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## ANNOUNCEMENTS

### October 3, 2022

[Submit Your College Voice News](#) [Liste](#)

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 Previous College Voice Editions](#)

### QUICK LINKS

- [October 2022 President's Desk](#)
- [LCCC Employment Opportunities](#)
- [Events](#)
- [PA Commission for Community Colleges](#)
- ["This Week" Student Newsletter](#)
- [Report Safety and Security Concerns](#)

### 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

**Employing Center and Mail Room  
Service Window Hours**  
8 a.m. - 5 p.m., Monday through Thursday; 8 a.m. - 5 p.m., 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.-4 p.m.; Friday: 9 a.m.-1 p.m.; Saturday and Sunday: CLOSED.

**Library Fall Hours**  
7:30 a.m. - 5:45 p.m., Monday through Thursday; 7:30 a.m. - 5 p.m., Friday.

**ColliArt Hours**  
**ARC Main Cafe**  
Monday-Thursday: 7:30 a.m. - 2:30 p.m. Grill open from 8 a.m. - 2 p.m. Fryer items available until 2:30 p.m. Closed Fridays. Catering is available.

**The Corner Cafe**  
Open 8 a.m. - 1:30 p.m. Monday to Thursday. Open 8 a.m. - 1 p.m. on Friday.

**Wellness Center**  
9 a.m. - 6 p.m., Monday through Thursday and Friday from 9 a.m. - 4 p.m.

**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](mailto: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 10 to 5 p.m. Email [chaney@lccc.edu](mailto:chaney@lccc.edu) to schedule a Hangouts meeting.

**VP Larissa Verta**  
Access virtual office hours on Mondays from 3 to 5 p.m.; Tuesdays from 10 to 5 p.m. Email [lvta@lccc.edu](mailto:lvta@lccc.edu) to arrange a scheduled meeting.

**VP Stefanie Nester**  
1st and 2nd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email Mary Decker at [mdecker@lccc.edu](mailto:mdecker@lccc.edu) to schedule an online meeting.

**Dean Peggy Heim**  
Mondays from 2 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 Gramum-Mosley**  
Mondays from 1 to 3 p.m. Email [agramummosley@lccc.edu](mailto:agramummosley@lccc.edu) to schedule via Hangouts.

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

**Dean Dr. Kelly Trahan**  
Mondays from 2 to 5 p.m. Email [KTrahan@lccc.edu](mailto:KTrahan@lccc.edu) to schedule an online meeting.

**CJO Joshua Mitchell**  
Tuesdays from 11 a.m. to noon. Email [JMitchell198@lccc.edu](mailto:JMitchell198@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.

### Development Day: Tuesday, October 11, 2022

Join us!

**Lehigh Carbon Community College**  
**Development Day**  
Tuesday, October 11

Breakfast at 8 a.m.  
Workshop 9 a.m. - 12 p.m.  
Lunch at 12 p.m.  
CSC Sessions

Workshop sessions held face to face and via zoom

Please join us for Collegewide Development Day on Tuesday, Oct. 11. Workshops have been created for our LCCC community to participate in. We have multiple sessions to choose from. However, we are requiring that everyone attends one of the scheduled "Strategic Plan Process" workshops. Supervisors should stagger schedules so all can participate in workshops. We have created accessibility for remote access to workshops. Breakfast will start off Development Day. Lunch will be served at noon with coffee and tea being served in the afternoon. View the full schedule of workshops here. If you have any questions, please reach out to Kescha Bell-Ross at [kbellross@lccc.edu](mailto:kbellross@lccc.edu).

### Snow Day Contest!

There is a definite chill that is starting to be felt in the air and that can only mean one thing...the annual Snow Day Contest! Please use the link provided to submit your guess for the first day that Lehigh Carbon Community College will be closed for inclement weather. The closure must impact all campuses. The correct submission will win a \$25 gift card. Deadline for guesses is Thursday, Nov. 3, at 5pm.

### New Employee Breakfast Mixer

Please stop by CSC 207 next Friday, Oct. 7, from 9:10-10:30 a.m. to meet and mingle with some of the new faces that we've welcomed to campus this year. Light refreshments will be served.

### Take a Hike and Watch the Sunset!

The last chance for an after work hike at the Trexler Game Preserve will be this Thursday, Oct. 6, at 5:15 pm. Last week, the hikers saw a group of deer running and a wonderful sunset in the western sky from our hilltop vantage point. You never really know what you might see. The hike covers about 3 miles and takes an hour to complete. Email Eric Bodge at [ebodge@lccc.edu](mailto:ebodge@lccc.edu) for questions or to confirm attendance. We will meet at the pavilion next to Berrier Hall. See you then!

### Title IX for Higher Education Annual Online Training

To All Faculty and Staff:

**Title IX for Higher Education Training**  
As part of the college's annual sexual violence awareness trainings, this year's Title IX online training will be provided by Knowbe4 and will consist of three separate online training sessions.

Knowbe4 is a single sign-on system that will enable you to log in using your portal username and password.

This training is mandatory for all employees and must be completed annually. The deadline for completing all three trainings is Friday, November 18, 2022.

Below is the schedule that you will be notified via email from Knowbe4 of the following trainings:

- Date to receive email notification from Knowbe4:
- 1. October 10, 2022 - Title IX Part 1: Requirements and Responsibilities** (approx. 8 minutes in length)
  - 2. October 17, 2022 - Title IX Part 2: Recognizing Misconduct** (approx. 11 minutes in length)
  - 3. October 24, 2022 - Title IX Part 3: Reporting and Response** (approx. 14 minutes in length)
- All three online trainings must be completed by November 18, 2022. Your participation and completion of these trainings will be automatically logged by the Knowbe4 system.
- If you have any questions regarding the training material, please contact Donna Williams, Director of Human Resources, Title IX/Equity Coordinator at 610-799-1107.

### Hurricane Relief Collection for Puerto Rico and the Dominican Republic

Please consider donating items for hurricane relief in Puerto Rico and the Dominican Republic now through Oct. 28. Collected items will be delivered to the Ortiz Ark Foundation. Needed items include:

- First aid items
- Batteries
- Can openers
- Emergency supplies such as flashlights and solar lights
- Non-perishable food items including: boxed rice, pasta, canned goods, and dried beans

Please see the drop off locations on the [attached flyer](#).

**This project is sponsored by The Center for Civic and Community Engagement, the Office of Student Life and the following LCCC Student Clubs: Latin@ Leadership Club, SACEIB and the Justice Society.**

### Summer 2023 Course Schedule Posted to Website

The course schedule for Summer 2023 has been posted to the College website, and can be viewed [here](#). Registration for Summer 2023 will open on Friday, Oct. 7 for Veteran students and on Monday, Oct. 10 for all students.

### Registration/Student Records Electronic Forms Live

Registration and Student Records will launch NEW electronic forms, effective October 3, 2022. Below are the forms that will be available. All current links will be updated with the NEW form link which will require students/faculty/staff to log in to their myLCCC to complete the form.

It is strongly encouraged that all forms be completed electronically. We ask that old paper/PDF forms be recycled as form changes have occurred.

- Student Initiated Forms:
- [Authorization for Release of Information](#)
  - [Student Request for Medical/Mental Health Withdrawal](#)
  - [Transcript Request Form \(Current Students\)](#)
  - [Transcript Request Form \(Former Students\)](#)
  - [VA Education Benefits Certification Form](#)
  - [Student Change of Information](#)
  - [Restricted Program Change of Major Form](#)
- Advisor/Faculty/Staff Initiated Forms:
- [Course Reinstatement Form](#)

As a reminder, the following forms are already available and should be utilized by students and faculty/staff.

- Student Initiated Forms:
- [Add/Drop/Total Withdrawal Form](#)
  - [Change of Major Form](#)
- Advisor/Faculty/Staff Initiated Forms:
- [Registration Card](#)
  - [Incomplete Grade Submission Form](#)
  - [Change of Grade](#)

### Online Learning October Newsletter

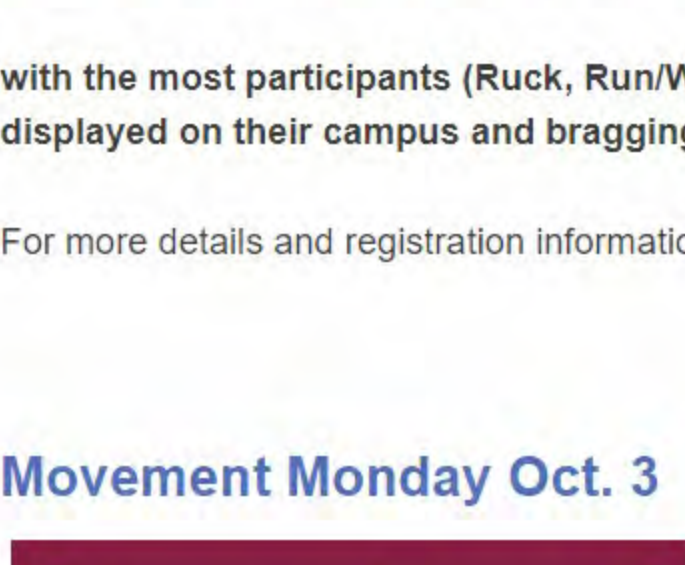
Check out the Department of Online Learning's October Newsletter which includes training event dates, a new Respondus feature, the edtech tool of the month, and more!

### College Event Planner Hired



Mia Nightingale has joined the Office of College Relations as the new college event planner. She started on Wednesday, Sept. 28. She replaces Remzie Kurtis, who has been working part-time on a temporary basis since January. Mia has experience in event development, management and execution and has organized conferences, receptions and nonprofit events. She has attended LCCC and Kutztown University and is currently working on her bachelor's degree in business administration at Strayer University. She will be available to help internal clients plan and implement their events, in addition to her work with external clients. Contact her at [mnightingale@lccc.edu](mailto:mnightingale@lccc.edu) or ext. 1175.

### Collegiate Award of Distinction Presented



The LCCC Collegiate Award of Distinction was presented to Gregg Feinberg at this year's LCCC Foundation Tony Boyle Memorial Golf Classic. Feinberg was the 2020 recipient of the award. A formal presentation ceremony had been postponed due to restrictions surrounding the pandemic.

The LCCC Board of Trustees selects the Collegiate Award of Distinction to recognize a person or organization for unique contributions to the community, service and dedication in support of education, and to honor those who have demonstrated their commitment to the college and its students.

Feinberg served as one of the principles of LCCC I, L.P., an Allentown-based limited partnership that entered into a partnership with the college in 2003 to construct a building to house the Technology Center. Through this innovative agreement, the college leased this building for 15 years, and it was donated back to the LCCC Foundation, and subsequently the college, in December 2018 at a value of \$10.7 million. This public-private partnership provided a first-class facility to LCCC, at a minimal cost to the institution. In addition to the building, the partnership funded a lounge for students and provided three scholarships annually for the entire 15 years of the partnership.

### National Tutor Appreciation Week

This week is National Tutor Appreciation Week! LCCC tutors provide in person and remote tutoring to students in numerous courses. Educational Support Services is celebrating our 30 wonderful tutors who have held nearly 500 tutoring sessions with students already this semester. Please join us in thanking our tutors for their hard work and dedication. Visit a tutor in person (Schnecksville – SH 150, Allentown – Rm 212, Tamaqua – Rm 117) or visit [LCCC Remote Tutoring](#) this week and throughout the semester.

### What is R.E.D. Friday?

The first Friday of each month is Spirit Day! The next Spirit Day is Friday, Oct. 7 - R.E.D. Friday.

What is **R.E.D. Friday**?

**RED** is an acronym that stands for **Remember Everyone Deployed**. R.E.D. Friday was created to remind people of our heroes overseas and show that we are thinking of them. People across the country wear red every Friday to serve as a reminder and spread the message of how important it is that we keep our troops in our thoughts.

As a military friendly school, we encourage all of our colleagues to join us for R.E.D. Fridays on any Friday throughout the year, but especially on Oct. 7.

Our LCCC Veterans Club has R.E.D. t-shirts for sale. The cost is \$10/shirt. If interested, reach out to Laura D'Amato, Peter McElroy or Erin Vernelen in the Registration/Student Records office.

### LV Veterans and Military Council 5k



**LV Veterans & Military Council 5k**  
**Saturday, November 12, 2022, 9AM**  
Bersheim Park  
5351 Park West Lane  
Bethlehem, PA US 18017

Join the LCCC Veteran Support Team at the annual 5K Ruck 'n Run/Walk to honor veterans during Veterans Appreciation Week. Lehigh Valley colleges, universities, businesses and community members will Ruck OR Run/Walk to recognize and honor all veterans throughout the Lehigh Valley. 5K Ruck and Run/Walk options in addition to a 1-mile Fun Run/Walk (no timing or awards) available. The course is an off-road grass course through the scenic Bicentennial Park. Donations will go to Victory House of Lehigh Valley. Participants who register and make a \$30 minimum donation by October 29 will receive an event beanie.

Awards will be presented to the top 3 male and female finishers in each age group for the 5K Ruck and 5K Run/Walk options. **The college or university team with the most participants (Ruck, Run/Walk, and Fun Run/Walk combined), earns a plaque to be displayed on their campus and bragging rights!**

For more details and registration information, [click here](#).

### Movement Monday Oct. 3



"Life is like riding a bicycle. To keep your balance, you must keep moving." -Albert Einstein

## ADMINISTRATIVE UPDATES

### Human Resources News

[Click the see more button for the latest news and updates from LCCC Human Resources](#)

[See more >](#)

### Online Learning News

[Click the see more button for the latest news and updates from LCCC Online Learning](#)

[See more >](#)

## REMINDERS

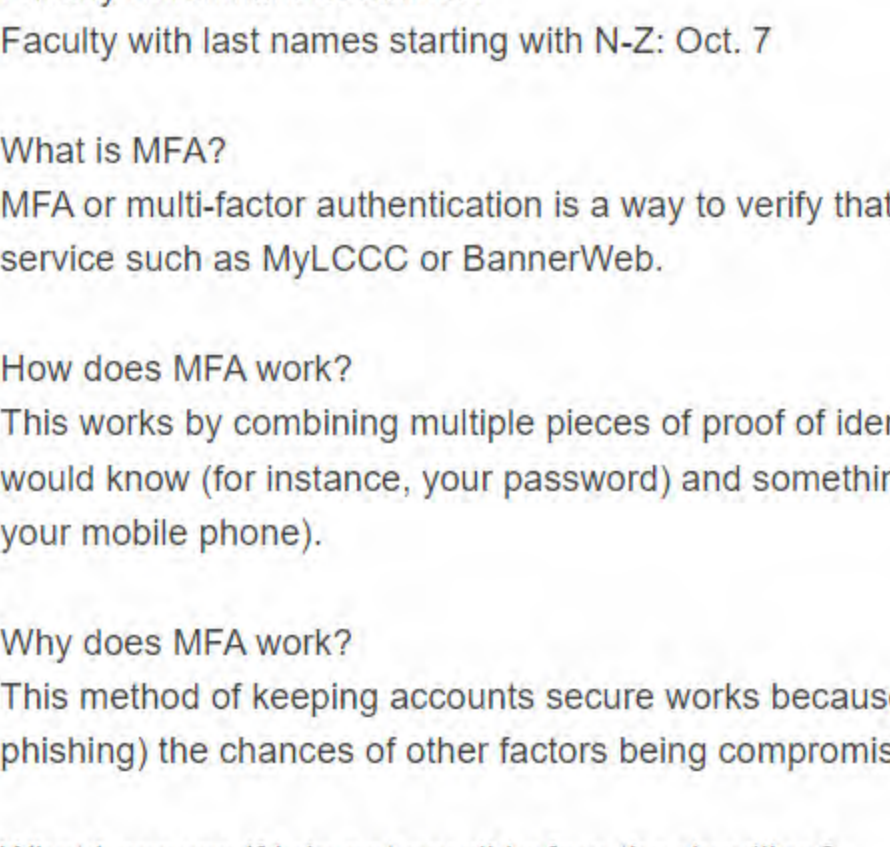
### Phi Theta Kappa Parking Space Raffle

LCCC's chapter of Phi Theta Kappa is holding a Parking Space Raffle/Fundraiser and tickets are on sale now until Oct. 5. The winner will receive a reserved, front row parking space in parking lot C until Jan. 30, 2023! Tickets are \$2 each or 3 for \$5. Tickets can be purchased by emailing Gene Eden at [geden@lccc.edu](mailto:geden@lccc.edu). Thank you for your support of our chapter.

### EIH October Business Boot Camp

Business Boot Camp, presented by the Entrepreneurship and Innovation Hub will be held October 10 - 14 from 3:30 - 5 p.m. on zoom. View the [attached flyer](#) for more information and to register.

### Volunteers Needed - Fall Fitness Fest



LCCC Foundation is seeking volunteers for our Fall Fitness Fest, 5K Walk/Run, and 10K Run on Saturday, Oct. 29, on the main campus in Schnecksville (Halloween-themed). For our staff volunteers, please fill out the leave request form on the portal under "Faculty and Staff Resources" - "Forms" - "Employee Payroll and Benefits" - "Leave Request Form". Check "other" and write in "Foundation Volunteer" and have your supervisor sign it. There are multiple volunteer opportunities on both Friday, Oct. 28 and Saturday, Oct. 29.

"Please note: **Classified staff** may volunteer to help at an event and must have supervisory approval if they are switching days. The day they switch out must occur within that pay period. Please use this [link](#) to register to volunteer.

Contact Pamela Matias, at [pmatias@lccc.edu](mailto:pmatias@lccc.edu) for more volunteer information.

### Staff vs Student Game



Bump...set...BOO!

Calling all faculty/staff interested in playing the 1st Annual Staff vs Student volleyball game! Thursday, Oct. 27, at 5:30 p.m. Costumes are encouraged.

[Click here to sign up and provide t-shirt size.](#)

### Runners and Walkers Recruited for LCCC Foundation 5K/10K Fall Fitness Fest



LCCC and the Foundation will host the Fall Fitness Fest 5K and 10K event on Saturday, Oct. 29 to benefit LCCC students and the college's food pantry. Participants can also choose to complete the race virtually Oct. 23-29. Because this is both a live and virtual event, instructions differ, but registration can be made for either event here.

The race is geared to motivate LCCC students and employees, as well as friends, family and alumni, and the community to get out and exercise, while raising funds to benefit LCCC students. Last year's Fall Fitness Fest raised over \$11,000.

Entry fee to the public for the 5K and 10K is \$25 per person. LCCC alumni and students, and the military with ID pay \$5.

For more information, contact Jane Wilchak at [jwilchak@lccc.edu](mailto:jwilchak@lccc.edu) or at 610-799-1929.

### Using Academic Writer with Your Students

If you require your students to use APA Style for assignments, then Academic Writer, a resource available through the Rothrock Library, is a valuable tool. You can learn about using Academic Writer as an instructor on Development Day. There will be a live orientation for students to learn how to use Academic Writer on Wednesday, Oct. 12 at 11 a.m. View the [attached](#) for more information.

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

### Virtual Viewing of PA Conference for Women

COME GET INSPIRED!

Join us for a VIRTUAL viewing

Friday, October 7

CSC 203 & 205

10 a.m. - 12 p.m. (Virtual Session)

Continuing Education credit will be awarded.

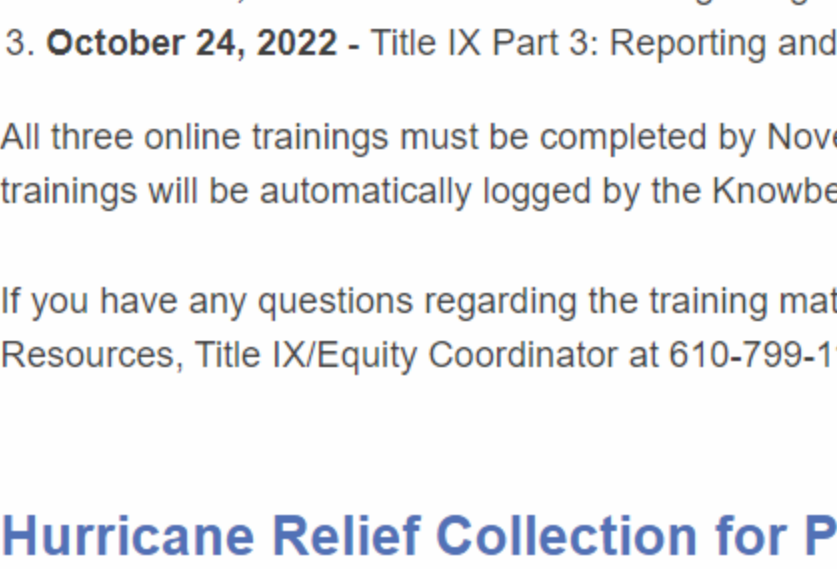
11 a.m. & Noon - Breakfast Sessions

12 p.m. - 1 p.m. Keynote Speakers

1 p.m. - 2 p.m. Luncheon

Lunch will be served

Please register at <https://tinyurl.com/LCCCPAWomen>



**Lehigh Carbon Community College**  
LCCC Foundation  
203/205 Center  
4625 Education Park Drive  
Schnecksville, PA 18078

### Student Roundtables with Dr. Bieber

Several dates are available to students to take part in roundtable discussions with Dr. Bieber. Schnecksville: 2:30 p.m., Monday, Oct. 3; Tamaqua: 12:30 p.m., Tuesday, Oct. 18; and Allentown: 11:30 a.m., Tuesday, Oct. 25. Please see the [attached flyer](#) for more information.

### MFA Information and Faculty Enrollment Deadlines

LCCC Identity Services will require multi-factor authentication to keep your accounts safe. Schedule your appointment now to configure MFA by [submitting a ticket](#).

IT Services will also have MFA Enrollment Days Tuesday afternoons Center (2-4 p.m., and Thursdays 10 a.m. - 12 p.m.) in **room 208 (Green Room) of the Community Services Center** please make this your new location.

Stop by and get assistance enrolling in MFA.

Faculty Enrollment Deadlines:

Faculty with last names starting with N-Z: Oct. 7

What is MFA?

MFA or multi-factor authentication is a way to verify that you are who you say you are when you access a secure service such as MyLCCC or BannerWeb.

How does MFA work?

This works by combining multiple pieces of proof of identity from different categories such as something only you would know (for instance, your password) and something only you have access to (a personal device such as your mobile phone).

Why does MFA work?

This method of keeping accounts secure works because while someone may get your password (like through phishing) the chances of other factors being compromised at the same time is relatively low.

What happens if I do not enroll before the deadline?

If you are not enrolled at the deadline you will need to enroll to access many LCCC services including MyLCCC portal, Canvas and ALL applications configured to sign in with your LCCC identity (<https://lccc.edu>)

Helpful Links

- [MFA - Multifactor authentication FAQ](#)
- [How to Enroll the Quick Verify App for LCCC Identity MFA \(Step By Step\)](#)
- [How to Enroll YubiKey in LCCC Identity \(Step By Step\)](#)
- [How to Enroll in MFA for LCCC Identity Video Instructions](#)

## SWEAT 4 SWAG



A one hour workout is 4% of your day - no excuses! Join the Sweat 4 Swag punchcard workout program and collect Cougar Swag along the way. See Wellness Center staff for more information.

