



November 4, 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@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@lccc.edu to schedule a Hangouts meeting.

VP Larissa Verta
Access virtual office hours from 9:30 to 10:30 a.m., Tuesdays from 12:30 to 2 p.m., or email ljacob@lccc.edu to arrange a scheduled meeting.

VP Stefanie Mastor
1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email Marta.Brown@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 EReichardt@lccc.edu to schedule an 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 JMitchell10@lccc.edu to schedule an online meeting.

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

ANNOUNCEMENTS

People Interested in Truck Driver Training Invited to LCCC Info Session

People interested in the growing field of truck driving are invited to an information session about LCCC's Commercial Drivers License (CDL) training program from 6 to 7 p.m., Wednesday, Nov. 20. The session will be held in room 106 of the Community Services Center.

The college offers Class A Tractor Trailer training in as little as four weeks, in classes held during the day, weekend or evening. In the CDL program, students will learn defensive driving, maintenance, trip planning, equipment inspection, road safety and laws.

Enrollment is offered on a rolling basis, with new classes beginning every four weeks for the daytime program and every eight weeks for the evening and weekend programs. LCCC partners with Ancora Training to provide the training to prepare people for the truck driving industry. Ancora Training is a national workforce training provider and contracts with colleges and corporations nationwide. Its offerings emphasize hands-on learning and road safety.

For more information or to register for the information session, contact Cherry Young at 866-693-4661, ext. 0771, or cherry.young@ancoraeducation.com. For more information about the CDL training at LCCC, visit www.lccc.edu/CDL.

LCCC Learning Specialists Present at PA MASLOW Convening



LCCC Learning Specialists Jess Joseph and Michael G. Spinks presented at the PA Department of Education's 2nd Annual PA MASLOW Statewide Collegiate Basic Needs Convening on Tuesday, Oct. 29, in Harrisburg. Their session was entitled, "How to College: Assisting Adult Learners as They Navigate Higher Education." To learn about the PA MASLOW and its

mission to "engage and collaborate to create supportive collegiate environments" please [click this link](#). If you have any questions or would like a copy of the presentation, contact Michael Spinks, mjspinks@lccc.edu.

Social Media and Photography Requests

As the end of the fall semester approaches, please ensure that you submit all [social media marketing and photography requests](#) in advance for any and all [social media, marketing-related or club events you plan](#). The lead time on these requests is five business days prior to the due date of social media coverage and/or the date of the event with photography needs. If you have any questions or, please contact Daniel Melin, Content Developer and Social Media Specialist, at dmelin@lccc.edu.

November Edition of the Department of Online Learning Newsletter

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.

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 Center 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](#).

Spirit Day – R.E.D. Day

Join us on Monday, Nov. 11, in wearing red attire for Spirit Day.

What is R.E.D. Day? R.E.D. is an acronym that stands for Remember Everyone Deployed. R.E.D. Friday was created to remind people of our heroes overseas and show that we are thinking of them. People across the country wear red every Friday to serve as a reminder and spread the message of how important it is that we keep our troops in our thoughts. We will be wearing red on a Monday in coordination with Veterans Day.

As a military friendly school, we encourage all of our colleagues to join us for R.E.D. Fridays on any Friday throughout the year, as well as on Nov. 11.

Movement Challenge Week 4 Recap



85% of participants tracked and submitted their weekly activity.

65% of participants completed two or more types of movement including: barre, walking, running, yoga, and biking.

94% believe they are drinking enough water to stay hydrated and replenish their body. The National Academy of Medicine

suggests an adequate intake of daily fluids of about 13 cups for men and 9 cups for women, with 1 cup equaling 8 ounces.

The group logged just under 1 million steps in week 4 of our challenge!

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

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 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

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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

College Relations Produces New Marketing Videos



The office of College Relations, working with 3Seed Interactive Marketing and Design, has created new student success testimonial videos for use in marketing initiatives and social media. All videos can be viewed on the LCCC [YouTube page](#).

Students featured include both recent alumni and current students. A recurring theme is the sense of purpose and belonging students discovered throughout

their time on campus.

Transfer Events at Morgan and Donley

Do you know students who are interested in transferring to a four-year college or university and/or looking to earn a bachelor's degree? There are two upcoming transfer events happening at the Tamaqua and Allentown sites.

On Tuesday, Nov. 12, 9 a.m. to 1 p.m. transfer advisor, Fauzia Graham and representatives from the colleges/universities listed below will be available in the Morgan Center lobby to answer questions about the transfer process and discuss LCCC's partnerships with over 60 four-year institutions.

Participating institutions at the Morgan Center:

- Alvernia University
- Cedar Crest College
- Commonwealth University
- Kutztown University
- Penn State University
- Western Governor's University

On Wednesday, Nov. 13, from 8 a.m. to 12 p.m. in the lobby of the Donley Center students can meet with transfer advisor, Fauzia Graham, and ask questions about the transfer process.

For more information about both events contact Fauzia Graham at adviseem@lccc.edu.

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 Ruck '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](#).

Nanotechnology Presentation at LCCC

The LCCC community is invited to the Nanotechnology Presentation by the Penn State University. LCCC and PSU have a long-standing partnership providing our students with an opportunity to take classes at the PSU main campus and earn a nanotechnology manufacturing degree or certificate. The presentation will take place on Tuesday, Nov. 5, at 11:15 a.m. in TC 102. Please email Nada Veskovcic at nveskovcic@lccc.edu for more details or questions.

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!

October

Movement Challenge – All Month

November

Virtual Bingo – Wednesday, Nov. 13, 12 – 1 p.m.

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