

April 10, 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 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 2025](#)  
[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

[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  
Counselor 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 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.Bieber@lccc.edu](mailto:Tracy.Bieber@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@lccc.edu](mailto:Ronnie.Blue@lccc.edu) to schedule a Hangouts meeting.

**VP Larissa Verta**  
Access virtual office hours on Mondays from 3 to 5 p.m., Tuesdays from 8:30 to 10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email [larissav@lccc.edu](mailto:larissav@lccc.edu) to arrange a scheduled meeting.

**VP Stefanie Neater**  
1st and 3rd Mondays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email [Marla.Brown@lccc.edu](mailto:Marla.Brown@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.

**Dean Tonisha Taylor**  
Mondays from 10 to 11 a.m. or 4 to 5 p.m. Email [Taylor13@lccc.edu](mailto:Taylor13@lccc.edu) to schedule an online meeting.

**Interim Dean Andrew King**  
Tuesdays from 10 to 11 a.m. or 4 to 5 p.m. Email [Andrew.King@lccc.edu](mailto:Andrew.King@lccc.edu) to schedule a 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.

**CIO Joshua Mitchell**  
Mondays from 11 a.m. to noon. Email [jmitchell10@lccc.edu](mailto:jmitchell10@lccc.edu) to schedule an online or face-to-face meeting.

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

## ANNOUNCEMENTS

### Attention Adjunct Instructors and Part-Time Teaching Faculty-Please Take Note

A Memorandum of Agreement (MOA) was recently signed between the LCCCA and the administration regarding the Part-Time Eligibility and Maintenance of Part-Time Status.

On Wednesday, April 9, a new process was introduced, implemented, and eventually will become a part of the next CBA, and it requires Adjunct and ALL CURRENT Part-Time instructors to Request for Verification form. It is essential that this is understood because anyone who does not apply for Part-Time status or to maintain Part-Time status will not be considered for the 2025-2027 academic years.

A detailed explanation of the new process can be viewed on myLCCC under Academic Services [here](#).

If you have any questions about this new process, please contact Academic Services and/or James Gilbert at [jgilbert1@lccc.edu](mailto:jgilbert1@lccc.edu).

### AACC Announces Legislative Priorities

The American Association of Community Colleges has announced its legislative priorities for 2025. The report can be viewed [here](#).

### LCCC Partners to Offer Summer Camp for Local High School Students

A summer camp and internship opportunity for high school sophomores and juniors will teach life and academic skills and offer training in entrepreneurship through a partnership between LCCC, Northampton Community College and the "Futuros Empresarios"/Future Entrepreneurs (FE) Program. Applications for the camp are now available on [LCCC's website](#). The camp runs Sunday through Friday, July 13-18, with the internship portion in local businesses set for the following four weeks.

The FE Program is a two-part, five-week summer program where students can learn skills that will prepare them for college or to enter the workforce. This is the fifth year that the community colleges have partnered with the FE Foundation to host the summer camp.

Local high school sophomores and juniors are encouraged to apply for the camp experience. Participants will spend time on both the LCCC and Northampton campuses, including a residential experience at Northampton, followed by a four-week internship conducted with local businesses and organizations.

For further information, students in Lehigh County can contact Tharisa Rodriguez at [TRodriguez9@LCCC.edu](mailto:TRodriguez9@LCCC.edu) or 610-799-1554.

The full press release can be found on the [website](#).

### LCCC Earns 2025-26 Military Friendly® Schools Designation

LCCC has again earned the title of Military Friendly® School based on both public data sources and responses from a proprietary survey. The college received Silver designation in the small community college category for its work to assist veterans and active military and their families. The full list is published [online](#).

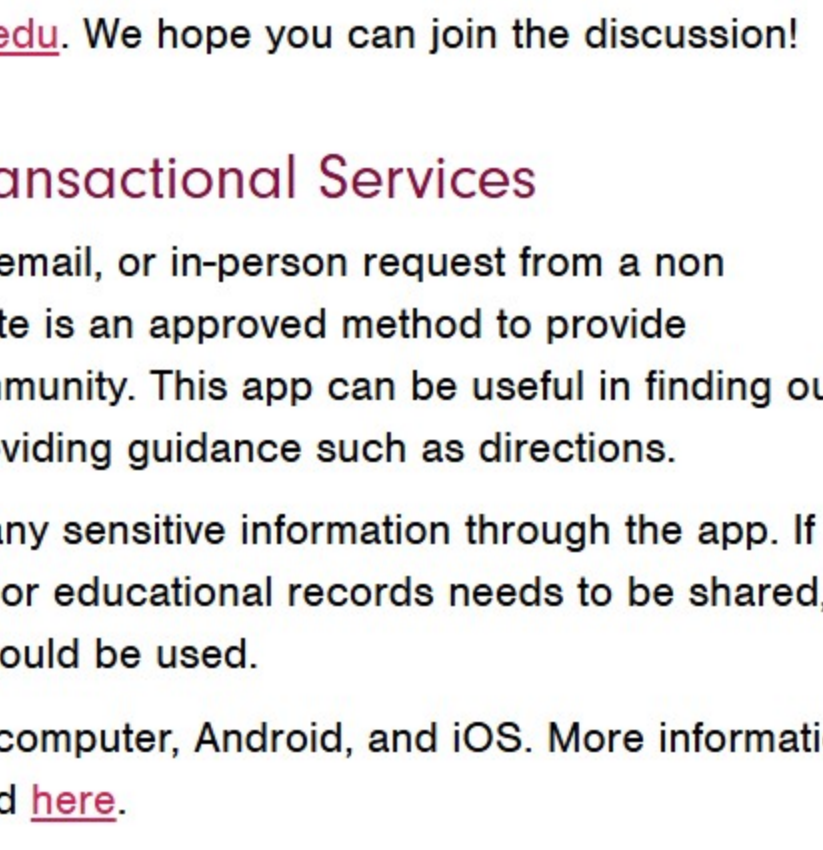
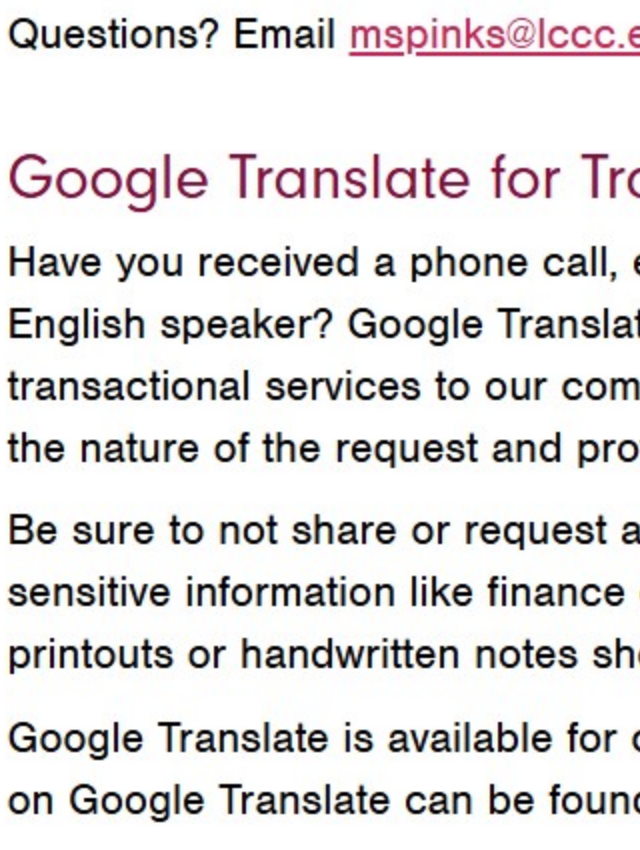
LCCC continues to provide resources and support services to dozens of active military and veteran students, including their spouses and dependents, to meet their specific needs while attending college. Resources include veterans lounges at the Schnecksville campus and airport site, preferred scheduling, scholarship opportunities and a dedicated Veterans Support Team to provide the resources needed to successfully transition to college. The LCCC Veterans Club provides an opportunity to find support, a purpose and make connections with fellow veteran and military students. In addition, the Veteran Support Team ensures LCCC remains current on relevant veteran-related issues. Students can also join SALUTE Veterans National Honor Society that recognizes academic achievements.

For more information on LCCC's veterans programs, contact Ariel Van Dam, assistant director of returning adults and veterans, at [avandam@lccc.edu](mailto:avandam@lccc.edu) or 610-799-1545.

The full press release can be found on the [website](#).

### Arts and Scholars Showcase Opening in Rothrock Library on April 21

Please join us for the annual Arts and Scholars Showcase opening on Monday, April 21, from 5-7 p.m. The showcase features an inspiring collection of art and scholarly work created by our students.



Join us for a night dedicated to our artists' and scholars' academic and creative works.

2025 ARTS AND SCHOLARS Showcase

Monday, April 21 5-7 p.m.  
Rothrock Library  
LCCC Main Campus  
Schnecksville  
Light refreshments will be served.

### Innovative Insights: An LCCC WLD Series-Webinar #5, Reminder

The LCCC CTE Learning Specialists want to remind everyone at LCCC that the fifth video in our spring Watch-Learn-Discuss webinar series, "Motivating Disengaged Students: Strategies For Supporting, Reconnecting & Reengaging," is available [here](#). You can watch and learn independently, and you are invited to join us for a 30-minute discussion via Zoom tomorrow, April 11, at 10 a.m. ([Add to calendar](#)). Here is the [direct link](#) to the discussion. More information is available [here](#).

Questions? Email [mspinks@lccc.edu](mailto:mspinks@lccc.edu). We hope you can join the discussion!

### Google Translate for Transactional Services

Have you received a phone call, email, or in-person request from a non English speaker? Google Translate is an approved method to provide transactional services to our community. This app can be useful in finding out the nature of the request and providing guidance such as directions.

Be sure to not share or request any sensitive information through the app. If sensitive information like finance or educational records needs to be shared, printouts or handwritten notes should be used.

Google Translate is available for computer, Android, and iOS. More information on Google Translate can be found [here](#).

## 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 kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. [Attached Word](#) 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 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 and HIPAA- Privacy and Security Awareness  
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 2025 Spring edition of the Online Learning Newsletter. This edition includes information about our training programs, current news, and a great article on participation approaches in online discussions. The training spotlight comes from ITC, and there are a lot of updates for Canvas as well as a how-to section in this edition of the newsletter. We want to recognize our badge earners from the spring on page 4, and there is a page on some events around the Lehigh Valley this season. If you have 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 topics/topics.

#### Digital Badges

Run 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

### Stronger Than Ever: An Afternoon of Resilience & Inspiration

On Wednesday, April 16 at 2:30 p.m., the campus community is invited to an unforgettable event on building resilience in the CSC ballroom, room 205. The event features a powerful keynote from LCCC student and inspirational speaker Isaiah Natale. His story of surviving life threatening health issues and persevering through mental illness will encourage you to stay motivated in the face of adversity.

In addition, LCCC counselor Liz Lewis will teach attendees how to "build their resilience muscles" and approach challenges with confidence. Please [RSVP here](#) by April 14. Please note that the location for this event has moved to the CSC. This will be a hybrid event, and a Zoom link will be provided to those who RSVP. View the event flyer [here](#).

For more information, contact Jessie Heimann, Assist. Prof. of Communications, at [jheimann@lccc.edu](mailto:jheimann@lccc.edu).

### Finance Training

Do you need to purchase items or services? Do you know how to get an invoice paid? Do you need help with arranging travel to a conference? Do you have questions about your budget? Did you need help with a contract? The Finance Office can answer your questions. We offer training in all of these areas. Just complete the [Finance Training Request Form](#) or email one of all of these Finance team members:

Maria Bowen – Travel – [mbowen4@lccc.edu](mailto:mbowen4@lccc.edu)  
Mary Decker – Accounts Payable – [mdecker@lccc.edu](mailto:mdecker@lccc.edu)  
Joe Hardenberg – Purchasing & Contracts – [hardenberg@lccc.edu](mailto:hardenberg@lccc.edu)  
Shannon Helmer – Budgets – [shelmer@lccc.edu](mailto:shelmer@lccc.edu)

### Soap Making Workshop with Noraa Body Love

On Thursday, April 24, come join us in the ARC Studio Center on the second floor, for an interactive workshop led by Danielle Stokes, the founder and owner of Noraa Body Love. During this workshop, participants will create custom soaps with fresh spring scents. Noraa Body Love is a small business based in Allentown. Learn more about Danielle as well as the products and services she offers at [noraabodylove.com](http://noraabodylove.com).

While we are waiting for our soaps to set, June Rodgers will facilitate an engaging discussion about health and wellness as we embrace the arrival of spring. Space is limited! Sign up using this [form](#).

Contact Dean Taylor for additional information at [taylor13@lccc.edu](mailto:taylor13@lccc.edu).

### Transfer Events at Donley and Morgan

Do you know students who are interested in transferring to a four-year college or university or looking to earn a bachelor's degree? Transfer Advisor, Fauzia Graham and representatives from area colleges/universities will be at the Donley Center Lobby on Tuesday, April 16, from 9 a.m. – noon and at the Morgan Center Lobby on Wednesday, April 17, from 9 a.m. – 1 p.m. to answer questions about the transfer process and discuss LCCC's partnerships with over 60 four-year institutions.

### Vision, Mission and Values Statement

The revised LCCC Vision, Mission and Value Statement as approved by the Board of Trustees on April 3 can be viewed on the [website](#).

### U.S. Department of Education's Office of Postsecondary Education Announces Negotiated Rulemaking

The U.S. Department of Education's Office of Postsecondary Education today announced its intention to commence negotiated rulemaking on various programs authorized under Title IV of the Higher Education Act of 1965.

View the full news release [here](#).

### Bus Trip to Kutztown University

On Friday, April 25, Kutztown University will host a bus trip for LCCC students, transporting them from the main campus to Kutztown University. The event will include an information session for prospective transfer students and a tour of the campus. Students will be picked up at 10:45 a.m. and the event will run until 2:30 p.m. Interested students should register [here](#).

Students must complete an LCCC waiver form, which will be emailed after registration.

Pick up location Parking lot F (In front of Community Services Center)  
Lehigh Carbon Community College (Main Campus)  
4525 Education Park Drive  
Schnecksville, PA 18078

### It's On Us LCCC: Standing Together Against Sexual Violence

Join us for Standing Together Against Sexual Violence, an event dedicated to raising awareness, supporting survivors, and fostering a culture of respect and consent.

From noon – 2 p.m., connect with community organizations, explore local support services, and participate in meaningful activities that promote safety and empowerment. Then, from 2 – 3 p.m., hear from nationally recognized speaker Elaine Pasqua as she delivers a powerful program on sexual assault prevention. Together, we can create a safer, more informed campus community.

It's On Us to take a stand!

Date: April 23

Time: Noon – 3 p.m.

Location: Student Union

### College Community Invited to Accreditation Information Meeting

Students, faculty and staff are invited to an open session regarding the college's accreditation journey from 1 to 2 p.m., Tuesday, April 22, in rooms 203-205 of the Community Services Center, and virtually. Those who cannot attend in person can attend [via Zoom](#).

Dr. Ryan Harnett, vice president of field operations for the Middle States Commission on Higher Education, will be on campus April 22 for a series of meetings with the committees, trustees and the president. The 1 p.m. meeting for the college community will encompass information about the accreditation process, policies and procedures, goals, expectations and a timeline, which will culminate in 2027 with the final on-site visit.

The Self-Study Design document was submitted in February, and work has continued through the steering committee.

### Middle States Kickoff for Working Groups

On Friday, April 4, a kickoff celebration gathered the steering committee and working groups to launch work on the seven standards involved in the accreditation process. The working groups include representatives from all areas of the college. Each group is tasked with identifying and analyzing evidence relating to their corresponding standard as well as drafting a portion of the Self-Study Report. The kickoff event gave all involved the chance to fellowship with one another and prepare for the coming work required.

Standard I – Mission and Goals  
Standard II – Ethics and Integrity  
Standard III – Design and Delivery of the Student Learning Experience  
Standard IV – Support of the Student Experience  
Standard V – Education Effectiveness Assessment  
Standard VI – Planning, Resources, and Institutional Improvement  
Standard VII – Governance, Leadership, and Administration

