



Home

May 15, 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 May 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 Friday, Hours Varies in May, please see Spirit and Wellness Section, 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 Vorta
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 lvorta@lccc.edu to arrange a scheduled meeting.

VP Stefanie Heister
1st and 3rd Mondays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email Maria Bower at mbower@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 ttaylor@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 jmitchell@lccc.edu to schedule online meeting.

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

ANNOUNCEMENTS

LCCC Receives \$1 Million Grant to Expand Dual Enrollment Programming

LCCC has received a \$1 million grant from the Pennsylvania Department of Education to expand its dual enrollment program to enable more high school students to enroll in dual credit programs, giving them additional opportunities to chart their own course and prepare for successful careers.

LCCC's grant is part of \$14 million awarded statewide to 15 public institutions of higher education.

LCCC is a leader in dual enrollment programming, offering courses in 21 different high schools in 16 school districts, charter schools, private schools and career and technical institutes across Lehigh, Carbon and Schuylkill counties. In the 2023-24 academic year, Dual Enrollment courses were offered at 2,400 schools and at the college campus or online with a total enrollment of nearly 2,400 students.

With this funding, LCCC will establish a "Dual Credit-to-Workforce Pipeline" program that prioritizes in-demand and high-growth careers in our region of Pennsylvania. The five industry clusters are: Computer Science, Criminal Justice, Education, Healthcare and Technology. Under this pipeline program, dual credit students will complete a sequence of general education and industry-specific courses. The college will partner with secondary schools and districts to identify specific courses, course modalities and experiential learning opportunities.

Students may complete general education courses, selecting from classes the college already offers at high schools, online, or a campus location. LCCC will expand its dual credit courses to introductory classes that align with each industry cluster such as Medical Terminology (Healthcare), Introduction to the Criminal Justice System (Criminal Justice) and Manufacturing (Technology). These courses will allow students to explore different career pathways in high-priority occupations and gain knowledge and skills so they are better prepared for their transition to LCCC or the workforce upon high school graduation.

LCCC will also embed experiential learning activities into the proposed industry-specific dual credit courses, including demonstrations, simulations, presentations, job site visits, field trips and employer roundtables.

Implementation of Soft Quotas on the J Drive

To support better storage management and maintain the drive and performance of our file servers, we will be implementing soft quotas on shared folders on the J drive starting May 20, 2025.

What Are Soft Folder Quotas?

Soft quotas are thresholds set to monitor and alert users when usage exceeds a defined limit. These quotas will not block access or prevent additional file storage, but they do help us proactively manage disk space by notifying designated users or administrators of overuse.

Key details:

- Quota Thresholds: 200 GB per folder
- Notification Threshold: 85% usage
- Action Required: Please review your folder contents periodically and archive or delete unnecessary files to stay within quota guidelines.
- Impact: There is no immediate restriction on folder usage, but repeated overuse may lead to further review or follow-up from IT.

Why we're doing this:

- To ensure fair and efficient use of shared storage
- To support system reliability and backup processes
- To avoid the need for urgent cleanups or downtime in the future

If you manage or use a shared folder and have concerns about current usage or future needs, please contact helpme@lccc.edu for support or assistance. Thank you for your cooperation.

Community Colleges to Spotlight Trades Careers in PA CareerLink Showcase

People interested in a career in the trades have an opportunity to learn about hot jobs in the area, training programs, and funding possibilities at the Career Pathways Showcase at PA CareerLink® Lehigh Valley on Thursday, June 5, from 9 a.m. to 12 p.m. PA CareerLink® Lehigh Valley is located at 555 Union Blvd. in Allentown.

In partnership with PA CareerLink® Lehigh Valley, LCCC and Northampton Community College will showcase training opportunities leading to a career in the trades, including noncredit, short-term certificate programs, as well as degree programs. Featured will be programs in automotive and commercial drivers license training, electrical, construction, HVAC, manufacturing and welding.

Attendees will have the opportunity to talk with representatives from LCCC and NCC about financial aid, admissions and career services, and visit with faculty in the various programs about program requirements and job opportunities. Training funds may also be available for qualified participants through PA CareerLink® Lehigh Valley.

Employers will be on site to highlight their open positions and talk with attendees. Job seekers, participants in the Workforce Innovation and Opportunity Act (WIOA), college students, community partners and Lehigh Valley residents who are interested in learning about trades career pathways and training opportunities are encouraged to attend.

Pre-registration for the event is encouraged and can be completed [online](#). For additional information, contact LCCC Admissions at Admissions@lccc.edu or 610-799-1575.

SMS/Voice Password Recovery Options to be Depreciated for LCCC Identity

Starting after June 1, you will no longer be able to use SMS or Voice messages to reset your LCCC Identity password. Moving forward, you will continue to be able to use more secure options like Okta Verify for self-service password resets or by contacting the Service Desk.

More information can be viewed [here](#). You can review the latest IT news articles at <https://help.lccc.edu>.

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.

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

Celebrate 60 Years of LCCC at the Spirit Committee Summer Picnic



Donley Center: Thursday, June 12, from 11:30 a.m. – 1:30 p.m. in rooms 702/703

Remember to come dressed in your grooviest 60s attire! This is a ticketed event, so RSVP using [this form](#) by 5 p.m. on Thursday, June 5.

Questions can be directed to Tina Dowling-Hackett at tdowlinghackett@lccc.edu or Ginny Hertzog at ghertzog@lccc.edu.

Career Development Center Clothing Drive

In partnership with The YWCA Perfect Fit for Women, the Career Development Center is hosting a personal care professional clothing drive from May 15-30.

Acceptable donations:

- Clean (No rips, tears, or holes)
- Professional clothing (hosiery in current styles)
- Handbags
- Jewelry
- Shoes
- Scrubs

YWCA Allentown's Perfect Fit Program is in need of:

- Black pants
- Clothing in sizes 16-24
- Sneakers and flat shoes
- Accessories
- Scrubs and nursing shoes

Remember, all clients utilizing these organizations for attire will be wearing these items to dress for success! Donations can be dropped off inside the Career Development Center in SSC 004 from May 15 through May 30, from 9 a.m. – 4 p.m.

If you need to drop off items outside of the designated times please email Kescha Bell-Ross at kbellross@lccc.edu.

Check Run Date Change

Please be advised that the Accounts Payable check run date will be changed from Thursday, May 22, to Wednesday, May 21. Please have your invoices to the Finance Office by Monday, May 19, to be included in the check run. If you have any questions please contact Mary Decker at ext. 1738 or mdecker@lccc.edu.

College Policies and Regulations Update

The following revised policies have been approved by the LCCC Board of Trustees on April 3, 2025:

1. Policy 2-234 Social Media
2. Policy 2-308 Facilities and Campus Grounds
3. Policy 2-704 – Athletics
4. Policy 2-708 – Student Records
5. Policy 3-214 – Facilities – General
6. Policy 3-233 – Artificial Intelligence
7. Policy 4-130 – Student Travel
8. Policy 4-213 – Residency

The Policies and Regulations Manual can be found on the College's [website](#) and on the Human Resources portal page.

LCCC Collegiate Award of Distinction – Call for Nominations

Please see the [attached information](#) on the nomination process for the LCCC Collegiate Award of Distinction for 2025. Deadline for submission is Friday, June 20, 2025. A list of previous award recipients can be viewed [here](#).

Reminder: Guidance for Interaction with Law Enforcement and Federal Agencies

If a member of the college community is approached by a local, state or federal agency or officials requesting access or information regarding students or employees, please direct the individual to the Public Safety Office on main campus or the officer on duty at the relevant location (main campus, Tamaqua, Donley). Please also directly contact Eric Minnich, Safety / Emergency Management Coordinator, at 484-225-0845 or 610-972-8266.

Please refer students who have questions or concerns to the Office of Public Safety, publicsafety@lccc.edu or 610-799-1169.

See the full guidance documentation [here](#).

Seeking Volunteers for MusikFest '25 on Thursday, Aug. 7

The Office of College Relations and Student Life is organizing the LCCC volunteer event for MusikFest '25. Join us for a fun-filled evening of volunteering at Festplatz on Thursday, Aug. 7. We need volunteers to serve in the following roles: beer servers, soda booth attendants, and cash conversion assistants. LCCC will be volunteering from 5 – 11 p.m.

Please note that child abuse clearances and a criminal history report are required. Clearances are only needed for volunteers who did not participate last year. I can obtain these clearances from HR. Additionally, ArtsQuest will provide training on two Wednesdays: June 18 and June 25, from 2-3 p.m., so that we are prepared for the event.

As a thank-you for volunteering, you will receive:

- A food and drink voucher to use that evening
- A free MusikFest t-shirt
- Opportunities for networking and building connections
- A chance to team build with colleagues, students, and alumni
- Free parking shuttle passes
- A great night of fun and music

Please complete [this form](#) by May 23 if you are interested in being a part of this exciting event. For questions, contact Tina Dowling-Hackett at tdowlinghackett@lccc.edu.

Commencement Volunteers Needed

We are in need of additional volunteers for Commencement. Volunteer opportunities include directing students and guests, lining up the students, handing out programs, etc. Commencement is Wednesday, May 21. Most volunteer shifts are from 4:15-6:30 p.m.

If interested, please email jrooney@lccc.edu.

SPIRIT & WELLNESS

Wellness Center Hours for May

Please note the wellness center hours for the month of May.

Monday, May 5 – Thursday, May 8: 9 a.m. – 5 p.m.

Friday, May 9: 10 a.m. – 3 p.m.

Monday, May 12 – Friday, May 16: 10 a.m. – 3 p.m.

Monday, May 19: 10 a.m. – 3 p.m.

Tuesday, May 20 – Friday, May 23: CLOSED

Monday, May 26: CLOSED (Holiday)

Tuesday, May 27 – Thursday, May 29: 10 a.m. – 2 p.m.

Friday, May 30: CLOSED (Tamaqua SK Set up)

Summer Cornhole League

Faculty and Staff Cornhole League starts July 7 and runs for 4 weeks with a tournament on Friday August 1. Participants can register as a team or individual. Teams are made up of 3 people (2 on the boards, 1 for reserve). All teams must have a Team Captain.

Game day schedules will be created after registration closes on June 30. Participants can expect to play 2 games per week for about 30 minutes each game. Register [here](#).

This event is open to all faculty and staff. Any questions, contact Lacey at LTimony@lccc.edu or 610-799-1181.

Tamaqua Community Day 5K

The Tamaqua Community Day 5K, sponsored by LCCC, will take place on Saturday, May 31, at 9 a.m. in conjunction with the Tamaqua Community Day celebration at Owl Creek Reservoir. The start and finish line will be at the Owl Creek Pavilion. Walkers will complete 1 lap around Owl Creek and runners will complete 2 laps. This race is free to run, but if you'd like to contribute, any donation amount is appreciated!

All donations collected will go towards the Owl Creek Commission to help with maintenance. Race is "no frills", located no t-shirt or bibs. Bathrooms are available on site. Free parking is located on Owl Creek Road. After race food and drinks available for purchase with the top 5 male/female finishers receiving a free drink or food item.

Day-of registration will be available starting at 8 a.m. Register in advance [here](#).

Spirit Committee Upcoming Events

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

May

All Month – Movement Challenge

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.