



The COLLEGE VOICE

[Home](#)

January 22, 2026

Submit Your College Voice News

All College Voice submissions are due by 12 p.m. Wednesday for Thursday's 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! [Submit Your Employee Appreciation Shout Outs](#).

[Nominate Your Colleagues](#)

Quick Links

[President's Desk, January 2026](#)

[State Board of Higher Education](#)

[Campus](#)

["This Week" Student Newsletter](#)

[Report Safety and Security Concerns](#)

[Sexual Harassment and Sexual Violence Awareness 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](#)

[Academic Team](#)

[Academic Council](#)

Registration Status Reports

To view registration status reports, go to the [Registration Search](#) link on [Faculty and Staff Resources](#).

Working @ LCCC

Outfitting Faculty and Staff Room Service Worker 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, 8 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, Hours in Max, please see Sport 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 Tara.Frana@lccc.edu to schedule an online meeting.

VP Dr. Cindy Hertzog
1st and 3rd Mondays from 4 to 5 p.m. and 2nd and 4th Thursdays from 4 to 5 p.m. Email Renee.Blae@lccc.edu to schedule a meeting.

VP Leticia Verts
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 10:30 to 2 p.m., or email Leticia.Verts@lccc.edu to arrange a scheduled meeting.

VP Barbara Heiser
1st and 3rd Mondays from 10 to 11 a.m. and 2nd and 4th Fridays from 9 to 10 a.m. Email Marla.Brown@lccc.edu to schedule an online meeting.

Dean Dr. Joel Rowlands
Wednesdays, 3 to 5 a.m. or 4 to 5 p.m. Email Joel.Rowlands@lccc.edu to schedule a meeting.

Deann Tomika Taylor
Mondays from 10 to 11 a.m. or 4 to 5 p.m. Email Deann.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 to schedule a meeting.

Dean Dr. Kelly Trahan
Mondays from 3 to 4 p.m. Email Kelly.Trahan@lccc.edu to schedule an online meeting.

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

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

ANNOUNCEMENTS

Scan for Answers! LCCC Parent & Family FAQ

SUCCESS IS A FAMILY AFFAIR

SCAN ME

Lehigh Carbon Community College

Supporting your student just got easier! Navigating college life with your student can bring up a lot of questions. We've gathered the most common questions from parents and supporting family members like you and put all the answers in one easy place.

Scan this QR code to get instant access to essential information about: Financial Aid & Billing, Deadlines, payment plans, and understanding tuition. Student Life: Support services, academic resources, and campus safety. Academic Calendar: Key dates, registration, and withdrawal policies.

And much more!

We're committed to making your role as a family member as straightforward as possible.

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

You are cordially invited to attend the Meet & Greets with the candidates for the position of Vice President for Finance and Administrative Services. The Meet & Greets will be on the dates and times listed below:

Candidate: Phillip Guillen

Date: Thursday, January 22, 2026

Time: 3:45 p.m. – 4:30 p.m.

Location: CSC 203

Zoom: [Click here](#)

Candidate: Jason Fertag

Date: Thursday, January 29, 2026

Time: 3:45 p.m. – 4:30 p.m.

Location: CSC 203

Zoom: [Click here](#)

1095C Tax Document Available by Request

Tax year 2025 1095C forms will be furnished upon request. We are no longer required by the IRS to automatically provide a mailed copy.

Starting January 30th, if you need the form, please email abel2@lccc.edu.

4v4 Volleyball

Looking for a fun way to stay active this February? Join our 4v4 Recreation Volleyball League—perfect for all skill levels! Open to faculty, staff, and students.

- Dates: February 6, 12, 19 & 26
- Time: Games begin at 2:30 PM
- Location: Berrier Hall Gymnasium

You can register as an individual and be placed on a team, or register a full team (up to 6 players per team).

The official game schedule will be released after registration closes.

Register now by scanning the QR code on the flyer or by clicking [here](#).

Questions? Contact LTimony@lccc.edu



Free LP and CD Giveaway at the Library

The Rothrock Library will be giving away the set of WLVX Radio Station's LPs and CDs during the first week of the semester (1/26 – 1/30). Please come by room LB120 in the library to take a look and take something home! This is in addition to the display currently in the lobby, which will remain after this event. This event is open to all students, faculty, staff, and community members, so feel free to invite friends and family! Questions?

Please contact the library at 610-799-1150 or via email at rothrock@lccc.edu

Have an Idea That Could Transform Student Success? Apply for a Strategic Innovation Grant

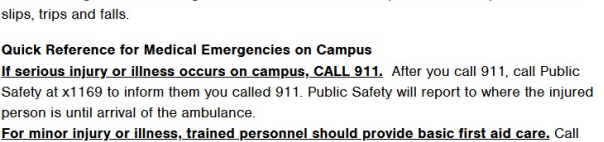
The Strategic Innovation Grant (SIG) supports creative, forward-thinking projects proposed by LCCC faculty and staff that enhance student learning, strengthen the college community, and improve educational delivery. With funding available for innovative initiatives aligned with the College's Presidential Goals and Priorities, SIG offers an opportunity to pilot new approaches to curriculum, student support, engagement, and programming—beyond normal job responsibilities. Applications are reviewed twice a year, with the next deadline on February 9, 2026.

The spring SIG round has "\$8,000 available to support single-year, innovative projects that advance the College's Strategic Priorities. Projects that exceed the available funding may be removed from consideration. The SIG cannot fund ongoing projects, so please consider how you will sustain your project in your application.

Full Guidelines and the [SIG application](#) can be found on the Faculty and Staff Resources Portal.

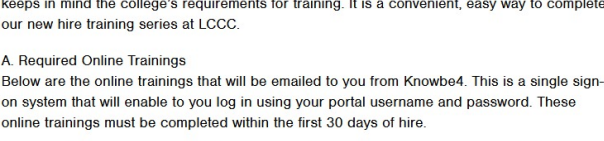
All are Welcome to attend: Alumni Lunch and Learn Speaker Series

We welcome you to come support our Alumni and students by attending the Alumni Lunch and Learn Speaker Series. RSVP for the program and lunch.



Wednesday, March 4, 2026 • 12 - 1:30 p.m.

Community Services Center Ballroom; 208 & 205 Main Campus, Schuylkill



Join fellow alumni and hear their stories of their LCCC journey and their careers. Refreshments and light lunch will be served.

LCCC Alumni Association & Career Development invite you to attend our Alumni and Student Speaker Series Lunch and Learn Program. Ask your WLVX LCCC Alum.

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 hump 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 surfaces. [Attended@lccc.edu](#) 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 requirement to update new hires on a convenient, easy-to-complete our new hire training series at LCCC.

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 Presence – Security Awareness Training

To view this video, go to the [Department of Public Safety website](#) page and click on the Fall-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, Remedia Course Certification, Excellence in Instruction, Zoom, Canvas Studio, Bloom, Turnio, 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 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 broader-based innovation 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 (maximum 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 portfolio 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 program-related services.
2. The creation or improvement of a process and/or policy which results in better 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 (maximum 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 portfolio 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 elevated their unique skills, knowledge, and efforts to form a powerful synergy, enhancing their collective output. It emphasizes the role 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 employees exhibits these criteria:

- Positive Attitude

Consistently maintains an optimistic outlook; enjoys overcoming 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 campus 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.

Inspires Others 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

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

Tomorrow is the Last Day to Sign up to Participate in the Super Snack Bowl!

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.

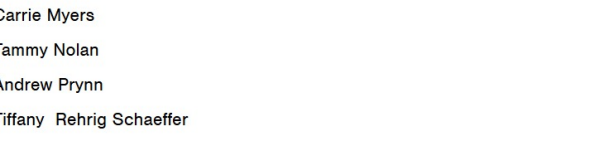
This year, we are encouraging staff and faculty to bring their "Favorite Game Day Snack," think dips, wings, meatballs, etc.

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/departments. 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. Two winners will be awarded, based on the votes for the best snack and best dressed/decorated!

Guidelines and rules for participants can be found [here](http://theroll@lccc.edu). For more information and all questions, contact Ginny Hertzog at theroll@lccc.edu or Tara Frana at tfra1@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 textbook+, 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.

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 Employee Forms
- Complete the Student Employment Request (Dynamic Form).
- Select the required fields and submit!

If you have any questions, please contact Kescha Bell-Ross at kbellross@lccc.edu or at extension 1136

Student Loaner Laptops at the Library

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

- The library has a limited number of laptops to loan for student use (roughly 230 laptops) in an circulation area. 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