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The
COLLEGE
VOICE

Home

June 16, 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

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. 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 2 p.m. or email lvaschler@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 mbowen4@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 aking79@lccc.edu to schedule a meeting.

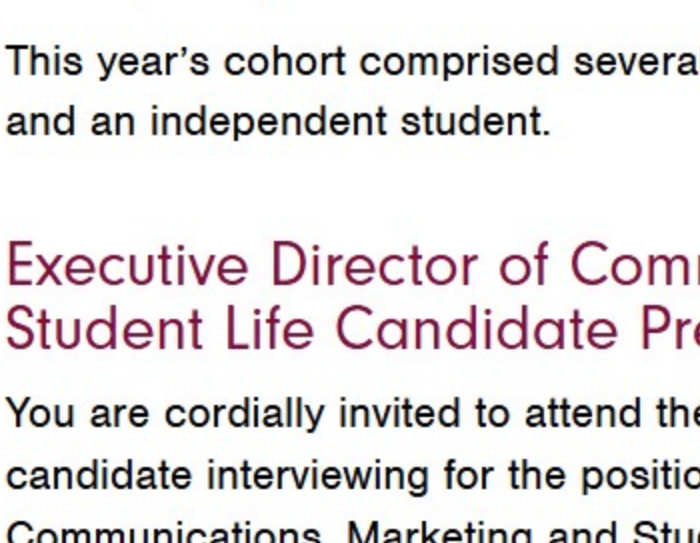
Dean Dr. Kelly Trahan
Mondays from 3 to 5 p.m. Email ktarahan@lccc.edu to schedule an online meeting.

CIO Joshua Mitchell
Tuesdays from 11 a.m. to noon. Email mitchell11@lccc.edu to schedule online meeting.

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

ANNOUNCEMENTS

Pre-Apprenticeship Graduation



Friday, June 6, LCCC graduated its fourth cohort to complete the Mechatronics Pre-Apprenticeship program. The program started September of 2021 and has been sold out every year since.

This graduating class began their program in September of 2024 and completed a rigorous course that included topics like mechanical drives, electrical systems, fluid power systems and programmable controllers. All students took tests administered by SACA, the Smart Automation Certification Alliance, as part of their program and received industry-recognized credentials that help to elevate their knowledge and skills.

This year's cohort comprised several students from Sharp Services, B Braun and an independent student.

Executive Director of Communications, Marketing and Student Life Candidate Presentation

You are cordially invited to attend the college-wide presentation for the candidate interviewing for the position of Executive Director of Communications, Marketing and Student Life. This presentation will be held in-person and with a Zoom invite option.

College-wide Presentation Date:

Date: Wednesday, June 18

Time: 3- 3:30 p.m.

Room: AC 108

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.

Spirit Committee Summer Picnic



Thank you to everyone who joined the LCCC Spirit Committee in celebrating 60 years of LCCC's exemplary service at our Groovy Summer Picnic.

All three sites had a blast connecting with colleagues, eating delicious food and channeling their inner flower child! Keep an eye out for other upcoming Spirit Committee events. [See more picnic photos here](#)

[picnic photos here](#)

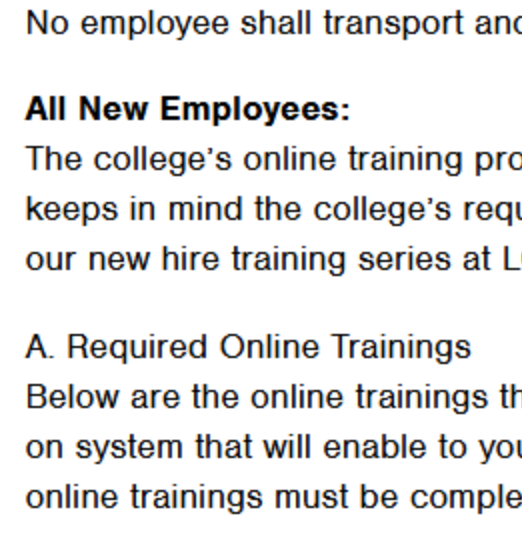
Win 4 Free Tickets to the Schnecksville Community Fair

Who doesn't love a day at a fair? You could be the lucky winner of 4 tickets for the 40th Annual Schnecksville Community Fair. The fair runs June 17-21, and the tickets are good for one day.

To enter, email jbaez6@lccc.edu and put "Fair" in the subject line. The entry deadline is June 16 at 4 p.m., and we will notify the winner at 5 p.m.

Don't forget to email your entry. Good luck!

Parking Lots C and D Repairs are Complete



Parking Lots C and D are now open. Both parking lots have been repaired, and the cracks have been filled, seal coated and remarked.

We appreciate your cooperation.

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.

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 signatures 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

Seeking Volunteers for Musikfest

The Office of College Relations and Student Life is organizing the LCCC volunteer event for Musikfest. Join us for a fun-filled evening at Festplatz on Thursday, August. 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. We can obtain these clearances from HR. Additionally, ArtsQuest will provide training on 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:

- Food and drink voucher to use that evening
- Musikfest t-shirt
- Opportunities for networking and building connections
- Parking shuttle passes
- A great night of fun and music

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

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.

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.

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)

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

Spend Lunchtime Hiking the Trexler Nature Preserve

Join us at noon on Fridays, July 11, 18 and 25 for a 3-mile guided hike. Meet in front of Berrier Hall ramp. No registration is necessary, just show up in your walking shoes! Contact Lacey Timony LTimony@lccc.edu for more information.

LCCC Spirit Night at the Lehigh Valley IronPigs

Come on out to Coca-Cola Park on Friday, August 22 to see the Lehigh Valley IronPigs take on the Durham Bulls! First pitch is at 7:05 p.m. with the gates opening at 5:45 p.m.

Each ticket purchased through this [link](#) will include \$2 of ballpark credit on the barcode.

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!

July

Wednesday, July 2 – Band Tees Spirit Day

Wednesday, July 2 – Mister Softee Ice Cream

August

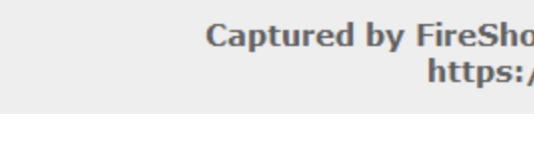
Tuesday, August 22 – Tie Dye Spirit Day

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



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

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