



LINDENWOOD
UNIVERSITY

DIGEST

EMPLOYEE NEWSLETTER

January 26, 2022

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

GOOD MORNING LINDENWOOD LIONS!

4 Week & First Half Midterm Grade Deadlines

4 Week Grades

The deadline for 4 week full-length semester (undergrad only) courses are due Monday, February 7, at 5 p.m. The grade transfer from Canvas to CAMS will occur on Tuesday, February 8. Enter all special grades (I, AF, N) in the faculty portal by the deadline. The last day to withdraw from full-length semester courses is March 20. A student should receive an AF grade if they attended but then stopped attending before the withdraw deadline.

First Half Midterm Grades

The deadline for midterm first half semester (undergrad only) courses is Monday, February 7, at 5 p.m. The grade transfer from Canvas to CAMS will occur on Tuesday, February 8. Enter all special grades (I, AF, N) in the faculty portal by the deadline. The last day to withdraw with a W grade will be February 13. A student should receive an AF grade if he/she attended but then stopped attending before the withdraw deadline.

LATEST NEWS
Be in the know!

[Read Campus News](#)

VOLUNTEER OPPORTUNITIES

Volunteers are needed to help at both Evans Unlocked, April 29 and Late Night Breakfast, May 1.

[Sign up to Volunteer](#)

STAY CONNECTED

The grades below will need to be entered via the faculty portal prior to the deadline and are not part of the grade transfer process from Canvas to CAMS.

AH= Honors A

BH= Honors B

I= Incomplete

AF= Attendance Failure

N= Never Attended

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Dr. Martin Luther King, Jr. Leadership Awards and Rededication of the Center for Diversity and Inclusion!

The Diversity, Equity, and Inclusion (DEI) Task Force, in partnership with the Center for Diversity and Inclusion, is hosting the annual Dr. Martin Luther King Jr. Leadership Award Ceremony and the rededication of the Center for Diversity and Inclusion Ribbon Cutting event.

The event will take place Tuesday, February 22, at 12:30 - 2:30 p.m. in the AB Leadership Room on the top floor of the Spellmann Center. There will be a rededication of the Center for Diversity and Inclusion in its new space immediately following the awards ceremony.

St. Louis County Prosecuting Attorney and Lindenwood alum, Mr. Wesley Bell, will this year's keynote speaker!

If you plan on attending, please [register for the event](#).

We are accepting nominations for the Dr. Martin Luther King Jr. Leadership Award. Award recipients will be announced during the ceremony.

[Nominate Someone for the Dr. MLK Leadership Award!](#)

Electronic Version of the 2021 W-2s Now Available in Workday



To access your forms, click on the 'Pay' worklet and choose Tax Documents under the My Statements menu. If your form does not automatically pop up after the processing window disappears, you can find it on your W: drive in Workday or in your notifications.

Paper copies of the W-2s will be mailed to the home address on file.

Questions? Contact the [payroll office](#).

NEA Big Read St. Louis: House on Mango Street



Lindenwood alumna, Dr. Nikki Spotts, is working with a team of community leaders in Florissant and Ferguson to bring shared stories and artistic performances to create spaces for coming together and for healing.

The book selected for adults to read is the House on Mango Street, by Sandra Cisneros. Exciting events are planned with the St. Louis Symphony and other artists furthering the themes of the book. Additionally, on March 3 the author is planning to visit St. Louis and speak at the Grace Bible Church in Florissant at 7 p.m.

The Lindenwood Community has been invited to join with this program by offering a virtual book discussion group on January 29, February 12 and 26 at the same time the group is hosting in person groups (which you are also invited to join if that is preferable to you!).

If you would like a free copy of the book to use in participation with these discussions and the Zoom link for the discussions, please email [Joanna DeYoung](mailto:Joanna.DeYoung@lindenwood.edu).

For more information and a full list of events click [here](#).

Alumni Reunion Weekend 2022 Open House

Lindenwood is celebrating the 50, 25, and 10-year milestones from 2020, 2021 and 2022. With such a large reunion event, we are filling the weekend itinerary with activities on and off campus.

This event will feature campus tours/open houses on Saturday, April 30 from 12 – 2 p.m. We will host a walking tour to show off the beautiful campus and the exciting things happening within each college. We are looking for organizations and colleges to participate.

Involvement includes:

- Each college/organization will set up a hospitality table in their building.
- You can provide any informational packets, event calendars, swag giveaways, promotional items, job opportunities, items for sale etc.
- Must have a representative(s) there to speak with alumni that come to visit and answer any questions they might have on the college/organization.

If your organization or college is interested in participating in the walking tour, [sign up here](#).

Additionally, please contact [Sarah Kozy](#) if your college is planning any events, activities, or fundraising events, between April 29 and May 1. Alumni relations will happily add these to the Reunion Weekend itinerary.

Applications open for the Spring 2022 cohort of the Eureka Experience: Validation! Deadline is January 28.

Eureka Validation is a 12-week customer discovery program for founders prepared to build traction around their emerging business opportunity. Building on Eureka Ideation, the Validation program guides early-stage entrepreneurs through customer interviews, offer development & delivery, and

other key steps in validating a new model. Held twice a year, each cohort of up to ten startups is selected by competitive application.

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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

HR and Benefits Coordinator, Jessica Bucci, has gone above and beyond in her role(s) to ensure the safety and well-being of both students and employees throughout the pandemic. She is the go-to for any questions related to quarantine, isolation, testing, etc., and she has been an incredible campus partner to so many. She has a great attitude and is always willing to help. She is truly Q2!

With some recent IT updates, the university's email signature creator needed to be rebuilt. Jason Waack built out a new template and added new features to improve the user experience. Thank you, Jason, for going above and beyond to serve the campus community and help everyone work smarter.

Another colleague said, "I've been working virtually for a semester, and I was feeling a bit homesick and missing my colleagues/friends. Molly, Rachel, and several of my colleagues/friends from Harmon Hall mailed me a care package with goodies and handwritten notes stating how much they miss me being on campus as well. The package also included notes from my friends at the HR department and the Office of the Provost. It really made me feel like part of the LU family. It was very touching that everyone took the time to do that for me."

-Q2 Team

Submit Your Q2 Moment

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LEARNING ACADEMY

Human Resources Social Media

Did you know you can follow Human Resources on [LinkedIn](#) and [Instagram](#) for job postings, benefits reminders, professional development opportunities, and more?

Follow us on Instagram by Friday, January 28 for a chance to win a FitBit Versa 2 and other LindenWell swag!

Choosing your OER Materials Workshop

February 1, 11 a.m. – 12 p.m.
Online

In this interactive workshop we want to bring faculty experiences and librarian knowledge and searching skills together to help find materials that are available for you. We are going to go over some of the basics for searching for OER and then have discussions and breakout rooms to give you the opportunity to think and discuss methods to use and what to consider as you look for and find materials for your courses. Feel free to email [Nancy Messina](#) your topic in advance.

Register

What Can RIPL Do for You?

February 1, 12:30 - 1 p.m.
Online

During this micro-workshop we will talk about the Research, Innovation, and Partnership Lab (RIPL) at Lindenwood and what we can do to strategize and support your academic goals. This will be a great session if you are interested in grant funding, project startup assistance, partnership planning, and the range of related services available to Lindenwood faculty, staff, and students.

Register

Making Diversity, Equity and Inclusion a Reality Pt. 1

**February 2, 1 – 3 p.m.
Online**

The current landscape and climate in our country requires now more than ever, that we stand up and become part of the solution versus being bystanders and hoping change will come or progress will be made. “Hope is not a strategy”. This foundational and interactive class will help to establish a foundational understanding of diversity, equity, inclusion and belonging. We will learn together how we can contribute to and benefit from having a more diverse and inclusive culture where everyone can thrive and feel a sense of belonging while delivering a first in class academic experience to our students at Lindenwood University.

[Register](#)

Adult CPR, AED, and First Aid Training

**February 3, 9 a.m. - 12 p.m.
Lindenwood University Cultural Center**

The Adult CPR, AED, and First Aid course from the American Heart Association is designed for anyone with little or no medical training who wants to be prepared to act in an emergency at work or home. This three-hour course will prepare you for the most common types of first aid emergencies and equip you with CPR skills for adults.

The class is free and each session will have a maximum of six individuals. Please only register if you are serious about completing the course to allow space for others. Certification cards (optional) are \$20 and are good for two years. Payment will be completed prior to the course - a link will be sent to registered individuals for those that would like to acquire a certification card.

[Register](#)



SPRING 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 - 8 p.m.

EVANS COMMONS REC CENTER

- Monday - Friday: 7 a.m. - 6:30 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.