

LINDENWOOD  
UNIVERSITY  
—  
DIGEST  
EMPLOYEE NEWSLETTER

**Today's Headlines**

**December 6, 2019**

**Parking and Road Closures for Winterfest**

Winterfest will be held on Sunday, Dec. 8, on the Heritage Campus from 4 to 7 p.m. Parking lot and road closures as indicated below will begin at 8 p.m. on Saturday, Dec. 7, and continue until 8 p.m. on Sunday, Dec. 8.

The following parking areas will be closed: McCluer Hall, Stumberg Hall, and the street next to the pavilion. Parking areas on the quad side of Ayres, Sibley, Cobbs, and Niccolls halls will also be closed. The following roads will be closed: Main entrance at Kingshighway, the road next to Sibley Chapel, and all streets on Heritage Campus.

The parking lot next to Young Hall and the Memorial Arts Building will remain open with entry off Watson at Easton Circle, next to Young Hall.

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**Public Safety & Security Toy Drive Entails Ticket Forgiveness**

The Lindenwood University Public Safety & Security Office on Lindenwood University's St. Charles campus is conducting a Toys for Tots drive through Dec. 20. As an added bonus, donors can get fines for outstanding parking tickets waived.

All donations will be accepted at the office on the fourth floor of the Spellmann Campus Center through 5 p.m. on Dec. 20. Toys must be new, unwrapped, and still in their packaging. Toys are requested for newborn through teenage children; jewelry, accessories, clothing, and shoes will not be accepted. There is no minimum price requirement for toy donations. Toys are distributed by Toys for Tots to families who might otherwise have difficulty affording them.

Donors will have fines for campus parking tickets forgiven at a rate of one ticket per toy donated. Tickets received prior to Aug. 26 are not eligible for the program.

Tickets for the following parking violations are eligible for the program: commuter lot, unauthorized parking, loading zone, guest parking, no permit, and blocking dumpster. For more information, contact Lauren Borrelli in Public Safety & Security at [lborelli@lindenwood.edu](mailto:lborelli@lindenwood.edu).

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## **Faculty - Instructions for the December Commencement Ceremonies**

Friday, Dec. 13 - Family Arena: 2002 Arena Pkwy, St. Charles, MO 63303

- Gates open at 5:30 p.m. – If you arrive before 5:30 p.m. Gates 1, 2, and 3 will be locked. Gate 4 or the dock area are the only options before 5:30 p.m.
- Arrive by 6:15 p.m.
- Enter Gate 4 – proceed to the service elevator down one floor to the dock area
- Pick up your name card – proceed to locker room B for the dressing area if needed then go to the line-up area in the lobby. You will stand in line according to the lineup number printed on your name card (top left-hand corner) and the number sign taped to the lobby floor.
- Ceremony will begin at 7 p.m.

Saturday, Dec. 14 - Family Arena: 2002 Arena Pkwy, St. Charles, MO 63303

- Gates open at 8:30 a.m. – If you arrive before 8:30 a.m. Gates 1, 2, and 3 will be locked. Gate 4 or the dock area are the only options before 8:30 a.m.
- Arrive by 9:15 a.m.
- Enter Gate 4 – proceed to the service elevator down one floor to the dock area
- Pick up your name card – proceed to locker room B for the dressing area if needed then go to the line-up area in the lobby. You will stand in line according to the lineup number printed on your name card (top left-hand corner) and the number sign taped to the lobby floor.
- Ceremony will begin at 10 a.m.

[Read more information on commencement](#)

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## **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!

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## 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.

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## Lindenwood's Collegiate DECA Team Brings Home Gold

Congratulations to Allison Barry (center), who received first place or DECA Gold in the team case study category of Sports & Entertainment at the Collegiate DECA Conference – ENGAGE – held the weekend of November 21-23 in Chicago. Allie Barry is a junior in the Plaster School of Business & Entrepreneurship, majoring in marketing with a double minor in human resources management and sports management.



Pictured left to right are Craig Felzien, DECA advisor and director of the Duree Center for Entrepreneurship in the Hammond Institute, and other participating team members, including Erwin Reyes, Bella Rainey, and Isabel Holloway. More than 1,000 college students from across the United States and Canada attended the annual conference providing opportunities for students to engage with leading professionals through networking, corporate visits, and case study competition. For more information about Lindenwood's Collegiate DECA Team, please visit the [website](#).

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## 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 are attended by students, staff, and faculty. If you have a leadership topic that you would like to present, please email [Rachael Heuermann](#).

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# 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.

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## Final Grades Deadline

Faculty - final grades for full length semester, second-half semester, fall trimester, and fall MBA II courses are 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

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## 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](mailto: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](mailto: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](mailto:HelpDesk@lindenwood.edu).

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## 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 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.



This week's Q2 moment recognizes Vanessa VanderGraaf from the School of Education. Two of Vanessa's students took the time to describe how much they have appreciated Vanessa's class:

"This morning for our freshman seminar we took a community walk to Crooked Tree Coffee Shop. While it was already a very fun time, Dr. Vandergraaf had paid for all of our drinks and food that we had gotten."

"Dr Vandergraaf is such an amazing professor. One morning she took us on a community walk to a local coffee shop. At the coffee shop when we tried to pay for our food and coffee she told us that it was covered. She paid for everyone's coffee and food. She then proceeded to sit down with us at the coffee shop and just talk to us about how classes were going and just how life was in general. She's absolutely a wonderful professor."

Vanessa, you have made such a positive impact on these students' experience at Lindenwood. Not only did you make them feel special by covering their coffee, but you took the time to genuinely connect with them and talk about their interests and worries. We are so thankful to have you at Lindenwood (and will accept any other café recommendations you have).

-The Q2 Team

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



LINDENWOOD  
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LEARNING ACADEMY

Did you know that Lindenwood has a new CV management tool? Join Dr. Joe Alsobrook on Dec. 10 at 8 a.m. OR Dec. 11 at 3 p.m. for a training and Q&A session, including a demonstration on how your CV manager can integrate information and artifacts in your performance evaluation portal. [Click Here](#) to 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](#).

## End of Semester Hours

### Library Services' Extended End-of-Semester Hours

Dec. 6	7:30 a.m. - 10 p.m.
Dec. 7	9:30 a.m. - 10 p.m.
Dec. 8	2 p.m. - 2 a.m.
Dec. 9-12	7:30 a.m. - 2 a.m.

\*The Media and Gaming Lab will still close at midnight

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### Evans Commons Rec Center Finals Week and Winter Break Hours

Dec. 9-13	7 a.m. - 9 p.m.
Dec. 14-15	Closed
Dec. 16-20	7 a.m. - 7 p.m.
Dec. 21-Jan 1	Closed
Jan. 2-3	7 a.m. - 7 p.m.
Jan. 4-5	Closed
Jan. 6-10	7 a.m. - 7 p.m.
Jan. 11-12	Closed

\*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

- 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. 23 - Jan. 1 - Winter Break

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- Jan. 30 - Diversity Dialogue - Gender Equity in Athletics, 4-5:30 p.m., LARC Theatre

[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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