The COLLEGE VOICE

April 15, 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.

ANNOUNCEMENTS

Takeoff Professional Learning Series Hosted by USC Race and Equity Center Starts April 24

As part of the Takeoff initiative, the USC Race and Equity Center will be facilitating a six-part weekly professional learning series on Zoom. Starting April 24, all employees at each participating Takeoff institution can access the sessions at no cost! This is a unique opportunity to hear from and interact with experts in diversity, equity, and inclusion in the higher education context, and the focus of discussion will be on improving success for college men of color. Click here to register. View more information here.

2024 Faculty/Staff Recognition Event

The campus community is invited to honor and celebrate colleagues at the 2024 Faculty/Staff Recognition Event on Friday, May 10, from 3 -5 p.m. in the Community Services Center Ballroom (203/205).

To celebrate faculty and staff milestones and accomplishments, the College will be closing all offices from 3 – 5 p.m. to allow employees to participate in mingling and congratulating their co-workers. The schedule of events is:

3 – 4 p.m. Mingle, live music, hors d'oeuvres and beverages

4 – 5 p.m. Recognition and award ceremony in the Ballroom Please RSVP here by April 26; if you have any special dietary needs, please contact Tiffany at TRehrigschaeffer@lccc.edu.

If you do not wish to attend, you may use personal or vacation accrual to leave at 3 p.m.

Photography Requests

With the end of the spring semester fast approaching and many departments/offices hosting a variety of events, the Office of College Relations would like to remind everyone that all photography requests can be submitted through the online social media request form here.

Please allow a lead time of at least five business days before your photos are needed. If you have any photography-related questions, please contact Daniel Melin, Content Developer and Social Media Specialist, at dmelin@lccc.edu or ext. 1718.

Congratulations to Marie Alexis, LCCC's Student Employee of the Month

The Career Development Center is proud to honor Marie Alexis for her excellent work! As a First Year Experience Peer Mentor, Marie uses her platform to help students wherever she goes. She always has an open mind when interacting with students and staff from different backgrounds and abilities, and endlessly advocates for people in marginalized communities. Not only does she gracefully take on duties assigned to her, but she initiates projects on her own

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.

that inspire and motivate others. These projects include diversity discussions in the JEDI Center and mentoring students in the SEED program. We are so lucky to have her as a confident leader and positive role model to our other students.

Thank you for all that you do, Marie!

If you notice a student employee doing excellent work, please nominate them using this form.

Seeking Volunteers for MusikFest on Aug. 6

The Office of College Relations is coordinating the LCCC volunteer roundup for MusikFest '24. Join us for a fun-filled evening of volunteering at Festplatz on Tuesday, Aug. 6. We need volunteers to work as beer servers, soda booth attendants and cash conversion assistants. LCCC will be volunteering from 5 to 11 p.m.

New this year is a requirement for child abuse clearances and a criminal history report, which we can send digitally as a group since HR has copies of those. Also, ArtsQuest will provide training on June 19 and 26 so we are prepared for the evening.

Here's what you get if you volunteer:

Food and drink voucher to use that evening

Free MusikFest t-shirt

Networking and building connections

Team building with colleagues, students and alumni

Free parking shuttle passes

Great night of fun and music

If you are interested in being part of the fun, contact Linda Baker at LBaker4@lccc.edu or ext. 1584 by May 31.

LCCC Faculty Association Food Truck Day on May 1

LCCC Faculty Association will hold a food truck day fundraiser on Wednesday, May 1 at the Schnecksville Campus from approximately 11 a.m. – 1:30 p.m. A list of specific vendors is coming soon.

LVHN Mindfulness Sessions

LVHN Center for Mindfulness offers a variety of ways to learn to meditate and has programs available for the community members. For more information and to register for mindfulness sessions scan the code or visit LVHN.org/mindfulness.

Reducing Student Hunger on Campus

As a hunger free campus we strive to reduce student hunger on campus by helping to supplement their meals.

The Community Resources and Basic Needs program, together with the Little Sicilian food truck, will be implementing a food service project on campus to provide our students with access to a free meal.

Students will be provided a ticket to redeem a free meal, once their L number is collected. Staff and faculty are welcome to purchase a meal directly with the vendor at 10% discount. Below are the following dates:

Schnecksville – April 22, from 11 a.m. – 2 p.m. food truck stationed at Berrier

Tamaqua – April 23, from 11 a.m. – 2 p.m. food truck stationed at the Tamaqua Parking Lot

Allentown – April 24, from 11 a.m. – 2 p.m. indoor chef station, 7th floor room DC 702/703

For more information you can email Liz Rivera at erivera@lccc.edu.

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 April 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!

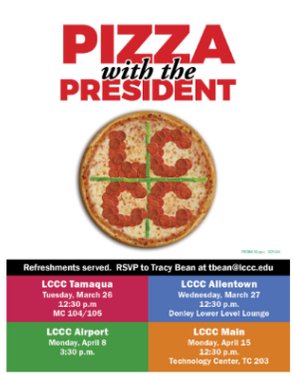
Office Hours
Schedule a **meeting** with Rachel Peters to ask any questions on training, course development, professional development, and other tools/topics.

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

Pizza with the President

Students are invited to join Dr. Bieber to discuss concerns and events on main campus, today at 12:30 p.m. in TC 203.



CPR/AED Training

The Public Safety Department will be hosting a CPR / AED training for staff / faculty on Friday, April 26, from 2 – 4 p.m. This course will train and certify participants in adult CPR and use of an AED. The class will be held in the lower-level Student Union SGA room. The class is limited to 6 people but additional classes will be scheduled. Don't miss out on this opportunity to learn lifesaving skills!

Contact Eric in Public Safety at ext. 1653 with any questions and sign-up via the Google Form here.

GenCyber, Cyber Security Day at LCCC on April 25

On April 25 GenCyber will host Cyber Security Day. In the morning sessions, approximately 40 LCCC students, enrolled in computer science and networking courses, will participate in activities that explore the GenCyber, Cyber Security Concepts in the Design Den Makerspace.

The afternoon session will include presentations by two industry professionals and is open to the entire campus community. The afternoon begins at 1:30 p.m. with a reception in the Alumni Center, rooms 107 and 108, including light refreshments. Our first guest is Detective Sergeant Eric Stauffer of the Allentown PD with a presentation on digital forensics and related career pathways. Our second guest, Michael Hawkins, founder of Netizen Corporation, a renowned provider of cybersecurity and compliance solution, will speak about current topics in the cybersecurity industry. The afternoon concludes at 3 p.m.

Space is limited in the Alumni Center with a Zoom option available for attendance. Please complete this form to RSVP for either face-to-face or remote participation.

For questions please contact Stephanie Spencer at sspencer1@lccc.edu.

LCCC Holds Financial Aid Help Sessions

LCCC will offer workshops at all three LCCC campuses in April to help students and families complete the Free Application for Federal Student Aid (FAFSA®) and the Pennsylvania Higher Education Assistance Agency (PHEAA) State Grant Application. The sessions will help students and families prepare for the May 1 priority filing deadline for Pennsylvania State Grant eligibility.

This workshop is for any current or future student in the community attending any college that uses the FAFSA® or PHEAA State Grant Application to determine financial aid assistance such as grants, scholarships, work-study or student loans.

Students and families will have the opportunity to work with a financial aid advisor to answer questions about filing these applications and will receive additional information that will be helpful as the student and their family prepare for college and the variety of funding options.

Registration is requested and walk-ins will be accommodated based on available space in the computer labs. Three workshop sessions at each site are available:

Wednesday, April 17, 4, 5 or 6 p.m., at the Morgan Center, Tamaqua

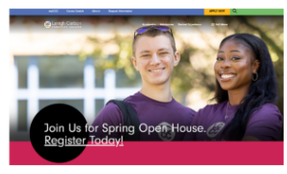
Wednesday, April 24, 5, 6 or 7 p.m., at the Donley Center, Allentown

Thursday, April 25, 4, 5 or 6 p.m., at the Main Campus, Schnecksville

Spanish-speaking staff members will be available to assist at the Donley Center workshops.

For additional information, contact Financial Aid at 610-799-1133 or finaid@mymail.lccc.edu.

LCCC Website Wins Silver Design Award



Congratulations to the Office of College Relations and the agency Paskill for receiving a Silver Award in the 39th Annual Educational Advertising Awards in the Website category. The new website went live in June 2023. The award is through the Educational Advertising Awards.

This year, more than 2,000 entries were received from more than 1,000 universities and secondary schools from all 50 states and numerous foreign countries.

Gold awards were granted to 480 institutions, silver awards were awarded to

278 institutions and bronze awards were awarded to 179 institutions. Judges for the Educational Advertising Awards consisted of a national panel of higher education marketers, advertising creative directors, marketing and advertising professionals.

StART Report

If you are aware of an incident that concerns you – student behavior, violations of the LCCC Code of Student Conduct, Academic Honesty, threats to self or others, etc., the college has an online reporting tool, StART, for you to make an official report. You can access this by clicking on "StART" in the LCCC Portal under Faculty/Staff Resources. In addition to filing this report, if the circumstances also include a threat of violence or harm to a member of the college community, you should also report that to Public Safety by calling 610 799-1169 as soon as possible. If you have questions regarding StART or to schedule a StART training, please email Associate Dean, Brian DeLong at bdelong2@lccc.edu.

Arts and Scholars Showcase Opening April 15

The Honors College invites the LCCC campus community to the opening of the Arts and Scholars Showcase in Rothrock Library, on Monday, April 15, from 5 – 7 p.m. Winners of the Susan Fread Memorial Arts and Scholars Awards will be announced at the opening. Please support our students by stopping by to see their work. Refreshments will be served. Posters and artwork will remain on display for the week.

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.

Spring Bling Bingo Tickets Available

Don't forget to purchase your tickets for Spring Bling Bingo taking place Saturday, April 20. Funds raised will benefit our student scholarships.

Tickets are $25 in advance or $30 at the door (cash, debit or credit accepted).

Some of the prizes include an overnight stay at the Renaissance Hotel with breakfast for two and two bottles of wine ($200 value); $100 worth of Weis Supermarket gift cards; LV Iron Pigs tickets for a family of four with a $50 gift card to Aardvark; Hotel Bethlehem brunch for two and four admission tickets to Christkindlmarkt 2024 ($140); tickets to Longwood Gardens, Winterthur and Ross Flowers floral arrangement valued at $200 and more!

In addition, take a chance to win two TransBridge bus tickets to NYC with a $250 gift card for a Broadway show or a GE Profile nugget ice maker valued at $500.

Purchase tickets here.

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 experience.

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, April 19

Time: 2:00 – 2:30 p.m.

Click here to join this session via zoom:

- Department: IT Support Services

Presenter: George Hegedus – Director of IT Support Services

SPIRIT & WELLNESS

Nourish to Flourish, April Series

Did 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.

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

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:

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!

May

Movement Challenge – All Month

Spirit Day: Wear R.E.D. Day – Friday, May 3

June

LCCC Western Roundup Picnic – Thursday, June 13, 11:30 a.m. – 1:30 p.m.

For questions about any upcoming events, please reach out to Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

Privacy and Terms of Use | © 2024 Lehigh Carbon Community College

Captured by FireShot Pro: 15 April 2024, 09:58:26
https://getfireshot.com