

LINDENWOOD

UNIVERSITY

DIGEST

EMPLOYEE NEWSLETTER

Today's Headlines

November 22, 2019

Lindenwood University Diversity and Inclusion

Lindenwood University is dedicated to a diverse and inclusive community that respects the knowledge, skills, and experiences of every person in our community. Our faculty, staff, and students deserve fair and respectful treatment. The university does not tolerate discrimination of any kind and strives to ensure the safety for all of its community members.

John R. Porter
President

Music Program Presents Chamber Concert Series

[The Chamber Concert Series](#), presented by Lindenwood's Music Program, will be Nov. 24 and 25. The Percussion Ensemble will perform Nov. 24 at 3 p.m., with the Woodwind and String Ensembles performing on Nov. 25 at 7:30 p.m.

These performances, both in the Emerson Black Box Theater, are FREE and open to the public. Contact the box office at 636-949-4433 with any questions.



Little Free Pantry Opens For Students

Rev. Dr. Nichole Torbitzky, university chaplain and assistant professor of religion, along with Dr. Shane Williamson, AVP for student life and diversity/dean of students/chief diversity officer, are launching the [Little Free Pantry](#). The LFP will be located outside of the Center for Diversity and Inclusion (Evans Commons, 3110) and will feature unopened canned and boxed food items and toiletries (shampoo, toothpaste, etc.). All items will be inspected prior to being placed inside of the LFP. Students are able to access the LFP when the Evans Commons is open and are able to take what they need. The LFP will be stocked with donations from our faculty, staff, and student organizations.

The first "LFP Drive" will be on Nov. 26. Faculty and staff may make donations between 10:30 a.m. and 1 p.m. on Nov. 26 in the Evans Commons atrium. The organizers extend a special "thank you" to Dr. Deb Ayres and Brittany Brown for allowing for collection of donations during the Q2 luncheon.

"Food insecurity is an issue that many of our students are facing, so let's fill the shelves of our LFP!" Williamson said.

The Little Free Pantry will open on Monday, Dec. 2.

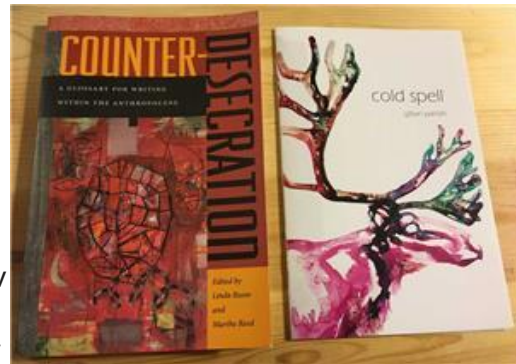
For more information or to make donations, please contact [Dr. Torbitzky](#).

Dr. MLK, Jr., Leadership Award Nominations

Presented by the Diversity, Equity, and Inclusion Task Force, the MLK, Jr. Leadership Award is intended to grant distinction and recognition to those individuals in the Lindenwood University community who embody the spirit of Dr. King's work. Nominations are sought of individuals (students, faculty, staff, and administrators) who embrace creativity, leadership, scholarship, and/or service towards an outcome intended to positively impact the Lindenwood community, with particular emphasis on such activities as they relate to the core values of diversity, equity, and inclusion at the heart of the task force's work. The deadline for [nominations](#) is Dec. 10. For more information, please contact either Dr. Melissa Elmes or Dr. Shane Williamson.

A Cold Spell

Gillian Parrish, assistant professor in the MFA in Writing program was invited by anthology editors to submit a piece for *Counter-Desecration: A Glossary for Writing Within the Anthropocene* from Wesleyan University Press. Her work is referenced in a [review of the volume](#). The Wesleyan anthology sparked another invitation--to submit a chapbook of poetry to DUSIE Kollektiv in honor of *Counter-Desecration* editor Marthe Reed. The chapbook, *cold spell*, weaves together information from sources on the changing conditions in the warming arctic with research on traditional relationships with the land. A lesson in this process for writers and other creatives: Parrish began the chapbook in 2015 but soon set it aside to attend to other projects.



"So don't worry about letting the work on your backburners go cold for a spell!" Parrish said.

Nominate an Outstanding Staff Member Today!



The Lindenwood community (staff, faculty, adjuncts, students, and administrators) are invited to nominate outstanding staff members for five staff recognition awards. If you know an outstanding staff member, please submit a nomination 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!](#)

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.

Workday Tip

As year-end is coming to a close, make sure your 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

Today's Q2 moment comes from the LU Cultural Center and recognizes Dr. Mazen Badra. As one of Mazen's co-workers wrote

"Dr. Badra has worked hard through the Q2 program to boost morale in our ADP Department. He has generated many ideas to help keep his fellow co-workers spirits up, and he himself has carried a great positive attitude. He walks around our building checking on others and asking if we are okay: "How is your day going?" In our Q2 meeting, he has always advocated to bringing up the morale in our department, and from that we have had a Munch and Mingle lunch in September. He has even made his homemade baklava for us (he used to own a restaurant and is a fabulous cook)."

Dr. Badra, thank you for being a beacon of service, morale, and culinary brilliance for ADP. We appreciate everything you do for Lindenwood and are so proud to call you a Q2 Champion. And we will definitely be contacting you about that homemade baklava!

-The Q2 Team

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

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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. to 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



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.

Belleville Late Night Breakfast Volunteers Needed

Belleville faculty and staff, volunteers are needed to help serving students at Late Night Breakfast on Monday, Dec. 9 from 10 p.m. to 12 a.m. in Matt's Cafe. This is a great way to thank students for their hard work this semester and to wish them well on their finals. If you are interested in serving as a volunteer, please email Angie Royal at aroyal@lindenwood.edu.

Excused Absences

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
Izzy Holloway

Allison Barry
Erwin Reyes

Excused Absences - Nov. 26

Please excuse the following students from classes on Tuesday, Nov. 26, between 12:30 p.m. and 4 p.m. They will be attending a field trip to Animeggroll for the PSY29001: Special Topics in Psychology: Japanese Culture, Society, and Mind class.

Madison Arnold	Amber Eaker	Paige Ferguson
Beth Hamilton	Ashley Hoffman	Jane Jacobs
Greory Meyer	Caleb Rook	Meagan Root
Breeanna Slusher	Supa Wongjarouskul	Anna Woodard

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](#).

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- Dec 9 - Late Night Breakfast - 10 p.m. - 12 a.m., [Sign up to volunteer](#)

Upcoming Events and Deadlines

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

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

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

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- Dec. 6 - Fashion Business and Design Show Market, J. Scheidegger Center for the Arts (second Floor), High School Show - 12 p.m., Design Student Show - 7 p.m.

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

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

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

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

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- Dec. 24 - Jan. 1 - Winter Break
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[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.](#)

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