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The COLLEGE VOICE

Home

February 29, 2024

Submit Your College Voice News

All College Voice submissions are due by 12 p.m. the business day prior to each Monday's publication. For example, this edition, Wednesday by 12 p.m. for Monday's publication. Exceptions will apply. Please ensure all applicable links and attachments are included in your submission. Please do not send attachments in your submission and instead use Google Drive.

Thank you,
Office of College Relations

College Voice Submission

View Previous College Voice Editions

Quick Links

President's Desk February 2024

LCCC Environmental Commitment

Events

"The Week" Student Newsletter

Report Safety and Security Concerns

Sexual Misconduct and Sexual Violence Anonymous Online Reporting

Marketing Project Requests

LCCC's College Relations staff can turn your ideas into reality! Whether it's a flyer or an event, a new program, a website or social media page, or just something to tweet, our staff 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 tab of myLCCC and Shell Resources.

Quick Links

Duplicating Center and Mail Room
Monday through Friday
8 a.m. - 5 p.m. Monday through Friday

Lehig Hours:
Monday - Friday
Closed
Closed overnoon Monday through Friday to all sites.

Bookstore Hours:
Monday through Friday: 8 a.m. - 5:30p; 8 a.m. - 2 p. Saturday and Sunday: CLOSED

Library Hours:
Monday - Friday 8 a.m. - Monday through Friday.

Wellness Center:
Monday through Thursday: 5 p.m. - 9 p.m. Friday: 10 a.m. - 2 p.m.*

*48 hours advance in change

President's Cabinet Members Open Office Hours

President
Tuesday, Bill Miller
Appointments can be made via Zoom, Microsoft Teams, or Calendly.com to schedule an online meeting

VP Dr. Cindy Hancy
1st and 3rd Wednesday from 4 to 5 p.m. Contact Cindy Hancy at 610-799-1151 or at hancy@lccc.edu

VP Dr. Ronald Rooney
Thursday from 1 to 2 p.m. Contact Ronald Rooney at rooney@lccc.edu

VP Lorissa Kerns
Tuesday and Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Contact Lorissa Kerns at lkerns@lccc.edu or 610-799-1151

Dean Peggy Heinz
Wednesday from 2 to 3 p.m. Contact Peggy Heinz at heinz@lccc.edu online

Interim Dean Dr. Jodi Rockwalde
Wednesdays, 8:15 p.m. to 10:15 p.m. Contact Jodi Rockwalde at jrockwalde@lccc.edu online

Dean Dr. Andrea Grannan-Mosley
Tuesday from 1 to 2 p.m.
Contact andrea-grannan-mosley@lccc.edu to schedule an online meeting

Interim Dean Ellen Reinhardt
Wednesdays from 2 to 3 p.m.
Contact ellen-reinhardt@lccc.edu to schedule online meeting

Dean Dr. Kelly Trexler
Mondays from 2 to 3 p.m.
Contact kelly-trexler@lccc.edu to schedule an online meeting

CIO Joshua Mitchell
Friday from 10 to 11 a.m. Monday
Email joshua-mitchell@lccc.edu to schedule an online meeting

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

ANNOUNCEMENTS

Enrollment Marketing Presentation with Kathi Swanson

The campus community is invited to a presentation with Kathi Swanson and Consulting from 3:30 to 4:30 p.m., Thursday, Feb. 29. You are invited to attend in person, room 251-203 in the Community Services Center, or via Zoom.

Join Zoom Meeting

Meeting ID: 933 5782 4872

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.

First Tuesdays Coaching Conversations

COACHING CONVERSATIONS Success Coach

The March First Tuesday Coaching Conversation is titled "Overwhelmed: A Reality of 2024" and is scheduled for Tuesday, March 5, at 2:00 p.m.

Google searches, news reports, and even the New York Times best sellers bookist remind us of the many social justice topics we know stress, at least tied to, and actively resolve. The list can feel overwhelming. Rocks and other metaphors, shared in this session, can offer gentle and effective strategies to better ourselves, and bring to each other, during these challenging days.

Join the Zoom meeting here.

LCCC Alumni Speaker Series to Kick Off in March

A quarterly alumni speaker series will kick off in March. Shelley Mabe from Dreamcatcher Career Coaching will present "Three Pillars to Career Launch Success – Clarity, Confidence and Connections" in the Community Services Center on Wednesday, March 27 at 6 p.m.

Register to attend here.

For questions, contact JoEllen Rooney, Alumni Events Manager at jrooney@lccc.edu or ext. 1929.

LCCC Wi-Fi Certificate Renewal May Affect College or Personal Wireless Devices

Starting Wednesday, Feb. 28, when connecting college or personal wireless devices, you may be required to trust a new certificate. The root cert certificate issued by Go Daddy is valid and should be trusted to access our network. Please click here for information on how to trust the new certificate.

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. Nominations will be reviewed by a committee of employees from throughout the College Across 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!

Stay, Yay and Fast Prevention

Stays, trips, and falls account for a large percentage of medical incidents on campus and are the leading cause of workplace injuries. Employees who experience a change in the contact between the hand and the ground or walking surface, Attached/Detached 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 x1100 to inform them you called 911. Public Safety will report to where the injured person is until arrival of the ambulance.

Employees who have been injured or experienced should provide basic first aid care. Call Public Safety at x1100 if the injury/illness occurs after business hours.

No employee shall transport another employee/student to an emergency facility or hospital.

All New Employees:
The Office of Human Resources program is specifically designed for the busy professional but helpful in detail the necessary preparations for training. It is a convenient, easy way to complete your new hire paperwork.

A. Required Training
Below are the four online trainings that will be emailed to you from Knowbest. This is a single sign-on system that will enable to you log in using your campus username and password. These online trainings must be completed within the first 30 days of hire.

If you want your completed 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
Title IX Sexual Harassment Training
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

The Online Learning Team hopes the start of your Spring semester is going well. Check out the February edition of our newsletter for trainings, the article of the month, our featured website training (this Generator's Excellence in Instruction with Mary Kenney) and our Online Learning Badge Recognition earners of the month. Also in the newsletter is how to use Zoom's new Reactions feature. If you have any questions please reach out to onlinelearning@lccc.edu.

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

Office Hours
Drop in **or scheduling** with Rachel Pellers to ask any questions on training, course development, professional development and other tools/topics.

Digital Badges
Faculty and staff have the opportunity to receive digital badges to display on LinkedIn, email signatures 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 listed on the Faculty Tab of the Online Learning site. Upload the digital badges or the requirements for them please contact **onlinelearning@lccc.edu**.

REMINDERS

College Reorganization Announced

To better align departments and offices and coordinate responsibilities, the college will implement a new organizational structure, effective March 1. The following changes will take place:

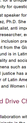
The Tenaqua and Attention sites will report to Dr. Cindy Hancy, vice president of Enrollment Management.

The Office of Institutional Research will move under Academics and report to Scott Aquila who will be the dean of Institutional Effectiveness, Business, Legal Studies and Social Sciences.

Bookstore 20% Sale

The bookstore will be having a 20% off sale on gifts and apparel on Feb. 29. Shop online at www.bookstore.com or stop in store from 9 a.m. – 5 p.m. to shop the sale! If you have any questions, please reach out to bookstore@lccc.edu.

Intersectionality: The Key to Authentic Discussions Around Women's Identities and Histories



March is Women's History Month. Please join the JED Center virtually on Thursday, March 8 at 2:15 p.m. for a unique lecture followed by an opportunity for questions and discussion on Zoom.

Our guest speaker for March is Francia Rolnal Fernandez, Ph.D. She is an intersectional decolonialist, anti imperialist, transdisciplinary scholar, researcher, educator, and a diversity, equity, & inclusion practitioner and consultant. An immigrant from the Global South, her academic background is in Latin American and Latinx's studies with a focus on intersectionality and social justice, especially as it shows up in women's experiences such as fullbid and carnaval. Her work in DEI started organically in her community in the Lehigh Valley in 2014 and grew in all of her work. She is a professor of Latin American & Latinx Studies, African & African American Studies, and Women & Gender Studies.

Lehigh Valley Alumni Food Drive Challenge Set for March

The LCCC Alumni Association in collaboration with the LCCC Foundation invites all alumni and friends to participate in the annual Alumni Food Drive Challenge from March 1-31 through March 31. The Alumni Food Drive is a competition between local alumni associations of LCCC, NCC's Penn State, Rutgers and Notre Dame. Let's move from last place to first place this year!

There are several ways to support this event.

You can provide a monetary donation here or donate at one of the three collections around campus beginning March 1. Donations can be dropped off in the grocery carts located in the SSC or CSC.

For more information contact rooney@lccc.edu.

Nominations Open for 2024 Spirit Awards for Staff/Administrators and Faculty

The LCCC Spirit Committee is inviting nominations for the LCCC Staff/Administrator Spirit Award, presented for the sixth year and the LCCC Faculty Spirit Award, which will be presented for the third time, both at the Faculty/Staff Appreciation Ceremony in May.

For the Staff/Administrator award, all regular full- and part-time staff/administrators are eligible, including both classified and administrative employees. For the Faculty award, all full- and part-time faculty are eligible. The Spirit Committee will select one award recipient for each category.

We encourage you to nominate a colleague using this form for staff/administrators and this form for faculty. The following are some of the ways the employee can demonstrate spirit:

- Goes above and beyond their job description
- Is known for serving others; always willing to help
- Brings out the best in people, known for being collaborative
- Has creative solutions to problems
- Is a valuable team member
- Promotes the goals of their department and the college
- Is a positive and steady presence
- Is always willing to help without the need for fanfare
- Inspires and encourages others
- Fosters a positive work environment

The deadline to submit nominations is Friday, March 15, at 5 p.m. If you have questions, contact Tine Gwaltney-Hackett (tdawgwaltneyhackett@lccc.edu) or Ginny Hertzog (ghertzog@lccc.edu).

Rothrock Library – Spring Break

The Rothrock Library will be open regular hours, 7:30 a.m. – 5 p.m., during Spring Break, March 11-15, 2024.

Blood Drive with Miller-Keystone Blood Center – Donors Needed

Blood supplies in the Lehigh Valley are at critically low levels, and your donation will help to save lives! Please consider donating at our blood drive on Wednesday, Feb. 28, from 8:30 a.m. – 1:30 p.m. Please be sure to set something prior to donating and bring along a valid form of photo identification. Online scheduling is recommended. Use sponsor code 0325 Walkins will be accepted on the limited basis. Thank you for your continued support of this critical community service initiative.

LCCC
Wednesday, Feb. 28
Community Services Building
8:30 a.m. - 1:30 p.m.
Walk-ins are welcome but appointments are preferred.
Appointments are available every 5 minutes.
Sponsor Code: 0325

To schedule an appointment
Download the Mobile App
Visit www.millerkeystone.com
Call 1-888-696-BLOOD (2566)
Text "Blood" to 698-698

Thank you for your support!
Please wear your favorite Blood Donor T-shirt!

Miller-Keystone Blood Center
Donor Hotline: 1-888-696-BLOOD (2566)
Donor Email: donorservices@millerkeystone.com
Donor Web: www.millerkeystone.com

Faculty Recognition Awards

All faculty, administrators, and staff are invited to nominate an LCCC faculty member whom they believe to be deserving of recognition for the 2023-2024 awards. Click here to view the memos for each award including criteria, lists of previous award winners, and instructions to submit your nominations.

Staff Award Nominations

The 2024 annual nominations for staff are now being accepted by the Office of Human Resources. The nomination deadline is Friday, March 1, 2024.

The nominated employee should be able to effectively communicate with others, promote a culture of respect to other faculty and staff, and demonstrate integrity through the employee's consistent commitment to excellence and teamwork at LCCC.

For criteria information and to nominate an employee, click the links below:

Administrator of the Year (includes full and part-time administrators)

Education Support Professional of the Year (includes full and part-time classified staff)

PT Employee of the Year (includes part time tutors, student workers, noncredit instructors and coaches)

Spring 2024 Collegewide Department Information Sessions

The Office of Human Resources is excited to invite you to our upcoming Collegewide Department Information Sessions, where you'll have the opportunity to gain valuable insights into our department service areas and latest developments, initiatives, and future plans.

These sessions aim to foster better communication, understanding, and engagement among our dedicated employees, and we encourage our current and new employees to join us for an informative and interactive session.

These sessions will provide an overview of the department, recent accomplishments, insights into upcoming projects, a chance to ask questions and provide feedback, and networking opportunities with colleagues.

Friday, March 1, 2 – 2:00 p.m.

Click here to join this session via zoom:

- Department: LCCC Allentown at the Dorney Center
- Presenter: Gladys Malpica, Site Supervisor

To view upcoming information sessions, see the attached word document.

SPIRIT & WELLNESS

Staff vs. Students Basketball Game Sign-Up

Please join us for our annual Staff vs. Students Basketball game on Wednesday, March 20, from 5:30 – 7 p.m. The game will be four 10 minute periods with a 2 minute break between each and a 10 minute halftime. Please sign up here. All participants must complete the waiver form as well. Everyone must be signed up by Monday, March 11. Snow date is Thursday, March 21.

Please contact Brandon Kinsey for more details (610-799-1181 or bkinsey@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, March 29
Friday, April 5
Monday, April 8
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!

March

Spirit Day: Wear Green – Friday, March 15

Staff vs. Students Basketball Game – Wednesday, March 20

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 ghertzog@lccc.edu.

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