



October 6, 2022

Submit Your College Voice News [\[info\]](#)

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 Openings

[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

Duplicating Center and Mail Room Service Window Hours
8 a.m. - 4 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. - 8:45 p.m., Monday through Thursday; 7:30 a.m. - 6 p.m., Friday.

Culinary Arts Hours

ARC Main Café
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.

Weekly Menu

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

Wellness Center

8 a.m. - 5 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.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 Ronnie.Blue@lccc.edu to schedule a Hangouts meeting.

VP Laraine Verta
Access virtual office hours on Mondays from 3 to 5 p.m.; Tuesdays from 8:30 10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email laivert@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 Mary.Decker@lccc.edu to arrange a scheduled online meeting.

Dean Peggy Heim
Wednesdays from 3 to 5 p.m. Email 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 to schedule a meeting.

Dean Dr. Andrea Grammon-Mosley
Mondays from 1 to 3 p.m. Email agrammonmosley@lccc.edu to schedule a meeting.

Interim Dean Elke Reichardt
Wednesdays from 3 to 5 p.m. Email EReichardt@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 JMitchell19@lccc.edu to schedule online meeting.

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

College Voice Sidebar

September 20, 2022

College Relations Scheduling Portal

Links in sidebar

- Submitting news for College Voice
- "This Week" Weekly student newsletter
- Submit a marketing project request
- Past editions of College Voice
- Read meeting minutes
- Hours of operation for various departments
- Contact information and office hours for the members of the President's Cabinet

You know College Voice as a source for campus news but did you also know that lots of helpful links can be found in the sidebar just to the left of this post?

The sidebar is where you'll find many useful links including:

- Submitting news for College Voice
- "This Week" Weekly student newsletter
- Submit a marketing project request
- Past editions of College Voice
- Read meeting minutes
- Hours of operation for various departments
- Contact information and office hours for the members of the President's Cabinet

Fall Fitness Fest 5 and 10k - Canceled

Please note that the Fall Fitness Fest 5k/10k run has been canceled for 2022. We apologize for any inconvenience this may cause. We will still be holding the Basket Raffle as planned.

Basket Raffle

The Basket Raffle is still on! Please have your basket ready by Tuesday, Oct. 18, you can drop it off in College Relations, SSC 112. The Basket Raffle will take place in the Student Union on the following dates.

Wednesday, Oct. 26 – 10 a.m. – 2 p.m.
Thursday, Oct. 27 – 10 a.m. - 2 p.m.

1 Sheet (20 Tickets) \$15
2 Sheets (40 Tickets) \$25

"Student Special"
1 Sheet (20 Tickets) \$10
2 Sheets (40 Tickets) \$15

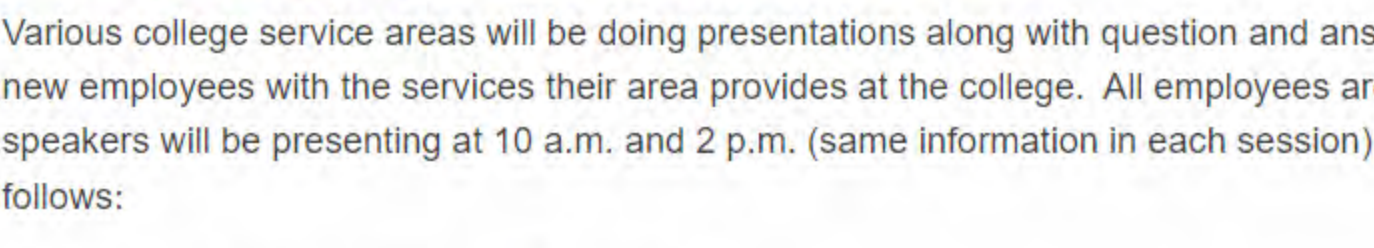
Cash, credit card or check made payable to the LCCC Foundation. All proceeds will support the LCCC Cougar Cabinet Food Pantry.

We will be collecting the following items for the food pantry:

- Laundry Detergent (pods preferred or individual small bottles)
- Disinfecting Wipes
- Dish Soap
- Paper Towels
- Shampoo and Conditioner (2 in 1 is fine)
- Bath Soap/Body Wash
- Deodorant
- Toothpaste
- Feminine products - Pads/Tampons
- Baby Diapers

Contact Jane with any questions at jwlichak@lccc.edu.

Faces of Honor Display



Every year LCCC honors all veteran and active military students during Veterans Appreciation Week, which will be held at main campus Nov. 7-11. Several events and programs are designed to honor and remember veterans providing the college community an opportunity to say "thank you."

Students, faculty and staff are invited to submit photos of themselves or family members who have served or are currently serving in the U.S. Armed Forces for the annual "Faces of Honor" display taking place at LCCC's main campus during Veterans Appreciation Week. The banners will be displayed throughout the Student Services Center building and will be available for all to view through the college's various social media channels. If you have submitted a photo in the past, your loved one is already part of the display so there is no need to resubmit. Photo submissions will be accepted through Friday, Oct. 21.

To submit a photo, please complete the form and upload a digital image, which must be of the highest resolution possible – 600 x 800 pixels or larger.

College Employee Information Sessions

Various college service areas will be doing presentations along with question and answer sessions to familiarize new employees with the services their area provides at the college. All employees are welcome to attend. The sessions will be presenting at 10 a.m. and 2 p.m. (same information in each session) on the dates assigned as follows:

October 14 - Ashley Gonzale, Public Safety

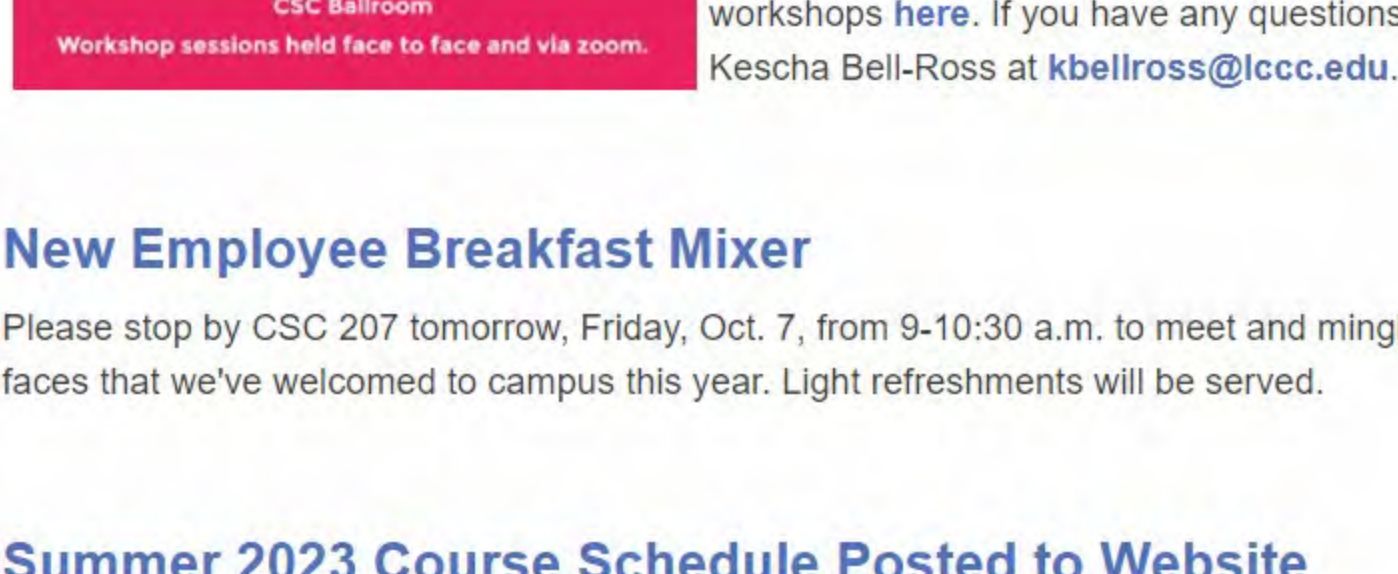
October 28 - Gene Eden, Student Life
Amber Zuber, Tamaqua (Morgan Center)

November 11 - Fae Schrack, Registration and Student Records
Brian Kwiatek, High School Connections

December 2 - Tina Moyer, Career Development
Marco Anglesio, Institutional Research and Effectiveness

Honors Students Enjoy Night Out at Cedar Crest College

LCCC Honors Students were treated to a night out last weekend thanks to the Performing Arts Department at Cedar Crest College. The students enjoyed supporting a few of their fellow LCCC students in the cast and crew on opening night of *Clue* at the Samuels Theatre. Thank you Cedar Crest College for such a warm welcome to a wonderful and hilarious performance!



Virtual Transfer Event

Lehigh Carbon Community College will host a Virtual Transfer Event on Wednesday, Oct. 12. Representatives from various colleges and universities will be available 10 a.m.-12 p.m., 1 - 3 p.m., and 4 - 6 p.m., to answer questions about transferring from LCCC to a four-year school. This is a great opportunity for students to begin the next step in their path toward an exciting future! Click [here](#) for more information.

Development Day: Tuesday, October 11, 2022

Join us!

Development Day Tuesday, October 11

Breakfast at 8 a.m. Welcome to campus! 8:30 a.m. Lunch at noon.

CSC Bellroom

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 attend 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.

New Employee Breakfast Mixer

Please stop by CSC 207 tomorrow, Friday, Oct. 7, from 9-10:30 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.

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.

LV Veterans and Military Council 5k

Join us for the 5k Ruck 'n Walk with Lehigh Valley colleges, universities, employers, and veteran supporters to recognize and honor all veterans. Donations are encouraged and will benefit Victory House!

Saturday, November 12, 2022

West Bicentennial Park (5301 Park West Lane, Bethlehem, PA 18027)

Choose Your Event 5k Ruck 'n Walk 1 Mile Fun Walk

8 AM Registration at Mile 0

- 8 AM 5k Start
- 9 AM 1 Mile Fun Walk Start
- 10 AM - 11 AM Community Activities
- 11 AM - 12 PM Luncheon

Brought to you by Valley Bank

TO REGISTER PLEASE VISIT:
<https://www.vhwc.org>
TO DONATE PLEASE CONTACT:
info@lehighvalleyveterans.org

This is a rain or shine event!

AWARDS:
• 1st, 2nd, 3rd Place
• Most Participants
• Most Donations
• Most Volunteers

LV Veterans & Military Council 5k
Saturday, November 12, 2022, 9AM
Bicentennial 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](#).

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

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.

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 to you 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. 6 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.**

Registration/Student Records Electronic Forms Live

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 to update 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

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.

Staff vs Student Game



Bump...set....BOOI!

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.

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. Keynote Speaker
Katherine Gifford
Executive Director
11 a.m. & Noon: Breakfast Sessions
1 p.m. Keynote Speaker
Katie Miller
Executive Director

Lunch will be served.

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

Keynote Speakers:
Katherine Gifford
Katie Miller
Katherine Gifford
Katie Miller

Lehigh Carbon Community College
LCCC Women's Leadership Council

The LCCC Career Development Center, LCCC Student Life and LCCC Student Engagement and Inclusion are excited to invite students, faculty and staff to join us for the virtual viewing of the PA Conference for Women on Friday, Oct. 7, in CSC 203/205. Please see the flyer for the line-up of fabulous speakers. A continental breakfast will be served for the 10 a.m. keynote speaker, and lunch will be offered for those attending the 1 p.m. keynote session.

Come get inspired! Stop by for a short time or spend the day with us. However, please RSVP to Tina Moyer at cmoyer@lccc.edu so we can have a count for food.

Student Roundtables with Dr. Bieber

Several dates are available to students to take part in roundtable discussions with Dr. Bieber. Tamaqua: 12:30 p.m., Tuesday, Oct. 18; 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 from 2 - 4 p.m., and Thursdays 10 a.m. - 12 p.m. in **room 208 (Green Room) of the Community Services Center** (please make note of this 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 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://identity.lccc.edu)

Helpful Links
How to Enroll the Okta 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

SPIRIT & WELLNESS

Halloween Decoration Contest

Halloween Office Decorations
Join the fun and decorate your office or desk for Halloween! It's time to crank up your Halloween creativity and enter the Spirit Committee Halloween Decoration Contest. Decorating will happen from October 1 to 22 and voting will occur the week of October 24.

You will need to register your department if you want to enter the competition. Click [here](#) to register. Prizes will be awarded for 1st, 2nd and 3rd place during the week of October 31. There is a new twist this year ... we will be asking students to vote on the best decorations!

Please keep in mind that decorations should be FUN and work appropriate. Also, do not block windows or access to workspaces

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 Vermeulen in the Registration/Student Records office.

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 Sweat along the way. See Wellness Center staff for more information.