

# The COLLEGE VOICE

Home

## July 8, 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

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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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### 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.

Counter 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. Bleier**  
Appointments can be made via Zoom. Email [tracy\\_bean@lccc.edu](mailto:tracy_bean@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 [roberta\\_blanck@lccc.edu](mailto:roberta_blanck@lccc.edu) to schedule a Hangouts meeting.

**VP Larissa Veris**  
Access virtual office hours on Mondays from 9 to 5 p.m.; Tuesdays from 9:30 to 10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email [larschlar@lccc.edu](mailto:larschlar@lccc.edu) to arrange a scheduled meeting.

**VP Stefanie Neizer**  
1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email [stefanie\\_neizer@lccc.edu](mailto:stefanie_neizer@lccc.edu) to schedule an online meeting.

**Dean Peggy Heim**  
Mondays from 3 to 5 p.m. Email [pheim@lccc.edu](mailto:pheim@lccc.edu) to schedule online meeting.

**Interim Dean Dr. Joel Rowlands**  
Wednesdays, 9 to 9 a.m. or 4 to 5 p.m. Email [jrowlands@lccc.edu](mailto:jrowlands@lccc.edu) to schedule a meeting.

**Dean Dr. Andrea Gannum-Mosley**  
Mondays from 1 to 3 p.m. Email [agannummosley@lccc.edu](mailto:agannummosley@lccc.edu) to schedule via Hangouts.

**Interim Dean Elise Reichardt**  
Wednesdays from 3 to 5 p.m. Email [elise\\_reichardt@lccc.edu](mailto:elise_reichardt@lccc.edu) to schedule online meeting.

**Dean Dr. Kelly Trahan**  
Mondays from 2 to 5 p.m. Email [ktrahan@lccc.edu](mailto:ktrahan@lccc.edu) to schedule an online meeting.

**CIO Joshua Mitchell**  
Tuesdays from 11 a.m. to noon. Email [jmitchell@lccc.edu](mailto:jmitchell@lccc.edu) to schedule online meeting.

**Dean Scott Aquila**  
Email [saquila@lccc.edu](mailto:saquila@lccc.edu) to schedule an online or face-to-face meeting.

## ANNOUNCEMENTS

### Intercollegiate Sports Transitions to Intramurals in 2025-26

Beginning with the 2025-26 academic year, LCCC Athletics will transition to a comprehensive intramurals program and will not be participating in intercollegiate sports through the National Junior College Athletic Association. This new approach will allow more students to participate in sports and will encourage the development of a range of sports leagues. Plans are currently underway for an intramurals league that will expand the positive impact of sports on campus.

Although there will no longer be regional competitions, the intramural approach will reduce the budgetary pressures of intercollegiate competitions, while allowing more students to participate in a variety of organized sports activities if they wish to.

At this time, intercollegiate sports will continue for the next academic year, but will end in the spring 2025. However, the college must contract with an athletic trainer in order for athletics to take place in 2024-25. An athletic trainer will ensure the safety of our athletes, focusing on injury prevention and care. Efforts are currently underway to hire an athletic trainer, but a contract must be secured by July 15 in order for athletics to be held this next year. No proposals were received to the request for bid in the spring and further outreach has elicited no interest.

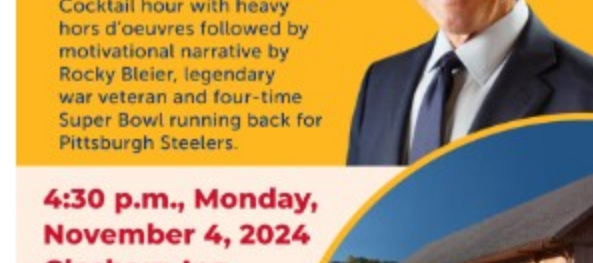
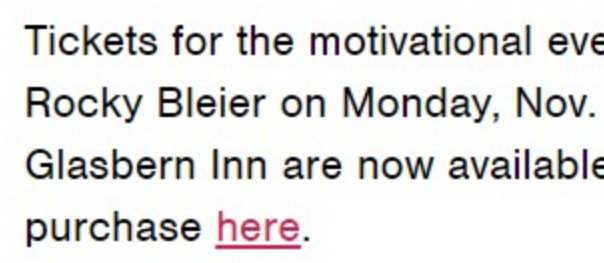
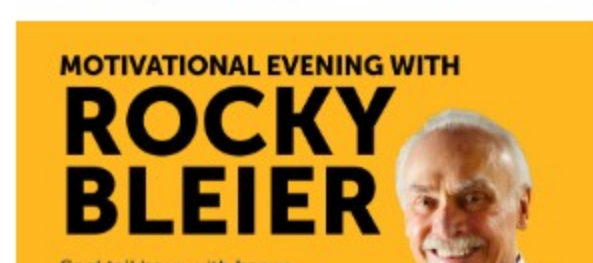
More information will be shared over the coming months as the intramural program is developed.

### Thank You to All for Support of Jill Biden Visit

The visit from First Lady Jill Biden on Tuesday, July 2, would not have been possible without the help of dozens of staff. Thank you to all the individuals and departments who put aside their regular jobs to contribute to making this event at the Donley Center truly memorable. We were honored to have Dr. Biden visit campus. She was joined by U.S. Rep. Susan Wild and U.S. Reps. Nanette Barragan, D-California, and Nydia Velazquez, D-New York.

Dr. Bieber participated in the panel and spotlighted the Dual Enrollment and Early College programs as well as workforce development partnerships. A group of eight Early College students from the Allentown School district were invited and had their photo taken with the VIPs.

This was a historical event for the college – thank you to everyone for their role in making it great. An article detailing the visit can be viewed [here](#).



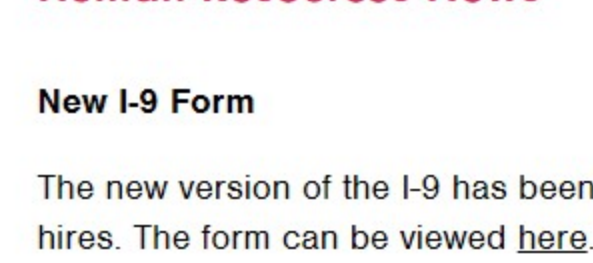
### Volunteers Needed for LCCC Foundation Tony Boyle Memorial Golf Classic

The LCCC Foundation is in need of several volunteers for the Sept. 16 Tony Boyle Golf Classic at Old Homestead Golf Club. Please submit your preferences via the [attached Google sheet](#). For questions, please contact JoEllen Rooney at [jrooney@lccc.edu](mailto:jrooney@lccc.edu) or 610-799-1929.

### Rocky Bleier Tickets for Sale

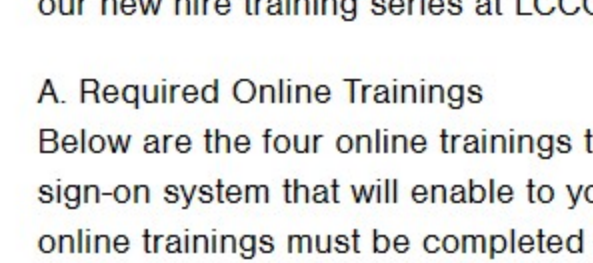
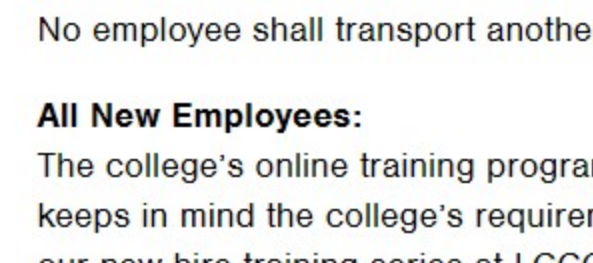
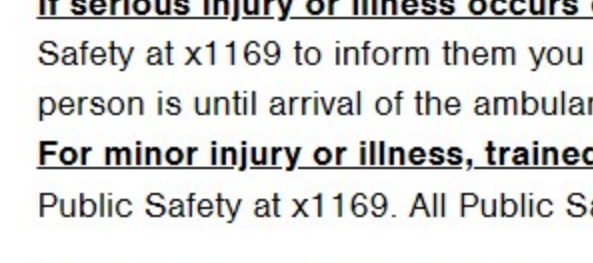
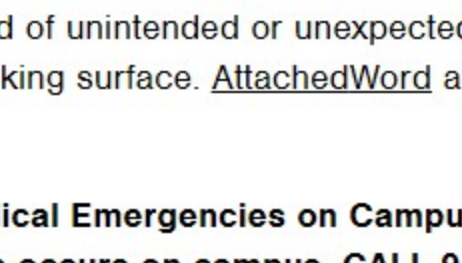
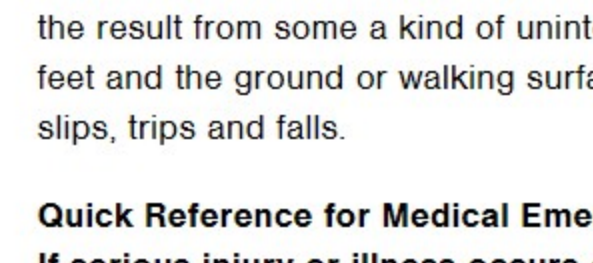


Tickets for the motivational evening with Rocky Bleier on Monday, Nov. 4, at the Glasbern Inn are now available for purchase [here](#).



### Summer Fun on Spirit Day

Thank you to everyone who participated in last week's Spirit Day! The LCCC Spirit Committee loved seeing everyone in their red, white and blue attire. We hope you enjoyed your free hot dogs and chips and that you keep an eye out for more fun Spirit Days on the way.



## 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. [AttachWord](#) 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 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.

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

Have you checked out the May edition of the Department of Online Learning newsletter? This edition includes information about the training programs we offer, including the newest Canvas Certification, which is starting this week. If you're still interested in joining this offering, please send an email to [paters@lccc.edu](mailto:paters@lccc.edu). We also congratulate Todd Zimmerman for completing his Quality Matters course certification! Additionally, you'll find articles related to mental health in honor of May's Mental Health Awareness Month, as well as an outside training webinar on supporting neurodiverse students on May 23. Lastly, we have updates to Canvas Studio and a page recognizing our Online Learning Badge winners. If you have any questions please reach out to [onlinelearning@lccc.edu](mailto: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 Paters 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 [file](#). If you have any questions about the digital badges or the requirements for them please contact [onlinelearning@lccc.edu](mailto:onlinelearning@lccc.edu).

## REMINDERS

### Career Development Center Personal Care and Clothing Drive

In partnership with The YWCA Perfect Fit for Women, the Career Development Center is hosting a personal care professional clothing drive from July 15 – 31.

Acceptable donations:

- Clean (no rips, tears, or holes)
- Professional clothing (female in current styles)
- Handbags
- Jewelry
- Shoes
- Scrubs

YWCA Allentown's Perfect Fit Program is in need of:

- Black pants
- Clothing in sizes 16-24
- Sneakers and flat shoes
- Accessories
- Scrubs and nursing shoes
- Shampoo and conditioner
- Soap and body wash
- Pads and tampons
- Deodorant

2023-2024 LCCC students and alumni have utilized Perfect Fit for job fairs, etiquette lunches, interviews, to build career wardrobes, and for our May 2024 Center in SSC 004 donations can be dropped off inside the Career Development Center in SSC 004 from July 15 – 31, from 9 a.m. – 4 p.m.

The Perfect Fit has also created Amazon Wish Lists for [personal care items](#) and [career clothing](#).

If you have any questions or need to drop off items outside of designated times, please feel free to contact Kescha Bell-Ross, Director of Career Development and Civic Engagement at 610-799-1136 or [kbellross@lccc.edu](mailto:kbellross@lccc.edu).

### Winter 2024 Course Schedule Posted to Website

The course schedule for Winter 2024 has been posted to the college website, and can be viewed [here](#). Registration for Winter 2024 will open on Friday, July 12 for Veteran students and on Monday, July 15 for all students.

### Retirement Celebration for Ann Conte

Please join us Monday, July 8, to share your well wishes and thanks to Ann Conte, who is retiring from LCCC after 11 years of dedicated service to the College and the LCCC Board of Trustees. Cake and coffee will be served in SSC 113B from 1:30 – 2:30 pm.

### Lot B Walkway Repairs and CSC Flooring Project

The walkway between parking lot B and the Student Services Center will undergo repair work beginning July 8 until July 11. During this time, the first row of parking adjacent to the walkway and the walkway may be inaccessible for parking and foot traffic. You may continue to access the SSC and mall from the walkway that runs parallel to the mall or the rear of the building.

The carpeting in the CSC lobby and ballroom is scheduled to be replaced with a luxury vinyl flooring material beginning Monday, June 24 through Friday, July 12. During this time, those areas will be inaccessible at times. We ask for your patience throughout this exciting renovation.

### LCCC Spirit Committee Plant Fest

Join the Spirit Committee for an unforgettable experience that combines the love of plants, creativity, and community. Nurture your inner plant lover and get your hands in the dirt as you create your own DIY project. Pre-registration is required for this event at Main Campus on Wednesday, July 17. Click [here](#) for more information and to sign up.

### IronPigs Tickets On Sale

Faculty and staff are welcome to join our Alumni Night at the IronPigs scheduled for Thursday, Aug. 29. Get your dugout 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.

### 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 records (including non-directory student data, finance, HR, student referrals, 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.

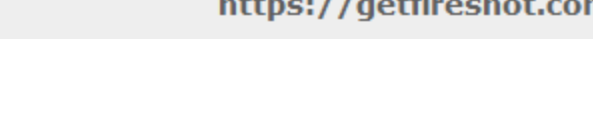
#### Be Alert for Phishing

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 [helome@lccc.edu](mailto:helome@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 [helome@lccc.edu](mailto:helome@lccc.edu). Vendor generative AI tools must be assessed for risk by LCCC IT prior to use.

### 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 Turano, 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!

### 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:

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**

Plant Fest – Wednesday, July 17

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