



November 18, 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.
 - Library Hours 7:30 a.m. – 7 a.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@lccc.edu to schedule an online meeting.

VP Dr. Cindy Haney
1st and 3rd Thursdays from 4 to 5 p.m. and 2nd and 4th Thursdays from 4 to 5 p.m. Email [Cindy.Haney@lccc.edu](mailto:Haney@lccc.edu) to schedule a Hangouts meeting.

VP Larissa Veria
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 Larissa.Veria@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 Stefanie.Nester@lccc.edu to schedule an online meeting.

Interim Dean Dr. Jodi Rowlands
Wednesdays from 3 to 5 p.m. Email jrowlands@lccc.edu to schedule a meeting.

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

Dean Dr. Kelly Trahan
Mondays from 2 to 3 p.m. Email ktrahan@lccc.edu to schedule an online meeting.

CIO Joshua Mitchell
Tuesdays from 11 a.m. to noon. Email jmitchell1@lccc.edu to schedule an online meeting.

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

ANNOUNCEMENTS

Mid-Year Update from Dr. Ann Bieber

I am honored to share with the campus community the [2024-25 Mid-Year Update](#) that details the college's many accomplishments, always with a focus on continuous improvement. Again, the team at LCCC continues to deliver high quality classes, serve our students and partner with the community.

I know you join me in the satisfaction of how we at LCCC are impacting the lives of students. I thank everyone for your hard work and dedication to LCCC and our students.

Climate Survey Results Now Being Tabulated

Thank you to everyone who completed the campus climate survey, which closed in mid-October. Your input is invaluable as we evaluate how we can make LCCC more welcoming for everyone.

As incentives to taking the survey, Visa gift cards were awarded to 12 students who completed the survey, with values of \$50 to \$200. And, a \$50 gift card was awarded to an employee who completed the survey.

Results will be made available to the climate survey working group in January, presented to the Executive Team in February, and then shared with the entire campus community in a forum on March 27. Sue Rankin and Katrina Alford, who facilitated the project from Rankin Climate, LLC, will make the presentation, offering an overview of the results and themes that emerged. From these themes, the Executive Team will determine three to five working recommendations that will be integrated into the college's strategic goals moving forward. The Leadership Team will incorporate these recommendations in the work of committees for 2025-26.

Response rates were excellent, with a higher student response rate than is often seen at community colleges.

Students – 24%
Teaching faculty (includes, professor, associate and assistant professor, instructor, part-time and adjuncts) – 44%
Service (non-teaching) faculty (includes, professor, associate and assistant professor, instructor, part-time and adjuncts) – 108% (rate is over 100% because more people identified as service faculty in the survey sample than were in LCCC population data)
Administrators – 77%
Classified staff (Educational Support Professionals) – 75%
Total response rate – 28%
(Please note the response rate may change after data has been reviewed, and people who didn't complete at least 50% of the survey are removed.)

Watch for details for the campus-wide meeting on March 27, which will offer in depth review of the results.

Candy Cane Lane Holiday Breakfast – RSVP

Spirit Committee will host the Candy Cane Lane Holiday Breakfast on Wednesday, Dec. 11, from 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. RSVP using this [form](#) by Tuesday, Dec. 3. This is a ticketed event; your RSVP is required.

As part of this event, we encourage all attendees to bring a donation for the Cougar Cabinet Pantry for a raffle entry to win a customized holiday wreath made by Dr. Ann Bieber, President of LCCC. Find a list of donatable items [here](#).

All attendees are encouraged to wear their best holiday attire for Spirit Day!

For questions, contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

Candy Donations Needed for Holiday Breakfast

Spirit Committee is still seeking candy donations for our candy buffet at this year's holiday breakfast! We invite individuals and college departments to donate. Please review the requested candy items for our buffet [here](#). For questions, contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

Community Colleges to Spotlight Healthcare Careers in PA CareerLink Showcase

People interested in a career in healthcare will have an opportunity to learn about hot jobs in the area, training programs, and funding possibilities at the Healthcare Career Pathways Showcase at PA CareerLink® Lehigh Valley on Monday, Dec. 9, from 11 a.m. to 1:30 p.m. PA CareerLink® Lehigh Valley is located at 655 Union Blvd. in Allentown.

In partnership with PA CareerLink® Lehigh Valley, Lehigh Carbon Community College (LCCC) and Northampton Community College (NCC) will showcase training opportunities leading to a career in healthcare, including noncredit, short-term certificate programs, as well as degree programs. Featured will be programs in nurse aide, licensed practical nurse (LPN), registered nurse (RN), medical billing and coding, healthcare office coordinator, phlebotomy, medical assistant and emergency medical technician.

Read the full press release on the website [here](#).

United Way Shares Listing of Local Warming Stations

Below is a list of local warming station locations for the 2024-2025 winter season. The list can also be viewed on the United Way [website](#).

River Crossing YMCA – Allentown Branch
Open Nov. 15, 2024 through April 15, 2025, from 7 p.m. – 7 a.m. daily. Meals will be served every evening.
Address: 425 S 15th St., Allentown, PA 18102. Entrance will be on the south side of the YMCA lower parking lot.
Phone: (610) 351-9622

Bethlehem Emergency Shelter
Open Nov. 1, 2024 through April 30, 2025, from 5 p.m. – 7 a.m. Dinner will be served between 5:30 – 7:30 p.m. Breakfast-to-go bags will be distributed as guests depart.
Address: 75 E Market St., Bethlehem, PA 18018
Phone: (484) 379-6694

Safe Harbor Easton/Greater Shiloh Church
Will open Dec. 1, 2024 through March 31, 2025
Monday-Wednesday, Safe Harbor is hosting 7 p.m. – 7 a.m.
Address: 536 Bushkill Drive., Easton, PA 18042
Phone: (610) 258-5540
Thursday and Friday, Greater Shiloh Church Chapel is hosting from 7 p.m. – 7 a.m.
Greater Shiloh Church Address: 201 Brother Thomas Bright Ave, Easton PA (Lower Level)

This information has been provided by the LCCC Office of Community Resources and Basic Needs. Contact us at (610) 799-1087 or email communityresources@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 performed smoothly 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 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 certificates 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

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.

LGBTQ+ Equity Training Thank You

Thank you to all who attended one of the four LGBTQ+ Equity trainings that were offered over the 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 Turcozy. 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

Donate new and gently used children's books and YA novels for students to give as gifts and read together over the holidays.

DONATIONS FROM 11/24/24 TO 12/6/24
Books can be dropped off at the Career Center Front Desk, Career Development Office on the main campus, or at the Literacy Dept. on the main campus. Hours are 12:00 p.m. - 12:00 p.m.

CONTACT AL LUDLOW AT aludlow@lccc.edu OR X. 1216.

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.

Intramurals and Run Club Host Turkey Trot

All who attend the LCCC Run Club are invited to attend campus to kick off the holiday spirit!

All abilities welcome. Run or walk at your own pace.

CLOSE BETWEEN 6.25 mile or 10K race.

TUE NOV 26TH 8:30AM SOFTBALL FIELD PARKING LOT (LOT L)

COOKIE SALE FUNDRAISER ON SITE TO BENEFIT THE RUN CLUB

Contact Mary Ann Turcozy at mturcozy@lccc.edu

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.

SPRIT & WELLNESS

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 beautiful 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. in order to be considered for this workshop.

Wellness Center Fall Hours

Wellness Center fall hours will be effective through Friday, Dec. 6. 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. 9 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 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 Svag

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 vhertzog@lccc.edu.