

The COLLEGE VOICE

Home

February 24, 2025

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

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- [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](#)

Minutots

- [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

9 a.m. - 2 p.m., Monday through Friday

Lobby Hours

7:30 a.m. - 7 p.m., Monday through Thursday, 8 a.m. - 5 p.m., Friday

Course services Monday through Friday at 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 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 Beane at tbeane@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 2 to 5 p.m., Tuesdays from 9:30-10:30 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.

Dean Tonisha Taylor

Mondays from 10 to 11 a.m. or 4 to 5 p.m. Email ttaylor@lccc.edu to schedule an online meeting.

Interim Dean Andrew King

Tuesdays from 10 to 11 a.m. or 4 to 5 p.m. Email aking@lccc.edu to schedule a 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 jmitchell@lccc.edu to schedule online meetings.

Dean Scott Aquila

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

ANNOUNCEMENTS

Accept the New Security Certificate for Wi-Fi Access

Starting Feb. 26, you may be prompted to accept a new security certificate to access LCCC Wi-Fi. If you are prompted, please accept the certificate to get connected. This is a valid prompt and it is safe to trust/accept this new certificate.

Below are screenshots of what you might see.



Please refer to the link below for more detail.

<https://help.lccc.edu/its/public/app/content/detail/knowledgeitem?origin=news&lebar&unit=ccc13f5215848e3a104bd6523d26219&news=true>

Fall 2025 Course Schedule Posted to Website

The course schedule for Fall 2025 has been posted to the College website, and can be viewed [here](#). Registration for Fall 2025 will open on Friday, March 7 for Veteran students and on Monday, March 10 for all students.

Nominations Open for 2025 Spirit Awards

The LCCC Spirit Committee is inviting nominations for the LCCC Spirit Award for each of the following groups: ESP Staff, Administrators and Faculty which will be presented at the Employee Appreciation Ceremony in May.

Spirit awards are given annually to eligible regular full and part time ESP Staff, Administrators and Faculty. The Spirit Award Committee will select one award recipient in each category. The Spirit Award honors a staff or faculty member who demonstrates enthusiasm and an optimistic approach to work and creates an inclusive and supportive environment. Previous recipients of the award are not eligible.

To nominate a colleague, use [this form](#). Please use the following criteria to nominate a colleague; be prepared to offer examples of how the employee exhibits these criteria:

Positive Attitude – Consistently maintains an optimistic outlook, even during challenging situations; brings enthusiasm and energy to the workplace; helps to create a supportive environment.

Team Collaboration – Actively contributes to teamwork, supports colleagues and promotes a sense of unity; works well with others to achieve shared goals and fosters a cooperative environment.

Workplace Culture Contribution – Demonstrates commitment to fostering a positive company culture; engages in activities that promote inclusivity, diversity and respect within the college.

Going Above and Beyond – Regularly exceeds expectations in terms of performance and initiative; takes on additional responsibilities or offers to help others without being asked.

Leadership and Inspiration – Inspires others through actions and works, helping to motivate and encourage teammates; demonstrates leadership qualities, whether in formal or informal capacities.

Supportive and Empathetic Behavior – Shows genuine care and concern for the well-being of colleagues; actively listens and provides emotional support or encouragement when needed; serves others and always willing to help; inspires and encourages others.

Creativity and Problem-Solving – Brings innovative ideas to the table and helps solve problems creatively; encourages others to think outside of the box and embrace new approaches.

Commitment to the Organization's Values – Consistently aligns behavior with the company's mission, vision and values; demonstrates ethical behavior and acts with integrity.

Overall Positive Impact – Has a lasting, positive influence on the workplace environment, boosting employee morale and creating a sense of community.

The deadline to submit nominations is Friday, March 14 at 5 p.m. If you have questions, contact Tina Dowling-Hackett (tdowlinghackett@lccc.edu) or Ginny Hertzog (ghertzog@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

If serious injury or illness occurs on campus, CALL 911. After you call 911, call the Public Safety at x1169 to inform them you called 911. Public Safety will report 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 KnowB4. 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 [Winter edition](#) of the Online Learning Newsletter. This edition includes information about our training programs, a great article on creating active virtual learning communities in asynchronous courses and ideas to try, and an Accessibility, Usability, and New ADA Ruling training. We want to recognize our badge earners from the Winter on page 2 and there is 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 Accreditation Update

At the State of the College forum in January, Dean Scott Aquila and members of the Steering Committee presented an overview of the Middle States Commission on Higher Education (MSCHE) accreditation process. A timeline of the process can be viewed [here](#).

There are seven key stages to this process. We are currently in the second stage, which consists of the creation of a Self-Study Design (SSD) that has been submitted to MSCHE for review. The Steering Committee will receive feedback on the SSD in April during a campus visit by Dr. Ryan Hartnett, MSCHE VP for Institutional Field Relations. The Steering Committee will then incorporate the feedback into the SSD and resubmit for review. Once the Self-Study Design has been approved by MSCHE, it will be made available on the [website](#).

Questions and feedback regarding the accreditation process can be directed at any point in the process to msche@lccc.edu.

Updates on the accreditation process will be provided as the Steering Committee and Working Groups move through all stages.

Counseling Center Faculty Workshop

Calling all faculty members! Do you wish to connect with your students and help them develop a lifelong love of learning? Join our counselor, Tabatha Fuller, MFT, for a workshop on effective communication in the classroom on Wednesday, Feb. 26, from 10 – 11 a.m. in the Student Union SGA meeting room (lower level). Tabatha will explore the featured topics of classroom management and de-escalation communication techniques in this informative workshop. [Sign up here](#) for Classroom Decorum and De-escalation.

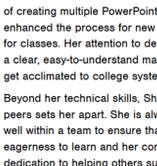
ePortfolio Showcase Coaches Needed

The 2025 ePortfolio Showcase and Awards event is scheduled for Friday, March 28, at noon, in the Community Services Center.

Career Development is seeking faculty, staff, and administration as volunteers to serve as ePortfolio coaches. We currently have more than 38 students participating. We would be honored if you would consider taking on the role of coach. As a coach, you will be reviewing ePortfolios that will be in the showcase. Coaches will offer suggestions for improvements, and serve as a consultant on student presentations.

Career Development's goal is to connect students with coaches to boost our student's skills and confidence to showcase their ePortfolios. If you are interested in being an ePortfolio Showcase coach please complete the [Coaching Interest Form](#). All Coaching Interest Forms are due by Feb. 28, by 5 p.m. Any questions please email eportfolio@lccc.edu.

February 2025 Student Employee of the Month: Shenandoah Denardo



Career Development is proud to announce that Shenandoah (Shen) DeNardo has been selected as our Student Employee of the Month for February. Shen's exceptional dedication, collaborative spirit, and outstanding contributions have made her an invaluable member of the team.

Throughout her time with us, Shen has consistently demonstrated a strong work ethic and a proactive approach to her tasks. She has taken on the responsibility

of creating multiple PowerPoint presentations, which have significantly enhanced the process for new students navigating the portal and registering for classes. Her attention to detail and ability to present complex information in a clear, easy-to-understand manner have been vital in helping new students get acclimated to college systems.

Beyond her technical skills, Shen's ability to collaborate effectively with her peers sets her apart. She is always willing to lend a helping hand and works well within a team to ensure that projects are completed successfully. Shen's eagerness to learn and her commitment to improving processes show her true dedication to helping others succeed.

Shen's contributions have extended beyond the classroom, with her being instrumental in creating resources that help students navigate the college systems, particularly in the transfer process. Her communication skills are second to none, and she has consistently gone above and beyond to assist her fellow students. Her proactive approach and desire to make a positive impact on others make her an excellent candidate for the position of Transfer Advisor Student Worker. Shen's hard work and commitment to supporting students are greatly appreciated, and we are proud to have her as part of the team. Congratulations, Shen, on this well-deserved recognition as Student Employee for February 2025!

Phi Theta Kappa Receives Chapter Awards

The college's chapter of Phi Theta Kappa has been named a 2024 REACH Chapter, allowing LCCC graduates who are members of PTK to wear graduation stoles that signify and celebrate this completion milestone. The REACH award recognizes chapters that excel in membership development.

This program was created at LCCC's chapter because we strongly believe in the mission of Phi Theta Kappa and want as many students as possible to receive the benefits of membership, including scholarships and increased opportunities for engagement with peers and faculty on campus, which lead to higher rates of degree completion.

The LCCC chapter has also earned Five Star Chapter designation for 2024, the fourth consecutive year that our chapter has received this distinction. The Five Star Chapter Plan is a dynamic program that guides Phi Theta Kappa chapters and is designed to enhance chapter engagement and success. The plan includes five levels of achievement, each with specific activities and goals that help chapters build a stronger presence on campus, development of a comprehensive Honors in Action research project, develop leadership skills and create impactful service projects.

Professional Development Funds

Additional Professional Development funding is available this fiscal year for travel. The fiscal year ends June 30, 2025, so travel would need to be completed before that date.

Please be reminded that the maximum allotted amount is \$1,500 for those attending a conference and \$1,750 for those presenting at a conference.

Usually, the time period for getting proposals in for review is 90 days, but we are waving that timeframe and would like to encourage anyone who wants to travel to apply.

If you have any questions, please contact Beth Marquardt at (610) 799-1896.

Raffle Basket Donations for the Spring Cash Bingo

The Foundation is seeking raffle baskets or raffle basket donations for our upcoming Spring Cash Bingo event on Saturday, April 26. We are looking for a variety of donations from completed, themed baskets to products and items that can be packaged together. The baskets will be displayed and raffled at the bingo event. Feel free to donate your items/basket as an individual or as a department.

If interested, please reach out to Emmalee and Rick at Foundation@lccc.edu no later than Wednesday, March 21. We appreciate your support.

Schedule a Career Development Job Fair Presentation for Spring 2025

Career Development is excited about our upcoming job fairs being held in:

- Schnecksville on April 10, in the Community Services Center in the CSC ballroom from 10 a.m. to 2 p.m.
- Tamaqua/Morgan Center on March 11, in the Lobby 10:30 a.m. to 1:30 p.m.
- Allentown/Donley Center on March 13, on the Lower Level 10:30 a.m. to 1:30 p.m.

Job fairs are great opportunities for our students to network with professionals, research employers, and career paths, and practice skills they've been learning in your classrooms.

Registrations for our Morgan and Donley Center are at full capacity (which includes a waiting list), and we are anticipating registration of over 85 employers for Schnecksville. All sites will have a diverse mix of employers to meet the needs of our programs.

Career Development would greatly appreciate it if you would encourage students to attend. We would also be happy to visit your classes briefly to promote the Job Fair. If you have a 5 to 10-minute (max) opening at the beginning or end of your class please complete [this form](#) to schedule a job fair presentation.

Presentations in Allentown will be held between Feb. 24 through March 7. Presentations in Schnecksville will be held between March 24 through April 7.

Transfer Fair

LCCC is excited to announce a Transfer Fair this semester for students, alumni, and the public will be held on Wednesday, March 5, from 10 a.m. to 2 p.m. in the Community Services Center. This event will feature representatives from a variety of colleges and universities who will be available to answer questions about transferring from LCCC to a four-year institution.

The flyer for the event can be viewed and downloaded [here](#).

Career Development Center Clothing Drive

In partnership with the YWCA Perfect Fit for Women, the Career Development Center is hosting a professional clothing drive from Monday, Feb. 10 to Friday, Feb. 28.

- Clean (no rips, tears, or holes) Professional Clothing
- Handbags
- Jewelry
- Shoes
- Scrubs

The YWCA Allentown's Perfect Fit is in need of:

- Black Pants
- Clothing in Sizes 16-24
- Sneakers and Flat Shoes
- Accessories

Remember, all clients utilizing these donations are for attire they will be wearing to dress for success! Donations can be dropped off inside the Career Development Center in SSC 004 from Feb. 10 through Feb. 28, from 9 a.m. to 4 p.m. Donations from the Morgan Center and Donley Center are welcomed. Please email Kescha Bell-Ross at kbellross@lccc.edu for details or questions.

SPIRIT & WELLNESS

Step Aerobics

Weekly Step Aerobics is hosted every Wednesday from 12 – 12:45 p.m. in Berrier Hall Dance Studio. Step Aerobics is open to all faculty, staff and students with an ID card. For any questions or concerns, please contact Lacey Timony at LTimony@lccc.edu or 610-799-1181. Sign up [online](#).

Spirit Committee Upcoming Events

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

March

Tuesday, March 4 – Free Fastnachts and Bead Necklaces / Spirit Day: Mardi Gras

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