

The COLLEGE VOICE

Home

November 25, 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" 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 Stearn at tstearn@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 Rhorrie.Blue@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 to arrange a scheduled meeting.

VP Stefanie Neater
1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email stneater@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 to schedule a meeting.

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

Dean Dr. Kelly Trahan
Mondays from 3 to 5 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 online meeting.

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

ANNOUNCEMENTS

Thanksgiving Message from Dr. Bieber

To all members of the LCCC community,
As we approach Thanksgiving, we take a moment to reflect on the incredible community that makes up Lehigh Carbon Community College. We are grateful for the dedication, passion and support that each of you brings to LCCC every day.

From our dedicated faculty who inspire and guide our students, to our supportive staff who work tirelessly behind the scenes, to our engaged student body who actively contribute to our vibrant learning environment – your collective commitment is what makes LCCC a truly special place.

This Thanksgiving, we are thankful for:

- The intellectual curiosity and diverse perspectives: shared in our classrooms and beyond.
- Collaboration and camaraderie: that fosters a sense of belonging within our community.
- The commitment to excellence: in academics and student support that drive our collective efforts.

Our first President's Leadership Institute class of 2016, comprised of faculty and staff, established guiding principles for our actions and interactions with each other. These guidelines are framed and now hang in the President's Conference Room. Important recommendations include:

- Commit to speak respectfully when we disagree
- View divergent viewpoints that contribute to the decision-making process
- Be mindful of how your non-verbal communication is being received by others

Initiatives such as these serve our college community and contribute to the initiatives that we ask each of you to lead in your own departments and areas that promote engagement and well-being of the college. I ask that each of us continue to contribute within your department, across departments and in the community and consider how you can impact this positive growth in your own areas.

What better time to begin than with the season of Thanksgiving – and I will begin with a 30-Day Appreciation Challenge. Over this next month, I urge you to consider the importance of your actions and interactions with each other; how respectful communication can improve our work we achieve together; and to engage in productive, thoughtful dialogue.

We are proud to be part of this community and look forward to continuing to grow and learn together in the years to come as we change to meet the needs of the community we serve.

Warmly,

Dr. Ann D. Bieber

Payment Processing This Week

Accounts Payable will be processing payments on Wednesday, Nov. 27. Please have any invoices that need to be paid before the end of the month to the finance office no later than Tuesday, Nov. 26, by 12 p.m.

Please reach out to Accounts Payable at ap@lccc.edu if you have any questions.

LCCC Holds Information Sessions for Students with Disabilities

If you are a student with a disability interested in how to have a successful college experience and to master skills in transition, academic and/or career areas, LCCC's SEED program can assist.

Two information sessions are available for students and families to learn more. 6:30 p.m., Tuesday, Dec. 10 – virtual session; link will be provided after sign-up is complete

6:30 p.m., Thursday, Jan. 23, 2025 – room 202, Community Services Center, LCCC Schnecksville, 4525 Education Park Drive.

The Success, Engagement, Education, Determination (SEED) program helps college students with disabilities get the training they need to get ahead in life by developing soft and/or technical skills, socialization, and independent living skills needed for postsecondary educational and vocational success.

In partnership with the Lehigh Valley Center for Independent Living (LVCIL), LCCC SEED offers a flexible and fully integrated support program providing coaching, educational support, work experiences and comprehensive follow along services through one of three support tracks. In the end, earn any number of certificate or degrees LCCC has to offer including the new Cross Institutional Studies (XISC) workforce certificate of completion or 32 credit certificate.

The application deadline to enroll in SEED for the fall 2025 semester is March 21, 2025. If interested, visit www.lccc.edu/SEED and complete an application. For more information, email seed@lccc.edu.

LCCC Foundation – Employee Annual Appeal Update

Thank you to all employees and faculty for a strong start to our 2024-2025 annual employee appeal to support the LCCC Foundation. Through the month of October we have annualized commitments totaling \$13,837 by 51 participants. We appreciate the tremendous generosity of all participants.

Thank You!

As noted in an earlier version of the College Voice, we're looking to raise \$15,000 in annual commitments through our employee appeal in support of students and college initiatives. Remember, donations can be made anytime on the [LCCC Foundation page](#) of the website or via the monthly email sent in October, November and December.

A thank you reception will be held later in 2025. Personal invitations will be sent to all annual employee appeal participants. More details will follow in a future College Voice edition. Again, thank you!

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 a 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 Know4. 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.

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

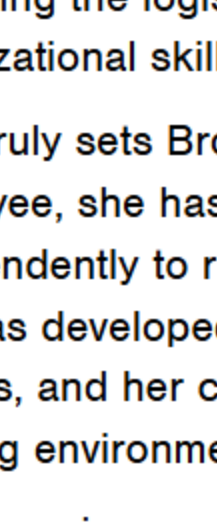
Schedule a meeting with Rachel Peters to ask any questions on training, course development, professional development, and other tools/topics.

Digital Badges

Faculty and staff will have the opportunity to receive digital badges to display on LinkedIn, 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

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



The LCCC Student Government Association has partnered again this year 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. Please remember all gifts need to fit in a standard size shoebox. If you have selected to purchase a gift card for an older child, please place gift cards in a Gift card in the Duplicating and Mail Center.

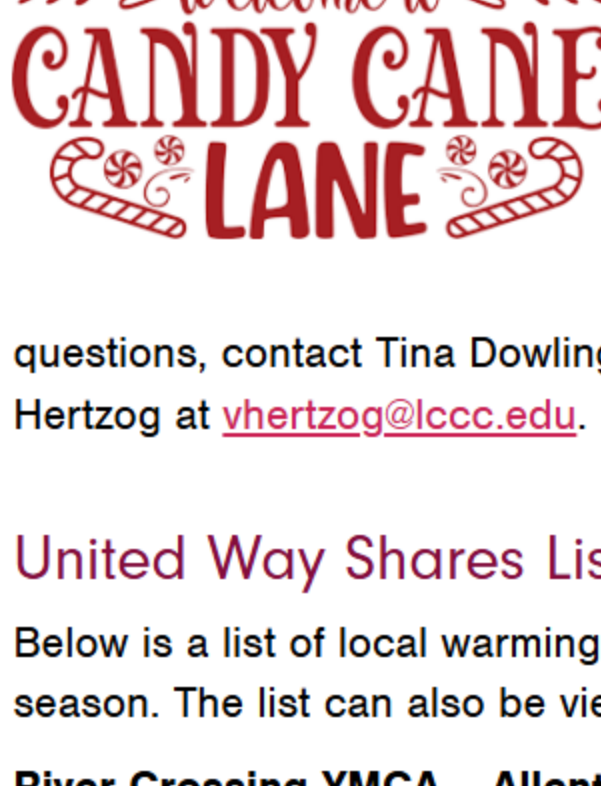
Our goal this year is to provide 40 shoeboxes. We appreciate your support of this community service project!

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 Werley at ewerley@lccc.edu and/or Thomas Simko at tsimko@lccc.edu for the Zoom meeting link.

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.

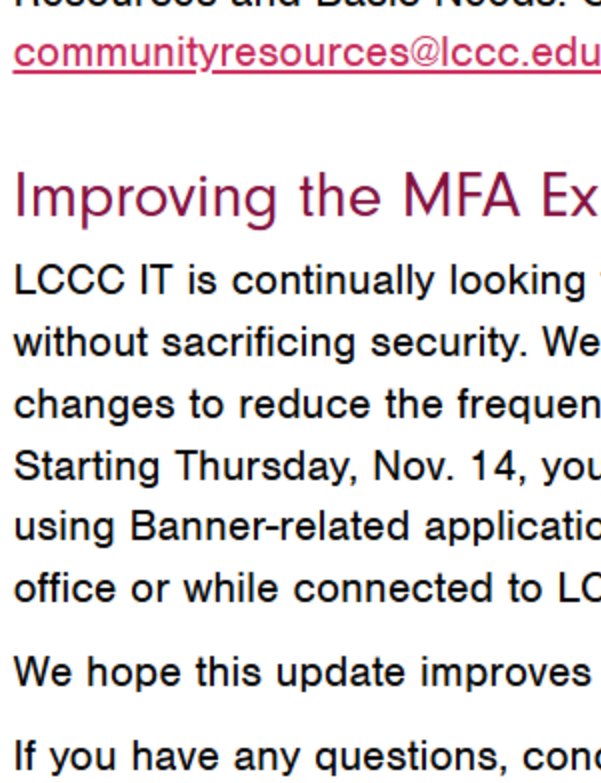
In this critical position, Bronwyn consistently goes above and beyond. Each month, she works tirelessly with her peers to ensure that every exhibition is not only hung and presented properly but also reflects the highest standards of beauty and professionalism. Whether it's preparing artwork for display 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 all admire Bronwyn's kind, creativity, and professionalism. She consistently demonstrates the work ethic, 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.

Candy Cane Lane Holiday Breakfast – RSVP

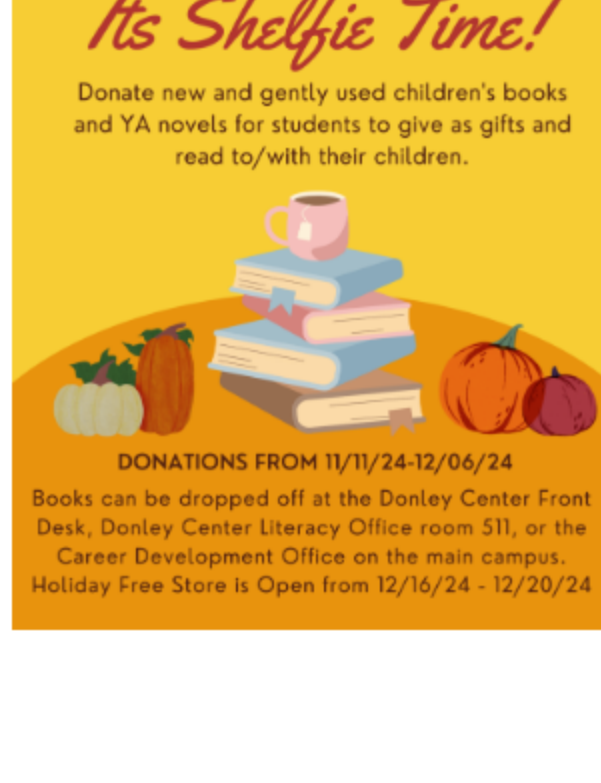


Spirit Committee will host the Candy Cane Lane Holiday Breakfast on Wednesday, Dec. 11, from 8 – 11 a.m. in the Community Services Center. The Donley and Morgan Centers will hold luncheons from 11:30 a.m. – 1:30 p.m. on the same date. RSVP using this [form](#) by Tuesday, Dec. 3. This is a ticketed event;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

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.

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 the staff credentials.

We hope this update improves your experience with Banner services.

If you have any questions, concerns, or feedback please contact hel@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 or x. 1216.

SPIRIT & WELLNESS

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-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. 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 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 vhertzog@lccc.edu.