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 environme

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.

Demonstrates commitment to fostering a positive company culture; engages in activities that

Regularly exceeds expectations in terms of performance and initiative; takes on additional

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

Shows genuine care and concern for the well-being of colleagues; actively listens and es emotional support or encouragement when needed; serves others and is always

Brings innovative ideas to the table and helps solve problems creatively; encourages others to

Consistently aligns behavior with the company's mission, vision, and values; demonstrates

Has a lasting, positive influence on the workplace environment, boosting employee morale

REMINDERS

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.

promote inclusivity, diversity, and respect within the college.

responsibilities or offers to help others without being asked.

· Leadership and Inspiration

· Supportive and Empathetic Behavior

willing to help; inspires and encourages others. · Creativity and Problem-Solving

ethical behavior and acts with integrity. · Overall Positive Impact

and creating a sense of community.

think outside of the box and embrace new approaches Commitment to the Organization's Values

Middle States Commission on Higher Education-Monthly Update MIDDLE STATES COMMISSION ON HIGHER EDUCATION In October, the Steering Committee and Working Groups strived 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 Verta reinforced that Steering Committee and Working

Group members should prioritize Middle States meetings and assignments in

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 Verta launched a small team to assess different third-party servicers that students access through the college. Betsy Swope pitched a general plan for winter break, when the Steering Committee will organize the narratives for each standard and manage the Evidence

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 MSCHE Standards. This engagement will ensure the student voice is

Finally, tri-chairs Jennifer Myskowski, Betsy Swope, and Melanie Turrano will

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

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

KEEP IN MIND the first check run following Winter Break will be Thursday,

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

be attending the Middle States Conference on December 10. Questions should be directed to MSCHE@lccc.edu.

Accounts Payable Holiday Schedule

order to finish the preliminary draft by December 5.

integrated into the final report.

December 15, 2025.

December Virtual Bingo Join the LCCC Spirit Committee for virtual office bingo on Wednesday, December 9, starting at Noon 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 vblue@lccc.edu.

Donation Drive

January 8, 2026.

FOUNDATION 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 101B, 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.

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 LCCC's HR department. Please note there is a form for main campus and one for other campus sites. Click on this link and navigate to the "Tax Forms" section.

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

January 16, 20265. Students are more successful when they are held to an earlier due date, and they can progress and enroll in the upcoming semesters. 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. Turrano, Professor of English and Coaching Commons Coordinator,

Join LCCC in Supporting Our Community - United Way

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

Please contact Jennifer Baez at jbaez6@lccc.edu if you have any questions on

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:

FOOD BANK

Success Coach

Campaign

Donate here

how to contribute. Thank you for your support.

8:30 a.m. step-off

Cougar Cabinet The LCCC Cougar Cabinet offers supplemental food options and personal care items to LCCC-registered students, staff, and faculty. This program is free and confidential, and you do not need to provide any documentation of a need. However, a self-declaration form must be completed. We operate using a prepackaged model, and are asking participants to make an appointment directly with their preferred campus location as listed below:

Locations:

Campus

cheer!

CC

LCCC XC Saturday Group Runs LCCC Club XC - Saturday Group Runs Begin Dec. 13!

Looking to stay active this winter? Join the LCCC Club Cross Country team for our weekly group runs starting Saturday, December 13! Meet: Hope & Coffee, Tamagua Time: Arrive by 8:15 a.m. for an

Employee Address Review

If you are assigning an Incomplete (I) grade for the FALL 2025 semester, you can communicate that with your students and enroll them in the Incomplete Grade Recovery Session that will take place during the Winter Session, 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

Who Can Join: Everyone! Beginnerfriendly and welcoming to all paces. Goal: Training together for the Jim Thorpe Running Festival! Come out, get moving, and connect with fellow students as we prepare for race day. See you there! Two LCCC Students to be Published in National Literary and Visual Arts Honors Anthology Phi Theta Kappa recently announced two students from LCCC were selected to be published in the 31st edition of Phi Theta Kappa's Nota Bene Literary and Visual Arts Honors Anthology. Robert Omahaboy, a Fine Arts/Studio Arts major from Pottsville had his work, "Untitled", selected for publication as part of the Visual Arts Anthology. Caroline McGowan, an early college student from Allentown, had her poem. "Paper Boats on a Stream" selected for publication. She received the Reynold's Award and will receive a \$500 scholarship. The Donald W. Reynolds Foundation endows this award and honors the memory of the late Donald W. Reynolds, founder of the Donrey Media Group. There were over 3,300 entries this year and Robert and Caroline were selected by a national panel of judges. Both students are members of the Alpha Omicron Alpha chapter of PTK here at LCCC and will be featured at the

PTK Catalyst 2026 in Baltimore, Maryland as part of the Parade of Scholars.

Main campus (Schnecksville) - Contact: communityresources@lccc.edu

Cougar Campus Crawl - Donley Center to Main

Donley Center (Allentown) - Contact: donley@lccc.edu Cougar Cabinet at LCCC Tamaqua - Contact: morgan@lccc.edu

with students, iculty, and staff! 2:00pm ntact donley@lccc.edu Are your Donley Center students registered for spring classes at Main Campus? Encourage them to sign up for the Cougar Campus Crawl on Tuesday, Jan. 13, from 10 a.m. - 2 p.m. (snow day - Wednesday, Jan. 15)! A bus will take students from the Donley Center in Allentown to our Main Campus in Schnecksville for a day filled with campus tours, free lunch, and connection with faculty, staff and other students. Register here. For more information, email donley@lccc.edu.

Community Resources and Basic Needs

with the appropriate resources and their eligibility criteria.

JOIN US FOR A GRINCHMAS HOLIDAY Breakfast

The LCCC Community Resources and Basic Needs Program serves LCCC students who seek basic needs assistance in areas such as food, shelter, and utilities by connecting them with resources that may be available on campus or

A student interested in this service should complete the Community Resources and Basic Needs Intake Form, and should be as specific as possible in the additional details application field, to help us with matching the area of need

Get ready to celebrate the season with a little Whoville

Join the Spirit Committee for our Annual Employee Holiday Breakfast, where we'll be having a "Grinchmas Holiday Celebration" on Thursday, Dec, 11, from 8 to 11 a.m. in the Community Services Center. The Donley and Morgan Centers will hold luncheons on the same date. RSVP using this form before Noon on Friday, December 5. This is a ticketed event; your RSVP is required. As part of this event, we encourage all attendees to bring a donation(s) for the Cougar Cabinet for a raffle entry to win a customized holiday wreath made by Dr. Ann Bieber, President of LCCC. Find a list of items here. We encourage you to get into the Grinchmas spirit! Dress in your favorite Whoville attire or a festive holiday sweater. Please remember that all attire must remain workplace acceptable. For questions, contact Ginny Hertzog at vhertzog@lccc.edu. **SPIRIT & WELLNESS**

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

For questions about any upcoming events, please reach out to Ginny Hertzog

Meetings and Events

Spirit Committee Upcoming Events

December 9- Virtual Bingo (RSVP required) December 11- Holiday Attire & Holiday Breakfast December 18 - Potluck Holiday Luncheon

Wellness Center Winter Hours

Spirit Committee!

at vhertzog@lccc.edu.

Winter Hours Are Here!



610-799-2121

Join the Conversation

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Lehigh Carbon

COMMUNITY COLLEGE

Policies & Procedures Right To Know

Employment