



Home

December 18, 2025

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, fees, 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 made your day better, perfect for those everyday moments of appreciation!

[Nominate Your Colleagues](#)

Quick Links

[President's Desk, December 2025](#)

[State Board of Higher Education](#)

[Estate](#)

[This Week's Student Newsletter](#)

[Health Safety and Security Concerns](#)

[Sexual Harassment and Sexual Violence](#)

[Anonymous 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](#)

[Academic Team](#)

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

Lobby Hours
7:30 a.m. – 7 p.m., Monday
8 a.m. – 5 p.m., Tuesday through Friday

Courier services Monday through Friday 9 a.m. to 5 p.m.

Bookstore Hours
Monday-Thursday 9 a.m. to 6 p.m.; Friday 9 a.m. to 1 p.m.; Saturday and Sunday CLOSED

Library Hours
7:30 a.m. – 5:00 a.m., Monday through Friday

Wellness Center Hours
Monday through Friday, 9 a.m. to 5 p.m.; Saturday and Sunday CLOSED

*All hours subject to change.

President's Cabinet Members Open Office Hours

President
Dr. Ann D. Richter
Appointments can be made via Zoom. Email Tracy.Richter@lccc.edu to schedule an online meeting.

VP Dr. Cindy Haney
VP and 3rd Mondays from 4 to 5 p.m. and 2nd and 4th Thursdays from 4 to 5 p.m. Email Cindy.Haney@lccc.edu to schedule an online meeting.

VP Larissa Verta
Access email and in person office hours on Mondays from 10 to 3 p.m., Tuesdays from 12:30 to 2 p.m., or email Larissa.Verta@lccc.edu to arrange a scheduled meeting.

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

Dean Dr. Judi Rowlands
Wednesdays 9 a.m. to 10 a.m. or 4 to 5 p.m. Email Judi.Rowlands@lccc.edu to schedule a meeting.

Dean Tonisha Taylor
Mondays from 10 to 11 a.m. or 4 to 5 p.m. Email Dean.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.

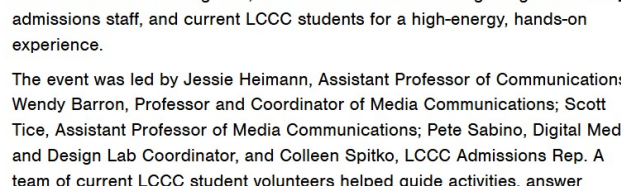
Dean Dr. Kelly Tahan
Mondays from 10 to 11 a.m. Email Kelly.Tahan@lccc.edu to schedule an online meeting.

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

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

ANNOUNCEMENTS

LCCC Hosts Hands-On Communication Workshop for LCTI Students



LCCC's WXLV Digital Media and Production Lab came alive on December 10, as high school students from Lehigh Career & Technical Institute's Marketing and Entrepreneurship program, led by instructor Cyndee Barkley, visited campus for an interactive Communication Workshop. Designed to spark interest in communication studies and media production programs and give students a taste of college life, the 90-minute session brought together faculty, admissions staff, and current LCCC students for a high-energy, hands-on experience.

The event was led by Jessie Heimann, Assistant Professor of Communications; Wendy Barron, Professor and Coordinator of Media Communications; Scott Tice, Assistant Professor of Media Communications; Pete Sabino, Digital Media and Design Lab Coordinator, and Colleen Spilko, LCCC Admissions Rep. A team of current LCCC student volunteers helped guide activities, answer questions, and share their experiences.

Photos taken by Matthew Blazofsky, a current communications student.

There is still time to donate to "The 2025 United Way Campaign"

For anyone who would still like to donate to this year's campaign, you can do so by clicking on the link below. This year's campaign will close on Monday, December 22, at 5 p.m.

[Donate here](#)

Please note that if you have previously donated and would still like to, you will need to set up this year's donation. It doesn't carry over from last year.

All donors will be automatically entered into a raffle to win the designated United Way parking spot in Lot B for the year. There will also be incentive prizes for the first 10 people to make a donation.

Thank you for your support.

Beware of Calendar Phishing

LCCC IT has identified a rising trend of phishing attacks disguised as Google Calendar invitations. These events often appear automatically on your calendar as fake invoices, payment receipts, or delivery notifications.

If you see a suspicious invite:

- Do not select "Yes," "No," or "Maybe," as this confirms your account is active.
- DO, double-click the event, open the three-dot menu (?), and select "Report as spam."

If you believe you may have interacted with one of these invites, please contact helpdesk@lccc.edu for assistance.

For more information on how you can help mitigate these invites and help keep our environment safe, please visit: [CYBERSECURITY: How to Identify and Handle Malicious Calendar Invites](#)

Spring Semester Planning: Reminder to Submit Your Requests

As the Spring Semester quickly approaches, we look forward to supporting your upcoming projects and initiatives. To ensure the highest quality of work and timely delivery, we kindly ask that you submit all requests as early as possible.

Key Benefits of Early Submission:

- Enhanced Quality: Allows for thoughtful design and thorough revisions.
- Strategic Scheduling: Ensures optimal placement on our social media calendars.
- Workflow Efficiency: Helps our team manage the increased volume of the new semester.

Please submit your request along with the necessary details so we can bring your project to life. Below are the links to each request form:

[Graphic Design Request](#)

[Social Media Marketing Request](#)

[Website Changes/Additions Request](#)

All project requests must be submitted using the appropriate form. Please note that by submitting a request, you agree that the Office of College Relations retains creative authority to ensure alignment with the college's brand and goals. We look forward to supporting your needs in any way we can.

Brian Stach Student Employee of the Month: December 2025

Career Development is proud to announce Brian Stach as our Student Employee of the Month for December 2025! A Science Lab student employee, Brian, is graduating, and the Science department is sad to see him go but happy about his accomplishments.



The science department shared that Brian's tenure is a shining example of the "willingness to learn" motto. Despite not being a Bio major, he enthusiastically embraced his lab role, absorbing knowledge and becoming an invaluable resource for the entire division. Faculty consistently note his intelligence and capability, knowing they can rely on him for assistance.

Brian approaches every task from the smallest cleanup to the most complex issue with service, a smile, and often a clever joke. He is universally described as unfatigable, reliable, and conscientious. Supervisors highlight his proactive communication: he consistently reports on tasks accomplished and raises pointed questions to address potential issues before they become problems. Brian, thank you for your commitment. You are a true gem! We wish you the very best in your next chapter. Congratulations!

15 Day January Reset

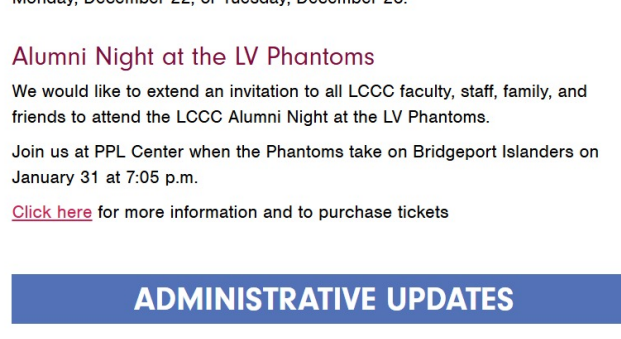
Want to focus on healthy habits after the holiday season? This 15-Day January Reset is designed to gently move you into the new year with a healthy mindset. Inspired by the 75Hard challenge, this version is beginner-friendly.



Follow a Monday-to-Friday format, with weekends off. Challenge dates are January 5-9, January 12-15, and January 19-23.

Share your journey with us by posting and tagging LCCC Recreation on Instagram [@lccc.lcr](#)

LCCC's Holiday Hope Chests Initiative Exceeds Goal!



What a great way to end the year! Lehigh Carbon Community College (LCCC) successfully completed its Annual Holiday Hope Chests Initiative. This year, the college set the meaningful goal of providing a memorable Christmas for 40 children in the community, and thanks to outstanding support, this objective was successfully met!

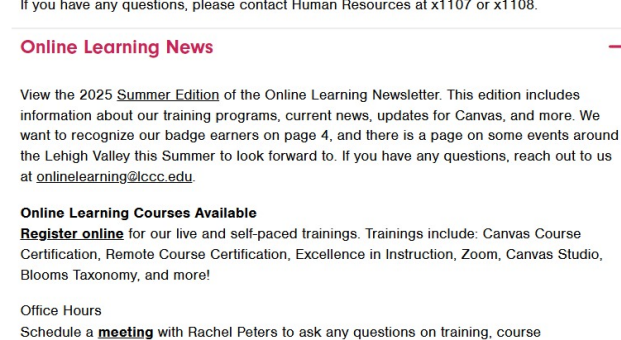
The success was a true testament to the spirit of collaboration, involving key partnerships between the Career Development and Student Life departments. This was only possible with the extraordinary support given by LCCC students, staff, faculty, and administration.

Together, the College successfully gathered materials and donations to create 60 gift-filled shoeboxes, ensuring a wonderful holiday for dozens of local children aged 2 to 13+ years old.

LCCC extends its sincerest gratitude to everyone who contributed. This selfless commitment embodies the true spirit of the season and strengthens the bond between LCCC and the surrounding community.

Because of this incredible generosity, over 80 children and their families will experience a brighter, more hopeful holiday season. Thank you for helping LCCC make a tangible difference in the lives of its neighbors.

Snow Day Contest Winner



This year's Snow Day Contest Winner is Susanne Smith, Success Coach. Congratulations, Susanne!

Poinsettias Available

Poinsettias are available in the President's Office to take home for the holidays. First-come, first-served. One per person. Please stop by on Monday, December 22, or Tuesday, December 23.

Alumni Night at the LV Phantoms

We would like to extend an invitation to all LCCC faculty, staff, family, and friends to attend the LCCC Alumni Night at the LV Phantoms.

Join us at PPL Center when the Phantoms take on Bridgeport Islanders on January 31 at 7:05 p.m.

[Click here](#) for more information and to purchase tickets

ADMINISTRATIVE UPDATES

Human Resources News

New 1-9 Form

The new version of the 1-9 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 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!

Slips, Trips, 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 foot and the ground or walking surface. [Attached](#) 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 KnowA4. 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.

FERRIS 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.

Online Learning Courses Available

Register online for our live and self-paced trainings. Trainings include: Canvas Course Certification, Remedy Course Certification, Excellence in Instruction, Zoom, Canvas Studio, Bloom's Taxonomy, and more!

Office Hours

Schedule a [meeting](#) with Rachel Peters 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 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 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 individuals 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 plaques 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:

- 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/special services.
- 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.
- The development of a new technology application which enhances customer satisfaction and improves the institution's ability to serve students and the community.
- 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.

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 provide 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, inspire 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

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

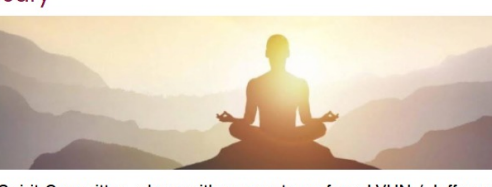
Tue 12/16 4 p.m. – 6 p.m. TC

Wed 12/17 3 pm – 5 p.m. SH

Wed 12/17 6 pm – 10 p.m. SSC

Thu 12/18 9 a.m. – 11 a.m. CSC

Middle States Monthly Update



In November, the Steering Committee and Working Groups continued to make steady progress toward the preliminary draft.

At the upcoming Steering Committee meeting, members reviewed a layout of the December 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 and spring. Finally, the Steering Committee examined each standing's preliminary report template and created talking points for the upcoming debrief.

A new Middle States committee will be formed to oversee the CSO, 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 MSCHCE Conference next week. By December 15, 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-Chair met with SGA and PTK, and will continue to add one of the remaining sessions, please contact jronney@lccc.edu. You will not be able to sign up using the form since you are already registered****

Questions may be directed to MSCHCE@lccc.edu

Payroll Notification: December 31, 2025 Pay Date

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 noon.

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 pay to be disbursed on Jan. 15, 2026.

For detailed holiday information, please refer to LCCC's Policies and Regulations Manual and/or Faculty/Staff Collective Bargaining Agreements.

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.

Testing on Monday News

Starting on 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.

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, January 21, 2026.

A detailed agenda will be available in the College Voice the first week of January.

Thank You for Supporting our Angel Tree!

Students, faculty, staff, and friends contributed to LCCC Tiamoque's Salvation Army Angel Tree project. 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 to this great program.

Spirit Committee Mindfulness Workshop Openings for January

