

March 20, 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

[View College Voice Submissions](#)

[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
Counser 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. Bieber
Appointments can be made via Zoom. Email Tracy Steen at tsteen@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 Leticia Verts**
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 lvverts@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 m Bowen@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 king@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 an online meeting.
- Dean Scott Aquila**
Email saquila@lccc.edu to schedule an online or face-to-face meeting.

ANNOUNCEMENTS

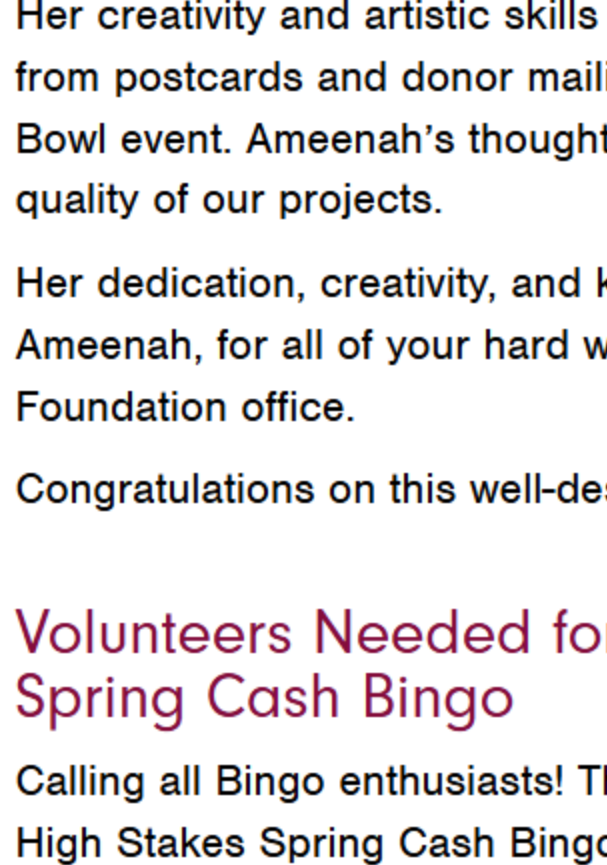
Welcome New Staff at Morgan Center

Please join us in welcoming Emma Hope back to LCCC as the Morgan Center's Enrollment Generalist/Financial Aid Assistant. Emma's journey in higher education began in 2021 at LCCC, right at the Morgan Center! After earning her associate degree in psychology, she transferred to Kutztown University, where she will graduate this May with a bachelor's degree in psychology, along with minors in sociology and women and gender studies. During her time at both LCCC and KU, she developed a strong passion for working in higher education, and she is excited to begin her professional career where it all started.

U.S. Department of Education Letter

The U.S. Department of Education sent a letter to stakeholders on March 14 detailing the recent reduction in force in the department. The letter is [here](#).

March 2025 Student Employee of the Month: Ameenah Felton



We are excited to recognize Ameenah Felton as our Student Employee of the Month! Ameenah has been an invaluable asset to the LCCC Foundation office, consistently going above and beyond in everything she does.

Ameenah's positive attitude and willingness to help with any project, big or small, have truly made her a shining light within the Foundation. Since the day she started, she has consistently demonstrated

not only an incredible work ethic but also a thoughtful and kind approach to everything she does. She has been instrumental in updating and organizing important data, ensuring that our records are accurate and up-to-date.

Her creativity and artistic skills have been a great asset to our design projects, from postcards and donor mailings to even creating costumes for our Souper Bowl event. Ameenah's thoughtful input and creative ideas have elevated the quality of our projects.

Her dedication, creativity, and kind spirit make her a true standout. Thank you, Ameenah, for all of your hard work and for being such an essential part of the Foundation office.

Congratulations on this well-deserved recognition!

Volunteers Needed for LCCC Foundation High Stakes Spring Cash Bingo

Calling all Bingo enthusiasts! The LCCC Foundation is in need of volunteers for High Stakes Spring Cash Bingo taking place in the CSC Ballroom on Saturday, April 26. We are in need of runners, raffle table assistants, etc. If you are available between noon – 4 p.m., please email JoEllen Rooney at jrooney@lccc.edu.

Climate Survey Results To Be Shared at Campus Forum – Mark Your Calendars

The campus community is invited to hear a summary of results and highlights from the recent climate survey, which was administered in the fall 2024 semester to LCCC students, faculty and staff. The all-campus meeting is scheduled for 2:30 to 3:45 p.m., Thursday, March 27, in the Community Services Center, rooms 205 and 207. A remote link for livestreaming will be provided to the sites, to allow people to participate remotely, but otherwise in-person participation is requested.

Sue Rankin and Katrina Alford, who facilitated the project from Rankin Climate, LLC, will make the presentation, offering an overview of the results and themes that emerged. From these themes, three to five working recommendations will later be identified and integrated into the college's strategic goals. The Leadership Team will incorporate these recommendations in the work of committees for 2025-26.

The survey asked respondents to answer a series of questions about such areas as comfort with the climate at LCCC, sense of belonging, student experiences, workplace climate for employees, mental health and resilience, specific experiences of unwanted conduct, institutional support and more.

A total of 1,331 LCCC students, faculty, and staff completed the survey, resulting in an overall response rate of 28%. Response rates by position: Students (24%), Faculty (48%), and Staff (75%). Of other Rankin Climate community college campuses, LCCC has the highest response rate across all constituent groups.

After the presentation of findings, there will be an opportunity to ask questions of Sue or Katrina of Rankin Climate, or of members of the Executive Team regarding next steps.

Additionally, PTK senior society will be selling popcorn and pretzels to attendees as a fundraiser.

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 a kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. [Attachments](#) 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 Knowbe4. This is a single sign-on system that will enable to you 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 and HIPAA – Privacy and Security Awareness Training
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, 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 post 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

New Storage Limits in Google Workspace for Students

Beginning April 11, LCCC will be setting a limit of 50 GB for students for all data in Google Drive, Gmail, and Google Photos.

After April 11, students will need to stay under this storage limit for Google Drive, Gmail, and Google Photos data to keep access to these services.

If a student account runs out of storage, services will be disrupted until the student frees up more space.

- Google Drive—Students won't be able to sync or upload new files. They will not be able to create new files in Google Docs, Sheets, Slides, Drawings, and Forms. Until the student reduces the amount of storage used, neither the student nor anyone else can edit or copy the affected files. Syncs stop between the computer's Google Drive folder and My Drive.

- Google Photos—Students won't be able to add more or back up existing photos or videos.

- Gmail—Students will still be able to send and receive email.

Budget Advocacy Campaign for Community Colleges Statewide

LCCC is participating in an 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.

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.

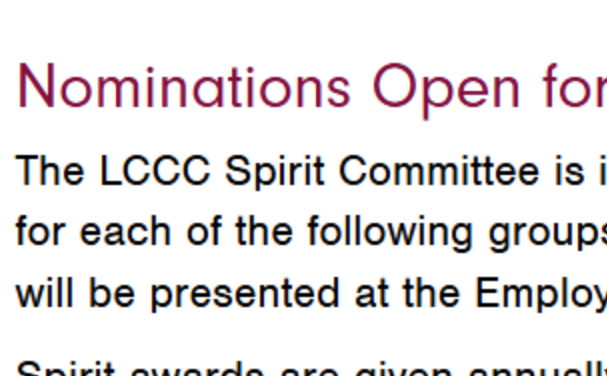
Staff Award Nominations

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 heljome@lccc.edu.



SPIRIT & WELLNESS

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.

Intramural 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 purpose. The deadline to submit nominations is Friday, March 28 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

All Month – Movement Challenge

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

Tuesday, 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.