The College Voice

January 2, 2025

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 publication; Monday by 12 p.m. for Tuesday edition). Special exceptions will be made for breaking news. Photos and attachments are included in your submission. Please include all dates 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 December 2024
State Board of Higher Education
Events
"Flip Book" 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, or a marketing piece, we are beyond, our staff will work with you to get it done right.

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. - 3 p.m., Monday through Friday

Lobby Phone:
7:30 a.m. - 7 p.m., Monday through Thursday; 8 a.m. - 5 p.m., Friday

Courier services Monday through Friday for all sites

Bookstore Hours
Monday through Friday: 8 a.m.-5 p.m., Friday: 8 a.m.-1 p.m., Saturday and Sunday: CLOSED

Library Hours
7:30 a.m.- 5:00 p.m., Monday through Friday

Wellness Center Fall Hours
Monday through Thursday: 9 a.m. - 5 p.m., Friday: 9 a.m. - 1 p.m., Saturday and Sunday: CLOSED

*All hours subject to change.

President's Cabinet Members Open Office Hours

President
Dr. Ann D. Bieber
Tuesdays from 1-3 p.m. or make via Zoom. Email Tracy.Bauer@lccc.edu to schedule an online meeting.

VP Dr. Cindy Feeney
1st and 3rd Mondays from 1 to 2 p.m., Tuesdays from 10 to 11 a.m. and 1 to 3 p.m. Email Monica.Sosa@lccc.edu to schedule a Zoom or Hangouts meeting.

VP Larissa Iero
Across virtual office hours on Mondays from 9 to 10 a.m., Tuesdays from 10:30 to 11 a.m. and Thursdays from 12:30 to 2 p.m. or email Iero@lccc.edu to schedule an online meeting.

VP Barbara Nesbitt
1st and 3rd Thursdays from 10 to 11 a.m. and 1 to 2 p.m. and Fridays from 9 to 10 a.m. Email Maria Gowen at mgowen@lccc.edu to schedule an online meeting.

Interim Dean Dr. Jodi Reinhardt
Mondays from 1 to 3 p.m. and Fridays. Email Jodi.Reinhardt@lccc.edu to schedule a Zoom meeting.

Interim Dean Ellen Reichardt
Wednesdays from 3 to 5 p.m. Email EReichardt@lccc.edu to schedule a Zoom meeting.

Dean Dr. Kelly Trahan
Mondays from 3 to 5 p.m. Email Kelly.Trahan@lccc.edu to schedule an online meeting.

CIO Joshua Mitchell
Tuesdays from 11 a.m. to noon. Email JMitchell1@lccc.edu to schedule an online meeting.

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

ANNOUNCEMENTS

Monthly Group Run

Starting in January, monthly group runs will take place on the last Monday of each month. Walkers and runners of all abilities and paces are welcome to join and will meet in LoC L. There will be no weather cancellations. Contact Lacey Timoro for more information at timoro@lccc.edu.

New Edition of Aspire

The new edition of Aspire is available on the website. Below, find links to each story.

Internship Program Provides Social Media Training for Students
Sam Bull and his classmates learned what it takes to create an engaging social media platform with content that communicates the full spectrum of the student experience campus.

Foundation is Everything
Devon Francis says LCCC set him up for success, going all the way back to his fundamental reading course in 2001. "I literally had to take a piece of paper with punctuation help and writing advice that my professor gave to me I used it as a guide all through my bachelor's program," says Devon. "It's those basics that give you a foundation, and your foundation is everything."

Student Experiences Skills, Confidence and Community
The notion of working at a college as a student may conjure images of mundane tasks such as filing and data organization, but students working across LCCC are getting the chance to work in diverse areas such as social media content creation, art gallery exhibits, science labs and IT support, just to name a few.

The Champion of Second Chances
As the deputy chief of the Lehigh County Juvenile Probation Department, Shannon Semmel-Ciamacco works with youthful offenders to try to arrive at positive outcomes. But serving others and making situations better have been guiding lights for Semmel-Ciamacco her whole life. In many ways, Lehigh Carbon Community College has been part of her journey almost from the start.

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 exceptional customer service? Nominate a colleague for the Spotlight on Excellence! Spotlight on Excellence recognizes 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 this opportunity 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 foot and the ground or walking surface. #WearVeteran 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 injuries or illness, the injured employee should provide basic first aid care. Call Public Safety at x1169. All Public Safety officers are trained in first aid and CPR/AED.

No employee shall transport another employee/student in 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 colleagues it represents for training. It is a convenient, easy way to complete our new hire training.

A. Required Online Trainings
Below are the four 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 video trainings are to 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 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-Into-Fight Video
To view this video, go to the Department of Public Safety website page and click on the Run-Into-Fight video link.

If you have any questions, please contact Human Resources at x1107 or x1108.

Online Learning News

View the November edition of the Online Learning Newsletter! This edition includes information about our training programs, a great article on "How to Hold a Better Class Discussion," and an on-demand ISO discussions webinar. There is also a page on some upcoming events for Spring Semester this month. If you have any questions about anything in this edition contact us at OnlineLearning@lccc.edu.

Online Learning Course Available

Register online for our free and self-paced trainings. Trainings include: Canvas Course Development, Remote Course Certification, Excellence in Instruction, Zoom, Canvas Studio, Blackboard Ally, and more!

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

Digital Badges
Faculty and staff will have the opportunity to receive digital badges to display on LinkedIn, email signature and other places, highlighting their professional accomplishments and commitment to lifelong 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 Page. If you have any questions about the digital badges or the requirements for them please contact **onlinelearning@lccc.edu**.

REMINDERS

LCCC Partners with CareerLink and Community Services for Children to Launch Inaugural CDA Practicum Program

Lehigh Carbon Community College (LCCC) has proudly partnered with CareerLink Lehigh Valley and Community Services for Children (CSC) in Allentown to establish the inaugural Child Development Associate (CDA) practicum program. This innovative initiative aims to equip parents of children attending CSC with the skills and knowledge needed to become early childhood educators.

As part of their final assignment in the first course of the program, participants recently completed brief research presentations at CSC's downtown Allentown location. The event provided an excellent opportunity for aspiring early childhood educators, industry professionals, and community supporters to connect, celebrate progress, and strengthen the growing impact of the CDA practicum program.

The program was created with the vision of empowering future educators to build nurturing learning environments. As an apprenticeship-inspired model, it combines hands-on training, mentorship, and classroom instruction, and offers a structured pathway for participants to earn their CDA credential. In addition to this newly launched collaboration, LCCC currently operates a CDA practicum program with the Early Childhood Education Professional Development Organization (ECE PDO). To date, more than 50 students have successfully completed their CDA or earned hours toward their associate degree through LCCC's program.

LCCC's CSC-CDA practicum program extends its heartfelt gratitude to the following individuals whose generosity and commitment to early childhood education have been instrumental in the program's success. Their support is helping shape a brighter future for children in our community:

- Karen Lockard, CareerLink
- Sandra Gerzel, Vice President, Preschool Services, CSC
- Nyanda Finley-See Santos, Director, Family and Community Engagement, CSC
- Dr. Kelly Trahan, Dean of Education, Arts, Computer Science, Online Learning, and the Center for Innovation and Learning, LCCC
- Megan Strella, Teacher Development Specialist, Workforce Development, LCCC
- Elizabeth Shope, Special Projects Coordinator, LCCC

Through collaborations like these, LCCC continues to foster community partnerships that ensure quality education and workforce development for the next generation of educators.

LCCC Receives $40,000 It's On Us Grant

LCCC has received $40,000 as part of Sen. Shapiro's $1.6 million in It's On Us PA grants to combat campus sexual assault. The college was one of three in Lehigh County to receive funds (Cedar Crest College-$40,000 and Muhlenberg College-$37,680) and one of only three community colleges in the state. A total of 44 colleges, universities and other postsecondary institutions received funds across Pennsylvania.

The national It's On Us campaign was created by the Obama Administration to raise awareness about sexual assault, teach participants that assault includes non-consensual sex, advise them on how to identify dangerous situations, empower them to intervene, and urge them to create an environment of support for victims and survivors.

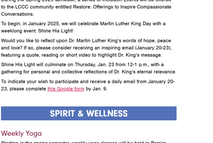
It's On Us PA is a statewide campaign that invites education leaders and all Pennsylvanians to be part of the solution to protect students from sexual violence. Eligible institutions and schools with 10,000 or fewer students were able to request up to $40,000; those with more than 10,000 students were able to apply for up to $60,000. Private licensed career schools that do not offer specialized associate degrees could request up to $10,000.

Updates to myLCCC Tiles

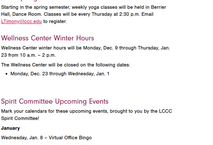
Season's greetings, myLCCC users!

On Tuesday, Dec.17, we will be updating the names of various tiles in myLCCC. These changes are shown below:

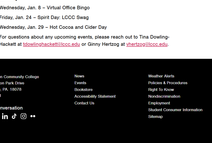
BannerWeb → 'Self Service'



Alert → 'Messages'



Omniient Notification System → 'Emergency Alerts'



Faculty/Staff Only: Emergency → 'Emergency Resources'

Have thoughts on these changes? Please let us know here!

Happy Holidays,
LCCC IT

State of the College Forum Set for Jan. 21

The spring semester State of the College forum is scheduled for 9 – 11 a.m., Tuesday, Jan. 21, and will include a wide-ranging update from Dr. Bieber; the Executive Team; Scott Aquila, Melissa Turnaro and Jennifer Myskowski, steering committee co-chairs for our Self-Study Design for the Middles States re-accreditation process. The forum will be held in the Community Services Center ballroom. Although a virtual option is available, everyone is encouraged to attend the forum in person to build energy together at the beginning of the semester and promote collegiality as we embark on the integral accreditation process.

Come early for a continental breakfast starting at 8:30 a.m. and catch up with colleagues in preparation for a busy spring semester.

Information will be provided on the newly formed State Board of Higher Education, legislative updates, the Governor's 2025 upcoming budget address, the college's budget, facilities renovations, public safety updates, enrollment, information technology developments, and academic programs (new, low enrolled, workforce). The Executive Team update will be followed by a presentation on Middle States accreditation.

Testing Center Winter Break Hours of Operation

The Testing Center hours for Dec.16 – 23 and Jan. 2 – 10 will be:

Mondays through Thursdays: 9 a.m. – 6 p.m.
Fridays: 8 a.m. – 5 p.m.

An Invitation: Spring 2025 Inclusion Event - Shine His Light

During the Spring 2025 semester, a series of Inclusion Events will be offered to the LCCC community entitled Restore: Offerings to Inspire Compassionate Conversations.

To begin, in January 2025, we will celebrate Martin Luther King Day with a weeklong event: Shine His Light!

Would you like to reflect upon Dr. Martin Luther King's words of hope, peace and love? If so, please consider receiving an inspiring email (January 20-23), featuring a quote, reading or short video to highlight Dr. King's message.

Shine His Light will culminate on Thursday, Jan. 23 from 12-1 p.m., with a gathering for personal and collective reflections of Dr. King's eternal relevance.

To indicate your wish to participate and receive a daily email from January 20-23, please complete this Google form by Jan. 9.

SPIRIT & WELLNESS

Weekly Yoga

Starting in the spring semester, weekly yoga classes will be held in Berrier Hall, Dance Room. Classes will be every Thursday at 2:30 p.m. Email LTrapani@lccc.edu to register.

Wellness Center Winter Hours

Wellness Center winter hours will be Monday, Dec. 9 through Thursday, Jan. 23 from 10 a.m. – 2 p.m.

The Wellness Center will be closed on the following dates:

- Monday, Dec. 23 through Wednesday, Jan. 1

Spirit Committee Upcoming Events

Mark your calendars for these upcoming events, brought to you by the LCCC Spirit Committee!

January

Wednesday, Jan. 8 – Virtual Office Bingo

Friday, Jan. 24 – Spirit Day: LCCC Swag

Wednesday, Jan. 29 – Hot Cocoa and Cider Day

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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