



Home

January 15, 2026

### Submit Your College Voice News

All College Voice submissions are due by 12 p.m. Wednesday for Thursday's edition. Special sections will accept. Please ensure 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 or acknowledge someone who's made your day better, perfect for those everyday moments of appreciation!

### Nominate Your Colleagues

### Quick Links

[President's Desk January 2026](#)

[State Board of Higher Education](#)

[Events](#)

["This Week" Student Newsletter](#)

[Recent Safety and Security Concerns](#)

[Sexual Harassment and Sexual Violence Resources 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 Services](#).

### 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 Friday

through Thursday; 8 a.m. – 5 p.m., Friday

Counter services Monday through Friday at all sites.

**Bookstore Hours**

Monday-Thursday: 9 a.m.-5 p.m.; Friday: 9 a.m.-3 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 Map, 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.Bieber@lccc.edu](mailto:Tracy.Bieber@lccc.edu) to schedule an office meeting.

**VP Dr. Cindy Hwang**

1st and 3rd Mondays from 4 to 5 p.m. and 2nd and 4th Thursdays from 4 to 5 p.m. Email: [Cindy.Hwang@lccc.edu](mailto:Cindy.Hwang@lccc.edu) to schedule an office meeting.

**VP Larissa Verta**

Access virtual and in person office hours on Mondays from 3 to 5 p.m., Tuesdays from 3:30 to 5:30 a.m., and Thursdays from 12:30 to 2 p.m., or email: [Larissa.Verta@lccc.edu](mailto:Larissa.Verta@lccc.edu) to arrange a scheduled meeting.

**VP Stefanie Heister**

1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email: [Stefanie.Heister@lccc.edu](mailto:Stefanie.Heister@lccc.edu) to schedule an office meeting.

**Dean Dr. Jodi Rowlands**

Wednesdays, 8 a.m. – 4 p.m. or 4 to 5 p.m. Email: [Jodi.Rowlands@lccc.edu](mailto:Jodi.Rowlands@lccc.edu) to schedule a meeting.

**Dean Toniisha Taylor**

Mondays from 10 to 11 a.m. or 4 to 5 p.m. Email: [Toniisha.Taylor@lccc.edu](mailto:Toniisha.Taylor@lccc.edu) to schedule an online meeting.

**Interim Dean Andrew King**

Saturdays from 12 to 1 p.m. or 4 to 5 p.m. Email: [Andrew.King@lccc.edu](mailto:Andrew.King@lccc.edu) to schedule a meeting.

**Dean Dr. Kelly Trahan**

Mondays from 3 to 5 p.m. Email: [Kelly.Trahan@lccc.edu](mailto:Kelly.Trahan@lccc.edu) to schedule an online meeting.

**CDO Joshua Mitchell**

Tuesdays from 11 a.m. to noon. Email: [Joshua.Mitchell@lccc.edu](mailto:Joshua.Mitchell@lccc.edu) to schedule an 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

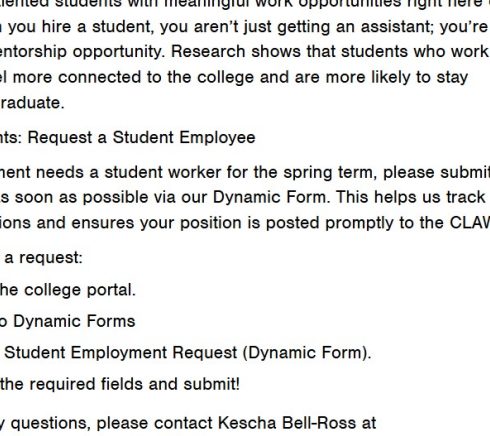
### Jan. 20 State of the College Forum Agenda

**Attached is the agenda** for the State of the College forum scheduled for Tuesday, Jan. 20, in the Community Services Center ballroom. The Executive Team will present an update on the state of the college from 8:30 to 9:30 a.m.

Although a virtual option is available, everyone is encouraged to attend the forum in person to build energy together at the beginning of the semester.

Come early for a continental breakfast starting at 8:00 a.m. and catch up with colleagues in preparation for a busy spring semester.

### Is Your Department In Need of Student Employees?



As we kick off the Spring 2026 semester, Career Development is looking to connect our talented students with meaningful work opportunities right here on campus. When you hire a student, you aren't just getting an assistant; you're providing a mentorship opportunity. Research shows that students who work on campus feel more connected to the college and are more likely to stay enrolled and graduate.

For Departments: Request a Student Employee

If your department needs a student worker for the spring term, please submit your request as soon as possible via our Dynamic Form. This helps us track budget allocations and ensures your position is posted promptly to the CLAW.

How to submit a request:

- Log in to the college portal.
- Navigate to Dynamic Forms.
- Select the Student Employment Request (Dynamic Form).
- Complete the required fields and submit!

If you have any questions, please contact Kescha Bell-Ross at [kbellr@lccc.edu](mailto:kbellr@lccc.edu) or at extension 1136

### Meet & Greet with Candidates for Vice President for Finance and Administrative Services

You are cordially invited to attend a Meet & Greet with candidate Phillip Guillen, who is interviewing for the position of Vice President for Finance and Administrative Services. The Meet & Greet will be on the date and time listed below:

Date: Thursday, January 22, 2026

Time: 3:45 p.m. – 4:30 p.m.

Location: CSC 203

Zoom: [Click here](#)

### Student Loner Laptops at the Library

A reminder of the library's student loner laptop program:

- The library has a limited number of laptops to loan for student use (roughly 230 laptops are in circulation. We will have around 60 laptops available at the start of Spring 2026).
- Students must be registered for at least one credit class to be eligible to loan a laptop.
- Laptops are loaned for the semester and are due back on the Monday after finals week (5/18/26 for Spring 2026).
- Students may renew laptops to keep for the next semester (primarily Fall/ Spring, but if a student is only registered for Winter/ Summer we will renew accordingly).
- Students must be registered for classes in order to be eligible for renewal. Renewals will begin to be processed on the last week of classes (the week of 5/4/26 for Spring 2026).
- If there are no laptops available, students will be placed on a waiting list. The waiting list is not a guarantee that a laptop will become available. We cannot give estimates on how long students will be on the waiting list once laptops run out.
- Requests for laptops for the next semester will be taken once the current semester is over (meaning that requests to have a laptop for Fall 2026 will not be taken until Spring 2026 has ended).
- New students who have just been accepted to the college are not eligible to loan a laptop or be placed on the waiting list until they have registered for classes. Laptops for new students are not checked out until 2 weeks before their first semester begins (meaning that a student who is starting in Fall 2026 will be able to receive their laptop beginning on 8/10/26).

Any questions regarding the laptop program should be directed to the library. We can be reached at 610-799-1150 or [rothrock@lccc.edu](mailto:rothrock@lccc.edu).

### Winter 2026 Edition of the Online Learning Newsletter



View the new [Winter 2026 Online Learning Newsletter](#) for the latest on digital teaching tools and professional development opportunities, including our Spring 2026 Convocation offerings. This edition covers recent Canvas changes, such as textboxes, and how to auto-generate captions in Canvas Studio.

Be sure to check page 4 for a list of our most recent badge earners in the Canvas Certification.

### January 2026 Student Employee of the Month: Pablo Chong

Career Development is thrilled to announce Pablo as our January 2026 Student Employee of the Month!

Pablo is a true "jack-of-all-trades" at LCCC. Whether he is working alongside our Basic Needs

Community Resource Specialist to support the campus pantry or

bringing school spirit to life as our beloved mascot, Clawence, Pablo's impact is felt everywhere. Recently, while on loan to the Intramurals department, he stepped up as a natural leader. From mentoring FE Foundation interns during their Micro-Internships to taking the lead on daily operations, Pablo's initiative and heart for service make him an invaluable part of our community. Congratulations, Pablo! We are happy to have you as part of our team!

Do you have a standout student worker in your department? Pablo's incredible work is just one example of the talent we have here at LCCC. We invite you to join our initiative to celebrate the heart of our campus, our student employees! If you have a student who goes above and beyond, or simply someone you'd like to nominate for their hard work and dedication as a student worker, please use the [link](#) to nominate them.



### Celebrating Our Colleagues: Employee Appreciation Shout Outs

We're excited to announce the recipients of our Employee Appreciation Shout Outs from the 2nd quarter! These individuals have been recognized by their colleagues for their everyday wins and standout moments.

A huge congratulations to:

Fatima Alba

Kescha Bell-Ross

Greg Bott

Mike Busch

Debbie Cederberg

Mary Decker

Chris Dellano

Tina Dowling Hackett

Stephanie Eick

Gene Eden

Cheryl Fisher

Tara Frana

Demas Frederick

Jim Gonzalez

Christa Gower

Becky Hackman

Timothy Hampton

Myra Handwerk

Joe Hardenberg

Jennifer Hernandez Reyes

Ginny Hertzog

Natalie Kerrick

Mackenzie Lilly

Dominic Lucci

Alex Maaser

Daniel Melin

Carrie Myers

Tammy Nolan

Andrew Pryn

Tiffany Rehng Schaeffer

Elizabeth Rivera

JoEllen Rooney

Makayla Smale

Joseph Smickle

Susanne Smith

Betsy Swope

Joey Taschler

Elaine Trimble

Thank you for demonstrating our values and for making a positive impact. Your contributions are a testament to the incredible community we're building here at LCCC.

And a Special Congratulations to This Quarter's Prize Winner! Congratulations to Danny Melin! Your Employee Appreciation Shout Out was randomly selected, and you've won a \$10 Dunkin' gift card and an LCCC coaster.

### 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

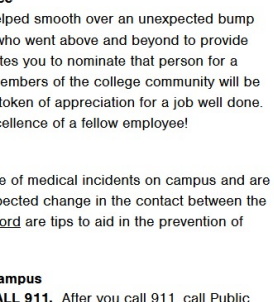
celebrating LCCC's 60th Anniversary with the 60th Anniversary of the Super Bowl! The event will be held on

Tuesday, February 3rd (snow day 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.

This is one of our most attended Spirit events, so be a part of the excitement and sign up to bring your favorite game-day snack by Friday, January 23rd, by using this [form](#). Feel free to sign up as either an individual participant or as a team/department. All LCCC employees are invited to attend the Super Snack Bowl on Tuesday, February 3rd (snow day – Wednesday, February 4th), from 11:30 a.m. to 1:30 p.m. in the CSC lobby. Stops by to enjoy some delicious snacks made by your colleagues. We will be awarded, based on your votes 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 [vhertzo@lccc.edu](mailto:vhertzo@lccc.edu) or Tara Frana at [trana1@lccc.edu](mailto:trana1@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 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 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 Knowledge4. 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 print your completed 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, Faculty Course Certification, Excellence in Instruction, Zoom, Canvas Studio, Blooms Taxonomy, and more!

#### Office Hours

Schedule a meeting with Rachel Polers 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 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).

## 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 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, products, 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.

Innomations 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 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; 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
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