



## February 17, 2025

### 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 Tuesday 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 February 2025](#)
- [State Board of Higher Education](#)
- [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 Hours**  
Monday through Thursday: 9 a.m. – 5 p.m.; Friday: 10 a.m. – 3 p.m.; Saturday and Sunday: CLOSED

\*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 Bear at \[Tracy.Bear@lccc.edu\]\(mailto:Tracy.Bear@lccc.edu\)](mailto:Tracy.Bear@lccc.edu) to schedule an online meeting.

**VP Dr. Cindy Hansey**  
1st and 3rd Mondays from 4 to 5 p.m. and 2nd and 4th Thursdays from 4 to 5 p.m. Email [Ronnelle Blair at \[Ronnelle.Blair@lccc.edu\]\(mailto:Ronnelle.Blair@lccc.edu\)](mailto:Ronnelle.Blair@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 [laarissa@lccc.edu](mailto:laarissa@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 [Marisa Bowen at \[Marisa.Bowen@lccc.edu\]\(mailto:Marisa.Bowen@lccc.edu\)](mailto:Marisa.Bowen@lccc.edu) to schedule an online meeting.

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

**Dean Tonisha Taylor**  
Mondays from 10 to 11 a.m. or 4 to 5 p.m. Email [Taylor.Tonisha@lccc.edu](mailto:Taylor.Tonisha@lccc.edu) to schedule an online meeting.

**Interim Dean Andrew King**  
Tuesdays from 10 to 11 a.m. or 4 to 5 p.m. Email [Dean.King@lccc.edu](mailto:Dean.King@lccc.edu) to schedule a meeting.

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

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

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

## ANNOUNCEMENTS

### Jamie Ayrton's Good Luck and Farewell Event

Please join the Academic Services staff as we wish Jamie well on his new journey on Wednesday, Feb. 19, in the Academic Services Suite (SSC 110) at 2 p.m. Cupcakes and beverages will be available.

### LCCC and Villanova Agreement Streamlines Transfer Pathway

An agreement between LCCC and Villanova University's College of Professional Studies will benefit LCCC associate degree graduates who are working toward their bachelor's degree, guaranteeing eligible graduates admission to the university.

Under the agreement, LCCC graduates who earn an Associate of Arts (A.A.), Associate of Science (A.S.) or Associate of Applied Science (A.A.S.) and who meet the requirements are guaranteed admission at Villanova. In addition, a maximum of 90 credits may be transferred into the College of Professional Studies baccalaureate degree. The application fee will also be waived.

Eligible LCCC graduates will also receive a Merit Tuition Reduction, based on their overall grade point averages, with as much as 25% reduction available for up to six semesters.

Additional information about the LCCC to Villanova transfer agreement can be found on the [LCCC transfer webpage](#).

For additional information, contact the LCCC Office of Admissions at [Admissions@LCCC.edu](mailto:Admissions@LCCC.edu) or 610-799-1575. LCCC students interested in transferring to Villanova can also contact Villanova at 610-519-4500.

### Innovative Insights: An LCCC WLD Series – Webinar #2

The LCCC CTE Learning Specialists welcome everyone at LCCC to a Watch-Learn-Discuss (WLD) series that is occurring this term. We will share pre-recorded webinars that discuss innovative strategies, tools and insights to support student success, addressing challenges such as academic struggles, disengagement, academic anxiety, effective learning and retention. This series is made possible with funding from our Perkins Grant.

The second recorded webinar in this series, "Helping Students Move From Shallow To Deep Learning: Practical Strategies For Success," can be viewed [here](#). You can watch and learn on your own time, and you are invited to join us for a 30-minute discussion via Zoom on Friday, Feb. 28 at 10 a.m. [Click here](#) to add it to your calendar. More information is available [here](#). Questions? Email [mapinks@lccc.edu](mailto:mapinks@lccc.edu).

### Raffle Basket Donations for the Spring Cash Bingo

The Foundation is seeking raffle baskets or raffle basket donations for our upcoming Spring Cash Bingo event on Saturday, April 26. We are looking for a variety of donations from completed, themed baskets to products and items that can be packaged together. The baskets will be displayed and raffled at the bingo event. Feel free to donate your items/basket as an individual or as a department.

If interested, please reach out to Emmalee and Rick at [Foundation@lccc.edu](mailto:Foundation@lccc.edu) no later than Wednesday, March 21. We appreciate your support.

### Counseling Center Faculty Workshop

Calling all faculty members! Do you want to connect with your students and help them develop a lifelong love of learning? Join our counselor, Tabatha Fuller, MFT, for a workshop on effective communication in the classroom on Wednesday, Feb. 26, from 10 – 11 a.m. in the Student Union SGA meeting room (lower level). Tabatha will explore the featured topics of classroom management and de-escalation communication techniques in this informative workshop. [Sign up here](#) for Classroom Decorum and De-escalation.

## 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 Falls Prevention

Slips, trips and falls account for a large percentage of medical incidents on campus and are the result from some kind of unintended 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 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 to the Human Resources offices, 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

View the [Winter](#) edition of the Online Learning Newsletter. This edition includes information about our training programs, a great article on creating active virtual learning communities in asynchronous courses and ideas to try, and an Accessibility, Usability, and New ADA Ruling training. We want to recognize our badge earners from the Winter on page 3 and there is a page on some events around the Lehigh Valley this month. If you have any questions about anything in this edition contact us at [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

### School District Geo Campaign Launches

The Office of College Relations and Student Life, in partnership with 3Seed Marketing ad agency, launched a school district, geography-based campaign focused on parents and high school juniors and seniors (ages 16 and 17 in the household) in specific school districts using highly targeted lists culled from the College App software. Target audience includes the seven largest school districts in the College App database, specifically parents in households that include 16- and 17-year-olds: Parkland, Emmaus, Allentown, Southern Lehigh, Whitehall, Northwestern and Blue Mountain.

The general school-specific ad and open house ad for each school encompasses paid social media ads and Google display ads. The campaign is to drive enrollment for the fall 2025 semester and for people to attend the spring open house. This strategy can also be used to target school districts where applications are down.



### Career Development Center Clothing Drive

In partnership with the YWCA Perfect Fit for Women, the Career Development Center is hosting a professional clothing drive from Monday, Feb. 10 to Friday, Feb. 28.

- Clean (no rips, tears, or holes) Professional Clothing
- Handbags
- Jewelry
- Shoes
- Scrubs

The YWCA Allentown's Perfect Fit is in need of:

- Black Pants
- Clothing in Sizes 16-24
- Sneakers and Flat Shoes
- Accessories

Remember, all clients utilizing these donations are for attire they will be wearing to dress for success! Donations can be dropped off inside the Career Development Center in SSC 004 from Feb. 10 through Feb. 28, from 9 a.m. to 4 p.m. Donations from the Morgan Center and Donley Center are welcomed. Please email Kescha Bell-Ross at [kbellross@lccc.edu](mailto:kbellross@lccc.edu) for details or questions.

### Commencement Volunteers Needed

We are in need of volunteers for commencement. Commencement will be Wednesday, May 21 at the PPL Center. Several shifts are available beginning in the early afternoon.

Please email [jrooney@lccc.edu](mailto:jrooney@lccc.edu) if interested along with the times you are available: 2-6 p.m.; 4-6:30 p.m.; 4-8 p.m.

### Graphing Calculators for Math Courses

The Rothrock Library now has TI-83+ and TI-84+ graphing calculators available for student use.

Please note there is a limited supply of calculators.

The calculators are for students in specific courses.

#### Courses

- TI-83+ : MAT 105, 130, 160, 165, 188, 230
- TI-84+ : MAT 150

Calculators circulate for a semester. Students should be prepared to show that they are enrolled in one of the above courses.

Questions? Please call 610-799-1150.

### Make Your Own Body Lotion with Full Moon Blends

Full Moon Blends is offering a workshop led by certified aromatherapist and Come Join Us this owner Michele O'Brien. Participants will learn about the healing properties of essential oils while creating their own blended lotion, infused with essential and carrier oils. Learn more about Full Moon Blends [here](#).

Space is limited. Sign up using this [form](#).

#### Workshop Dates/Times:

- Main Campus – Wednesday, March 5, 1-2 p.m. and 2:30-3:30 p.m.
- Donley Campus – Wednesday, April 9, 12-1 p.m. and 1-2 p.m.

Contact Dean Taylor for additional information: [ttaylor13@lccc.edu](mailto:ttaylor13@lccc.edu)

### LCCC Hosts Art Portfolio Event

LCCC will host a Portfolio Transfer Event for students in the Arts, Communication, and Design programs on Tuesday, Feb. 18, from 1-3 p.m. in the Student Union. Representatives from various colleges and universities will be available to answer questions about student portfolios and the transfer process from LCCC to four-year institutions. They will provide insights into portfolio requirements, offer advice on improving portfolios, and discuss opportunities for students pursuing art programs at four-year schools.

Students should bring a digital (laptop/tablet) or physical copy of their portfolio for review by the college and university representatives.

View the event flyer [here](#).

### Spring Cash Bingo

Want to win some cash?

We're excited to announce the opening of registration for the 2025 LCCC Foundation Spring Bingo to benefit student scholarships.

This year's event will be on Saturday, April 26, starting at 1 p.m. in the Community Services Center. Event attendance will be limited to 200 participants. With the size of the jackpot, we are anticipating the event to fill up quickly.

This year, all games will award cash prizes to winners. We will also have a basket raffle and other small games of chance, food and drinks available.

[Register today](#) to ensure your space gets reserved. We appreciate your consideration of supporting LCCC and our student scholarship programs. A flyer with additional information is [attached](#).

### Student Support Class Visits

Educational Support Services and Disability Support Services would like to remind everyone of the wide range of educational support services available to students at LCCC. Our goal is to provide students with the resources they need to thrive, both academically and personally, throughout their college journey. Encouraging students to take full advantage of these services can have a significant impact on their overall academic success and well-being. To make this process easier, we offer short class visits where we can briefly present the various support services available to them.

If you're interested in having us visit your class to share this information, please reach out to us at [educational-support-services@lccc.edu](mailto:educational-support-services@lccc.edu) or 610-799-1156 to schedule a convenient time.

Thank you for helping us ensure that all students have the resources they need to succeed!

## SPIRIT & WELLNESS

### LCCC Counseling Center Spring Workshop Series – Updated Information

Due to the weather delay on 2/12, the Counseling Center was unable to host the Embrace Your Journey Workshop in-person. The Counseling Center is practicing resiliency by making the workshop available through a recording. If you would like tips on how to build your own resilient muscles, email the Counseling Center at [counselingcenter@lccc.edu](mailto:counselingcenter@lccc.edu) to receive the recording of the workshop by Liz Lewis, LSW. Things do not always go as we want or how we plan, but we are resilient!

### Badminton Tournament

Intramurals will host a Badminton Tournament on Friday Feb. 21, starting at 2:30 p.m. in the Berrier Hall Auxiliary Gym. The tournament is open to all faculty, staff and students. Teams of 2 or 3 people will be accepted. There will be open gym time for practice available on Feb. 11 and Feb. 18 from 12-1 p.m. in the Auxiliary Gym.

Register by Feb. 19 [here](#).

### Step Aerobics

Weekly Step Aerobics is hosted every Wednesday from 12 – 12:45 p.m. in Berrier Hall Dance Studio. Step Aerobics is open to all faculty, staff and students with an ID card. For any questions or concerns, please contact Lacey Timony at [LTimony@lccc.edu](mailto:LTimony@lccc.edu) or 610-799-1181. Sign up [online](#).

### Spirit Committee Upcoming Events

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

#### March

Tuesday, March 4 – Free Fastnachts and Bead Necklaces / Spirit Day: Mardi Gras

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 [vhertzog@lccc.edu](mailto:vhertzog@lccc.edu).