

## December 19, 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 December 2024](#)  
[State Board of Higher Education](#)  
[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

[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.

Counter 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 Fall Hours**  
Monday through Thursday: 9 a.m. – 5 p.m., Friday: 10 a.m. – 3 p.m.; Saturday and Sunday: CLOSED.

\*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@lccc.edu](mailto:Tracy.Bean@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 [Rhomie.Blue@lccc.edu](mailto:Rhomie.Blue@lccc.edu) to schedule a Hangouts meeting.

**VP Larissa Verts**  
Access virtual office hours on Mondays from 3 to 5 p.m.; Tuesdays from 9:30 to 10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email [laschli@lccc.edu](mailto:laschli@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 [Marla.Bowen@lccc.edu](mailto:Marla.Bowen@lccc.edu) to schedule an online meeting.

**Interim Dean Dr. Jodi Rowlands**  
Wednesdays, 9 to 9 a.m. or 4 to 5 p.m. Email [JRowlands@lccc.edu](mailto:JRowlands@lccc.edu) to schedule a meeting.

**Interim Dean Elke Reichardt**  
Wednesdays from 3 to 5 p.m. Email [ElReichardt@lccc.edu](mailto:ElReichardt@lccc.edu) to schedule an online meeting.

**Dean Dr. Kelly Trahan**  
Mondays from 3 to 5 p.m. Email [KTrahan@lccc.edu](mailto:KTrahan@lccc.edu) to schedule an online meeting.

**CID Joshua Mitchell**  
Tuesdays from 11 a.m. to noon. Email [JMitchall@lccc.edu](mailto:JMitchall@lccc.edu) to schedule an online meeting.

**Dean Scott Aquila**  
Email [SAquila@lccc.edu](mailto:SAquila@lccc.edu) to schedule an online or face-to-face meeting.

## ANNOUNCEMENTS

### Snowflake Pretzel Tin Winner



Congratulations to Erin Vermeulen who won the tin of white chocolate-covered snowflake pretzels!

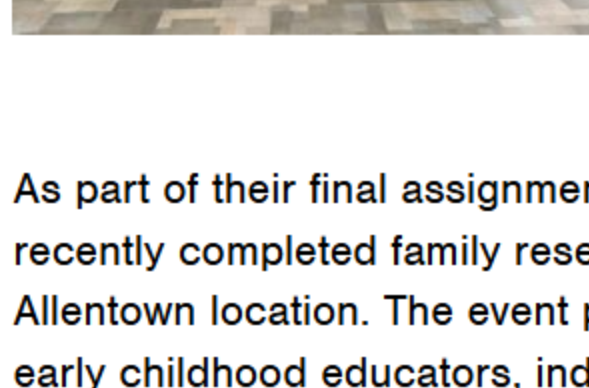
### Poinsettias Available

The Office of the President has poinsettias available to take home before the break. Please stop by SSC 113 or contact Tracy Bean at x.1121 to make pick up arrangements. Happy Holidays!

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

LCCC has received \$40,000 as part of Gov. Shapiro's \$1.6 billion 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-\$37,868) and one of only three community colleges in the state. A total of 44 colleges, universities and other postsecondary institutions received funds across Pennsylvania.

### 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 family 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 degrees 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 Genzel, Vice President, Preschool Services, CSC
- Nyanda Finley de Santos, Director, Family and Community Engagement, CSC
- Dr. Kelly Trahan, Dean of Education, Arts, and Community Services, Online Learning, and the Center for Innovation and Learning, LCCC
- Megan Strella, Special Education Department Coordinator, LCCC
- Elizabeth Shope, Teacher 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.

## 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 smoothly 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 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 Know4. This is a single sign-on system that will enable you to 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

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 RSI discussions webinar. There is also a page on some events around the Lehigh Valley this month. If you have any questions about anything in this edition contact us at [OnlineLearning@lccc.edu](mailto: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](mailto:onlinelearning@lccc.edu).

## REMINDERS

### December 2024 – Student Employee of the Month: Kyra Lawson



We are excited to announce Kyra Lawson as our Student Employee of the Month! Kyra has truly proven herself to be an invaluable member of the KEYS program. Since joining, she has demonstrated unwavering dedication, juggling her roles as a student, mother, and employee with grace and determination.

Kyra consistently goes above and beyond in everything she does. Whether it's helping out with tasks related to her job or offering a helping hand to others in the advising department, especially during this busy time with a short-staffed team, Kyra's willingness to pitch in and support her peers is a testament to her hardworking and collaborative nature.

Her positive attitude and creative problem-solving skills stand out in every situation. She has a natural ability to think outside of the box and is always proactive in getting things done. There have been many times when Kyra has even helped us remember important tasks, which is a huge asset in such a fast-paced environment!

Kyra, your contribution has made a real difference, and we couldn't be more grateful to have you as part of our team. You are the kind of person who makes the KEYS program a better place for everyone around you.

Please take a moment to congratulate Kyra on being our Student Employee of the Month. We are so proud of you.

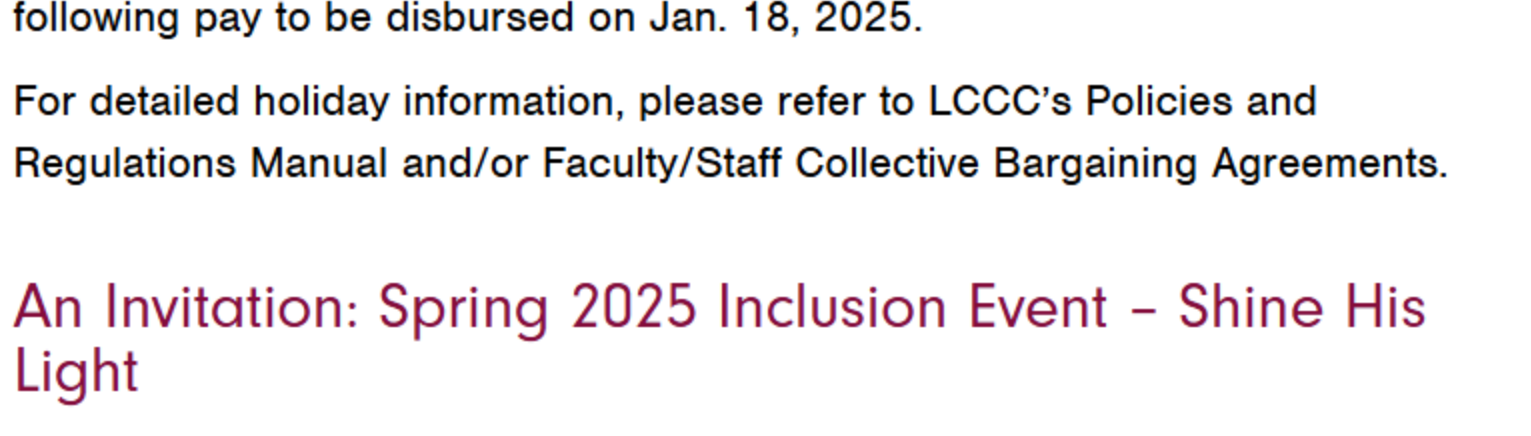
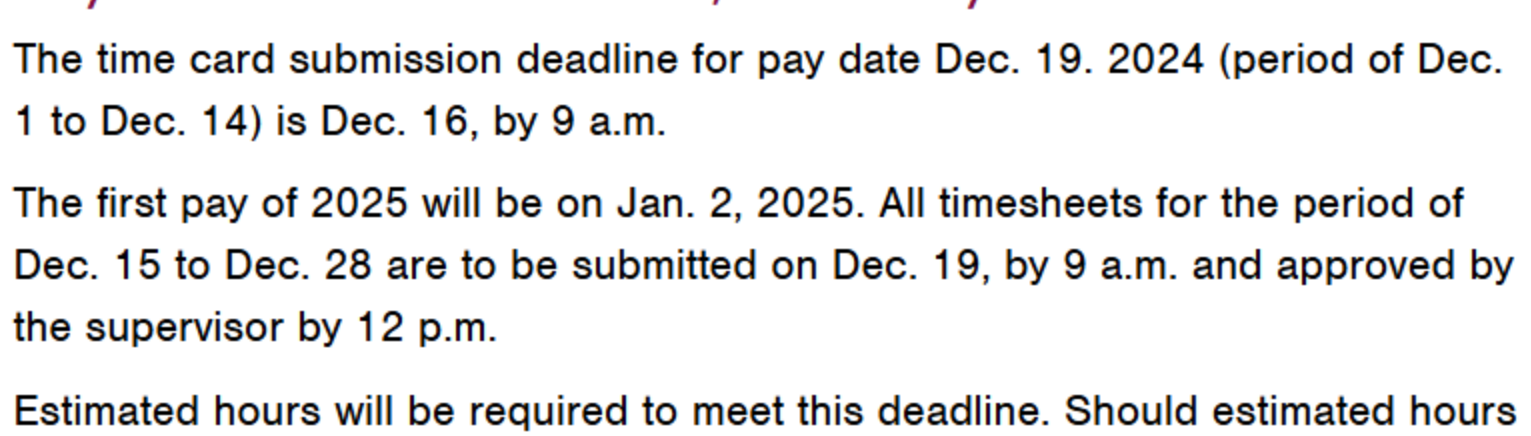
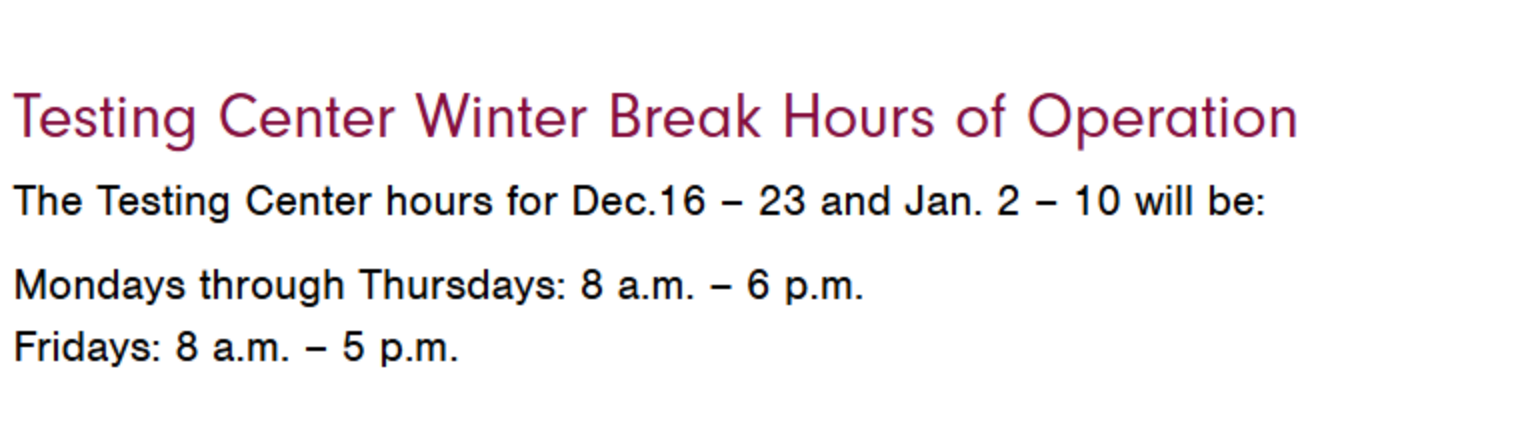
Keep up the amazing work!

Also, LCCC faculty, students, staff and administration: to nominate a student employee, please complete the [nomination form](#) to recognize a student employee's (Student Employee or Work Study) outstanding contributions and achievements in their position while pursuing their higher education.

### 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:



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, Melanie Turano and Jennifer Myskowski, steering committee co-chairs for our Self-Study Design for the Middle 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 enrollment, 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: 8 a.m. – 6 p.m.  
Fridays: 8 a.m. – 5 p.m.

### Payroll Notification: Jan. 2, 2025 Pay Date

The time card submission deadline for pay date Dec. 19, 2024 (period of Dec. 1 to Dec. 14) is Dec. 16, by 9 a.m.

The first pay of 2025 will be on Jan. 2, 2025. All timesheets for the period of Dec. 15 to Dec. 28 are to be submitted on Dec. 19, by 9 a.m. and approved by the supervisor by 12 p.m.

Estimated hours will be required to meet this deadline. Should estimated hours not equal the actual hours worked, the variance must be adjusted in the following pay to be disbursed on Jan. 18, 2025.

For detailed holiday information, please refer to LCCC's Policies and Regulations Manual and/or Faculty/Staff Collective Bargaining Agreements.

### 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.

### Incomplete Grade Recovery Session for Fall 2024



If you are assigning an Incomplete (I) grade for the Fall 2024 semester, you can communicate that with your students and enroll them in the Incomplete Grade Recovery Session that will take place during the Winter Session, which begins on Dec. 16, 2024 and ends on January 17, 2025. Upon enrollment, students will be assigned a Recovery Success Coach who will communicate with you and your students to recover the incomplete work before the Spring 2025 semester. We strongly urge you to require that students complete their work with the help of a coach before Jan. 17, 2025. Students are more successful when they are held to a coach 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. Turano, Professor of English and Coaching Commons Coordinator, at [mturano@lccc.edu](mailto:mturano@lccc.edu).

### New phone? Update MFA

Reminder! If you receive a new phone this holiday season, you'll need to update your MFA app before discarding your old phone. For additional steps, please visit – [How to Enroll in Okta Verify](#).

### Review Employee Address

To ensure accurate communication regarding payroll (W-2) and other LCCC correspondence, please review your profile information in Banner Employee Self Service. To update a home address in Banner complete a Residency Certification Form and submit to LCCC's HR department. Please note there is a form for main campus and one for other campus sites.

[Main Campus Form](#)  
[Other Campus Sites Form](#)

## SPIRIT & WELLNESS

### Weekly Yoga

Starting in the spring semester, weekly yoga classes will be held in Berrier Hall, LCCC Room. Classes will be every Thursday at 2:30 p.m. Email [LTimon@lccc.edu](mailto:LTimon@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](mailto:tdowlinghackett@lccc.edu) or Ginny Hertzog at [vhertzog@lccc.edu](mailto:vhertzog@lccc.edu).