

April 17, 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; 9 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 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@lehighcarbon.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@lehighcarbon.edu to schedule a Hertzog meeting.

VP Larissa Vorta
Access virtual office hours on Mondays from 9 to 5 p.m., Tuesdays from 9:30 to 10:30 a.m., and Thursdays from 12:30 to 2 p.m., or email Larissa.Vorta@lehighcarbon.edu to arrange a scheduled meeting.

VP Stefanie Nester
1st and 3rd Mondays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email Stefanie.Nester@lehighcarbon.edu to schedule an online meeting.

Interim Dean Dr. Jodi Rowlands
Wednesdays, 8 to 9 a.m. or 4 to 5 p.m. Email jrowlands@lehighcarbon.edu to schedule a meeting.

Dean Tonisha Taylor
Mondays from 10 to 11 a.m. or 4 to 5 p.m. Email tonisha.taylor@lehighcarbon.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@lehighcarbon.edu to schedule a meeting.

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

DIO Joshua Mitchell
Tuesdays from 11 a.m. to noon. Email jmitchell10@lehighcarbon.edu to schedule an online or face-to-face meeting.

Dean Scott Aquila
Email saquila@lehighcarbon.edu to schedule an online or face-to-face meeting.

ANNOUNCEMENTS

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 Hartnett, 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. Please note, VP Hartnett will address questions as time allows for those attending in person.

Additional information regarding this visit as well as the accreditation process can be found in this [Middle States Information FAQ](#). It is recommended that all who plan to attend review this document ahead of time.

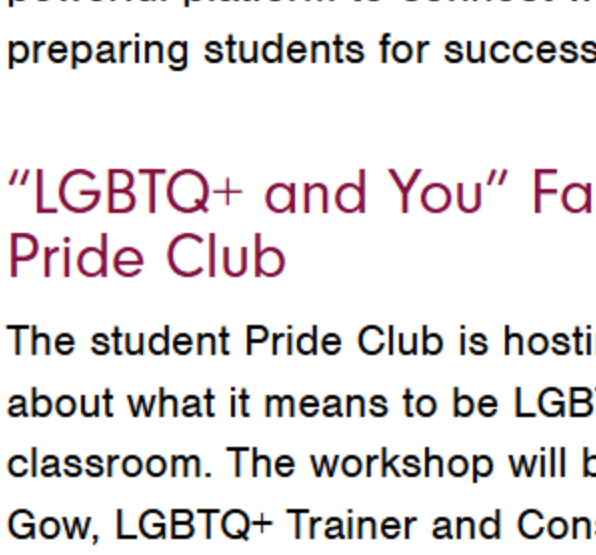
The Self-Study Design document was submitted in February, and work has continued through the steering committee.

"Choose to Include" Event, April 22

Join us for our 2nd annual LCCC "Spread the Word, Choose to Include" event on Tuesday, April 22, from 10 a.m. – 1 p.m. at Berrier Hall. Sponsored by the LCCC SEED Program in partnership with Special Olympics Unified Sports. Spread the Word is a national campaign to create communities where all people are valued, respected, embraced, and included. In the games we play, friends we make, at our schools, our workplaces, and our communities; we should ALL be included.

Stop by Berrier Hall, upper level and join us for indoor bocce ball; make your own kindness t-shirt; and free pizza/poppcorn!

LCCC Career Development and Workforce Division at "What's So Cool About Manufacturing"



Career Development and Workforce within LCCC proudly represented the college as a sponsor and participant at the 2025 "What's So Cool About Manufacturing" event, held at Lehigh University.

This exciting program, created by the Manufacturers Resource Center (MRC) in Allentown, PA, was first launched in 2013

to inspire the next generation of manufacturers by reshaping students' perceptions of careers in the manufacturing industry.

The initiative gives middle school teams comprised of students and teacher coaches the tools and training to produce short documentary-style videos. These videos highlight the innovative world of modern manufacturing through their visits to local manufacturers. With camera equipment, editing software, and professional mentorship, students learn to script, film, and edit compelling stories that showcase the people and processes behind today's manufacturing careers.

Each year, the contest grows in popularity. In past editions, up to 30 schools from across Lehigh, Northampton, Carbon, Berks, Schuylkill counties, and the Diocese of Allentown have participated. This year's event was no exception, drawing widespread attention and community involvement.

LCCC's Career Development and Workforce Division used this opportunity to engage with students, educators, and families by sharing information on career pathways in manufacturing, non-credit training options, and academic opportunities available to high school students. Our LCCC representatives provided insights into how LCCC supports students interested in entering the workforce with real-world skills and certifications.

With an estimated attendance of over 1,000 people, the event provided a powerful platform to connect with the community and reinforce LCCC's role in preparing students for successful careers in manufacturing and beyond.

"LGBTQ+ and You" Faculty/Staff Workshop Hosted by Pride Club

The student Pride Club is hosting a workshop for faculty and staff to learn about what it means to be LGBTQ+ with particular considerations for the classroom. The workshop will be offered on two dates and will be led by Robin Gow, LGBTQ+ Trainer and Consultant.

Workshops will be held on the following dates and times:
Wednesday, April 30, 3 – 4 p.m.
Friday, May 2, 9 – 10 a.m.

Each workshop will be held in-person in the ARC Student Center on the 2nd floor for those at Main Campus with the ability for faculty and staff located at the Donley and Morgan Center to Zoom in from the following rooms:

Morgan Center – Wednesday, April 30, MC 104/105
Morgan Center – Friday, May 2, MC 108

Donley Center – Both dates will be held in DC 205

Light refreshments will be provided. Attendees will receive a pin to let students know they are an ally. [Registration](#) is encouraged but not required.

May Movement Challenge

Ready to gear up for the warmer weather this May? Join the LCCC Spirit Committee for the May Movement Challenge! Register using [this form](#) and participate by partaking in any movement – walking, running, cycling, swimming, etc.

Each week, you will receive an email to record your participation and wellness. If you participate each week, you will be entered into a drawing to win one of three top prizes: a \$25, \$50 or \$100 gift card to Dick's Sporting Goods.

Each participant will also receive an LCCC "Be Exceptional" t-shirt!

Contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu with questions.

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 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 certificates 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.

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

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 [page](#). If you have any questions about the digital badges or the requirements for them please contact onlinelearning@lccc.edu.

REMINDERS

Middle States Vice President Liaison to Visit Main Campus

On Tuesday, April 22, our Middle States Vice President liaison, Dr. Ryan Hartnett, will be arriving on main campus as part of our 2026-2027 re-accreditation process. Ryan joined the staff of the Middle States Commission on Higher Education as Vice President for Institutional Field Relations in March 2024. In this role, he serves as a liaison to member institutions, providing advice to institutions and assisting them with accreditation activities. Prior to joining MSCH, Ryan served as Provost at Villa Maria College (NY), leading as both Chief Academic Officer (CAO) and Student Affairs Officer (SAO). In this role, he also served as the Accreditation Liaison Officer (ALO), leading his institution through the self-study process and other accreditation activities. Prior to serving at Villa Maria College, Ryan served as Dean of Arts, Sciences and Professional Studies at Trocaire College (NY). Ryan has experience with the Commission as a peer evaluator and team chair for self-study and follow-up visits. Ryan earned his Ph.D. in Philosophy from The State University of New York (SUNY) at Buffalo, concentrating in the areas of philosophy of science, metaphysics and bioethics. He also holds a B.A. in Philosophy and Psychology from The State University of New York (SUNY) at Buffalo.

College Receives Thank You Note from Allentown School

The college recently received a thank you note from the principal at Harrison Morton Middle School for the use of the Donley Center for classes. See the note [here](#).

Collegewide Presentations

You are cordially invited to attend the Collegewide Presentations for the candidates interviewing for the position of Executive Director of Communications, Marketing and Student Life. These presentations will be held in-person and with a Zoom invite option.

Interview Dates:

CANDIDATE 1:
Date: April 17
Time: 2 – 2:30 p.m.
Room: Community Services Center – CSC 207B
Zoom – [Click here](#)

CANDIDATE 2:
Date: April 24
Time: 3 – 3:30 p.m.
Room: Community Services Center – CSC 207B
Zoom – [Click here](#)

CANDIDATE 3:
Date: April 25
Time: 2 – 2:30 p.m.
Room: Alumni Center – AC 108
Zoom – [Click here](#)

Your feedback and engagement are important as we select the best candidate for this vital leadership role. We look forward to your participation.

Donna Williams
Executive Director of Human Resources

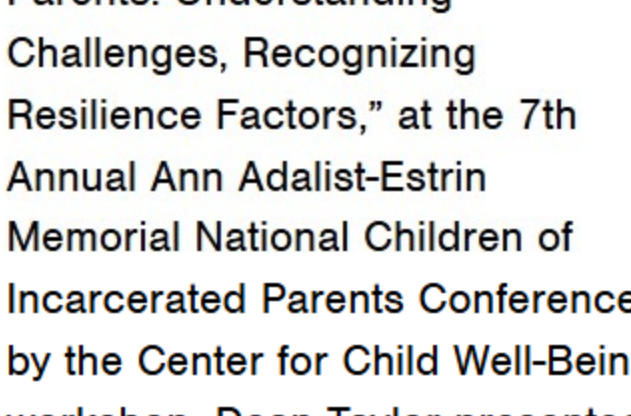
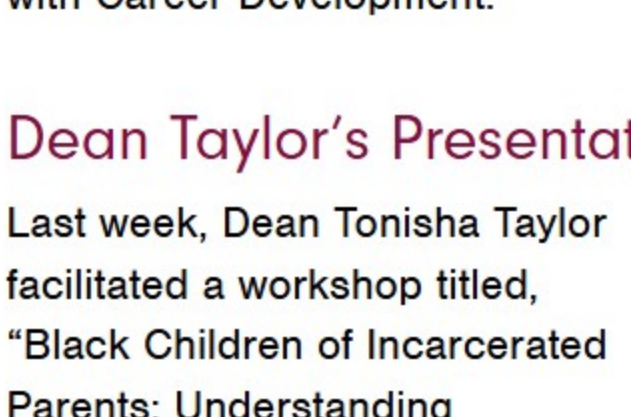
Artificial Intelligence Training Survey

LCCC is partnering with Kiker Learning to provide AI awareness and training for the college community. Your feedback will be instrumental in developing, organizing and scheduling this professional development opportunity.

Complete the [Artificial Intelligence Training Survey](#) today. Thank you for your input!

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.



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

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

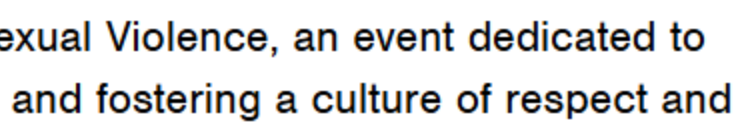
On Wednesday, April 9, a new process was introduced, implemented, and eventually will become a part of the next CBA, and it requires Adjunct and ALL CURRENT Part-Time Instructors to apply for Part-Time Status using a Credit Verification Calculator and a Request for Verification form. It is essential 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.

Career Development Launches 2025 Job Shadowing Program with Guardian Life

On April 2, Career Development proudly kicked off this year's job shadowing initiative with a highly successful event in continued partnership with Guardian Life. Now in its third year, this collaboration offers students the chance to gain meaningful, real-world exposure to careers in Information Technology.



As part of this year's experience, Guardian Life welcomed nine of our Computer Science majors to their Bethlehem home office for a day of hands-on learning and career exploration. The event also brought together students from other local colleges and universities, creating an immersive opportunity to see what working in IT looks like inside a Fortune 500 company.

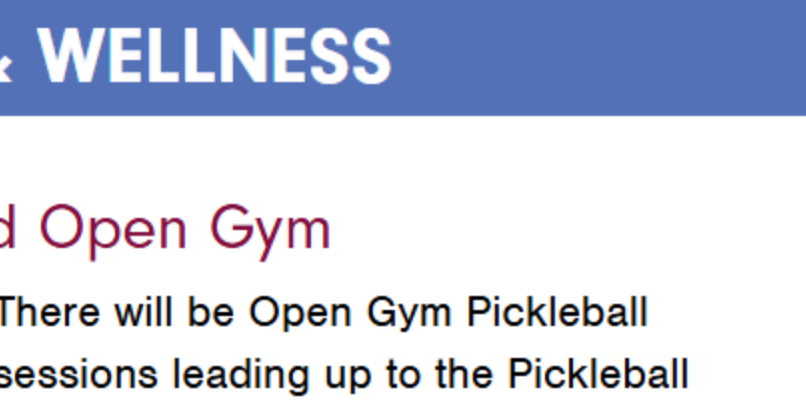
Through conversations with professionals, office tours, and exposure to real-world projects, our students had the unique opportunity to connect classroom learning to industry practice in a powerful and practical way.

This is just the beginning. Career Development is excited to continue growing job shadowing opportunities, with future partnerships planned for summer and winter 2025. Most importantly, we value the insight and confidence these experiences bring to students across disciplines. By connecting with professionals and exploring potential career paths, students gain critical knowledge that helps them make informed decisions about their futures.

If you know a student who would benefit from participating in a job shadow opportunity, please share [this link](#) with them and encourage them to connect with Career Development.

Dean Taylor's Presentation at ASU

Last week, Dean Tonisha Taylor facilitated a workshop titled, "Black Children of Incorporated Parents: Understanding Parents' Recognizing Resilience Factors," at the 7th Annual Ann Adalist-Estrin Memorial National Children of Incorporated Parents Conference in Arizona. The conference was sponsored by the Center for Child Well-Being at Arizona State University. During the workshop, Dean Taylor presented the preliminary findings from her doctoral capstone study. This led to an engaging conversation in which Dean Taylor and the forty-nine workshop attendees discussed the ways in which practitioners from community based organizations and education settings can better assist this population.



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](#).

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.

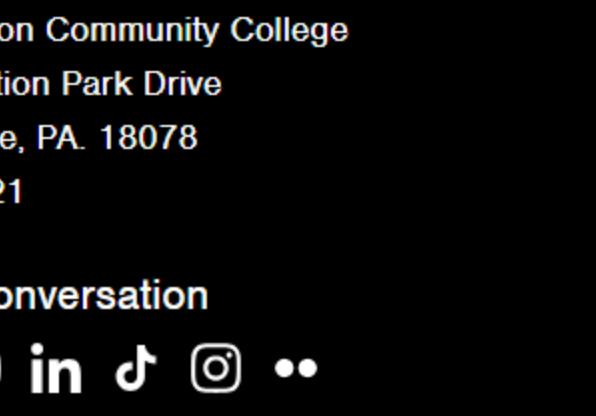
From noon – 2 p.m., connect with community organizations, explore local support services, and participate in meaningful activities that promote safety and empowerment. Then, from 2 – 3 p.m., hear from nationally recognized speaker Elaine Pasqua as she delivers a powerful program on sexual assault prevention.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

It's On Us to take a stand!

Date: April 23
Time: Noon – 3 p.m.
Location: Student Union

SPIRIT & WELLNESS

Pickleball Tournament and Open Gym



There will be Open Gym Pickleball sessions leading up to the Pickleball Tournament on Wednesday, April 30 at 1 p.m. Teams can include up to three people. Registration for the tournament closes on Friday, April 25.

All open gym sessions are led by instructor Diannah Ouly.

Come out and learn how to play or develop new skills. No prior experience is necessary. Open to all faculty, staff and students of LCCC.

Pickleball Tournament will be on Wednesday, April 30, at 1 p.m. Register for the tournament [here](#).

Step Aerobics

Weekly Step Aerobics is hosted every Wednesday from 12 – 12:45 p.m. in Berrier Hall Dance Studio. Step Aerobics is open to all faculty, staff and students with an ID card. For any questions or concerns, please contact Lacey Timony at LTimony@lccc.edu or 610-799-1181. Sign up [online](#).

Spirit Committee Upcoming Events

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

May

Monday – Movement Challenge

Friday, May 2 – Spirit Day: R.E.D. Day

Tuesday, May 6 – Gratitude Journaling Workshop

June

Thursday, June 12 – Summer Picnic

For questions about any upcoming events, please reach out to Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at vhertzog@lccc.edu.