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VOICE

Home

April 1, 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 April 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](#).

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 Beem at tbeem@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 RomeBlue@lccc.edu to schedule an online meeting.

VP Larissa Verita
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 larissa@lccc.edu to arrange a scheduled meeting.

VP Stefanie Neater
1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email MarieBowen@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 agrannum@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 jmitchell@lccc.edu to schedule online meeting.

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

ANNOUNCEMENTS

Campus Invited to PACCC Annual Meeting Keynote

The college community is invited to attend virtually the keynote address for the Pennsylvania Commission for Community College's Annual Meeting. The keynote is scheduled for 2:30-3:30 p.m., Tuesday, April 2. Topic is "Retention Strategies," featuring [Tim Renick](#), Executive Director, National Institute for Student Success, at Georgia State University. There is not fee to view the keynote.

Dr. Renick and his team have made tremendous strides in improving retention at their institution. They achieved a 70% increase in graduation rates and closed all achievement gaps based on race, ethnicity, and income. Georgia State's five affiliated community colleges also increased their graduation rates by 300%. These impressive results led to the creation of the National Institute for Student Success (NISS), which is now working with more than 70 two- and four-year colleges to help them achieve the same results. Dr. Renick will present how they achieved those results and explain how those results increased revenues simultaneously.

Attend the meeting using [this link](#).

ePortfolio Showcase and Awards

The 9th Annual ePortfolio Showcase & Awards was recently held in the Community Services Center. Thank you to everyone assisting with this event, including volunteer Presentation Judges, Content Judges, and ePortfolio Coaches.

The event had 42 student participants who shared their ePortfolios with guests. Based on scores from content judging, the top eight participants presented their portfolios to the full audience in the award portion of the event.

Representatives from three local employers judged the presentations. The content and presentation scores were combined to determine award recipients.

Congratulations!

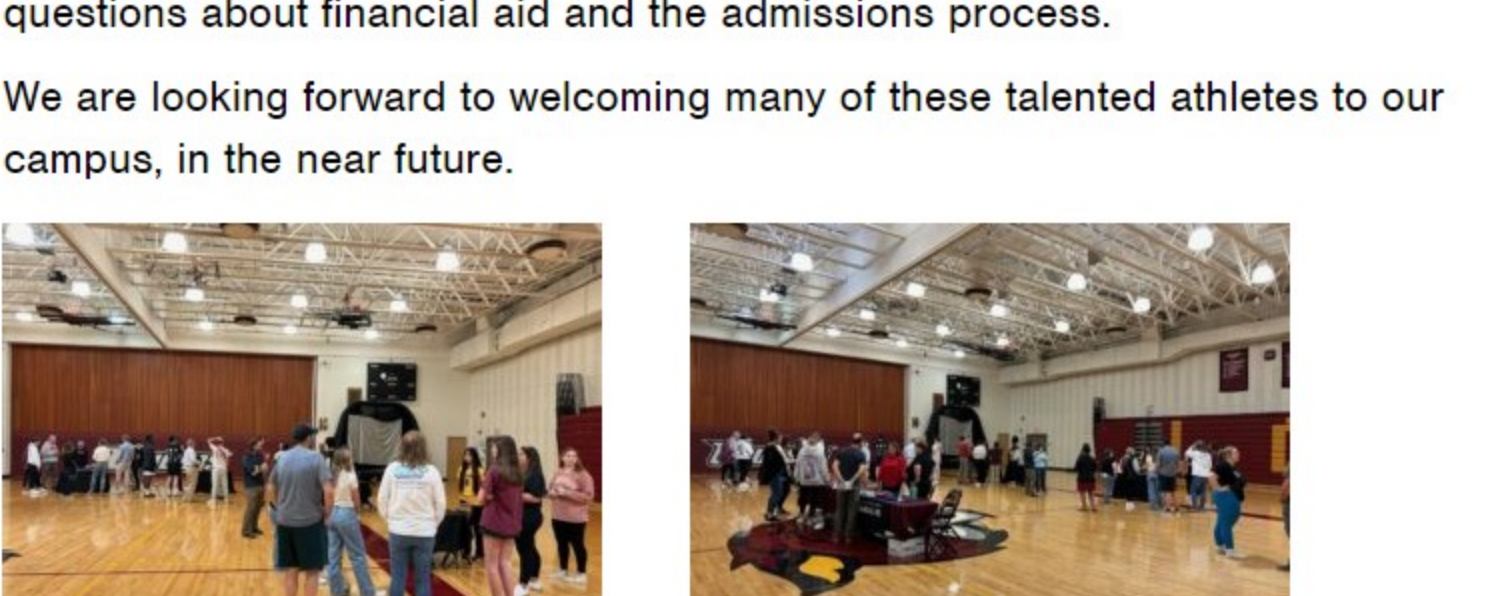
Gary Snyder – First Place, \$300

Haley Queenan – Second Place, \$150

Margaret Rodriguez Sanchez – Third Place \$75

Finalists: Aaron Diaz, Shenandoah DeNardo, Alice Frank, Autumn Pinto, Marissa Walck

Photo credit: Glavaughn Henriquez Caption: L to R – Autumn Pinto, Shenandoah DeNardo, Haley, Queenan, Gary Snyder, Margaret Rodriguez Sanchez, Alice Frank, Aaron Diaz, Marissa Walck



Athletic Department Holds Open House

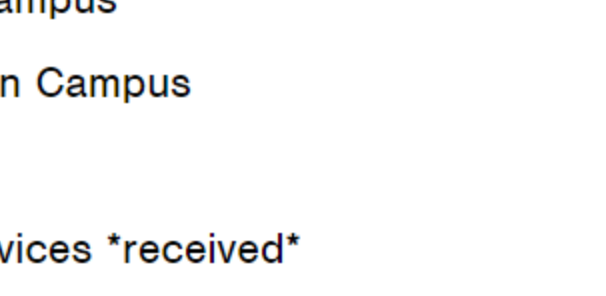
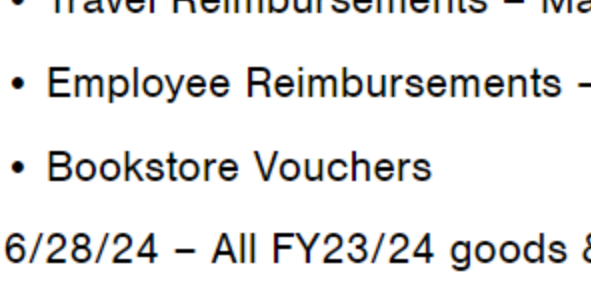
The Athletic Department hosted a Prospective Student-Athlete Open House on March 14, and with over 60 in attendance, it was a huge success. The event provided an opportunity for high school athletes to meet coaches, tour the campus and athletic facilities, and ask questions about our athletic and academic programs.

Prospective athletes were able to get a firsthand look at our facilities, fields, and workout spaces available to them. Coaches and current student-athletes were on hand to share their experiences and answer any questions that the recruits had.

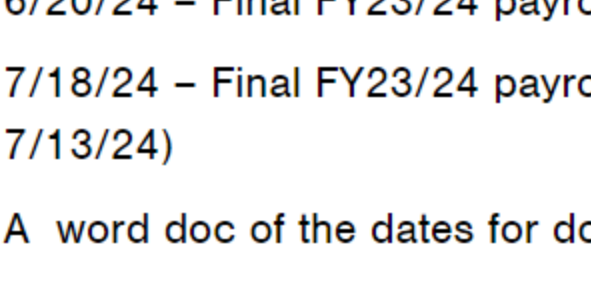
Overall, the open house was a fantastic opportunity for both the college and the potential student-athletes to connect and learn more about each other.

Special thank you to Ella Marsh and Brad Reeves for attending and answering questions about financial aid and the admissions process.

We are looking forward to welcoming many of these talented athletes to our campus, in the near future.



Batter Up! Wear Baseball Attire for Spirit Day



Batter up! Join us this Friday, April 5, for Spirit Day by wearing your favorite baseball attire. Represent your team with a jersey, shirt, jacket or anything to show your team pride! For questions, reach out to Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at ghertzog@lccc.edu.

Fiscal Year 2024 Year End Deadlines

Finance Office: Fiscal Year End 23/24 Deadlines

5/10/24 – Grant Purchase Requisitions

5/31/24 – College Purchase Requisitions

6/14/24 – Last day for FY23/24 credit card and W.B. Mason purchases

6/17/24 – Travel reimbursements – Allentown and Tamaqua sites

6/17/24 – Student stipends

6/21/24 – Last day to submit:

- Duplicating jobs
- Travel Reimbursements – Main Campus
- Employee Reimbursements – Main Campus
- Bookstore Vouchers

6/28/24 – All FY23/24 goods & services "received"

6/28/24 – All Accounts Payable invoices must be approved and submitted to the Finance Office

7/05/24 – Final FY23/24 Accounts Payable check run

6/20/24 – Final FY23/24 payroll pay date – contracted staff

7/18/24 – Final FY23/24 payroll pay date – timecard staff (paydays of 6/30-7/13/24)

A word doc of the dates for download or print can be found [here](#).

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 kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. [Attached below](#) 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 Knowbest. 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's](#) 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

Alumni Night at the LV Phantoms, April 6

Join the LCCC Alumni Association for STAR WARS Night! Watch the Lehigh Valley Phantoms take on the Cleveland Monsters. Tickets are \$50 with seats in the Sweet Spot Sky Lounge and includes a two-hour buffet. May the Force be with you during this fun night!

All registrants will be entered into a drawing of a \$50 gift card to the Sweet Spot. Register today [here](#).

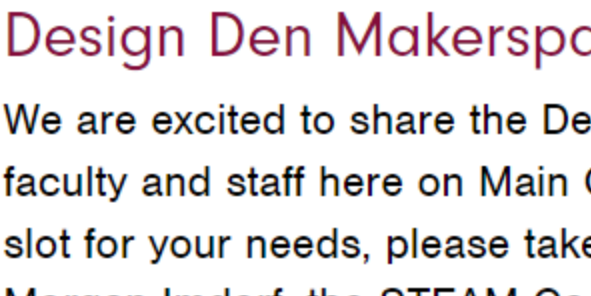
Student Engagement Survey Begins in April

The college will administer the Community College Survey of Student Engagement (CCSSE) in April, both in person in select classrooms and to online-only students. LCCC joins other colleges across the nation in gathering information from students about their college experience. The results of the survey will help us find the best ways to make programs and services better.

Faculty whose classes have been selected at random for the survey administration will receive notification from Marco Anglesio, Executive Director of Institutional Research. The survey will take about 14 minutes for students to complete.

The online survey will open to online-only students the week of April 1.

Pizza with the President



Students are invited to join Dr. Bieber to discuss concerns and events on campus on the following dates and locations.

Please note that the date for the Main Campus event has changed to April 15.

LCCC Airport – Monday, April 8 at 3:30 p.m.

Main Campus – Monday, April 15 at 12:30 p.m. in TC 203

Fall 2024 Academic Software Requests

The Fall 2024 [Academic Software List](#) is available on Google Drive for review by all faculty. All requests for changes/additions/upgrades can be submitted through the [Classroom Software Request](#) Form. Submission deadline is May 15.

Nourish to Flourish Series

Do you know that a dehydrated body can suffer from poor concentration, memory issues and mood changes?

Learn more at the Hydration Station workshop, the second in the Nourish to Flourish series presented by the LCCC Counseling Center and Community Resources and Basic Needs Department. There will be food, gift cards and giveaways for students who pre-register. View the flyer [here](#). You can sign up by emailing counselingcenter@lccc.edu.

Join us at your preferred campus location.

Main Campus – April 16 from 1 – 2 p.m. in Berrier Hall BH 4

Tamaqua Site – April 13 from 1 – 2 p.m. in MC 104/105

Allentown Site – April 11 from 1 – 2 p.m. in DC 702/703

Reminder: Review and Update Your TIAA Beneficiary Information

As part of our ongoing efforts to ensure that your TIAA retirement accounts are well-managed and align with your wishes, I would like to remind you to review and update your beneficiary information for your retirement account.

Life can bring unexpected changes, and it's important to make sure that your retirement savings are designated to the individuals or entities you intend.

Whether you've experienced major life events like marriage, divorce, the birth of a child, or if it's been some time since you last reviewed your beneficiary designations, now is an excellent time to ensure your account reflects your current wishes.

Updating your beneficiary information through TIAA is quick and easy to do:

- Go to TIAA.org to register and/or log in to your account. – Note: You'll need a user ID and valid email address to sign up.
- Once logged in, under the Action tab, choose Add/Edit beneficiaries.
- From there, you can designate beneficiaries and select how much each should receive.

Taking a few minutes to review and update your beneficiary information can provide you with peace of mind. You can also view the instructions on this [flyer](#). Thank you for your attention to this matter. As always, feel free to reach out with any questions.

Horticulture Club Trip to Longwood Gardens – Sign up by April 2

The LCCC Horticulture Club is hosting a bus trip to Longwood Gardens on Friday, April 26. The cost for the bus and admission ticket is \$30. To reserve your seat please email Theresa Sterner, tasterner@lccc.edu, by April 2.

Longwood Gardens is a horticulture splendor with lush plant and flower exhibits, intricate fountain systems, architectural grandeur and more. Learn more about Longwood Gardens [here](#). Celebrate spring with the Horticulture Club!

Spring Job Fair on April 4

Career Development will be hosting a Spring Job Fair from 10 a.m. to 2 p.m. on Thursday, April 4, in the Community Services Center.

LCCC students, alumni, faculty, staff, and the public are invited to join. Career Development encourages attendees to dress professionally as we connect you to over 80 local and regional employers. This large diverse mix of employers will be on campus to discuss full-time, part-time, seasonal, and internship opportunities.

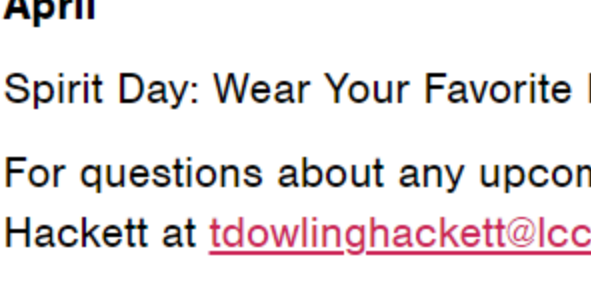
For more information, contact the Career Development Center at 610-799-1090 or email careerservices@lccc.edu.

Design Den Makerspace Reservations

We are excited to share the Design Den Makerspace with all of our students, faculty and staff here on Main Campus. In order to ensure a guaranteed time slot for your needs, please take the time to fill out [this form](#). Once received, Morgan Imdorf, the STEAM Coordinator will reach out to get on the schedule.

Morgan can be contacted anytime with questions at mimdorf@lccc.edu. We look forward to seeing you explore in the Design Den!

Etiquette Luncheon Nominations Open



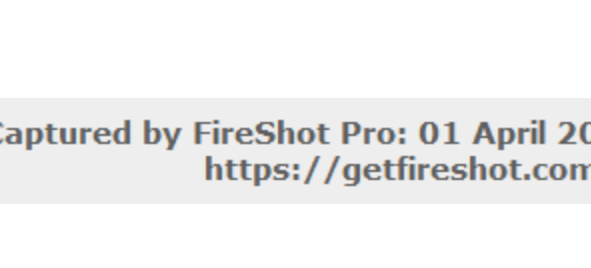
The Career Development Center is excited to host an Etiquette Luncheon in partnership with SGA, on Friday, April 19. The event will be held off-campus at Twin Lakes Country Club. Transportation will be provided.

The Etiquette Luncheon is an afternoon of learning how to conduct oneself with proper dining and business etiquette in professional situations over a multi-course meal. This event is by invitation only and space is limited.

Students may self-nominate or be nominated by faculty & staff.

Please use [this link](#) to nominate a student who you believe would enjoy and benefit from this event. Nominations close on Friday, April 5.

Join Us for First Tuesday Coaching Conversations



April's First Tuesday Coaching Conversation will be held Tuesday, April 2 at 2:30 p.m. and feature "Contemplative Practices to Support Yourself and Your Work" presented by Professor and Faculty Coach Wendy Barron.

"Peace. It does not mean to be in a place where there is no noise, trouble or hard work. It means to be in the midst of these things and still be calm in your heart." – Unknown

This quote is the theme for our session together. You will learn and practice techniques to ground yourself, calm your mind and restore your body that can support you in the final weeks of the semester and beyond.

Join the Zoom [here](#).

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.

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.

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.

SPIRIT & WELLNESS

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.

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

Friday, April 8

Tuesday, April 9

Monday, May 6

Monday, May 13

Wednesday, May 15

Friday, May 17