



June 4, 2026

### Submit Your College Voice News

All College Voice submissions are due by 12 a.m. Wednesday for Thursday publication. Special exceptions will apply. Please email all associate title and achievement announcements, as well as submission, and all information, links and attachments to 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's made your day better. Perfect for those everyday moments of appreciation!

**Nominate Your Colleagues**

### Quick Links

- President's Desk June 2026
- State Board of Higher Education
- Events
- 'This Week' Student Newsletter
- Recent Safety and Security Concerns
- Sexual Harassment and Sexual Violence
- Academic College Reporting

### Marketing Project Requests

LCCC College Relations staff can turn your creative ideas into reality. Whether it's a social media campaign, 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 [LCCU and Self-Resources](#).

### Working @ LCCC

#### Duplicating Center and Mail Room Service Windows Hours

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

#### Lobby Hours

7:30 a.m. - 7 p.m., Monday through Thursday, 8 a.m. - 5 p.m., Friday

Counter services Monday through Friday at all sites.

#### Bookstore Hours

12 a.m. - 12 p.m., Monday through Friday, 9 a.m. - 5 p.m., Friday, 9 a.m. - 11 p.m., Saturday and Sunday, CLOSED.

#### Library Hours

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

#### Wellness Center Hours

Monday through Friday, 9 a.m. to 5 p.m., closed on Saturdays, Sundays, and Holidays. \*All hours subject to change.

### President's Cabinet Members Open Office Hours

**President Dr. Ann D. Reber**  
Appointments can be made via Zoom. Email [ann.reber@lccc.edu](mailto:ann.reber@lccc.edu) to schedule an online meeting.

**VP Dr. Cindy Henry**  
Tel and 3rd Thursday from 4 to 5 p.m. Email [cindy.henry@lccc.edu](mailto:cindy.henry@lccc.edu) to schedule an online meeting.

**VP Larissa Verta**  
Tel and 3rd Thursday from 4 to 5 p.m. Email [larissa.verta@lccc.edu](mailto:larissa.verta@lccc.edu) to schedule an online meeting.

**Interim VP Sherry Best**  
Tel and 3rd Thursday from 10 to 11 a.m. and 2nd and 4th Fridays from 10 to 11 a.m. Email [sherry.best@lccc.edu](mailto:sherry.best@lccc.edu) to schedule an online meeting.

**Dean Dr. Josh Reardon**  
Wednesdays, 8 to 9 a.m. or 4 to 5 p.m. Email [josh.reardon@lccc.edu](mailto:josh.reardon@lccc.edu) to schedule an online meeting.

**Dean Dr. Tomaha Taylor**  
Mondays, 10 to 11 a.m. or 4 to 5 p.m. Email [tomaha.taylor@lccc.edu](mailto:tomaha.taylor@lccc.edu) to schedule an online meeting.

**Interim Dean Andrea King**  
Tuesdays from 10 to 11 a.m. or 4 to 5 p.m. Email [andrea.king@lccc.edu](mailto:andrea.king@lccc.edu) to schedule an online meeting.

**Dean Dr. Kelly Trahan**  
Mondays from 3 to 5 p.m. Email [kelly.trahan@lccc.edu](mailto:kelly.trahan@lccc.edu) to schedule an online meeting.

**COO Joshua Mitchell**  
Tuesdays from 11 a.m. to noon. Email [joshua.mitchell@lccc.edu](mailto:joshua.mitchell@lccc.edu) to schedule an online meeting.

**Dean Scott Smith**  
Email [scott.smith@lccc.edu](mailto:scott.smith@lccc.edu) to schedule an online or face-to-face meeting.

## ANNOUNCEMENTS

### LCCC Foundation Announces Nearly \$500K in Scholarships for Lehigh County Residents

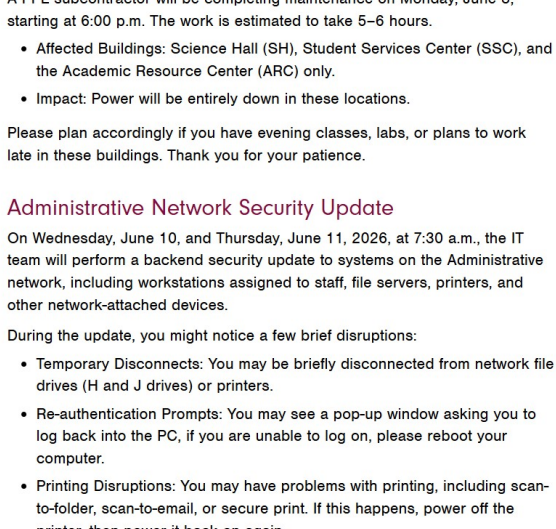
The Lehigh Carbon Community College Foundation announced an incredible expansion of financial support for future and current Lehigh County students at Lehigh Carbon Community College during a press conference on Tuesday, June 2.

With new funding, almost \$500,000 in scholarships will go to Lehigh County residents.

LCCC is removing major financial barriers and opening doors to higher education and workforce training right here in our community. A large portion of the funds is dedicated to a "Second Chance" initiative for individuals who have faced incarceration or struggled with opioid use, covering 100% of tuition for high-demand workforce certifications like healthcare, IT, and commercial driving (CDL). Funding is also available for recent high school graduates looking to continue their education.

For the full story and video segment, check out [WFMZ's Coverage](#) of the Press Conference.

### Nurse Pinning and Tying Tassels



The energy was electric at the PPL Center in Allentown on Monday, May 18, as Lehigh Carbon Community College hosted its 50th Commencement and Nurse Pinning Ceremony. LCCC celebrated the graduates' resilience and academic excellence as they transition from dedicated students to skilled professionals and community leaders.

The smiles, the tears, and the celebrations were all caught on camera. Check out the highlights from both events and see if you can spot yourself or your friends!

**Check out the official photo gallery on Flickr**  
**Cheers to all our LCCC graduates. Keep making us proud, Cougars!**

### Scheduled Power Outage: June 8

A PPL subcontractor will be completing maintenance on Monday, June 8, starting at 6:00 p.m. The work is estimated to take 5-6 hours.

- Affected Buildings: Science Hall (SH), Student Services Center (SSC), and the Academic Resource Center (ARC) only.
- Impact: Power will be entirely down in these locations.

Please plan accordingly if you have evening classes, labs, or plans to work late in these buildings. Thank you for your patience.

### Administrative Network Security Update

On Wednesday, June 10, and Thursday, June 11, 2026, at 7:30 a.m., the IT team will perform a maintenance on LCCC's systems on the Administrative network, including workstations assigned to staff, file servers, printers, and other network-attached devices.

During the update, you might notice a few brief disruptions:

- Temporary Disconnections: You may be briefly disconnected from network file drives (H and J drives) or printers.
- Re-authentication Prompts: You may see a pop-up window asking you to log back into the PC; if you are unable to log on, please reboot your computer.
- Printing Disruptions: You may have problems with printing, including scanning-to-email, or secure print. If this happens, power off the printer, then power it back on again.
- Banner: Logins through OXIS should not be affected.

**Tip:** If any applications or network drives exhibit access issues or atypical behavior, please restart your workstation or device.

We thank you for your patience as we continue cybersecurity improvements to keep LCCC secure!

### LCCC IT Support Services

610-799-1161  
[helpme@lccc.edu](mailto:helpme@lccc.edu)  
<https://help.lccc.edu>

### Phlebotomy Students Need to Practice Sticking

**Volunteers Wanted!** Our students are ready to transition from trainees to people. Your help is essential for them to meet the clinical requirements to become a Phlebotomist.

- Safe & Hygienic Environment
- Minimal Discomfort
- Students are supervised by an instructor.
- Volunteers will be done in less than 30 minutes.
- Tip: If any applications or network drives exhibit access issues or atypical behavior, please restart your workstation or device.

**Stop by Anytime from 6:00 pm - 9:00 pm, on the following days:**

- Monday 6/29/2026
- Tuesday 7/12/2026
- Wednesday 7/17/2026

### Fiscal Year 2026 Year End Deadlines

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 Jobs
- Travel reimbursements – Main Campus
- Employee reimbursements – Main Campus
- Bookstore vouchers

6/30/26 – All FY25/26 goods & services "received"  
7/1/26 – Final FY25/26 Accounts Payable check run  
7/16/26 – Final FY25/26 payroll pay date – contracted staff  
7/16/26 – Final FY25/26 payroll pay date – timecard staff (paydays of 6/26-7/11/26)

### Summer Cornhole League

**Cornhole League** starts July 14 and runs for 3 weeks with a tournament on Thursday, July 30. Teams are made up of up to 4 people (2 on the boards, 2 for reserve). 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. Game dates 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 or Zach.



## SPIRIT & 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 – Lauau on the Lawn (Summer Picnic)  
July 1- America's 250th Anniversary – Wear Red, White, & Blue and receive a free hot dog!

For questions about any upcoming events, please reach out to Ginny Hartzog at [vhertzog@lccc.edu](mailto:vhertzog@lccc.edu) or Tara Frana at [tfarna1@lccc.edu](mailto:tfarna1@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 see <https://lccc.edu/spotlight> 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 unattended or unexpected change in the contact between the feet and the ground or walking surface. [AboutSlip&Fall](#) are tips to aid in the prevention of slips, trips and falls.

#### Quick Reference for Medical Emergencies on Campus

**If someone injured or ill occurs on campus, CALL 911.** After you call 911, call Public Safety at x110 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 x110. All Public Safety officers are trained in first aid and CPR.

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

#### All New Employees

The college's online training program is a 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. Requested Online Trainings  
Below are the online trainings that will be emailed to you from Know4. 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.

FEIPA 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 at the Lehigh Valley this Summer to look forward to. If you have any questions, reach out to us at [onlinelearning@lccc.edu](mailto:onlinelearning@lccc.edu)

#### Online Learning Courses Available

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

#### Office Hours

Schedule a meeting with staff members 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 completion to continued learning. A number of different badges are available to anyone who completes the required training and earns a certificate. The training requirements for each badge are outlined on the [page](#). If you have any questions about the digital badges or the requirements, for them please contact [onlinelearning@lccc.edu](mailto: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's made your day better. Perfect for those everyday moments of appreciation! [Submit Your Employee Appreciation Shout Outs](#).

### 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 committees within the college that have demonstrated 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 are to foster a culture of continuous improvement and encourage further innovation within the college.

The LCCC Innovation Award is an annual award 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 program page 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:

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 of a process and/or policy which results in time savings, workflow enhancements, cost savings, revenue increases, improved services, 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.

#### Purpose 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 healthy.

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 program page on display in 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 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 transform their collective workflow to forge new paths and achieve results.
4. They made clear communication and constructive conflict resolution. They used a 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 from the Employee Appreciation Ceremony each May. One recipient will be selected from each of the following groups: CSP 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 college community. [Nominations Callsheet 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 Collaborator
    - 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, inspire and encourage 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

### State Board of Higher Education Interactive Data Dashboard

For the first time, Pennsylvanians can access a broad 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 finances by region, institution, and other filters.

<https://www.oa.gov/agencies/abhe/data-dashboard/>

### 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 your academic software needs. Thank you for your cooperation in helping us streamline our digital campus resources!

### 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, all workstations will be a-lacking of physical and common areas to remove all Avaya hardware 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 date above.

#### Standardizing on Zoom Softphone

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 have a new Zoom-compatible handset installed.

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 at <https://help.lccc.edu> or email [helpme@lccc.edu](mailto:helpme@lccc.edu). A limited number of headsets are available.

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

#### 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 "My Employee Workholding Advances eForm".
- 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 1-2 weeks for the changes to take effect.

[IRS instructions and Tax Withholding Estimator](#)

### 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 [L.Timothy@lccc.edu](mailto:L.Timothy@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](mailto: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](mailto:ap@lccc.edu)



Lehigh Carbon Community College  
4525 Education Park Drive  
Schuylkill County, PA 19078  
610-799-2121

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