

LINDENWOOD
UNIVERSITY
DIGEST
EMPLOYEE NEWSLETTER

Today's Headlines

December 13, 2019

Door Decorating Contest Winners

Thank you to all that participated in the Staff Council's second annual door decorating contest. The winners are listed below.

First Place Winner- School of Education/ARCC Theme: Harry Potter
Second Place Winner- Advancement and Communications Theme: Christmas
Third Place Winner- Field Hockey Coaches Theme: Charlie Brown

[Click here](#) to see a presentation of all of the entries!

Aleah Leman Receives the 2019 Entrepreneur of the Year Award

Aleah Leman, a junior at Lindenwood University from DeKalb, Ill., is the Lindenwood Entrepreneur of the Year. Presenting her with the \$1,000 award is [Craig Felzien](#), director of the [Duree Center for Entrepreneurship](#) (right), Dr. Bob Allen, assistant dean of the Plaster School of Business and Entrepreneurship (left), and Dan Ramacciotti, adjunct professor of entrepreneurial studies.



Student contestants were challenged to develop and write a financial plan for starting a for-profit business. Leman's business, At Your Service Wedding Coordinating, proved to be a profitable business based on careful analysis. She hopes to start this business in DeKalb after graduation from Lindenwood in 2021 with a major in business administration and a minor in entrepreneurial studies.

This is the first year for this entrepreneurship award, which was funded by [The Hammond Institute for Free Enterprise](#).

Notice of Change to Employee Guidebook

The following change was made to the Lindenwood University Employee Guidebook:

Page 12—The university nondiscrimination statement was amended to include the categories of gender identity and gender expression.

The full employee guidebook is available on Workday in the Useful Links section in “Guidebooks” under the “Employee Information” tab.

Workday Tip – Benefits Year End

Tax season is almost here! Help save paper by opting to receive your 1095-C electronically. All it takes is four simple steps.

1. Log in to Workday and select the Benefits worklet
2. Under "Change," click "1095-C Printing Election"
3. Select "Receive an electronic copy" and
4. Submit the changes!

Once 1095-Cs become available, employees will simply access Workday in order to view, print, or download their 1095-Cs.

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

Student Research Conference

Student Research Conference and nomination/student [submission form](#) is now available online. The Student Research Conference is scheduled to be held in the LARC on Tuesday, April 7, 2020. The conference sessions will be from at 12:30 p.m. through 4:45 p.m.

Dr. Shane Williamson Presented at a National Conference

Dr. Shane Williamson, AVP of student life & diversity and chief diversity officer, presented at NAPSA's Multicultural Institute on Dec. 10, 2019. She served on a panel with colleagues from NYU, and the topic of the presentation was "Leading by Example: Cultivating Inclusivity and Belonging in the Workplace." The presenters provided an overview of research and best practices for creating inclusive, innovative, and productive learning and workplace environments. More than 100 people attended the session.

2020 Form W-4

The 2020 Form W-4, employee withholding certificate, is very different from previous versions. This is due to the federal tax law changes that took place in 2018. The Internal Revenue Service (IRS) is not requiring all employees to complete the revised form and has designed the withholding tables so that they will work with the new and prior year forms. However, certain employees will be required to use the new form: those hired in 2020 and anyone who makes withholding changes during 2020.

Even though the IRS does not require all employees to complete the revised form, and even if your tax situation has not changed, HR recommends we recommend you perform a “paycheck checkup” to see if you need to make adjustments to your current withholding. To conduct the checkup, use the IRS’s [Tax Withholding Estimator](#). To effectively use the estimator, it is helpful to have a copy of your most recent pay stub and tax return. It is likely that the estimator will be updated to account for the 2020 tax tables in early January. Please note, if you do not submit a new form, withholding will continue based on your previously submitted form.

The IRS has also published [Frequently Asked Questions](#) that you may find helpful as you complete the form.

HR anticipates the 2020 Form W-4 form will be updated in Workday by the first week of January. An announcement will be added to the landing page of Workday and in the Digest when the new form is available.

If you have any questions, please contact Monica Seiter at mseiter@lindenwood.edu or (636) 949-4971.

Student Health Center Provider Change

Starting on Jan. 13, 2020, the Student Health Center’s medical services will be provided by BJC. BJC will provide the same level of outstanding care and services that was provided by SSM. The Student Health Center’s hours will remain the same (Monday – Friday from 8:30 a.m. to 5 p.m.). The Student Health Center will close on Dec. 13 at 3 p.m. and will reopen on Jan. 13, 2020.

Request for Computer Science Projects, Spring 2020

As the primary part of a computer science course (CSC43000 -Senior Projects) that Stephen Blythe will be teaching this spring, students are required to work on a "real world" group programming project. In order to facilitate this, he would like to gather several potential projects from campus sources. So, if you have a potential computer programming project, he would like to hear about it. Here are

some things to keep in mind:

1) These will be student-run projects, so there's no guarantee that the resulting program will work for you (or at all). In other words, don't suggest something that is "mission critical" in any sense of the phrase.

2) Do not include anything that involves significant personal or other security-related data.

3) Students will be getting college credit for this, so there is no need to pay anyone any money.

4) You must meet with the students occasionally (at some points frequently) as the semester progresses. Please keep this in mind!

Regarding project size guidelines, CAMS is essentially a programming project but is FAR too large in scope to work with as a whole; however, an individual module or two to "add in" to CAMS might be OK. Of course, security is a big issue with CAMS, so such a project would likely not be possible for other reasons. A project that simply keeps track of ticket sales is likely too small, but a project that keeps track of open auditorium seats/locations, assists with ticket sales, and keeps track of actual ticket redemption (i.e. attendance) could potentially work.

Blythe will start deciding what projects to use in the class at the start of the spring semester, so please send any ideas by Friday, Jan. 10, 2020 (preferably sooner). For more information, Blythe can be reached at sblythe@lindenwood.edu.

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 and proceed to the service elevator down one floor to the dock area
- Pick up your name card and 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 and 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](#)

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](#).

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 and January to provide additional details on the implementation. To learn more, please click this [Multi-Factor Authentication video link](#).

Depending on your last name, [Multi-Factor Authentication](#) will be enabled on all faculty and staff accounts beginning Jan. 22, 2020. Multi-Factor Authentication will be enabled each day at 7 a.m. according to the following schedule.

January 22 -- A-E
January 23 -- F-J
January 24 -- K-O
January 27 -- P-T
January 28 -- U-Z

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LEARNING ACADEMY

The Learning Academy would like to congratulate the winners of The Real Experience. Real Success Challenge! Out of 57 participants, Patrick Longo, Michiko Nohara-LeClair, and Bob Steffes competed in three tasks created to inspire thoughtful integration of technology into the classroom environment and earned the most points. Thank you to everyone who participated!



MOMENTS

Today's Q2 moment is for Shannon Wright. One of his colleagues wrote the following:

"A student came into the office needing to find professional clothing for an interview with JP Morgan. While we have Suits for Success happening in the office, he was struggling to find a tie that matched his professional suit. Shannon met with him and actually gave the student one of his ties from his desk. This is just another one of the many times that Shannon goes above and beyond for students."

Shannon, thank you for doing everything you can to help our students enter the working world. The transition from student to professional can be terrifying, but you and your team make everything manageable and exciting. Any career

services office can critique a resume, but it takes someone truly special to give a student the tie off his neck.

-The Q2 Team

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

Winter Break Hours

Harmon - Lion's Pride Express

Dec. 12 Closes at 2 p.m.

Spellmann - Lion's Pride Market

Dec. 13 Closes at 2 p.m.

Spellmann Dining Hall

Dec. 13 Closes at 2 p.m.

Evans Dining Hall

Dec. 13 Closes at 2 p.m.

Starbucks

Dec. 13 7 a.m. - 5 p.m.

Dec 16-20 7:30 a.m. - 3 p.m.

Jan. 3 7:30 a.m. - 3 p.m.

Jan. 6-10 7:30 a.m. - 3 p.m.

Jan. 12 2 p.m. - 9 p.m.

All meal plans end Friday, Dec. 13 at 2 p.m.
Normal hours of operation resume Jan. 13.

Library Services

Dec. 13 7:30 a.m. - 5 p.m. (last day of finals)

Dec. 14 9:30 a.m. - 3 p.m.

Dec. 15 2 p.m. - 6 p.m.

Dec. 16-19 7:30 a.m. - 8 p.m.

Dec. 20 7:30 a.m. - 5 p.m.

Dec. 21 - Jan. 1 Closed

Jan. 2-3 7:30 a.m. - 5 p.m.

Jan. 4 9:30 a.m. - 3 p.m.

Jan. 5 2 p.m. - 6 p.m.

Jan. 6-9 7:30 a.m. - 8 p.m.

Jan. 10	7:30 a.m. - 5 p.m.
Jan. 11	9:30 a.m. - 3 p.m.
Jan. 12	2 p.m. - 6 p.m.

Evans Commons Rec Center

Dec. 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.

Writing Center

The Writing Center will be open Dec. 17-19 from 9 a.m. to 5 p.m. in Room 333 LARC.

No appointments are necessary.

For more information, contact writingcenter@lindenwood.edu

Upcoming Events and Deadlines

- Dec. 13 - [Graduate Commencement](#), 7 p.m. at the St. Charles Family Arena
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- Dec. 14 - [Undergraduate Commencement](#), 10 a.m. at the St. Charles Family Arena
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- Dec. 15 - [The Saint Louis Ballet](#), 2:30 p.m., The Lindenwood Theater
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- Dec. 20 - Last day for Toys for Tots Drive, Spellmann campus center, email borrelli@lindenwood.edu for more information
-

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

- Dec. 23 - Jan. 1 - Winter Break
-

- Jan 25 - [Finding Neverland](#) - 2 p.m., The Lindenwood Theater
-

- Jan. 30 - Diversity Dialogue - Gender Equity in Athletics, 4-5:30 p.m., LARC Theatre
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- Feb 10-11 - American Red Cross Blood Drive, Evans Commons Multipurpose Court, [RSVP: Feb 10](#), [RSVP: Feb 11](#)
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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.](#)

