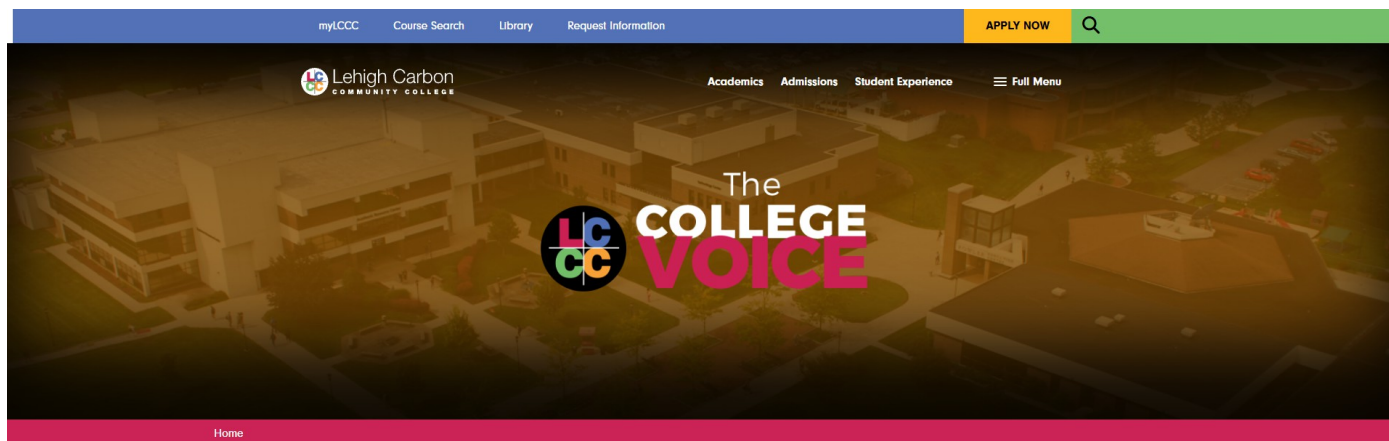




September 3, 2026

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, 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 acknowledge someone who's made your day better, perfect for those everyday moments of appreciation!

[Nominate Your Colleagues](#)

Quick Links

[President's Desk September 2026](#)

[State Board of Higher Education](#)

[Events](#)

[*This Week* Student Newsletter](#)

[Report 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](#)

[Leadership Team](#)

[Academic Council](#)

Registration Status Reports

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

ANNOUNCEMENTS

Stay "In the Know" about Middle States!

Do you know the Seven Standards of Excellence at LCCC? Every week, check out College Voice to learn a new Standard and stay In the Know!

Standard II: Ethics and Integrity

Overview: Demonstrates the institution's commitment to ethical conduct, transparency, operational integrity, and fair treatment across all aspects of governance and academic affairs. It encompasses compliance with legal regulations, academic freedom, non-discrimination policies, and clear, honest communication with all constituents.



Cougar Cabinet

The LCCC Cougar Cabinet provides supplemental food options and personal care items to LCCC registered students, staff, and faculty. This program is free and confidential, and you do not need to provide any documentation of need. However, a self-declaration form must be completed in person. Anyone interested should contact their preferred campus location listed below.

- Main campus (Schnecksville)
 - communityresources@lccc.edu
- Donley Center (Allentown)
 - donley@lccc.edu
- Morgan Center (Tamaqua)
 - morgan@lccc.edu



If you are Interested in donating or holding a department drive, check out our [donation flyer](#) for examples of items we can accept, and reach out to your campus of choice to schedule a drop-off. The Main Campus also has donation station carts set up at the Student Union (lower level), Academic Resource Center (cafeteria), and Barrier Hall (lower level), where items can be dropped off. You can also donate online through the [LCCC Foundation](#) student health and wellness general scholarship fund by using the "apply my gift to" drop-down box and selecting the Cougar Cabinet food pantry option.

Department Spirit Day!



Get ready to make a bold statement—literally! The Spirit Committee is excited to announce our next campus-wide event: Department Monochromatic Spirit Day.

On Friday, September 18, we're asking each department to pick one single color and wear it from head to toe. Whether your team goes all-out in classic navy, radiant yellow, sleek black, or vivid crimson, we want to see a full

Working @ LCCC

Duplicating Center and Mail Room Service Window Hours

8 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.

Courier services Monday through Friday to all sites.

Bookstore Hours

Monday-Thursday: 9 a.m.-5 p.m.; Friday: 9 a.m.-1 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: Varies in May, please see Spirit and Wellness Section; Saturday and Sunday: CLOSED.

*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@lccc.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 rblue@lccc.edu to schedule a meeting.

VP Larissa Verta

Access virtual and in person office hours on Mondays from 3 to 5 p.m., Tuesdays from 9:30 to 10:30 a.m., and Thursdays from 12:30 to 2 p.m., or email gvlitt@lccc.edu to arrange a scheduled meeting.

VP Stacey Betz

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 mbowen4@lccc.edu to schedule an online meeting.

Dean Dr. Jodi Rowlands

Wednesdays, 8 to 9 a.m. or 4 to 5 p.m. Email jrowlands@lccc.edu to schedule a meeting.

Dean Dr. Tonisha Taylor

Mondays from 10 to 11 a.m. or 4 to 5 p.m. Email ttaylor13@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 aking7@lccc.edu to schedule a meeting.

Dean Dr. Kelly Trahan

Mondays from 3 to 5 p.m. Email ktarahan@lccc.edu to schedule an online meeting.

CIO Joshua Mitchell

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

Dean Scott Aquila

Wednesdays 8:30 to 10:30 a.m.; Thursdays 2 to 4 p.m. Email saquila@lccc.edu to schedule an online or face-to-face meeting.

rainbow across campus!

Gather your team for a group photo during the day! Submit your department group photos to Erin Vermeulen, evermeulen@lccc.edu. Departments will be featured in the next issue of the College Voice!

Let's bring some energy and color to our workspace. Start coordinating with your team today!

Put Your Middle States Knowledge to The Test

Every week, you will be given a question related to LCCC's Mission, Vision, and/or Value statements to prepare you for our upcoming Middle States visit. Answer at least one question correctly, and you will be entered into a drawing for a gift card prize! Winners will be randomly selected at Development Day on 10/13.

Note: You must be present at Development Day to receive a prize.

To answer this week's question, please see the following [Google Form](#).



Call for Volunteers for Development Day Trivia

The Spirit Committee is looking for twenty brave faculty and staff to participate in LCCC Development Day Trivia on Tuesday, October 13, in the ballroom. All participants receive an LCCC T-shirt and swag, and the winner will receive a \$50.00 Amazon gift card! If we receive more than twenty entries, a raffle will determine the participants. So, brush up on the LCCC Mission, Vision, and 7 Community Standards, and you may walk away with the grand prize!

[Register here](#) on or before 10/9/2026. You will be notified on 10/12 if you have been selected to participate.

Dr. Douglas Launches Her Book On Risk Management

Dr. Remedios Bernadine Douglas published a book, ISBN: 979-8-234-12258-2 and ISBN: 979-8-234-12259-9, which shares her approach on risk management for managers and leaders. Her approach, using the well-known traffic light and road sign symbols, helps identify risk events and outline possible outcomes.

Visit basicallyforbusiness.com to order your copy of the book.



Exciting Updates to Our Social Media & Marketing Requests!

Got a project, event, or announcement to share? We are here to support you and bring your ideas to life!

To ensure your content looks its absolute best, we've updated our submission process so you get a direct say in final edits before going live.

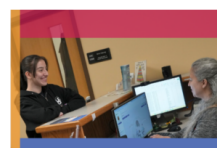
What's Changing?

- New 2.5-Week Timeline: Submissions for social media promotion and email communications now require 2.5 weeks. This gives our team time to build high-quality assets and gives you time for review and minor edits!
- Special Requests: Need a faster turnaround? These can still be accommodated with direct approval from Fatima Alba and Diane Furchner in the Office of College Relations.

Submit your project details today via the [Social Media and Marketing Request Form](#)!

LCCC Recognized for Efforts to Support Mental Health and Prevent Suicide by the Pennsylvania Department of Education

LCCC's efforts have earned recognition by the Pennsylvania Department of Education (PDE), and we are once again receiving the PA CARES 2026-2027 designation for our commitment to preventing suicide and promoting mental health and wellness for our learners. Associate Dean of Student Development Brian DeLong received the certificate on behalf of the Counseling Center and Community Standards. PA CARES, which stands for "Connect, Assess, Respond, Encourage, Support," recognizes postsecondary institutions that have implemented Act 110 mental health and suicide prevention plans, enabling school staff to engage with the campus community and empowering students to seek help when they need it. This is the third time that LCCC has been recognized by the PDE for our work promoting suicide awareness and prevention.



National Coffee Day

The Spirit Committee is hosting a special Spirit Day on Tuesday, September 29th, for National Coffee Day! Join us in Lot B between 7:30 a.m. and 10:00 a.m., where Hope & Coffee's coffee truck will be serving one free beverage each to faculty and staff.

Please bring your LCCC ID to receive your complimentary morning pick-me-up. Faculty and staff at the Morgan and Donley locations who are on campus that day will receive vouchers (while supplies last). For more information, contact Jennie Hontz at jhontz@lccc.edu.



Strengthening Stress Resilience Through Mindfulness Spots Remain – Sign up Today!

The Spirit Committee in conjunction with LVH Jefferson Health invites you to attend a six-week workshop which focuses on exploring how mindfulness can strengthen stress resilience and foster emotional balance. You will be led through guided practices and reflective discussions. You will learn how to respond to stress with greater clarity, calm, and self-awareness.

Each session builds on the previous one. Workshops held on 9/17, 10/15, 11/19, 12/10, 1/27, and 2/18 in the Alumni Center 107/108 at noon. The workshop is approximately one hour.

RSVP's being accepted until 9/16.

For additional details, contact jrooney@lccc.edu

WISE Forum Event

Know a student who could benefit from building their network and exploring career paths in STEAM?

Encourage them to attend the WISE Forum on November 18 from 5:30 p.m. – 8:00 p.m.! It's a great opportunity for students to connect with leading professionals, gain valuable industry insights, and learn how to advance their future careers.

Students attend for free!



WISE FORUM

WOMEN IN SCIENCE AND ENGINEERING
DA VINCI SCIENCE CENTER



Presented by

 **BROADCOM** FOUNDATION

 **sanofi**

Connect with inspiring STEAM professionals and fellow students at the annual WISE Forum! Build your network, explore career possibilities, and gain insights and connections that can help you grow personally and professionally. Connect, learn, and take your next step toward a STEAM career!

NOV 18

5:30-8:00PM



davincisciencecenter.org/wiseforum

SPIRIT & WELLNESS

Spirit Committee Upcoming Events

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

September 17- Mindfulness Series (RSVP Required)

September 18- Spirit Day; Monochromatic Day (Each department chooses a department-wide color for everyone to wear)

September 29- National Coffee Day

October 15- Mindfulness Series (RSVP Required)

October 29- Spirit Day; Dress in Halloween Costumes

November 18- Virtual Bingo

November 19- Mindfulness Series (RSVP Required)

December 9- Holiday Breakfast

December 10- Mindfulness Series (RSVP Required)

December 14- Holiday Potluck Luncheon

December 16- Virtual Bingo

For questions about any upcoming events, please reach out to Ginny Hertzog at vhertzog@lccc.edu or Tara Frana at tfrana1@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 [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 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 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 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 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, Remote Course Certification, Excellence in Instruction, Zoom, Canvas Studio, Blooms 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'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 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 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 or improvement of a process and/or policy which results in time savings, workflow enhancements, cost savings, revenue increases, improved service, 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 perpetual plaque 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 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 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 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 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

Timesheet Submission & Approval Date Update

Due to the Labor Day holiday, all timesheets are to be submitted by 9 a.m. and approved by noon on Friday, September 4.

Disney College Program – Spring 2027

Since 1989, LCCC has sent over 450 students to Florida to experience a one-semester internship at the Disney parks. This six-credit internship is listed in our catalog as IDS 270.

The Disney Company has begun recruiting for the Spring 2027 semester. Interested students may apply online on the [Disney College Program website](#).

Any questions, please email Walt Sweedo at sweedo.lccc@gmail.com.

Community Resources and Basic Needs (CRBN)

The LCCC Community Resources and Basic Needs Program serves LCCC students who seek basic needs assistance in areas such as food, housing, utilities, and more by connecting them with resources that may be available on campus or in the community. If you would like to refer a student to our services, please have them complete the Community Resources and Basic Needs [Intake Form](#), and recommend that they be as specific as possible in the additional details application field, to help us with matching the area of need with the appropriate resources and their eligibility criteria.

If you are a staff or faculty member who has a concern regarding a student's basic needs, you should complete the [online StART Report](#) for CRBN services. To do so, choose the Community Resources and Basic Needs concern option as the nature of the report.

Travel Forms

Finance is pleased to introduce two new Dynamic Forms –the [Travel Request Form](#) and the [Travel Expense Voucher](#) for Multiple Day Trips. Both forms can be found on the LCCC Portal. If you have questions about either of these forms or any of the Finance forms, please contact Maria Bowen at mbowen4@lccc.edu or Mary Decker at mdecker@lccc.edu.

Counseling Center at LCCC

The Counseling Center extends to you a warm Welcome to Fall semester 2026!

In case you did not know, we have a Counseling Center on campus that provides free, confidential mental health support from licensed and professional Counselors to current students.

We are available to see students in person at our office located in the Student Services Center, room 126, or via Zoom to any site only or online students.

To schedule an appointment or if you have questions, please call 610 799-1895. If you get our voicemail, please leave a message including your name and L#. You can also email us at counselingcenter@lccc.edu and visit our [College webpage](#).

Kathy Baker Retirement Party

Please join the IT Department in celebrating Kathy Baker's retirement and thanking her for her years of dedicated service to our college community! Stop by to share memories, wish her well, and enjoy light refreshments.

Date: Tuesday, September 8

Time: 1:00 p.m. – 3:00 p.m.

Location: SSC 120

All faculty, staff, and students are welcome to attend.

Academic Council Proposal Form Now Available

Have you ever wondered how to bring an academic issue, idea, or proposal to Academic Council?

The Academic Council Proposal Form is now available for faculty, administrators, and staff who would like to submit a request for consideration by Academic Council.

Finding the form is easy:

1. Go to Faculty and Staff Resources
2. Select Forms.
3. Choose Academic Forms.
4. Look for Academic Council Request Form-it is the first form listed.

Please use this form to submit your request. We encourage your ideas! If you have an idea that could improve our academic programs, policies, processes, or our experience as LCCC employees, we would love to hear it!

If you have any questions, please reach out to Jenna Duke, Academic Council Chair, at jduke@lccc.edu.

Recreation Pickleball League

Pickleball League is coming to LCCC!

Join us for pickleball in September at Berrier Hall Gymnasium.

September 3, 10, 17 & 24

Games at 2:30 p.m. & 3:00 p.m.

20-minute games | First to 11

Register individually or as a team

Teams can have up to 4 players (2 on the court, 2 reserves)

Registration closes Friday, August 28. Register using the Pickleball Recreation League [Google Form](#).



New Mileage Reimbursement Rate

As of July 1, 2026, the new IRS mileage rate is .76 cents per mile driven.

Student Loaner Laptops

All student loaner laptops have been signed out. Students may contact the library to be placed on a waiting list for a laptop if any more become available. The waiting list does not guarantee students will receive a laptop, so students should be encouraged to seek other solutions if the need is urgent.

LCCC Alerts – Automatic enrollment for all Students, Faculty, and Staff

To enhance campus safety and ensure vital communication reaches everyone quickly, LCCC is transitioning the Omnilert emergency messaging system to a completely opt-out model. Moving forward, all active students, faculty, and staff are automatically enrolled to receive urgent text and email alerts regarding campus emergencies, weather delays, and safety notices.

To confirm your contact information, please log into the [myLCCC portal](#) to verify or update your cell/mobile number in General Self Service. We recommend you confirm your cell/mobile number before the test of the LCCC emergency messaging system scheduled for September 1st at 12:00 pm. To opt out of emergency messaging, simply reply 'STOP' to the test message.

Instructions on adding or changing your cell number are available on the [IT Help Site](#).

Reporting an Incident in StART

If you are aware of an incident that concerns you, like student behavior or emotional concerns, or possible violations of the LCCC Code of Student Conduct or the academic honesty policy, the college has an online reporting tool called StART that allows you to make an official report. You can access this online form by clicking on "StART" in the LCCC portal under Faculty/Staff Resources and then following the prompts.

All submitted reports are reviewed by Associate Dean Brian DeLong and Safety/Emergency Management Coordinator Eric Minnich. In addition to filing a StART report, if the circumstances also include a threat of violence or harm to a member of the college community, you should report that immediately to Public Safety by calling 610 799-1169. Officers are on campus 7 a.m. – 10 p.m. Monday through Thursday; 7 a.m. – 5 p.m. Friday; and 7 a.m. – 6 p.m. Saturday. If you have questions regarding StART, or if you would like to schedule a StART training, email Associate Dean of Student Development Brian DeLong at bdelong2@lccc.edu.

Request for Payment Form Guidelines

Request for Payment Reminder

The form is to be used for:

- Amazon requests
- Seminar Fees
- Registration Fees
- Subscription Fees
- Food purchases under \$250

The form is not to be used for:

- Travel Reimbursement
- Employee Expense reimbursement
- Recurring expenses **
- Purchases of goods or services over \$500 **

** Please submit a purchase requisition.

When in doubt, please reach out to Joe Hardenberg or Mary Decker in the Finance Office.

Fall Food Trucks Return Tuesday, 9/8

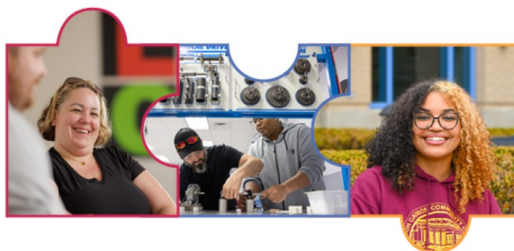
College Relations is happy to report a full fall food truck schedule arriving on campus on Tuesday, September 8. Food trucks will be on campus every Tuesday and Wednesday from 10:30 a.m. to 2:30 p.m. through November 18 – Rain or Shine.

In addition, we have added a lunch option for Thursdays. Stop by and try Yarnall's Deli who will be serving a home-cooked meal from 10:30 a.m. to 1:30 p.m. at the ARC Cafeteria!



WEDNESDAY	THURSDAY
LCCC Mall 10:30 a.m.-2:30 p.m. Cash or card	ARC Cafeteria 10:30 a.m.-1:30 p.m. Cash, card or Apple Pay
9/8 JRads Woodfire Pizza 9/9 Buns on the Go 9/15 Vince's Cheesesteaks 9/16 Take-a-Taco 9/22 Slide on By 9/23 Cactus Blue 9/29 JRads Woodfire Pizza 9/30 Take-a-Taco	Thursday, 9/10 Choice of 6" Turkey & Cheese, Italian, Ham & Cheese or Veggie Sub, with Pasta Salad Thursday, 9/17* Meatballs with Pasta & Marinara Sauce and Roll Thursday, 9/24* Chicken Parm Sandwich with Tossed Side Salad Thursday, 10/1* Cheeseburger / Hamburger with Macaroni Salad on side *Vegan Salad Meal options also available this date.

Save the Date- Development Day, October 13!



Please mark your calendars for our upcoming Development Day on Tuesday, October 13!

Designed for all college employees, the event will begin with morning refreshments, followed by an introduction and overview of Middle States Education, a guest speaker presentation, and interactive Spirit Committee activities.

In-person attendance is required for all faculty and staff during Development Day, as the college will be closed for the morning session. Employees unable to attend during the morning session must submit a leave request (to use accrued personal/vacation time) to their supervisor or dean.

- Date & Time: October 13, 2026
 - Optional Morning Refreshments: 8:00 a.m. – 8:30 a.m.
 - Main Program: 8:30 a.m. – 11:15 a.m.
- Location: CSC Ballroom

For any dietary restrictions, please send a message to events@lccc.edu with your restrictions and refer to "Development Day October 13, 2026."

Join us for a morning dedicated to learning, collaboration, and celebrating our LCCC community! A full schedule and additional details will be shared as the date approaches.



Lehigh Carbon Community College
4525 Education Park Drive
Schnecksville, PA. 18078
610-799-2121

Join the Conversation



News
Events
Bookstore
Accessibility Statement
Meetings and Events
Contact Us

Weather Alerts
Policies & Procedures
Right To Know
Nondiscrimination
Employment
Student Consumer Information
Sitemap

Privacy and Terms of Use | © 2026 Lehigh Carbon Community College