

The COLLEGE VOICE

Home

January 13, 2025

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 January 2025](#)
- [State Board of Higher Education](#)
- [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 Winter Hours
Monday through Thursday: 10 a.m. - 2 p.m.; Friday, Saturday and Sunday: CLOSED.

*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 Bean at tbean@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 romieblue@lccc.edu to schedule a Hangouts meeting.

VP Larissa Vorta
Access virtual office hours on Mondays from 3 to 5 p.m.; Tuesdays from 9:30-10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email jashier@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 Maria Bowen at mbowen4@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 jrowlands@lccc.edu to schedule a meeting.

Dean Tonisha Taylor
Mondays from 10 to 11 a.m. or 4 to 5 p.m. Email ttaylor13@lccc.edu to schedule an online meeting.

Interim Dean Andrew King
Tuesdays from 10 to 11 a.m. or 4 to 5 p.m. Email aking7@lccc.edu to schedule a 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

Reminder - State of the College Forum Set for Jan. 21

The spring semester State of the College forum is scheduled for Tuesday, Jan. 21, in the Community Services Center ballroom. Although a virtual option will be available, everyone is encouraged to attend the forum in person to build energy together at the beginning of the semester and promote collegiality as we embark on the integral accreditation process.

The State of the College forum will be held from 9 to 11 a.m. Information will be provided on the newly formed State Board of Higher Education, legislative updates, the Governor's 2025 upcoming budget address, the college's budget, facilities renovations, public safety updates, enrollment, information technology developments, and academic programs (new, low enrolled, workforce). The Executive Team update will be followed by a presentation on Middle States accreditation.

Come early for a continental breakfast starting at 8:30 a.m. and catch up with colleagues in preparation for a busy spring semester.

The full agenda, including links, will be shared in Thursday's College Voice.

Final Reminder-Shine His Light

We will celebrate Martin Luther King Day with a weeklong event: Shine His Light! Would you like to reflect upon Dr. Martin Luther King's words of hope, peace and love? If so, please consider receiving an inspiring email (Jan. 20-23), featuring a quote, reading or short video to highlight Dr. King's message. Shine His Light will culminate on Thursday, Jan. 23 from 12-1 p.m., with a gathering for personal and collective reflections of Dr. King's eternal relevance.

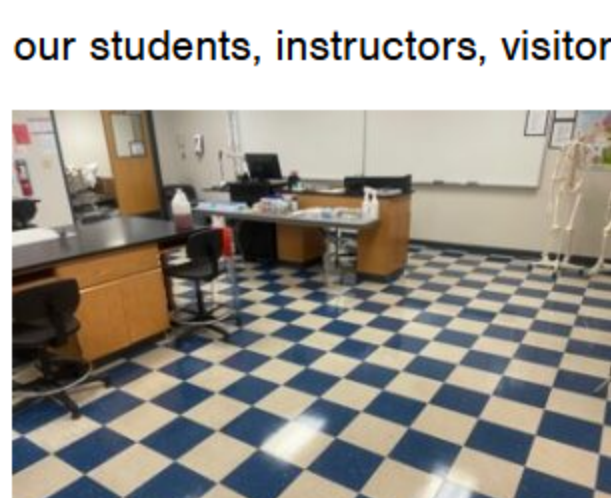
To indicate your wish to participate and receive a daily email from Jan. 20-23, please complete this [Google form](#) by Jan. 17.

LCCC Phantoms Outing on Feb.16

Faculty, staff and families are welcome to join the LCCC Alumni at the PPL Center on Feb. 16 for a Phantoms game. The Phantoms will take on the Springfield Thunderbirds. Game starts at 3:05 p.m. Tickets are available for purchase [here](#).

Morgan Center Nursing Lab and Science Labs Floor Refinishing

Floor refinishing has been completed at the Morgan Center in the nursing lab and both science labs as well as the prep and storage areas. The beautiful floors will make for a warm and inviting reception appearance welcoming back our students, instructors, visitors, and faculty.



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 Word](#) 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 [November edition](#) of the Online Learning Newsletter. This edition includes information about our training programs, a great article on "How to Hold a Better Class Discussion," and an on-demand RSI discussions webinar. There is also a page on some events around the Lehigh Valley this month. If you have any questions about anything in this edition contact us at 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

J.E.D.I. Center Relaunch

The re-launch of the J.E.D.I. Center will commence during the Spring 2025 semester. The theme for this re-launch is "Belonging." We want all members of the college community feel welcomed, included, supported, and connected. The J.E.D.I. center vows to uphold LCCC's value of inclusion by building "a community that fosters a universal sense of belonging."

We have some exciting events in the queue that will be announced soon!

If you have ideas for an event that you'd like to see brought to fruition or if you would like to host an event at the J.E.D.I. center, please contact Dean Tonisha Taylor at ttaylor13@lccc.edu.

New Mileage Rate for 2025

The mileage rate as of Jan. 1, 2025, in accordance with the IRS Standard Mileage Rates, is 0.70 per mile driven. Please refer to the Travel and Employee Reimbursement guidelines, located in the myLCCC Portal and choose Faculty & Staff Resources and then under the Finance Office, for instructions on submitting a reimbursement request.

Reminder - If you are submitting mileage for two different years please use separate forms for each year. If you have any questions please contact Maria Bowen in the Finance Office at mbowen4@lccc.edu.

Sign Up for the Souper Bowl Cook-off



Join the LCCC Spirit Committee for the 2025

SOUPER BOWL

It's that time of year again to gear up for the LCCC Spirit Committee's Souper Bowl Cook-off! The event will be held on Tuesday, Feb. 4 (snow date Wednesday, Feb. 5), from 11:30 a.m. to 1:30 p.m. in the CSC lobby. Sign up using [this form](#) as either an individual participant or a team. Sign up no later than Friday, Jan. 17.

Guidelines and rules for participants can be [found here](#). For more information and any questions, contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

Testing Center Hours of Operation

Please note that starting Monday, Jan. 13, the Testing Center hours of operation will be as follows:

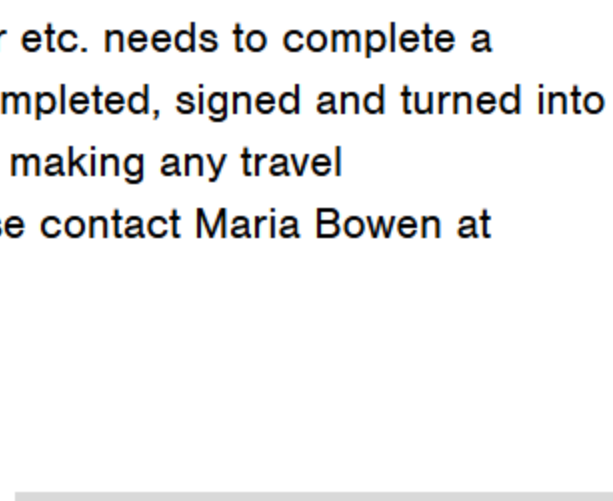
Mondays through Wednesdays: 8 a.m. - 6 p.m.
Thursdays: 8 a.m. - 8 p.m.
Fridays: 8 a.m. - 5 p.m.

Travel Reminder

Anyone travelling to any conference or seminar etc. needs to complete a Travel Request Form. This form needs to be completed, signed and turned into the Maria Bowen in the Finance Office **prior** to making any travel arrangements. If you have any questions, please contact Maria Bowen at mbowen4@lccc.edu or ext. 1884.

Monthly Group Run

Starting in January, monthly group runs will take place on the last Monday of each month. Walkers and runners of all abilities and paces are welcome to join and will meet in Lot L at 2:30 p.m. There will be no weather cancellations. Contact Lacey Timony for more information at ltimony@lccc.edu.



SPIRIT & WELLNESS

Weekly Yoga

Starting in the spring semester, weekly yoga classes will be held in Berrier Hall, Dance Room. Classes will be every Thursday at 2:30 p.m. Email ltimony@lccc.edu to register.

Wellness Center Winter Hours

Wellness Center winter hours will be Monday through Thursday from 10 a.m. - 2 p.m. until Jan. 23.

Spirit Committee Upcoming Events

Mark your calendars for these upcoming events, brought to you by the LCCC Spirit Committee!

January

Friday, Jan. 24 - Spirit Day: LCCC Swag

Wednesday, Jan. 29 - Hot Cocoa and Cider Day

February

Tuesday, Feb. 4 - Souper Bowl Cook-off / Spirit Day: Football Jerseys

March

Tuesday, March 4 - Free Fasnachts and Bead Necklaces / Spirit Day: Mardi Gras

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