

The COLLEGE VOICE

March 13, 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

- [President's Desk March 2025](#)
- [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 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. Bleher
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 lariverta@lccc.edu to arrange a scheduled meeting.

VP Student Master
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. Joel Rowlands
Wednesdays, 9 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 meeting.

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

ANNOUNCEMENTS

Budget Advocacy Campaign for Community Colleges Statewide

LCCC is participating in a grassroots advocacy campaign with the Pennsylvania Commission for Community Colleges to request budget support for community colleges from state lawmakers. We are encouraging everyone in the campus community to reach out to their legislators in support of the budget.

Faculty, staff and students can show their support by completing an [online form](#) that creates a letter that goes to legislators.

Thank you in advance for taking action to tell the General Assembly to support community colleges.

Higher Ed Institutions Receive Warning Letter

The U.S. Department of Education's Office for Civil Rights sent letters to 60 colleges and universities warning them of potential actions related to protecting Jewish students on campus. The letter is [here](#).

Join us for the ePortfolio Showcase on March 28

Join us on Friday, March 28 at noon in the Community Services Center ballroom for an exciting showcase of creativity and talent at our ePortfolio Showcase! We invite all students to join us for the ePortfolio Showcase and celebrate the incredible work being done by their peers.

This is a fantastic opportunity for the entire college community to come together, support our students, and see firsthand the creativity and skills they've developed. Whether you're a student, faculty, or staff member, your presence will help honor the hard work and talent within our community. Light snacks and refreshments will be served.

Let's show our students that their efforts are valued--don't miss out on this inspiring event! For questions email eporfolio@lccc.edu.

Save the Date-Faculty/Staff Recognition Reception Event

Mark your calendars! This year's Faculty/Staff Recognition event will be held on Friday, May 16, from 3 – 5 p.m. Offices will be closed during this time to allow everyone to attend the celebration. Please keep watching the College Voice for more information.

Staff Award Nominations

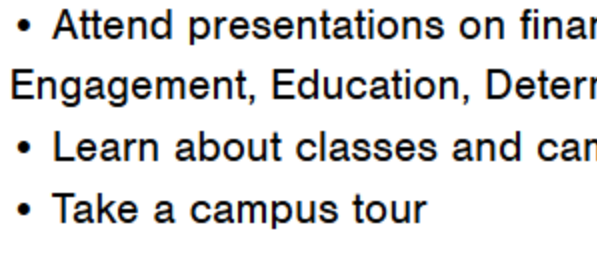
The 2025 annual nominations for staff are now being accepted by the Office of Human Resources. The nomination deadline is Monday, March 31. The nominated employee should be able to effectively communicate with others, promote a culture of respect to other faculty and staff, and demonstrate integrity through the employee's consistent commitment to professionalism and teamwork at LCCC.

For criteria information and to nominate an employee, click the links below:

- [Administrator of the Year \(includes full and part-time administrators\)](#)
- [Education Support Professional of the Year \(includes full and part-time classified staff\)](#)
- [PT Employee of the Year \(includes part-time tutors, student workers and noncredit instructors\)](#)

New Look for Zoom

The Zoom landing page (<https://lccc.zoom.us>) will be undergoing significant visual changes, introducing a new modern design with our LCCC school colors and background. To provide us feedback, please contact helome@lccc.edu.



Prospective Students Invited to LCCC Spring 2025 Open House on April 3

Prospective students and their families are invited to LCCC's spring open house on Thursday, April 3, in the Community Services Center on the college's main campus in Schnecksville. The open house will be held from 5 to 7 p.m.

Admissions and financial aid representatives, academic advisors as well as faculty program coordinators will be on hand to answer questions. The open house is an excellent opportunity for prospective students of all ages to learn about degree and career programs, tour the campus, learn about scholarship opportunities and how LCCC can pave the way for an exciting and rewarding career or transfer to earn a bachelor's degree. Families are encouraged to attend with their prospective student.

- Meet with faculty coordinators about degrees and career pathways that interest you
- Learn about the LCCC admissions process, advising, transfer options, placement testing and more
- Attend presentations on financial aid and scholarships, SEED (Success, Engagement, Education, Determination), Nursing and the Honors program
- Learn about classes and campus life
- Take a campus tour

Interested students should register at www.lccc.edu/openhouse or contact the LCCC Admissions Office at 610-799-1575 or admissions@lccc.edu.

LCCC Students Eligible for New \$5,000 Grow PA Scholarship

Students at LCCC are eligible to receive a \$5,000 scholarship per year thanks to a new Grow PA Scholarship, which helps students pay for school and builds the workforce in Pennsylvania for in-demand occupations.

These \$5,000 scholarships are available each year on a first-come, first-served basis and are administered through the Pennsylvania Higher Education Assistance Agency (PHEAA). Students who receive the scholarship can make their money go farther by studying at a community college and will receive guidance from LCCC's Career Development Center on pursuing an in-demand career. In-demand occupations include agriculture, computer science, business, education, special education, STEM education, engineering, nursing, allied health, criminal justice and other programs approved by PHEAA.

There is no age limit for receiving the funds, and students can be studying either part- or full-time.

Criteria for receiving the scholarship are:

- Must be a resident of Pennsylvania
- Must be enrolled in a college or university in Pennsylvania
- Must pursue a degree in an in-demand occupation
- Must agree to live and work in Pennsylvania in an in-demand occupation for at least one year for each year you accept the scholarship

(If a student receives a scholarship, but does not complete the education program or fails to meet other terms of the agreement, the scholarship is converted to a loan and the student must repay it.)

Applications are available beginning March 13 on the PHEAA [website](#).

Students must also complete their FAFSA application, which is available [here](#).

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 online trainings that will be emailed to you from Know4. 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 personal file, please print it out and send to the Human Resources office, otherwise Human Resources maintains a database of your completed trainings.

F. ERPA and HIPAA - Privacy and Security Awareness

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 3 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, Remede 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

Commencement Volunteers Needed

Only 11 weeks until Commencement '25 and we are in need of an additional 20 volunteers to make the day a success! Volunteer opportunities include directing students and guests, lining up the students, handing out programs, etc. Commencement is Wednesday, May 21. Most volunteer shifts are from 4:15-6:30 p.m.

If interested, please email jrooney@lccc.edu.

LCCC Foundation Hosts High Stakes Spring Cash Bingo

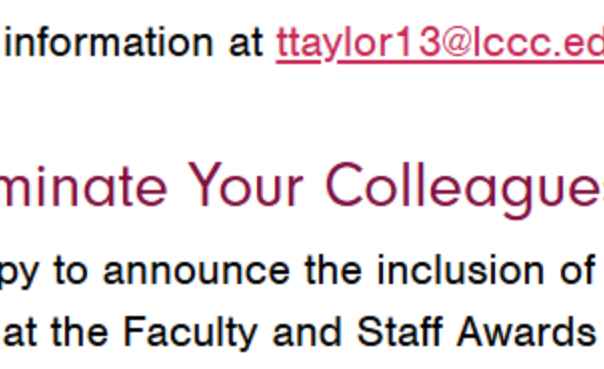
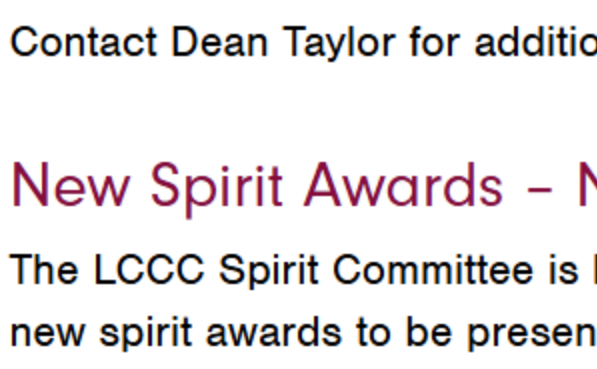
To raise funds for student scholarships and host a community event to bring people to its Schnecksville campus, the LCCC Foundation will hold High Stakes Spring Cash Bingo on Saturday, April 26, in the Community Services Center.

Doors open at noon for food purchases and bingo registration. Bingo will begin at 1 p.m., and conclude by 4 p.m. Bingo games include a variety of cash prizes including a \$4,500 guaranteed jackpot with a \$1,000 cover-all grand finale. Food will be available for purchase.

Only 225 tickets will be sold. Individual tickets can be purchased for \$40 before April 26, and \$50 at the door. Purchase tickets online [here](#). Seating is on a first-come, first-served basis.

For information, including sponsorship opportunities or prize donations, contact the LCCC Foundation at Foundation@LCCC.edu or 610-799-1711.

Make Your Own Lotion with Full Moon Blends at the Donley Center



Participants had a great time at the Full Moon Blends event on the main campus! Students, faculty, and staff were able to blend their own fragrant lotions using a combination of up to six essential oils. We are grateful to Full Moon Blends owner Michele O'Brien for providing such informative and engaging workshops.

Couldn't make it to the main campus workshop? Don't worry! Michele will be at the Donley Center on Wednesday, April 9 from 7:30 a.m. to 11 p.m. Space is limited. Sign up using [this form](#).

Contact Dean Taylor for additional information at ttaylor3@lccc.edu.

New Spirit Awards - Nominate Your Colleagues

The LCCC Spirit Committee is happy to announce the inclusion of two brand new spirit awards to be presented at the Faculty and Staff Awards Celebration in May. Nominate your colleagues using the forms below:

LCCC Innovation Award – The purpose of the LCCC Innovation Award is to motivate employees to generate new ideas, solve problems creatively, and contribute to the college's overall innovation efforts. Given to teams, departments or committees within the college that have demonstrated exceptional creativity, originality, and breakthrough thinking in developing new services, processes, or solutions, essentially recognizing and celebrating those who contribute to advancing the organization through innovative ideas and practices. They aim to foster a culture of continuous improvement and encourage further innovation within the college. View more information [here](#).

LCCC Power of Collaboration Award – The purpose of the LCCC Power of Collaboration Award is to recognize a team, department or committee that demonstrates exceptional teamwork, actively supports colleagues, and works effectively together to achieve shared goals, essentially recognizing their outstanding collaborative efforts within the college. View more information [here](#). Nominate for the Power of Collaboration Award [here](#).

Recommendation letters can be emailed to Tina Dowling-Hackett at tdowlinghackett@lccc.edu and/or Ginny Hertzog at vhertzog@lccc.edu.

Rothrock Library - Spring Break

The Rothrock Library will be open regular hours, 7:30 a.m. – 5 p.m., during Spring Break, March 17-21.

DEI Directives

To All Staff and Faculty,

In alignment with the latest DEI directives from the federal government, all college employees should ensure that their email signature includes only the following information: Name, title, college phone and fax number (if applicable). Any tag lines referencing DEI should be removed. Please update your email signature accordingly immediately.

Thank you.

If you have any questions, please do not hesitate to contact me.

Donna Williams

Director of Human Resources

dwilliams@lccc.edu

SPIRIT & WELLNESS

Checkers and Chess Tournament

There will be a Checkers and Chess Tournament on Friday, March 14, starting at 1:30 p.m. in the lower level of Berrier Hall. There will be an open play time available for practice on Wednesday, March 12 from 12:30 – 1:30 p.m. in the lower level of Berrier Hall.

Contact Lacey at LTimony@lccc.edu or 610-799-1181 with questions. Game day schedules will be emailed week of tournament. [Click here](#) to register.

Intramurals and Recreation at the Morgan Center

The Student Government Association at the Morgan Center asks for participation in the following survey to gauge interest in Intramural and Recreation activities. [Click here](#) to access the survey.

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 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 words, 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 (vhertzog@lccc.edu).

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!

April

Friday, April 4 – Spirit Day: Day at the Ballpark / Baseball Jerseys

May

Tuesday, May 2 – Spirit Day: R.E.D. Day

Friday, May 6 – Gratitude Journaling Workshop

June

Thursday, June 12 – Summer Picnic

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