



LINDENWOOD
UNIVERSITY

DIGEST

EMPLOYEE NEWSLETTER

July 21, 2021

CAMPUS-WIDE NEWS BROUGHT STRAIGHT TO **YOUR INBOX.**

GOOD MORNING LINDENWOOD LIONS!

Process Improvement Task Force

Chair(s): Brittany Brown and Joe Zitta
Members: Rachael Heuermann, Cynthia Schroeder, Jennifer Firestine, Annie Alameda, Tom Wagganer, Jason Owen, Molly Hudgins, Kathi Vosevich, Dan Plate, Adam Benkendorf, Tom Falls, Chanda Jackson, and Jessica Schroer

In effort to provide Q2 service excellence to our employees, the Process Improvement Task Force (PITF) was formed in 2019. Many improvements have been made to ensure Lindenwood is a great place to work and learn. For example, increased awareness and accessibility were added to the LARC and field house, overall signage on campus was improved and street signs were added for campus navigation. Additionally, purchasing options were enhanced with the Amazon punch-out process, student user account accuracy was elevated, and increased timeliness of Residential Life key creation was accomplished.

LATEST NEWS

Be in the know!

[Read Campus News](#)

VOLUNTEER OPPORTUNITIES & DONATIONS

Help the community

- **July 26 - 30:** Donate school supplies to CAB between 8 a.m. - 5 p.m. in Evans Commons 3040
- **July 30:** LindenGiving Volunteers Needed, [Sign up](#) to revitalize St. Charles West High School
- **Aug. 17-18:** Move-in Volunteers Needed from 9 a.m. - 3 p.m., [Sign up](#)

Recently, the task force has worked with Public Safety to note traffic concerns on campus; they plan to roll out a Traffic Safety Campaign this coming fall. The campaign priorities are stop signs, cross walks, and traffic hazards at the Spellmann Center and Evans Commons.

Processes currently under review: improving adjunct instructor onboarding and training, simplifying registration for internships and transfer course evaluations, streamlining name changes in various locations, and centralizing oversight of volunteers on campus. We plan to continue building on this foundation to improve our processes university-wide.

If you interact with a process that could use a refresh, submit the details and ideas for increased efficiency [here](#). PITF will review with the appropriate stakeholders. We look forward to partnering with you on this journey!

[Submit a Process for Review](#)

STAY CONNECTED

[Join LindenConnect](#)



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REMINDERS

Never miss a deadline.

- **Nominate** an outstanding staff member for a **Recognition Award**

Town Hall - Tuesday at 1 p.m.

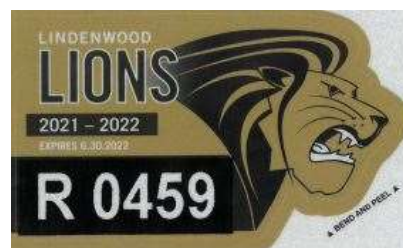
Dr. Porter invites all colleagues to join a community Town Hall on Tuesday, July 27 at 1 p.m., via Zoom. **Register today!**

Joining the call are Rob Westervelt, Dr. Deb Ayres, TJ Rains, Dr. Cynthia Schroeder, and Rick Baniak. They will share important updates and exciting announcements!

Questions can be submitted in advance to presidents_office@lindenwood.edu. The meeting will be recorded for any colleagues who are unable to attend.

Vehicle Registration is now open

It is time to register your vehicle! To obtain your parking permit, go to the "LU Home" page. Select "Portals". Select "StarRez". Click on "Vehicle Registration 2021-2022" in the gold banner at the top of the page. Enter your vehicle information. That's it! Staff permits will be delivered to the department you work in. Faculty and Adjunct faculty will be notified by email for delivery options. It is required that all employees of the university display a parking permit. The permits should be displayed on the lower left corner of the rear window.





Student Financial Services Welcomes a New Director

We are thrilled to announce that Candice Brooks has been promoted to Director of Student Financial Services (SFS). Candice has over 10 years of experience in financial aid with a specific focus in FA compliance. She has been a trusted SFS team member leading the operations team through various automation projects. Candice will play an integral role in the Anthology SIS implementation and will be a key resource for campus stakeholders.

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HAVE A STORY YOU'D LIKE
TO SHARE OR AN EVENT
YOU'D LIKE TO PROMOTE?

SUBMIT IT!



SUBMIT TO THE DIGEST

To have your listing appear in the Digest, please fill out the **Project Request Form** (be sure to choose "Communications and Public Relations" for type of request) by 5 p.m. on Mondays. The Digest is sent every Wednesday. Submissions for the same story can be made every four weeks. All entries to the Digest are subject to editing prior to running.

MORE INFORMATION

Q2 MOMENTS

Karin May has been managing the daily COVID screening reminders, a very manual process which requires scheduling each one individually. PPT recently revised the COVID screening reminder communication and delivery for the fall semester, and Karin made all of the updates in an incredibly fast manner. The colleague submitting this Q2 Moment said they appreciate Karin's quick turnaround and completion of this update which benefits our entire campus community! Thank you, Karin, for all you do in IT and beyond!

-Q2 Team



Submit Your Q2 Moment



SUMMER HOURS

LARC/LIBRARY SERVICES

- Monday - Thursday: 8 a.m. - 6 p.m.
- Friday: 8 a.m. - 5 p.m.
- Saturday: 10 a.m. - 2 p.m.
- Sunday: 2 - 6 p.m.

EVANS COMMONS REC CENTER

- Monday - Friday: 8 a.m. - 4:30 p.m.
- Saturday and Sunday: Closed

STARBUCKS

- Closed for the summer
- *Opening Aug. 22!*

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