March 14, 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 March 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.

ANNOUNCEMENTS

Call for Commencement Volunteers

We are in need of volunteers for Commencement on Wednesday, May 15. If you are interested in volunteering, please complete the sign up here.

If you have any questions, please contact JoEllen Rooney at x1929 or email jrooney@lccc.edu.

Strategic Plan: SWOT Update

Area	Total Comments	Strengths (No need to address)	Addressed by Strat Plan, Completed or External	Total % Completed	Remaining	Total % Remaining
Employee	229	36	70	46%	123	54%
Institution	257	50	78	50%	129	50%
Partnerships	122	22	31	43%	69	57%
Student	332	82	90	52%	160	48%
Technology	210	56	78	64%	76	36%
Total	**1150**	**246**	**347**	**52% Completed**	**557**	**48% Remaining**

As the Leadership Team continues to work on the goals and objectives of the 2023-2026 Many Voices, One Vision Strategic Plan, we continue to monitor and review the all of the comments from the original SWOT analysis to determine what has been accomplished. We are excited to provide an update on our progress! The chart shows that we received 1150 comments from the SWOT Analysis conducted in August of 2022. Of those 1150 comments, 246 were strengths, which do not need to be addressed. Currently, 347 comments are being addressed by the strategic plan, have been completed, or were external issues that are outside of the College's control. This shows that 52% of the comments are "completed." We will continue a review of the remaining comments and provide updates on completion over the length of the current Strategic Plan. The chart shows the breakdown of the number of comments for each area of the five areas that were originally reviewed. For questions on the SWOT data or the Strategic Plan, please email Kelly Trahan at ktrahan@lccc.edu.

Bookstore Launches LCCC Textbooks+

The LCCC Bookstore will be launching LCCC Textbooks+ on campus in the fall 2024 semester.

What is LCCC Textbooks+?

LCCC Textbooks+ is more than just a savings program; it is a commitment to ensuring that every student has immediate access to their required course materials from day one of class. This initiative is designed to make education more affordable, efficient and convenient for everyone at LCCC. In addition, it is environmentally friendly and will allow students to also view notes that faculty make in digital materials. Students can also make notes in their digital copies.

Key Benefits:

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
Monday through Thursday: 9 a.m. – 5 p.m.; Friday: 10 a.m. – 3 p.m.*

*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 at 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 4 to 5 p.m. Email Ronnie Blue at vblue@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 jtaschler@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 Maria Bowen at mbowen4@lccc.edu to schedule an online meeting.

Dean Peggy Heim
Mondays 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 Grannum-Mosley
Mondays from 1 to 3 p.m.
Email agrannummosley@lccc.edu to schedule via Hangouts.

Interim Dean Eike 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 JMitchell10@lccc.edu to schedule online meeting.

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

• Immediate Access: No more waiting in long lines to purchase heavy textbooks. LCCC Textbooks+ ensures that students have all the required course materials available right from the start of classes.

• Affordable Pricing: Students can receive all their course materials at an affordable, low flat rate, $30 per credit hour.

• Convenient, Digital-First Approach: Embracing the future of education, LCCC Textbooks+ prioritizes digital course materials. Say goodbye to heavy backpacks and hello to the convenience of digital materials available directly through Canvas.

Students will have the option to continue to use hard copies of course materials, and information on that will be available in the coming months.

Congratulations to Giavaughn Henriquez, LCCC's Student Employee of the Month

The Career Development Center is proud to honor Giavaughn Henriquez for her excellent work! As College Relations Student Worker, Gia has grown so much in her confidence and has developed her skills immensely. It's been a pleasure for the College Relations team to see her become the young professional that she is. Gia uses her time wisely, whether she's working on new or continuing projects, thinking of fresh ideas for social media campaigns or asking questions about the marketing and public relations processes of the college. She has taken much initiative in this position, utilizing her connections via Student Government Association, Outdoors Club and her communication classes to include new students in our social media content. Gia is a delight to work with and always embraces challenges with a positive attitude.

Thank you for all that you do, Gia!

If you would like to commend a student worker, consider nominating them for Student Employee of the Month by completing this survey.

Walk a Mile In Her Shoes

Join the LCCC Wellness Team and Crime Victim's Council for the first Walk a Mile In Her Shoes event. This event will take place, Wednesday, April 17, from 11:30 a.m. – 12:30 p.m. Contestants will walk a mile around campus in women's shoes, that will be provided.

What is a 'Walk a Mile in Her Shoes Event'?

Walk a Mile in Her Shoes is a playful opportunity to raise awareness about the serious causes, effects, and remediation to men's sexualized violence against women.

First You Walk the Walk

There is an old saying: "You can't really understand another person's experience until you've walked a mile in their shoes." Walk a Mile in Her Shoes® asks men to literally walk one mile in women's high-heeled shoes. It's not easy walking in these shoes, but it's fun and it starts the conversation about something that's really difficult to talk about: gender relations and men's sexualized violence against women.

Any interested males are encouraged to register here, so we can plan accordingly. Anyone interested in cheering on our humble participants should also register. Any questions, please contact Dr. MaryAnn E. Rush Wallace, mrushwallace@lccc.edu.

Data Requests

Do you need data? IR and IT are here to help. Complete the Data Request form for all college related data needs. We can provide data for program and course assessments, student success analysis, registration efforts, grant applications, and more.

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 some a kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. AttachedWord 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 to you 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 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

Check out the March 2024 edition of our newsletter. 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

Network Maintenance

Our Internet Service Provider (ISP) PenTeleData (PTD) will be performing network maintenance on the following date:

* Thursday, March 14 between 5:30 and 6:30 p.m. at Main Campus

During these times there may be a disruption to internet service. Please visit https://help.lccc.edu for IT news, guides and support.

LCCC Partners with Ancora for CDL Training

A new partnership between LCCC and Ancora Training represents a significant advancement in addressing the growing demand for truck drivers in the region and providing enhanced training options for people interested in pursuing a career in the truck driving industry.

Starting March 18, the LCCC Commercial Drivers License (CDL) training program will offer expanded options, including day, weekend and evening classes. This expansion makes CDL training more accessible to people with diverse schedules and commitments with more opportunities to train for both Class A and Class B licensure.

Class A courses encompass 160 hours of instruction and offer the following options. Tuition is $5,650.

Weekday (4 weeks), Monday through Thursday, 7 a.m.-5:30 p.m.

Evening (8 weeks), Monday through Thursday, 5:30-10:30 p.m.

Weekend (8 weeks), Saturday and Sunday 7 a.m.- 5:30 p.m.

Class B courses encompass 120 hours with the following options. Tuition is $3,520.

Weekday (3 weeks), Monday through Thursday 7 a.m.-5:30 p.m.

Evening (6 weeks), Monday through Thursday, 5:30-10:30 p.m.

Weekend (6 weeks), Saturday and Sunday 7 a.m.- to 5:30 p.m.

Training includes: classroom, range (skill development) and road training. The CDL hands on skills test for the Commercial Drivers License will be conducted by state examiners at LCCC. Enrollment is offered on a rolling basis, with new classes beginning every four weeks for the daytime program and every eight weeks for the evening and weekend programs.

Along with classroom education, individuals in the CDL training program will gain specialized skills in shifting/operating transmissions, backing up and docking, vehicle communications, extreme driving conditions, maintenance and pre-and post-trip inspections.

Ancora Training is a national workforce training provider and contracts with colleges and corporations nationwide. Its offerings emphasize hands-on learning and road safety.

For more information about the CDL training at LCCC, visit www.LCCC.edu/CDL or email workforce@LCCC.edu.

LGBTQ+ Equity 101 Training on April 5

Through a Strategic Innovation Grant the college will be offering LGBTQ+ Equity 101 training on Friday, April 5 from 9 a.m. – 12:30 p.m. in the Alumni Center. The training will be led by Robin Gow, LGBTQ+ Equity Trainer and Consultant.

LGBTQ+ people live, work, and simply exist everywhere but often face barriers and biases that impact our lives. This training equips attendees with the basic tools to understand and reflect on key concepts in the LGBTQ+ community, space to practice supportive and affirming practices, and together work to create a more inclusive community for LGBTQ+ people.

Lunch will be provided for attendees. Seating for this training is limited to 40.

*Please note, this same training was held in the fall. For those unable to attend, the same training will be held again in the summer.

Register by Friday, March 22 here. For questions email Jill Yapsuga at jyapsuga@lccc.edu.

CHOICES

In collaboration with the PA Bureau of Liquor Enforcement, Public Safety and the LCCC Counseling Center presents CHOICES: Alcohol Abuse Awareness and Prevention. This event will be held in the Student Union on Thursday, March 28, from 11 a.m. to 1 p.m. Participation from students, faculty and staff are welcome as we learn about the negative impacts of excessive alcohol consumption, the related laws pertaining to underage alcohol use and the consequences of alcohol abuse.

Nourish to Flourish

Feeling down? Tired? Low energy and motivation? Have you considered changing your eating habits?

Learn more about how what you eat can boost your energy as well as your mood and your mental well-being!

Join us at your preferred campus location for our first presentation in our Spring 2024 Nourish to Flourish Workshops Series.

Main Campus – March 19 from 1-2 p.m.

Tamaqua Site – March 20 from 1-2 p.m.

Allentown Site – March 21 from 1-2 p.m.

The Eating For Your Brain workshop is presented by the LCCC Counseling Center and the Community Resources and Basic Needs department. There will be food, gift cards and giveaways for students who preregister. Register here.

New Employee Breakfast Mixer

The next New Employee Breakfast Mixer will be held Friday, March 15 from 9 – 10 a.m. Faculty and staff are invited to stop by CSC 207 to meet and mingle with some of the new faces that we've welcomed to campus. Light refreshments will be served.

Phi Theta Kappa New Member Induction

The college community is invited to attend the Phi Theta Kappa, New Member Induction Ceremony on Sunday, March 17 at 2 p.m. The ceremony will be held in the Community Services Center, Upper Level Ballroom on the Schnecksville campus. This ceremony provides recognition and a public celebration of our students academic achievements and a formal welcome to the Alpha Omicron Alpha Chapter. The Induction Ceremony will last approximately one hour. Ms. Jessie Heimann, Assistant Professor of Communications, will be providing the keynote address for the ceremony. A reception will be held immediately following the ceremony.

LCCC Foundation Hosts Spring Bling Bingo

To raise funds for student scholarships and host a community event to bring people to its Schnecksville campus, the LCCC Foundation will hold the Spring Bling Bingo on Saturday, April 20, in the Community Services Center.

Doors open at noon for food purchases, bingo registration and dauber purchases. Bingo will begin at 1 p.m. Bingo prizes include gift cards and baskets from vendors such as TransBridge bus tickets to New York City, hotel stays, gift cards from local restaurants, supermarket gift cards and tickets to an IronPigs baseball game. Food will be available for purchase.

Only 225 tickets will be sold. Individual tickets can be purchased for $30 at the door or $25 online at https://www.lccc.edu/foundation-giving/alumni/events-programs/. The price includes 20 games of bingo. Seating is on a first-come, first-served basis.

For information, including sponsorship opportunities or prize donations, contact JoEllen Rooney at JRooney@lccc.edu or 610-799-1929.

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.

LCCC Alumni Speaker Series to Kick Off in March

A quarterly alumni speaker series will kick off in March. Shelley Maley 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.

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 March 1-31 through Second Harvest Food Bank. This is a competition between local alumni associations at LCCC, NCC, 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 Student Union, ARC near the cafeteria and the library.

For more information contact jrooney@lccc.edu.

Don't Forget – Nominations Open for 2024 Spirit Awards for Staff/Administrators and Faculty

Don't forget to submit your nomination by Friday, March 15, at 5 p.m.

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

If you have questions, contact Tina Dowling-Hackett (tdowlinghackett@lccc.edu) or Ginny Hertzog (vhertzog@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.

SPIRIT & WELLNESS

Spirit Day – Wear Something Green

The LCCC Spirit Committee invites you to wear your greenest attire this Friday, March 15, in celebration of St. Patrick's Day! Take a photo of you and your colleagues sporting your green attire and submit it to dmelin@lccc.edu; we'd love to see your spirit. For questions, contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

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 vhertzog@lccc.edu.

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