



The COLLEGE VOICE

Home

August 19, 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

[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@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 Ronnie.Blue@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 larissav@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 Marta.Bowers@lccc.edu to schedule an online meeting.

Dean Peggy Heim
Mondays from 3 to 5 p.m. Email Peggy.Heim@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 Grannum-Mosley
Mondays from 1 to 3 p.m. Email agrannum@lccc.edu to schedule via Hangouts.

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

Dean Dr. Kelly Trahan
Mondays from 3 to 5 p.m. Email K.Trahan@lccc.edu to schedule an online meeting.

CIO Joshua Mitchell
Tuesdays from 11 a.m. to noon. Email jmitchell10@lccc.edu to schedule online meeting.

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

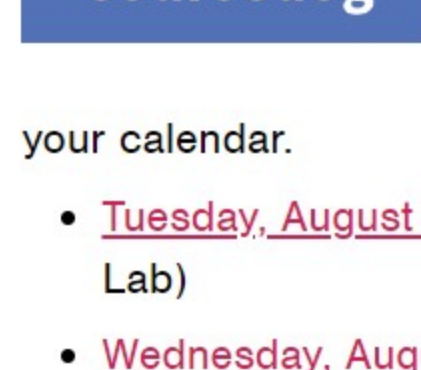
ANNOUNCEMENTS

State of the College Forum

Dr. Bieber and the Executive Team will provide a college-wide update on a variety of initiatives as part of the State of the College forum scheduled for 9 a.m., Tuesday, Aug. 20. The forum will be held in the Community Services Center ballroom. A virtual option is also available via [Zoom](#).

Join colleagues for a continental breakfast, opportunity to catch up from the summer break and a chance to learn about college initiatives and ask questions. Presentations will be offered by Dr. Ann Bieber, president; Stefanie Nester, vice president for Finance and Administrative Services; Dr. Cindy Haney, vice president for Enrollment Management; Linda Baker, executive director of College Relations and Student Life; Larissa Verta, vice president for Academic Services and Student Development; and Josh Mitchell, chief information officer.

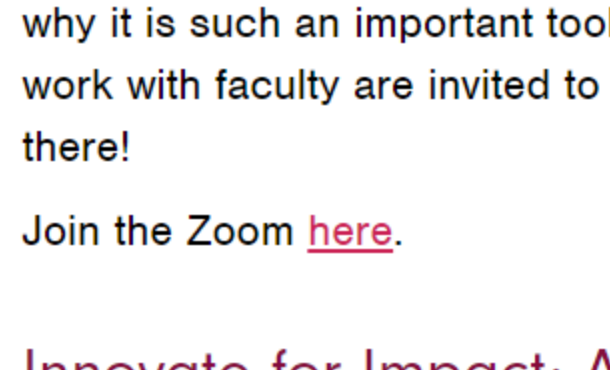
Coursedog Training – Curriculum for Faculty



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

First Tuesday Coaching Conversation with the Faculty Coaches



September's First Tuesday Coaching Conversation will be held Tuesday, Sept. 3, at 2:30 p.m., and will feature the new and improved Faculty Handbook presented by all of the Faculty Coaches. Over the summer the Faculty Coaches have improved the Faculty Handbook.

Come join us for a presentation of the LCCC Faculty Handbook and discover why it is such an important tool for you to use. All administration and staff who work with faculty are invited to join as well. We look forward to seeing you there!

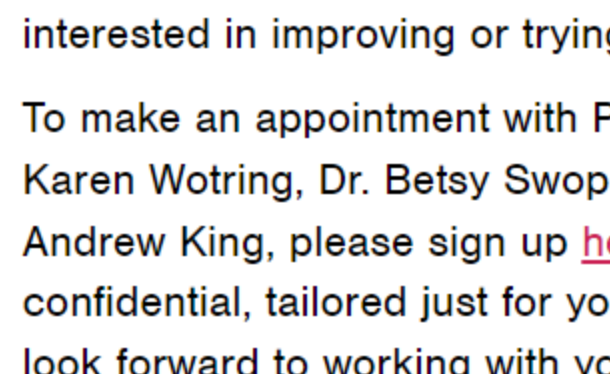
Join the Zoom [here](#).

Innovate for Impact: Apply for the Strategic Innovation Grant to Elevate Our College Community

The Strategic Innovation Grant is designed to encourage faculty and staff innovation to enhance the lives of our students and college community and improve educational delivery. Consideration will be given to progressive, inventive, creative ideas that transform curriculum, college activities, student life, partnerships, and/or support services. Funding is typically available for projects requiring less than \$35,000. The amount awarded may differ from the requested amount, but will not exceed the amount budgeted annually by the college.

For more information including the criteria, deadlines, and the application click [here](#).

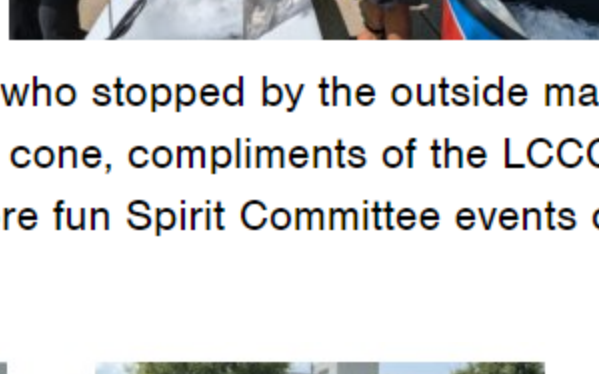
Instructors, Faculty Coaches are Here for You



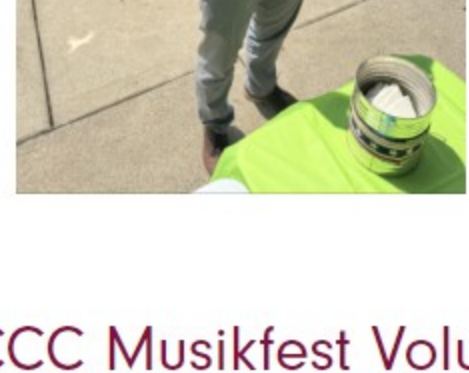
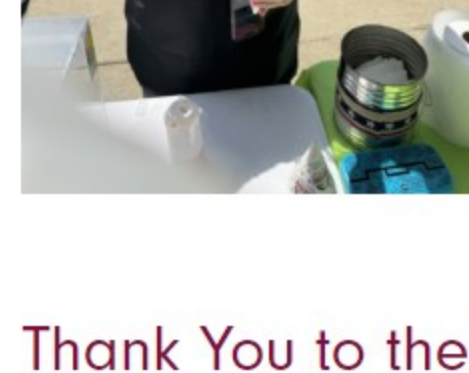
The Faculty Coaches are here for faculty looking to work on course content design, assessments, rubrics, classroom management, remote course management ideas, or just about anything faculty are interested in improving or trying for the first time.

To make an appointment with Professors Jennifer Myskowski, Wendy Barron, Karen Wotring, Dr. Betsy Swope, Dr. Melanie Turrano, Dr. Robin Musselman, or Andrew Kring, please sign up [here](#). Faculty Coach appointments are confidential, tailored just for you, and are available in person or remotely. We look forward to working with you as soon as we can!

Employees Cool Down with Snow Cones

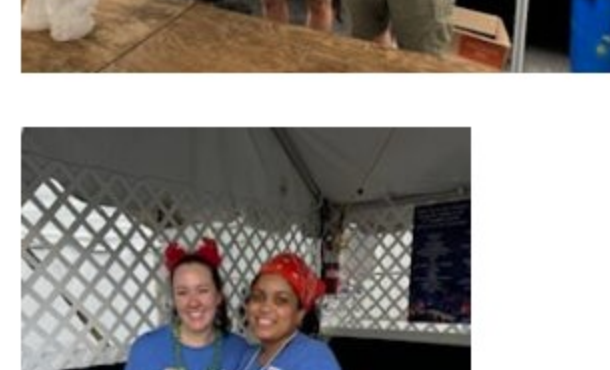


Thank you to everyone who stopped by the outside mall area last week to cool down with a tasty snow cone, compliments of the LCCC Spirit Committee! Keep an eye out for more fun Spirit Committee events coming up.



Thank You to the LCCC Musikfest Volunteers

A big thank you to all who volunteered this year at the 2024 Musikfest. Our level of commitment and customer service was an excellent representation of LCCC.



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 a kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. [AttachedWord](#) 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 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 enter 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

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

We would 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.

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.

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 to 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 Plush 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!

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.

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, Kescha Bell-Ross via email at kbellross@lccc.edu or call 610-799-1136 with any questions.

Having job postings entered into the Cougar CLAW (Connecting 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 recast 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.

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

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!

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.