

# The COLLEGE VOICE

## November 11, 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, November 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

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 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 Florence Blue at [fblue@lccc.edu](mailto:fblue@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 [lverta@lccc.edu](mailto:lverta@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 [EReichardt@lccc.edu](mailto:EReichardt@lccc.edu) to schedule an 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 [jmitchell@lccc.edu](mailto:jmitchell@lccc.edu) to schedule an online meeting.
- Dean Scott Aquila**  
Email [saquila@lccc.edu](mailto:saquila@lccc.edu) to schedule an online or face-to-face meeting.

## ANNOUNCEMENTS

### NYC Bus Tickets

We had two cancellations for the upcoming NYC bus trip on Saturday, Dec. 7. If interested in these two seats, please contact Alumni Manager, JoEllen Rooney at [jrooney@lccc.edu](mailto:jrooney@lccc.edu).

### LCCC Fall Job Fairs Scheduled for Allentown and Tamaqua Sites

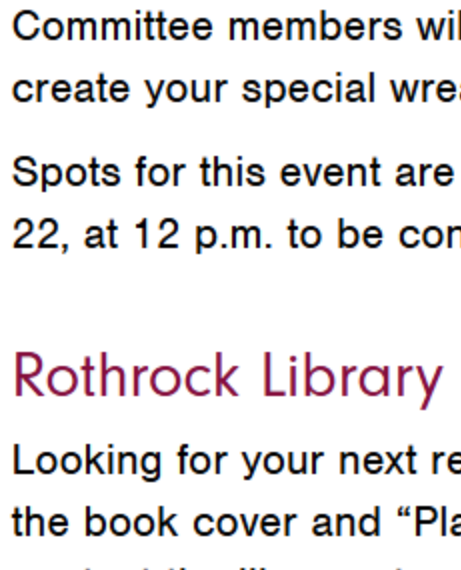
Job seekers in the Tamaqua and Allentown areas are invited to LCCC's Fall 2024 Job Fairs at its sites:

LCCC Tamaqua at the Morgan Center, 234 High Street – Tuesday, Nov. 19, 10:30 a.m.-1:30 p.m., lobby area  
LCCC Allentown at the Donley Center, 718 West Hamilton Street – Thursday, Nov. 21, 10:30 a.m.-1:30 p.m., lower level student lounge

Both fairs are free and open to the public and will provide students, alumni and surrounding community members with opportunities to network and apply for various open positions with registered employers. LCCC's Career Development Center helps to bridge the gap between employers and prospective applicants. Remember to bring multiple copies of your resume and be prepared to network.

For more information, call the LCCC Career Development Center at 610-799-1090 or email [careerservices@LCCC.edu](mailto:careerservices@LCCC.edu).

### Make Your Own Holiday Wreath with Dr. Bieber



The LCCC Spirit Committee and the President invite you to a Holiday/Winter Wreath Making Workshop on Friday, Dec. 6 from 1:20-3:30 p.m. During this 1.5-hour workshop in the Community Services Center, you will decorate a beautiful seasonal wreath. We will provide a premade wreath form, ornaments, pinecones, berries, ribbon and more for you to choose from to create the perfect wreath to match your style. There will be several sample wreaths to use as an example for your wreath, however, there is no right way to design a wreath. You can create a color scheme, make it over the top, simple and sweet, classic festive and so much more. If you would like to bring personal items to customize your wreath, please do so.

While you create your wreath, you can enjoy refreshments and get in the holiday spirit while listening to festive music. The President and Spirit Committee members will be walking around to offer assistance as together we create your special wreath.

Spots for this event are limited to 20. Fill out this [interest form](#) by Friday, Nov. 22, at 12 p.m. to be considered for this workshop.

## 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 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. [Attached Word](#) 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 or inform them you called 911. Public Safety will report to 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 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](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!

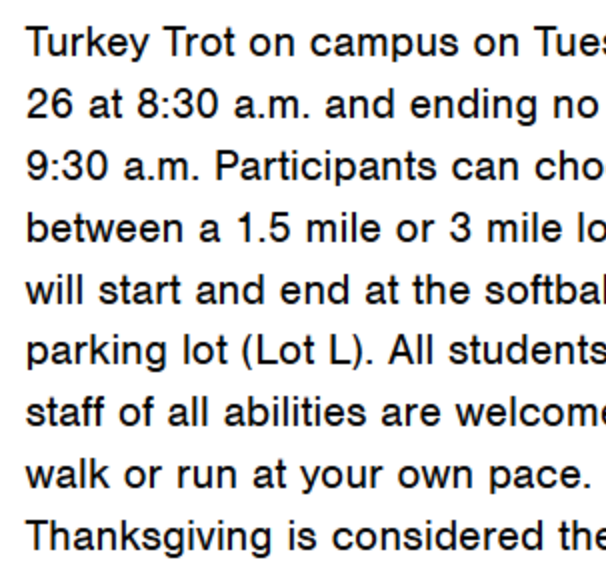
**Office Hours**  
Schedule a [meeting](#) with Rachel Peters to ask any questions on training, course development, professional development, and other tools/topics.

**Digital Badges**  
Faculty and staff will have the opportunity to receive digital badges to display on LinkedIn, email signatures 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

### College and Career Day at the Morgan Center

Students from Carbon County high schools participated in College and Career Day at the Morgan Center on Nov. 1. The second annual event included a welcome by Nora McLaughlin, RN, BSN, LCCC alumna, hands-on workshops led by faculty, staff and students, and a lunch and resource fair. Many thanks to all who contributed to make this event a success!



### PRISM: LCCC's LGBTQ+ Employee Resource Group



PRISM is here to support and connect LGBTQ+ faculty and staff. Whether you're looking for community, resources, or professional advice rooted in our unique experience, we are here for you. Our next meeting will be held on Friday, Nov. 15.

Those interested in joining should email [prism@lccc.edu](mailto:prism@lccc.edu) to receive the November meeting invite. We can't wait to welcome you!

### Intramurals and Run Club Host Turkey Trot



Intramurals and Run Club will be hosting a Turkey Trot on campus on Tuesday, Nov. 26 at 8:30 a.m. and ending no later than 9:30 a.m. Participants can choose between a 1.5 mile or 3 mile loop. The Trot will start and end at the softball field parking lot (Lot L). All students, faculty and staff of all abilities are welcome to join and walk or run at your own pace.

Thanksgiving is considered the biggest running day of the year! Join your campus community in this fun tradition. To register, email Lacey Timony at [LTimony@LCCC.edu](mailto:LTimony@LCCC.edu).

### Movement Challenge Week 5 Recap and Winners

Our Movement Challenge participants logged more than 4.5 million steps over the 5 week challenge! Congratulations to all our participants for taking the time to work towards a better, healthier, and happier you.

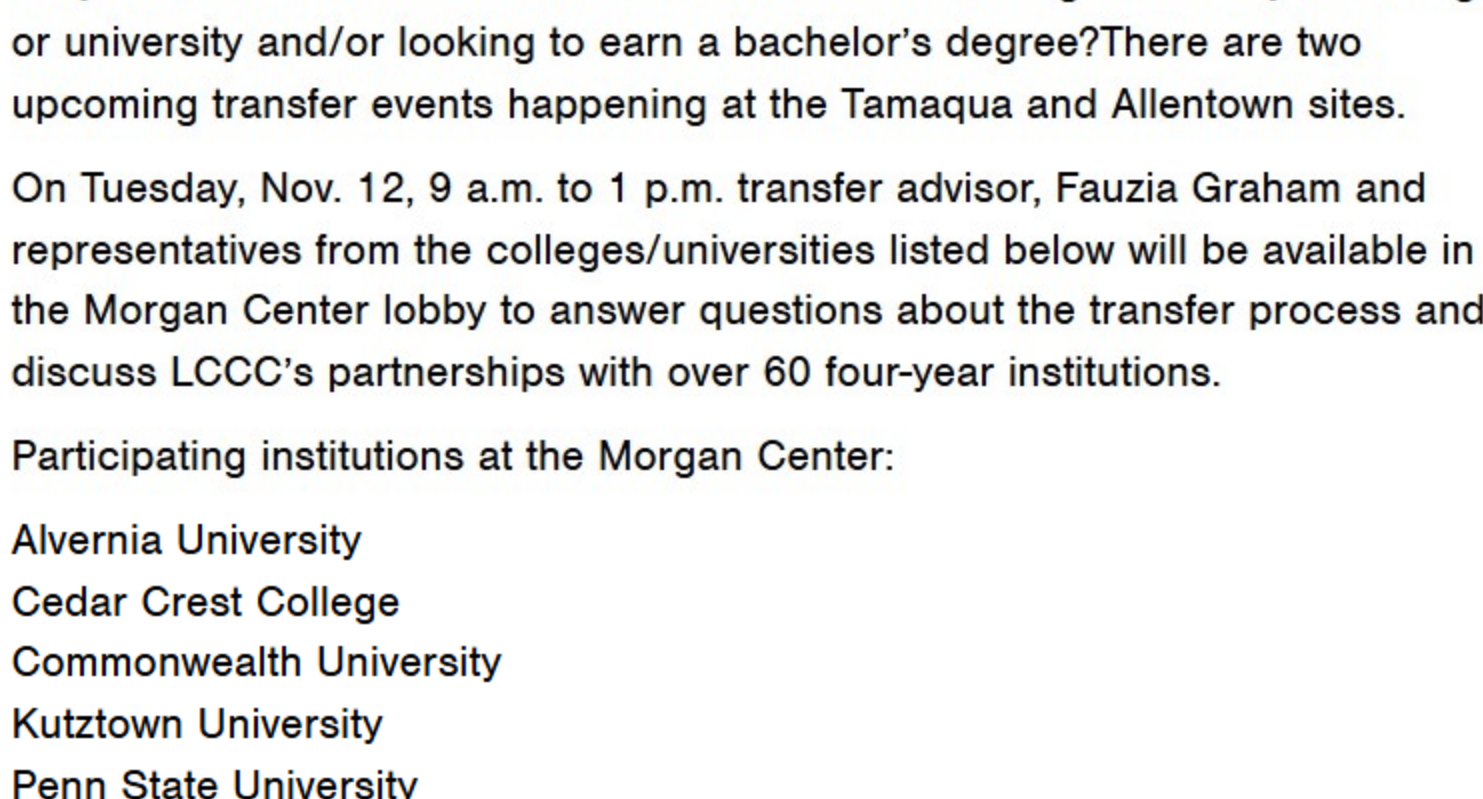
Congratulations to our winners, selected at random, for completing and logging all 5 weeks:

1. Ginny Hertzog
2. Emmalee Loch
3. Erin Vermeulen

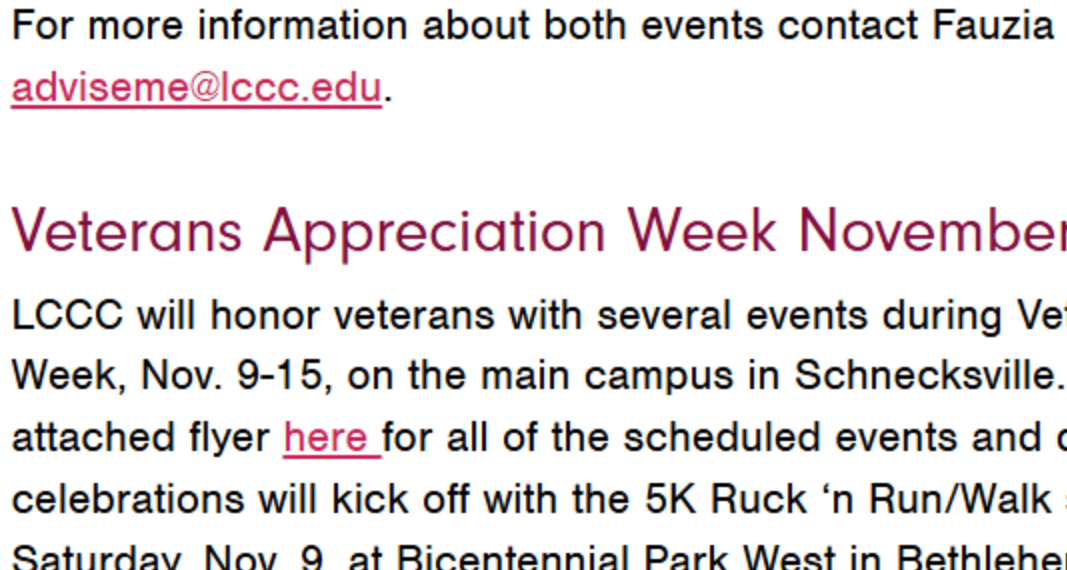
Please reach out to Ginny Hertzog [vhertzog@lccc.edu](mailto:vhertzog@lccc.edu) to get your gift card. Changes the group has made and maintained that they are proud of:



Goals the group has for the next several months:



### Save the Date for the Candy Cane Lane Celebration



Save the date for the Spirit Committee's Candy Cane Lane breakfast being held Wednesday, Dec. 11, 8 – 11 a.m. in the Community Services Center. The Donley and Morgan Centers will hold luncheons from 11:30 a.m. – 1:30 p.m. on the same date. Stay tuned for the formal invitation and RSVP form to be shared in mid-November.

As part of our celebration at Main Campus, we will have a candy buffet and are inviting individuals and college departments to donate candies for the buffet. Please review the requested candy items for our buffet [here](#).

### 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:

- Avernia 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 [advise@lccc.edu](mailto:advise@lccc.edu).

### 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 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](#).

## SPIRIT & WELLNESS

### November Virtual Bingo

Join the LCCC Spirit Committee for virtual bingo on Wednesday, Nov. 13, from 12 – 1 p.m. for a chance to win fun prizes! Register [here](#). Virtual bingo is limited to the first 25 sign-ups. For more information, contact Tina Dowling-Hackett at [tdowlinghackett@lccc.edu](mailto:tdowlinghackett@lccc.edu) or Ginny Hertzog at [vhertzog@lccc.edu](mailto:vhertzog@lccc.edu).

### Spirit Day – R.E.D. Day

Join us on Monday, Nov. 11, in wearing red attire for Spirit Day.

What is R.E.D. Day? R.E.D. is an acronym that stands for Remember Everyone Deployed. R.E.D. Friday was created to remind people of our heroes overseas and show that we are thinking of them. People across the country wear red every Friday to serve as a reminder and spread the message of how important it is that we keep our troops in our thoughts. We will be wearing red on a Monday in coordination with Veterans Day.

As a military friendly school, we encourage all of our colleagues to join us for R.E.D. Fridays on any Friday throughout the year, as well as on Nov. 11.

### Wellness Center Fall Hours

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

- Mondays-Thursday 9 a.m. – 5p.m.
- Fridays 10 a.m. – 3p.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!

**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 [vhertzog@lccc.edu](mailto:vhertzog@lccc.edu).