

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

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Quick Links

[President's Desk August 2023](#)

[LCCC Employment Openings](#)

[Events](#)

["This Week" Student Newsletter](#)

[Recruit 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
Appointments can be made via Zoom. Email Tracy Bieber at tbieber@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 Vorta
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 larivorta@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 stnester@lccc.edu to schedule an online meeting.

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

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

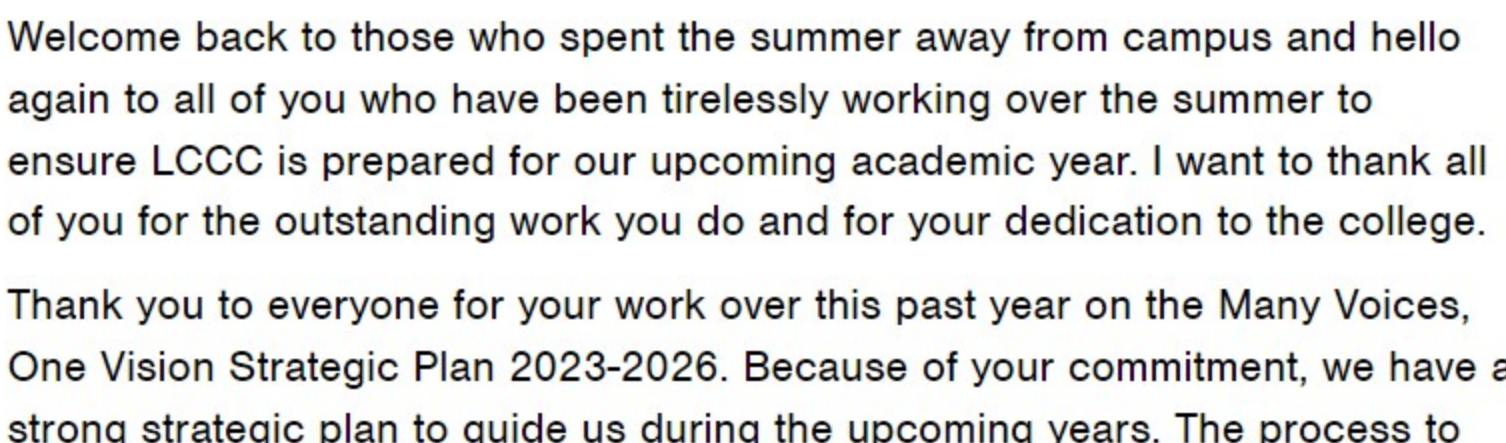
Dean Dr. Kelly Trahan
Mondays from 3 to 5 p.m. Email KTrahan@lccc.edu to schedule an online meeting.

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

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

ANNOUNCEMENTS

Welcome to the 2023-24 Academic Year from Dr. Bieber



Welcome back to those who spent the summer away from campus and hello again to all of you who have been tirelessly working over the summer to ensure LCCC is prepared for our upcoming academic year. I want to thank all of you for the outstanding work you do and for your dedication to the college.

Thank you to everyone for your work over this past year on the Many Voices, One Vision Strategic Plan 2023-2026. Because of your commitment, we have a strong strategic plan to guide us during the upcoming years. The process to review our strengths, weaknesses, opportunities and threats led to a wide range of suggestions and comments, which were reviewed thoroughly. Next, for items in this comprehensive list are: including the item in the strategic plan, referring it to dean or department for review, adding it to committee charges for the upcoming year, or marking it as complete.

In addition, the college will embark on a climate survey. We hope that the survey will launch this fall, but if not, it will need to be delayed until the fall 2024. The goals of the project are multifold: 1) identify successful initiatives, 2) uncover any challenges facing members of our community, and 3) develop strategic initiatives to build on the successes and address the challenges while informing our strategic plan Many Voices, One Vision.

We recognize how busy everyone is at the beginning of the semester, so Convocation has been moved from August to October. However, the coordinators' meeting, division meetings, other pre-semester meetings and the Adjunct Convocation will be held on August 22 and 23. The agenda will be added to the drive. Now, we can use this time to prepare for the academic year and welcome students for the fall.

Details of the exciting achievements and initiatives this past year will be included in the State of the College report, which will be sent out college-wide Aug. 7. For your convenience, all of the documents related to the fall semester are available in a shared drive. Check the folder often as new documents will be added.

I look forward to another productive year and working together with each of you to serve our community, meeting their higher education needs and being a leader in economic development through partnerships with business, school districts and community organizations.

Thank you again for all you do for our students and LCCC.

Lauren Falgout Farewell Celebration

Please join us as we recognize Dr. Lauren Falgout's 5 plus years of service to LCCC with a gathering on Thursday, Aug. 10, from 2 to 4 p.m. in the Counseling Center conference room (SSC 126). Lauren will be missed for many reasons, not the least of which include her positive outlook, inspirational workshops, the Suicide Awareness and Prevention Walks she helped coordinate, and all the students she helped along the way. Please join us in wishing Lauren farewell.

I-9 Form

The new version of the I-9 has been released. Please bring the new version for all new hires. The form can be viewed [here](#).

Quickstart Program Gives Students Jump on Degree Completion

LCCC has launched the Quickstart initiative to help students get a jump start this fall with courses packaged to accelerate degree completion. The Quickstart program will help students interested in Business, Teacher Education, Paraprofessional Educator, HVAC certificate programs or improving English skills through ESL to get started on their degree and advance quickly into a career path.

Fall classes start Monday, Aug. 28.

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 even better career options.

The pathways combine courses in the program area and 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.

Farewell to Casey Kane, Coordinator of the Design Den Makerspace

Casey Kane, Coordinator of the Design Den Makerspace, will be leaving us on August 8. Please stop by to wish her well on Monday, Aug. 7, from 3 – 5 p.m. in the Design Den Makerspace, SH 122. Casey has worked with many departments, including Teacher Education, Chemistry, and SEED, to create exciting lessons on STEM education. She has also facilitated training for faculty and developed summer camp programming for K-12 students. Her talents will be greatly missed.

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. In addition to filing this report, if the circumstances also include a threat of violence or harm to a member of the college community, you should also report that to Public Safety by calling 610-799-1169 as soon as possible. Officers are on campus until 10 p.m. Monday through Thursday. If you have questions regarding StART or to schedule a StART training, please email Brian DeLong at bdelong2@lccc.edu.

ZOOM Update: SSO Required Beginning August 9, 2023

All faculty, staff, and other licensed account holders will be required to use SSO (single sign on) for ZOOM beginning Wednesday, August 9. Licensed users include faculty, staff and other requested accounts required by departments and student organizations. More information detailing Zoom login with LCCC Identity is available online [here](#).

Faculty Coaching

COACHING COMMONS

Success Coach

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.

ADMINISTRATIVE UPDATES

Human Resources News

Nominate a Colleague for Spotlight on Excellence

Is there a faculty or staff member 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 Word](#) are tips to aid in the prevention of slips, trips and falls.

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 Knoebe4. This is a single sign-on system that will enable to you 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

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. If you have any questions about anything in the newsletter reach out to us at onlinelearning@lccc.edu.

Online Learning Courses Available
Register online for our live and self-paced trainings. Trainings include: Canvas Studio Certification, Remote Course Certification, Excellence in Instruction, Zoom, Canvas Course, 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.

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

REMINDERS

Spirit Day – Wear Your Best LCCC Swag

Join the LCCC Spirit Committee on Friday, Aug. 4, in celebrating Spirit Day. Wear your best and/or favorite LCCC swag to show off your cougar pride! For questions, contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

Welcome Week Office Decorating Contest

Please join the LCCC Spirit Committee and the Office of Student Life for our first annual Welcome Week Office Decorating Contest! Prizes will be awarded for the top three voted offices including pizza parties, donuts and coffee, etc.

The contest will run from Monday, Aug. 28, through Thursday, Aug. 31. This year's theme is, "You are Welcome and Wanted." Students will vote during the week of the contest for best decorated office. Offices are encouraged to be unique and creative with their decorations and offer incentives for students to vote.

If interested, consult with your team and register yourselves using [this form](#) (only one person needs to register for their office). If you have any questions, please contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

New LCCC Wi-Fi is Coming This Fall

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...

Recruiting Volunteers for Foundation Golf Classic

The LCCC Foundation's Tony Boyle Memorial Golf Classic is scheduled for Monday, Oct. 2, at The Club at Twin Lakes. We are currently recruiting for volunteers who can spend two hours or more helping at the tournament. The time you spend to volunteer does not need to be used as vacation or personal leave, but employees need to secure approval from their supervisor. The form is available in the portal under [Employee Payroll and Benefits](#), "Leave Request Form." Complete the form and check the box for "Other."

Sign up to volunteer by Aug. 15 using the Sign Up Genus [link](#). Anyone who signs up by Aug. 15 will receive an embroidered golf shirt.

Also, donations for the Barrel of Cheer basket are being accepted, which could include bottles of wine or spirits. This will be used as a raffle item at the golf tournament to raise additional funds while the golfers are playing the course. Please drop off your donation in the Office of College Relations, room 1122 of the Student Services Center, or contact JoEllen Rooney, Alumni and Events Manager, at JRooney@lccc.edu for pick up.

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, Aug. 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 vhertzog@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 4
- Friday, August 11
- Friday, August 18
- Friday, August 25