President's Desk December 2025

State Board of Higher Education

"This Week" Student Newsletter

Sexual Harassment and Sexual ce Anonymous Online

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.

<u>Submit Your Marketing Project</u> <u>Request</u>

Minutes

**Registration Status Reports** 

To view registration status reports, go to the Institutional Research link on Faculty and Staff Resources.

Working @ LCCC Duplicating Center and Mail Room Service Window Hours

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

Friday: 9 a.m.-1 p.m.; Saturday and Sunday: CLOSED.

Library Hours 7:30 a.m - 5:00 p.m., Monday

\*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 Bean
at tbean@lcc.edu to schedule an
online meeting.

VP Dr. Cindy Haney
1st and 3rd Mondays from 4 to 5
p.m. and 2nd and 4th Thursdays
from 4 to 5 p.m. Email Ronnie Blue
at <a href="mailto:vblue="blue="https://doi.org/blue="blue="https://doi.org/blue="blue="blue="blue="blue="blue="blue="blue="blue="blue="https://doi.org/blue="blue">blue="blue="blue="blue="blue="blue">blue="blue="blue="blue="blue="blue="blue="blue="blue">blue="blue="blue="blue="blue="blue">blue="blue="blue">blue="blue="blue">blue="blue="blue">blue="blue="blue">blue="blue">blue="blue">blue="blue">blue="blue">blue="blue">blue="blue">blue="blue">blue="blue">blue="blue">blue="blue">blue="blue">blue="blue">blue="blue">blue="blue">blue="blue">blue="blue">blue="blue">blue</a> blue="blue">blue</a> blue</a> blue</a> blue</a> blue</a> blue

VP Larissa Verta
Access virtual and in person office
hours on Mondays from 3 to 5 p.m.;
Tuesdays from 9:30 10:30 a.m.; and
Thursdays from 12:30 to 2 p.m., or
email |schatz@ccc.edu to arrange a
scheduled meeting.

VP Stefanie Nester
1st and 3rd Thursdays from 10 to
11 a.m. and 2nd and 4th Fridays
from 9 to 10 a.m. Email Maria
Bowen at <a href="mailto:mbc.edu">mbc.edu</a> to
schedule an online meeting.

Dean Dr. Jodi Rowlands Wednesdays, 8 to 9 a.m. or 4 to 5 p.m. Email jrowlands schedule a meeting.

Dean Tonisha Taylor Mondays from 10 to 11 a.m. or 4 to 5 p.m. Email <u>ttaylor13@lccc.edu</u> to schedule an online meeting.

Interim Dean Andrew King Tuesdays from 10 to 11 a.m. or 4 to

CIO Joshua Mitchell Tuesdays from 11 a.m. to noon. Email jmitchell10@lccc.edu to schedule online meeting.

Dean Scott Aquila Email saquila@lccc.edu to schedu an online or face-to-face meeting. lccc.edu to schedule to this great program.

8 a.m. - 5 p.m., Monday through Friday.

Lobby Hours

**Bookstore Hours** Monday-Thursday: 9 a.m.-5 p.m.;

through Friday

Board of Trustees

President's Cabinet Leadership Team

Academic Council

Report Safety and Security

Reporting

Q

APPLY NOW

MIDDLE STATES COMMISSION ON HIGHER EDUCATION

In November, the Steering Committee and Working Groups continued to make At the December Steering Committee meeting, members reviewed a layout of the upcoming Middle States Conference in Philadelphia and developed a strategy that enables all conference attendees to participate effectively and attend the maximum number of information sessions. The Steering Committee also went over the agenda for the December 19 Steering Committee and Working Group debrief meeting, while organizing a tentative timeline for work to be completed over winter

report template and created talking points for the upcoming debrief. A new Middle States committee will be formed to oversee the SSD, SSR, and Evidence Inventory. This standing year-round committee will support transparency and shared governance by hosting open meetings where faculty and

administrators incorporate a strategic compliance component into existing processes and emphasize the importance of collecting evidence earlier in the accreditation cycle. Centralizing data and documentation in a single accessible location remains a priority, and the new committee will play a key role in organizing and reviewing recommendations generated by the working groups. Looking ahead, several important milestones are approaching. Steering Committee members and Working Group chairs will attend the MSCHE Conference next week. By December 18, draft materials will be reviewed to provide the campus

community with an overview of the preliminary template. In January, the State of the College and Spring Convocation will feature updates on the Self-Study. Additionally, a Canvas course focused on the Self-Study, required for Spring 2027, will be developed during the following winter term. The Communication Co-Chairs met with SGA and PTK, and will continue collecting quotes for the SSR from other student organizations. Tri-chair Melanie Turrano plans to meet with students at the

Morgan Center. Questions may be directed to MSCHE@lccc.edu Scheduled Network Maintenance: Monday, Dec 15 to Thursday, Dec 18th LCCC IT will be performing Network Maintenance across Main Campus during the

week of 12/15/2025. During the maintenance windows, the network will be down intermittently, including the internet, Wi-Fi, and phones. Please refer to the schedule below, indicating when each building will be impacted. Mon 12/15 8 a.m. - 10 a.m. ARC Tue 12/16 4 p.m. - 6 p.m. TC Wed 12/17 3 pm - 5 p.m. SH

Wed 12/17 6 p.m. - 10 p.m. SSC Thu 12/18 9 a.m. - 11 a.m. CSC **Phone Charging** As an FYI, students who need to charge their phones can be directed to Admissions. IT has purchased several charging cables to assist students. Save the Dates Spring Welcome Back Convocation- Tuesday, January 20, 2026, and Wednesday,

A detailed agenda will be available in the College Voice the first week of January. Foundations of Leadership Training at Keurig Dr. Pepper in Allentown LCCC's Center for Workforce evelonment recently week Foundations of Leadership training program for Keurig Dr Pepper. Designed to empower emerging and frontline leaders, the program focused on

developing essential skills to lead with

confidence, communicate effectively, and

foster a productive and engaged workplace. Two cohorts of frontline leaders successfully completed this comprehensive training. Participant feedback was outstanding. highlighting that the program established a strong baseline of leadership competencies and prepared attendees to immediately apply these skills in their day-to-day responsibilities. The Center for Workforce Development looks forward to more opportunities to help strengthen the

workforce at Keurig Dr Pepper in Allentown. **Testing Center News** Starting on Monday, December 15, through Friday, January 23, 2026, Testing Center hours of operation will be the following: Mondays - Thursdays 8 a.m. - 6 p.m. Fridays 8 a.m. - 5 p.m. Thank You for Supporting our Angel Tree!

What began years ago as a small gathering in the Student Services Center hallway has grown into a beloved tradition. Due to increasing participation, we've since moved the celebration to the Alumni Center - and this year, we're opening the event to all current faculty, staff, and retirees! No invitation required - just bring your appetite and holiday cheer! This is a potluck-style luncheon, and we invite you to bring a dish or item to share: · Main Courses: Sausage, chili, BBQ, etc. . Side Dishes: Baked beans, mac and cheese, etc. · Salads: Any delicious variety

Not a cook? No problem! Consider bringing beverages, plates, cups, utensils,

Students, faculty, staff, and friends contributed to LCCC Tamaqua's Salvation Army Angel Tree Program. Our hearts were full with gratitude as we loaded the truck with toys, coats, boots, hats, and more! Many thanks to all those who contributed

Annual Holiday "Pot Luck" Luncheon Invitation

· Appetizers & Desserts: Sweet or savory - your choice!

• Time: Drop in anytime between 11:30 a.m. - 1:30 p.m. • Location: Alumni Center Rooms 107 & 108

napkins, or ice - every contribution helps!

• Date: Thursday, December 18, 2025

Food Drop-Off:

early drop-offs. Food Sign-Up

New I-9 Form

hires. The form can be viewed here

until arrival of the ambulance.

All New Employees

B. Run-Hide-Fight Video

**Online Learning News** 

Nominate a Colleague for Spotlight on Excellence

Quick Reference for Medical Emergencies on Campus

FERPA and HIPAA- Privacy and Security Awareness Creating Strong Password - Security Awareness Training

professional development, and other tools/topics

**Employee Appreciation Shout Outs** 

Outs.

**Innovation Award** 

award certificate and celebratory lunch.

efforts within the college

\*Previous recipients are not eligible.

the employee exhibits these criteria: Positive Attitude

· Workplace Culture Contribution

inspires and encourages others. · Creativity and Problem-Solving

behavior and acts with integrity

to the Lehigh Valley Phantoms vs Hartford Wolf Pack 2/28/2026 at 7:05 p.m.

Purchase your tickets today

pay to be disbursed on Jan. 15, 2026.

Center room 107/108.

attend, register here.

complimentary virtual session.

Space is limited, so sign up today!

Winter Break Virtual 5K

Lower-level and upper-level seats are available.

Payroll Notification: December 31, 2025 Pay Date

Manual and/or Faculty/Staff Collective Bargaining Agreements.

Time card submissions for the December 31, 2025, pay date (December 14-27) are due by December 18, 9:00 a.m., with supervisor approval required by noo Estimated hours will be required to meet this deadline. Should the estimated hours not equal the actual hours worked, the variance must be adjusted in the following

For detailed holiday information, please refer to LCCC's Policies and Regulations

Spirit Committee Mindfulness Workshop Openings for

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

Innovations may be demonstrated through the following ways:

Questions? Contact Ronnie Blue at vblue@lccc.edu or at extension 1086. **ADMINISTRATIVE UPDATES Human Resources News** 

The new version of the I-9 has been released. Please begin using the new version for all new

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

A member of the Spirit Committee will be at the venue starting at 8:00 a.m. for

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. AttachedWord are tips to aid in the prevention of slips, trips

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

For minor injury or illness, trained personnel should provide basic first aid care. Call Public

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

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.

## A. Required Online Trainings Below are the online trainings that will be emailed to you from Knowbe4. This is a single sign-on system that will enable to you 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

To view this video, go to the Department of Public Safety website page and click on the Run-Hide-

If you have any questions, please contact Human Resources at x1107 or x1108.

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, Remote Course Certification, Excellence in Instruction, Zoom, Canvas Studio, Blooms Taxonomy, and more!

Schedule a meeting with Rachel Peters to ask any questions on training, course development,

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

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 pleas contact onlinelearning@lccc.edu. **COLLEGE ENGAGEMENT AND WELL-BEING** 

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

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 team 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 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

## 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

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.

improves the institution's ability to serve students and the community.

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  $3. \ Implementation \ of \ a \ new \ technology \ application \ which \ enhances \ customer \ satisfaction \ and$ 

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

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.

Please use the following criteria to nominate a colleague; be prepared to offer examples of how

Actively contributes to teamwork, supports colleagues, and promotes a sense of unity; works well

Consistently maintains an optimistic outlook, even during challenging situations; brings enthusiasm and energy to the workplace; helps to create a supportive environment

with others to achieve shared goals and fosters a cooperative environment

To make a nomination, complete this form. For consideration, your candidate must meet all criteria

Demonstrates commitment to fostering a positive company culture; engages in activities that promote inclusivity, diversity, and respect within the college 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 works, 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;

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 ethical

Has a lasting, positive influence on the workplace environment, boosting employee morale and creating a sense of community. **REMINDERS** LCCC Spirit Night at the Lehigh Valley Phantoms returns 2/28/2026 LCCC Spirit Night returns

January

The Spirit Committee, along with our partners from LVHN / Jefferson Health, will continue the Mindfulness Workshop on January 8, 2026, at noon in the Alumni

If you missed signing up for the four-part series workshop, there are still openings. LVHN / Jefferson recommends that if you are new to the Mindfulness concept and

If you are familiar with Mindfulness and have taken an intro course in the past, feel

For those who are new to the Mindfulness Series and would like to register to

\*\*\*New registrants to mindfulness, please complete the attached form. Previous registrants to the full series, no need to complete the attached form. If you previously signed up to attend only one session and would like to add one of the remaining sessions, please contact jrooney@lccc.edu. You will not be able to sign

VIRTUAL

WINTER 5

missed the introduction workshop, you may catch up by attending a

free to sign up for workshop #2, "Mindful Communication."

up using the form since you are already registered.\*\*\*\*

RUN OR WALK A 5K ANYTIME BETWEEN DEC. 15 - JAN. 16 FROM ANYWHERE HOW IT WORKS TRACK YOUR DISTANCE WITH ANY GPS APP OR DEVICE (PHONE, STRAVA, FITBIT, GARMIN, APPLE WATCH, TREADMILL, ETC.)
WHEN YOU FINISH, SEND YOUR RESULTS TO LTIMONY@LCCC.EDU

STAY CONNECTED: JOIN OUR STRAVA GROUP: LEHIGH CARBON RUN CLUB

Run or walk a 5K anytime between Dec. 15 - Jan. 16 from anywhere you are.

https://runsignup.com/Race/PA/Schnecksville/RunWithTheCougarsVirtualWinter5K

• Track your distance with any GPS app or device (phone, Strava, Fitbit, Garmin,

Share your miles, cheer on others, and stay active with the Cougar community!

The Donley Center Cougar Cabinet, in Partnership with SGA, will be collecting shelf-stable grocery and household items for their Donley Center Food Drive. Items could be dropped off in the Donation Station Cart located in the lobby area of the Donley Center, The drive will run from November 24th through December 19th.

ALL FINISHERS RECEIVE RECOGNITION AND A PRIZE! BUNDLE UP. GET MOVING. LET'S RUN TOGETHER! QUESTIONS? EMAIL LTIMONY@LCCC.EDU

> **REGISTER ON RUN SIGN UP** SCAN THE QR CODE

· When you finish, send your results to LTimony@lccc.edu

Bundle up. Get moving. Let's run into the semester together!

How it works:

Apple Watch, treadmill, etc.)

Want community support and motivation? Join our Strava group: Lehigh Carbon Run Club

All finishers receive recognition and a prize!

**Donley Center Food Drive** 

Have Questions? Please email LTimony@lccc.edu

and items can be dropped off Monday through Thursday from 9 a.m. to 4 p.m. Click on the **Donation Flyer** for a list of items that can be donated. Drive Look for the 718 Hamilton St llentown, PA 18101 Center | FOOD Phone: (610) 799-1940 The Donley Center in Downtown Allentown is collecting shelf stable grocery and <mark>household</mark> items. Dates: Nov. 24 - Dec. 19 Hours: Monday - Thu<mark>r</mark>sday 9am - 4pm **Angel Tree** The Angel Tree program helps provide children with gifts for the Christmas Holiday. If you are at risk of not being able to provide presents for your children

Founded in 1988, the Accreditation Council for Business Schools and Programs (ACBSP) is a global business education accrediting body and the first organization to offer accreditation to all levels of collegiate business educational degree programs from associate to doctoral. Lehigh Carbon Community College has been accredited by ACBSP since 1997. Lacey's interest in AI and business curriculum extends beyond this award as she is a member of LCCC's IT Ad-hoc AI committee and is the lead on a grant

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, at <a href="mailto:mturrano@lccc.edu">mturrano@lccc.edu</a>

Lacey Gonzalez wins Best in Region 2 at ACBSP

Best of Region winner at the recent ACBSP conference.

Congratulations! Out of an array of excellent presentations, our own Lacey Gonzalez, School of Business Faculty Coordinator and Full-time Faculty Member's presentation, "Teaching Al-Driven Decision Making in Business Education: Bridging the Skills Gap in an Al-Powered World", was selected as the Region 2

December 15, 2025, to January 16, 2026.

Conference

SPIRIT & WELLNESS Spirit Committee Upcoming Events

Wellness Center

\* Winter Hours • Mon Dec 15 - Thur Dec 18 10AM - 3PM Fri Dec 19 - Tue Dec 23 CLOSED Wed Dec 24 - Thur Jan 1 CAMPUS CLOSED Fri Jan 2 CLOSED Mon Jan 5 - Thur Jan 8 10AM - 3PM Fri Jan 9 CLOSED Mon Jan 12 - Thur Jan 15 10AM - 3PM Fri Jan 16 CLOSED Mon Jan 19 - Thur Jan 22 10AM - 3PM Fri Jan 23 CLOSED Lehigh Carbon Community College 4525 Education Park Drive Schnecksville, PA. 18078 Accessibility Statement Meetings and Events

610-799-2121

years

Lehigh Carbon

Join the Conversation

submission to fund ways to develop Al Literacy, Al Ethics, and Al leadership in a standard format that not only the School of Business can use, but other Divisions as well. As the ACBSP Region 2 winner, she will be invited to present and compete at the ACBSP conference this summer in Phoenix. Please offer congratulations to Lacey when you see her or reach out to strike up a conversation about AI in the classroom. 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. Mark your calendars for these upcoming events, brought to you by the LCCC

Spirit Committee! December 11- Holiday Attire & Holiday Breakfast

December 18 - Potluck Holiday Luncheon vhertzog@lccc.edu. Wellness Center Winter Hours Winter Hours Are Here!

As we head into the colder months, our facility hours are shifting.

Stay warm, stay active - see you soon!

Policies & Procedures Right To Know Employment

X f □ in J ② ••

Weather Alerts

nd Terms of Use | © 2025 Lehigh Carbon Co

Student Consumer Information

this holiday season, please contact your <u>local Salvation Army</u>. If you're interested in providing gifts for this program, please visit our Angel Tree registry page. This Information has been made available by the LCCC Community Resources and Basic Needs Office. Contact communityresources@lccc.edu with questions. Incomplete Grade Recovery Session for FALL 2025-Our Recovery Coaches Are Here for Your Students and You! COACHING COMMONS 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 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, 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

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