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June 23, 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](mailto: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](mailto:rblue@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 [lvaschler@lccc.edu](mailto: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](mailto: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](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 [ttaylor12@lccc.edu](mailto:ttaylor12@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 [aking7@lccc.edu](mailto:aking7@lccc.edu) to schedule a meeting.
- Dean Dr. Kelly Trahan**  
Mondays from 3 to 5 p.m. Email [ktarahan@lccc.edu](mailto:ktarahan@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 [saquila@lccc.edu](mailto:saquila@lccc.edu) to schedule an online or face-to-face meeting.

ANNOUNCEMENTS

New Social Media Specialist

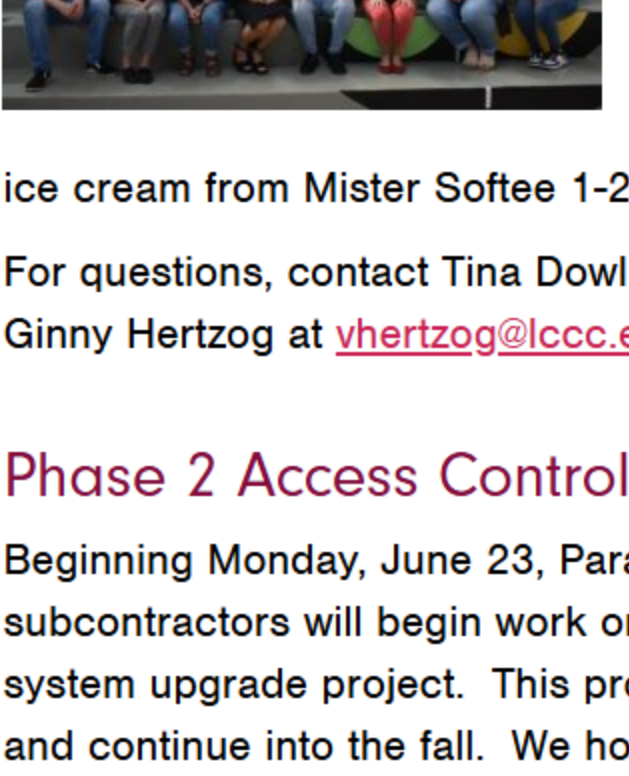


The Office of College Relations and Student Life is pleased to welcome River Mason to LCCC in the position of Content Developer and Social Media Specialist. Social media requests, including requests for photography, can be submitted using the [Social Media Request form](#). River can be contacted at [rmason8@lccc.edu](mailto:rmason8@lccc.edu) ext. 1718.

Seeking New Members for Spirit Committee

We invite all interested faculty and staff to join the LCCC Spirit Committee in the coming fiscal year. The Spirit Committee plans engaging events, activities and spirit days to boost employee morale and create a welcoming campus environment. We meet on the second Wednesday of the month; the first meeting is July 9. If interested, or if you'd like more information, 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).

PRISM: LCCC's LGBTQ+ Employee Resource Group



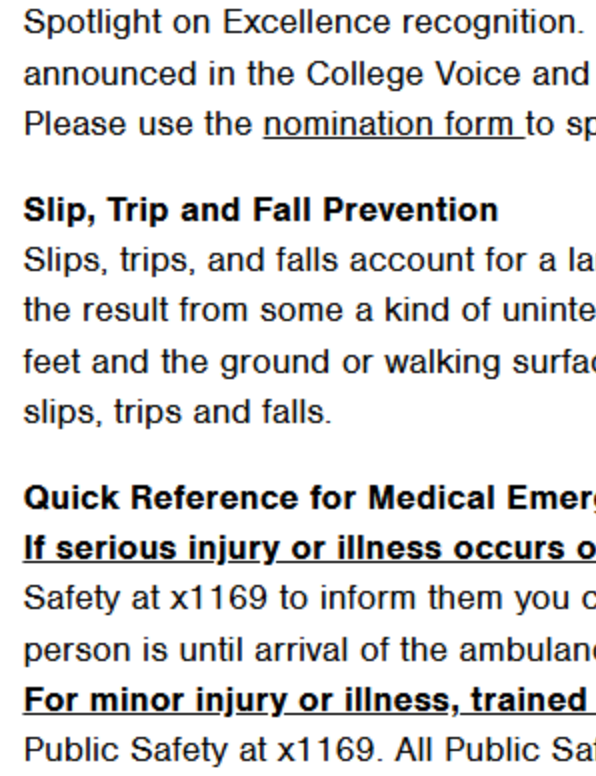
As we wrap up June's LGBTQ+ Pride Month, remember that pride and support continue year-round! The PRISM ERG is here to connect, support, and uplift LGBTQ+ faculty and staff. Whether you're looking for community, resources, or professional advice, we're here for you.

Our next meeting will be held on Friday, July 18 at 1:30 PM. If you'd like to join, please email [prism@lccc.edu](mailto:prism@lccc.edu) to receive the meeting invite for July. We can't wait to welcome you!

Book Your 25Live Room Reservations for 2025-2026

As the new fiscal year is upon us, all staff and faculty must ensure that any events and/or meeting spaces are reserved in 25Live for 2025-2026 year. Please contact Tara Frana at [tfrana1@lccc.edu](mailto:tfrana1@lccc.edu) ext. 1175 or JoEllen Rooney at [jrooney@lccc.edu](mailto:jrooney@lccc.edu) ext. 1929 if you have any questions about room reservations.

Band Tee and Mr. Softee Spirit Day



Rock out with the LCCC Spirit Committee on Wednesday, July 2, with your favorite band or musician tee! Tees must be work-appropriate and free of obscene language and imagery.

While rocking out, enjoy a delicious free ice cream from Mister Softee 1-2:30 p.m. in the outside mall area!

For questions, contact Tina Dowling-Hackett at [tdowlinghackett@lccc.edu](mailto:tdowlinghackett@lccc.edu) or Ginny Hertzog at [vhertzog@lccc.edu](mailto:vhertzog@lccc.edu).

Phase 2 Access Control Project

Beginning Monday, June 23, Paramount Security Partners and their subcontractors will begin work on the Phase 2 Access Control and camera system upgrade project. This project will span all buildings and campuses and continue into the fall. We hope that this will have minimal impact on our daily operations. The contractors will work with Public Safety, IT and Facilities throughout the project. If you have any questions, please contact Eric Minnich at 1653.

Winner of the Schnecksville Community Fair Tickets

Congratulations to our lucky winner, Stephanie Shiffer! Hope you enjoyed a great day at the fair. Thank you everyone that participated in the Schnecksville Community Fair drawing.

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 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

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 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)

Rothrock Library – New Arrivals

Looking for your next read? Click [here](#) to see our New Arrivals. Simply click on the book cover and "Place a Hold." Books can be sent to your mailbox. Please contact the library at x. 1150 if you have questions.

SPIRIT & WELLNESS

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**

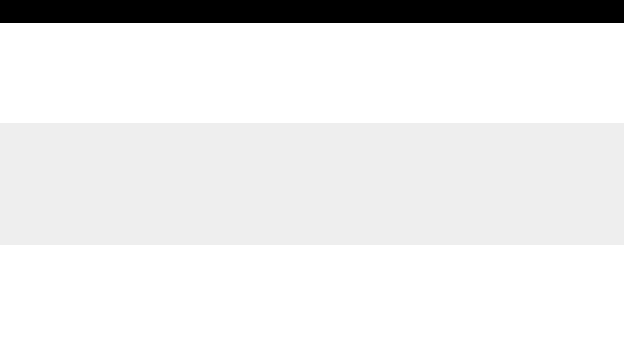
Wednesday, July 2 – Band Tees Spirit Day

Wednesday, July 2 – Mister Softee Ice Cream

**August**

Friday, August 22 – Tie Dye Spirit Day

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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