



The COLLEGE VOICE

Home

May 16, 2024

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, May 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.

Cozier 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 Summer Hours
Monday through Thursday: 10 a.m. – 3 p.m., Closed Fridays + *

*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 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 Rhomie.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 to 2 p.m., or email 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 Marla.Brown@lccc.edu to schedule an online meeting.

Dean Peggy Heim
Mondays from 3 to 5 p.m. Email Debbie@lccc.edu to schedule online meeting.

Interim Dean Dr. Jodi Rowlands
Wednesdays, 9 to 9 a.m. or 4 to 5 p.m. Email jrowlands@lccc.edu to schedule a meeting.

Dean Dr. Andrea Grannum-Mosley
Mondays from 1 to 3 p.m. Email ajrannum@lccc.edu to schedule via Hangouts.

Interim Dean Elke Reichardt
Wednesdays from 3 to 5 p.m. Email ElReichardt@lccc.edu to schedule online meeting.

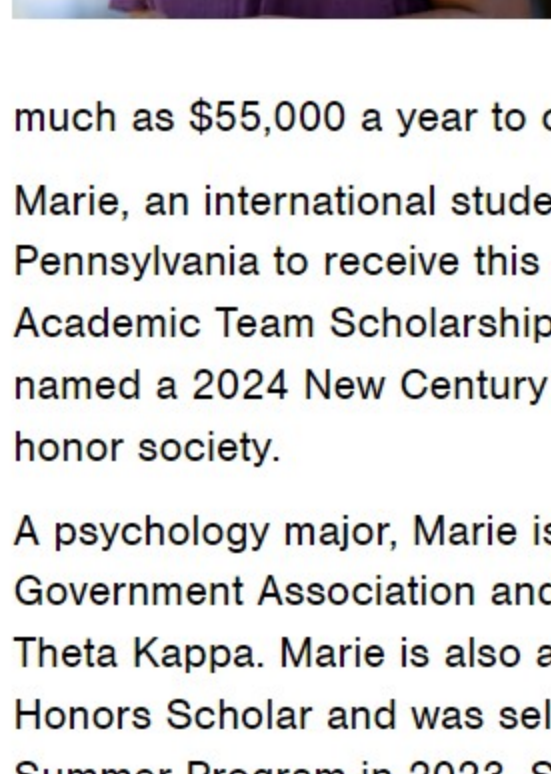
Dean Dr. Kelly Trahan
Mondays from 3 to 5 p.m. Email k.trahan@lccc.edu to schedule an online meeting.

CID Joshua Mitchell
Tuesdays from 11 a.m. to noon. Email jmitchall@lccc.edu to schedule online meeting.

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

ANNOUNCEMENTS

Marie Alexis Receives Prestigious Jack Kent Cooke National Transfer Scholarship



Marie Victoire Alexis, a graduating student at LCCC, is one of 60 high-achieving community college students from across the nation selected to receive the Jack Kent Cooke Foundation's Undergraduate Transfer Scholarship. The highly competitive national scholarship aims for Cooke Scholars to complete their undergraduate educations with as little debt as possible. The award, which is last dollar funding after all institutional aid, can provide Marie with as much as \$55,000 a year to complete a bachelor's degree.

Marie, an international student from Haiti, is one of only three students from Pennsylvania to receive this scholarship. She also received the All-USA Academic Team Scholarship, the All-PA Academic Team Scholarship, and was named a 2024 New Century Transfer Pathway Scholar from Phi Theta Kappa honor society.

A psychology major, Marie is currently president of the LCCC Student Government Association and vice president of the college's chapter of Phi Theta Kappa. Marie is also a peer mentor with the First-Year Experience, is an Honors Scholar and was selected to participate in the Bucknell University Summer Program in 2023. She is also a member of the Student Advisory Council for Equity, Inclusion and Belonging. As an international student, Marie took advantage of numerous opportunities to overcome challenges and to be an involved member of the student community.

She will graduate from LCCC in May 2024. She plans to attend a university in the fall to major in psychology. Nearly 1,700 applications from over 380 community colleges were received this year. Applicants were evaluated on their academic performance, financial need, persistence, community service and leadership qualities. The full list of recipients is available [here](#).

Rothrock Library – New Arrivals

Looking for your next read? Click [here](#) to see our New Arrivals. Simply click on the book cover and "Place a Hold." Books can be sent to your mailbox. Please contact the library at x. 1150 if you have questions.

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 a kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. [AttachWord](#) 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 KnowBe4. 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 it 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

Have you checked out the May edition of the Department of Online Learning newsletter? This edition includes information about the training programs we offer, including the newest Canvas Certification, which is starting this week. If you're still interested in joining this offering, please send an email to rtelfers@lccc.edu. We also congratulate Todd Zimmerman for completing the Quality Matters course certification! Additionally, you'll find articles related to mental health in honor of May's Mental Health Awareness Month, as well as an outside training webinar on supporting neurodiverse students on May 23. Lastly, we have updates to Canvas Studio and a page recognizing our Online Learning Badge earners. If you have any questions please reach out to onlinelearning@lccc.edu.

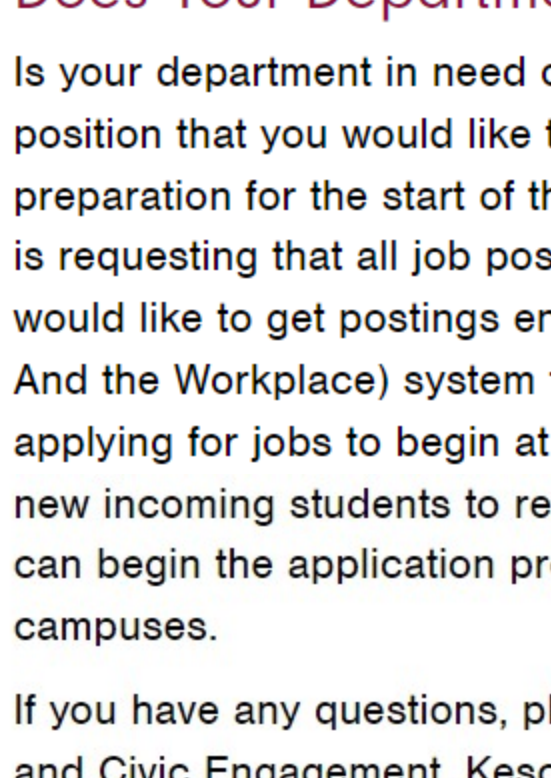
Online Learning Courses Available
Register online for our live and self-paced trainings. Trainings include: Canvas Course Certification, Remote Course Certification, Excellence in Instruction, Zoom, Canvas Studio, Blooms Taxonomy, and more!

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

Congratulations Todd Zimmerman – QM Course Certification



The Online Learning Department would like to congratulate Todd Zimmerman for recently completing and passing his Quality Matters Course – HIS 123! Todd's course meets [QM Course design standards](#). If you would like to put your own course through this process reach out to us to get started.

Does Your Department Need Student Workers?

Is your department in need of student workers? Do you have a student worker position that you would like to post for the 2024-2025 Academic Year? In preparation for the start of the 2024-2025 academic year Career Development is requesting that all job postings are submitted by Thursday, June 13. We would like to get postings entered into the Cougar CLAW (Connecting LCCC And the Workplace) system to allow returning students the opportunity to start applying for jobs to begin at the start of the semester. This will also allow our new incoming students to review all LCCC student work opportunities, so they can begin the application process early as they become acclimated to our campuses.

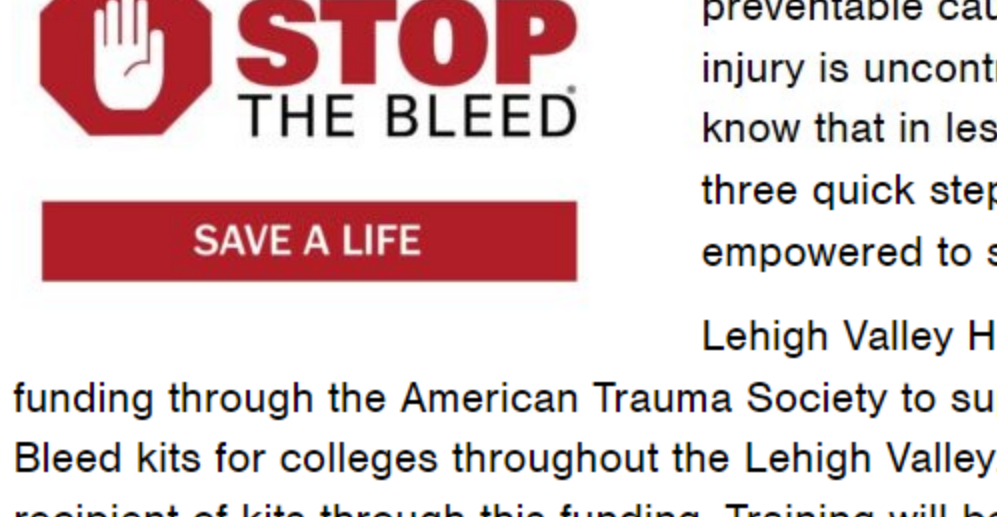
If you have any questions, please reach out to Director of Career Development and Civic Engagement, Kescha Bell-Ross at 610-799-1136.

LCCC Honors Military Members and Veterans During Military Appreciation Week

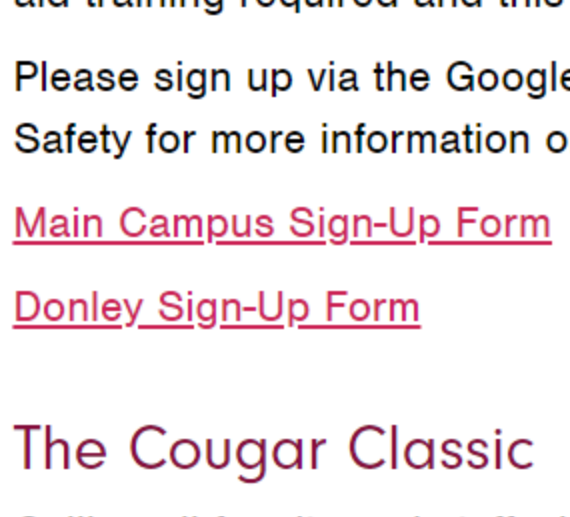
The LCCC Veterans Events Committee participated in several events last week to honor our veterans and military members. The committee partnered with Lehigh Valley Therapy Dogs to bring dogs to campus providing emotional support, snuggles, and helping to relieve stress during the busy end of the semester!



Members of the LCCC community volunteered this year's Brush-up Our Veterans – Lehigh Valley. The LCCC team was partnered with teams from Janney Financial Advisors to transform the exterior of a selected veteran's home. The Brush-up Our Veterans project led by the Veteran & Military Council of the Greater Lehigh Valley Chamber of Commerce coordinates the efforts to paint the outside of homes of honorably discharged veterans and their surviving spouses who are low-income elderly or permanently disabled.



Stop the Bleed Training



Did you know that the number one preventable cause of death following an injury is uncontrolled bleeding? Did you know that in less than two hours and with three quick steps, you can be trained and empowered to save a life?

Lehigh Valley Hospital received grant funding through the American Trauma Society to supply training and Stop the Bleed kits for colleges throughout the Lehigh Valley. LCCC is fortunate to be a recipient of kits through this funding. Training will be held at Main Campus on Wednesday, May 22, from 9 a.m. until 11 a.m. in the Alumni Center and at Donley on Thursday, May 23, from 9 a.m. until 11 a.m. in Rooms 702 / 703. We are working on Morgan for the very near future as well. There is no prior first aid training required and this training is truly designed for everyone!

Please sign up via the Google forms below. Contact Eric Minnich in Public Safety for more information or with any questions at ext. 1653.

- [Main Campus Sign-Up Form](#)
- [Donley Sign-Up Form](#)

The Cougar Classic

Calling all faculty and staff who love playing cornhole and conversing with co-workers! The Spirit Committee along with Athletics/Wellness invite you to participate in our first annual Cougar Classic Cornhole Tournament. Competition will begin this June and you can sign up [here](#). Deadline to register is Monday, June 3.

Anyone who can't find a partner can sign up as an individual and be paired at random with other individuals. There will be prizes for 1st, 2nd and 3rd place teams.

Please see official rules [attached](#).

Wellness Center Summer Hours

The Wellness Center will be open this summer for the following hours:
Monday-Thursday 10 a.m. – 3 p.m.

Fridays, Saturdays and Sundays-Closed

*All hours/days subject to change

We will be closed this summer on the following dates:

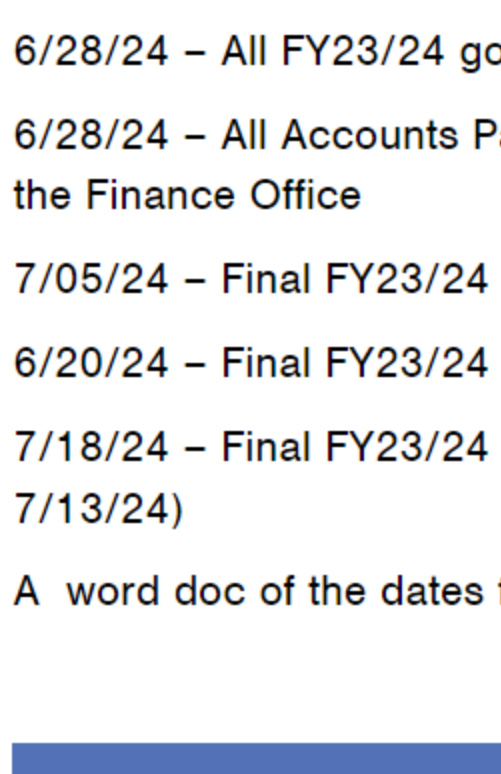
- Monday, May 27
- Thursday, July 4
- Wednesday, August 14
- Thursday, August 15

Fall hours will begin Monday, August 26, Monday-Thursday 9 a.m. – 5 p.m. and Fridays 10 a.m. – 3 p.m.

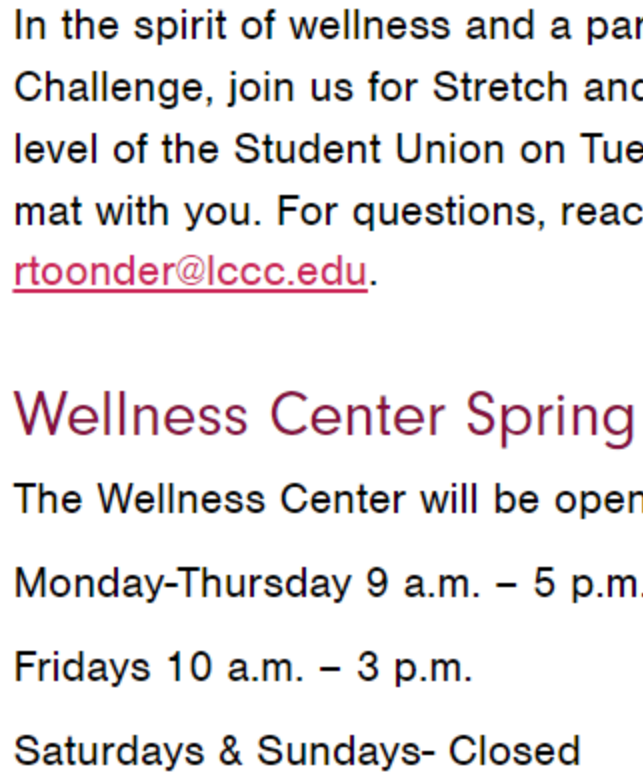
Google Update: SSO through LCCC Identity Is Coming

LCCC IT is excited to announce an upcoming change that will enhance the security and convenience of accessing Google Workspace services such as Gmail, Google Calendar, and Google Drive. Starting May 1, we will begin migrating faculty and staff accounts to use SSO through LCCC Identity. This transition will streamline access to Google services and improve overall user experience. We anticipate this transition to occur over several weeks and will send emails to individuals as migration dates are established for their account.

What is SSO through LCCC Identity? LCCC Identity (<https://identity.lccc.edu>) allows you to sign in once and access multiple applications seamlessly. With LCCC Identity, you'll use your LCCC Identity credentials to log in to Google Workspace, eliminating the need for separate passwords and reducing the risk of security breaches.



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. Turrano, Professor of English and Coaching Commons Coordinator, at mturrano@lccc.edu.

Fiscal Year 2024 Year End Deadlines

Financial 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](#).

SPIRIT & WELLNESS

Stretch and Breathe – May Movement Challenge Bonus

In the spirit of wellness and a part of Spirit Committee's May Movement Challenge, join us for Stretch and Breathe with Rachael Bringer in the upper level of the Student Union on Tuesday, May 21, at 2 p.m. Bring a towel or yoga mat with you. For questions, reach out to Rachael Toonder at rtoonder@lccc.edu.

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 13
- Wednesday, May 15
- Friday, May 17
- Summer hours will begin Monday, May 20

Spirit Committee Upcoming Events

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

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 or Ginny Hertzog at vhertzog@lccc.edu.