



January 5, 2026

## Submit Your College Voice News

All College Voice submissions are due by 12 p.m. Wednesday for Thursday edition. Special exceptions will apply. Please submit all applicable 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, either by those everyday moments of appreciation!

Nominate Your Colleagues

## Quick Links

[President's Desk, January 2026](#)  
[Board of Higher Education](#)  
[Campus](#)  
["This Week" Student Newsletter](#)  
[Report Safety and Security Concerns](#)  
[Sexual Harassment and Sexual Violence Anonymous Online Directory](#)

## 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

**Outpatient and Mail Room Service Windows**  
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 at all sites

**Breakroom Hours**  
Monday-Thursday 8 a.m.-5 p.m.; Friday 8 a.m.-1 p.m., Saturday and Sunday

**Library Hours**  
7:30 a.m. – 5:00 p.m., Monday through Friday

**Wellness Center Hours**  
Monday through Friday. Hours 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. Beher**  
Appointments can be made via Zoom. Email [AnnD.Beher@lccc.edu](mailto:AnnD.Beher@lccc.edu) to schedule an online meeting.

**VP Dr. Cindy Hertzog**  
Tues and Wed Mornings from 4 to 5 p.m. and Thurs Mornings from 4 to 5 p.m. Email [Cindy.Hertzog@lccc.edu](mailto:Cindy.Hertzog@lccc.edu) to schedule a Hangouts meeting.

**VP Larissa Vento**  
Access virtual and in-person 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.Vento@lccc.edu](mailto:Larissa.Vento@lccc.edu) to arrange a scheduled meeting.

**VP Barbara Foster**  
Mondays from 10 to 11 a.m. and Tues and Wed Fridays from 9 to 10 a.m. Email [Barbara.Foster@lccc.edu](mailto:Barbara.Foster@lccc.edu) to schedule an online meeting.

**Dean Dr. Joel Rowlands**  
Wednesdays 8 to 9 a.m. or 4 to 5 p.m. Email [Joel.Rowlands@lccc.edu](mailto:Joel.Rowlands@lccc.edu) to schedule a meeting.

**Dean Tomika Taylor**  
Mondays from 10 to 11 a.m. or 4 to 5 p.m. Email [Tomika.Taylor@lccc.edu](mailto:Tomika.Taylor@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 [Andrew.King@lccc.edu](mailto:Andrew.King@lccc.edu) to schedule a meeting.

**Dean Dr. Kelly Truhan**  
Mondays from 3 to 4 p.m. Email [Kelly.Truhan@lccc.edu](mailto:Kelly.Truhan@lccc.edu) to schedule an online meeting.

**CFO Joshua Mitchell**  
Tuesdays from 11 to 11:30 a.m. Email [Joshua.Mitchell@lccc.edu](mailto:Joshua.Mitchell@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

## Scheduled Network Maintenance: Main Campus Library

On Wednesday, January 7th, between 5:30 PM and 7:30 PM, the IT department will perform network hardware maintenance for the Main Campus Library. Services and systems such as WiFi, network shared drives, APEX, and administrative Remote Desktop Services (RDS) will be unavailable.

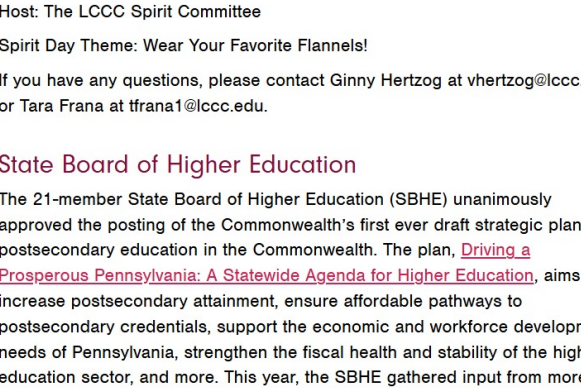
Additionally, all network connectivity in the Library will be intermittently unavailable during this time.

## Save the Dates

Spring Welcome Back Convocation- Tuesday, January 20, 2026, and Wednesday, January 21, 2026.

A detailed agenda will be available in the College Voice the first week of February.

## Join us for Hot Cocoa &amp; Cider on our "Wear Flannel Spirit Day!"



What: Hot cocoa & Cider (some cookies to munch on)

When: Thursday, January 22, from 1:30 p.m. to 3:00 p.m.

Where: SSC 120, or you can stop by the front desks at the Morgan and Donley Centers

Host: The LCCC Spirit Committee

Spirit Day Theme: Wear Your Favorite Flannels!

If you have any questions, please contact Ginny Hertzog at [vhertzog@lccc.edu](mailto:vhertzog@lccc.edu) or Tara Frana at [trfrana@lccc.edu](mailto:trfrana@lccc.edu).

## State Board of Higher Education

The 21-member State Board of Higher Education (SBHE) unanimously approved the posting of the Commonwealth's first ever draft strategic plan for postsecondary education in the Commonwealth. The plan, [Unlocking Postsecondary Promise: A Statewide Agenda for Higher Education](#), aims to increase postsecondary attainment, ensure affordable pathways to postsecondary credentials, support the economic and workforce development needs of Pennsylvania, strengthen the fiscal health and stability of the higher education sector, and more. This year, the SBHE gathered input from more than 12,000 individuals via regional hearings, small group meetings, and an online survey to inform the development of the draft strategic plan. The plan will be available for [public comment](#) until January 20, 2026, at which point the SBHE will vote to finalize the Commonwealth's first ever plan for higher education. [Read more.](#)

## Scheduled Network Maintenance: Main Campus SSC Datacenter

On Saturday, January 10th, between 8:00 a.m. and 8:00 p.m., the IT department will perform network hardware maintenance in the SSC Data Center. During this window, all services requiring internet connectivity will be intermittently unavailable. Services and systems such as Banner, APEX, Argos, and OBIEE will be unavailable.

On campus services, including WiFi, Phones, network shared drives, and administrative Remote Desktop Services (RDS) will also be unavailable.

## LCCC Holds Extra Hours to Help Students Register for Spring

For the convenience of students who are registering for the Spring 2026 semester,

Lehigh Carbon Community College (LCCC) will hold special virtual enrollment days on two Saturdays—January 17 and January 24—from 9:00 a.m. to 3:00 p.m. Note that buildings will not be open but virtual appointments can be made to meet with staff.

These same offices will be open until 6:00 p.m. Monday through Thursday, the last week before classes begin (week of January 19) and the first week of classes (week of January 26).

The 15-week spring session starts January 23 and ends May 9, 2026.

During enrollment days, staff in Student Services and Advising will be available to help students by phone or via Zoom. Students can also receive assistance through email. To make appointments, visit the contact information below.

- Academic Advising: 610-799-1137 or [advising@lccc.edu](mailto:advising@lccc.edu). Or, schedule an [advising appointment online](#).
- Admissions: 610-799-1575 or [admissions@lccc.edu](mailto:admissions@lccc.edu)
- Business Office: 610-799-1137 or [business@lccc.edu](mailto:business@lccc.edu)
- Financial Aid: 610-799-1133 or [financial@lccc.edu](mailto:financial@lccc.edu)
- Registration and Student Records: 610-799-1171 or [register@lccc.edu](mailto:register@lccc.edu)

Students can schedule remote placement testing by contacting the Admissions Office (see contact information above). Testing will be set up within one business day. Students will receive directions and passwords when their testing is available.

For information about the [Bookstore](#), check the hours posted online. Students can also order textbooks and supplies through the [Bookstore](#).

All tuition payments are due at time of registration. Current students can register or make payment online through [myLCCC portal](#).

## ePortfolio Showcase Coaches Needed

The 2026 ePortfolio Showcase and Awards event is scheduled for Friday, March 27, at noon, in the Community Services Center. Career Development is seeking faculty, staff, and administration as volunteers to serve as ePortfolio coaches.

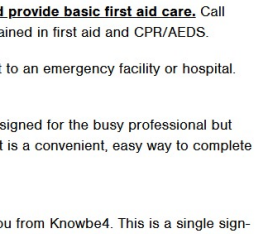
We would be honored if you would consider taking on the role of coach. As a coach, you will review ePortfolios that will be showcased. Coaches will offer suggestions for improvements and serve as consultants on student presentations. Career Development's goal is to connect students with coaches to boost their skills and confidence, enabling them to showcase their ePortfolios. If you are interested in being an ePortfolio Showcase coach, please complete the [Coaching Interest Form](#).

All Coaching Interest Forms are due by January 30th, by 5 p.m. Any questions, please email [eporfolio@lccc.edu](mailto:eporfolio@lccc.edu).

## Join us for the Annual Super Snack Bowl Event!

It's that time of year again to gear up for the Spirit Committee's Annual Super Bowl Event! Join us in celebrating LCCC's 60th Anniversary with the 60th Anniversary of the Super Bowl! The event will be held on Tuesday, February 3rd (snow date Wednesday, February 4th), from 11:30 a.m. to 1:30 p.m. in the CSC Lobby.

This year, we are encouraging staff and faculty to bring their "Favorite Game Day Snack," think dips, wings, meatballs, etc.



Sign up to bring your favorite game-day snack by Friday, January 23rd, using the [Link](#). Feel free to sign up as either an individual or as a team. All LCCC employees are invited to attend the Super Snack Bowl on Tuesday, February 3rd (snow date – Wednesday, February 4th), from 11:30 a.m. to 1:30 p.m. in the CSC lobby. Stop by to enjoy some delicious snacks made by your colleagues. Your votes will determine the winner for the best snack and best dressed/decorated!

Guidelines and rules for participants can be found [here](#). For more information and any questions, contact Ginny Hertzog at [vhertzog@lccc.edu](mailto:vhertzog@lccc.edu) or Tara Frana at [trfrana@lccc.edu](mailto:trfrana@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 a kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. [Attached below](#) 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 they need 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 Knowledge. 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.

FEIPA and HIPAA – Privacy and Security Awareness  
Creating Strong Password – Security Awareness Training

B. Run-Hide-Fight Video  
To view the 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, Florida Course Certification, Excellence in Instruction, Zoom, Canvas Studio, Bloom's Taxonomy, and more!

## Office Hours

Schedule a **meeting** with Rachel Peters to ask any questions on training, course development, professional development, and other topics/topics.

## Digital Badges

Faculty and staff will be notified 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 [page](#). If you have any questions about the digital badges or the requirements for these please contact [onlinelearning@lccc.edu](mailto: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, either by those everyday moments of appreciation!

Submit Your Shout Out

## 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 college, 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.

Innovations may be demonstrated through the following ways:

- 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 program-related services.
- 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.
- Implementation of a new technology application which enhances customer satisfaction and improves the institution's ability to serve students and the community.
- 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 college, 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:

- They have worked positively and productively with other team members whose combined efforts have resulted in significant innovations, solutions, and achievements, demonstrating the power of collaboration.
- They have blended their unique skills, knowledge, and efforts to form a powerful synergy, enhancing their collective output. It emphasizes the importance of successful collaboration: accomplishing more together than would be possible solo.
- The nominees have used innovative approaches, introducing fresh methods, ideas, or solutions to harness their collective creativity to forge new paths and achieve results.
- 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. Nominations are accepted for the Staff Award. Previous recipients are not eligible.

Please submit 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 words; 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, inspire 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

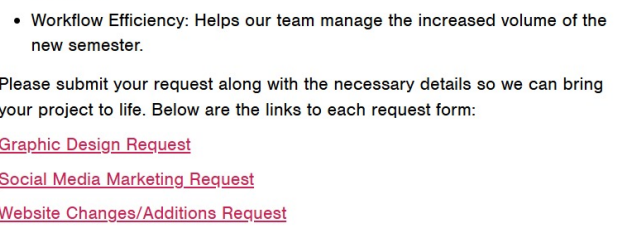
Consistently aligns behavior with the company's mission, vision, and values; demonstrates ethical behavior and acts with integrity.

- Overall Positive Impact

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

## REMINDERS

## LCCC Hosts Hands-On Communication Workshop for LCTI Students



LCCC's WXLY Digital Media and Production Lab came alive on December 10, as high school students from Lehigh Career & Technical Institute's Marketing and Entrepreneurship program, led by instructor Cyndee Barbery, visited campus for an interactive Communication Workshop. Designed to spark interest in communication studies and media production programs and give students a taste of college life, the 90-minute session brought together faculty, administrators staff, and current LCCC students for a high-energy, hands-on experience.

The event was led by Jessie Heimann, Assistant Professor of Communications; Wendy Barron, Professor and Coordinator of Media Communications; Scott Tice, Assistant Professor of Media Communications; Pete Sabino, Digital Media and Design Lab Coordinator; and Colleen Spitko, LCCC Admissions Rep. A team of current LCCC student volunteers helped guide activities, answer questions, and share their experiences.

Photos taken by Matthew Blazofsky, a current Communications student.

## There is still time to donate to "The 2025 United Way Campaign!"

For anyone who would still like to donate to this year's campaign, you can do so by clicking on the link below. This year's campaign will close on Monday, December 22, at 5 p.m.

## Donate here

Please note that if you have previously donated and would still like to, you will need to set up this year's donation. It doesn't carry over from the last year.

All donors will be automatically entered into a raffle to win the designated United Way parking spot in Lot B for the year. There will also be incentive prizes for the first 10 people to make a donation.

Thank you for your support.

## Beware of Calendar Phishing

LCCC IT has identified a rising trend of phishing attacks disguised as Google Calendar invitations. These events often appear automatically on your calendar as fake invoices, payment receipts, or delivery notifications.

If you see a suspicious invite:

- Do not select "Yes," "No," or "Maybe," as this confirms your account is active.
- DO, double-click the event, open the three-dot menu (?), and select "Report as spam."

If you believe you may have interacted with one of these invites, please contact [helpme@lccc.edu](mailto:helpme@lccc.edu) for assistance.

For more information on how you can help mitigate these invites and help keep our environment safe, please visit [CYBERSECURITY: How to Identify and Handle Malicious Calendar Invites](#)

## Spring Semester Planning: Reminder to Submit Your Requests

As the Spring Semester quickly approaches, we look forward to supporting your upcoming projects and initiatives. To ensure the highest quality of work and timely delivery, we kindly ask that you submit all requests as early as possible.

Key Benefits of Early Submission:

- Enhanced Quality: Allows for thoughtful design and thorough revisions.
- Strategic Scheduling: Ensures optimal placement on our social media calendars.
- Workflow Efficiency: Helps our team manage the increased volume of the new semester.

Please submit your request along with the necessary details so we can bring your project to life. Below are the links to each request form:

[Graphic Design Request](#)

[Social Media Marketing Request](#)

[Website Changes/Advertisements Request](#)

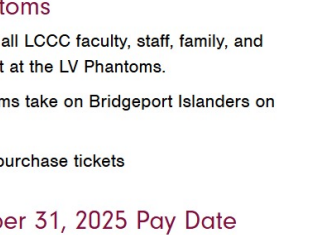
All project requests must be submitted using the appropriate form. Please note that by submitting a request, you agree that the Office of College Relations retains creative authority to ensure alignment with the college's brand and goals. We look forward to supporting your needs in any way we can.

## Brian Stach Student Employee of the Month: December 2025

Career Development is proud to announce Brian Stach as our Student Employee of the Month for December 2025! A Science Lab student employee, Brian, is graduating, and the Science department is sad to see him go but happy about his accomplishments.

The science department believed that Brian's tenure is a shining example of the "willingness to learn" motto. Despite not being a Bio major, he enthusiastically embraced his lab role, absorbing knowledge and becoming an invaluable resource for the entire division. Faculty consistently note his intelligence and capability, knowing they can rely on him for assistance.

Brian approaches every task from the smallest cleanup to the most complex issue with service, a smile, and often a clever joke. He is universally described as unfailably, reliable, and conscientious. Supervisors highlight his proactive communication; he consistently reports on tasks accomplished and raises pointed questions to address potential issues before they become problems. Brian, thank you for your commitment. You are a true gem! We wish you the very best in your next chapter. Congratulations!



## 15 Day January Reset

Want to focus on healthy habits after the Holiday season? This 15-Day January Reset is designed to gently move you into the new year with a healthy mindset. Inspired by the 75Hard challenge, this version is beginner-friendly.

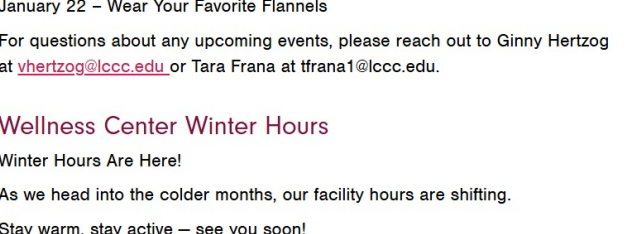
The Rules of the Reset are:

- Complete two sessions of physical movement each day, at least 10 minutes each.
- No alcohol, smoking, or tobacco use.
- Drink water with electrolyte.
- No fast food or candy.
- Read or journal for 10 minutes daily.

Follow a Monday-to-Friday format, with weekends off. Challenge dates are January 5-9, January 12-15, and January 19-20.

Share your journey with us by posting and tagging LCCC Recreation on Instagram: [lcccrc](https://www.instagram.com/lcccrc)

## LCCC's Holiday Hope Chests Initiative Exceeds Goal!



What a great way to end the year! Lehigh Carbon Community College (LCCC) successfully completed its Annual Holiday Hope Chests Initiative. This