



LINDENWOOD
UNIVERSITY

DIGEST

EMPLOYEE NEWSLETTER

November 3, 2021

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

GOOD MORNING LINDENWOOD LIONS!

Year-end Information Review

The year-end is approaching. It is important to review several pieces of information in Workday to ensure accuracy as Human Resources prepares to create tax, ACA forms, and benefit connector files for the new year.

Review the following information in Workday:

- Name – correct spelling and legal name matches social security card
- Address – accurate and up-to-date
- Social security number

You may also want to review your W-4 elections or elect paperless delivery of your tax documents. For all of the tasks, Human Resources has a how-to guide for completing in Workday.

If you have any questions please contact **Monica Seiter**.

LATEST NEWS Be in the know!

[Read Campus News](#)

REMINDERS Never miss a deadline!

This is the final week of open enrollment! Complete your screenings and review your elections by Friday, November 5 at 4 p.m.

STAY CONNECTED

[Join LindenConnect](#)



Brand Vision – LU Giveaway!

One of Lindenwood's strategic plan initiatives is Brand Vision - making sure that Lindenwood is a top-of-mind entity for higher education.

To support our continued efforts, one staff, one faculty, and one adjunct will be selected to win a Lindenwood swag pack filled with LU goodies! Winners will be announced in the November 10 Digest.



[Enter Here](#)

Updated Email Signature Generator

Lindenwood has updated the [Email Signature Generator](#) for all employees.

The form includes new features, such as adding your personal LinkedIn URL, a Teams icon, and updated badges to include our Colleges of Distinction awards for 2021-22.

Lindenwood Athletics Food Drive



There is still time to donate to the Lindenwood Athletics Food Drive.

Bring your donation items to the Spellmann Center Dining Hall, now until November 5 from 11 a.m. - 1 p.m. or at the Lindenwood women's volleyball games November 5 at 7 p.m., November 6 at 3 p.m. and

November 9 at 7p.m.

For every five items donated, you will receive a raffle ticket for an opportunity to win prizes, including four tickets to an upcoming Blues game and a Mountain Dew Yeti cooler.

View the list of [acceptable items to donate](#).

Midterm Progress Survey for Fall II Courses

Attention Faculty!

Complete your midterm progress survey the week of November 8 when prompted in LindenCircle. This survey will allow you to flag attendance concerns, missing and/or late assignments, low quiz or test scores, and give kudo's to your students. This survey will give Lion Life coaches the ability to reach out to students and assist them with any barriers they may be facing at the midterm point.



Resources on how to access LindenCircle, submit attendance, and respond to progress surveys can be found in the Lindenwood Faculty Canvas shell or you may email **Student and Academic Support Services** with questions.

Second Half Midterm Grades

Undergraduate second half semester courses midterm grades are due Monday, November 15 at 5 p.m. The grade transfer from Canvas to CAMS will occur on Tuesday, November 16. Please make sure to enter all special grades (I, AF, N, AH, BH) in the faculty portal by the deadline. The last day to withdraw with a W grade will be November 21. A student should receive an AF grade if he/she attended but then stopped attending before the 11/21/21 withdraw deadline.

Students who have these grades entered prior to the grade pull deadline (four-week, midterm, final) will be excluded from the Canvas to CAMS grade transfer process.

AH= Honors A
BH= Honors B
I= Incomplete
AF= Attendance Failure
N= Never Attended

1. Log into the Faculty Portal.
 2. Select the appropriate term.
 3. Select My Courses from the left menu.
 4. Select the appropriate Course ID.
-

Did You Miss Women Entrepreneurship Week? Watch the Recorded Sessions!

Lindenwood participated in the eighth annual Women Entrepreneurship Week October 18-22. This event highlighted and honored local women entrepreneurs by hosting two speaking engagements. If you missed this event you can now watch the recorded sessions.

Amy Mills

Recipient of the coveted Barbecue Heroine prize, leads 17th Street Barbecue as well as runs OnCue Consulting, the only barbecue business consultancy in the world, offering seminars and training in the culinary techniques behind great barbecue.

Owning Your G.R.I.T.!

A panelist of fabulous women from the number 1 Amazon Best Selling Book, *Owning Your G.R.I.T.!* Many great entrepreneurial stories were shared.

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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

Director of Student and Academic Support services, Penny Bryant, received a Lindenwood mug designed by a student that she has been working with as a token of their appreciation. Penny exemplifies the meaning of Q2 on a daily basis. Thank you, Penny!

Sarah Kozy has been with Lindenwood for just a few short months, but is already making a positive impact. A colleague said this about her, "Thank you kindly to Special Events Assistant, Sarah Kozy for making the Homecoming Parade special for participants and spectators. I was so worried about signing in and getting to where I needed to be on time but Ms. Kozy took all the worries away. Thank you so much, Ms. Kozy!" Sarah, you are living out the Q2 principles and we are excited to have you at Lindenwood!



-Q2 Team

Submit Your Q2 Moment

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LEARNING ACADEMY

Cross-Cultural Bias

November 8, 11 a.m. - 12 p.m.

This interactive, training session will help the training participants develop an awareness of how cross-cultural bias can impact those around them from different cultures. Training participants will discover campus resources and strategies to apply what they learned to their environment in order to identify and challenge their own cross-cultural bias.

[Register](#)

Implicit Bias

November 9, 1 - 3 p.m.

This interactive, training session is designed to define implicit bias, demonstrate common forms of implicit bias and the potential impact on the university community, provide resources on campus, and allow participants to examine their own assumptions and privilege.

[Register](#)

SafeZone 2.0

November 10, 1 - 3 p.m.

This interactive, training session has been designed for people who have completed Safe Zone training. Safe Zone 2.0 will focus on the current issues and laws that are impacting the LGBTQ+ community, examine prejudice and privilege, and give participants an opportunity to complete various scenarios.

[Register](#)

**DEI Task Force's Diversity Dialogue -
*Welcome to the USA - You're Hired!***

November 10, 3 - 4 p.m.

Betsy Cohen, Executive Director of the St. Louis Mosaic Project and author of *Welcome to the USA - You're Hired!*, will speak on her new book, which is a how-to for navigating an American job search for foreign-born job seekers. Bomi Park, project manager at the Mosaic Project, will share information about the Mosaic Project and the great work the Mosaic Project is doing in the St. Louis region. After Betsy and Bomi, hear from a few of our students and their experiences living, studying, and working abroad in the United States.

Register

disAbility Bias

November 11, 2 - 3 p.m.

This highly interactive, training session will help the training participants develop an awareness of how disAbility bias can impact those around them with different abilities or disAbilities. In addition, the workshop will allow participants to experience what students of various abilities experience on a daily basis, both inside the classroom and around campus. Training participants will discover campus resources and strategies to apply what they learned to their environment in order to identify and challenge their own disAbility bias. While this is a hybrid event, we strongly encourage you to attend in person. All participants will receive a snazzy t-shirt!

Register



FALL SEMESTER HOURS

LARC/LIBRARY SERVICES

- Monday - Thursday: 8 a.m. - 10 p.m.
- Friday: 8 a.m. - 5 p.m.
- Saturday: 10 a.m. - 3 p.m.
- Sunday: 2 - 10 p.m.

EVANS COMMONS REC CENTER

- Monday - Friday: 7 a.m. - 5 p.m.
- Saturday and Sunday: 10 a.m. - 3 p.m.

LU BOX OFFICE

- Tuesday-Friday: 12 - 4 p.m.
- Saturday: 10 a.m. - 2 p.m.
- Sunday-Monday: Closed

STARBUCKS

- Monday - Friday: 7:30 a.m. - 5 p.m.
- Saturday: Closed
- Sunday: 2 - 9 p.m.