and Student Data" Margie

Grandinetti (DeSales University), Kara Howe (Lafayette College) and Hannah

You can register here for any of the presentations. In the "Institution" portion of

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.

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

2 - 3 p.m. - Assist with tent and table breakdown

LVAIC - Cybersecurity Awareness Month

employees from both institutions are invited.

Rocky Bleier Tickets for Sale

Tatu (Lafayette College)

MOTIVATIONAL EVENING WITH

Snow Day Contest

Rocky Bleier, legendary war veteran and four-time Super Bowl running back fo Pittsburgh Steelers

4:30 p.m., Monday, November 4, 2024 Glasbern Inn, **Fogelsville**

Join us on Saturday, Oct. 26, as we represent LCCC during The City of

have a tent and table in front of the Donley Center to distribute candy and

Remember that all clients utilizing these organizations for attire will be wearing

these items to dress for success! Donations can be dropped off inside the

a.m. - 4 p.m. Donations from the Morgan Center and Donley Center are

Volunteers for Allentown's Halloween Parade

questions.

event!

Malpica.

Career Development Center in SSC 004 from Oct. 15 though Oct. 31, from 9

welcomed. Please email Kescha Bell-Ross at kbellross@lccc.edu for details or

Allentown's Halloween Walking Parade from 11 a.m. - 2 p.m. We are excited to

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.

Benefits scholarships FOUNDATION

SPIRIT & WELLNESS

It's never too early to think about snow and this year's Snow Day Contest!

Wellness Center Fall 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

Please use this link to submit your guess 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. The deadline for guesses is Friday, Wellness Center fall hours will be effective through Friday, Dec.13. The Wellness Center will be open this fall for the following hours:

Wellness Center winter hours will be Monday, Dec. 16 through Thursday, Jan.

Monday, Dec. 23 through Wednesday, Jan. 1

23 from 10 a.m. - 2 p.m.

Movement Challenge - All Month

October

November

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

Spirit Day: Halloween Costumes - Tuesday, Oct. 29

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

Captured by FireShot Pro: 24 October 2024, 09:27:23 https://getfireshot.com

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



Lehigh Carbon Community College

Student Consumer Information

Policies & Procedures

Right To Know

Employment

Nondiscrimination