



The COLLEGE VOICE

Home

April 4, 2024

ANNOUNCEMENTS

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 April 2024](#)
- [LCCC Enrollment 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.Bieber@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 Ronnita.Blue@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 12:30-2 p.m. or email larissaverta@lccc.edu to arrange a scheduled meeting.
- VP Stefanie Heister**
1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email Stefanie.Heister@lccc.edu to schedule an online meeting.
- Dean Peggy Heim**
Mondays from 3 to 5 p.m. Email Peggy.Heim@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 to schedule a meeting.
- Dean Dr. Andrea Orannum-Mosley**
Mondays from 1 to 3 p.m. Email andreaorannum@lccc.edu to schedule via Hangouts.
- Interim Dean Elke Reichardt**
Wednesdays from 3 to 5 p.m. Email Elke.Reichardt@lccc.edu to schedule online 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.

LCCC Hosts Spring Job Fair at Main Campus April 4

LCCC Career Development Center will host its Spring 2024 Job Fair on Thursday, April 4, from 10 a.m. to 2 p.m. in the Community Services Center. We welcome all to join us at this free public event that will provide students, alumni and surrounding community members the opportunities to network and apply for various open positions with more than 80 registered employers. The job fair helps to bridge the gap between employers and prospective applicants. It is recommended that job seekers bring multiple copies of their resume, dress for success and be prepared to network. For more information call 610-799-1090 or email careerservices@lccc.edu.

Testing Center News

The Testing Center will be closing at 5 p.m. on Monday, April 8.

April Edition of the Department of Online Learning Newsletter

Check out the [April Edition](#) of the Department of Online Learning Newsletter for information on the redesign of Canvas discussions and Summer 2024 course shells availability, training updates, the article of the month, our featured outside training, and more.

If you have any questions please reach out to onlinelearning@lccc.edu.

Addressing Islamophobia: Dispelling Myths to Break Down Barriers

The J.E.D.I. Center will host Addressing Islamophobia: Dispelling Myths to Break Down Barriers, with Dr. Amer F. Ahmed on Wednesday, April 24 from 9:30 – 11 a.m. on [Zoom](#). (Passcode: 148919)

The post-9/11 era in the U.S. exposed a significant degree of prejudice and bigotry toward Muslim people. More recently, broad vilification of Muslims has served political agendas resulting in calls for bans, registries, and other civil liberty threats to the lives in Muslims in America. In addition, there have been dramatic increases in hate crimes against Muslims due to the toxic climate of hateful rhetoric in recent months. Meanwhile, underscored by the shooting of three Palestinian-descendant college students in Vermont, there continues to be widespread racial profiling, hate crimes, and bullying in the U.S. This program will benefit participants interested in learning more about Islam and Islamophobia, providing needed context to bridge divides.

Dr. Amer F. Ahmed is an organizational strategist who helps institutions and leaders address diversity and inclusion, equity, race, and intercultural development through consulting, coaching, group facilitation, and keynote speeches. Throughout his career, Dr. Ahmed has worked with large organizations, higher education institutions, nonprofit agencies, schools, and community groups to create understanding and change among key constituents and institutional leaders. He currently serves as Vice Provost for Diversity, Equity, and Inclusion and Chief Diversity Officer at the University of Vermont.

In addition to this presentation, an upcoming presentation and discussion addressing antisemitism is currently being scheduled. Details will be forthcoming.

LCCC Faculty Association Cookbooks \$5.00

In a recent archeological dig, a limited number of vintage LCCC FA cookbooks were discovered. These relics contain delicious recipes from your current and former faculty colleagues. If you didn't purchase a cookbook when it debuted in 2003, you can buy one now for only \$5.00. Full disclosure: some errors and omissions in the original printing have been corrected by hand for your convenience. Proceeds benefit the LCCC FA. Contact Rachel Plaksa at rplaksa@lccc.edu to purchase.

Employee Spotlight – Robin Musselman

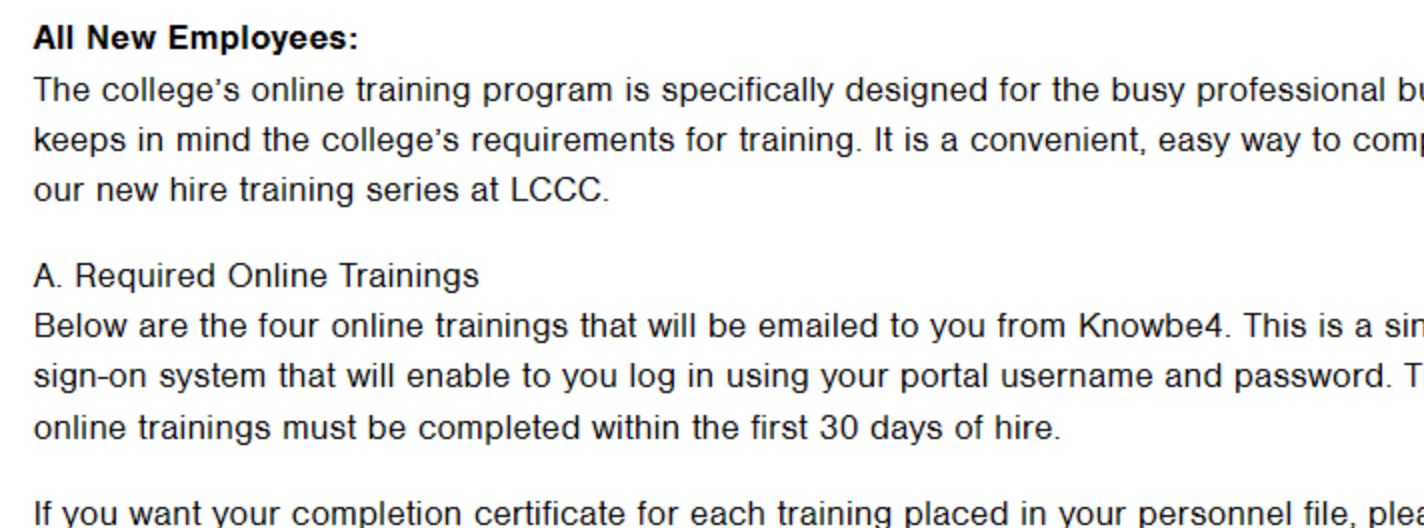


Not only is Robin Musselman a beloved professor of social sciences at LCCC, she also is a generous donor of the LCCC Foundation. "My father set the family expectation of philanthropy," she says. "I enjoy supporting student life programs and other funds that directly benefit students." Two of her favorite funds to donate to are the Psychology Award and the Phi Theta Kappa Honor Society.

From the very beginning of her journey at LCCC, serving on the Foundation Board of Directors, Robin enjoyed the easy process of donating to a greater cause. "I enjoy seeing students receive scholarships and knowing that I had a small part in the process," she says. She also says she would love to see all faculty and staff participate annually in giving to the Foundation. "No matter the size of your gift, everyone should make some form of a donation," she says.

The LCCC Foundation appreciates the continued support of our friend, Robin Musselman. Thank you for all that you do to support LCCC's students!

Spring Bling Bingo Tickets Available



Don't forget to purchase your tickets for Spring Bling Bingo taking place Saturday, April 20. Funds raised will benefit our student scholarships.

Some of the prizes include an overnight stay at the Renaissance Hotel with breakfast for two and two bottles of wine (\$200 value); \$100 worth of Weis Supermarket gift cards; LV Iron Pigs tickets for a family of four with a \$50 gift card to Aardvark; Hotel Bethlehem brunch for two and four admission tickets to Christkindlmarkt 2024 (\$140); tickets to Longwood Gardens, Winterthur and Ross Flowers floral arrangement valued at \$200 and more!

In addition, take a chance to win two TransBridge bus tickets to NYC with a \$250 gift card for a Broadway show or a GE Profile nugget ice maker valued at \$500.

Purchase tickets [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!

Slips, Trips and Fall Prevention

Slips, trips, and falls account for a large percentage of medical incidents on campus and are the result from a kind of unattended 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 four 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 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

Protecting 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.

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

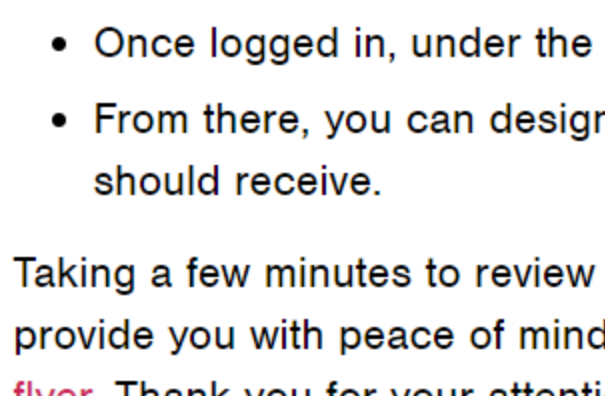
Schedule a meeting with Rachel Peters to ask any questions on training, course development, professional development, and other tools/topics.

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

Batter Up! Wear Baseball Attire for Spirit Day



Batter up! Join us this Friday, April 5, for Spirit Day by wearing your favorite baseball attire. Represent your team with a jersey, shirt, jacket or anything to show your team spirit! For questions, reach out to Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

Alumni Night at the LV Phantoms, April 6

Join the LCCC Alumni Association for STAR WARS Night! Watch the Lehigh Valley Phantoms take on the Cleveland Monsters. Tickets are \$50 with seats in the Sweet Spot Sky Lounge and includes a two-hour buffet. May the Force be with you during this fun night! All registrants will be entered into a drawing of a \$50 gift card to the Sweet Spot. Register today [here](#).

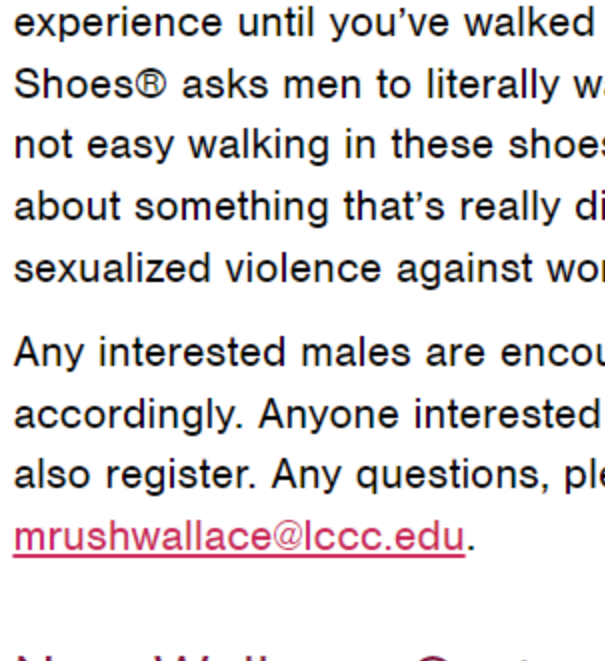
Fiscal Year 2024 Year End Deadlines

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
- 6/20/24 – 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](#).

Pizza with the President



Students are invited to join Dr. Bieber to discuss concerns and events on campus on the following dates and locations. Please note that the date for the Main Campus event has changed to April 15.

LCCC Airport – Monday, April 8 at 3:30 p.m.
Main Campus – Monday, April 15 at 12:30 p.m. in TC 203

Fall 2024 Academic Software Requests

The Fall 2024 [Academic Software List](#) is available on Google Drive for review by all faculty. All requests for changes/additions/upgrades can be submitted through the [Classroom Software Request](#) Form. Submission deadline is May 15.

Nourish to Flourish, April Series

Did you know that a dehydrated body can suffer from poor concentration, memory issues and mood changes?

Learn more at the Hydration Station workshop, the second in the Nourish to Flourish series presented by the LCCC Counseling Center and Community Resources take on the Cleveland Monsters. Tickets are \$50 with seats in the Sweet Spot Sky Lounge and includes a two-hour buffet. May the Force be with you during this fun night! All registrants will be entered into a drawing of a \$50 gift card to the Sweet Spot. Register today [here](#).

Reminder: Review and Update Your TIAA Beneficiary Information

As part of our ongoing efforts to ensure that your TIAA retirement account is well-managed and aligns with your wishes, I would like to remind you to review and update your beneficiary information for your retirement account. Life can bring unexpected changes, and it's important to make sure that your retirement savings are designated to the individuals or entities you intend. Whether you've experienced major life events like marriage, divorce, the birth of a child, or if it's been some time since you last reviewed your beneficiary designations, now is an excellent time to ensure your account reflects your current wishes.

Updating your beneficiary information through TIAA is quick and easy to do:

- Go to TIAA.org to register and/or log in to your account. – Note: You'll need a user ID and valid email address to sign up.
- Once logged in, under the Action tab, choose Add/Edit beneficiaries.
- From there, you can designate beneficiaries and select how much each should receive.

Taking a few minutes to review and update your beneficiary information can provide you with peace of mind. You can also view the instructions on this [flyer](#). Thank you for your attention to this matter. As always, feel free to reach out with any questions.

Call for Commencement Volunteers

We are in need of volunteers for Commencement on Wednesday, May 15. If you are interested in volunteering, please complete the sign up [here](#). If you have any questions, please contact JoEllen Rooney at x1929 or email jrooney@lccc.edu.

Data Requests

Do you need data? IR and IT are here to help. Complete the [Data Request form](#) for all college related data needs. We can provide data for program and course assessments, student success analysis, registration efforts, grant applications, and more.

Governor Shapiro's "Blueprint for Higher Education" – Updated Google Folder

Governor Shapiro has released his "Blueprint for Higher Education." The document, which provides greater clarity and detail on the vision for a unified public higher education system, can be found in the shared [Google folder](#), where documents and updates relating to the plan are accessible to the campus community. Anyone with an LCCC email address can access the folder which serves as a repository for relevant information as it becomes available.

SPIRIT & WELLNESS

Walk a Mile In Her Shoes

Join the LCCC Wellness Team and Crime Victim's Council for the first Walk a Mile In Her Shoes event. This event will take place, Wednesday, April 17, from 11:30 a.m. – 12:30 p.m. Contestants will walk a mile around campus in women's shoes, that will be provided.

What is a "Walk a Mile in Her Shoes Event"?

Walk a Mile in Her Shoes is a playful opportunity to raise awareness about the serious causes, effects, and remediation to men's sexualized violence against women.

First You Walk the Walking

There is an old saying: "You can't really understand another person's experience until you've walked a mile in their shoes." Walk a Mile in Her Shoes® asks men to literally walk one mile in women's high-heeled shoes. It's not easy walking in these shoes, but it's fun and it starts the conversation about something that's really difficult to talk about: gender relations and men's sexualized violence against women.

Any interested males are encouraged to register [here](#), so we can plan accordingly. Anyone interested in cheering on our humble participants should also register. Any questions, please contact Dr. MaryAnn E. Rush Wallace, mrushwallace@lccc.edu.

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:

- Friday, April 5
- Tuesday, April 9
- Monday, May 6
- Monday, May 13
- Wednesday, May 15
- Friday, May 17

Spring Break hours will be Monday Mar. 11 – Friday, Mar. 15, 10 a.m. – 2 p.m. 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!

April

Spirit Day: Wear Your Favorite Baseball Attire – Friday, April 5

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