

# The COLLEGE VOICE

## October 31, 2024

### 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 October 2024](#)
- [LCCC Employment Openings](#)
- [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.

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 Fall Hours**  
Monday through Thursday: 9 a.m. – 5 p.m.; Friday: 10 a.m. – 3 p.m.; 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 Rommie Stile at [rstile@lccc.edu](mailto:rstile@lccc.edu) to schedule a Hangouts meeting.

**VP Larissa Vento**  
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 [lavoris@lccc.edu](mailto:lavoris@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 [m Bowen@lccc.edu](mailto:m Bowen@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.

**Interim Dean Elke Reichardt**  
Wednesdays from 3 to 5 p.m. Email [ERreichardt@lccc.edu](mailto:ERreichardt@lccc.edu) to schedule online 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 [jmitchell1@lccc.edu](mailto:jmitchell1@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

### College Receives A2 Rating from Moody's

Every two years Moody's Ratings requires a surveillance call and discussion with its team of analysts and LCCC's Executive Team. They review such areas as FY 2024 ending financial position and 2025 budget, student demand and enrollment, overall wealth levels and liquidity, fundraising progress, and capital plans and debt. Moody's then publishes a new credit opinion to update the market concerning LCCC. The review and published credit opinion affirms LCCC's A2 rating with stable outlook incorporating its very good strategic position as an affordable, open access education provider. The news release is [attached](#).

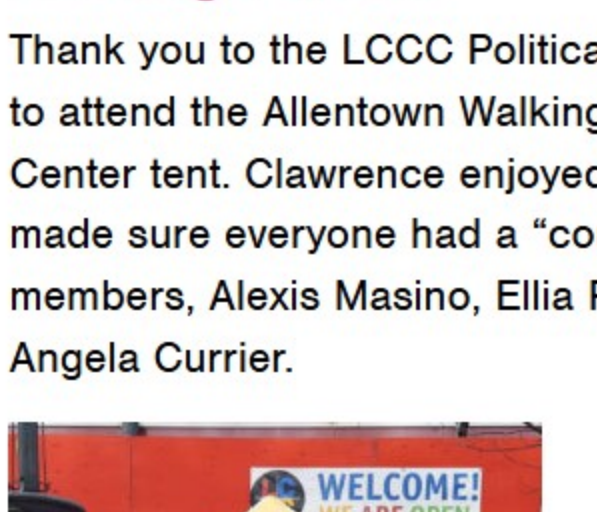
### College Relations Produces New Marketing Videos



The Office of College Relations, working with 3Seed Interactive Marketing and Design, have created new student success testimonial videos for use in marketing initiatives and social media. All videos can be viewed on the LCCC [YouTube page](#). Students featured include both recent alumni and current students. A recurring theme is the sense of purpose and belonging students discovered throughout their time on campus.

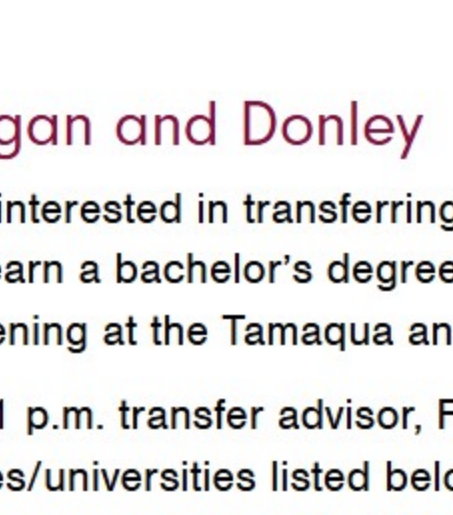
### Allentown's Halloween Walking Parade

A heartfelt thank you to all the students, staff, and faculty who represented LCCC at the annual Allentown Spooktacular Halloween Walking Parade on Oct. 26. We had a fantastic turnout, with thousands of community members coming together to enjoy a day filled with fun activities and plenty of treats. We couldn't have done it without you!



### LCCC Justice Society Brings Clarence to the Allentown Walking Parade

Thank you to the LCCC Political Society for making sure Clarence was able to attend the Allentown Walking Parade and represent LCCC at the Donley Center tent. Clarence enjoyed meeting with the children and families and made sure everyone had a "cougarrific" time! Thank you to Justice Society members, Alexis Masino, Ellia Rodriguez and Andria Ahrens and Advisor, Angela Currier.



### Transfer Events at Morgan and Donley

Do you know students who are interested in transferring to a four-year college or university and/or looking to earn a bachelor's degree? There are two upcoming transfer events happening at the Tamaqua and Allentown sites.

On Tuesday, Nov. 12, 9 a.m. to 1 p.m. transfer advisor, Fauzia Graham and representatives from the colleges/universities listed below will be available in the Morgan Center lobby to answer questions about the transfer process and discuss LCCC's partnerships with over 60 four-year institutions.

Participating institutions at the Morgan Center:

- Alvernia University
- Cedar Crest College
- Commonwealth University
- Kutztown University
- Penn State University
- Western Governor's University

On Wednesday, Nov. 13, from 8 a.m. to 12 p.m. in the lobby of the Donley Center students can meet with transfer advisor, Fauzia Graham, and ask questions about the transfer process.

For more information about both events contact Fauzia Graham at [faizem@lccc.edu](mailto:faizem@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. [AttachedWord](#) are tips to aid in the prevention of slips, trips and falls.

#### Quick Reference for Medical Emergencies 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 personnel 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 [October edition](#) of the Online Learning Newsletter. This edition includes information about the training programs we offer. It also includes news on submitting a course for Quality Matters, an article on AI in advancing Accessibility, a How to Talk to Students Suspected of Cheating training from OLC, and SpeedGrader updates in Canvas. 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

### Science Lab Renovations Begin

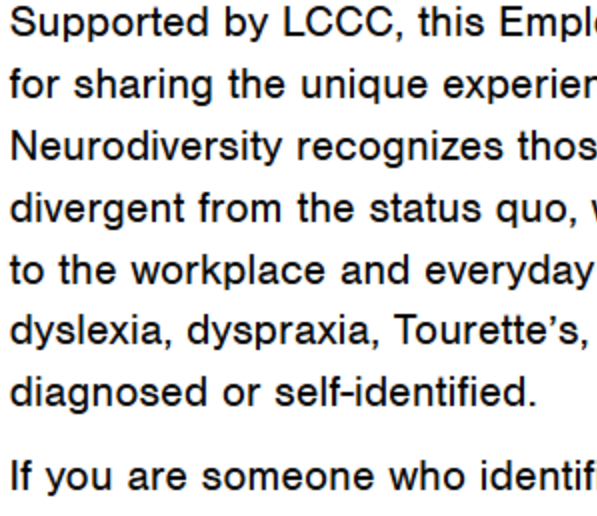
Renovations to science labs will begin Monday, Oct. 28. Be aware that students will need to be moved to different labs to accommodate the construction during the semester. Students should pay attention to emails from faculty or lab managers to alert them to room changes for labs. Work will continue through March 2025.

The labs impacted will be Science Hall rooms 101, 102, 104, 108, 110, 111, 115, 116, 117 and 119.

### Veterans Appreciation Week November 9-15

LCCC will honor veterans with several events during Veterans Appreciation Week, Nov. 9-15, on the main campus in Schnecksville. Check out the [week of attached flyer here](#) for all of the scheduled events and details. The week of celebrations will kick off with the 5K Ruck 'n Run/Walk starting at 9 a.m., Saturday, Nov. 9, at Bicentennial Park West in Bethlehem. Lehigh Valley colleges, universities, businesses and community members are coming together to honor veterans. Proceeds benefit Battle Borne. For more information and to join the LCCC team, click [here](#).

### Diploma Frame Sale at Campus Bookstore



The LCCC Bookstore has a Diploma Frame sale from Oct. 28 – Nov. 2, both in-store and online. Get a diploma frame for 15% off! Stop in store during store hours or shop online at [lcccshop.com](http://lcccshop.com).

### Neurodiversity ERG

Supported by LCCC, this Employee Resource Group provides an affinity space for sharing the unique experiences of neurodiverse faculty and staff. Neurodiversity recognizes those whose brains work or process in ways divergent from the status quo, which brings different strengths and challenges to the workplace and everyday life. This includes people with ASD, ADHD, dyslexia, dyspraxia, Tourette's, or any other similar condition, whether diagnosed or self-identified.

If you are someone who identifies as neurodivergent, join this group to explore the challenges as well as the assets a neurodiverse community brings to campus while navigating within a neurotypical environment. This space will also explore practices that support neurodiversity in the workplace. To join our November meeting at 11:30 a.m. on Friday, Nov. 1, please contact Eric Werley at [erwerley@lccc.edu](mailto:erwerley@lccc.edu) and/or Thomas Simko at [tsimko@lccc.edu](mailto:tsimko@lccc.edu) for the Zoom meeting link.

### Adult Learners Could Use Your Help

LCCC's Literacy Department at the Donley Center is looking for volunteers interested in tutoring English as a Second Language (ESL) and General Education Degree (GED) preparation to adult students. GED subjects needed are math, reading, science and social studies. ESL tutoring includes working with students on reading, writing, speaking and listening skills. No experience is required. This can help build your resume by giving you experience in education or the subject areas you'll tutor in. Regardless of your path, it is rewarding work! There are options to work one-on-one, in small groups, virtually and in-person. Days of the week and times are flexible based on the schedules of both the tutor and the student. Materials are provided.

#### Requirements:

- Proof of a High School Diploma/GED/ or equivalent
- 3 hours minimum per week to tutor virtually and/or in-person
- Ability to attend a Volunteer Tutor Orientation and training
- Willingness to make a difference

For more information, contact Shiloh Sidor at [volunteertutor@lccc.edu](mailto:volunteertutor@lccc.edu). Thank!

### Nanotechnology Presentation at LCCC

The LCCC community is invited to the Nanotechnology Presentation by the Penn State University. LCCC and PSU have a long-standing partnership providing our students with an opportunity to take classes at the PSU main campus and earn a nanotechnology manufacturing degree, or certificate. The presentation will take place on Tuesday, Nov. 5, at 11:15 a.m. in TC 102. Please email Nada Veskovice at [nveskovic@lccc.edu](mailto:nveskovic@lccc.edu) for more details or questions.

## SPIRIT & WELLNESS

### Wellness Center Fall Hours

Wellness Center fall hours will be effective through Friday, Dec. 13.

The Wellness Center will be open this fall for the following hours:

- Mondays-Thursday 9 a.m. – 5p.m.
- Fridays 10 a.m. – 3 p.m.
- Saturdays and Sundays Closed

\*All hours subject to change

The Wellness Center will be closed on the following dates:

- Wednesday, Nov. 27
- Thursday, Nov. 28
- Friday, Nov. 29
- Monday, Dec. 23 through Wednesday, Jan. 1

Wellness Center winter hours will be Monday, Dec. 16 through Thursday, Jan. 23 from 10 a.m. – 2 p.m.

### Spirit Committee Upcoming Events

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

#### October

**Movement Challenge** – All Month

#### November

**Virtual Bingo** – Wednesday, Nov. 13, 12 – 1 p.m.

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 [ghertzog@lccc.edu](mailto:ghertzog@lccc.edu).