

# LINDENWOOD UNIVERSITY

---

## DIGEST

EMPLOYEE NEWSLETTER

Today's Headlines

November 19, 2019

## Nominate an Outstanding Staff Member Today!

The Lindenwood community (staff, faculty, adjuncts, students, and administrators) are invited to nominate an outstanding staff member for one of five staff recognition awards. If you know an outstanding staff member, please submit a nomination for them at the link below. There's also an opportunity to get fabulous prizes for being a nominator so don't delay. Award winners will be announced at the spring all-staff meeting on Wednesday, April 29, from 2 to 4 p.m.



[Make a Nomination Today!](#)

---

## Campus Maps Updated, Location Numbers Changed

Please review the updated [campus map](#). New campus street names have been added, and locations have been renumbered and alphabetized. Please review any information you are using that references location numbers, as all the numbers on the map have changed. The outdoor campus map monuments will be updated as soon as possible.

---

## Fall Late Night Breakfast

Are you interested in volunteering for Late Night Breakfast? Join CAB and Pedestal to

serve students a late night meal for finals week. Late Night Breakfast will be held on Monday, Dec. 9, from 10 p.m. to 12 a.m. Please sign up at this [link](#), spots are limited!

---

## Dr. Shane Williamson and Kelly Moyich - Conduct Implicit Bias Training for Ferguson



Dr. Shane Williamson, AVP for student life and diversity/dean of students/chief diversity officer, and Kelly Moyich, Title IX coordinator, conducted a two-hour implicit bias training session for the Ferguson Civilian Review Board and 25 senior-level city officials.

"The purpose of the CRB is to foster respect, trust, cooperation, and accountability between the city police department and the greater Ferguson community," Williamson said.

The training was held at the Ferguson City Hall on Nov. 18, 2019.

---

## Fashion Business and Design Fashion Show Market

Dec. 6, 2019, at the J. Scheidegger Center for the Arts (second Floor)

High School Show - 12 p.m.

Design Student Show - 7 p.m.

Purchase tickets at [LUBoxOffice.com](http://LUBoxOffice.com) or call 636-949-4433

**Lindenwood  
University**  
Fall 2019  
Fashion Show  
+ Market



## Multi-Factor Authentication is Here!

In response to growing security threats and information security audit recommendations, Lindenwood University is adopting Multi-Factor Authentication (MFA) for all faculty and staff accounts in January 2020. Information sessions are being scheduled for Nov. and Dec. 2019 to provide additional details on the implementation. To learn more, please click this [Multi-Factor Authentication](#) video link.

[Multi-Factor Authentication](#) will be enabled on all faculty and staff accounts beginning Jan. 22, 2020. However, Lindenwood IT is allowing for early registration. By opting to register now, you will add a safe and secure two-step verification method for your Lindenwood University identity

To begin the process, click on the [Register Now](#) link.

---

## **Summer Facility Request Guidebook Now Available**

The [2020 Summer Facility Request Guidebook](#) is now available for you to request camps/conferences to occur on campus for the 2020 summer. All requests are handled on a first-come, first-served basis, and a proposal must be submitted to [SKennedy@lindenwood.edu](mailto:SKennedy@lindenwood.edu) by Feb. 28, 2020.

---

## **Workday Tip**

As year-end is coming to a close, make sure your Workday home address is correct in Workday so your address is correct on your tax information.

1. Log into Workday
2. Go to the Personal Information worklet
3. View - >Addresses
4. Review your Home Contact information and make sure your home contact has a "Payroll Tax Form" on the Usage.
5. If you need to edit, click "edit" next to "Change My Home Contact Information."
6. Make sure your address, city, state, and postal code are all added before clicking "Submit."

Need help? [Click Here!](#) You can also contact the HR Office at ext. 2577.

---

## **Review of the Employee Guidebook in Workday**

Please log into your [Workday portal](#) to review and acknowledge the Employee Guidebook no later than Dec. 1, 2019. The document contains important information that pertains to all Lindenwood employees. The "task" is available in your Workday inbox for completion by the deadline.

1. After logging into Workday, go to your [Workday Inbox](#).
2. Go to the task labeled Lindenwood University Employee Guidebook. [View the guidebook](#).
3. After reviewing the guidebook, [click the checkbox](#) to agree that you have read the guidebook.
4. [Submit the task](#).

Thank you for your immediate attention.



# MOMENTS

This week's Q2 moment comes from the Spellmann Center and recognizes Adam Benkendorf. In the words of one of Adam's peers

"Greg Cole was delivering mail to Main Street like he does every morning. This particular day, Greg had a lot of mail to pick up from the offices and his mail bins were extremely full, which is normal during busy times, but today was different because the bins actually fell off the cart and the mail scattered all over the floor. Adam noticed what had happened and was quick to jump up from his desk and assist Greg with picking up all the mail from the floor."

Adam, thank you for stepping in the take care of a colleague. It is people like you who can take a potentially negative experience and turn it into an uplifting moment. We appreciate the multidimensional ways you support Lindenwood.

-The Q2 Team

Submit your own Q2 Moment [here!](#)

# LINDENWOOD

## UNIVERSITY

---

### LEARNING ACADEMY

### Student Engagement PLC Meeting

Nov. 25 from 3 p.m. to 4 p.m., LARC (Room 009)

During this meeting, attendees will come together as a Professional Learning Community (PLC) to collaboratively think about how to design more meaningful and authentic learning experiences. The goal of this PLC is to provide the space and opportunity for faculty and adjunct instructors to come together and share ideas while thinking innovatively about ways to engage our students.

[Click Here](#) to register.

---

### Q2 Holiday Lunch- All Faculty and Staff

Nov. 26 from 10:30 a.m.-1:30 p.m., Evans Commons

Join us as we celebrate the Q2 Moments we have shared over the past year. The Cabinet will serve turkey, dressing, and all the fixings. As an added bonus, you won't want to miss Terry Whittum, TJ Rains, Bria Jones, Jessica Schaffer, Adam Benkendorf, and Lindsay Kingsley as they perform some Thanksgiving tunes with their newly formed band, Staff Infection.



In order to keep the line moving at a good pace, we have assigned specific times for each division to begin dining in Evans Commons. Please note, these are only

suggested times and you are welcome to attend when it is most convenient for your schedule. [Click Here](#) to register.

## Belleville News

# LINDENWOOD

U N I V E R S I T Y

LEARNING ACADEMY

Q2 Holiday Lunch-All Employees!

Nov. 27, from 11 a.m. to 1 p.m., Alan J. Dixon Overflow

Come and celebrate the Q2 Moments we have shared over the past year and enjoy a holiday lunch of turkey, dressing, and all the fixings.

## Excused Absences

### Excused Absences - Nov. 21

The following students will be attending a field trip to the St. Louis Psychiatric Rehabilitation Center on Thursday, Nov. 21, for their Principles of Psychology class. We will be leaving campus at 11 a.m., and they should return in time for their 2:30 p.m. classes. Students have been advised to let their professors know regarding their absence for their 1 p.m. class.

Abeln, Annabelle M  
Beins, Sydney A  
Bryars, William  
Duffield, Micah Henry  
Henry, Lauren  
Huginin, Madelynn  
Maclennan, Jacob  
Oncken, Alexandria  
Pryor, Jacquavious Latray  
Shinkle, Jack

Ardrey, Kym Rene  
Bell-Nguyen, Daniel  
Bullard, Kyle  
Flanagan, Brian J  
Hess, James  
Lema Llapur, Mateo  
Madden, Jacob  
Patton, Gage  
Rosemann, Rylie A  
Simms, Lamonie

Bailey, Kapoina  
Bishop, Natalia  
Dobbins, Emilie  
Hamm, Dylan  
Horvath, David  
Long, Cassidy  
O'Connell, Nate  
Phelps, Alexis  
Salmon, Neville  
Smith, Haylee

Taylor, Morgan  
Waters, Madilyn Marie

Thompson, Benjamin Corey    Van Vleet, Luke

---

## **Excused Absences - Nov. 21 and 22**

Please excuse the following students from classes on Nov. 21 and 22 as they travel to Chicago for an ENGAGE DECA development and competition event.

Bella Rainey                      Allison Barry  
Izzy Holloway                      Erwin Reyes

## **Thanksgiving Break Hours**

### **Library Services Hours**

Wednesday, Nov. 27	7:30 a.m. - 3 p.m.
Thursday, Nov. 28	Closed
Friday, Nov. 29	Closed
Saturday, Nov. 30	9:30 a.m. - 6 p.m.
Sunday, Dec. 1	2 p.m. - 2 a.m. *extended end-of-semester hours begin

---

### **Evans Commons Rec Center Thanksgiving Week Hours**

Wednesday, Nov. 27	6:00 a.m. – 3:00 p.m.
Thursday, Nov. 28	Closed
Friday, Nov. 29	Closed
Saturday, Nov. 30	Closed
Sunday, Dec. 1	Closed
Monday, Dec. 2	Normal Hours Resume

\*Rec Center hours also include the third-floor track.

\*All guests will be asked to leave the facility 15 minutes prior to scheduled closing.

## **Volunteer Opportunities and Sign-ups**

- Nov. 25 - [Winterfest](#) decorating, 12-4 p.m. [Sign up](#) and get a Winterfest shirt. For more information, contact [Ethan Miller](#) or [Rachael Heuermann](#).

## Upcoming Events and Deadlines

- Nov 18-20 - Global Entrepreneurship Week 2019
- 

- Nov 18-22 - [International Education Week](#)
- 

- Nov. 19 - [NaNoWriMo](#) Writing Session, 4-8 p.m., #333 LARC- Writing Center
- 

- Nov. 19 - [Screenagers](#), LARC Theatre, 7 p.m.
- 

- Nov. 20 - Second-Generation Holocaust Survivors, LARC Theatre, 4-5 p.m. A panel of three speakers will share their experiences growing up as children of Holocaust survivors.
- 

- Nov. 21 - Fall [Business Ethics Panel](#), 11 a.m. - 12:45 p.m., Dunseth Auditorium (Harmon Hall)
- 

- Nov. 26 - [NaNoWriMo](#) Writing Session, 4-8 p.m., #333 LARC- Writing Center
- 

- Nov. 27 - Campus closes at 3 p.m.
- 

- Dec. 5-7 - [The Merry Wives of Windsor](#), 7:30 p.m., Lindenwood Theater
-



- Dec. 8 - [Winterfest](#) - Heritage campus, 4-7 p.m.
- 

- Dec. 15 - [The Saint Louis Ballet](#), 2:30 p.m., The Lindenwood Theater
- 

- Dec. 21 - [Martina McBride](#), 8 p.m., The Lindenwood Theater
- 

- Dec. 23 - Campus closes at 3 p.m.
- 

- Dec. 24 - Jan. 1 - Winter Break
- 

[See the full list of upcoming events](#)

## Submit Information 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 noon on the day prior to send-out. The Digest is sent every Tuesday and Friday morning during the term and on Fridays during break. Information submitted past the deadline may not be included in that edition but will appear in the following one. Entries are only subject to run once, but may run twice depending on volume of material submitted that week. Please note, all entries to the Digest are subject to editing prior to running. [Get more information.](#)

209 S. Kingshighway  
St. Charles, MO 63301

To learn why you received this and how to remove yourself from the list, see [Privacy Policy](#)  
[Review / edit information about you](#) | [Unsubscribe](#)



Generated by

[Learn more](#)

