



January 30, 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](#)

ANNOUNCEMENTS

Guidance for Interaction with Federal Agencies and Law Enforcement

The college continues to obey all federal and local laws and will follow guidelines provided by the college attorney for responding to the presence of law enforcement on campus and how that impacts our college community. The situation is evolving, so the college will continue to monitor for updates. This document outlines steps for LCCC faculty and staff to follow if Immigration and Customs Enforcement (ICE) agents come to campus.

If a member of the college community is approached by a local, state or federal agency or officials requesting access or information regarding students or employees, please direct the individual to the Public Safety Office on main campus or the officer on duty at the relevant location (main campus, Tamaqua, Donley). Please also directly contact Eric Minnich, Safety / Emergency Management Coordinator, at 484-225-0845 or 610-972-8266. At this time, local law enforcement will probably not accompany federal law enforcement.

The Safety / Emergency Management Coordinator will verify the request for identification and any applicable documents.

The coordinator will notify the Vice President of Finance and Administrative Services, who will determine additional people to notify, including the Executive Team, College Relations and the college attorney.

The college will comply with requests to the best of its ability according to the law and without violating FERPA privacy regulations.

If a student must be taken from class for any reason, college personnel will protect the student's dignity, when possible.

College Relations will release general information advising of an encounter without identifying information or specifics. Media inquiries will be directed to College Relations. If you have a concern or are aware of an upcoming visit by law enforcement, please work with the LCCC Office of Public Safety, which is the point of contact regarding the presence of law enforcement on college property.

Please refer students who have questions or concerns to the Office of Public Safety, publicsafety@lccc.edu or 610-799-1169.

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; 9 a.m. – 5 p.m., Friday

Counter 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@lccc.edu to schedule an online meeting.

VP Dr. Cindy Hanery
1st and 3rd Mondays from 4 to 5 p.m. and 2nd and 4th Thursdays from 4 to 5 p.m. Email Bonnie.Blue@lccc.edu to schedule a Hangouts meeting.

VP Larissa Verts
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 laschiller@lccc.edu to arrange a scheduled meeting.

VP Student Nester
1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email Marla.Bowen@lccc.edu to schedule an online meeting.

Interim Dean Dr. Jodi Rowlands
Wednesdays, 9 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 taylor13@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 mitchell10@lccc.edu to schedule online meeting.

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

National Enrollment Estimates Released for Fall 2024

The National Student Clearinghouse has recently been [in the news](#) because of an error in its Stay Informed, early release dataset, which showed a 5% decline in undergraduate enrollment for Fall 2024 rather than an increase in the actual data. The Clearinghouse's research arm discovered the error, which was caused by a misclassification of first time freshmen as high school/dual enrollment over multiple years, and withdrew the Stay Informed dataset in its entirety. This misclassification affects two important metrics that LCCC uses to evaluate itself: the ability to enroll high school students in dual enrollment programs, the growth of which was overstated nationally, and our ability to recruit first time freshmen at the very start of their educational pathway, which was overstated nationally.

The Clearinghouse has now released a late dataset, Current Term Enrollment Estimates, based on end of term data. This dataset does not suffer from the same misclassification error. It shows, among other things, an annual increase in community college enrollment of 5.9% and in first-time, first-year enrollment at community colleges of 7.1%. Regionally, all levels of postsecondary education in the Northeast increased by 4.7%. These increases did not return postsecondary enrollment to its pre-Covid levels; in most cases they simply showed that the post-Covid fall had leveled off.

Of immediate importance to LCCC are the statewide enrollment metrics. The statewide enrollment by sector chart shows that community colleges increased enrollment 1.4% from last year; this contrasts to September enrollment data compiled by the PACCQ, which showed a 2.2% increase in enrollment and 2.4% increase in credits taken. The root cause of this gap is very likely the differences in institutional policies rather than student populations.

Finance Office is Offering Training

Do you need a refresher on how to create a requisition? Are you a little rusty at how to keep up with your budget? Would you like to review the invoice payment processes? Will you be traveling for the college in the near future and need to review the travel policies?

Please fill out the Finance Training Request Form located in the portal under Finance and Forms Quick Reference.

You can also email any of the Finance Office staff to set up a training session.

First Tuesday Coaching Conversation with Faculty Coaches

February's First Tuesday Coaching Conversation will be held virtually on Tuesday, Feb. 4, at 2:30 p.m. and will feature, "Course-Based Undergraduate Research Experience"(cURE) with Andrew King.

The course-based undergraduate research experience (CURE) is a pedagogical model in which students will address a topic of research in a given field or a problem with no known solution. During the course, students will actively participate in the research experience using methods associated with the field of study and generate novel data of relevance to the field.

We look forward to seeing you there!

Join the Zoom [here](#).

Spring Open House

Spring open house will be held on April 3, from 5-7 p.m., in the Community Services Center. We will be looking for departments and academic programs to host tables. We are looking for any new ideas or activities for this event. Please email Jennifer Aquila at jaquila@lccc.edu with your suggestions.

Revolutionary Love Event at the JEDI Center

On Wednesday, Feb. 12, at 2:30 p.m. Professor Anne Ryan and students from her Women & Gender Studies course will host an open mic event at the JEDI Center titled "Revolutionary Love." Drawing upon inspiration from Valarie Kaur's "Revolutionary Love" TED Talk and bell hooks' essay "Love as a Practice of Freedom," students will present their original poetry and spoken word pieces. This will be a hybrid event; if you cannot attend in person, please consider attending virtually to support our students. RSVP [here](#).

For questions contact Dean Tonisha Taylor at taylor13@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 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. [AttachWord](#) 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 KnowB4. 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 Rachael 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

Men of Color Initiative Kicks Off in Spring 2025

The college experience should embrace a sense of belonging and strong cultural identity, but too often can have barriers that make it difficult for students to succeed. The Men of Color Takeoff Initiative at LCCC is designed to remove barriers and create a community where male students of color can enroll smoothly, set goals to success and complete their program of study to launch into a career or transfer program.

Students who are men of color are invited to join us to kick off the year with a get-to-know-you welcome event at 2:30 p.m., Thursday, Feb. 20, in the JEDI Center, second level of the Academic Resources Center (ARC). At this event, students can learn more about opportunities to help them succeed – scholarships, mentoring, career development, activities and more.

During this spring semester, men of color will be invited to a series of events and to participate in a community of mutual support and empowerment.

Specific initiatives include:

- Aspira First-Year Experience seminar that covers topics including motivation, goal setting, critical thinking and career exploration
- Men of Color student club
- Latin@ Leadership student club
- Events including welcome in February, career exploration in March, wellness focus in April and an end-of-semester celebration in May

The initiative is led by Tonisha Taylor, dean of Humanities, Social Sciences and Inclusion, and Roxanne Wright-Watson, associate professor of math. For information, contact rwrightwatson@lccc.edu or taylor13@lccc.edu.

Spirit Committee's Souper Bowl Cook-Off – Remember to Sign Up!

There's still time to sign up for the LCCC Spirit Committee's Souper Bowl Cook-off. Register by Thursday, Jan. 30, at 12 p.m. to enter the competition to win some fabulous, high-value prizes. [Use this form to sign up](#) as either an individual or a team. Rules and guidelines can be found [here](#). Contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu with questions.

All LCCC employees are invited to attend the cook-off on Tuesday, Feb. 4 (snow date – Wednesday, Feb. 5), from 11:30 a.m. to 1:30 p.m. in the CSC lobby. Stop by to enjoy some delicious soups and chilis made by colleagues. Your votes will determine the winners!

LCCC Counseling Center Spring Workshop Series

When things do not go the way we want them to go, it can be hard to keep it, especially when our feelings or our anxieties might be telling us to quit. When you want to quit, but you decide to keep going anyway, that is called resilience! Join our counselor, Liz Lewis, LSW, from 10 – 11 a.m. on Wednesday, Feb. 12, in the Student Union, for an enlightening workshop on how to build your resilience muscles, so that you can face whatever comes your way with more confidence. A flyer for the event is [attached here](#) for you to share with your students.

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 Dowling@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](#).

Reporting an Incident in SIART

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, SIART, for you to make an official report. You can also access this online form by clicking on "SIART" 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 SIART or to schedule a SIART 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.

January 2025 Student Employee of the Month

Career Development is pleased to recognize Robert Omahaoboy 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 the 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 PFL 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](#).

SPIRIT & WELLNESS

Step Aerobics

Weekly Step Aerobics will start on Wednesday, Feb. 5, from 12 – 12:45 p.m. in Berrier Hall Dance Studio. Step Aerobics will continue each Wednesday and is open to all faculty, staff and students with an ID card. For any questions or concerns, please contact Lacey Timony at ltimony@lccc.edu or 610-799-1181. Sign up [online](#).

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!

February

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

March

Tuesday, March 4 – Free Fastnachts 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.