

August 17, 2023

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 2023
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.

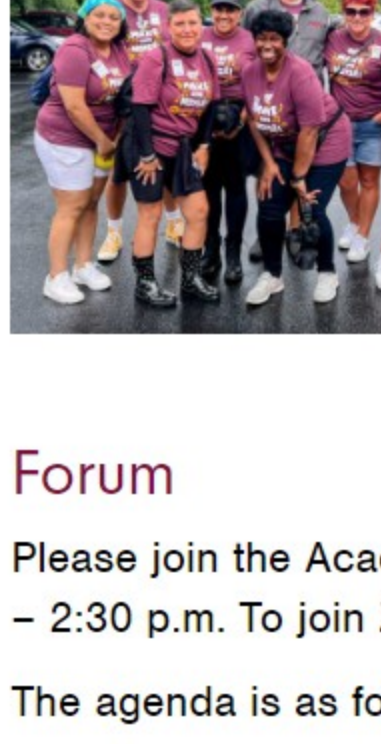
Library Hours
7:30 a.m. - 5:00 p.m., Monday through Friday.
Wellness Center
10 a.m. - 3 p.m., Monday through Friday.

President's Cabinet Members Open Office Hours

- President Dr. Ann D. Bieber
VP Dr. Cindy Haney
VP Larissa Vorta
VP Stefanie Nester
Dean Peggy Heim
Interim Dean Dr. Jodi Rowlands
Dean Dr. Andrea Grannum-Mosley
Interim Dean Eike Reichardt
Dean Dr. Kelly Trahan
CIO Joshua Mitchell
Dean Scott Aquila

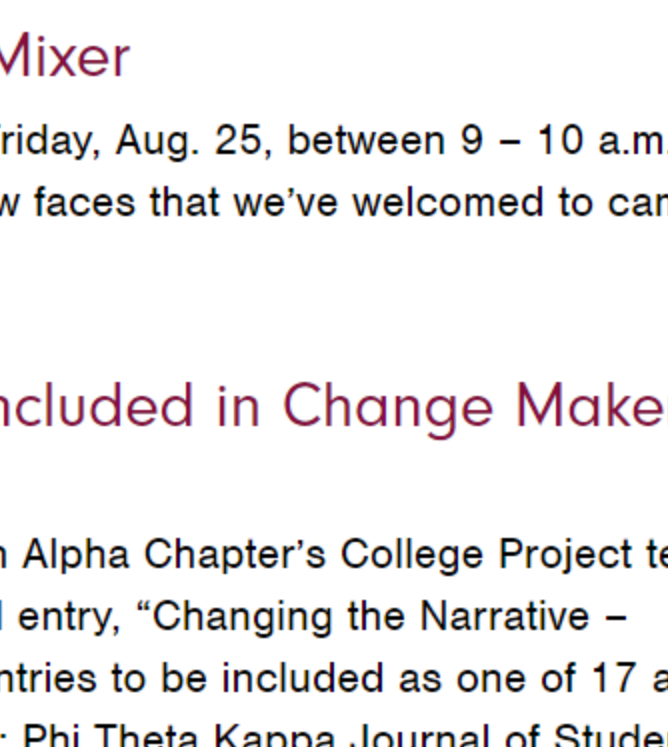
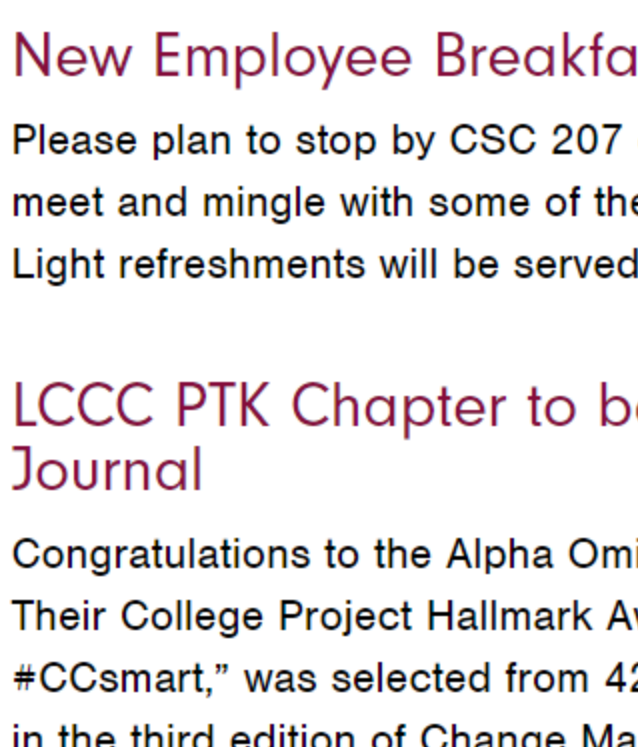
ANNOUNCEMENTS

LCCC Volunteers Make Some Noise at Musikfest!



An energetic group of 25 LCCC staff, faculty, students and family volunteered at Musikfest on Thursday, Aug. 10, enthusiastically serving beverages and working the cash tent.

The event was coordinated by the LCCC Center for Community and Civic Engagement. For more volunteer opportunities please contact Kescha Bell-Ross at kbellross@lccc.edu.



Academic Council Open Forum

Please join the Academic Council Open Forum on Wednesday, Aug. 23, from 1 - 2:30 p.m. To join Zoom meeting click here.

The agenda is as follows:

- Welcome back and introductions
Faculty coaching
Artificial intelligence generators
Open discussion

New Employee Breakfast Mixer

Please plan to stop by CSC 207 on Friday, Aug. 25, between 9 - 10 a.m. to meet and mingle with some of the new faces that we've welcomed to campus. Light refreshments will be served.

LCCC PTK Chapter to be Included in Change Makers Journal

Congratulations to the Alpha Omicron Alpha Chapter's College Project team! Their College Project Hallmark Award entry, "Changing the Narrative - #CCsmart," was selected from 420 entries to be included as one of 17 articles in the third edition of Change Makers: Phi Theta Kappa Journal of Student Leadership.

The next edition of the journal will be published in late fall 2023 in both print and online versions. Past editions can be found here.

Congratulations again to the entire Alpha Omicron Alpha Chapter team. Your work highlights the extraordinary work done by PTK members.

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.

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.

Updated COVID-19 Guidelines from the Centers for Disease Control and Prevention (CDC) effective August 11, 2022 can be found here.

This updated guidance no longer differentiates between those who are vaccinated and those who are unvaccinated. The CDC advises that those individuals exposed to COVID-19, regardless of vaccination status, need not quarantine.

1. Exposure to someone with COVID-19:

If you were exposed to someone with COVID-19, follow these steps per the CDC guidelines:

- Start precautions immediately.
Wear a high-quality mask for 10-full days as soon as you find out you were exposed (day 1 is the first full day after your last exposure)
Get tested at least 5 full days after your last exposure
Watch for COVID-19 symptoms such as:
Fever (100.4 degrees or greater)
Cough
Shortness of breath
Other COVID-19 symptoms
If you develop symptoms, isolate immediately

2. Isolation and Precautions for People with COVID-19:

If you test positive for COVID-19, follow the steps below per the CDC guidelines:

- Stay home and isolate for at least 5 days and isolate from others in your home.
If you had no symptoms, day 1 of isolation is the following day you were tested.
If you had symptoms, day 1 of isolation is the first full day after the day your symptoms started.

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 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

View this video log 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

Check out the 2023 August Edition of the Department of Online Learning Newsletter! This edition includes: event dates, updates about the Quality Matters workshop, including a survey for future dates in 2023; an article about ChatGPT resources; a new badge - Effective Syllabus; important Canvas updates; What to do when technology fails; how to get to the new faculty academy; and how to import course content that has Zoom meetings in the original course shell.

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.

Congratulations to the following people who have recently earned the Essentials Badge: Joseph Fortunato, Cosette El Hage, Cherrynn Joseph, Floralba Melendez, Michael Owen and Timothy Shoemaker.

REMINDERS

College Relations Scheduling Portrait Sessions

If you are a new employee or would like to have an updated photo taken of you, the Office of College Relations offers a weekly portrait session on the Schnecksville campus between 3:30 and 4:30 p.m. on Thursdays.

Let us know you are coming by emailing collegelrelations@lccc.edu. We will use these photos, as needed, on the faculty and staff list on the website. You are also welcome to have a digital copy for your own use.

Questions? Email collegelrelations@lccc.edu.

Berrier Hall Locker Rooms

Effective Wednesday, Aug. 23, the staff locker rooms will be cleared and re-set for the fall semester. Anyone who currently has a lock on a locker must contact Brandon Kinsey (bkinsey@lccc.edu or 610-799-1181) to continue use for the 23/24 school year.

New LCCC Wi-Fi is Coming This Fall

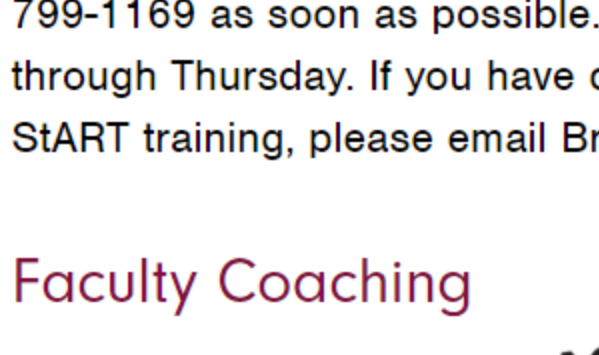
New LCCC Wi-Fi is coming this fall. Get ready to connect! LCCC IT will be improving your Wi-Fi experience at the start of the Fall 2023 Semester. Say goodbye to guessing. Seamlessly connect your wireless devices.

Simply connect to "LCCC" and we'll take care of the rest! More information to come, please stay tuned.

Volunteers Needed for Wayfinding 2023

Please consider volunteering for the Wayfinding Program which is being held as 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 near the Student Union. We are looking for one or two volunteers per shift. Click here to sign up.



We will have resources on hand to help you best serve our students and answer their questions. Games will be set up each day and we want to encourage students to play the "Game of the Day" and enter the Welcome Week Raffle.

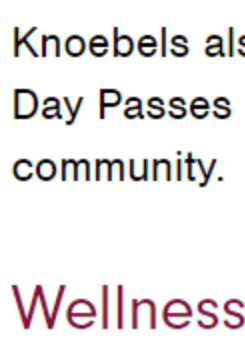
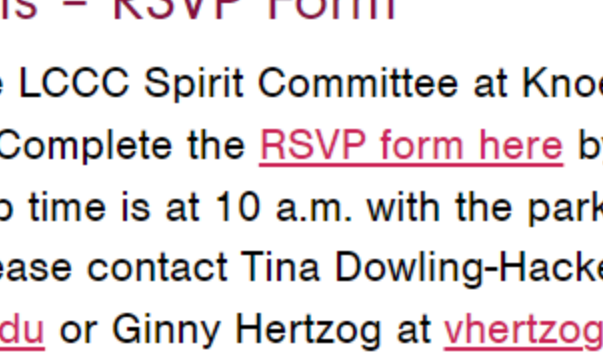
Most importantly, students will have a quick point of contact to help ease the stress and uncertainty of the first week of classes.

All volunteers will receive a limited edition LCCC pennant as a "thank you" for your assistance!

StART Report

If you are aware of an incident that concerns you - student behavior, violations of the LCCC Code of Student Conduct, academic honesty, threats to harm others, etc., the college has an online reporting tool, StART, for you to make an official report. You can access this by clicking on "StART" in the LCCC Portal under Faculty/Staff Resources.

Faculty Coaching



Faculty, are you excited about the upcoming fall semester? Are you interested in trying something new? Would you like help with your syllabus, a rubric, or a test? Perhaps you would like to discuss your teaching and new ways to manage your classroom? Faculty Coach, Dr. Robin Musselman, is available during Summer Session 2 for appointments. Please email her at rmusselman@lccc.edu or contact Dr. Melanie Turrano at mturrano@lccc.edu if you have any questions about our Faculty Coaching program.

SPIRIT & WELLNESS

LCCC at Knoebels - RSVP Form

Interested in joining the LCCC Spirit Committee at Knoebels Amusement Park on Saturday, Aug. 26? Complete the RSVP form here by Friday, August 18, to save your spot. Meet-up time is at 10 a.m. with the park opening at noon. If you have any questions, please contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vherzog@lccc.edu.

Knoebels also partners with local organizations to offer discounts on Ride All Day Passes and Ticket Books. Check out this link to find deals in the community.

Wellness Center Hours

The Wellness Center summer hours will be 10 a.m. - 3 p.m. The Wellness Center will be closed on the following dates:

- Friday, August 18
Friday, August 25