

The COLLEGE VOICE

November 14, 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's 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 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 cihaney@lccc.edu to schedule a Hangouts meeting.

VP Larissa Vorta
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 lavorta@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 [mbowen@lccc.edu](mailto:m Bowen@lccc.edu) to schedule an online meeting.

Interim Dean Dr. Jodi Rowlands
Wednesdays, 9 to 10 a.m. or 4 to 5 p.m. Email jrowlands@lccc.edu to schedule a meeting.

Interim Dean Elks Reichardt
Wednesdays from 3 to 5 p.m. Email EReichardt@lccc.edu to schedule online meeting.

Dean Dr. Kelly Trahan
Mondays from 3 to 5 p.m. Email ktarahan@lccc.edu to schedule an online meeting.

CIO Joshua Mitchell
Tuesdays from 11 a.m. to noon. Email jmitchell@lccc.edu to schedule online meeting.

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

ANNOUNCEMENTS

Improving the MFA Experience

LCCC IT is continually looking for ways to enhance the end user experience without sacrificing security. We are happy to announce that we are making changes to reduce the frequency of MFA prompts for Banner Applications. Starting Thursday, Nov. 14, you will experience reduced MFA prompts when using Banner-related applications on your college issued computer from your office or while connected to LCCC WIFI with your staff credentials.

We hope this update improves your experience with Banner services.

If you have any questions, concerns, or feedback please contact helpme@lccc.edu.

Turkey Giveaway

Through our partnership with Second Harvest Food Bank, the LCCC Cougar Cabinet Food Pantries will be distributing turkeys to help supplement a meal for a limited time only. The turkeys will need to be picked up at the Schnecksville campus and will be distributed on a first come first served basis. Eligible students from our Tamaqua and Allentown campus should inquire about transportation assistance if needed.

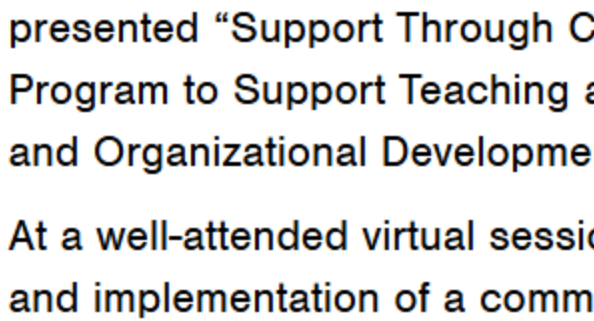
If you are interested in securing a turkey please email Liz Rivera at erivera1@lccc.edu.

LGBTQ+ Equity Training Thank You

Thank you to all who attended one of the four LGBTQ+ Equity trainings that were offered over the past year. As an institution, LCCC welcomes many LGBTQ+ students and employees each day. The training covered general concepts and terms with the goal of furthering understanding of what it means to identify as LGBTQ+.

Training was funded through a Strategic Innovation Grant and coordinated through a collaborative effort by several past and current LCCC employees, including Doug Brace and Jill Yapsuga, along with input from Prof. Ann Turocz. These trainings were attended by 70 employees with near equal representation across the following employee categorizations: faculty, staff and administration.

Literacy Dept. Seeks Donations for Holiday Bookstore



The Literacy Department is seeking new and gently used children's and young adult book donations for their annual holiday bookstore. Students at the Allentown site will be able to take books for holiday presents for their children and to read together over the winter break. Donations will be accepted until Dec. 6 at either the front desk at the Allentown site or the Career Development office on main campus. If you have questions please contact Allison Ludlow at aludlow@lccc.edu or x. 1216.

DONATIONS FROM 10/17/24 10/16/24
Books can be dropped off at the Student Center Food Bank, Student Center, Employee Office rooms 211, or the Career Development Office at the main campus.
Hours: One drive in Drop Box 10/17/24, 10/23/24

Faculty Coaches Present at NISOD

Professor Jennifer Myskowski, Dr. Betsy Swope, and Dr. Melanie A. Turrano presented "Support Through Collaboration: Creating a Faculty Coaching Program to Support Teaching and Learning" at the National Institute for Staff and Organizational Development (NISOD) on Oct. 17.

At a well-attended virtual session, the three professors spotlighted the creation and implementation of a community college Faculty Coaching program designed to enhance teaching effectiveness while fostering a collaborative academic culture. Their presentation described the initial steps in starting such a program, including marketing, securing stakeholder buy-in, and developing a new program that becomes embedded in an institution. Best practices for training and recruiting coaches and coachees and evaluating the program's impact through data collection were highlighted.

NISOD is a consortium of community and technical colleges that helps faculty, staff, and administrators support students.

Recognizing Domestic and Intimate Partner Abuse

An education and training session on Domestic and Intimate Partner Abuse will be held on Monday, Nov. 25, 11:30 a.m. – 12:30 p.m. in Berrier Hall, BH 4. It will also be available through Zoom. This comprehensive training, offered by Turning Point of Lehigh Valley, will give you the tools and knowledge to effectively recognize the signs of domestic and intimate partner abuse, respond with empathy and appropriate resources, and refer survivors to the support they need.

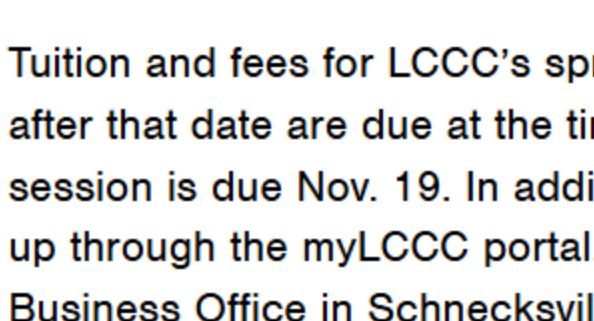
Training Highlights:

- Understand domestic and intimate partner abuse: learn the facts, myths, and patterns of abusive relationships.
- Recognize the signs: identify the physical, emotional, and behavioral indicators of abuse.
- Appropriate responses: gain confidence in how to approach someone you suspect is experiencing domestic and/or intimate partner abuse.
- Referral resources: know what local resources are available for immediate assistance and long-term support.

A training for students will be available on Monday, Nov. 18, 3 – 4 p.m. in Berrier Hall, BH 4. That training will also be available by Zoom.

For questions, please contact MaryAnn Rush Wallace at mrushwallace@lccc.edu.

Psi Beta Induction Ceremony Held



Four students were inducted into Psi Beta, the national honor society in psychology for community colleges, on Nov. 12. Congratulations to Carter Gotthard, Alyssa Lawson, Kaitlin Solt and Brianna Shelhammer. The goal of the organization is to encourage the professional development and psychological literacy of students by promoting and recognizing excellence in scholarship, leadership, research and community service. Advisor to the group is Dr. Robin Musselman, professor of social sciences.

Register Now for LCCC Winter and Spring Sessions

Registration for classes offered in the winter 2024 session and spring 2025 semester at LCCC is now available to all new and continuing students. Students can register online for courses in both sessions. Winter courses are offered entirely online.

The 14-week spring session starts Jan. 24 and ends May 17, 2025. In addition, LCCC offers several accelerated spring semester options. There are two 7-week sessions – the first is held from Jan. 24 through March 14 and the second runs March 28 to May 17. A 10-week option begins Feb. 28.

Registration for the accelerated winter online session, which runs Dec. 16, 2024, through Jan. 17, 2025, is also available now. Information is at www.LCCC.edu/winter.

New students can apply for admission at www.lccc.edu.

Tuition and fees for LCCC's spring semester are due on or before Dec. 4, and after that date are due at the time of registration. Payment for the winter session is due Nov. 19. In addition, a payment plan is available and can be set up through the myLCCC portal. Students can pay online or in person at the Business Office in Schnecksville, as well as sites in Tamaqua and Allentown.

For more information, contact LCCC's Admissions Office at 610-799-1575 or Admissions@lccc.edu. For a complete list of credit classes and to register, visit LCCC's website at www.lccc.edu and link to Course Search.

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 or 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.

All employee shall transport another employee/student to an emergency facility or hospital.

No 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

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:

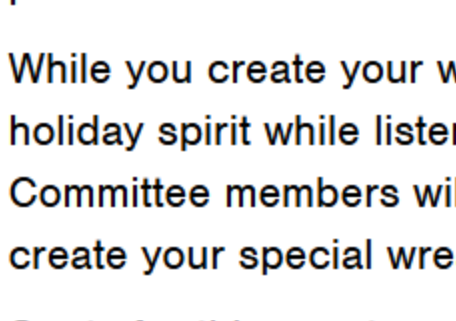
LCCC Tamaqua at the Morgan Center, 234 High Street – Tuesday, Nov. 19, 10:30 a.m.-1:30 p.m., lobby area

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.

Make Your Own Holiday Wreath with Dr. Bieber

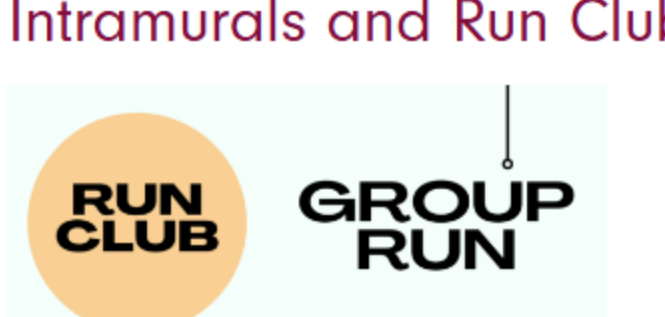


The LCCC Spirit Committee and the President invite you to a Holiday/Winter Wreath Making Workshop on Friday, Dec. 6 from 1-2:30 p.m. During this 1.5-hour workshop in the Community Services Center, you will decorate a beautiful seasonal wreath. We will provide a premade wreath form, ornaments, pinecones, 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.

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 on our unique experience, we are here for you. Our next meeting will be held on Friday, Nov. 15.

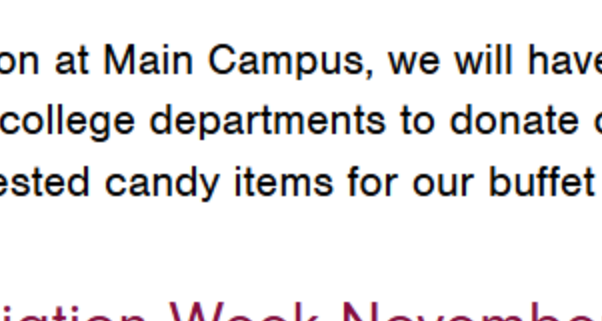
Those interested in joining should email prism@lccc.edu to receive the November meeting invite. We can't wait to welcome you!

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.

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](#).

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 Rock '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

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-Thursdays 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!

December

Friday, Dec. 6 – Holiday Wreath-Making with the President

Wednesday, Dec. 11 – Spirit Day: Themed Attire for Holiday Breakfast

Wednesday, Dec. 11 – Candy Cane Lane Holiday Breakfast

Wednesday, Dec. 18 – Virtual Office Bingo

January

Wednesday, Jan. 8 – Virtual Office Bingo

Friday, Jan. 24 – Spirit Day: LCCC Swag

Wednesday, Jan. 29 – Hot Cocoa and Cider Day

For questions about any upcoming events, please reach out to Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at hertzog@lccc.edu.