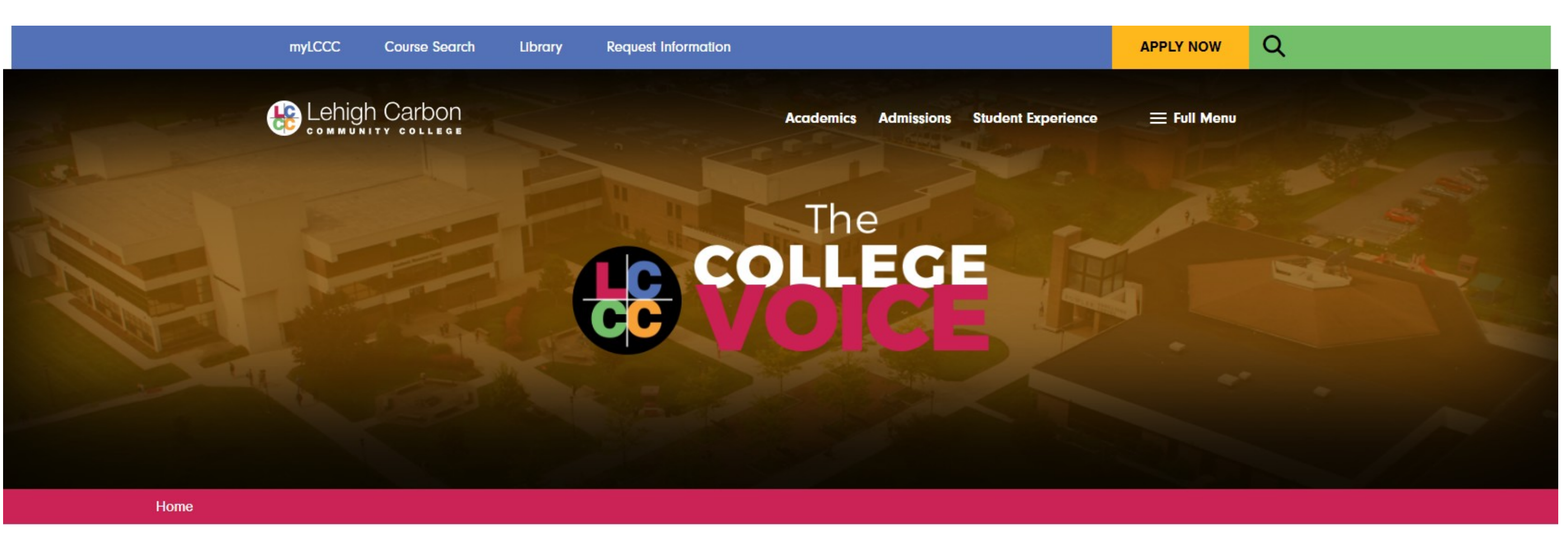


May 2, 2024

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 May 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 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 yblue@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 itaschler@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.

ANNOUNCEMENTS

Callie Clayton Celebration

With mixed emotions, we must bid farewell to Callie Clayton. From her beginnings as an Academic Advisor to her leadership in the FYE department, Callie has been a pillar of support and guidance for countless first-year students and her colleagues.

Throughout her time at LCCC, Callie has tirelessly championed initiatives to enhance the first-year experience, creating a nurturing environment where students can thrive academically and personally. Whether through innovative programming, individualized support, or unwavering dedication, Callie has left a lasting mark on our community.

We invite you to join us at a farewell gathering on Friday, May 10, from 11 a.m. to 1 p.m. in the JEDI Center to celebrate Callie's achievements and wish her well on her new journey.

Stop the Bleed Training

STOP THE BLEED
SAVE A LIFE

Did you know that the number one preventable cause of death following an injury is uncontrolled bleeding? Did you know that in less than two hours and with three quick steps, you can be trained and empowered to save a life?

Lehigh Valley Hospital received grant funding through the American Trauma Society to supply training and Stop the Bleed kits for colleges throughout the Lehigh Valley. LCCC is fortunate to be a recipient of kits through this funding. Training will be held at Main Campus on Wednesday, May 22, from 9 a.m. until 11 a.m. in the Alumni Center and at Donley on Thursday, May 23, from 9 a.m. until 11 a.m. in Rooms 702 / 703. We are working on Morgan for the very near future as well. There is no prior first aid training required and this training is truly designed for everyone!

Please sign up via the Google forms below. Contact Eric Minnich in Public Safety for more information or with any questions at ext. 1653.

Main Campus Sign-Up Form

Donley Sign-Up Form

Finals Week Transfer Event on May 7

Students are invited to join transfer advisor Fauzia Graham and Grand Canyon University counselor Kimberly Valencia for a pizza party during finals week on Tuesday, May 7, from noon – 3 p.m. in the Student Union. Students can relax and enjoy a quick break with food, snacks and refreshments. While supplies last.

Dual Enrollment Student Receives Full Ride to Cedar Crest

Congratulations to Amaiya Kavachery, LCCC dual enrollment student, on receiving a four-year, full-tuition scholarship to Cedar Crest College. Kavachery is the first of two students in the Future Educators program at LCTI, which started in fall 2023. The program is designed to give high school seniors a head start on college while exposing them to a variety of education careers. Kavachery plans to study secondary education and English with a career goal to teach English language learners.

Budget Saving Ideas Welcome

In an effort to make a positive impact on the budget, the Executive Team is soliciting ideas from the college community for cutting expenses or growing revenue. As we close out the 2023-24 budget in a deficit and prepare for the 2024-25 budget cycle, all ideas are welcome for ways we can change the deficit trajectory. You can make recommendations anonymously, or include your name, if you wish, but the Executive Team wants all ideas and initiatives they could review for consideration.

Ideas could be energy saving initiatives, streamlining processes, eliminating or consolidating programs, or establishing partnerships with community groups. Think about ways within your department you could save money or produce revenue, other areas that could also impact spending and revenue. Please send your ideas via this form to the Executive Team and we will evaluate all the feedback and implement those with the greatest impact. Nothing is too small or too ambitious – give us your best ideas.

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!

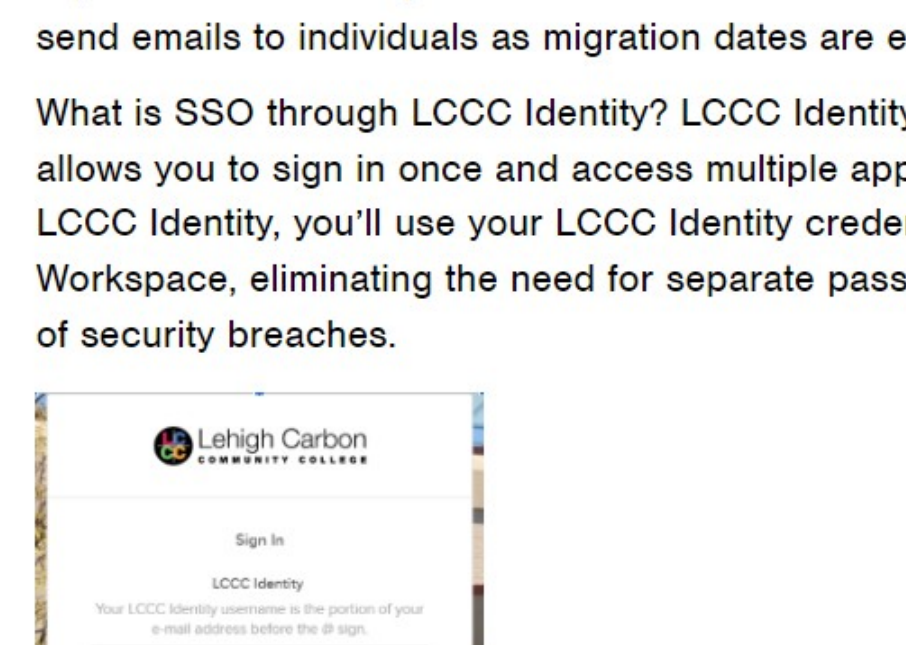
Office Hours
Schedule a **meeting** with Rachel Peters to ask any questions on training, course development, professional development, and other tools/topics.

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

Family Friendly Military-Themed Movie Night

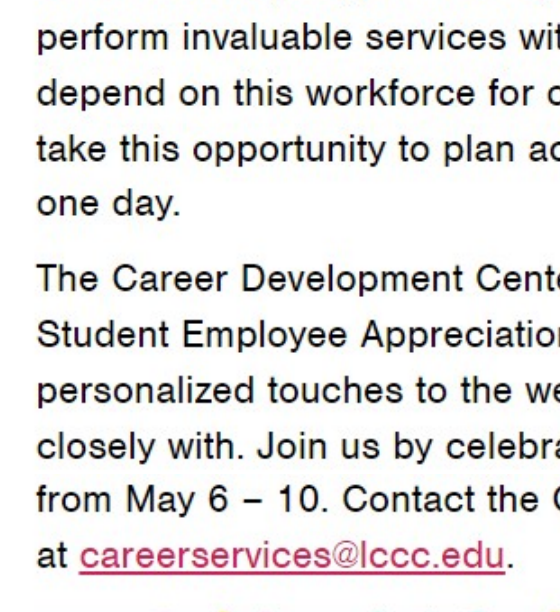
Join the LCCC veterans events committee on Thursday, May 2 beginning at 5:30pm in Community Services Center 205 for a family friendly military-themed movie night as part of our Military Appreciation Week activities. A special showing of two military-themed movies: "Sgt. Stubby" followed by "Top Gun-Maverick" will begin at 6pm with popcorn, candy, and drinks available. All attendees will be entered to win one of two movie-themed baskets (valued at $65).



Google Update: SSO through LCCC Identity Is Coming

LCCC IT is excited to announce an upcoming change that will enhance the security and convenience of accessing Google Workspace services such as Gmail, Google Calendar, and Google Drive. Starting May 1, we will begin migrating faculty and staff accounts to use SSO through LCCC Identity. This transition will streamline access to Google services and improve overall user experience. We anticipate this transition to occur over several weeks and will send emails to individuals as migration dates are established for their account.

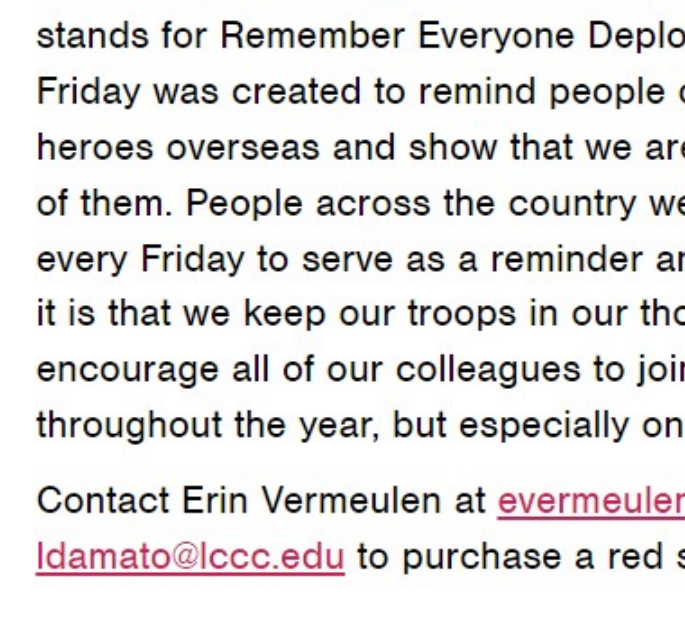
What is SSO through LCCC Identity? LCCC Identity (https://identity.lccc.edu) allows you to sign in once and access multiple applications seamlessly. With LCCC Identity, you'll use your LCCC Identity credentials to log in to Google Workspace, eliminating the need for separate passwords and reducing the risk of security breaches.



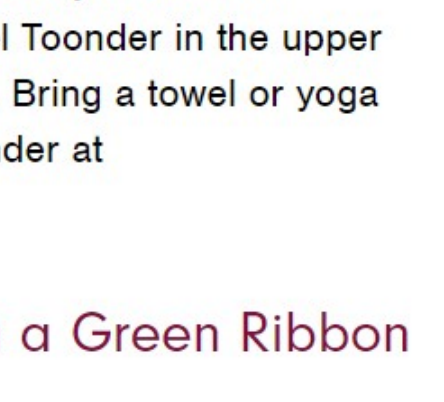
LCCC Celebrates First Annual Student Employment Appreciation Week

At LCCC, over 70 students are employed by the college, playing a key role in our education, support and operational excellence. Our student employees perform invaluable services with enthusiasm, dedication and initiative. We depend on this workforce for our daily operations, so let's celebrate them and take this opportunity to plan activities for the entire week, several days, or just one day.

The Career Development Center is sponsoring some centralized initiatives for Student Employee Appreciation Week. However, we encourage staff to add personalized touches to the week specifically for the students they work most closely with. Join us by celebrating Student Employment Appreciation Week from May 6 – 10. Contact the Career Development Center for more information at careerservices@lccc.edu.



Spirit Day – R.E.D. Day



Join us on Friday, May 3, in wearing red attire for Spirit Day!

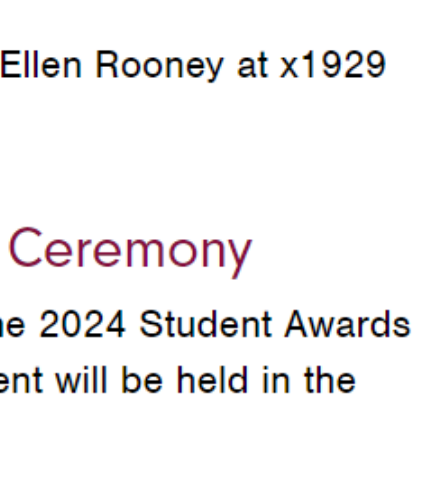
What is R.E.D. Friday? R.E.D. is an acronym that stands for Remember Everyone Deployed. R.E.D. Friday was created to remind people of our heroes overseas and show that we are thinking of them. People across the country wear red every Friday to serve as a reminder and spread the message of how important it is that we keep our troops in our thoughts. As a Military Friendly School, we encourage all of our colleagues to join us for R.E.D. Fridays on any Friday throughout the year, but especially on May 3.

Contact Erin Vermeulen at evermeulen@lccc.edu or Laura D'Amato at ldamato@lccc.edu to purchase a red shirt in support of R.E.D. Friday.

Stretch and Breathe – May Movement Challenge Bonus

In the spirit of wellness and a part of Spirit Committee's May Movement Challenge, join us for Stretch and Breathe with Rachael Toonder in the upper level of the Student Union on Tuesday, May 7, at 2 p.m. Bring a towel or yoga mat with you. For questions, reach out to Rachael Toonder at rtoonder@lccc.edu.

Support Mental Health Awareness with a Green Ribbon Pin



May is National Mental Health Awareness Month! Join the LCCC Spirit Committee in supporting mental health awareness by stopping by Human Resources, Rothrock Library, Berrier Hall, the Donley Center front desk or the Morgan Center front desk for a free green ribbon pin. Participants are encouraged to wear their green ribbon pin throughout the month of May to help show their support for those struggling with mental health.

If you have any questions, reach out to Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.

Call for Commencement Volunteers

We are in need of volunteers for commencement on Wednesday, May 15. Shifts are available between 4:15 p.m. and 8 p.m.

If you are interested in volunteering, please contact JoEllen Rooney at x1929 or email jrooney@lccc.edu.

2024 Student Awards and Recognition Ceremony

The Student Government Association will be hosting the 2024 Student Awards and Recognition Ceremony on Sunday, May 5. The event will be held in the Community Services Center and will begin at 2 p.m.

This ceremony recognizes and honors our student leaders, honor society members and academic award recipients. The ceremony will last approximately one hour with a reception to follow catered by Cathy's Catering. If you are able to join us for this ceremony, please email geden@lccc.edu to confirm your attendance by May 2.

Incomplete Grade Recovery Session for Spring 2024

COACHING COMMONS
Success Coach
LCCC FACULTY COACHING

If you are assigning an Incomplete (I) grade for the Spring 2024 semester, you can communicate that with your students and enroll them in the Incomplete Grade Recovery Session that will take place during the Summer Session I, which runs from May 20 through June 28.

Upon enrollment, your students will be assigned a Recovery Success Coach who will communicate with you and your students to recover the incomplete work before the Fall 2024 semester begins. Our recommendation is that you require the students to complete their work with the help of a coach before June 28. Students are more successful when they are held to an earlier due date, and they can progress and enroll in the upcoming semesters.

In order to enroll your students, please complete the Incomplete Grade Recovery Session enrollment form. It is imperative that you fill this form out completely so the process can begin. All questions can be directed to Dr. Melanie A. Turrano, Professor of English and Coaching Commons Coordinator, at mturrano@lccc.edu.

LCCC Celebrates Military Appreciation Days

Join LCCC as we celebrate and honor our military with various events, April 29-May 5. You won't want to miss end-of-semester snuggles with Lehigh Valley Therapy Dogs, the military book display at Rothrock Library and a family friendly military-themed movie night featuring "Sgt. Stubby" and 'Top Gun-Maverick". Popcorn, candy and drinks included and all attendees will be entered to win a movie night basket. For details on all events click here. Questions? Contact Laura D'Amato ldamato@lccc.edu or Erin Vermeulen evermeulen@lccc.edu.

Updated Campus Map & Guide Available

An updated Campus Map & Guide for 2024 is available by request from Duplicating. It includes room name changes in the Library and CSC building, and an updated campus map key. Please dispose of (recycle) any old 2023 Campus Map & Guides printed on yellow paper. The new 2024 guides are printed on blue paper.

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.

SPIRIT & WELLNESS

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 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.

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 (Donley) – Wednesday, June 12, 11:30 a.m. – 1:30 p.m.

LCCC Western Roundup Picnic (Main and Morgan) – 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