

May 28, 2026

Submit Your College Voice News

All College Voice submissions are due by 12 p.m. Wednesday for Thursday's edition. Social media posts will only be included if applicable links and attachments are included in your submission, and all comments, 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 "Congratulations" to someone who made your day better. Perfect for those monthly moments of appreciation.

[Nominate Your Colleagues](#)

Quick Links

[President's Desk, May 2025](#)
[Board of Trustees Submittal](#)
[LCCC Website](#)
[The Weekly Student Newsletter](#)
[Recent Safety and Security Concerns](#)
[Resnet, Management and Resnet, Volunteering](#)
[Resnet, Volunteering, Online Resources](#)

Marketing Project Start

LCCC's College Relations staff can run your marketing campaign. 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](#)
[Leadership Team](#)
[Academic Council](#)

Registration Status Reports

To view registration status reports, go to the Institutional Research link on [LCCCI and Staff Resources](#).

Working @ LCCC

Duplicating Center and Mail Room

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

Locker Hours
7:30 a.m. - 7 p.m., Monday through Thursday
8 a.m. - 5 p.m., Friday
8 a.m. - 5 p.m., Saturday and Sunday
CLOSED

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

Bookstore Hours

Monday-Thursday 9 a.m. - 5 p.m., Friday 9 a.m. - 5 p.m., Saturday and Sunday
CLOSED

Library Hours

7:30 a.m. - 5:00 a.m., Monday through Friday

Webcam Center Hours

Monday through Friday: Hours in Map, please see Social and Wellness Section, Saturday and Sunday: CLOSED

All hours subject to change

President's Cabinet Members Open Office Hours

President
Dr. Ann D. Baker
Appointments can be made via Zoom. Email: DrAnnBaker@lccc.edu or call 610-252-1111 to schedule a meeting.

VP Dr. Cindy Haney
1st and 3rd Thursdays from 4 to 8 a.m. and 2nd and 4th Fridays from 4 to 5 p.m. Email: HaneyC@lccc.edu to schedule a meeting.

VP Loretta Vance
Available and in person office hours on Mondays from 7:30 a.m. - 10:30 a.m. and 9:30 a.m. - 12:30 p.m., and Thursdays from 12:30 p.m. to 3 p.m. Email: LorettaVance@lccc.edu to arrange a scheduled meeting.

Interim VP Nancy Bets
1st and 3rd Thursdays from 10 to 11 a.m. and 2nd and 4th Fridays from 8 to 10 a.m. Email: NancyBets@lccc.edu to schedule an online meeting.

Dean Dr. Jeff Rendalet
Wednesday, 8:30 a.m. or 4 to 5 p.m. Email: RendaletJ@lccc.edu to schedule a meeting.

Dean Dr. Tashika Taylor
Monday from 10 to 11 a.m. or 4 to 5 p.m. Email: TaylorT@lccc.edu to schedule a meeting.

Interim Dean Andrew King
Tuesdays from 10 to 11 a.m. or 4 to 5 p.m. Email: AndrewKing@lccc.edu to schedule an online meeting.

Dean Dr. Kelly Tahan
Mondays from 3 to 5 p.m. Email: TahanK@lccc.edu to schedule an online meeting.

OD Joshua Mitchell
1st and 3rd Thursdays from 11 a.m. to noon. Email: JoshuaMitchell@lccc.edu to schedule an online meeting.

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

ANNOUNCEMENTS

Notice of Weather-Related Delay: Parking Lots B, K, and Science Hall Loading Dock

Unfortunately, the snow and wet weather has created unsuitable conditions. Repair work is postponed on Parking Lots B, K, and Science Hall Loading Dock. Work will resume on Tuesday, May 26, 2026. All parking lots will have cracks filled, seal coat applied, and remarked at this time.

State Board of Higher Education Interactive Data Dashboard

For the first time, Pennsylvanians can access a broader range of publicly available information about the higher education sector through the State Board of Higher Education's interactive data dashboard.

Explore enrollment, attainment, college costs, workforce supply and demand, and state finance by region, institution, and other filters.

<https://www.sbe.gov/app/news/interactive-data-dashboard>

Seeking Volunteers for Muskefest

The Office of College Relations is organizing the LCCC volunteer event for Muskefest. Join us for a fun-filled evening at Fishtab on Thursday, August 6. We need volunteers to arrive in the following roles: servers, educator staff attendants, and cash/conversation assistants.

LCCC will be volunteering from 5 - 11:00 p.m.

Please note that child abuse clearances and a criminal history report are required. Clearances are only needed for volunteers who did not participate last year. You can obtain these clearances from HR. Additionally, ArtsQuest will provide a training session so that we are prepared for the event. This training will take place on Tuesday, June 30, 10:00 a.m. to 11:00 a.m., and on Wednesday, July 1, 2:00 p.m. to 3:00 p.m. Volunteers only need to attend one session.

A thank-you for volunteering, you will receive:

- Food and drink voucher to use that evening
- Muskefest t-shirt
- Opportunities for networking and building connections
- Parking shuttle passes
- A great night of fun and music

If you are interested in volunteering, please fill out this [google form](#).

Please reach out to Carolyn O'Steen (costeen@lccc.edu) or Jennie Hantz (jhantz@lccc.edu) with any questions or concerns.

Continuing Our Transition: Legacy Phone Hardware Removal

Following our campus-wide migration to Zoom Phone, we are now entering the next phase of our communication modernization project: decommissioning and removal of legacy Avaya physical phones.

As we have fully transitioned to a digital-first environment, we are removing desk phones to reclaim workspace, reduce electronic waste, and eliminate the maintenance costs associated with outdated hardware.

Hardware Removal Schedule

Beginning June 1, 2026, IT technicians will be visiting offices and common areas to remove all Avaya handsets and associated cabling.

Action Required: Please ensure your desk area is accessible. You do not need to be present during the removal.

Personal items: If you have personal items (photos, notes, etc.) attached to your old Avaya phone, please remove them prior to the visit.

Standardizing on Zoom Selfphone

The vast majority of our community has successfully adopted the Zoom application on computers and mobile devices. This "software-first" approach ensures that our campus remains flexible, mobile, and integrated. Resources and optional training opportunities will be made available in the near future to help ensure everyone is comfortable using Zoom Phone in their day-to-day work.

Requesting a Physical Handset (By Exception Only)

We understand that certain specialized environments—such as high-traffic service desks, labs, or specific accessibility setups—may still require a physical device.

A formal request with business justification is required to retain a physical phone or a new Zoom-compatible handset/mobile app.

Requirement: All requests must demonstrate why the Zoom desktop/mobile app is insufficient for your specific job functions.

Approval: Requests must be submitted to your Vice President for approval.

Need a Headset?

To ensure the best audio experience with Zoom Phone, IT continues to recommend the use of a headset rather than a traditional handset. If you find that you need a headset to better facilitate your work, please contact IT Support (it@lccc.edu) or email help@lccc.edu. Limited number of headsets are available.

Thank you for your cooperation as we finalize this upgrade and move toward a more streamlined, modern campus.

Summer Cornhole League

Cornhole League starts July 14 and runs for 3 weeks with a tournament on Thursday, July 23. Teams are made up of up to 4 people (2 on the boards, 2 for reserves). All teams must have a Team Captain.

Games will be on Tuesdays and Thursdays starting at 12:00 p.m. in Berrier Hall gym. Game day schedules will be created after registration closes on July 7. Participants can expect to play 2 games per week, each lasting about 30 minutes. Games are July 14, 16, 21, 23, 28 & 30, starting at 12:00 p.m. This event is open to all faculty, staff, and students. Any questions, contact Lacey on lacey@lccc.edu.

SPRIT & WELLNESS

Spirit Committee Upcoming Events

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

June 10 - Spirit Day: Hawaiian Themed Attire
June 10 - Luau on the Lawn (Summer Picnic)

For questions about any upcoming events, please reach out to Ginny Hertzog at vhertzog@lccc.edu or Tara Frana at tf@lccc.edu.

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 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 the [spotlightform](#) 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 unattended or uncorrected hazard on the campus grounds. The best and the ground or walking surface. Educated staff and students are key to 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 x1100 to inform them you called 911. Public Safety will return to meet the injured person in front of the ambulance.

For minor injury or illness, trained personnel should provide basic first aid care. Call Public Safety at x1100. All Public Safety officers are trained in first aid and CPR/CPR2.

No employees shall transport another employee/injured to an emergency facility or hospital.

All New Employees:

The college's online training program is specifically designed for the busy professional but keeps it 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 Kinoboot. 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.

FERPA 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 pages 4, and there is a page on some events around the Lehigh Valley Summer to look forward to. If you have any questions, reach out to us at onlinelearning@lccc.edu.

Online Learning Course Audit

Request online for our live and paced trainings. Trainings include: Canvas Course Certification, Remote Course Certification, Excellence in Instruction, Zoom, Canvas Studio, Blackboard, Canvas LMS, 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 signatures 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 "Congratulations" to someone who made your day better. Perfect for those monthly moments of appreciation. Submit your Employee Appreciation Shout Outs.

Innovation Award

The purpose of the LCCC Innovation Award is to recognize employees who 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 breakthrough thinking in developing new ideas, products, services or solutions, essentially recognizing and celebrating those who contribute to advancing the organization through innovation to its shared purposes. The award is a tribute to 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 Power of Collaboration Award portfolio please email tf@lccc.edu at 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 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 time savings, workflow enhancements, cost savings, revenue increases, improved safety, 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 (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 portfolio please email tf@lccc.edu at 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 blended their unique skills, knowledge, and efforts to form a powerful synergy, enhancing their collective ability to emphasize the core values 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 that collective creativity to forge new and better solutions.
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 strategic alignment with the college's vision and mission, 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 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.
- 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; 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

Aloha! Join Us for the LCCC Luau on the Lawn- RSVP

The LCCC Spirit Committee invites you to our annual Summer Picnic! It's time to take a break, grab some food, and enjoy the island vibes across all our campuses.

When & Where:
Morgan Center: Wednesday, June 10 | 11:30 a.m. – 1:30 p.m. (Student Lounge)
Main Campus: Wednesday, June 10 | 11:30 a.m. – 1:30 p.m. (Outdoor Pavilions)
Donkey Center: Thursday, June 11 | 11:30 a.m. – 1:30 p.m. (Rooms 702/703)

The Lock: Break out your favorite Hawaiian shirts and tropical attire!
The Logistics: This is a ticketed event. Please [RSVP via this form](#) by Wednesday, June 3, at 5:00 p.m.
Questions? Reach out to Ginny Hertzog (vhertzog@lccc.edu) or Tara Frana (tf@lccc.edu).

Faculty Action Required: Annual Academic Software Verification

As we prepare for the upcoming academic year, Information Technology is launching a critical update to our annual software request process.

What is changing?

In the past, faculty were only asked to submit requests for new or updated software. This year, we require all faculty members to submit a comprehensive confirmation of all software needs, including tools currently in use that you wish to retain.

Why is this important?

Our goal is to ensure that all faculty and students have the robust IT resources they need for a successful year. At the same time, this full audit allows the college to identify and decommission unused software to create vital operational and budgetary efficiencies.

Action Required

Please take a few moments to review your curriculum and complete the [Academic Software Request Form](#) with all of our academic software needs. Thank you for your cooperation in helping us streamline our digital campus resources!

Payroll News

The payroll office is excited to announce that you can now change your federal Form W-4 electronically in Employee Self Service.

Just follow a few simple steps:

- Log in to Employee Self Service. In the Taxes section of the Employee Dashboard, click on "W-4 Employee's Withholding Allowance Certificate".
- Your current withholding will be displayed.
- Scroll to the bottom of the page and click on "Update".
- Fill in all applicable fields.
- When satisfied, click on "Certify Changes" and then "OK" to apply changes or "Cancel" to discard changes.

Please allow one to two pay cycles for the taxes to take effect.
[IRS Instructions and Tax Withholding Estimator](#)

Childcare at Ecoment@Infrastructure: LCCC Faculty and Student Join the Conversation

Professor of Early Childhood Education, Kathy Kashner, and 2026 LCCC Graduate, Teanna Hunnicutt, attended an event at the PBS Station in Bethlehem, PA, on 4/16/26 hosted by the Lehigh Valley Early Childhood Education Collaborative. The event focused on "Childcare as Economic Infrastructure" and featured local elected leaders, child care employers, and community stakeholders. A panel of local early childhood leaders and business professionals discussed the early childhood workforce and the economic impact of high-quality child care on the Lehigh Valley and beyond. There was much discussion regarding the lack of qualified childcare workers and how this negatively impacts the industry in our region. Representatives from local businesses outlined that partnering with child care organizations could meet the needs and boost employee morale. Student Teanna Hunnicutt used this experience for one of her assignments in her ECE 221 Advanced Field Experience class and found the event interesting and eye-opening, offering insight into what advocacy for early childhood education looks like. She said she felt proud to be there, knowing that she is a future educator and can make a difference. Professor Kathy Kashner plans on being involved with the LV ECE Collaborative, as the region welcomes new industry and will most assuredly continue to need qualified teachers.

Photo: Anu Sachdev/ESU Adjunct Faculty and former LCCC Teacher Education Advisory Board Member; Kimberly Early (Senior Director of Public Policy and Advocacy), Teanna Hunnicutt (Early Childhood Education LCCC Graduate 2026), and Kathy Kashner (LCCC Adjunct Faculty)

LCCC America 250 Ultra

LCCC Recreation Sports is launching the America 250 Ultra Challenge in celebration of America's 250th anniversary. Participants can choose to walk or run either 250K (155 miles) or 250 miles between Memorial Day and Labor Day. The challenge is open to all fitness levels and is designed to encourage consistent movement and healthy habits throughout the summer.

All mileage must come from intentional workouts – daily activity and step counts do not qualify. Participants are encouraged to use a GPS watch or fitness tracking app to log their progress.

Register using [this link](#). Questions can be directed to LTimony@lccc.edu.

New Vendor Information

If you have a new vendor that you will be dealing with and need them set up in Banner, you can:

- Attach the W9 to the Contract Request Form
- Attach it to the Request for Payment.
- Email it to ap@lccc.edu
- Use the Vendor Setup Form, and the vendor can attach it to that form.

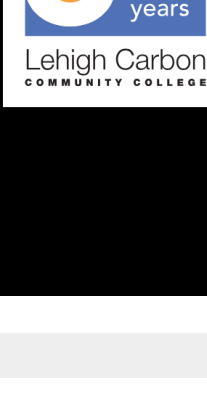
PLEASE NOTE: All forms are available on the Portal under the Finance Forms Quick Reference Guide.

If you have any questions, email ap@lccc.edu

Fiscal Year 2026 Year End Deadlines

5/8/26 – Grant purchase requirements
5/29/26 – College purchase requirements
6/12/26 – Last day for FY25/26 credit card and W.B. Mason purchases
6/15/26 – Travel reimbursements – Allentown and Tamaqua sites
6/15/26 – Student stipends
6/19/26 – Last day to submit:
• Duplicating job
• Travel reimbursements – Main Campus
• Employee reimbursements – Main Campus
• Bookstore vouchers

6/30/26 – All FY25/26 goods & services "received"
7/10/26 – All Accounts Payable invoices must be approved and submitted to the Finance Office
7/18/26 – Final FY25/26 Accounts Payable check run
6/18/26 – Final FY25/26 payroll pay date – contracted staff
7/18/26 – Final FY25/26 payroll pay date – limedcard staff (paysdays of 6/28-7/11/26)



Lehigh Carbon Community College
4095 Education Park Drive
Schuylkill County, PA 18207
610-799-2121

Thursday, May 28, 2026
Events
Lookstore
Accessibility Statement
Helping and Events
Contact Us

Weather Alerts
Rights & Protections
Right To Know
Employment
Student Consumer Information
Sitemap