The COLLEGE VOICE

April 18, 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

ANNOUNCEMENTS

Spring Bling Bingo Tickets Available

Don't forget to purchase your tickets for Spring Bling Bingo taking place this 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.

LCCC Students Learn Networking Strategies at LinkedIn Bootcamp

On Friday, April 12, the Career Development Center held its first ever LinkedIn Bootcamp. Participating students set up LinkedIn profiles, got headshots taken by Daniel Melin in College Relations and learned some great networking tips from Sandra Bieber, Operations and Community Development Manager at Discover Lehigh Valley. Participants received a copy of Linked: Conquer LinkedIn, Get your Dream Job, Own your Future by Oman Garriott and Jeremy Schifeling. Thank you to all who helped make this event a success!

Mental Health Awareness Month

The KEYS program will be hosting a mental health awareness presentation on May 1, from 1 – 2 p.m. and is open to students, staff and faculty. The National Alliance for Mental Illness (NAMI) will present In Our Own Voice. The presentation will provide a personal perspective of mental health conditions, as leaders with lived experience talk openly about what it's like to have a mental

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.

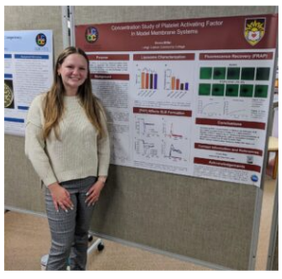
Dean Scott Aquila
Email Saquila@lccc.edu to schedule an online or face-to-face meeting.

health condition. The goal of this 40 minute presentation is to change attitudes, assumptions and ideas about people with mental health conditions and provide resources for anyone interesting in supporting mental health. The presentation will be held in the CSC 201A/B and can also be viewed on Zoom here. Refreshments will be served.

Susan Fread Awards Announced at the Arts and Scholars Showcase Monday Night

The winners of the Susan Fread Arts and Scholars Awards were announced at the opening of the Arts and Scholars Showcase on Monday, April 15. Student artwork and research posters were judged by faculty panels. The winning artist was Bronwyn McKee for her Paper Sculpture Tree. The winning first year scholar was Diana Grover for her study on Bug Bacteria. The winning second year scholar was Emma Miller for her research on Lipid Bilayer Formation Using Various Liposome Components. Congratulations to the winners and thank you to all of the participants for your hard work. Posters and artwork will be on display in the Rothrock Library until Friday, April 19.

Picture on left: Bronwyn McKee. Picture on right: Diana Grover. Picture below: Emma Miller.



Addressing Islamophobia: Dispelling Myths to Break Down Barriers

The J.E.D.I. Center will host Addressing Islamophobia: Dispelling Myths to Break Down Barriers, with Dr. Amer F. Ahmed on Wednesday, April 24 from 9:30 – 11 a.m. on Zoom. (Passcode: 148919)

The post-9/11 era in the U.S. exposed a significant degree of prejudice and bigotry toward Muslim people. More recently, broad vilification of Muslims has served political agendas resulting in calls for bans, registries, and other civil liberty threats to the lives in Muslims in America. In addition, there have been dramatic increases in hate crimes against Muslims due to the toxic climate of hateful rhetoric in recent months. Meanwhile, underscored by the shooting of three Palestinian-descendent college students in Vermont, there continues to be widespread racial profiling, hate crimes, and bullying in the U.S. This program will benefit participants interested in learning more about Islam and Islamophobia, providing needed context to bridge divides.

Dr. Amer F. Ahmed is an organizational strategist who helps institutions and leaders address diversity and inclusion, equity, race, and intercultural development through consulting, coaching, group facilitation, and keynote speeches. Throughout his career, Dr. Ahmed has worked with large organizations, higher education institutions, nonprofit agencies, schools, and community groups to create understanding and change among key constituents and institutional leaders. He currently serves as Vice Provost for Diversity, Equity, and Inclusion and Chief Diversity Officer at the University of Vermont.

In addition to this presentation, an upcoming presentation and discussion addressing antisemitism is currently being scheduled. Details will be forthcoming.

Rothrock Library – New Arrivals

Looking for your next read? Click here to see our New Arrivals. Simply click on the book cover and "Place a Hold." Books can be sent to your mailbox. Please contact the library at x. 1150 if you have questions.

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

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 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.

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.

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.

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 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

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, May 6

Monday, May 13

Wednesday, May 15

Friday, May 17

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.

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https://getfireshot.com