

The COLLEGE VOICE

Home

January 23, 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 at 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 Rhaney@lccc.edu to schedule a Hangouts meeting.

VP Larissa Verto
Access virtual office hours on Mondays from 3 to 5 p.m.; Tuesdays from 9:30 to 11 a.m.; and Thursdays from 12:30 to 2 p.m., or email lvert@lccc.edu to arrange a scheduled meeting.

VP Stefanie Hester
1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email sthe@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 ttaylor@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 aking@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 jmitchell17@lccc.edu to schedule an online meeting.

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

ANNOUNCEMENTS

Disney College Program Recruitment

Since 1989, LCCC has sent over 450 students to Florida to experience a one-semester internship at the Disney parks. This six-credit internship is listed in our catalog as IDS 270. The Disney Company began recruiting for the Fall 2025 semester on Jan. 22.

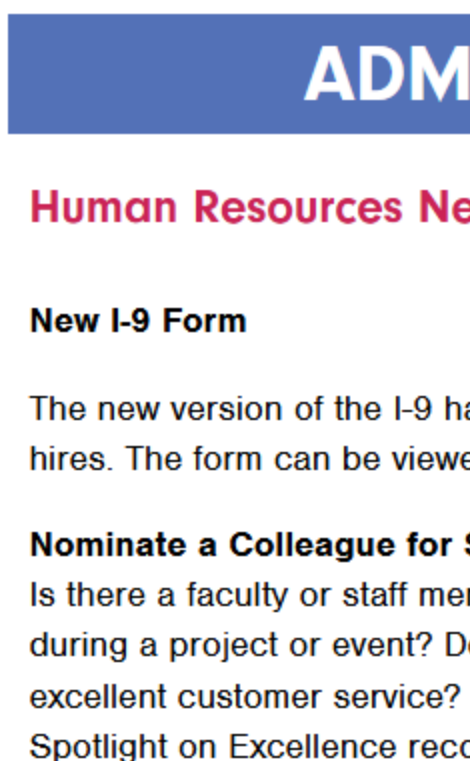
Interested students may apply online [here](#). Any questions please email Walt Sweedo at wsweedo@lccc.edu.

Dean Taylor Recognized at Monmouth University



Dean Taylor was recently recognized by Monmouth University School of Social Work for her continued contributions to the social work profession. She is a second-year doctoral student at the institution. Dean Taylor is the founder and board president of Shine A Light NJ, a 501c3 nonprofit organization that provides free or low-cost extracurricular activities to asset limited and income constrained families in Jersey City, New Jersey.

Snow Day Contest Winner



This year's Snow Day Contest winner is Rachel Peters, Instructional Design Manager.

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. [Attached](#) 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 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

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

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 Allentown Transportation Center Deck at 603 W. Linden Street (Entry at 110 N 6th Street).

LCCC students and staff and faculty will pay \$60 to park approximately 20 hours per week or 70-90 hours monthly. You must apply for monthly parking permits on the [APA website](#) and follow the directions. Be sure 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 prepaid Visa. The permit will automatically renew each month, pending enrollment/employment verification. Make sure you select the correct option to purchase, select the right garage (ATC Deck) and upload your verification documents. Follow instructions on the website and subsequent communication from the APA.

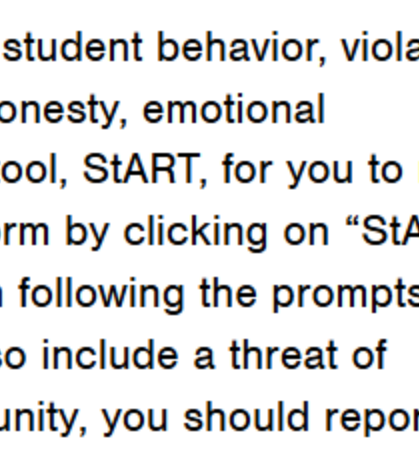
Send questions to OffStreetUpdates@allentownparking.com or 610-841-9090, ext. 2. Further information can be found on the [Donley Center page on the LCCC website](#).

Spirit Day - LCCC Swag

Join the LCCC Spirit Committee on Friday, Jan. 24, for Spirit Day by wearing your favorite LCCC swag! Contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu with questions.

Hot Cocoa/Cider Day

Need a moment to get 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 LCCC Spirit Committee. For questions, please contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.



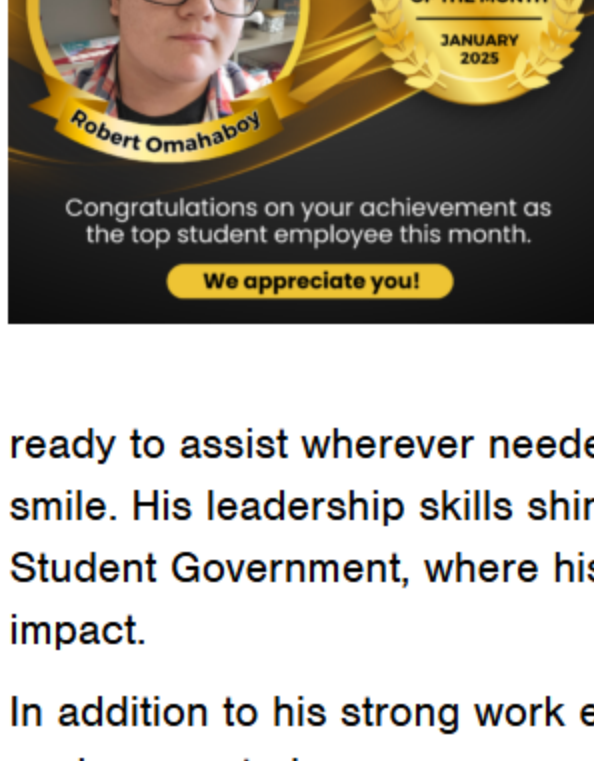
Reporting an Incident in START

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 reporting tool, START, for you to make an official report. You can also access this online form by clicking on "START" 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 610-799-1169. Officers are on campus 7 a.m. - 10 p.m., Monday through Thursday; 7 a.m. - 5 p.m., Friday; and 7 a.m. - 6 p.m., Saturday. If you have questions regarding START or to schedule a START training session, email Brian DeLong, Associate Dean of Student Development, at bdelong2@lccc.edu.

Strategic Innovation Grant Now Open

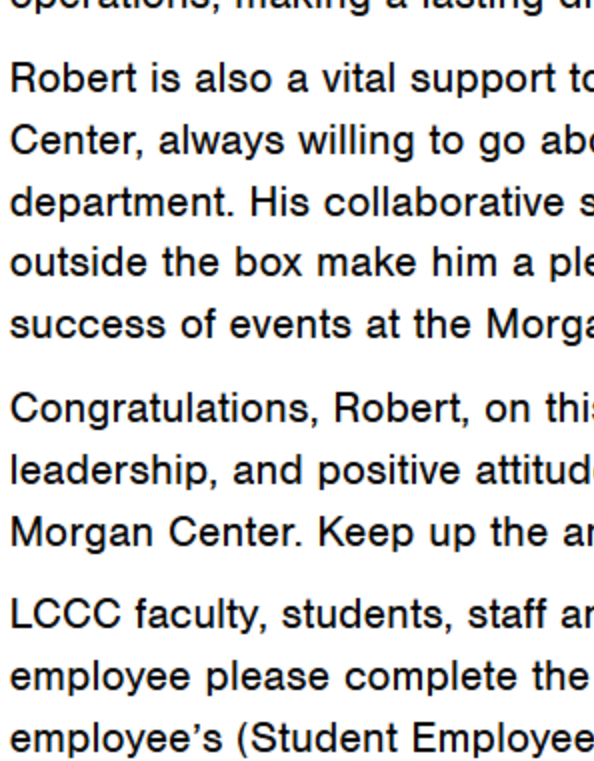
The Strategic Innovation Grant is designed to encourage faculty and staff innovation to enhance the lives of our students and college community and improve educational delivery. Consideration will be given to progressive, inventive, creative ideas that transform curriculum, college activities, student 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.

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 Omahabo 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 wherever 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 Phantoms Outing on Feb.16

Faculty, staff and families are welcome to join the LCCC Alumni at the PPL Center-Barre. 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

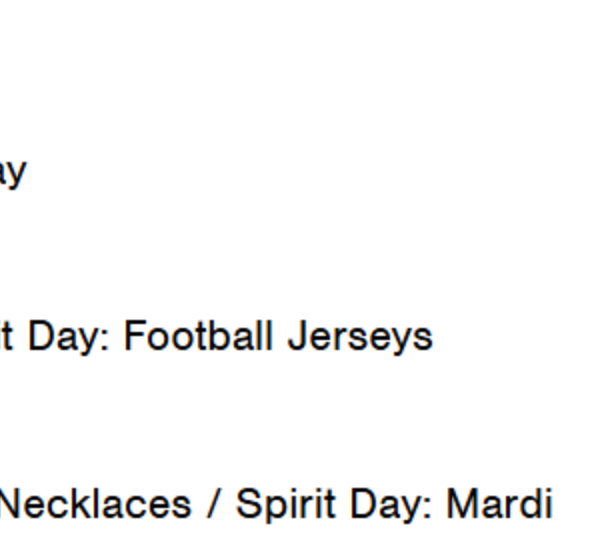
Please note that the Testing Center hours of operation are as follows:

Mondays through Wednesdays: 8 a.m. - 6 p.m.
Thursdays: 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 Lacey Timony for more information at ltimony@lccc.edu.



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.

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.