



## January 9, 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](mailto: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 Ronnie Blue at [rblue@lccc.edu](mailto:rblue@lccc.edu) to schedule a Hangouts meeting.

**VP Larissa Verta**  
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 [larissav@lccc.edu](mailto:larissav@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](mailto: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](mailto: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](mailto: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](mailto:aking7@lccc.edu) to schedule a meeting.

**Dean Dr. Kelly Trahan**  
Mondays from 3 to 5 p.m. Email [ktrahan@lccc.edu](mailto:ktrahan@lccc.edu) to schedule an online meeting.

**CIO Joshua Mitchell**  
Tuesdays from 11 a.m. to noon. Email [jmitchell10@lccc.edu](mailto:jmitchell10@lccc.edu) to schedule online meeting.

**Dean Scott Aquila**  
Email [saquila@lccc.edu](mailto:saquila@lccc.edu) to schedule an online or face-to-face meeting.

## ANNOUNCEMENTS

### 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](mailto:mbowen4@lccc.edu) or ext. 1884.

### Getting Ready for 2025

This next year will be a busy and productive one, with many initiatives coming to fruition, including the climate study, and others beginning, such as the Middle States accreditation process. Also, in 2025, we will kick off our year-long celebration of the college's 60th anniversary, beginning in the summer 2025 and culminating at Commencement in the spring 2026.

As we prepare for the spring 2025 semester, I look forward to sharing with the campus community the many updates and projects during the State of the College Forum on Tuesday, Jan. 21. There will be much to share with presentations from myself and members of the Executive Team, as well as an introduction to the accreditation process from Scott Aquila, Jennifer Myskowski and Melanie Turrano.

Please join me and colleagues as we prepare for another busy semester. If you can't join in person, you can join via zoom using [this link](#).

Warmly,  
Dr. Ann D. Bieber

## 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. [AttachedWord](#) 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](mailto: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](mailto: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 [taylor13@lccc.edu](mailto:taylor13@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](mailto:mbowen4@lccc.edu).

### Sign Up for the Souper Bowl Cook-off

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](mailto:tdowlinghackett@lccc.edu) or Ginny Hertzog at [vhertzog@lccc.edu](mailto:vhertzog@lccc.edu).

### 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](mailto:ltimony@lccc.edu).

### Testing Center Winter Break Hours of Operation

The Testing Center hours for Jan. 2 – 10 will be:

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

## 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](mailto: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](mailto:tdowlinghackett@lccc.edu) or Ginny Hertzog at [vhertzog@lccc.edu](mailto:vhertzog@lccc.edu).