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VOICE

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May 22, 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: 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. Bleher
Appointments can be made via Zoom. Email 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 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 9:30-10:30 a.m.; and Thursdays from 12:30 to 2 p.m., or email jessie.bell@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 m.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 to schedule a meeting.

Dean Tonisha Taylor
Mondays from 10 to 11 a.m. or 4 to 5 p.m. Email jayfox13@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 king@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 mitchell10@lccc.edu to schedule online meeting.

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

ANNOUNCEMENTS

College Voice Summer Schedule

College Voice moves to a summer schedule the week of June 2. For the months of June and July, there will be one edition of College Voice each week. Submissions are due by noon on Fridays and the weekly edition will be distributed on Monday mornings.

Banner Fiscal Year End Shutdown

Banner will not be accessible after 4 p.m. on Monday, June 30, so that we may perform fiscal year end maintenance and processes.

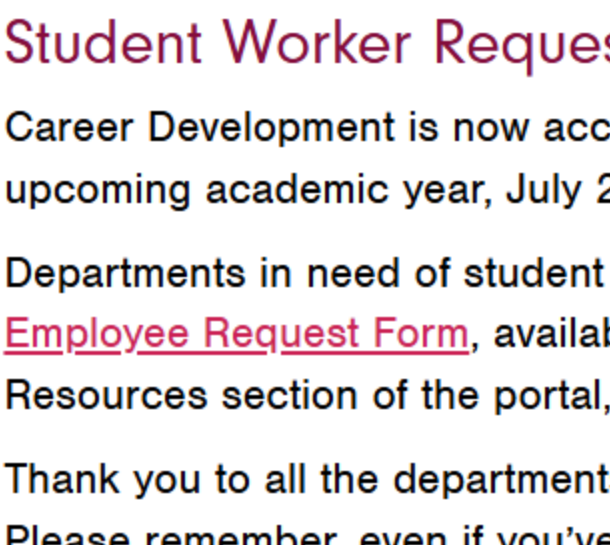
The system will be online again the next day, Tuesday, July 1, in the morning at 8 a.m.

Fiscal Year 2025 Year End Deadlines

Fiscal Year End 2025 Deadlines

May 9 – Grant Purchase Requisitions
May 30 – College Purchase Requisitions
June 13 – Last day for FY24/25 credit card and W.B. Mason purchases
June 16 – Travel reimbursements – Allentown and Tamaqua sites
June 16 – Student stipends
June 18 – Final FY24/25 payroll pay date – contracted staff
June 20 – Last day to submit:
-Duplicating jobs
-Travel Reimbursements – Main Campus
-Employee Reimbursements – Main Campus
-Bookstore Vouchers
June 30 – All FY24/25 goods & services *received*
July 7 – All Accounts Payable invoices must be approved and submitted to the Finance Office
July 10 – Final FY24/25 Accounts Payable check run
July 17 – Final FY24/25 payroll pay date – timecard staff (paydays of June 29-July 12)

Moravian University Community Scholarship



Congratulations to Alex Ho for winning the Moravian University Community Scholarship. The Moravian University Community Scholarship is a two-year, full-tuition scholarship awarded to one Northampton Community College (NCC) student and one Lehigh Carbon Community College (LCCC) student wishing to continue their education in the fall of 2025.

Photos from the Staff/Faculty Recognition Ceremony Available

Thank you to everyone who attended the Staff/Faculty Recognition Ceremony on Friday, May 16. All photos from the event can be found on the college's Flickr account [here](#).

Student Worker Requests Now Open for 2025–2026

Career Development is now accepting student worker requests for the upcoming academic year, July 2025 to May 2026.

Departments in need of student support are asked to complete the [Student Employee Request Form](#), available as a dynamic form in the Faculty & Staff Resources section of the portal, under Career Development.

Thank you to all the departments that have hired student workers in the past! Please remember, even if you've hired before, a new form must be submitted for the 2025–2026 year.

Student employment offers meaningful, on-campus opportunities for students to build career readiness while pursuing their academic goals. We look forward to another great year of collaboration.

Volunteers Wanted for ASD Back to School Bash

LCCC is looking for volunteers to spread the good word about all we do to the Allentown Community on August 13, from 1-3:30 p.m. or 3:30-6 p.m. at Cedar Beach. This is an awareness event where we give out fliers and talk about all that we do. We are not recruiting on the spot so all are welcome.

Please email Jennifer Aquila at jaquila@lccc.edu to volunteer.

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. [Attached Word](#) are tips to aid in the prevention of slips, trips and falls.

Quick Reference for Medical Emergencies on Campus
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

Parking Lots C and D Closed For Repairs, May 27 – June 8

Parking Lots C and D will be closed for repairs starting May 27 until June 8. Both parking lots will have cracks filled, be seal coated, and remarked during this time.

Implementation of Soft Quotas on the J Drive

To support better storage management and maintain the health 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:

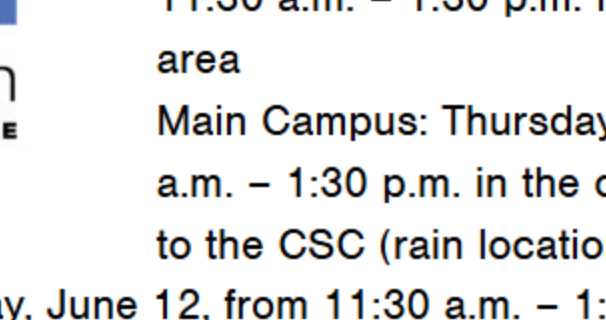
- Quota Thresholds: 200 GB per folder
- Notification Threshold: 85% usage
- Action Required: Please review your folder contents periodically and archive or delete unnecessary files to stay within quota guidelines.
- Impact: There is no immediate restriction on folder usage, but repeated overuse may lead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

Incomplete Grade Recovery Session for Spring 2025



If you are assigning an Incomplete (I) grade for the Spring 2025 semester, you can communicate that with your students and enroll them in the Incomplete Grade Recovery Session that will take place during the Summer Session I, which runs from May 19 through June 27.

Upon enrollment, your students will be assigned a Recovery Success Coach who will communicate with you and your students to recover the incomplete work before the Fall 2025 semester begins. Our recommendation is that you require the students to complete their work with the help of a coach before June 27. Students are more successful when they are held to an 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 that be directed to Dr. Melanie A. Turrano, Professor of English and Coaching Commons Coordinator, at mturrano@lccc.edu.

Level Up with AI: Summer Webinars at LCCC

LCCC is offering a fantastic AI Learning Series to help you harness the power of artificial intelligence, including Google Gemini. Full session agendas, dates, and registration are available today.

Registration is required. Choose from any or all of these 1-hour webinars:

- Leveraging AI and Gemini at LCCC: Discover how AI can boost efficiency and engagement for all LCCC faculty and staff.
- The AI Infused Classroom for Teaching and Learning: Explore using Gemini and NotebookLM to revolutionize teaching and student engagement.
- Working Smarter with AI for Administrative and Support Staff: Learn practical AI applications to streamline your daily tasks.
- AI Considerations – Ethics, Bias and Academic Integrity: Understand the critical ethical aspects of AI in education.
- Increase Efficiency with Gemini for Google Workspace: Unlock advanced AI features to supercharge your Google Workspace productivity.

Don't miss out on this opportunity to gain valuable AI skills!

Register [here](#). The full schedule can be viewed [here](#).

SMS/Voice Password Recovery Options to be Deprecated 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>.

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 conversation 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.

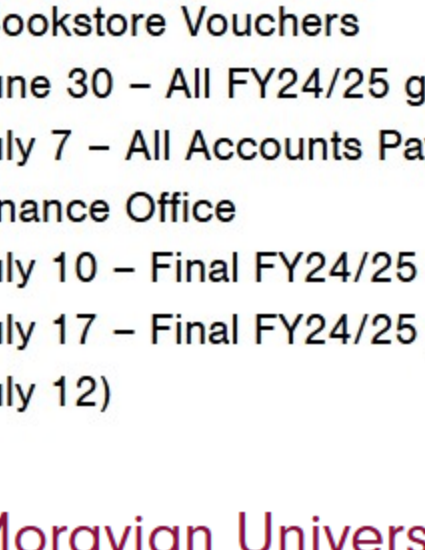
As a thank-you for volunteering, you will receive:

- 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 or Ginny Hertzog at vhertzog@lccc.edu.

SPirit & WellNess

Celebrate 60 Years of LCCC at the Spirit Committee Summer Picnic



Join the LCCC Spirit Committee for a very special Summer Picnic celebrating the college's upcoming anniversary of 60 years of exemplary service! The picnic will be held at the following campuses:

Morgan Center: Wednesday, June 11, from 11:30 a.m. – 1:30 p.m. in the student lounge area
Main Campus: Thursday, June 12, from 11:30 a.m. – 1:30 p.m. in the outdoor pavilions next to the CSC (rain location: ARC cafeteria)

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 vhertzog@lccc.edu.

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 of up to 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.

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 5K Set up)

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 vhertzog@lccc.edu.