



November 21, 2025

ANNOUNCEMENTS

Submit Your College Voice News

All College Voice submissions are due by 12 p.m. Wednesday for Thursday's edition. Submit your news item to news@lccc.edu. Please ensure all applicable news and announcements are included in your submission, and all information, links and documents are your submission are 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. Employee Appreciation Shout Outs are a simple way to say "thank you" or acknowledge someone who's made your day better. Perfect for those awesome coworkers!

[Nominate Your Colleagues](#)

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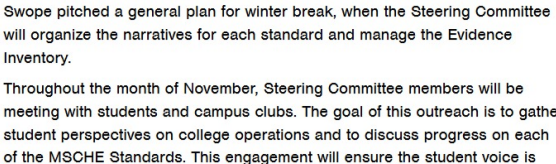
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Middle States Commission on Higher Education- Monthly Update



In October, the Steering Committee and Working Groups arrived toward the mid-semester goal of writing 60% of the preliminary draft. Steering Committee members collaborated with working groups to assist in meeting this objective. ALO and VP Larissa Verla reinforced that Steering Committee and Working Group members should prioritize Middle States meetings and assignments in order to focus on the preliminary draft by December 10, 2025.

At their most recent meeting, the Steering Committee discussed finding documentation to show how the college's goals have adapted to changing enrollments over the past 4-5 years. VP Verla launched a small team to assess different third-party vendors that students access through the college. Betty Swopes pitched a general plan for winter break, when the Steering Committee will organize the narratives for each standard and manage the Evidence Inventory.

Throughout the month of November, Steering Committee members will be meeting with students and campus clubs. The goal of this outreach is to gather student perspectives on college operations and to discuss progress on each of the MSCHS Standards. This engagement will ensure the student voice is integrated into the final report.

Finally, Trishia Jennifer Mykowsky, Betty Swopes, and Melaine Turiano will be attending the Middle States Conference on December 10.

Questions should be directed to MSCHS@lccc.edu.

Accounts Payable Holiday Schedule

Check run date the week of Thanksgiving will be on Wednesday, November 26, 2025.

Check run Thursday, December 18, 2025, will be the last check run for 2025. PLEASE MAKE SURE TO GET INVOICES to the Finance Office by Monday, December 15, 2025.

KEEP IN MIND the first check run following Winter Break will be Thursday, January 8, 2026.

December Credit Card statements will be due on Friday, January 9, 2025.

December Virtual Bingo

Join the LCCC Spirit Committee for virtual bingo on Wednesday, December 10, starting at 11:00 by signing up here! This event is limited to the first 25 sign-ups.

For more information, contact Ginny Hertzog at vhertzog@lccc.edu or Ronnie Blue at rblue@lccc.edu.

Donation Drive



The LCCC Finance Department is currently holding a donation drive to support LCCC students through the Cougar Cabinet. A collection box is set up outside SSC-1018, Mary Decker's office, and items can be dropped off anytime during office hours. This drive will run through the end of November. Click on the link for the Cougar Cabinet Donation Flyer for a list of items that can be donated.

Donley Center Flex Room Now Open

Donley Center 101 at the LCCC Allentown Donley Center 101 is a versatile space that features innovative furniture, presentation-ready technology, and a comfortable design that adapts to your needs. It is perfect for student activities, workshops, small group discussions, or as a quiet area for focused work. To reserve DO 101, please submit your request through [this link](https://forms.office.com/r/DO101).

Employee Address Review

To ensure accurate communication regarding payroll (W-2) and other LCCC correspondence, please review your profile information in Bannerweb Employee Self Service. To update a home address, please complete a Residency Certification Form and submit it to the LCCC's HR department. Please note there is a form for main campus and one for the Allentown campus sites.

Click on [this link](#) and navigate to the "Tax Forms" section.

LCCC's Holiday Hope Chest: Let's Make Christmas Special for 60 Children!

The Career Development and Student Life departments at Lehigh Carbon Community College (LCCC) are embarking on a new initiative to support 60 children aged 2 to 12 years old in our community.

We are calling on our entire LCCC family (students, faculty, and administration) to join us in this vital collective effort and share the spirit of the season. Your generous donation, no matter the size, makes a direct and meaningful impact on a child's holiday. We are seeking three main types of contributions:

- We are looking for gifts suitable for children aged 2 to 12 years old.

Need a Suggestion? You have two easy ways to select a specific gift: Visit the Student Union. Pull a gift suggestion from the Christmas Tree.

Get a Virtual List: Email kheiler@lccc.edu to receive the virtual hope tree list.

Unwrapped Gifts

We need 60 empty, standard-size shoeboxes in great condition to serve as the "container" for the gifts.

Wrapping Supplies

To make the gifts festive and beautiful, we need donations of:

- Festive wrapping paper
- Tape
- Ribbon

Donations are being collected now! Please note the deadline to drop off all items is December 12, 2025.

You can drop off your contributions at any of the following locations in Schnecksville:

- Career Development Center
- Hope Center
- Bertrick Library
- Rotter Hall

If you have any questions about the initiative, the gift list, or the deadline, please feel free to reach out to Keshia Bell-Ross at kbell@lccc.edu.

Financial Acumen Training for McLean Packaging

LCCC's Center for Workforce Development recently finished a six-week training program on Financial Acumen for the McLean Packaging Corporation, a leader in creating high-quality, paper-based packaging and display solutions.

This hybrid coaching and training program for McLean's Supervisors was designed to bridge the gap between strong leadership and solid business acumen, giving supervisors the tools to see beyond daily operations and make choices that drive long-term results.

Through a blend of targeted training sessions and one-on-one coaching, LCCC's Professional Development Facilitator, Wendy Bettner, helped them strengthen their financial awareness, operational understanding, and strategic thinking, ensuring they are ready to contribute at a higher level within their jobs.

Incomplete Grade Recovery Session for FALL 2025- Our Recovery Coaches Are Here for Your Students and You!



If you are assigning an Incomplete (I) grade for the FALL 2025 semester, you can communicate that to your students and enroll them in the Incomplete Grade Recovery Session that will take place during the Winter Semester, which runs from December 15, 2025, to January 16, 2026.

Upon enrollment, your students will be assigned a Recovery Success Coach who will communicate with you and your students to recover the incomplete work before the Spring 2026 semester begins. We strongly urge that you require the students to complete their work with the help of a coach before January 16, 2026. Students are more successful when they are held to an earlier due date, and they can progress and enroll in the following semester.

In order to enroll your students, please complete the [Incomplete Grade Recovery Session enrollment form](#). It is imperative that you fill this form out completely so the process can begin. All questions can be directed to Dr. Melanie A. Turiano, Professor of English and Coaching Commons Coordinator, at mturiano@lccc.edu.

Join LCCC in Supporting Our Community - United Way Campaign

We are proud to kick off another year of partnership with United Way.

To participate in this year's campaign, just click on the link below:

[Donate here](#)

The 2025 United Way campaign will run until December 10th. All donors will automatically be entered in a raffle to win the designated United Way parking spot in Lot B for the year. There will also be some incentive prizes for the first 10 people to donate.

Please contact Jennifer Beaz at jbeaz@lccc.edu if you have any questions on how to contribute.

Thank you for your support.

LCCC XC Saturday Group Runs

LOCC Club XC - Saturday Group

Runs Begin Dec. 13

Looking to stay active this winter?

Join the LOCC Club Cross Country team for our weekly group runs starting Saturday, December 13!

Meet: Hope & Coffee, Tamaqua

Time: Arrive by 8:15 a.m. for an 8:30 a.m. step-off

Who Can Join: Everyone! Beginner-friendly and welcoming to