

The COLLEGE VOICE

Home

November 27, 2023

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

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Quick Links

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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

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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.

Counter 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. – 6:00 p.m., Monday through Friday.

Wellness Center

9 a.m. – 5 p.m., Monday through Friday.
*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 Ronnie Blue at rblue@lccc.edu to schedule a Hangouts meeting.

VP Larissa Verla

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 lverla@lccc.edu to arrange a scheduled meeting.

VP Stefanie Neester

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 to schedule an online meeting.

Dean Peggy Heim

Mondays from 3 to 5 p.m. Email PHeim@lccc.edu to schedule online meeting.

Interim Dean Dr. Jodi Rowlands

Wednesdays, 6 to 9 a.m. or 4 to 5 p.m. Email jrowlands@lccc.edu to schedule a meeting.

Dean Dr. Andrea Grannum-Mosley

Mondays from 1 to 3 p.m. Email agrannummosley@lccc.edu to schedule via Hangouts.

Interim Dean Eike 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 K.Trahan@lccc.edu to schedule an online meeting.

CID Joshua Mitchell

Tuesdays from 11 a.m. to noon. Email jmitchell10@lccc.edu to schedule online meeting.

Dean Scott Aquila

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

ANNOUNCEMENTS

LCCC Earns Best for Vets Designation

LCCC has earned the title of Best for Vets for Colleges based on its veterans retention and graduation rates, grade point averages and the availability of a variety of military specific resources. The designation is from the Military Times, which also coordinates the Military Friendly Schools list, a designation the college has received since 2011.

A total of 325 schools made the list this year, the result of a survey sent to colleges and universities across the country about their veterans programs. Results were analyzed along with public data from the U.S. Department of Education and Department of Veterans Affairs. The entire list can be found on [bestforvets.com](#).

LCCC continues to provide resources and support services to active military and veteran students, including their spouses and dependents, to meet their specific needs while attending college. Resources include veterans' lounges at both the Schnecksville and Tamaqua campuses, preferred scheduling, scholarship opportunities and a dedicated Veterans Support Team to provide the resources needed to successfully transition to college. The LCCC Veterans Club provides an opportunity to find support, a purpose and make connections with fellow veteran and military students. In addition, the Veteran Advisory Board ensures LCCC remains current on relevant veteran-related issues. Students can also join SALLUTE Veterans National Honor Society that recognizes academic achievements.

For more information on LCCC's veterans programs, contact Ariel Van Dam, assistant director of returning adults and veterans, at avandam@lccc.edu or 610-799-1545.

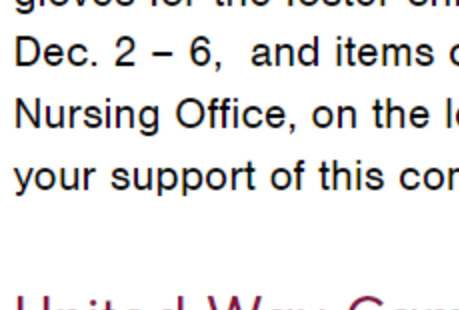
LCCC Tamaqua – Angel Tree Gift Drive

One Step Forward, the LCCC Tamaqua social justice club, is partnering with the Salvation Army's Angel Tree Program. We received wishes from 25 local children. Our Angel Tree is located at The Morgan Center's front office.

Each tag must be signed out, and gifts are due back to the Morgan Center by Wednesday, Dec. 6. Please be sure to attach the tag to your gift when you return it! Gifts may be placed in a gift bag, but they should not be wrapped.

We hope you'll consider participating in the program during this season of giving!

LCCC Nursing Student Elected to Student Nurses Association of PA Board



At the Student Nurses Association Convention of PA (SNAP), held earlier this month, LCCC nursing student Adrianna Berdiacca Colon was elected to the SNAP Board. Adrianna was running against other nursing students from two and four year colleges and universities and won the election for Southeast Regional Coordinator. Congratulations Adrianna!

Political Society Bake Sale Fundraiser

The Political Society will be holding a bake sale, including coffee and hot chocolate, on Wednesday, Dec. 6, from 10 a.m. to 1 p.m. in the ARC cafeteria. All proceeds will be donated to Project Hope for relief in Israel and Gaza.

Project Hope staff in the region are working with local authorities, UN agencies, and civil society to coordinate the delivery of urgent aid for both Israel and Gaza. If you are not able to attend the bake sale you can make a donation via interoffice donation to Jenna Duke. Checks should be made payable to LCCC.

Winter Wear Drive for KidsPeace

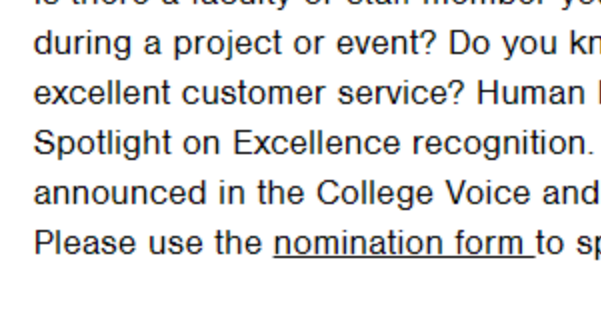
The Student Nurses Association is holding a drive for winter hats, scarves and gloves for the foster children at KidsPeace. Donations will be accepted from Dec. 2 – 6, and items can be dropped off at the collection bin located in the Nursing Office, on the lower level of Science Hall, Room SH 32. Thank you for your support of this community service project!

United Way Campaign Update

Thank you to all of the 'superheroes' who participated in 'Be a Hero' Day sponsored by the Spirit Committee! We are currently a little over \$1,500 away from meeting this year's fundraising goal of \$6,500. It's not too late to donate... this year's campaign is open through Nov. 30.

Winners of the Prime Parking Spot and Warm & Cozy basket will be drawn and notified on Dec. 1. As a reminder, contributions can be made through the link provided in Dr. Bieber's United Way email sent on Nov. 1 or, if you prefer a paper application, please contact Tiffany in HR at THehnschaetter@lccc.edu. Thank you for supporting LCCC's 2023 United Way campaign!

Graduation of First CPT+ Class at the KDRP Plant



The first graduation ceremony for the Certified Production Technician Plus (CPT+) class at the Keurig Dr Pepper (KDRP) manufacturing plant in West Allentown occurred this fall. The event was well attended by students in addition to KDRP management. Eight students received completion certificates from LCCC and credentials from the

Manufacturer Skill Standards Council (MSSC). Lead instructor Chip Wacob provided a summary of the theory and hand skills that were learned during the 14 week program. CPT+ is a registered pre-apprenticeship program with PA Labor and Industry. For any questions please contact Don Worman, dworman@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 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, CALL 911

If there is a 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 the injured person's family or 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

Check out the 2023 November Edition of the Department of Online Learning Newsletter! This edition includes; event dates, the EDUCAUSE Horizon Report, info about a ChatGPT workshop video to watch from SUNY, important Canvas updates, new analytics updates and recognition for our recent Online Learning Badge earners! If you have any questions about anything in the newsletter reach out to us at onlinelearning@lccc.edu.

Online Learning Courses Available

Register online for our live and self-paced trainings. Trainings include: Canvas Studio 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 toolstotopics.

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.

Congratulations to the following people who have recently earned the Essentials Badge with: Joseph Fortunato, Cosette El Hage, Cherryn Joseph, Florida Melendez, Michael Owen and Timothy Shoemaker.

REMINDERS

SGA Needs Your Help to Fill 22 Holiday Hope Chests

Help SGA and provide a little happiness in a shoebox for children this holiday season! This program helps our regional nonprofit partners who support youth in the community through their programs and services. This program is sponsored by the Volunteer Center of the Lehigh Valley.

Please stop by the Student Union on the lower level, take a tag, bring back your unwrapped gift with your tag attached, and place it in the collection box by Nov. 28. All gifts need to be able to fit into a standard size shoebox. Gift cards can be placed in Gene Eden's mailbox in the Mail and Duplicating Center, lower level of the SSC. Thank you for your support!

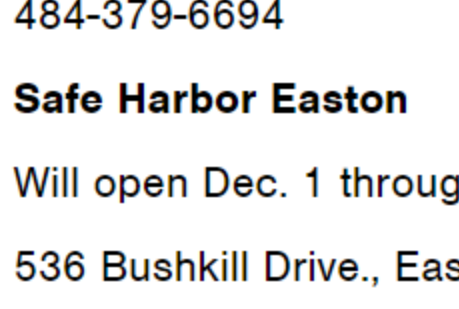
Advisors Needed for LCCC Clubs

There are currently several clubs that are seeking a faculty or staff member to serve as an advisor for their group. These groups provide opportunities for students to pursue special interests, develop interpersonal and leadership skills, meet other students, work with faculty and staff, and take advantage of learning experiences that exist outside the classroom.

The activities sponsored by student groups enrich the total educational experience and quality of campus life. As advisors, faculty and staff members have an excellent opportunity to work with college students in a non-classroom environment, enriching student-staff/faculty interaction. We know from experience and research that this interaction has a positive effect on student retention and graduation.

The following groups are currently in need of an advisor or co-advisors: Outdoors Club, Latin@Leadership, SACEIB, Student Advisory Council for Equity, Inclusion and Belonging. For more information about these clubs and more information on the responsibilities of serving as an advisor please contact Gene Eden, geden@lccc.edu.

Disability Rights and Advocacy Panel



The J.E.D.I Center will be hosting a Disability Rights and Advocacy Panel on Wednesday, Nov. 29, at 2:15 p.m. You can zoom in or come to the J.E.D.I. Center to participate in person. The panel will feature Dr. Josie Badger, Monica Albert Still, Melanie Nussbaum, Nadya Robinson, and Everett Deibler. They will be discussing disability rights and informing us on how we can be better advocates. Use [this link](#) to join on the zoom Wednesday, Nov. 29, at 2:15 p.m.

Lehigh Valley Winter Warming Stations

Lehigh Valley locations have been designated as winter warming stations for the community throughout the winter months. Warming stations are short-term emergency shelters that operate when the temperature and weather conditions become dangerously inclement. They serve in the prevention of death and injury from exposure to the elements. Many warming stations provide shelter, food and a safe place for those experiencing homelessness in our community. For the most up-to-date listings and information on volunteering at these locations, contact PA 211 East by phone at 211-1 or visit pa211.org.

Greater Valley Y-Allentown

Will open Nov. 15 through April 15, 2024 from 7 p.m. – 7 a.m. daily.

Dinner meals will be served seven nights a week.

425 S 15th St., Allentown, PA 18102, entrance through auxiliary gymnasium from Elm Street

610-351-9622.

Bethlehem Emergency Shelter

Will open Nov. 15 through April 30, 2024 from 5 p.m. – 7 a.m.

Dinner will be served between 5:30-7:30pm.

Breakfast-to-go bags will be distributed as guests depart.

75 E Market St., Bethlehem, PA 18018

484-379-6694

Safe Harbor Easton

Will open Dec. 1 through March 31, 2024 from 7 p.m. – 7 a.m. daily

536 Bushkill Drive., Easton, PA 18042

610-258-5540

This information has been provided by LCCC's Community Resources Office. Contact information: Phone (610)799-1087

Email: communityresources@lccc.edu

College Policies and Regulations Manual

The following revised policies have been approved by the LCCC Board of Trustees on Nov. 2, 2023:

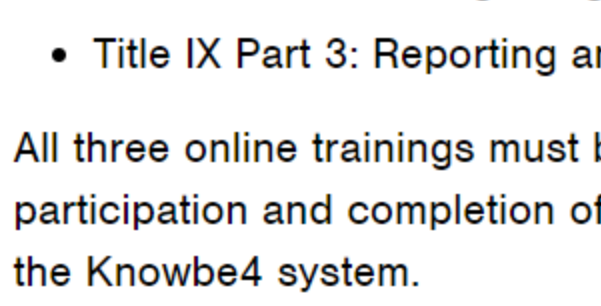
– Policy 2-700 – Academic Honesty

– Policy 2-702 – Disability Support Services

– Policy 3-241 – Text Messaging (new policy)

Click [here](#) to view the most current version of the College Policies and Regulations Manual.

New Student Employee of the Month



Please join us in congratulating Mya Heffner, the Student Employee of the Month for November!

Mya is an outstanding member of the Morgan Center team. Her exceptionally kind and friendly presence contributes to an atmosphere that is welcoming and open to all students, faculty, staff and visitors. Mya has taken a leadership role in this position, especially in onboarding new student workers and welcoming in new students. She is quick to look for ways to help students and staff alike. In addition to working quickly and efficiently on assigned tasks, she recognizes larger Morgan Center and LCCC goals and works hard to support these goals.

We appreciate all of your contributions, Mya. Congratulations again! If you notice a student employee doing excellent work on campus, nominate them for Student Employee of the Month using [this form](#).

Rothrock Library – New Arrivals

Looking for your next read? Click [here](#) to see our New Arrivals. Simply click on the book cover and "Place a Hold." Books can be sent to your mailbox. Please contact the library at x. 1150 if you have questions.

Title IX for Higher Education Training

As part of the college's annual sexual violence awareness trainings, this year's Title IX online training will again be provided by Knowbe4 and will consist of three online trainings.

Knowbe4 is a single sign-on system that will enable you to log in using your portal username and password.

This training is mandatory for all employees and must be completed annually. The deadline for completing all three trainings is Friday, Dec. 15, 2023.

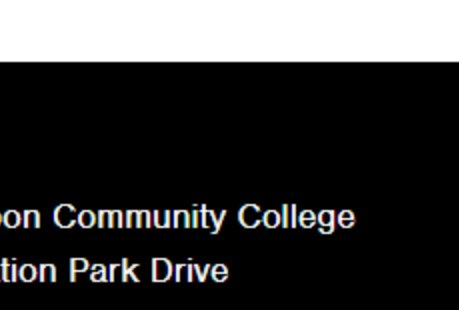
You will be notified via email on Monday, Nov. 27, from Knowbe4, the following trainings:

- Title IX Part 1: Requirements and Responsibilities (approx. 8 minutes in length)
- Title IX Part 2: Recognizing Misconduct (approx. 11 minutes in length)
- Title IX Part 3: Reporting and Response (approx. 14 minutes in length)

All three online trainings must be completed by Dec. 15, 2023. Your participation and completion of these trainings will be automatically logged by the Knowbe4 system.

If you have any questions regarding the trainings, Title IX/Equity Coordinator Donna Williams, Director of Human Resources, Title IX/Equity Coordinator at 610-799-1107.

The Literacy Department is Seeking Book Donations



The Literacy department located at the Donley Center is looking for donations of new and gently used children's books and young adult novels.

We will be accepting donations from Nov. 27 – Dec. 8, for our annual holiday free bookstore where students are able to choose books as holiday gifts. Donations can be dropped off at the front desk of the Donley Center or at the literacy office located in room 511. Book donations can also be dropped on in the box inside the Career Development office between 9 a.m. – 4 p.m. If you have questions please contact Allison Ludlow at aludlow@lccc.edu or 610-799-1216.

SPIRIT & WELLNESS

Spirit Committee Upcoming Events

Mark your calendars for these upcoming events, brought to you by the LCCC Spirit Committee!

December

Spirit Day: Holiday Attire – Friday, Dec. 1

NYC Bus Trip (SOLD OUT) – Saturday, Dec. 2

Holiday Party and Breakfast – Tuesday, Dec. 5

January

Virtual Office Bingo – Wednesday, Jan. 10

Hot Cocoa and Cider Day – Wednesday, Jan. 17

Virtual Office Bingo – Wednesday, Jan. 24

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

Sweat 4 Swag 2.0

Sweat 4 Swag is back! Come over to the Wellness Center and start your journey of earning cool Lehigh Carbon gear while creating a healthy lifestyle.

Wellness Center Hours

Please check [our website](#) or [our new Facebook page](#) for updates and upcoming events.

All hours subject to change. All changes will be communicated through our Facebook page.