

# The COLLEGE VOICE

Home

April 25, 2024

## Submit Your College Voice News

All College Voice submissions are due by 12 p.m. the business day prior to each edition. 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, April 2024](#)
- [LCCC Employment Openings](#)
- [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**  
Monday through Thursday: 9 a.m. – 5 p.m.; Friday: 10 a.m. – 3 p.m.\*  
\*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@lccc.edu](mailto:Tracy.Bean@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 [RHaney@lccc.edu](mailto:RHaney@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 [lverta@lccc.edu](mailto: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 [SNester@lccc.edu](mailto:SNester@lccc.edu) to schedule an online meeting.

**Dean Peggy Heim**  
Mondays from 3 to 5 p.m. Email [PHeim@lccc.edu](mailto:PHeim@lccc.edu) to schedule online meeting.

**Interim Dean Dr. Jodi Rowlands**  
Wednesdays, 8 to 9 a.m. or 4 to 5 p.m. Email [jrowlands@lccc.edu](mailto:jrowlands@lccc.edu) to schedule a meeting.

**Dean Dr. Andrea Grannum-Mosley**  
Mondays from 1 to 3 p.m. Email [agrannum@lccc.edu](mailto:agrannum@lccc.edu) to schedule via Hangouts.

**Interim Dean Elke Reichardt**  
Wednesdays from 3 to 5 p.m. Email [ElkeReichardt@lccc.edu](mailto:ElkeReichardt@lccc.edu) to schedule online meeting.

**Dean Dr. Kelly Trahan**  
Mondays from 3 to 5 p.m. Email [KTrahan@lccc.edu](mailto:KTrahan@lccc.edu) to schedule an online meeting.

**CIO Joshua Mitchell**  
Tuesdays from 11 a.m. to noon. Email [JMitchell@lccc.edu](mailto:JMitchell@lccc.edu) to schedule online meeting.

**Dean Scott Aquila**  
Email [saquila@lccc.edu](mailto:saquila@lccc.edu) to schedule an online or face-to-face meeting.

## ANNOUNCEMENTS

### Call for Commencement Volunteers

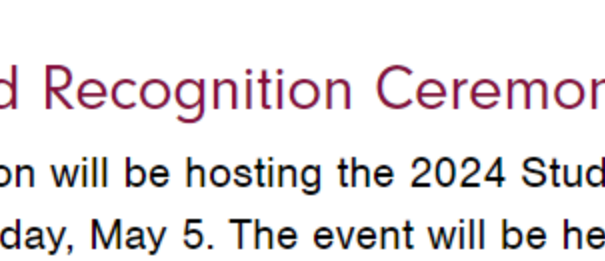
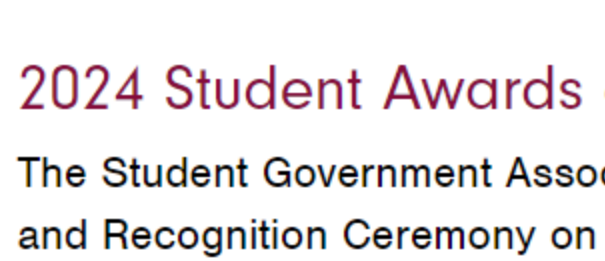
We are in need of volunteers for commencement on Wednesday, May 15. Shifts are available between 4:15 p.m. and 8 p.m.

If you are interested in volunteering, please contact JoEllen Rooney at x1929 or email [jrooney@lccc.edu](mailto:jrooney@lccc.edu).

### Career Development Center Holds Etiquette Luncheon

On Friday, April 19, the Career Development Center held an Etiquette Luncheon at The Club at Twin Lakes where 40 students and facilitators practiced dining etiquette in a professional setting. Students played networking bingo, and Shelley Maley of Dreamcatcher Career Coaching taught participants professional etiquette and networking strategies while they enjoyed a four course meal. With the etiquette and networking tips they learned at the etiquette luncheon, students will be prepared to make a great impression at networking events!

Thank you to the faculty members who nominated students to attend, the staff members who joined as table facilitators, Shelley Maley for presenting, and the gracious team at The Club at Twin Lakes for serving an excellent meal!



### Guest Editorial Promotes Community Colleges

The Morning Call ran a guest editorial on April 23 by Vivian Smith Zangari of Northampton entitled "Too many people dismiss community colleges as 2nd class schools. Don't believe them." Vivian served as a research intern with the Pennsylvania Commission for Community Colleges and has a master's degree in education from Penn State. Read the article [here](#).

### 2024 Student Awards and Recognition Ceremony

The Student Government Association will be hosting the 2024 Student Awards and Recognition Ceremony on Sunday, May 5. The event will be held in the Community Services Center and will begin at 2 p.m.

This ceremony recognizes and honors our student leaders, honor society members and academic award recipients. The ceremony will last approximately one hour with a reception to follow catering by Cathy's Catering. If you are able to join us for this ceremony, please email [gedem@lccc.edu](mailto:gedem@lccc.edu) to confirm your attendance by May 2.

### Chess Tournament

The LCCC Chess Club will be sponsoring a US Chess Federation (USCF) Tournament this Thursday, April 25, from noon to 7 p.m. in the Community Services Center, Room 203-205. Top prize is a \$50 VISA gift card! This event is open to all students, faculty and staff. Pre-registration is \$5 plus USCF registration and it will be \$10 plus USCF registration at the door. The rates for USCF can be found [here](#).

You can pre-register for the tournament [here](#). Any questions? Please email Andrew King at [aking7@lccc.edu](mailto:aking7@lccc.edu).

### May Movement Challenge

The LCCC Spirit Committee invites you to join us for our Movement Challenge for the month of May! Work toward a better, healthier and happier you by getting up and moving. You'll log your steps, miles or other cardio movements using your own personal tracking device.

Each week, a Google Form will be sent out for you to log your totals. Everyone who participates all four weeks will be entered into a drawing for first, second and third place prizes. Register [here](#).

BONUS: In the spirit of wellness, join us for Stretch and Breathe with Rachael Toonder in the upper level of the Student Union every Tuesday in May at 2 p.m. Bring a towel or yoga mat with you.

For questions, reach out to Tina Dowling-Hackett at [tdowlinghackett@lccc.edu](mailto:tdowlinghackett@lccc.edu) or Ginny Hertzog at [ghertzog@lccc.edu](mailto:ghertzog@lccc.edu). View the flyer [here](#).

### Spring Bingo Attracts Saturday Crowd



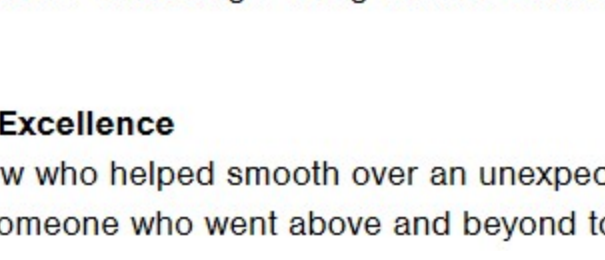
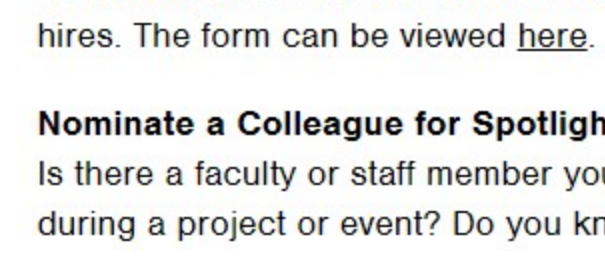
A total of 130 Bingo players gathered at LCCC on Saturday, April 20, for an afternoon of fun, prizes, food and camaraderie. The event raised more than \$5,200 for the LCCC Foundation for student scholarships. In addition, the LCCC student chapter of Phi Theta Kappa sold beverages, baked goods, pretzels and hot dogs and raised more than \$300 for the club.

Thanks to the following departments for providing gift baskets or cards that were raffled off to raise funds:

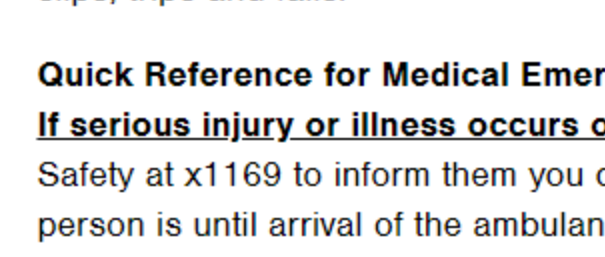
- Admissions
- Bookstore
- College Relations
- Foundation/Enrollment
- President's Office

Area merchants donated items including a spa day, restaurant gift cards, golf foursome, hotel stays, baseball games, museum and garden tickets, an ice maker and more.

In addition to raising funds, the event brought the community to campus for an afternoon of fun, showcasing the Schnecksville campus to those who may not have ever seen it. Plans are already underway for 2025!



## Incomplete Grade Recovery Session for Spring 2024



If you are assigning an Incomplete (I) grade for the Spring 2024 semester, you can communicate that with your students and enroll them in the Incomplete Grade Recovery Session that will take place during the Summer Session I, which runs from May 20 through June 28.

Upon enrollment, your students will be assigned a Recovery Success Coach who will communicate with you and your students to recover the incomplete work before the Fall 2024 semester begins. Our recommendation is that you require the students to complete their work with the help of a coach before June 28. 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. Turano, Professor of English and Coaching Commons Coordinator, at [mturano@lccc.edu](mailto:mturano@lccc.edu).

## Updated Campus Map & Guide Available

An updated Campus Map & Guide for 2024 is available by request from Duplicating. It includes room name changes in the Library and CSC building, and an updated campus map key. Please dispose of (recycle) any old 2023 Campus Map & Guides printed on yellow paper. The new 2024 guides are printed on blue paper.

## 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 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.

#### 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 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

Check out the [April 2024 edition](#) of our newsletter. If you have any questions please reach out to [onlinelearning@lccc.edu](mailto: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

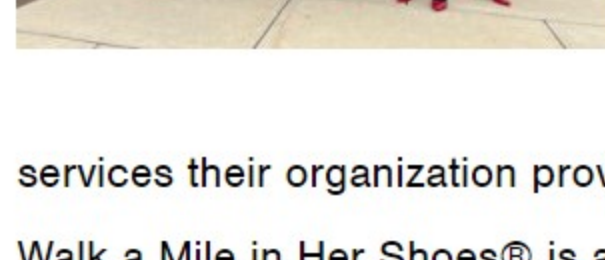
Faculty and staff will have the opportunity to receive digital badges to display on LinkedIn, email signature and other areas, highlighting their professional achievements and commitment to continued learning. A number of different badges are available to anyone who completes the required training or 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](mailto:onlinelearning@lccc.edu).

## REMINDERS

### LCCC Celebrates Military Appreciation Days

Join LCCC as we celebrate and honor our military with various events, April 29-May 5. You won't want to miss end-of-semester snuggles with Lehigh Valley Therapy Dogs, the military book display at Rothrock Library and a family friendly military-themed movie night featuring "Sgt. Stubby" and "Top Gun-Maverick". Popcorn, candy and drinks included and all attendees will be entered to win a movie night basket. For details on all events click [here](#). Questions? Contact Laura D'Amato [ldamato@lccc.edu](mailto:ldamato@lccc.edu) or Eric Vermeulen [evermeulen@lccc.edu](mailto:evermeulen@lccc.edu).

### Walk a Mile In Her Shoes



Thank you to all who participated in our first Walk a Mile in Her Shoes® event. Twelve brave males trekked campus, sporting red heels to raise awareness for sexualized violence. Overall, we had over 30 participants in attendance. A representative from the Crime Victims Council was on campus to oversee the event and provide information on the

services their organization provides.

Walk a Mile in Her Shoes® is a dramatic opportunity to raise awareness about the serious causes, effects, and remediation of sexualized violence.

Crime Victims Council is a vital nonprofit organization providing judgmental support and services to victims of all violence, their families, and significant others throughout Northampton and Lehigh Counties, in addition to a wide variety of prevention programs. All programs and services of CVC are confidential and offered at no cost.



### Mental Health Awareness Month

The KEYS program will be hosting a mental health awareness presentation on May 1, from 1 – 2 p.m., and is open to students, staff and faculty. The National Alliance for Mental Illness (NAMI) will present in Our Own Voice. The presentation will provide a personal perspective of mental health conditions, as leaders with lived experience talk openly about what it like to have a mental health condition. The goal of this 40 minute presentation is to change attitudes, assumptions and ideas about people with mental health conditions and provide resources for being interested in supporting mental health. The presentation will be held in the CSC 201A/B and can also be viewed on Zoom [here](#). Refreshments will be served.

### 2024 Faculty/Staff Recognition Event

The campus community is invited to honor and celebrate colleagues at the 2024 Faculty/Staff Recognition Event on Friday, May 10, from 3 -5 p.m. in the Community Services Center Ballroom (203/205).

To celebrate faculty and staff milestones and accomplishments, the College will be closing all offices from 3 – 5 p.m. to allow employees to participate in mingling and congratulating their co-workers. The schedule of events is:

- 3 – 4 p.m. Mingle, live music, hors d'oeuvres and beverages
- 4 – 5 p.m. Recognition and award ceremony in the Ballroom Please RSVP [here](#) by April 26; if you have any special dietary needs, please contact Tiffany at [TRehriqschaeffer@lccc.edu](mailto:TRehriqschaeffer@lccc.edu).

If you do not wish to attend, you may use personal or vacation accrual to leave at 3 p.m.

### LVHN Mindfulness Sessions

LVHN Center for Mindfulness offers a variety of ways to learn to meditate and has [programs available](#) for the community members. For more information and to register for mindfulness sessions scan the code or visit [LVHN.org/mindfulness](http://LVHN.org/mindfulness).

### StART Report

If you are aware of an incident that concerns you – student behavior, violations of the LCCC Code of Student Conduct, Academic Honesty, threats to self or others, etc., the college has an online reporting tool, StART, for you to make an official report. You can access this by clicking on "StART" in the LCCC Portal under Faculty/Staff Resources. In addition to filing this report, if the circumstances also include a threat of violence or harm to a member of the college community, you should also report that to Public Safety by calling 610 799-1169 as soon as possible. If you have questions regarding StART or to schedule a StART training, please email Associate Dean, Brian DeLong at [bdelong2@lccc.edu](mailto:bdelong2@lccc.edu).

### Fiscal Year 2024 Year End Deadlines

Finance Office: Fiscal Year End 23/24 Deadlines  
5/10/24 – Grant Purchase Requisitions  
5/31/24 – College Purchase Requisitions

6/14/24 – Last day for FY23/24 credit card and W.B. Mason purchases  
6/17/24 – Travel reimbursements – Allentown and Tamaqua sites  
6/17/24 – Student stipends

6/21/24 – Last day to submit:  
• Duplicating jobs  
• Travel Reimbursements – Main Campus  
• Employee Reimbursements – Main Campus

• Bookstore Vouchers  
6/28/24 – All FY23/24 goods & services \*received\*  
6/28/24 – All Accounts Payable invoices must be approved and submitted to the Finance Office

7/05/24 – Final FY23/24 Accounts Payable check run  
7/10/24 – Final FY23/24 payroll pay date – contracted staff  
7/18/24 – Final FY23/24 payroll pay date – timecard staff (paydays of 6/30-7/13/24)

A word doc of the dates for download or print can be found [here](#).

## SPIRIT & WELLNESS

### New Wellness Center Spring Hours

The Wellness Center will be open this Spring for the following hours:

- Monday-Thursday 9 a.m. – 5 p.m.
- Fridays 10 a.m. – 3 p.m.
- Saturdays & Sundays- Closed
- \*All hours subject to change

We will be closed this semester on the following dates:  
Monday, May 6  
Monday, May 13  
Wednesday, May 15  
Friday, May 17

Summer hours will begin Monday, May 20, times TBA

### Spirit Committee Upcoming Events

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

**May**  
Movement Challenge – All Month  
Spirit Day: Wear R.E.D. Day – Friday, May 3

**June**  
LCCC Western Roundup Picnic (Donley) – Wednesday, June 12, 11:30 a.m. – 1:30 p.m.  
LCCC Western Roundup Picnic (Main and Morgan) – Thursday, June 13, 11:30 a.m. – 1:30 p.m.

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