



December 9, 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" 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 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 Veris
Access virtual office hours on Mondays from 3 to 5 p.m., Tuesdays from 9:30 - 10:30 a.m., and Thursdays from 12:30 to 2 p.m., or email lveris@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 erreichardt@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.

CJO Joshua Mitchell
Tuesdays from 11 a.m. to noon. Email jmitchell108@lccc.edu to schedule online meeting.

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

ANNOUNCEMENTS

Input Requested as Accreditation Process Begins

MSCHE
MIDDLE STATES COMMISSION
ON HIGHER EDUCATION

As we prepare for the accreditation and self-study process through the Middle States Commission on Higher Education, we invite the college community to participate in a brief survey about institutional priorities. We need your input to identify our priorities for the self-study process.

The survey will be live from Dec. 9-18, and the entire college community is encouraged to complete it with your feedback. Access the survey [here](#).

The institutional priorities will guide our Self Study Design and are evaluated within the self-study process and final report. The institutional priorities will align with the college's mission, vision, and strategic plan. The Self-Study Design document is due Feb. 14, 2025.

Thank you for your time as we work together on the college's Middle States accreditation.

Payroll Notification: Jan. 2, 2025 Pay Date

The time card submission deadline for pay date Dec. 19, 2024 (period of Dec. 1 to Dec. 14) is Dec. 16, by 9 a.m.

The first pay of 2025 will be on Jan. 2, 2025. All timesheets for the period of Dec. 15 to Dec. 28 are to be submitted on Dec. 19, by 9 a.m. and approved by the supervisor by 12 p.m.

Estimated hours will be required to meet this deadline. Should estimated hours not equal the actual hours worked, the variance must be adjusted in the following pay to be disbursed on Jan. 18, 2025.

For detailed holiday information, please refer to LCCC's Policies and Regulations Manual and/or Faculty/Staff Collective Bargaining Agreements.

Wear Your Best Holiday Attire for the Holiday Breakfast

Attending the LCCC Spirit Committee's Holiday Breakfast this Wednesday, Dec. 11, from 8 - 11 a.m. in the Community Services Center?

Remember to wear your most festive holiday attire for Spirit Day. Also, be sure to keep an eye out for communications about your ticket. You will need your ticket for entry into this event. We can't wait to see you there!

For questions, contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

Dean Taylor's Presentation at NASW-Vermont

Tonisha Taylor, Dean of Humanities, Social Sciences and Inclusion, recently facilitated a workshop during the annual conference for the National Association of Social Workers in Vermont. During the two-hour workshop, titled Black Children of Incarcerated Parents: Understanding Challenges, Recognizing Resilience Factors, participants were guided through several thought-provoking prompts which fostered an important dialogue about the subject matter. Workshop attendees included Ethan Avenidaño-Lawrence, LICSW, who currently serves as the Outreach Representative for Senator Bernie Sanders. All licensed social workers earned two continuing education credits in the domain of cultural competency for attending this workshop.

LCCC Holds Extra Hours to Help Students Register for Spring 2025 Semester

For the convenience of students who are registering for the Spring 2025 semester, LCCC will hold special enrollment days during the holiday break in December and on two Saturdays in January. Students can make appointments to meet with staff for any of these days, from 9 a.m. to 3 p.m.:

Friday, Dec. 27 (in person at main campus in Schnecksville and sites in Tamaqua and Allentown)
Saturday, Jan. 18 (virtual only)
Saturday, Jan. 25 (virtual only)

The 14-week spring session starts Jan. 24 and ends May 17, 2025. In addition, LCCC offers several accelerated spring semester options. There are two 7-week sessions - the first is held from Jan. 24 through March 14 and the second runs March 28 to May 17. A 10-week option begins Feb. 28.

During enrollment days, staff in Student Services will be available to help students by phone or via zoom. Students can also receive assistance through email. To make appointments to meet with staff, use the contact information below.

- Academic Advising - 610-799-1137 or advise@lccc.edu prior to Dec. 23. You can also schedule an advising appointment [online](#).
- Admissions - 610-799-1575 or admissions@lccc.edu
- Business Office - 610-799-1592 or busarr1@mymail.lccc.edu
- Financial Aid - 610-799-1133 or finaid@mymail.lccc.edu
- Registration and Student Records - 610-799-1171 or registr@lccc.edu

Students can also make an appointment for remote placement testing by contacting the Admissions Office (see contact information above). Testing will be set up within one business day. Students will receive directions and passwords when their testing is available.

The Bookstore on the Schnecksville campus will be open for in-store shopping over the winter break with modified store hours. Hours are available online. Students can also order textbooks and supplies [online](#).

All tuition payments are due at time of registration. Current students can register or make payment [online](#).

Weekly Yoga

Starting in the spring semester, weekly yoga classes will be held in Berrier Hall, Dance Room. Classes will be every Thursday at 2:30 p.m. Email ltimony@lccc.edu to register.

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 college 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 below](#) 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
Prohibited 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

Middle States Co-Chairs and Self-Study Timeline

MSCHE
MIDDLE STATES COMMISSION
ON HIGHER EDUCATION

The Steering Committee, Verification of Compliance and Standards Working Groups co-chairs have been finalized for the Middle States Commission on Higher Education reaccreditation process. That list can be viewed [here](#). The Self-Study timeline for 2025 - 2027 can be viewed [here](#). Stay tuned to College Voice for future updates. In the meantime, if discussions regarding the Self-Study occur within the course of committee, division or department meetings, please document those within meeting agendas and minutes.

An Invitation: Spring 2025 Inclusion Event - Shine His Light

During the Spring 2025 semester, a series of Inclusion Events will be offered to the LCCC community entitled Restore: Offerings to Inspire Compassionate Conversations.

To begin, in January 2025, we will celebrate Martin Luther King Day with a weeklong event: Shine His Light!

Would you like to reflect upon Dr. Martin Luther King's words of hope, peace and love? If so, please consider receiving an inspiring email (January 20-23), featuring a quote, reading or short video to highlight Dr. King's message.

Shine His Light will culminate on Thursday, Jan. 23 from 12-1 p.m., with a gathering for personal and collective reflections of Dr. King's eternal relevance.

To indicate your wish to participate and receive a daily email from January 20-23, please complete [this Google form](#) by Jan. 9.

Class Pass

At the Fall Open House, in collaboration between admissions and faculty, class passes were handed out to prospective students as an opportunity for them to sit in on a class to really experience what LCCC is like. Admissions is happy to report that the first class pass was used on Dec. 3. Thank you to Prof. John Loughman for hosting our guest!

Dr. Bieber Named to Higher Ed Power List

LCCC president Dr. Ann D. Bieber has been named to the [Lehigh Valley Business 2024 Power List for Higher Education](#). Dr. Bieber is one of the individuals who hold positions that give them the ability to shape our communities and influence our quality of life through education.

Incomplete Grade Recovery Session for Fall 2024

COACHING COMMONS
Success Coach

If you are assigning an incomplete (I) grade for the Fall 2024 semester, you can communicate that with your students and enroll them in the Incomplete Grade Recovery Session that will take place during the Winter Session, which begins on Dec. 16, 2024 and ends on January 17, 2025. Upon enrollment, students will be assigned a Recovery Success Coach who will communicate with you and your students to recover the incomplete work before the Spring 2025 semester begins. We strongly urge you to require that students complete their work with the help of a coach before Jan. 17, 2025. Students are more successful when they are held to an earlier due date, and they can progress and enroll in the upcoming semesters.

In order to enroll your students, please complete the Incomplete Grade Recovery Session [enrollment form](#). It is imperative that you fill this form out completely so the process can begin. All questions can be directed to Dr. Melanie A. Turrano, Professor of English and Coaching Commons Coordinator, at mturrano@lccc.edu.

New phone? Update MFA

Reminder! If you receive a new phone this holiday season, you'll need to update your MFA app before discarding your old phone. For additional steps, please visit - [How to Enroll in Okta Verify](#).

Payment Processing for December

Accounts Payable will process the last check run for 2024 on Thursday, Dec. 19. Please have any invoices that need to be paid before the end of the month to the Finance Office no later than Monday, Dec. 16, by 5 p.m.

Friday, Jan. 3 will be the first Accounts Payable check run for 2025. Please reach out to Accounts Payable at ap@lccc.edu if you have any questions.

Review Employee Address

To ensure accurate communication regarding payroll (W-2) and other LCCC correspondence, please review your profile information in BannerWeb Employee Self Service. To update a home address, please complete a Residency Certification Form and submit to LCCC's HR department. Please note there is a form for main campus and one for other campus sites.

[Main Campus Form](#)
[Other Campus Sites Form](#)

Reaccreditation Call for Working Group Volunteers

MSCHE
MIDDLE STATES COMMISSION
ON HIGHER EDUCATION

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 MSCHC 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 MSCHC. 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.

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.

SPIRIT & WELLNESS

Wellness Center Fall Hours

Wellness Center winter hours will be Monday, Dec. 9 through Thursday, Jan. 23 from 10 a.m. - 2 p.m.

The Wellness Center will be closed on the following dates:

- Monday, Dec. 23 through Wednesday, Jan. 1

Spirit Committee's Upcoming Events

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

December

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.