The College Voice

January 20, 2025

Submit Your College Voice News

All College Voice submissions are due by 12 p.m. the business day prior to each issue. (For example, for a Monday edition, Wednesday by 12 p.m. for Thursday edition). Special exceptions will be made for breaking news, photos and videos and announcements received in your submission, and all information, links and attachments must be accurate and correct and secure.

Thank you,
Office of College Relations

College Voice Submission

View Previous College Voice Editions

Quick Links

President's Desk January 2025
State Board of Fisher Education
Events
"This Week" Student Newsletter
Parent Section and Security Concerns
Sexual Harassment and Sexual Violence Prevention Online Reporting

Marketing Project Requests

LCCC's College Relations staff can turn your creative ideas into reality. Whether it is a video, a graphic, a photo, a story, a post, 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
Foundation Board
Leadership Team
Academic Council

Registration Status Reports

To view registration status reports, go to the Institutional Research site on Cherwell and Reports.

Working @ LCCC

Duplicating Center and Mail Room Operation Changes
8 a.m. – 4 p.m., Monday through Friday

Lobby Hours
7:00 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: 8 a.m.-5 p.m. Friday: 8 a.m.-Noon. Saturday and Sunday: CLOSED

Library Hours
8 a.m. – 5:00 pm., 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. Bart S. Stokes
Appointments can be made via Zoom, Teams, or in person. Contact Jessica to schedule an online meeting.

VP Dr. Cindy Henry
1st and 3rd Mondays from 4 to 5 p.m. Contact Jessica Stokes to schedule a 1:1 or Email Bonnie Blue to schedule a meeting.

VP Lorraine Verla
Access virtual office hours on Mondays from 2 to 3 p.m., Tuesdays from 9:30 to 10:30 a.m., Wednesdays from 1 to 2 p.m., or email Jessica Kocsis to arrange a scheduled meeting.

VP Dr. Jill Kowalchuk
1st and 3rd Tuesdays, from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Contact Jessica Kocsis to arrange an online meeting.

Interim Dean Dr. Jodi Rudnicki-Wednesday
Wednesdays, 8 to 9 a.m. or 4 to 5 p.m. Contact Michael Kocsis to schedule a meeting.

Dean Tonisha Taylor
Tuesdays from 9 to 10 a.m. or 1 to 3 p.m. Email Tonisha Taylor to schedule an online meeting.

Interim Dean Andrew King
Tuesdays from 10 to 11 a.m. or 4 to 5 p.m. Email Andrew King to schedule a meeting.

Dean Dr. Kelly Trainor
Mondays from 1 to 2 p.m. Email Michael Kocsis to schedule an online meeting.

CIO Joshua Wrobel
Tuesdays from 11 a.m. to noon. Email Joshua Wrobel to schedule online meeting.

Dean Scott Aquila
Tuesdays and Fridays to schedule an online or face-to-face meeting.

ANNOUNCEMENTS

Allentown Parking Authority Offers Special Rates

LCCC students and Donley Center staff and faculty will have access to special parking rates in downtown Allentown when attending class or working at the Donley Center, thanks to a partnership with the Allentown Parking Authority (APA). Parking will be offered at the Harlan Parking Transportation Center, Dock at 603 W. Linden Street (Entry at 110 N 6th Street).

LCCC students and staff and faculty will be able to park in APA garage parking 20 hours per week or 70-90 hours monthly. You must apply for monthly parking permits on the APA website and follow the directions on the form to select "LCCC part-time staff or student – ATC" for the $60/month rate. You must submit proof of vehicle registration, drivers license and student ID. Noncredit students who don't have a student ID can request a verification letter by sending a request to Donley@LCCC.edu. The college will verify enrollment and employment monthly to report to the APA for this special rate.

Purchases can be made after Feb. 1. Accepted forms of payment are credit/debit or payroll deduct. The permit authorization expires every month, pending enrollment/employment verification. Make sure you select the correct rate/purchase, select the right garage (ATC Dock) and upload your verification documents. Follow instructions on the website and subsequent confirmation emails to pay.

Send questions to Office@lccc.edu; Allentownpacenter@lccc.edu or 610-841-9090, ext. 2. Further information can be found on the Donley Center page on the LCCC website.

Spirit Day – LCCC Swag

Join the LCCC Spirit Committee on Friday, Jan. 24, for Spirit Day by wearing your favorite LCCC swag! We will be spotting students throughout the day. Wbeckhauer@lccc.edu or Ginny Herbig at ebertson@lccc.edu with questions.

Hot Cocoa/Cider Day

Need a moment to pause and warm from the cold weather? Stop by for a cozy cup of hot cocoa or cider on Wednesday, Jan. 29, from 1:30 – 3 p.m. in SSC 120. You can also stop by the Morgan and Donley Centers front desks. This event is hosted by the Student Leadership Council. Questions, please contact Tina Dunlop-Hackett at tdunlop@lccc.edu or Ginny Herbig at ebertson@lccc.edu.

Reporting an Incident in SART

If you are aware of an incident that concerns you – student behavior, violations of the LCCC Code of Student Conduct, academic honesty, emotional concerns, etc., the college has an online form to report it. It's easy to make an official report. You can also access this online form by clicking on "SART" in MyLCCC under Faculty/Staff Resources and then following the prompts. 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 report that immediately to Public Safety by calling 610-799-1189. Officers are on campus 7 a.m. – 10 p.m., Monday through Friday, 7 a.m. – 5 p.m. Friday, and 7 a.m. – 6 p.m., Saturday. If you have questions regarding SART or to schedule a SART training session, email Nicole Craig, Associate Dean of Student Development, at bdeloso@lccc.edu.

ADMINISTRATIVE UPDATES

Human Resources News

New I-9 Form

The new version of the I-9 has been released. Please begin using the new section for all new hires. The new version of the I-9 is located here.

Nominate a Colleague for Spotlight on Excellence

Do you know a colleague who deserves to be recognized around-town or an unexpected bump and thank-you or award? 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. Recognize moments that matter. Spotlights will be announced in the College Voice and will receive a token of appreciation for a job well done. Please use the Spotlight on Excellence form to notify us of excellence of a fellow employee!

Dig, Trip and Fall Prevention

Jobs, 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 ground and the ground or walking surface. Slippery surfaces are fun to eat in the prevention of slips, trips and falls.

Reminder – Report Medical Emergencies on Campus

If serious injury or illness occurs on campus, CALL 911. After you call 911, call Public Safety at x1199 to inform them of the medical emergency, so they can let the paramedics in when they arrive.

For minor injury or illness, trained personnel should provide basic first aid care. Call Public Safety at x1199 if Public Safety assistance is needed for other than medical emergencies.

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 convenient, easy way to complete our new hire training and orientation.

1. Required Online Trainings
Here are the four online trainings that will be emailed to you from Knowledeum. 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 personal file, please print it out and upload into 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-Has-Right 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 x1137 or x1108.

Online Learning News

View the Newsletter 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 REV discussions webinar. There is also a page on some tips and tricks for using the Kaltura Media Gallery. If you have any questions about anything in the edition contact us at OnlineLearning@lccc.edu.

Online Learning Courses Available
Register online for our live and self-paced trainings. Trainings include: Canvas Course Development, Canvas Grading, Canvas Certification, Excellence in Instruction, Zoom, Canvas Studio, Bounce Synchronous, and more!

Office Hours
Schedule a **meeting** with Jared Peters to ask any questions on training, course development, professional development, and other technology topics.

Digital Badges
All faculty should have the opportunity to receive digital badges to display on LinkedIn, email signature and other areas. Badges are educational achievements and credentials for continued learning. A number of different badges are available to anyone who completes the required training or earns a certificate. The training requirements for each badge are outlined on the **Rows.** If you have any questions about the digital badges or the requirements for them please contact **onlinelearning@lccc.edu**.

REMINDERS

Jan. 21 State of the College Forum Agenda

Attached is the agenda for the State of the College forum scheduled for Tuesday, Jan. 21 in the Community Services Center ballroom. From 9 to 10 a.m., the Executive Team will provide information on the newly formed State Board of Higher Education, legislative updates, the Governor's 2025 upcoming budget address, the college's budget, facilities updates, technology updates, enrollment, information technology developments, and academic programs (new, low enrollment, workforce). From 10 to 11 a.m. a presentation will be given on Middle States accreditation.

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

You may join virtually using this link.

Strategic Innovation Grant Now Open

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 innovative, inventive, creative ideas that transform curriculum, college activities, student life, partnerships, and/or support services. Funding is available for projects requiring less than $22,795. The amount awarded may differ from the requested amount, but will not exceed the amount budgeted annually by the college. Click here for more information including the criteria, deadlines, and the application.

National Student Clearinghouse Reports Erroneous Data

In an article in the Jan. 15 issue of Insider Higher Ed, the National Student Clearinghouse clarified that it had released erroneous data in October 2024, which said that first-year college enrollments nationally had fallen by 5 percent from fall 2023 to fall 2024. In fact, first-year enrollment appears to have increased. The NSC said they had mislabeled many incoming first-year students as dual enrolled high school students. The article can be accessed here.

Spring Semester CPR Training

The Public Safety Department has scheduled a CPR / AED certification training for Friday, Feb. 28, from 1:30 until 4 p.m. This course is a great opportunity to learn lifesaving skills that can be invaluable at work or at home. The class is limited to the first 6 people. If interest exceeds 6, more classes will be scheduled for the spring. Click here to register. If you have any questions, please contact Eric Minnich at x. 1653.

January 2025 Student Employee of the Month

Career Development is pleased to recognize Robert Dengler as our Student Employee of the Month for January 2025. Robert has consistently proven to be an invaluable member of the Morgan Center team, going above and beyond in every aspect of his role.

Robert's dependability and eagerness to help are unmatched. His colleagues at the Morgan Center describe him as the most reliable student worker they have always ready to assist whenever needed with a positive attitude and a welcoming smile. His leadership skills shine not only in the office but also in his work with Student Government, where his dedication and inspiration have had a lasting impact.

In addition to his strong work ethic, Robert takes initiative and consistently seeks ways to improve processes. One standout example is his work on updating the Morgan Office Procedure Manual, ensuring that new student workers are properly trained and equipped for success. His thoughtful suggestions and problem-solving abilities continue to help improve office operations, making a lasting difference for the team.

Robert is also a vital support to the Career Development team at the Morgan Center, always willing to go above and beyond to meet the needs of the department. His collaborative spirit, positive demeanor, and ability to think outside the box make him a pleasure to work with and an essential part of the success of events at the Morgan Center.

Congratulations, Robert, on this well-deserved recognition. Your hard work, leadership, and positive attitude are truly appreciated by all of us at the Morgan Center. Keep up the amazing work!

LCCC faculty, students, staff and administration: to nominate a student employee please complete the nomination form to recognize a student employee's (Student Employee or Work Study) outstanding contributions and achievements in their position while pursuing their higher education.

LCCC Holds Saturday Virtual Hours to Help Students Register for Spring 2025 Semester

For the convenience of students who are registering for the Spring 2025 semester, LCCC will hold special virtual enrollment days on two Saturdays in January. Students can make appointments to meet virtually with staff for either of these days, from 9 a.m. to 3 p.m.:
Saturday, Jan. 25 (virtual only).

The 14-week spring session starts Jan. 24 and ends May 17, 2025. In addition, LCCC offers several accelerated spring semester options. There are two 7-week sessions – the first is held from Jan. 24 through March 14 and the second runs March 28 to May 17. A 10-week option begins Feb. 28.

During enrollment days, staff in Student Services and Advising will be available to help students by phone or via zoom. Students can also receive assistance through email. To make appointments to meet with staff, use the contact information below.

- Academic Advising – 610-799-1137 or advisme@lccc.edu. You can also schedule an advising appointment online (https://studentsemprox.lccc.edu/smonline).
- Admissions – 610-799-1575 or admissions@lccc.edu
- Business Office – 610-799-1127 or bursar1@lccc.edu
- Financial Aid – 610-799-1131 or financialaid@lccc.edu
- Registration and Student Records – 610-799-1171 or registrar@lccc.edu.

Students can also make an appointment for remote placement testing by contacting the Admissions Office (see contact information above). Testing will be set up within one business day. Students will receive directions and passwords when their testing is available.

For information about the Bookstore, check out the hours posted online. Students can also order textbooks and supplies through http://www.lccc.follett.com.

All tuition payments are due at time of registration. Current students can register or make payment online through http://my.LCCC.edu/.

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 Wilkes-Barre Scranton Penguins. Game starts at 3:05 p.m. Tickets are available for purchase here.

Testing Center Hours of Operation

Please note that the Testing Center hours of operation are as follows:

Mondays through Wednesday: 8 a.m. – 6 p.m.
Thursday: 8 a.m. – 8 p.m.
Fridays: 8 a.m. – 5 p.m.

SPIRIT & WELLNESS

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 Lucy Timony for more information at ltimony@lccc.edu.

Weekly Yoga

Starting in the spring semester, weekly yoga classes will be held in Berier 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 Fanscafe and Bead Necklaces / Spirit Day: Mardi Gras

For questions about any upcoming events, please reach out to Tina Dowling-Hackett at tdowling-hackett@lccc.edu or Ginny Herbig at ebertson@lccc.edu.

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