The COLLEGE VOICE

August 21, 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

Employee Appreciation Shout Outs

A quick and fun way to recognize your amazing colleagues! Celebrate specific actions and achievements. Choose a pre-made Shout Out or write your own personalized message. Shout Outs are a simple way to say "thank you" or acknowledge someone who's made your day better, perfect for those everyday moments of appreciation!

Nominate Your Colleagues

Quick Links

President's Desk August 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

ANNOUNCEMENTS

Zoom AI Companion is Now Available!

We're excited to announce that **Zoom AI Companion** is now available for hosts and participants.

The AI Companion feature can help you with a variety of tasks, including:

- **Meeting summaries:** Get a quick overview of what was discussed in a meeting, with key takeaways and action items.
- **Chat summaries:** Catch up on lengthy chat conversations with an automated summary.
- **And more:** The AI Companion can also help draft emails, suggest responses in chat, and assist with brainstorming.

Remember, AI output isn't always correct. Review all content from the AI Companion for accuracy. To learn more, please check out our Zoom FAQ.

Mark Your Calendars! Friday, August 22 – LCCC Swag Day

The LCCC Spirit Committee is keeping the energy high with upcoming events!

Friday, August 22 – *LCCC Swag Day*

Wear your favorite LCCC gear and show off your pride!

Discover LCCC's Campus Harvest Garden!

What started as a simple idea has blossomed into a thriving community project. Thanks to the vision of Lab Manager Robyn Davis and Professor John Loughman and support from students and staff, our Campus Harvest Garden is filled with vegetables, herbs, pollinator-friendly plants, and even fruit trees in progress!

This garden is more than a learning space, from corn, beans, and squash to tomatoes, zucchini, peppers, leafy greens, and herbs. It's a place where students can explore ecology and horticulture, connect with food and culture, and even access fresh produce. Plans include expanding the space, adding fencing and gathering areas, and building a true "food forest" with berries, paw-paws, cherries, and more. The garden will also support local ecology with bird boxes and pollinator habitats.

While herbs may be freely harvested, no one should harvest their own corn, peppers, squash, or tomatoes before speaking with Robyn Davis. Extra harvested edible crops will be put out near the vending machines to share with all!

We invite all students, faculty, and staff to visit, experience, and share in the harvest. Whether you're interested in hands-on learning, helping maintain the garden, or simply enjoying its bounty, this is your space too!

Located between the Fowler Education Center wing of the SH Building and Parking Lot H. Please stop by, get inspired, and take home a taste of what

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 vblue@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 jtaschler@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.

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 aking7@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 jmitchell10@lccc.edu to schedule online meeting.

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

we're growing together.

Reporting an Incident in StART

If you are aware of an incident that concerns you, student behavior issues, violations of the LCCC Code of Student Conduct, or academic honesty policy, or emotional concerns. In that case, the college has an online reporting tool called StART that allows you to make an official report. You can access this online form by clicking on "StART" in the LCCC portal under Faculty/Staff Resources and then following the prompts.

All submitted reports are responded to by Associate Dean DeLong. In addition to filing this report, if the circumstances also include a threat of violence or harm to a member of the college community, you should report that immediately to Public Safety by calling 610 799-1169. Officers are on campus 7 a.m. – 10 p.m. Monday through Thursday; 7 a.m. – 5 p.m. Friday; and 7 a.m. – 6 p.m. Saturday. If you have questions regarding StART, or if you would like to schedule a StART training, email Associate Dean of Student Development Brian DeLong at bdelong2@lccc.edu.

For more information, visit Community Standards.

LCCC Helps Power PA's Tech & Trades Workforce

LCCC is proud to join the ADVANCEPA Technology and Trades Workforce Consortium with Luzerne, Bucks, and Northampton community colleges. This statewide effort, led by the Pennsylvania Commission for Community Colleges, will prepare students for in-demand technology and skilled trades careers and support projects like Amazon's new $20 billion data centers in Pennsylvania.

Key programs include:
Career & Technology Academy – Dual-credit partnerships with local career & technical centers.
MicroCredential Academy – Short-term training to upskill IT, business, and trades workers.
Construction & Trade Pre-Apprenticeship – Preparing students for high-paying union apprenticeships.

This collaboration strengthens LCCC's role in driving workforce growth and meeting Pennsylvania's future labor needs. Want more information?

Read More – Pennsylvania Colleges Launch Tech Workforce Consortium

Celebrate 60 Years of Excellence with the 60th Photo

Join the LCCC campus community for a historic group photo in celebration of the college's 60th anniversary! The photo will be taken on the lawn in between the Academic Resource Center and parking lot C on Wednesday, Aug. 27 (rain date Thursday, Aug. 28). Please arrive at 12:15 p.m. (photo will be taken at 12:30 p.m.). LCCC offices will remain open during the time of the event. Please coordinate with your supervisor/staff for participation.

Lehigh Carbon COMMUNITY COLLEGE

Sign up using this form and receive a 60th anniversary t-shirt! T-shirts will be available for pick-up either at Faculty/Staff Convocation on Tuesday, Aug. 19, or on Thursday, Aug. 21, between 11 a.m. – 1 p.m. in SSC 113B.

Celebrate the Hard Work of Our Student Employees

The Student Employee of the Month program is back! This is a great opportunity for our entire college community to recognize the commitment and hard work of the students who work on campus.

Our student employees are an integral part of what makes our college run smoothly. Their dedication to their jobs, often in addition to a full course load and other responsibilities, is truly remarkable. This program is our way of saying thank you.

We need your help to make this program a success! We've had student workers who worked the entire summer. If you've seen a student employee who consistently demonstrates a positive attitude, goes the extra mile, or shows exceptional effort, please nominate them. You don't have to be their direct supervisor. Whether you're a colleague, a faculty member, or another student, your nomination can help us shine a spotlight on their achievements.

Nominate for September by completing a nomination form.

The deadline to submit is September 10.

The recipient for September will be announced on September 15.

First Tuesday Coaching Conversation with Faculty Coaches

The Faculty Coaches welcome you back to another interesting year of Coaching Conversations!

The first, First Tuesday Coaching Conversation will be held virtually on Tuesday, September 2, at 2:30 p.m. and will feature "Creating Dynamo Rubrics Using AI" with Dr. Robin Musselman.

We look forward to you joining us! Zoom Link

If you have any questions, please contact Dr. Melanie A. Turrano, mturrano@lccc.edu

Pinehurst, NC Vacation Raffle

Don't miss this chance to win a relaxing vacation in Pinehurst, NC.

Pinehurst Vacation Raffle. September 8th.

One week stay at a private vacation home in Pinehurst, NC. This amazing home features five bedrooms, four bathrooms, a spacious kitchen, screened porches and a full bar and recreation area in the walk out basement. The backyard features a beautiful grilling area and a saltwater pool with a hot tub.

Access to golf courses #'s 1-6, including the famous course #2. Golf arrangements can be made upon request.

1 Ticket for $30.

4 Tickets for $100.

Proceeds from the raffle will benefit LCCC Student Scholarships.

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.

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**.

COLLEGE ENGAGEMENT AND WELL-BEING

Employee Appreciation Shout Outs

A quick and fun way to recognize your amazing colleagues! Celebrate specific actions and achievements. Choose a pre-made Shout Out or write your own personalized message. Shout Outs are a simple way to say "thank you" or acknowledge someone who's made your day better, perfect for those everyday moments of appreciation! Submit your Employee Appreciation Shout Outs.

Innovation Award

The purpose of the LCCC Innovation Award is to motivate employees to generate new ideas, solve problems creatively, and contribute to the college's overall innovation efforts. Given to teams, departments or committees within the college that have demonstrated exceptional creativity, originality, and breakthrough thinking in developing new services, processes, or solutions, essentially recognizing and celebrating those who contribute to advancing the organization through innovative ideas and practices. They aim to foster a culture of continuous improvement and encourage further innovation within the college.

The LCCC Innovation Award is given annually to one college team, department or committee (minimum 2 people). The Spirit Committee will select one award recipient to be recognized at the annual Staff and Faculty Awards reception. Award recipients will be added to the LCCC Innovation Award perpetual plaque on display in the Student Services Center in addition to receiving an award certificate and celebratory lunch.

Innovations may be demonstrated through the following ways:

1. The creation and implementation of innovative programs, partnerships and/or activities that improve the institution's ability to serve students and the community which results in improved customer satisfaction and/or delivery of programs/related services.
2. The creation or improvement of a process and/or policy which results in time savings, workflow enhancements, cost savings, revenue increases, improved service, or increased safety.
3. Implementation of a new technology application which enhances customer satisfaction and improves the institution's ability to serve students and the community.
4. The innovation is not more than 2 years old at the institution.

To make a nomination, complete this form. For consideration, your candidate must meet all criteria and have at least one recommendation letter.

Power of Collaboration Award

The purpose of the LCCC Power of Collaboration Award is to recognize a team, department or committee that demonstrates exceptional teamwork, actively supports colleagues, and works effectively together to achieve shared goals, essentially recognizing their outstanding collaborative efforts within the college.

The LCCC Power of Collaboration Award is given annually to one college team, department or committee (minimum 2 people). The Spirit Committee will select one award recipient to be recognized at the annual Staff and Faculty Awards reception. Award recipients will be added to the LCCC Power of Collaboration Award perpetual plaque on display in the Student Services Center in addition to receiving an award certificate and celebratory lunch.

The following criteria should be considered:

1. They work positively and productively with other team members whose combined efforts have resulted in significant innovations, solutions, and advancements, demonstrating the power of collaboration.
2. They have blended their unique skills, knowledge, and efforts to form a powerful synergy, enhancing their collective output. It emphasizes the core of successful collaboration: accomplishing more together than would be possible solo.
3. The nominees have used innovative approaches, introducing fresh methods, ideas, or solutions to harness their collective creativity to forge new paths and achieve results.
4. They model clear communication and constructive conflict resolution. They excel in maintaining open channels of communication, fostering a respectful and productive environment.

To make a nomination, complete this form. For consideration, your candidate must meet all criteria and have at least one recommendation letter.

Spirit Awards

The LCCC Spirit Committee invites nominations for the annual Spirit Award, presented at the Employee Appreciation Ceremony each May. One recipient will be selected from each of the following groups: ESP Staff, Administrators, and Faculty.

This award recognizes individuals who exemplify a positive attitude, foster teamwork, support an inclusive campus culture, and go above and beyond in their roles. Recipients demonstrate leadership, empathy, and a strong alignment with the college's values, contributing meaningfully to the overall morale and spirit of the campus community. Nominate a colleague for the Spirit Award. ****Previous recipients are not eligible.***

Please use the following criteria to nominate a colleague; be prepared to offer examples of how the employee exhibits these criteria:

- Positive Attitude

Consistently maintains an optimistic outlook, even during challenging situations; brings enthusiasm and energy to the workplace; helps to create a supportive environment.

- Team Collaboration

Actively contributes to teamwork, supports colleagues, and promotes a sense of unity; works well with others to achieve shared goals and fosters a cooperative environment.

- Workplace Culture Contribution

Demonstrates commitment to fostering a positive company culture; engages in activities that promote inclusivity, diversity, and respect within the college.

- Going Above and Beyond

Regularly exceeds expectations in terms of performance and initiative; takes on additional responsibilities or offers to help others without being asked.

- Leadership and Inspiration

Inspires others through actions and works, helping to motivate and encourage teammates; demonstrates leadership qualities, whether in formal or informal capacities.

- Supportive and Empathetic Behavior

Shows genuine care and concern for the well-being of colleagues; actively listens and provides emotional support or encouragement when needed; serves others and is always willing to help; inspires and encourages others.

- Creativity and Problem-Solving

Brings innovative ideas to the table and helps solve problems creatively; encourages others to think outside of the box and embrace new approaches.

- Commitment to the Organization's Values

Consistently aligns behavior with the company's mission, vision, and values; demonstrates ethical behavior and acts with integrity.

- Overall Positive Impact

Has a lasting, positive influence on the workplace environment, boosting employee morale and creating a sense of community.

REMINDERS

AP Checkrun Date Change

Please be advised that the Accounts Payable check run date will be changed from Thursday, Aug. 28, to Wednesday, Aug. 27. To be included in the check run, please have your invoices to the Finance Office by Monday, Aug. 25. If you have any questions, please contact Mary Decker at ext. 1738 or mdecker@lccc.edu.

LCCC Volunteers Rock MusicFest 2025

LCCC staff and friends showed up in full force at Musikfest 2025, serving beer, soda, and water to thousands of thirsty festival-goers at Festplatz on Thursday, August 7. From pouring pints to greeting guests with friendly smiles, our volunteers kept the good vibes and refreshments flowing all day.

It was a perfect summer evening to connect with the community, support a beloved local tradition, and proudly represent LCCC outside the classroom. The weather was ideal, the crowds were lively, and our team had a blast making new friendships and sharing in the Musikfest fun. We hope you'll consider joining the volunteer crew next year for another unforgettable day at the fest!

Invitation to join LCCC Alumni for Hike and Wine Bus Tour

Fall is right around the corner and with fall comes crisper days and beautiful fall foliage. Why not spend Saturday, October 4 with LCCC alumni and friends on a bus trip for a three-hour hike at Dingmans Ferry State Park followed a visit to two wineries?

Faculty and staff tickets are limited to 20 seats.

For more information and to purchase your seat, click here.

New Video Podcast: Workforce Insights

Lehigh Carbon Community College's Workforce Insights is a monthly video podcast designed to help leaders thrive in today's rapidly changing workplace. Each episode tackles essential topics like leadership development, communication, team building, and workplace challenges, featuring insights from expert trainers, business leaders, and workforce professionals.

Lehigh Carbon COMMUNITY COLLEGE
Workforce INSIGHTS
Video Podcasts of Excellence for Every Leader at Every Level
Watch on YouTube

Premiere Episode – Leadership Excellence: Every Leader at Every Level

Join Wendy Beltzner from LCCC's Center for Workforce Development and Craig Kasper of MarketSmart 365 as they reunite to share their full-circle leadership journey and launch LCCC's new Leadership Success Series. Discover practical strategies to help leaders at every level grow their skills and confidently lead. Watch Now

MYO Snack Mix

Do you feel sluggish and need a sweet treat mid-morning?

The Spirit Committee is here to the rescue!

The Spirit Committee welcomes faculty and staff to join us in "Making Your Own Trail Mix"

on 9/18 from 11-1 in SSC 120.

Please register for this event

Re-keying Project and Current Employee Inventory

In preparation for the re-keying of all LCCC doors, the Facilities Department is conducting a key issuance inventory for all employees of LCCC. All employees are to report to the Facilities Department between the hours of 8- 4 p.m. with all keys issued to you on the days listed for the respective departments under the supervision of each Executive Team member. Please do not bring keys for someone else, as each employee will be required to sign the updated issuance form.

August 4-8	Dr. Bieber, President and Josh Mitchell, CIO
August 11-15	Stefanie Nester, VP Finance & Operations
August 18-22	Cindy Haney, VP Enrollment Management
August 25-27	Larissa Verta, VP Academic Services & Student Development

At the conclusion of the current re-keying project, all LCCC employees will be re-issued new keys for their assigned spaces. Therefore, it is imperative that you report to the Facilities Department at the times listed so that we are able to re-issue the new keys at the end of the project.

6v6 Intramural Soccer League

The Intramural Soccer league season will take place from September 8 to October 3, with playoffs and championships being on Monday, October 6, and Tuesday, October 7. Teams are 6v6 on the field with up to 8 people per team (6 on the field, 2 in reserves.

Both competitive and leisure options are available.

Register as a team or as an individual to be placed on a team.

All teams must have a Team Captain. The Team Captain is responsible for facilitating all communication between Intramurals and team members. All players will need to sign a waiver and provide emergency contact information.

Practice time for teams available starting Monday, August 25.

This event is open to all faculty, staff, and students. Any questions, contact intramurals@lccc.edu or 610-799-1181. Registration closes Thursday September 4.

911 Misdials

Since the beginning of 2025, there have been over 20 accidental 911 calls placed from our campuses.

These calls, while unintentional, place an unnecessary strain on the 911 center and our responding police departments.

When placing a call to an outside line **(including long-distance calls)**, you only need to dial nine and then your number.

If you dial 911 inadvertently, let the dispatcher know it is a misdial and also let Public Safety know (we will be calling and visiting you to verify).

If you have any questions, please contact Eric in Public Safety

Mobile Hotspots for College Staff

All college faculty and staff are eligible to purchase mobile hotspot service through DigitalWish for $10/month (plus a one-time $18 administrative fee). You can order directly through the DigitalWish website at https://www.digitalwish.com/dw/digitalwish/product?id=MB-2016X1

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

Wellness Center Hours for August- TBA

Spirit Committee Upcoming Events

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

August

Friday, August 22 – LCCC Swag 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.

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