

Lehigh Carbon Community College

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April 3, 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.

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 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 rblue@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 to 10:30 a.m., and Thursdays from 12:30 to 2 p.m., or email lverta@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 m Bowen@lccc.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@lccc.edu to schedule a meeting.

Dean Tonisha Taylor
Mondays from 10 to 11 a.m. or 4 to 5 p.m. Email ttaylor13@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 aking@lccc.edu to schedule a 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

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 ARC Student Center on the second floor. 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. 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.

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 the Finance team members:

Maria Bowen – Travel – mbowen4@lccc.edu

Mary Decker – Accounts Payable – mdecker@lccc.edu

Joe Hardenberg – Purchasing & Contracts – jhardenberg@lccc.edu

Shannon Helmer – Budgets – shelmer@lccc.edu

Soap Making Workshop with Noraa Body Love

On Wednesday, April 24, come join us in the ARC Student 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.

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 ttaylor13@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 15, from 9 a.m. – noon and at the Morgan Center Lobby on Wednesday, April 16, 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.

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 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 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.

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

Climate Survey Results Available

The Campus Climate Study reports are available on the [webpage](#). You must be signed in to Google with your LCCC email account to access these.

Nourish to Flourish Spring 2025 Workshop Series

In April, Community Resources and Basic Needs and the Counseling Center welcome Megan Luybli, Registered Dietician, from A Soft Place to Land, an award winning eating disorder treatment center. Luybli will present Intuitive Eating and Mental Well-Being at all three campus locations:

Tuesday, April 8, Morgan Center, Student Lounge 1-2 p.m.

Wednesday, April 9, Main Campus, CSC 106, 1-2 p.m.

Thursday, April 10, Donley Center, Room 702 1-2 p.m.

There will be lunch served and giveaways, so sign up today! [Click here](#) to register for Intuitive Eating and Mental Well-Being.

Full-Time and Part-Time Faculty Commencement RSVP and Regalia Order

It's that exciting time of the year again when we have the privilege of watching our students graduate from Lehigh Carbon Community College. Full-time faculty are reminded that they are required to RSVP for both attendance of our Commencement event and to borrow faculty regalia from the bookstore, if needed. Part-time teaching and service faculty are very welcome to attend. The deadline for filling out the [Commencement and Regalia RSVP order form](#) is Tuesday, April 1.

The Commencement Ceremony will take place on Wednesday, May 21, at 6p.m. at the PPL Center located at 701 Hamilton Street, Allentown, PA. All faculty must report to the venue at 5 p.m. to dress in their own or borrowed regalia. If you have any questions about the evening, please contact Faculty Association President, Dr. Melanie A. Turrano at mturrano@lccc.edu.

Phi Theta Kappa Induction Ceremony

LCCC's Phi Theta Kappa (PTK) Chapter Induction Ceremony will be held on Friday, April 11, at 3 p.m. PTK is the international honor society for 2-year college students and over 70 students have accepted membership this year. Eligible students are invited once they have completed 12 credits at LCCC with a cumulative GPA of a 3.5 or higher.

Dean Tonisha Taylor will be providing the keynote remarks for this year's ceremony. Induction will be held in the upper level ballroom of the Community Services Center on the Schnecksville campus.

This ceremony provides recognition and a public celebration for our new members. A reception will be held immediately following the ceremony. The college community is welcome to attend to recognize and honor our new inductees.

Healing Through Art: An Empowering Creative Experience

Please join the Art Department and special guest graphic designer and LCCC alum Olivia King the first two Wednesdays in April for Healing Through Art, an art therapy workshop designed to provide a safe, supportive space for survivors of sexual violence and their allies. Through creative expression, participants can process emotions, foster healing, and build a sense of community. The universal language of art allows individuals to express themselves non-verbally, which can open a connection with others to create dialogue and awareness. No artistic experience is needed—just bring yourself and an open mind. Supplies will be provided.

Healing Through Art will be held in the Community Services Center, room CSC 204, from 2:30 – 5:30p.m. on April 9. Register [here](#).

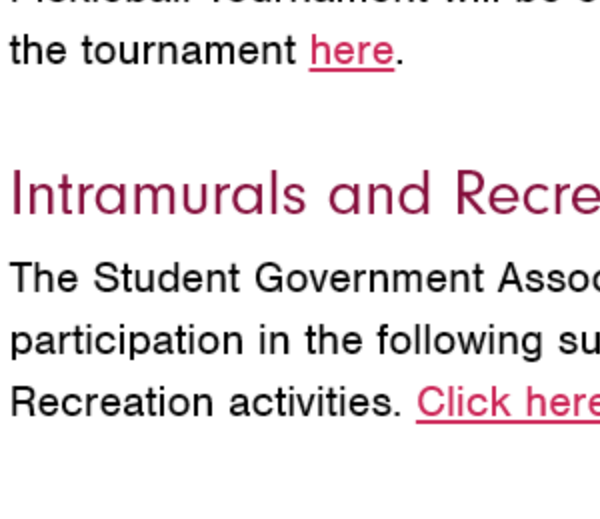
Students are welcome to participate as much as they'd like and may leave early as needed.

SPIRIT & WELLNESS

Spirit Day – Day at the Ballpark

Join the LCCC Spirit Committee for a "day at the ballpark" – wear your favorite baseball jerseys on Friday, April 4, for Spirit Day! We will be handing out free Philly pretzels and popcorn from 11 a.m. – 12:30 p.m. on the mall area outside the Student Union (in case of rain, we will be in the upper Student Union). Stop on by to show your spirit, but be sure to bring your employee ID!

Pickleball Tournament and Open Gym



There will be Open Gym Pickleball sessions leading up to the Pickleball Tournament on Wednesday, April 30 at 1p.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 Diahann 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](#).

Intramurals and Recreation at the Morgan Center

The Student Government Association at the Morgan Center asks for participation in the following survey to gauge interest in Intramural and Recreation activities. [Click here](#) to access the survey.

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!

April

Friday, April 4 – Spirit Day: Day at the Ballpark / Baseball Jerseys

May

All Month – Movement Challenge

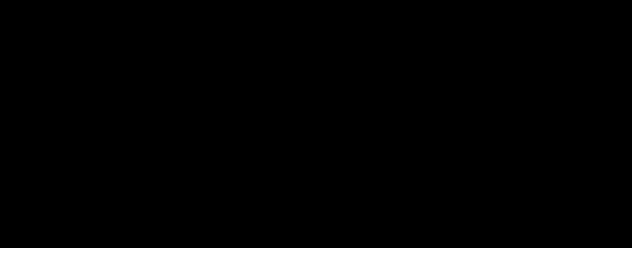
Friday, May 2 – Spirit Day: R.E.D. Day

Tuesday, May 6 – Gratitude Journaling Workshop

June

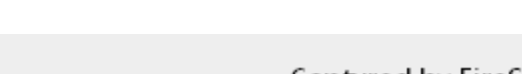
Thursday, June 12 – Summer Picnic

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



Lehigh Carbon Community College
4525 Education Park Drive
Schnecksville, PA. 18078
610-799-2121

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Employment
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