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May 8, 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: Wellness 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@lccc.edu](mailto: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.Bue@lccc.edu](mailto:Ronnie.Bue@lccc.edu) at [Ronnie.Bue@lccc.edu](mailto:Ronnie.Bue@lccc.edu) to schedule a Hangouts meeting.

**VP Larissa Verla**  
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 [larissa.verla@lccc.edu](mailto:larissa.verla@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 [Stefanie.Nester@lccc.edu](mailto:Stefanie.Nester@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](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 [Taylor.T@lccc.edu](mailto:Taylor.T@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](mailto:aking@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 [jmitchell10@lccc.edu](mailto:jmitchell10@lccc.edu) to schedule online meeting.

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

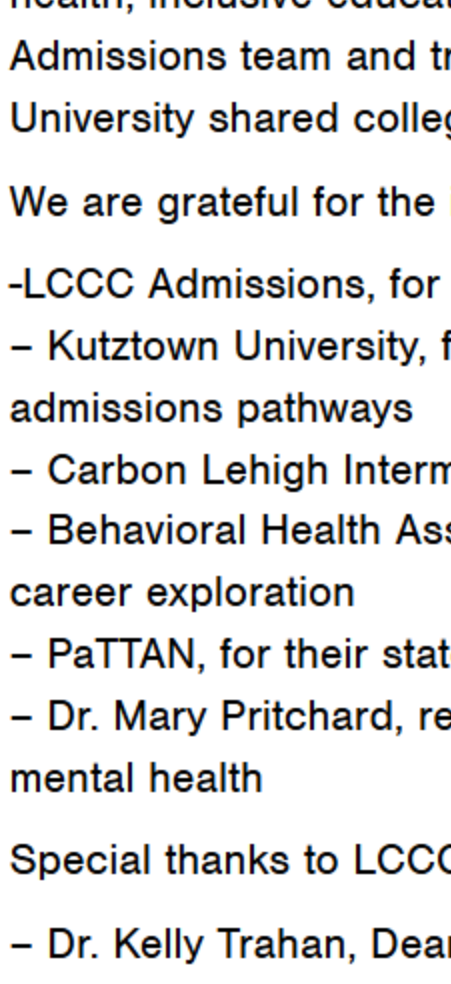
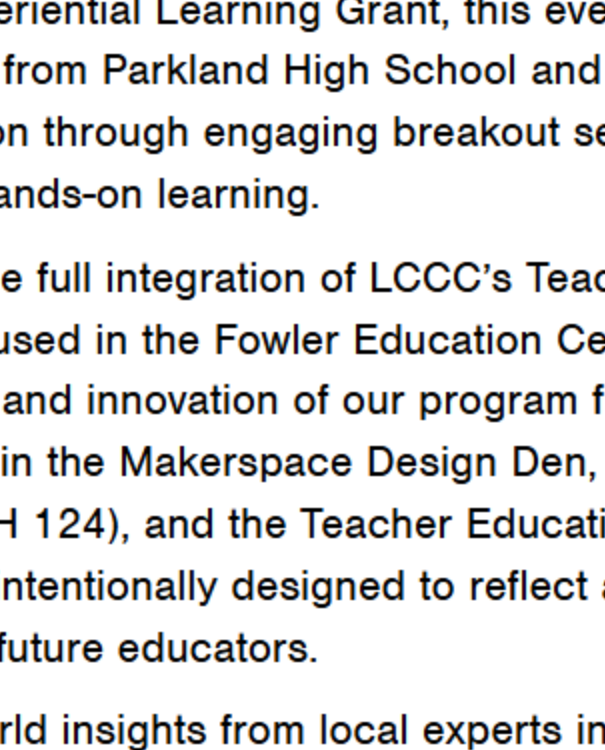
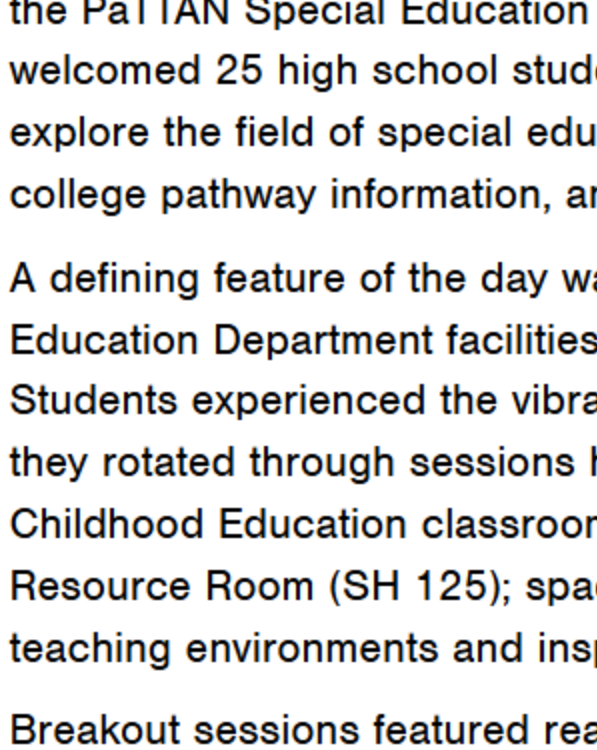
## ANNOUNCEMENTS

### David Williams Obituary

The LCCC community is saddened by the unexpected passing of Dave Williams, husband of Donna Williams. Dave retired from the maintenance department at LCCC in 2023. His obituary, which includes information regarding the celebration of life service, can be found [here](#).

### Admissions in the Community

The office of Admissions was out and about the week of April 28 – May 2. Admissions representatives attended the CareerLink Seniors Only College and Career Fair at ArtsQuest, Skills USA Signing Day, the Seniors and Veterans Expo hosted by Senator Nick Miller, along with teaching the Generation Next high school students from ASD all about speed networking! Where will you see us next?



### Empowering Future Educators: LCCC Hosts Special Education Career Workshop

LCCC proudly launched its Developing Future Special Educators Workshop Series with an energizing half-day event on Monday, April 28. Funded through the PaTTAN Special Education Experiential Learning Grant, this event welcomed 25 high school students from Parkland High School and LTCI to explore the field of special education through engaging breakout sessions, college pathway information, and hands-on learning.

A defining feature of the day was the full integration of LCCC's Teacher Education Department facilities, housed in the Fowler Education Center. Students experienced the vibrancy and innovation of our program firsthand as they rotated through sessions held in the Makerspace Design Den, our Early Childhood Education classroom (SH 124), and the Teacher Education Resource Room (SH 125); spaces intentionally designed to reflect authentic teaching environments and inspire future educators.

Breakout sessions featured real-world insights from local experts in behavioral health, inclusive education, and specialized classroom settings, while LCCC's Admissions team and transfer articulation representatives from Kutztown University shared college and career pathway guidance.

We are grateful for the incredible support from our partners:

– LCCC Admissions, for guiding students on their journey into higher education – Kutztown University, for championing our transfer and reverse transfer admissions pathways

– Carbon Lehigh Intermediate Unit 21 (IU 21), for amplifying regional outreach – Behavioral Health Associates (BHA) and other local partners who enrich career exploration

– PaTTAN, for their statewide leadership, funding, and vision

– Dr. Mary Pritchard, retired school psychologist and advocate for student mental health

Special thanks to LCCC administration, faculty, and students:

– Dr. Kelly Trahan, Dean of Workforce Development, Arts, Education, and Technology

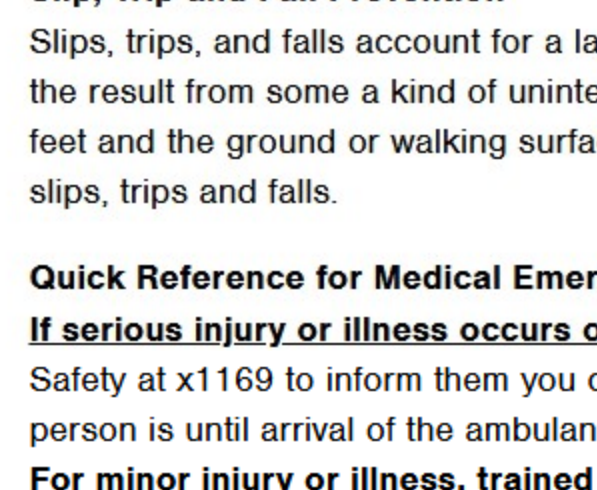
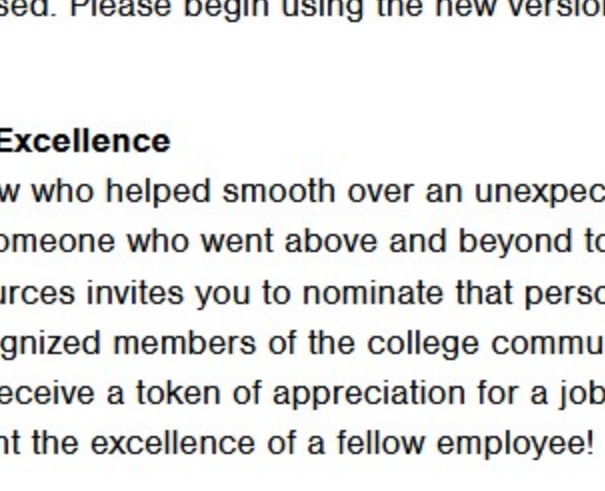
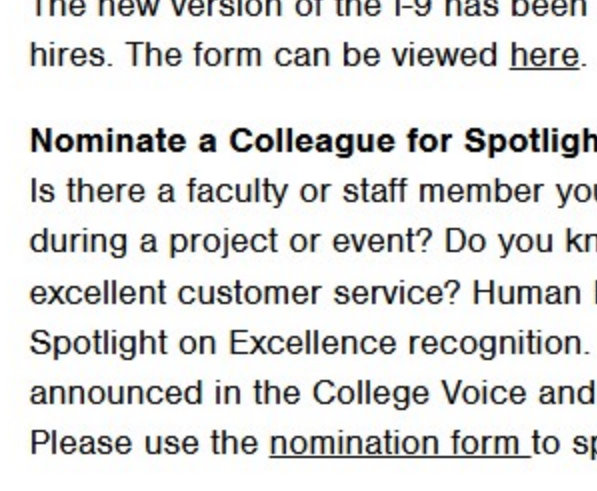
– Ms. Megan Strella, Teacher Education Department Coordinator

– Dr. Rachel Chapman, Teacher Education Field Experience Coordinator

– Ms. Stephanie Shiffert, Learning Support Specialist

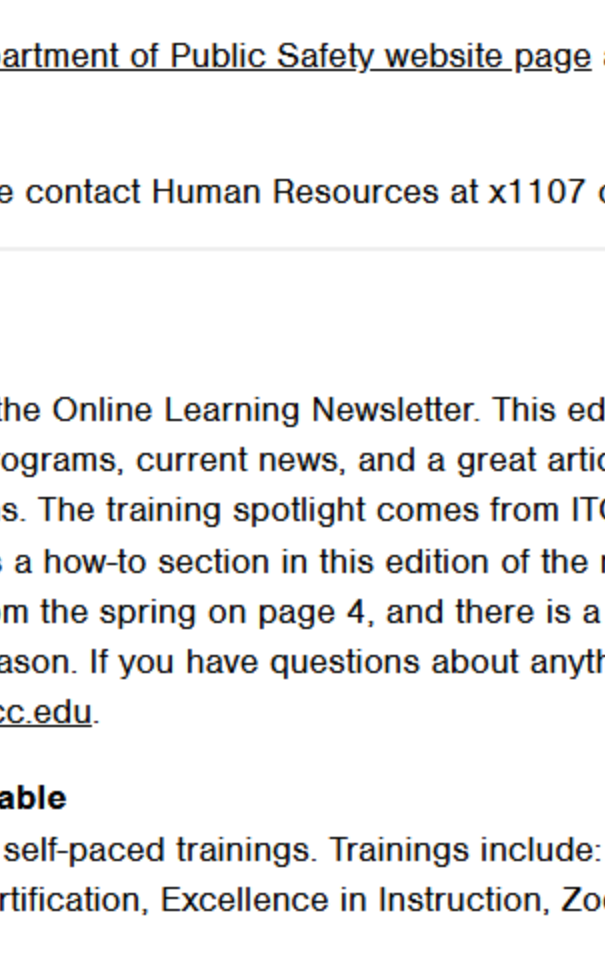
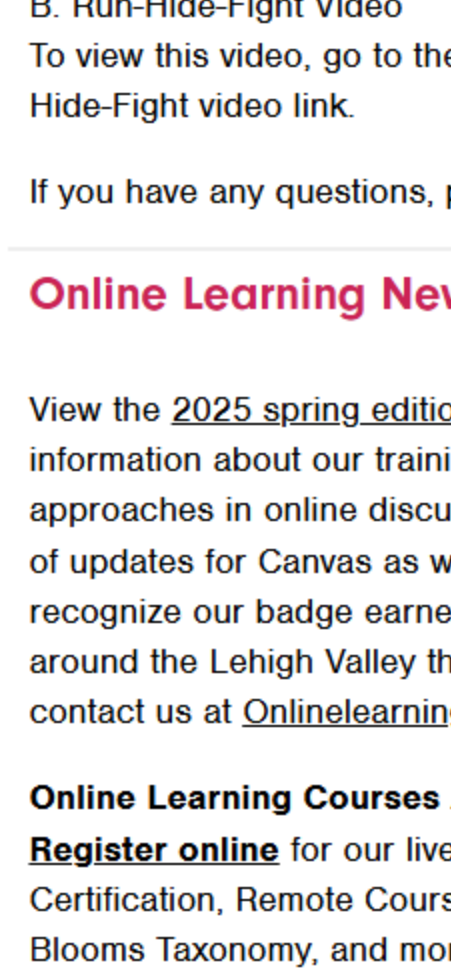
– Ms. Elizabeth Shope, Teacher Education Special Projects Coordinator – Teacher Education students

This workshop was just the beginning. With two more workshops planned, LCCC continues its commitment to growing a strong, skilled, and inspired future special education workforce.



### LCCC Students Stream Broadcast for Lafayette

On Sunday, April 13, the LCCC TV/Film students traveled to Metzgar Sports Complex in Easton to broadcast a Lafayette College baseball double header. The broadcast featured live worldwide on ESPN+ and Disney+. The five camera setup utilized LCCC equipment and was operated entirely by the LCCC students who diligently put on a professional broadcast through cold and windy weather. This was the first broadcast in an initiative to partner with other institutions to stream their athletic events.



## 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

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## REMINDERS

### Dean of Academic Support and Student Success – Candidate Presentations

You are cordially invited to attend the Collegewide Presentations for the candidates interviewing for the position of Dean of Academic Support and Student Success. These presentations will be held in-person and with a Zoom invite option.

Collegewide Presentation Dates:

#### CANDIDATE 1:

Date: Tuesday, May 13

Time: 3:15 – 3:45 p.m.

Room: Community Services Center – CSC 203

Zoom – Click [here](#)

#### CANDIDATE 2:

Date: Wednesday, May 14

Time: 3:15 – 3:45 p.m.

Room: Community Services Center – CSC 203

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.

### 2025 Student Awards and Recognition Ceremony

The annual Student Awards and Recognition Ceremony will be held on Friday, May 9, in the Community Services Center. There will be a reception for honorees beginning at 2:30 p.m., and the ceremony will begin promptly at 3:15 p.m. Student leaders, athletes, academic award recipients and SALUTE inductees will be honored at this event. The event is open for all to attend. This is event is sponsored by the Student Government Association.

### 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](mailto: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:

- Policy 2-234 Social Media
- Policy 2-308 Facilities and Campus Grounds
- Policy 2-704 – Athletics
- Policy 2-708 – Student Records
- Policy 3-214 – Facilities – General
- Policy 3-233 – Artificial Intelligence
- Policy 4-130 – Student Travel
- 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](mailto:publicsafety@lccc.edu) or 610-799-1169.

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

### Join Us to Say Farewell to Rachel Plaksa and Janet Seggern

Please join us to say farewell to Rachel Plaksa and Janet Seggern, who are retiring. We will be having cupcakes in the ARC 107 office suite on Monday, May 12, from 2:30-3:30 p.m.

Please stop by for a sweet treat and to wish them well. Thank you Rachel and Janet for your many years of service at LCCC. You will both be missed.

### 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](mailto:Tdowlinghackett@lccc.edu).

### S.T.E.A.M. into Summer Event

Join us for a bold fun in the Design Den makerspace with STEAM activities on May 12, from 4:30 – 5:30 p.m. Participants can build a fish feeder, create a lava lamp, and more! This event is free of charge and fun for all ages! Please contact [mimdorf@lccc.edu](mailto:mimdorf@lccc.edu) with any questions!

### 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 1:00-6:30 p.m.

If interested, please email [jrooney@lccc.edu](mailto: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 5K Set up)

### 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", meaning 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](#).

### Wellness Center Summer Hours

The Wellness Center and fitness areas of Berrier Hall will be taking a break between May 2 and July 1 with limited openings on select days. To check hours, contact Lacey Timony [LTimony@lccc.edu](mailto:LTimony@lccc.edu).

### Spirit Committee Upcoming Events

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

#### May

All Month – Movement Challenge

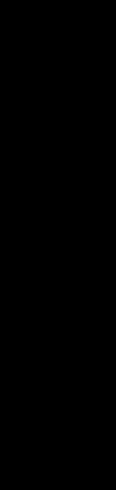
Friday, May 31 – Spirit Day: R.E.D. Day

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](mailto:Tdowlinghackett@lccc.edu) or Ginny Hertzog at [vhertzog@lccc.edu](mailto:vhertzog@lccc.edu).



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

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