Q APPLY NOW



### March 6, 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. 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 vblue@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 10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email jtaschler@lccc.edu to arrange a scheduled meeting.

# **ANNOUNCEMENTS**

### 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.

# Glass Box Gallery "Pattern of Gestural Vibrancy" **Opening Reception**

This Thursday, March 6, the Glass Box Gallery will host its second opening of 2025, "Pattern of Gestural Vibrancy" from 6 - 8 p.m. in the Rothrock Library. The show will feature two Lehigh Valley natives, Danny Finocchio and Liv Lucas.

Using mostly acrylic paint, some airbrush elements and a patchwork of colorful yarn on a mesh background, both artists explore the use of color, pattern, and movement. While the show offers a component of cohesion through the vibrancy of color choice each artist examines in their work, there is an obvious juxtaposition in the sharpness of the lines differentiating each artists' work.

"Pattern of Gestural Vibrancy" offers audiences the opportunity to open their minds to a world filled with shape and color as we exit the dullness of the harsher winter months. It presents the creative process as an endless and ever-changing concept-constantly in flux.

"Pattern of Gestural Vibrancy" will be available for viewing in the Glass Box Gallery through March 31.

### LCCC Recognized for Amazon Program Credentialing



LCCC was recognized by the Smart Automation Certification Alliance (SACA) as being one of the top colleges in the country for the number of certificates awarded to students!

LCCC administered 1,909 SACA tests in 2024. SACA is the credentialing agency for the Amazon Mechatronics and Robotics Apprentice program at LCCC. All of the top five schools recognized by SACA (pictured) were Related Technical Instruction (RTI)

providers to the Amazon Apprentice program.

## Innovative Insights: An LCCC WLD Series-Webinar #3

The LCCC CTE Learning Specialists welcome everyone at LCCC to a Watch-Learn-Discuss (WLD) series that is occurring this term. We will share prerecorded webinars that discuss innovative strategies, tools, and insights to support student success, addressing challenges such as academic struggles, disengagement, academic anxiety, effective learning and retention. This series is made possible with funding from our Perkins Grant.

The third recorded webinar in this series, "Student Anxiety & Its Negative Impact On Retention: Strategies To Support, Respond & Refer," can be viewed at this link. You can watch and learn on your own time, and you are invited to join us for a 30-minute discussion via Zoom on March 14 at 10 a.m. (Add to calendar). Here is the direct meeting link. More information is available here. Email mspinks@lccc.edu with questions.

### 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.

# **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 <u>nomination form to spotlight the excellence of a fellow employee!</u>

### 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. AttachedWord are tips to aid in the prevention of slips, trips and falls.

**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 mbowen4@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 ttaylor13@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 aking7@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

jmitchell10@lccc.edu to schedule online meeting.

#### Dean Scott Aquila Email saquila@lccc.edu to schedule an

online or face-to-face meeting.

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 signon 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

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 <u>Winter edition</u> 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

**<u>Register online</u>** 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 <u>onlinelearning@lccc.edu</u>.

# REMINDERS

### **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

### Incentives Campaign Encourages Registration for Fall Semester

Continuing students who register for fall semester classes before May 9 will be entered into a drawing for the chance to win one of four prizes. The goal is to encourage students to register for fall classes before the spring semester concludes. Priority registration opens on March 9 for veterans and on March 10 for all continuing students.

Below are the time periods and the corresponding prize that students can win. Students who register within the two- or three-week window will be automatically entered for a chance to win the prize. Winners will be selected on the Monday following the registration period.

Register March 10-30 For a chance to win: HP Laptop with Intel processor (Value: \$529) Register March 31-April 13

For a chance to win: Apple Watch (Value: \$299)

Register April 14-27

For a chance to win: Airpods (Value: \$249)

Register April 28-May 9

For a chance to win:

Skull Candy Wireless Headphones (Value: \$145)

For information about registering for classes: <u>https://www.lccc.edu/current-</u> students/registration-student-records/

If interested in making an advising appointment: 610-799-

1137; adviseme@lccc.edu

### Donley Center to House Middle School Students in March

Please be aware that the Donley Center will welcome seventh grade students, educators and support staff beginning Monday, March 3, and for the entire month of March. Consequently, 38 LCCC classes will be relocated from the third and sixth floors of the center to accommodate the nearly 200 students from Harrison-Morton Middle School who are being displaced because of flooding. LCCC students will receive communication from site supervisor Gladys Malpica as to where their in-person classes will be held.

Faculty and staff will also be relocated from offices on the third and sixth floors.

In addition, there will be a weapons screening station in the lobby but LCCC employees and students will not be required to pass through the station.

The middle school students will arrive by 8 a.m. each school day and depart by 3 p.m. Teachers will be on campus until about 3:15 p.m.

We apologize for the temporary inconvenience, but welcome these young students and teachers and staff to our Donley Center.

### 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 inperson 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.

### LCCC Blood Drive with Miller-Keystone

The LCCC Student Government Association will be holding a blood drive with Miller-Keystone Blood Center on Thursday, March 13. The drive will be held in the Student Union from 8:30 a.m. to 1:30 p.m. and appointments are required.

Schedule your appointment by <u>clicking here</u>. Be sure to use our school Group Code, #0325.

Blood supplies continue to be at critically low levels and every pint donated can save 3 lives! All donors will receive a LCCC Beanie and be entered into a raffle for an LCCC windbreaker – perfect for the warmer days of spring.

Thank you for your continued support of this important community service.

### LCCC Spring Job Fairs Scheduled for Allentown and Tamaqua Sites

Job seekers in the Tamagua and Allentown areas are invited to LCCC's Spring 2025 Job Fairs at its sites:

LCCC Tamagua at the Morgan Center, 234 High Street – Tuesday, March 11, 10:30 a.m.-1:30 p.m., lobby area

LCCC Allentown at the Donley Center, 718 West Hamilton Street – Thursday, March 13, 10:30 a.m.-1:30 p.m., lower level student lounge

Both fairs are free and open to the public and will provide students, alumni and surrounding community members with opportunities to network and apply for various open positions with registered employers. LCCC's Career Development Center helps to bridge the gap between employers and prospective applicants. Remember to bring multiple copies of your resume and be prepared to network.

For more information, call the LCCC Career Development Center at 610-799-1090 or email careerservices@LCCC.edu.

### Lunchtime Trivia at the Rothrock Library

Come and give your brain a workout at the Rothrock Library on Wednesday, March 12 for a Lunchtime Trivia event! We'll be handing out snacks at noon (while supplies last) and will be kicking off trivia at 12:15 p.m. in the Alumni Center, rooms AC107/108. Students, staff and faculty are all invited. Questions? Call 610-799-1150.

### **CHOICES: Alcohol Abuse Awareness and Prevention**

In collaboration with the PA Bureau of Liquor Enforcement, Public Safety and the LCCC Counseling Center present CHOICES: Alcohol Abuse Awareness and Prevention. This event will be held at:

Main Campus in the Student Union on Tuesday, March 11, from 11 a.m. to 1 p.m.

Donley Center in room 702 on Thursday, March 13, from 11 a.m. – 1 p.m.

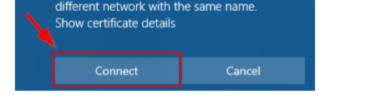
Participation from students, faculty and staff are welcome as we learn about the negative impacts of excessive alcohol consumption, the related laws pertaining to underage alcohol use and the consequences of alcohol abuse.

### 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.

Cancel Certificate	Trust
Iccc.edu Issued by Go Daddy Secure Ce	rtificate A
Not Trusted Expires 3/1/26, 12:03:36 PM	
fore Details	)
/indows:	



If you expect to find LCCC in this location, go ahead and connect. Otherwise, it may be a

Please refer to the link below for more detail.

https://help.lccc.edu/tas/public/ssp/content/detail/knowledgeitem? origin=newsSidebar&unid=dcc13ff5215848e3a104bd6523d26219&news=true

# **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.

### 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 <u>this form</u>. 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 (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

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



Lehigh Carbon Community College 4525 Education Park Drive Schnecksville, PA. 18078 610-799-2121

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