

LINDENWOOD

U N I V E R S I T Y

DIGEST

EMPLOYEE NEWSLETTER

Today's Headlines

November 26, 2019

Astra Replacement Software Training

Open Training Session for EMS

Attention all Faculty and Staff:

Training for the new Event Management System (EMS) that is replacing Astra will be held the first two weeks in December. Please make sure you attend at least one of the training sessions provided. Several different times and days are available to fit into your schedules.

All training sessions will take place in Evans Commons Multipurpose Room 3020

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>
Dec. 4	8:30 a.m.	9:30 a.m.
Dec. 4	2:00 p.m.	3:00 p.m.
Dec. 5	10:30 a.m.	11:30 a.m.
Dec. 5	2:30 p.m.	3:30 p.m.
Dec. 10	10:00 a.m.	11:00 a.m.
Dec. 11	2:00 p.m.	3:00 p.m.

Veterans Day Luncheon



Monday Nov. 11, faculty and staff celebrated Lindenwood Veterans across campus with Lindenwood adjunct, Dave Thomas as a guest speaker!



Lindenwood Athletics 2019 Holiday Toy Drive

Lindenwood Athletics announced the beginning of its [2019 Holiday Toy Drive](#) on Monday afternoon. The toy drive is the first of its kind to be hosted by the Athletics Department at Lindenwood and will benefit St. Charles Youth In Need.

The toy drive will run through Dec. 9, culminating with a toy presentation at the Dec. 12 men's basketball game.

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](#).

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 November and December 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.



Today's Q2 moment is a two-parter from the AMC Box Office. Two separate patrons made the following comments:

"I just wanted to tell you how wonderful John was today assisting me with some tickets I had problems with ordering online. Most amazing experience! I screwed up my wait time and locked [myself] out of the two I chose. I called him, and he said it would take about 10 minutes to clear. He took my phone number and then reached back out to me when they were cleared, then assisted me with my payment over the phone. Blew me away with his great customer service! Just thought you would like to know."

"I was amazed at the professionalism and how all of you carried out the chore of managing 1,200 guests to see Jay Leno! To my eyes, there were no 'glitches' or problems, which could have easily occurred when you are working with big numbers. Everyone was doing their jobs with no issues or problems. Everyone was nice, and smiles were all over the place! What a great job, guys! People love coming to a venue like yours! You done great"

To the entire AMC box office and house team, thank you for everything you do. You are one of Lindenwood's most community-facing operations, and we are so proud of how you represent the university's commitment to service excellence.

-The Q2 Team

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

The logo for Lindenwood University Learning Academy is centered within a white rectangular box. The box is set against a larger, solid gold-colored background. The text "LINDENWOOD" is at the top in a large, bold, black serif font. Below it, "UNIVERSITY" is written in a smaller, black, spaced-out serif font. A thin horizontal line is positioned between "UNIVERSITY" and "LEARNING ACADEMY", which is written in a black, spaced-out serif font at the bottom of the white box.

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Successful Grant Writing Workshop at UMSL (open to the public)
Thursday, Dec. 19, from 9 a.m. to 4 p.m.

In the highly competitive world of grants, learn the art and science of creating excellent grant applications. Share perspectives and embrace practical examples that will give you an edge in writing proposals and obtaining funding. You will leave this interactive session with tools and techniques you can put to immediate use as you seek funds from the private sector. It is best to come to class with a project in mind; it can be for any project at any amount. This comprehensive session is good for beginners and seasoned grant writers alike. The class will also explore the growing area of donor advised funds and their potential impact on foundation giving.

Click [here](#) to learn more or register.

Q2 Holiday Lunch- All Faculty and Staff - Today!

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

LINDENWOOD
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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

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

Library Services' Extended End-of-Semester Hours

Sunday December 1 - Thursday December 12

Monday - Thursday	7:30 a.m. - 2 a.m.
Friday, Dec. 6	7:30 a.m. - 10 p.m.
Saturday, Dec. 7	9:30 a.m. - 10 p.m.
Sunday, Dec. 8	2 p.m. - 2 a.m.

*The Media and Gaming Lab will still close at midnight

Evans Commons Rec Center Thanksgiving Week Hours

Wednesday, Nov. 27 6 a.m. – 3 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

- Dec 9 - Late Night Breakfast - 10 p.m. - 12 a.m., Sign up to volunteer

Upcoming Events and Deadlines

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

- 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.
-

- 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.](#)

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