The COLLEGE VOICE

April 8, 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.

ANNOUNCEMENTS

College Hosts State Education Dignitaries

The college had the opportunity to spotlight students and various programs during a visit from dignitaries on April 3. Coming for a campus tour were Dr. Khalid Mumin, PA Secretary of Education, and Dr. Kate Shaw, Deputy Secretary and Commissioner for Postsecondary Education at the Pennsylvania Department of Education. In addition, Dr. Carol Birks, superintendent of the Allentown School District, joined the tour.

Dr. Ann Bieber led the group, starting with a visit to the Early College ENG 106 class with instructor Jamie Lewis. Students in the class represented Allentown, Lehighton and Parkland School Districts. They talked and asked questions of the three visitors and gathered for a group photo. The VIPs then toured the JEDI Center with Natalie DeRosa, Director of Student Engagement and Inclusion, and a group of students, followed by a tour of the Amazon lab with Angel Luis Mulero-Collazo, manufacturing technology instructor, and Andrea Grannum-Mosley, Dean of Workforce, Community Engagement and Technical Education.

A visit to the Health Care Simulation Center showed the group the capabilities of the high fidelity manikins, and Dr. Mumin assisted with the "delivery" of a baby with the nursing students and Karen Wotring, associate professor of nursing.

The tour ended at the Mobile Manufacturing Lab, where Don Worman, manufacturing technology program manager, demonstrated the facility.

Dr. Mumin regularly travels around the Commonwealth to learn about the great things going on at colleges and universities. He was particularly interested in talking to faculty and seeing students in action and how programs are preparing them for careers and their futures.

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.

College Hosts Student Legislative Breakfast

The college's local legislative delegation visited campus on April 3 to meet with student leaders at the Student Legislative Breakfast. This was held in lieu of Community College Day, which is normally held at the Capital in Harrisburg. The event gave PA legislators the opportunity to meet with LCCC students, and in turn allowed students to engage with these local leaders and ask them questions about their experiences as elected officials.

Led by Dr. Ann Bieber and Marie Alexis, president of the Student Government Association, the event included eight legislators or their aides and more than 30 students, including five panelists who were selected to ask each of the guests questions, including what was their motivation to being an elected official, what is the role of community colleges and their greatest contribution to higher education in the state, the biggest challenge facing higher education in the next five years, what is your top priority, and what is your best advice for college students as they prepare to transfer or enter the workforce.

Legislators:

Sen. David Argall

Sen. Jarrett Coleman (represented by Patrick Foose)

Sen. Nick Miller

Rep. Pete Schweyer

Rep. Milou Mackenzie

Rep. Zachary Mako

Rep. Doyle Heffley

Rep. Ryan Mackenzie (represented by Zack Sobeck)

Student panelists, who were joined by representatives from Student Government Association, clubs and organizations, were:

Olivia DeMeuse, SGA Vice President

Andi Hoherchak, Political Science Co-President

Rhian Romain, Campus Christian Fellowship Vice President and Entrepreneur Club President

Gia Henriquez, SGA Programming Chair and Phi Theta Kappa Social Media Chair

Alex Cohen, SGA Public Relations Chair

Resignations

It is with mixed emotions Human Resources announces the departure of Karissa Belcher, Assistant Director of Human Resources. Karissa's last day will be May 1. Karissa has been an invaluable asset to our department and she will be greatly missed. She consistently demonstrated professionalism, dedication, and a genuine commitment to the college's mission.

We are sad to see her leave but we wish her the best in her new role as Director of Human Resources for Palmerton School District.

In the interim, please direct any inquiries regarding benefits or other matters to Donna Williams, Director of Human Resources Title IX/Equity Coordinator, dwilliams@lccc.edu, until the position is filled.

Thank you.

Chuck Rogers Obituary

It is with heavy hearts and heartfelt condolences that Larissa Verta, Vice President for Academic Service and the Morgan Center staff and faculty share the sudden and devastating news of the passing of Chuck Rogers, cherished member of our Morgan Center community. Chuck was not only a valued colleague, but also a dear friend to students, staff, faculty, and the broader community. His unwavering support, dependability, and dedication made a lasting impact on all who had the privilege of knowing him. He was a pillar of strength, always ready to lend a helping hand, and would offer words of wisdom and encouragement. He kept us safe and his presence was always comforting. His presence at Morgan has been very much missed, but this news of his passing hurts deeply and the loss permanent. He will be deeply missed, and our thoughts and prayers are with his family and loved ones during this difficult time. We will forever cherish the memories and legacy Chuck leaves behind.

His obituary can be found here.

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.

CCSSE Survey Administered in 87 LCCC Classes

This spring the college will administer the biannual Community College Survey of Student Engagement, an assessment tool that provides information on student engagement, a key indicator of learning and, therefore, of the quality of community colleges. More than 2.8 million students have taken the CCSSE survey since 2001.

LCCC classes have been randomly selected to administer the survey.

For in-class, the survey is administered in a pencil-and-paper format and can be completed in one 50-minute class period. CCSSE has selected 87 LCCC class sections for administration in this survey cycle. Faculty members have been notified and will administer the survey in their classes.

Participation is critical to the institution. If you have questions, contact Marco Anglesio at manglesio@LCCC.edu.

Pull-up Banners Available for Use

College Relations has ordered new promotional banners that departments or individuals may borrow for events, photo opps, etc. The banners are 31 inches wide and 80 inches tall, so they can make an impact on your event. There is a banner available at main campus, Donley and Morgan, for your convenience. If you would like to reserve a banner to be used on main campus, please email collegerelations@lccc.edu and let us know the dates. For the Donley banner, email Gladys Malpica at gmalpica@lccc.edu, and for the Morgan banner, email Amber Zuber at azuber2@lccc.edu. They come in handy carrying case.

The banner is pictured here with Justin Brosious for scale.

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

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

Testing Center News

The Testing Center will be closing at 5 p.m. on Monday, April 8.

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.

LCCC Faculty Association Cookbooks $5.00

In a recent archeological dig, a limited number of vintage LCCC FA cookbooks were discovered. These relics contain delicious recipes from your current and former faculty colleagues. If you didn't purchase a cookbook when it debuted in 2003, you can buy one now for only $5.00. Full disclosure: some errors and omissions in the original printing have been corrected by hand for your convenience. Proceeds benefit the LCCC FA. Contact Rachel Plaksa at x1508 or rplaksa@lccc.edu to purchase.

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

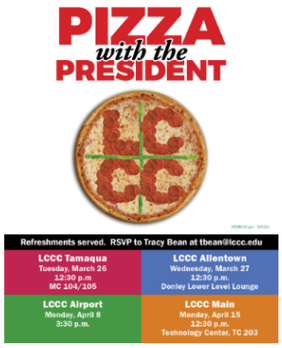
Don't forget to purchase your tickets for Spring Bling Bingo taking place Saturday, April 20. Funds raised will benefit our student scholarships.

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.

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, 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.

Join us at your preferred campus location.

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

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.

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:

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.

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https://getfireshot.com