

LINDENWOOD
UNIVERSITY
—
DIGEST
EMPLOYEE NEWSLETTER

Today's Headlines

December 3, 2019

Holiday Break Extended

Campus hours have been adjusted for Monday, Dec. 23. The campus, which had been scheduled to close for the holiday break at 3 p.m. on Dec. 23, will now be closed that entire day, as directed by President John R. Porter. Supervisors of essential personnel will communicate directly to them the specific ramifications of the revised closure schedule.

Happy holidays!

GivingTuesday is Today!

GivingTuesday is a global generosity movement, unleashing the power of people and organizations to transform their communities and their world. GivingTuesday will kick off the generosity season this year by inspiring people to give back on Dec. 3 and throughout the year.

#GIVING
TUESDAY™

[Find out how you can help!](#)

Lindenwood University's United Way Campaign

Lindenwood University's United Way campaign will run from Dec. 2 through Dec.

13. The United Way services over 160 agencies in the Greater St. Louis area. A link to the 2019 United Way Video is located [here](#).

Helping people.



Employees began receiving emails about the campaign on November 25. Additional emails will be sent to employees throughout the campaign with links to donate. The links provided in the emails are employee-specific and should not be forwarded to anyone else.

Employees are not required to give to the United Way as part of the campaign. However, employees who give a total of \$60 or more can enjoy casual attire days from Dec. 16 to 20 and will be entered into a drawing for two tickets to any remaining professional series show at the Scheidegger Center's Lindenwood Theater. Additionally, employees who give a total of \$75 or more will be entered into a drawing for a \$200 Amazon gift card. Employees giving a total of \$75 or more will be entered into both drawings.

Q2 Holiday Lunch

The Q2 team hopes you enjoyed the Q2 Holiday Lunch. [Here](#) are some of the Q2 Moments captured this semester and [photos](#) from the lunch.



Mileage Reimbursement Requests

Effective immediately, Fiscal Affairs will no longer require map documentation be attached to an expense report requesting reimbursement for mileage. This will apply to two expense items:

Faculty & Staff Travel – Mileage

Recruitment – Mileage

Please specify the origination and destination in the Memo field and provide a business reason. You will not be required to add an attachment for that expense line. [See expense report example](#).

In accordance with university policy, please consider using a rental car for longer trips if the cost of the rental car and gas is less than the anticipated mileage reimbursement.

If you have any questions, please contact Cheryl Delaporta in Fiscal Affairs at extension 4926.

Lindenwood Employees Are Amazing!

Lindenwood University employees donated 744 items and \$26 to the Little Free Pantry during the Q2 Luncheon. Your participation and donations exemplified Q2 and the commitment we have to our students. A special "thank you" goes to Drs. Nicole Torbitzky and Shane Williamson for donating, and also thanks to Dr. Deb Ayres and Brittany Brown for allowing collection of donations during the Q2 Luncheon. Donations will always be accepted in the Center for Diversity & Inclusion (3110 Evans Commons).



Scheidegger Center's December Academic Series Performances

The first two weeks of December are jam packed with opportunities to enjoy wonderful entertainment while supporting the School of Arts, Media, and Communications' fine and performing arts students. The Theatre Program presents Shakespeare's "The Merry Wives of Windsor" Dec. 5-7 at 7:30 p.m. The Fashion Business and Design Program will present its Fall Fashion Show and Market, December 6 at 6:00 p.m. The Music Program finishes its fall line-up with the Jazz and Contemporary Concert Series, Dec. 7 at 3 and 7:30 p.m. and Dec. 8 at 7:30 p.m.

For complete details on locations and ticketing information, please visit LUBoxOffice.com or call the box office at 636-949-4433.

Leadership Series Spring 2020

The Office of Student Involvement is looking for leadership topics and presenters for its Spring 2020 Leadership Series. The Leadership Series consists of one-hour

weekly workshops hosted on Tuesday afternoons from 4 to 5 p.m. These sessions attended by students, staff, and faculty. If you have a leadership topic that you would like to present, please email [Rachael Heuermann](#).

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.

Final Grades Deadline

Faculty - final grades for full length semester, second half semester courses, fall trimester, and fall MBA II will be due by Dec. 17 at 5 p.m. IT will pull the grades from canvas and upload into CAMS on Dec. 18. Special grades (N, AF, I, or AH) should be entered in the faculty portal by the Dec. 18 deadline.

The attachments include instructions for entering special grades and the definitions of never attend (N) and attendance failure (AF) grades.

If a student attended a course or completed an academic assignment for an online course but stopped attending before the published withdrawal (W) deadline, the student should receive an AF grade.

Full Length – W deadline, 11/1/19

Fall Trimester – W deadline, 11/1/19

2nd half – W deadline, 11/22/19
Fall MBA II – W deadline, 11/22/19

Staff Evaluation Reminder

The staff evaluation cycle began in September for staff, staff administrators, and coaches, remember to upload evidence throughout the year so you don't have to do it at the last minute!

To access the evaluation portal, please use your Lindenwood username and password.

From your Lindenwood email account, you can also add evidence remotely by sending notes, files, pictures, etc. to ebesevidence@appointlink.com. Evidence sent remotely will appear in your evaluation portal as "Uncategorized Evidence" that you can assign to the appropriate Performance Indicator(s) at your convenience. Remember, only use your "@Lindenwood.edu" account to send evidence to ebesevidence@appointlink.com.

Portal Open for Completing Self-Evaluation

May 1, 2020: Staff, Staff Administrators, and Coaches

Self-Evaluation Due Dates

July 15, 2020: Staff, Staff Administrators, and Coaches

Once you've completed and submitted your self-evaluation, please schedule a meeting with your supervisor.

Final Evaluation Due Dates

Aug. 15, 2020: Staff, Staff Administrators, and Coaches

Final Evaluation Sign-Off Due Dates

Sept. 1, 2020: Staff, Staff Administrators, and Coaches

If you have questions about the evaluation process, please contact your supervisor. For technical assistance with the evaluation portal, please contact HelpDesk@lindenwood.edu.

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.

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 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.



MOMENTS

Today's Q2 moment recognizes Ben Ra from IT. Ben supports several individuals every day, and one individual he assisted said the following:

"Ben Ra has been instrumental in helping new student employees log into Workday. He could have easily forwarded my calls to the IT help desk, but he took the time to find the issue and help the students. He helped several students for the past few weeks and is always courteous and has great customer service. It is refreshing to work with an employee who cares so much and enjoys helping others! Thanks, Ben!"

Ben, thank you for taking the time to personally help each of our student workers. Learning a new system like Workday can be challenging, so we are fortunate to have you and your team to support us. We appreciate everything you do. We would also like to recognize Dr. Sara Binz for the time she took to reach a student in need:

"We had one of our chemistry majors run into a health scare. He communicated his situation to myself and Dr. Sara Binz because he would be missing class. The student ended up being admitted to the hospital overnight for monitoring. Sara went above and beyond. She contacted the student to check on him and asked if he wanted company. Sara ended up going to the hospital and sitting with the student for about three hours just so he wouldn't be scared and alone after his mother had to leave. Just being there made a difference in this student's life."

Dr. Binz, Dr. Jennifer Firestein said it best: "Just being there made a difference in this student's life." Your desire to make a difference is inspiring. Thank you.

-The Q2 Team

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

LINDENWOOD

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LEARNING ACADEMY

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.

Excused Absences

Please excuse the following students on Friday, Dec. 6, 2019, from 7:30 a.m. to 10 p.m. to participate in the Fall 2019 Fashion Shows at 12 p.m. and 7 p.m. You can view the list of students [here](#).

If you have any questions please contact: [Dr. Chajuana Trawick](#), endowed chair in Fashion Business and Design

Belleville News

LINDENWOOD

U N I V E R S I T Y

LEARNING ACADEMY

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.

End of Semester Hours

Library Services' Extended End-of-Semester Hours

Sunday Dec. 1 - Thursday Dec. 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

Volunteer Opportunities and Sign-ups

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

Upcoming Events and Deadlines

- 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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