

Lehigh Carbon Community College

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Howdy, Tina Dowling-Hackett

60 years

Lehigh Carbon

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VOICE

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June 2, 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). 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 June 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.

**Bookstore Services**  
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. Bieber**  
Appointments can be made via Zoom. Email Tracy Breen at [tbreen@lccc.edu](mailto:tbreen@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 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 [ajschiller@lccc.edu](mailto:ajschiller@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 [mbowend@lccc.edu](mailto:mbowend@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 [tonit3@lccc.edu](mailto:tonit3@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 [ajking7@lccc.edu](mailto:ajking7@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.

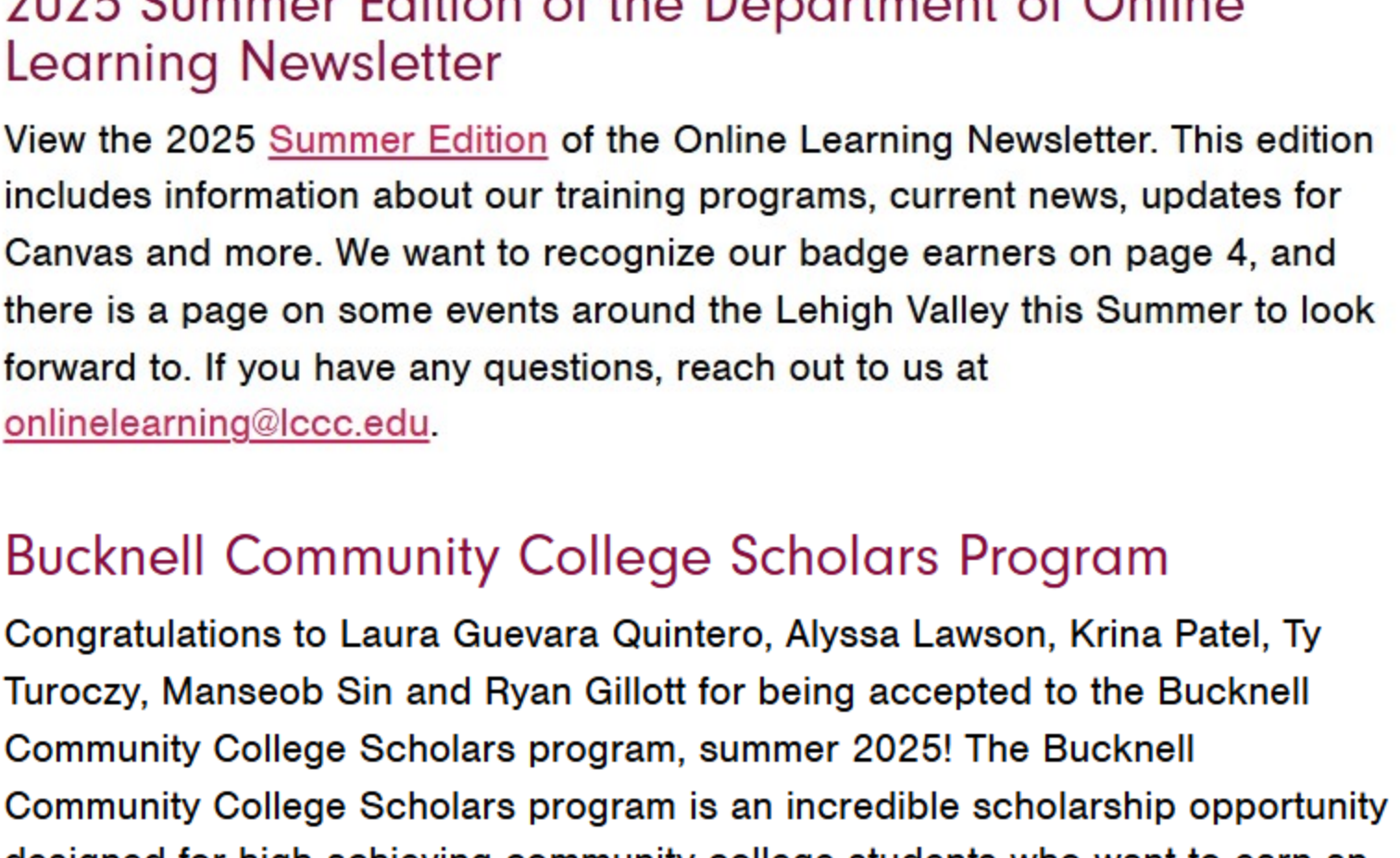
**CIO Joshua Mitchell**  
Tuesdays from 11 a.m. to noon. Email [jmitchell1@lccc.edu](mailto:jmitchell1@lccc.edu) to schedule online meeting.

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

## ANNOUNCEMENTS

### Next Step Resource Fair

The 6th Annual Next Step Resource Fair took place on Thursday, May 29, bringing together high school students with disabilities from across the region. The event aimed to connect students with local colleges, service providers, and community partners to explore opportunities related to education, employment, independent living, and support services. Keynote speakers from the Youth Engagement Transition Initiative (YETI) included Michael Uher, a student at Bowling Green State University – Firelands, and Amanda Waldron, an alumna of Lehigh Carbon Community College and a graduate of Kutztown University with a degree in special education. The event was well attended, with more than 60 students representing 13 different schools.



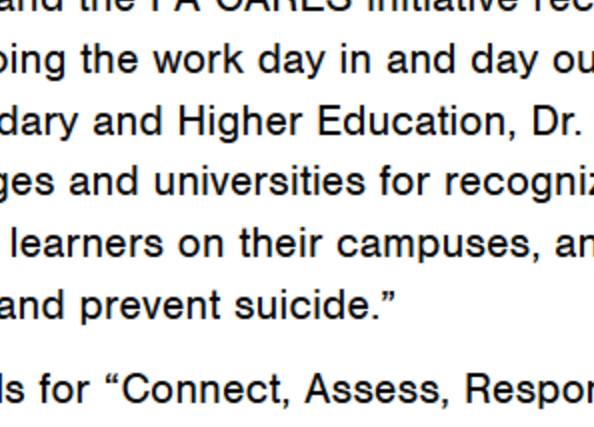
### 2025 Summer Edition of the Department of Online Learning Newsletter

View the 2025 [Summer Edition](#) of the Online Learning Newsletter. This edition includes information about our training programs, current news, updates for Canvas and more. We want to recognize our badge earners on page 4, and there is a page on some events around the Lehigh Valley this Summer to look forward to. If you have any questions, reach out to us at [onlinelearning@lccc.edu](mailto:onlinelearning@lccc.edu).

### Bucknell Community College Scholars Program

Congratulations to Laura Guevara Quintero, Alyssa Lawson, Krina Patel, Ty Turoczy, Manseob Sin and Ryan Gillott for being accepted to the Bucknell Community College Scholars program, summer 2025! The Bucknell Community College Scholars program is an incredible scholarship opportunity designed for high-achieving community college students who want to earn an associate degree and then take their education further. After successfully completing a six-week summer session at Bucknell, and completing their associate degree, these students are eligible to apply for the full-tuition scholarship to Bucknell University.

### Success Coaches Available in the Summer through A3 Alert System



Summer may be a time for a break, but the Success Coaches never take a break! We are here for you every semester of the academic year. Please use the A3 system to alert a Success Coach to a struggling or vulnerable student who may need additional support. We can refer students to tutoring, learning specialists, disability support specialists, counseling, community resources, or anything you believe the student needs. You can find the A3 system at myLCCC>Faculty & Staff Resources>Advise, Ask, Assist(A3) or contact Dr. Melanie A. Turrano at [mturrano@lccc.edu](mailto:mturrano@lccc.edu).

### LCCC Recognized for Efforts to Support Mental Health and Prevent Suicide

On May 27, the Pennsylvania Department of Education (PDE) recognized 15 postsecondary institutions across the Commonwealth for their commitment to preventing suicide and promoting mental health and wellness for their learners. The event was held at Temple University and Brian DeLong, Associate Dean of Student Development, attended the event to receive the certificate on behalf of LCCC. PA CARES is a newly created recognition that ensures postsecondary students have access to support, tools and resources to learn and thrive. "It is everyone's responsibility to collaborate, cooperate and connect to ensure Pennsylvania's postsecondary students have access to safe and supportive learning environments, and the PA CARES initiative recognizes the school communities that are doing the work day in and day out," said Deputy Secretary of Postsecondary and Higher Education, Dr. Lynette Kuhn. "We applaud these 15 colleges and universities for recognizing the importance of coming together for the learners on their campuses, and proactively working to enhance mental health and prevent suicide."

PA CARES, which stands for "Connect, Assess, Respond, Encourage, Support," recognizes postsecondary institutions that have implemented Act 110, mental health and suicide prevention plans, enabling school staff to engage with the campus community and empowering students to seek help when they need it. [Read full article here.](#)

### Sprinkler Inspections – Friday, June 20

Johnson Controls, the College's fire and life safety contractor, will be on the Main Campus performing sprinkler inspections beginning in the morning on Friday, June 20. There should be minimal disruptions to daily operations and we do not anticipate any audible or visual alarms. If you have any questions, please contact Eric in Public Safety at ext.1653.

### Check Run Date Change

Please be advised that the Accounts Payable check run date will be changed from Thursday, June 19, to Wednesday, June 18, due to the bank holiday. Please have your invoices to the Finance Office by Monday, June 16, to be included in the check run. If you have any questions please contact Mary Decker at ext. 1738 or [mdecker@lccc.edu](mailto:mdecker@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 [Summer Edition](#) of the Online Learning Newsletter. This edition includes information about our training programs, current news, updates for Canvas, and more. We want to recognize our badge earners on page 4, and there is a page on some events around the Lehigh Valley this Summer to look forward to. If you have any questions, reach out to 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 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](mailto:onlinelearning@lccc.edu)

## REMINDERS

### Commencement and Nurse Pinning Photos

Photos from Commencement can be viewed on the LCCC [flickr account](#).

### LCCC Offers New Program in Cybersecurity Starting in Fall 2025

People interested in a career in the fast growing cybersecurity industry are encouraged to explore the new LCCC degree program in Cybersecurity beginning in the fall 2025 semester. Be prepared to work in this emerging career and learn to secure digital systems, networks and infrastructures from evolving cyber threats.

In the program, students can start with the three-course diploma, build on that with the one-year certificate and then complete the associate degree, which can be used to transfer into a bachelor's degree. This stackable approach prepares students to take a series of certifications along the way, becoming more and more qualified for additional positions and responsibilities in the industry.

Students will gain technical skills and strategic insights to protect sensitive information, secure operating systems and safeguard network architectures. Courses lay a solid foundation of cybersecurity knowledge and skills and then add specific defensive and offensive knowledge and skills. Graduates will be prepared for a series of industry-recognized certifications.

Pay for positions in the cybersecurity industry start in the range of \$21 an hour for entry level and rise to \$60 an hour for employees with an associate degree. Career paths include Cybersecurity Analyst, IT Technician, Security Engineer, and Security Administrator, to name a few. Professionals in the industry are in high demand.

Cybersecurity courses in the fall are being offered online and include Computer Ethics, Network Security and Cybersecurity Analyst. More information is available on the [college's webpage](#).

For additional information, contact Kristin Gower at [KGower1@LCCC.edu](mailto:KGower1@LCCC.edu). Or contact the Office of Admissions at [Admissions@LCCC.edu](mailto:Admissions@LCCC.edu) or 610-799-1575.

### 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 – timcard staff (paydays of June 29-July 12)

### 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](mailto:jaquila@lccc.edu) to volunteer.

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

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

### LCCC Collegiate Award of Distinction – Call for Nominations

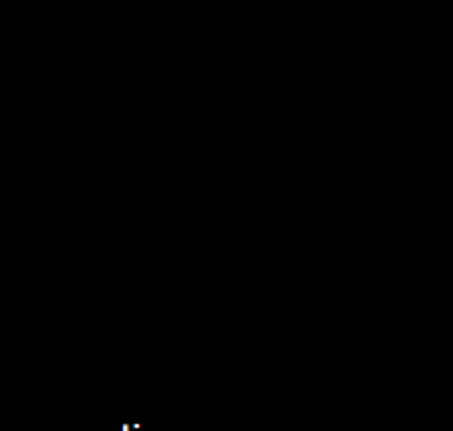
Please see the [attached information](#) on the nomination process for the LCCC Collegiate Award of Distinction for 2025. Deadline for submission is Friday, June 20, 2025. A list of previous award recipients can be viewed [here](#).

## SPIRIT & WELLNESS

### Summer Yoga

Free weekly yoga classes will start Thursday, July 3, and run until Thursday, August 21. Yoga is held every Thursday from 12 – 12:45 p.m. in Berrier Hall Dance Studio. A 45 minute light yoga flow. All abilities welcome, please bring a mat or towel and water. Limited mats available. Pre-registration is not required. Any questions contact [limeny@lccc.edu](mailto:limeny@lccc.edu).

### 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](mailto:tdowlinghackett@lccc.edu) or Ginny Hertzog at [ghertzog@lccc.edu](mailto:ghertzog@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 up 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](mailto:LTimony@lccc.edu) or 610-799-1181.

### Wellness Center Hours for June

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

Monday, June 2 – Wednesday June 4: 10 a.m. – 2 p.m.

Thursday, June 5 – Fri June 6: CLOSED

Monday, June 9 – Fri June 13: 10 a.m. – 2 p.m.

Monday, June 16 – Wednesday June 18: 10 a.m. – 2 p.m.

Thursday, June 19 – Friday June 20: CLOSED

Monday, June 23 – Friday June 27: CLOSED

Monday, June 30: 10 a.m.- 2 p.m.

### Spirit Committee Upcoming Events

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

#### June

Thursday, June 12 – Summer Picnic

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



Lehigh Carbon Community College  
4525 Education Park Drive  
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610-799-2121

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