



August 15, 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, 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

[President's Desk August 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.

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 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 Bieber at \[Tracy.Bieber@lccc.edu\]\(mailto:Tracy.Bieber@lccc.edu\)](mailto:Tracy.Bieber@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 [Cindy Haney at \[RHaney@lccc.edu\]\(mailto:RHaney@lccc.edu\)](mailto:RHaney@lccc.edu) to schedule a Hangouts meeting.

VP Larissa Wertz

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 [Larissa Wertz at \[lwertz@lccc.edu\]\(mailto:lwertz@lccc.edu\)](mailto:lwertz@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 [Stefanie Nester at \[SNester@lccc.edu\]\(mailto:SNester@lccc.edu\)](mailto:SNester@lccc.edu) to schedule an online meeting.

Dean Peggy Heim

Mondays from 3 to 5 p.m. Email [Peggy Heim at \[PHeim@lccc.edu\]\(mailto:PHeim@lccc.edu\)](mailto:PHeim@lccc.edu) to schedule an online meeting.

Interim Dean Dr. Jodi Rowlands

Wednesdays, 8 to 9 a.m. or 4 to 5 p.m. Email [Jodi Rowlands at \[jrowlands@lccc.edu\]\(mailto:jrowlands@lccc.edu\)](mailto:jrowlands@lccc.edu) to schedule a meeting.

Dean Dr. Andrea Grannum-Mosley

Mondays from 1 to 3 p.m. Email [Andrea Grannum-Mosley at \[agm@lccc.edu\]\(mailto:agm@lccc.edu\)](mailto:agm@lccc.edu) to schedule via Hangouts.

Interim Dean Elke Reichardt

Wednesdays from 3 to 5 p.m. Email [Elke Reichardt at \[EReichardt@lccc.edu\]\(mailto:EReichardt@lccc.edu\)](mailto:EReichardt@lccc.edu) to schedule an online meeting.

Dean Dr. Kelly Trahan

Mondays from 3 to 5 p.m. Email [Kelly Trahan at \[KTrahan@lccc.edu\]\(mailto:KTrahan@lccc.edu\)](mailto:KTrahan@lccc.edu) to schedule an online meeting.

CIO Joshua Mitchell

Thursdays from 11 a.m. to noon. Email [Joshua Mitchell at \[JMitchell103@lccc.edu\]\(mailto:JMitchell103@lccc.edu\)](mailto:JMitchell103@lccc.edu) to schedule an online meeting.

Dean Scott Aquila

Mondays from 3 to 5 p.m. Email [Scott Aquila at \[SAquila@lccc.edu\]\(mailto:SAquila@lccc.edu\)](mailto:SAquila@lccc.edu) to schedule an online or face-to-face meeting.

ANNOUNCEMENTS

A Year in Review – State of the College 2023-24 from Dr. Ann Bieber

As we approach the fall semester, we reflect not only on the past few years, but also on how these challenges and opportunities have changed us and solidified our mission to help students achieve their goals. Thanks to your hard work and dedication, we have continued to meet the needs of our students, offer them opportunities to change their lives and support and guide them on their path. Attached for your review is the [A Year in Review – State of the College 2023-24](#), which details the outstanding work of all of us and details initiatives that prioritize continuous improvement. Thank you for all you do on behalf of LCCC and our students.

Coursedog Training – Curriculum for Faculty



Join us during Welcome Back Week to learn about the new Curriculum Management System, Coursedog. Faculty will learn how to navigate the software including how to find course and program curriculum details, propose changes to the curriculum, as well as see how the system directly impacts the online credit catalog. Sign up for one of the below dates by clicking on the date to add to your calendar.

- [Tuesday, August 20 from 11 a.m. – 12:30 p.m.](#) (In Person – TC 201 Computer Lab)
- [Wednesday, August 21 from 9:30 – 11 a.m.](#) (Zoom)
- [Thursday, August 22 from 3 – 4:30 p.m.](#) (Zoom)

LCCC Employees Address Diversity, Equity and Inclusion

Listening to Their Voices: Insights Regarding Diversity, Equity and Inclusion Experiences at LCCC

Sept. 10 from 2 – 3:30 p.m. in ARC 201
 Sponsored by Title III: Pathways to Success

Would you like to offer a unique opportunity to your students for Fall 2024? If so, please consider inviting your classes to a panel presentation featuring LCCC employees who wish to share their experiences of DEI at LCCC. The session will highlight opportunities offered and supported at LCCC for DEI engagement. Panel members include: Fred Damon, Anthony Jefferson, Jess Joseph, Tricia Moore, Roxanne Wright-Watson, and Amber Zuber.

*For guidance regarding methods to connect this event to your Fall 2024 syllabus for student participation and learning, please contact [Carrie Myers at \[cfmyers@lccc.edu\]\(mailto:cfmyers@lccc.edu\)](mailto:cfmyers@lccc.edu).

Volunteers Needed for Wayfinding 2024

Please consider volunteering for the Wayfinding Program, which is part of the Welcome Week events for new and returning students.

As a Wayfinder, you will be greeting students, answering questions, providing directions to classes and campus services. There will be a Welcome Tent set-up in the mall area in front of the Student Union. We are looking for one or two volunteers per shift.

We will have resources on hand to help you best serve our students and answer their questions. We will also be distributing student planners, pens, maps, and of course LCCC give-a-ways! Most importantly, students will have a quick point of contact to help ease the stress and uncertainty of the first week of classes. There will be lots of festivities each day – “game of the day,” a DJ and hot dogs served on Wednesday and Thursday and free water each day.

As an incentive and thank you for our dedicated volunteers, for each person who signs up for 2 (two) shifts, you will receive a voucher to be able to make a LCCC Stuff a Push the week of Sept. 23.

To see the full schedule and sign up click [here](#).

Thank you for your participation in this program and best wishes for the Fall 2024 semester!

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/Work](#) 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 transfer 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 Knowbe4. 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

View the [August edition](#) of the Department of Online Learning Newsletter. This edition includes information about the training programs we offer, including the newest Remote Teaching Certification, starting this week! It also includes a free conference opportunity from Elon University, our training schedule for Convocation week, how to edit your discussion posts since the new redesign, our online learning badge recognition, and some events going on locally to check out this month to relax and unwind. If you have any questions please reach out to 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

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 **flyer**. If you have any questions about the digital badges or the requirements for them please contact onlinelearning@lccc.edu.

REMINDERS

A Call for Social Justice – Interested in Joining this DEI Learning Experience?

LCCC displays a strong commitment to diversity, equity and inclusion, and to support the college's strategic initiative, the DEI training for the LCCC community, A Call for Social Justice, will once again be offered during the Fall 2024 semester. Participants should plan to complete 2-3 hours reading and multimedia sources weekly, and brief written reflections, which aim to foster an individualized learning experience within the Canvas platform. For more information, please contact Carrie Myers at cfmyers@lccc.edu by Aug. 26 to begin the program the first week of September.

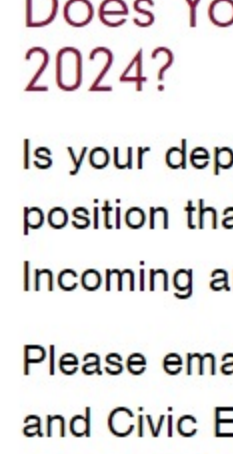
Admissions Adjusts Prospective Student Inquiry Process

In order to assist prospective students with the process to apply and become an LCCC student, the Office of Admissions recommended that the "Apply Now" link on the website be rerouted from the online application to the ["How to Become a Student"](#) webpage. It is hoped that the process for students will be clearer and applicants will be encouraged to review the registration steps before completing the application. The Apply Online link is prominent on subsequent pages.

Design Den Open House

The Design Den Makerspace will be holding an Open House from 1-3 p.m. on Aug. 20 and Aug. 21. Stop by and see all that it has to offer. See the [attached flyer](#) for details!

Multi-Factor Authentication (MFA) for Students



Starting this fall semester, all students will be required to use Okta Verify for MFA when accessing College resources that require your LCCC Identity credentials, such as Portal, Canvas, or Student Self-Service. The Okta Verify App can be downloaded directly from your mobile app store in advance.

[Okta Verify on the App Store](#)
[Okta Verify on Google Play](#)

[Click here](#) for more information on how to enroll in Okta Verify.

Quickstart Program Gives Students Jump on Degree Completion and Job Entry

For students who are ready to get started on their college degree but need to earn work credentials quickly, LCCC can help students get a jump start this fall with courses packaged to accelerate degree completion and entry into a career. The Quickstart program will help students interested in specific programs within Business, Technology, Health Care, Teacher Education, Visual Arts and HVACR to get started on their degree and advance quickly into a career path.

Fall classes start Monday, Aug. 26.

These courses are designed to help students develop or improve skills in their current or potential jobs, and to continue on the pathway to degree completion, and even a bachelor's degree, for better career options.

Quickstart programs are:

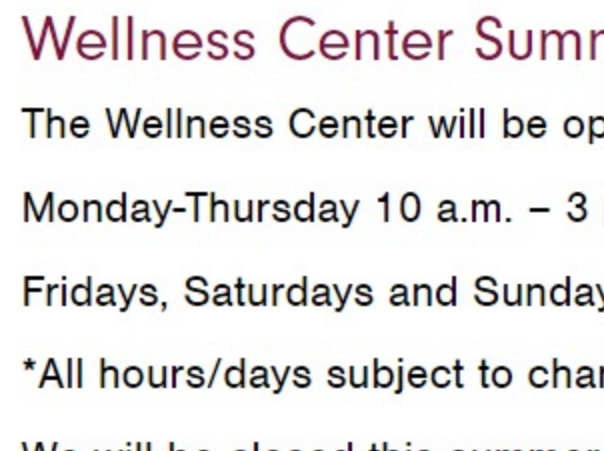
- Business Management
- Electrical Technology
- Healthcare
- Heating, Ventilation, Air Conditioning and Refrigeration (HVACR)
- Teacher Education
- Visual Arts

These programs lay out a set of courses that can be completed in one or two semesters. The specific classes were selected because they can launch the student quickly into a certificate or associate degree program and be used to qualify for an entry level job in their career of choice.

Courses are packaged for a full-time student, although students can work with advisors to design a schedule that works for them. Depending on the program, courses are offered at the main campus in Schnecksville, as well as the sites in Allentown and Tamaqua and online. Courses are offered in the day or evening.

For information on how to get started, go to www.LCCC.edu/quickstart or contact the Admissions Office at 610-799-1575 or Admissions@LCCC.edu.

Rocky Bleier Tickets for Sale



Tickets for the motivational evening with Rocky Bleier on Monday, Nov. 4, at the Glasbern Inn are now available. Support our scholarships for veterans by attending. Tickets can be purchased [here](#).

Does Your Department Need Student Workers for Fall 2024?

Is your department in need of student workers? Do you have a student worker position that you would like to post for the 2024-2025 Academic Year? Incoming and current students are looking for student employment.

Please email your request for positions to the Director of Career Development and Civic Engagement, Keesha Bell-Ross via email at kbellross@lccc.edu or call 610-799-1136 with any questions.

Having job postings entered into the Cougar CLAW (an acronym LCCC And the Workplace) system allows returning students to start applying for jobs that begin at the start of the semester. This will also allow our new incoming students to review all LCCC student work opportunities, so they can begin the application process early as they become acclimated to our campuses.

Donley Center Facade Repair and Roof Replacement

Through March 2025, the Donley Center will undergo a project to repair and recoat the entire facade of the building and the replacement of both roofs by Boyle Construction as the general contractor. This project will entail the use of cranes and scaffolding on the exterior of the building, but will not affect the overall business or educational operations. Please be patient through the process and understand there may be instances where our flexibility will be required for successful and timely completion of this much-needed project.

LCCC Foundation Tony Boyle Memorial Golf Classic Raffle

The LCCC Foundation invites faculty and staff to support the upcoming Tony Boyle Memorial Golf Classic. For only \$25 or 3 for \$60, you have a chance to win a one week stay in Pinehurst, NC compliments of Kent Newhart, LCCC Foundation Board of Directors Emeritus and LCCC Alumnus. Drawing will take place on Sept 16. Purchase raffle tickets [here](#).

Welcome Students Back with Old School Vibes

It's time to welcome our new and returning students back to campus! The LCCC Spirit Committee and Office of Student Life invites you to decorate your space with school spirit. Decorate your office with maroon and gold. Encourage the Cougar cutouts and more. Each participating office will receive a pizza party.

Is decorating not your forte? Not to worry! Each participating office/individual will receive:

- Six mylar balloons on the first day of classes
- Three megaphones/pennants with the college logo
- Up to \$50 of Amazon supplies, if needed

Let the decorating begin! Click [here](#) to sign up by Friday, Aug. 16. For questions, contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

SPIRIT & WELLNESS

LCCC Spirit Night at the LV Iron Pigs

The LCCC Spirit Committee invites you to attend LCCC Night at the LV Iron Pigs on Friday, Sept. 20 at 7:05 p.m. when the Pigs will take on the Worcester Red Sox. Seats are in section 105 and tickets cost \$12.00 per person which includes a \$2.00 food and beverage voucher. Show your LCCC Spirit by wearing your LCCC swag and be placed in drawing for a raffle basket. Click [here](#) for tickets. RSVP by Friday, Sept. 6.

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!

August

Snow Cone Day – Wednesday, Aug 14

September

Spirit Day: Band Tees – Wednesday, Sept. 4
 Iron Pigs Game – Friday, Sept. 20
 Caramel Apple Day – Thursday, Sept. 26

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