



June 17, 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). 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 June 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

Course 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 Summer Hours
Monday through Thursday: 10 a.m. – 3 p.m., Closed Fridays*

*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 romieblue@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 to 10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email lverta@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@lccc.edu to schedule an online meeting.

Dean Peggy Helm
Mondays from 3 to 5 p.m. Email phelm@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 Granum-Mosley
Mondays from 1 to 3 p.m. Email agranummosley@lccc.edu to schedule via Hangouts.

Interim Dean Elke Reichardt
Wednesdays from 3 to 5 p.m. Email elreichardt@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 jmitchel@lccc.edu to schedule online meeting.

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

ANNOUNCEMENTS

College Prepares Response to Area Higher Ed Closures

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 programs the student is currently studying
- Website landing page with information to include dates, registration information, contacts, links, form to get additional information, etc.

Recently, the following institutions have announced closures or furloughs: Triangle Tech (campus in Bethlehem), University of the Arts and Clarks Summit Tech (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.



Assistant Director of Human Resources

The Office of Human Resources is pleased to announce that LCCC has hired Tammy Friday Nolan as the new Assistant Director of Human Resources. 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 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 Tammy and are excited about the contributions she will bring to our team.

Western Round-Up Summer Picnic – Thank You

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](#).



IronPigs Tickets On Sale

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. [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.

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

Responsible Use of Generative AI

Generative AI 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 AI 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 AI tools, in accordance with the college's Institutional Data Security Policy. Information shared with Generative AI tools using default settings is not private and could expose proprietary or sensitive information to unauthorized parties.

Review Content Before Publication

AI-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 AI-generated material.

Adhere to Academic Policy

Academic Council will be developing and updating their policies as we better understand the implications of using Generative AI tools. In the meantime, faculty should be clear with students about their policies on permitted uses, if any, of Generative AI in classes and on academic work. Students are also encouraged to ask their instructors for clarification about these policies as needed.

Be Alert for Phishing

Generative AI has made it easier for malicious actors to create sophisticated phishing emails and "deepfakes" (i.e., video or audio intended to convincingly 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 AI 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 AI tools or have questions, contact LCCC IT at helpme@lccc.edu. Vendor generative AI tools must be assessed for risk by LCCC IT prior to use.

ADMINISTRATIVE UPDATES

[Human Resources News](#) +

[Online Learning News](#) +

[Human Resources News](#) +

[Online Learning News](#) +

REMINDERS

Join the PRISM Pride Month Challenge



This Pride Month, we invite you to take part in LGBTQ+ professional development opportunities. If you decide to participate in one of the self-paced 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 complete one for the Pride Month Challenge.

[Project THRIVE Webinars](#)

[GSLEN Virtual Resources](#)

[Story Corps – LGBTQ+ Voices to Honor this Pride Month](#)

PRISM, the LGBTQ+ employee resource group, meets monthly throughout the year and invites any LGBTQ+ employees to join. If you are interested, please email prism@lccc.edu to join our mailing list and receive meeting invitations. Happy Pride!

Faculty Coaches Are Here for You This Summer!



Summer is a fantastic time to get a jumpstart on your courses for Fall 2024 or 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 course management ideas, or just about anything you are interested in 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 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

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 used by June 30, 2026. If you have any questions, please contact Tiffany at TRehriagschaeffer@lccc.edu.

Fiscal Year 2024 Year End Deadlines

Finance Office: Fiscal Year End 23/24 Deadlines

5/10/24 – Grant Purchase Requisitions

5/31/24 – College Purchase Requisitions

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

6/17/24 – Travel reimbursements – Allentown and Tamaqua sites

6/17/24 – Student stipends

6/21/24 – Last day to submit:

- Duplicating jobs
- Travel Reimbursements – Main Campus
- Employee Reimbursements – Main Campus
- 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

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

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

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](#).

SPIRIT & WELLNESS

Wellness Center Summer Hours

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

Monday-Thursday 10 a.m. – 3 p.m.

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

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

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.