



December 2, 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, December 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](#)
- [Academic Council](#)

Registration Status Reports

To view registration status reports, go to the Institutional Relations 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 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 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 Nester
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 mbowen@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 Eike Reichardt
Wednesdays from 3 to 5 p.m. Email EReichardt@lccc.edu to schedule online meeting.

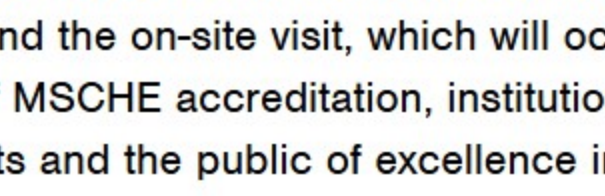
Dean Dr. Kelly Trahan
Mondays from 3 to 5 p.m. Email KTrahan@lccc.edu to schedule an online meeting.

CIO 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

Reaccreditation Call for Working Group Volunteers



As noted in previous editions of College Voice, LCCC is entering the reaccreditation process with the Middle States Commission on Higher Education (MSCHE). This process consists of two parts: the Self-Study Report, which is due in 2026, and the on-site visit, which will occur in 2027. In meeting the quality standards of MSCHE accreditation, institutions earn accredited status, assuring students and the public of excellence in higher education.

The Self-Study Report will be developed through seven Working Groups. Each Working Group corresponds to a standard identified by MSCHE. Information on each standard can be viewed [here](#). To achieve the most successful outcome, the college is seeking your volunteer participation on one of the following Working Groups:

- Standard I: Mission and Goals
- Standard II: Ethics and Integrity
- Standard III: Design and Delivery of the Student Learning Experience
- Standard IV: Support of the Student Experience
- Standard V: Education Effectiveness Assessment
- Standard VI: Planning, Resources, Institutional Improvement
- Standard VII: Governance, Leadership and Administration

If interested in serving on one of the Working Groups please reach out to Scott Aquila, Accreditation Liaison Officer (ALO), at saquila@lccc.edu.

LCCC and DeSales Agreement Streamlines Transfer Pathway

An agreement between LCCC and DeSales University will benefit LCCC graduates who are working toward their bachelor's degree, guaranteeing eligible graduates admission to the university.

Through this new agreement, LCCC graduates who earn an Associate of Arts (A.A.) or Associate of Science (A.S.) are guaranteed admission at DeSales. In addition, the DeSales general education requirements will be satisfied through the LCCC degree program, with a few class exceptions.

Students with the intent to transfer to DeSales can take one tuition-free course toward their bachelor's degree during their completion of the LCCC associate degree. Also, students with a grade point average of 2.75 or above will receive a total financial aid package, inclusive of any scholarships, of at least 50% off DeSales tuition.

Information about the transfer program can be found on LCCC's [transfer webpage](#).

For additional information, contact the LCCC Office of Admissions at Admissions@LCCC.edu or 610-799-1575. LCCC students interested in transferring to DeSales can also contact admiss@desales.edu.

Lunchtime Trivia and Pizza at the Rothrock Library

Come and give your brain a workout by joining SGA and Rothrock Library on Wednesday, Dec. 4, for our first ever Lunchtime Trivia event! We'll be handing out pizza at noon (while supplies last) and will be kicking off trivia at 12:15 p.m. Students, staff and faculty are all invited.

Holiday Jazz Yoga

Join us for Holiday Yoga on Thursday, Dec. 5 at 2:30 p.m. in Barrier Hall Dance Studio (BH 101). This session will consist of a 45 minute slow vinyasa flow set to holiday jazz music. Bring a mat or towel and water. Limited mats are available. Email Lacey Timony at LTimony@lccc.edu to register. All abilities welcome. Modifications available.

Strategic Innovation Grant Now Open

The Strategic Innovation Grant is designed to encourage faculty and staff innovation to enhance the lives of our students and college community and improve educational delivery. Consideration will be given to progressive, inventive, creative ideas that transform curriculum, college activities, student life, partnerships, and/or support services. Funding is available for projects requiring less than \$22,795. The amount awarded may differ from the requested amount, but will not exceed the amount budgeted annually by the college. Click [here](#) for more information including the criteria, deadlines, and the application.

Students Attend Women in STEM Event

On Nov. 12, students Azelia Castillo, Lorianna Colon, Orlando Davila, and Crystal Galban Arocho joined Dr. Deepika Khilanney in attending the WISDOM (Women in Science Demonstrating Outstanding Merits) and WISE (Women in Science and Engineering) Forum at the Da Vinci Science Center. The event focused on leadership, diversity, and empowering women in STEM. They participated in workshops and attended panels covering topics such as workplace inclusivity and supporting underrepresented groups in science and engineering. It was an inspiring and insightful experience for all who attended.

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

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

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

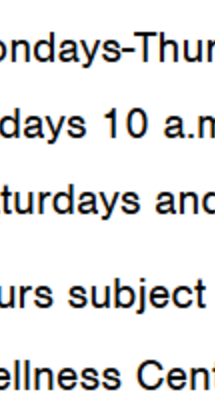
LCCC Foundation - Employee Annual Appeal Update

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!

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 Gene Eden's mailbox in the Duplicating and Mail Center.

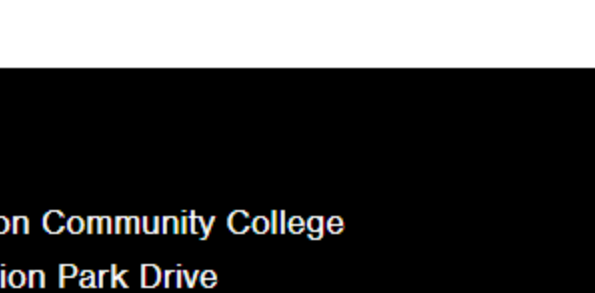
Our goal this year is to provide 40 shoeboxes. We appreciate your support of this community service project!

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

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.

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's 9 a.m. – 5p.m.
- Friday's 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:

- 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 or Ginny Hertzog at vhertzog@lccc.edu.