

Submit Your College Voice News

June 17, 2024

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). 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

President's Desk June 2024 LCCC Employment Openings

Quick Links

Events

"This Week" Student Newsletter Report Safety and Security Concerns Sexual Harassment and Sexual Violence Anonymous Online Reporting

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

Marketing Project Requests

Minutes **Board of Trustees** President's Cabinet

Leadership Team Academic Council

the Institutional Research link on Faculty and Staff Resources.

Registration Status Reports

To view registration status reports, go to

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.

CLOSED.

President

Courier services Monday through Friday to all sites. Bookstore Hours Monday-Thursday: 9 a.m.-5 p.m.; Friday: 9

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

Wellness Center Summer Hours Monday through Thursday: 10 a.m. - 3

a.m.-1 p.m.; Saturday and Sunday:

*All hours subject to change.

p.m.; Closed Fridays*

Dr. Ann D. Bieber Appointments can be made via Zoom. Email Tracy Bean at tbean@lccc.edu to

President's Cabinet Members Open Office Hours

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

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

Access virtual office hours on Mondays

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 <u>mbowen4@lccc.edu</u> 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

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.

meeting.

online meeting. Dean Dr. Kelly Trahan Mondays from 3 to 5 p.m.

Email EReichardt@lccc.edu to schedule

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

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

online meeting.

College Prepares Response to Area Higher Ed Closures

ANNOUNCEMENTS

In recent weeks, several colleges and universities throughout the state have announced closures or downsizing, some with very little lead time for students to prepare. LCCC is committed to helping students find a pathway to a college degree, even with an unexpected interruption. A protocol response is currently in development, which will include the following elements: Public outreach (news release, website landing page, social media posts, etc.)

- Information on prior learning Information on admissions, academic advising, transfer, placement testing
- Information on financial aid options, scholarships and loan forgiveness/deferment

Relevant program-to-program information depending on academic

information, contacts, links, form to get additional information, etc.

- programs the student is currently studying Website landing page with information to include dates, registration
- Recently, the following institutions have announced closures or furloughs: Triangle Tech (campus in Bethlehem), University of the Arts and Clarks Summit University, among others. Albright University is working to ensure its viability,

and Penn State has announced its move to a regional leadership model for Commonwealth Campuses and a subsequent employee voluntary separation incentive program. The college will continue to work with these institutions to provide displaced

students with robust options to ensure minimal disruption to their education.

Save the Date for State of the College Forum We will welcome in the new fall semester with a State of the College Forum, in

lieu of the traditional Convocation event. Please mark your calendars for Tuesday, Aug. 20, from 9 to 11 a.m., in the Community Services Center ballroom. There will also be a virtual option for those who are not able to come

to campus. A link will be shared later in the summer. Dr. Bieber will be joined by members of the Executive Team to offer an update on college initiatives. There will be ample time at the end of the presentation for questions and answers. Thanks for Budget Savings Ideas Over the past several months, many members of the college community

submitted ideas for cutting expenses or growing revenue. The Executive Team continues to review and consider these recommendations. We appreciate the

thought and consideration that went into your suggestions. If anyone has questions about the specific recommendations they made, please don't hesitate to discuss with your vice president or the president. Thank you again for the many recommendations. Parking Lot A Project Completed Parking Lot A is now open and available for parking. The parking lot cracks were filled, all surfaces were seal coated and lines and symbols reapplied with

high-performance paint.



Products and Lehigh University. We are confident that her background and skills will be a great asset to the college. We look forward to working with

Thank you to everyone who joined the LCCC Spirit Committee for our Western Round-Up Summer Picnic last week. All three sites had a blast connecting with colleagues, eating delicious food and channeling their inner cowboy/cowgirl! Keep an eye out for other upcoming Spirit Committee events. All photos from the picnic can be found here.

Tammy starts on July 1. Tammy brings over 10 years of valuable experience in

human resources and payroll from her previous human resources roles at Air

Tammy and are excited about the contributions she will bring to our team.

Western Round-Up Summer Picnic - Thank You





Purchase your tickets here. Each ticket includes access to an all-you-can-eat buffet plus soft drinks. The buffet time is 5:45 - 8:15 p.m. Tickets are \$50 per person, and only 30 are available.

IronPigs Tickets On Sale

Calling All Donley and Morgan Center Employees We invite all interested Donley and Morgan Center faculty and staff to join the LCCC Spirit Committee in the coming fiscal year. The Spirit Committee plans engaging events, activities and spirit days to boost employee morale and create a welcoming environment across all campuses. If interested, or if you'd like more information, reach out to Tina Dowling-Hackett at

Faculty and staff are welcome to join our Alumni Night at the IronPigs

scheduled for Thursday, Aug. 29. Get your dug out suite tickets early; last

year's event sold out quickly. Watch the Lehigh Valley IronPigs take on the

Syracuse Mets! First pitch is at 6:45 p.m. with the gates opening at 5:15 p.m.

Responsible Use of Generative Al

tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

Generative Al is a type of artificial intelligence that can learn from and mimic large amounts of data to create content such as text, images, music, videos, code and more based on inputs or prompts. LCCC supports responsible experimentation with Generative Al tools, but there are important considerations to keep in mind when using these tools, including information security and data privacy, compliance, copyright and academic integrity. **Protect Confidential Data**

You should not enter data classified as confidential (including non-directory student data, finance, HR, student records, medical information, etc.) into publicly-available Generative Al tools, in accordance with the college's Institutional Data Security Policy. Information shared with Generative AI tools

information to unauthorized parties.

Review Content Before Publication Al-generated content can be inaccurate, misleading, or entirely fabricated (sometimes called "hallucinations") or may contain copyrighted material. You are responsible for any content that you publish that includes Al-generated material. Adhere to Academic Policy

Academic Council will be developing and updating their policies as we better

faculty should be clear with students about their policies on permitted uses, if

understand the implications of using Generative AI tools. In the meantime,

any, of Generative AI in classes and on academic work. Students are also

using default settings is not private and could expose proprietary or sensitive

encouraged to ask their instructors for clarification about these policies as needed. Be Alert for Phishing Generative Al has made it easier for malicious actors to create sophisticated

LCCC IT prior to use.

mimic a person's voice or physical appearance without their consent) at a far greater scale. Continue to follow security best practices and report suspicious messages using the Phish Alert Button or emailing helpme@lccc.edu. Connect with LCCC IT Before Procuring Generative Al Tools LCCC IT is working to ensure that tools procured on behalf of the college have the appropriate privacy and security protections. If you have procured or are

considering procuring generative Al tools or have questions, contact LCCC IT

phishing emails and "deepfakes" (i.e., video or audio intended to convincingly

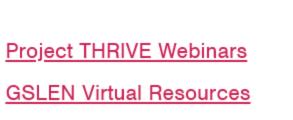
ADMINISTRATIVE UPDATES Human Resources News Online Learning News

REMINDERS

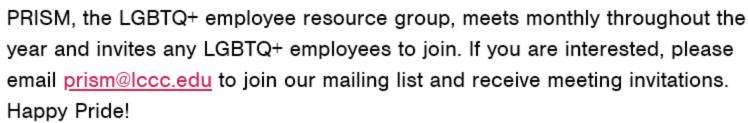
part in LGBTQ+ professional development opportunities. If you decide to participate in one of the selfpaced modules through one of the resources provided below, send an email to

prism@lccc.edu. We would love to hear your takeaways or simply that you

This Pride Month, we invite you to take



complete one for the Pride Month Challenge.



Story Corps - LGBTQ+ Voices to Honor this Pride Month

Join the PRISM Pride Month Challenge

COACHING COMMONS Summer is a fantastic time to get a jumpstart on your courses for Fall 2024 or Success Coach to work on something exciting for your summer courses. The Faculty Coaches are here for you if you would like to work on

course content design, assessments, rubrics, classroom management, remote

improving or trying for the first time. If you would like to make an appointment

with Professors Jennifer Myskowski, Wendy Barron, Karen Wotring, Dr. Betsy

Swope or Dr. Melanie Turrano, please sign up for an appointment here. Faculty

The current vision reimbursement period for full time employees will be ending

on June 30. Receipts for vision care dated between July 1, 2022, and June 30,

2024, need to be submitted to Human Resources by July 15. The new vision

reimbursement cycle will begin on July 1 with a new allotment of \$500 to be

course management ideas, or just about anything you are interested in

Faculty Coaches Are Here for You This Summer!

Coach appointments are confidential, tailored just for you, and available in person or remotely. We look forward to working with you this summer! Vision Reimbursement Deadline Approaching

used by June 30, 2026. If you have any questions, please contact Tiffany at TRehrigschaeffer@lccc.edu. Fiscal Year 2024 Year End Deadlines Finance Office: Fiscal Year End 23/24 Deadlines 5/10/24 - Grant Purchase Requisitions

6/17/24 - Student stipends 6/21/24 - Last day to submit: Duplicating jobs

6/17/24 - Travel reimbursements - Allentown and Tamagua sites

6/14/24 - Last day for FY23/24 credit card and W.B. Mason purchases

 Bookstore Vouchers 6/28/24 - All FY23/24 goods & services *received* 6/28/24 - All Accounts Payable invoices must be approved and submitted to

the Finance Office

Employee Reimbursements – Main Campus

Travel Reimbursements – Main Campus

5/31/24 - College Purchase Requisitions

7/18/24 - Final FY23/24 payroll pay date - timecard staff (paydays of 6/30-7/13/24) A word doc of the dates for download or print can be found here.

7/05/24 - Final FY23/24 Accounts Payable check run

6/20/24 - Final FY23/24 payroll pay date - contracted staff

Wellness Center Summer Hours The Wellness Center will be open this summer for the following hours:

SPIRIT & WELLNESS

Fridays, Saturdays and Sundays- Closed *All hours/days subject to change We will be closed this summer on the following dates:

Thursday, July 4 Wednesday, August 14

Monday-Thursday 10 a.m. - 3 p.m.

Thursday, August 15 Fall hours will begin Monday, August 26, Monday-Thursday 9 a.m. - 5 p.m. and Fridays 10 a.m. - 3 p.m.

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

July Spirit Day: Red, White and Blue - Wednesday, July 3

Captured by FireShot Pro: 17 June 2024, 08:40:35 https://getfireshot.com

Free Hot Dog and Chips at Berrier Hall - Wednesday, July 3 Plant Fest - Wednesday, July 17

For questions about any upcoming events, please reach out to Tina Dowling-

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

Contact Us

4525 Education Park Drive Schnecksville, PA. 18078 610-799-2121

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Join the Conversation

Lehigh Carbon Community College

Events Bookstore Accessibility Statement

Right To Know Nondiscrimination **Employment** Student Consumer Information Sitemap

Weather Alerts

Policies & Procedures