

# The COLLEGE VOICE

Home

## November 21, 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](#)
- [State Board of Higher Education](#)
- [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](#)
- [Academics 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@lccc.edu](mailto:tracy_bean@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: [Romee.Blue@lccc.edu](mailto:Romee.Blue@lccc.edu) to schedule a Zoom meeting.

**VP Larissa Varta**  
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 [jbieber@lccc.edu](mailto:jbieber@lccc.edu) to arrange a scheduled meeting.

**VP Stefano Nester**  
1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email: [Mania.Bowen@lccc.edu](mailto:Mania.Bowen@lccc.edu) to schedule an online meeting.

**Interim Dean Dr. Jodi Rowlands**  
Wednesdays, 9 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: [Elke.Reichardt@lccc.edu](mailto:Elke.Reichardt@lccc.edu) to schedule an online meeting.

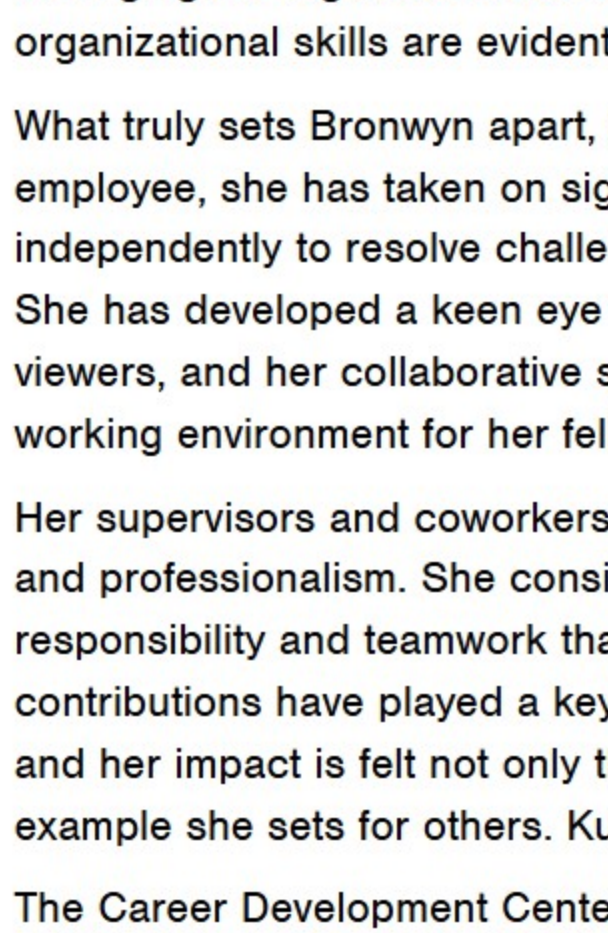
**Dean Dr. Kelly Trahan**  
Mondays from 3 to 5 p.m. Email: [KTrahan@lccc.edu](mailto:KTrahan@lccc.edu) to schedule an online meeting.

**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

### November 2024 Student Employee of the Month: Bronwyn



We are excited to recognize Bronwyn McKee as the Student Employee of the Month for November 2024 for her outstanding dedication and exceptional work as Assistant Gallery Curator. Bronwyn's commitment to her role in the school's gallery program has truly set her apart as an invaluable member of the team.

In this critical position, Bronwyn consistently goes above and beyond. Each month, she works tirelessly with her peers to ensure that every exhibition is not only hung and presented properly but also reflects the highest standards of beauty and professionalism. Whether it's preparing artwork for display or managing the logistics of each show, Bronwyn's attention to detail and organizational skills are evident in every aspect of her work.

What truly sets Bronwyn apart, however, is her leadership. As a student employee, she has taken on significant responsibility, often working independently to resolve challenges and ensure the gallery operates smoothly. She has developed a keen eye for curating displays that engage and inspire viewers, and her collaborative spirit has fostered a positive and efficient working environment for her fellow gallery assistants.

Her supervisors and coworkers alike admire Bronwyn's work ethic, creativity, and professionalism. She consistently demonstrates the kind of initiative, responsibility and teamwork that is essential in any workplace. Her contributions have played a key role in the continued success of the gallery, and her impact is felt not only through the work she does but through the example she sets for others. Kudos to Bronwyn!

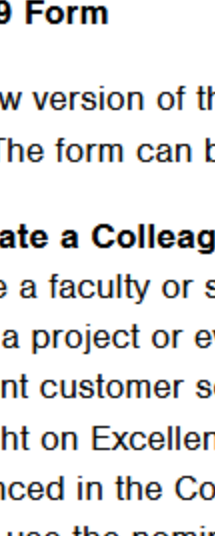
The Career Development Center encourages everyone to take a moment to applaud student employees that you work with or you would like to acknowledge. Please use [this link](#) to nominate a student employee.

### Neurodivergent 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 1:30 p.m. on Friday, Dec. 6, please contact Eric Weirley at [ewerley@lccc.edu](mailto:ewerley@lccc.edu) and/or Thomas Simko at [tsimko@lccc.edu](mailto:tsimko@lccc.edu) for the Zoom meeting link.

### Help us Spread Some Holiday Joy - 2nd Annual Holiday Hope Chest Drive



The LCCC Student Government with the Volunteer Center of the Lehigh Valley to support their annual Holiday Hope Chest Program. Help us provide a little happiness in a shoebox for children this holiday season and stop by the Giving Tree located on the lower level of the Student Union. Pick a tag and return your unwrapped gift by Dec. 3. If you have selected to purchase a gift card for an older child, please place gift cards in Gene Eden's mailbox in the

Duplicating and Mail Center.

Our goal this year is to provide 40 shoeboxes. We appreciate your support of this community service project

### 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.

## 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

**Life 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 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 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

### 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.

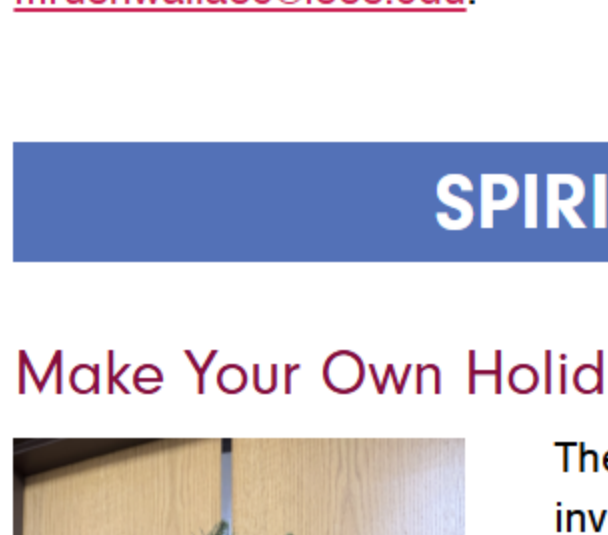
Results will be made available to the climate survey working group in January, presented to the Executive Team in February, and then shared with the entire campus community in a forum on March 27. Sue Rankin and Katrina Alford, who facilitated the project from Rankin Climate, LLC, will make the presentation, 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

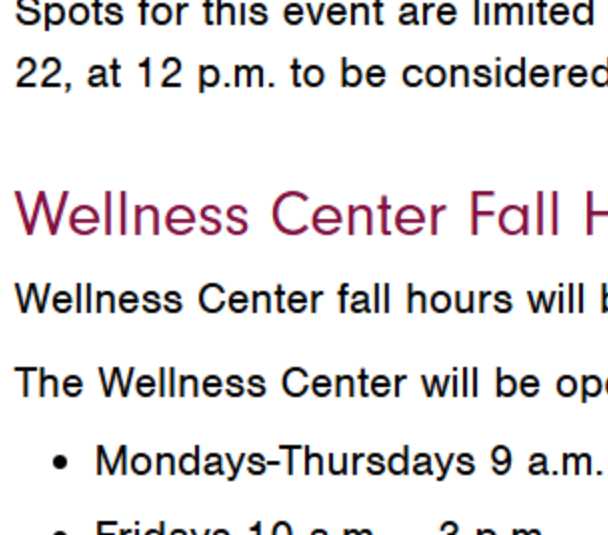


Spirit Committee will host the Candy Cane Lane Holiday Breakfast on Wednesday, Dec. 11, from 8 – 11 a.m. in the Community Services Center. The Donley and Morgan Centers will hold luncheons from 11:30 a.m. – 1:30 p.m. on the same date. RSVP using [this form](#) by Tuesday, Dec. 3. This is a ticketed event; 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](mailto:tdowlinghackett@lccc.edu) or Ginny Hertzog at [vhertzog@lccc.edu](mailto: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 your buffet [here](#). For questions, contact Tina Dowling-Hackett at [tdowlinghackett@lccc.edu](mailto:tdowlinghackett@lccc.edu) or Ginny Hertzog at [vhertzog@lccc.edu](mailto:vhertzog@lccc.edu).

### Community Colleges 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 555 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 – 7:30p.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](mailto:communityresources@lccc.edu).

### 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 [help@lccc.edu](mailto:help@lccc.edu).

### 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](mailto:aludlow@lccc.edu) or x. 1216.

### Recognizing Domestic and Intimate Partner Abuse

An education and training session on Domestic and Intimate Partner Abuse will be held on Monday, and 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:

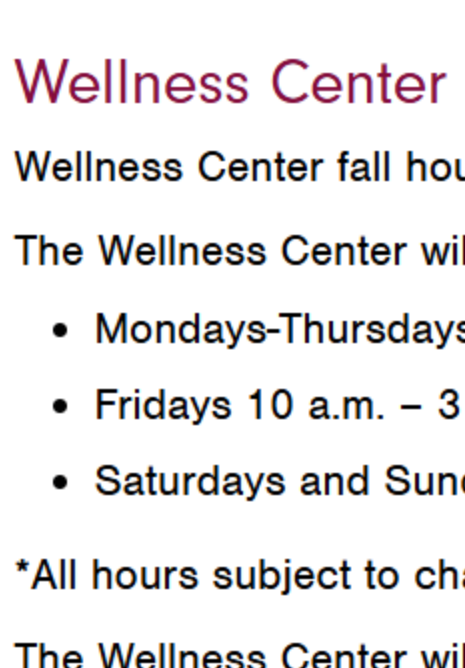
- Understand domestic and intimate partner abuse: learn the facts, myths, and patterns of abusive relationships.
- Recognize the signs: identify the physical, emotional, and behavioral indicators of abuse.
- Appropriate responses: gain confidence in how to approach someone you suspect is experiencing 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](mailto:mrushwallace@lccc.edu).

## SPIRIT & 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, we 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 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.

### Wellness Center Fall Hours

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