

LINDENWOOD
UNIVERSITY
—
DIGEST
EMPLOYEE NEWSLETTER

Today's Headlines

January 28, 2020

An Invitation to Participate - Provost Search

Dr. Marilyn Abbott has announced that she will retire from the role of provost in June. As search for her replacement has been underway. There were 75 applicants for this position, and the screening committee has narrowed it down to three.

All faculty, staff, administrators, and student government representatives are invited to meet the finalists at 8:45 a.m. on Feb. 3, 4, and 5 in the Scheidegger Center's Lindenwood Theater. The candidates will share their professional backgrounds and present on a topic provided by the screening committee. The presentations will be followed by a short Q&A session. Attendees will be asked to complete a five-question survey that will be reviewed as part of the final selection process.

Please join us for this important opportunity.

Marketing and Communication Brand Resources Page

Members of the university community can visit www.lindenwood.edu/brand to access the new brand portal, which features the new brand guidebook as well as brand elements and templates that offices, individuals, groups, and clubs can use to create various promotional materials.

Beyond the visual changes, this site also includes an online project request form for requesting any of these services provided by the office. The Project Request Form is available at www.lindenwood.edu/brand where users can choose from a variety of different project requests, including creative ideation, marketing piece creation for new and reprint requests, press release and story coordination, item submission to the Digest, copy editing and proofing, and change requests to the website. The form explains exactly what kind of information is needed by Advancement and Communications, and the collaborative process to move a

project forward can begin. This process streamlines communication and greatly helps with tracking and prioritization of requests.

Please visit the [webpage](#) to familiarize yourself with this new resource.

Information on how to make a submission to this newsletter is located at the end of the Digest.

Make-A-Wish Fundraiser - February 4

Join the Student-Athlete Advisory Committee at Ruma's Deli and Big Richards in St. Charles from 11 a.m. to 8 p.m. on Tuesday, Feb. 4. Present an LU stamped coupon for \$2 off your meal, and each coupon will go toward fundraising for Make-A-Wish. Pick up a coupon from the Academic Success Center (second floor of the SAC) or contact Casey Finnell. Athletics appreciates your support of its wish-granting efforts!



Faculty Promotion in Rank

Faculty may now begin the promotion in rank application process. If you wish to apply for promotion in rank, please see the attached [training video](#) and [PDF](#) that will walk you through the process. The deadline to check eligibility for promotion in rank is Feb. 7, 2020. If you have questions while completing your application, please reach out to Jen Hennings (JHennings@lindenwood.edu) in Human Resources.

UNIV Freshman Seminar Proposals - Fall 2020

The office of Student and Academic Support Services – First-Year Programs (SASS-FYP) is currently accepting proposals to teach one of its Freshman Seminars. The concept of the Freshman Seminars is to connect incoming students to full-time faculty members through creative and innovative seminar topics. Each seminar will be unique to the individual instructors, who will have an opportunity to pass on their passion for their particular areas of study. SASS-FYP is looking for seminars that represent a broad range of degree programs.

Course Content
- Curricular content (Faculty Administered)

- o Critical Thinking
 - o Written Communication
 - o Engagement in current practices / events for each degree/area of academic focus
 - o Career Connection – student organizations, professional associations
 - Co-Curricular (SASS-FYP-administered)
 - o University Required Assessments
 - College Student Inventory, Alcohol Education, Sexual Assault Awareness, Mid-Year Student Assessment, Resume and Career Meeting, Course Details
 - 1 Credit Hour–Meets once a week for the fall 2020 semester
 - \$1000 stipend for instructors whose seminars are accepted into the program.
- [Attached is the proposal form](#) and the course week by week planning guide.

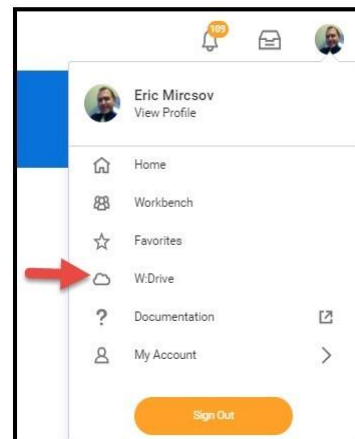
All proposals and rough drafts of the [week-by-week planning guide](#) should be submitted to Sarah Leassner at SLeassner@lindenwood.edu. The submission deadline is Wednesday, Feb. 5, 2020, at 5 p.m. If you have any additional inquiries regarding the program, please contact Sarah Leassner at SLeassner@lindenwood.edu or 636-627-4627.

Electronic Version of the 2019 W-2s Now Available in Workday

To access your forms, click on the "Pay" worklet and choose "Tax Documents" under the "My Statements" menu. If your form does not automatically pop up after the processing window disappears, you can find it on your W: drive in Workday or in your notifications.

Paper copies of the W-2s will be mailed to the home address on file.

If you have any questions, please reach out to the payroll office at 636-949-4971.



Student Research Conference - April 7, 2020

The Student Research Conference is scheduled for Tuesday, April 7, 2020, and the [submission form](#) is available for faculty recommendations and student submissions. Students who have completed original research, have a project in the works, or creative projects can submit or be nominated by a faculty member to participate in the conference. Students can present their work in a poster session, presentation, or panel presentation. To present at the conference, students must submit an application. Students involved in a group project will submit one form with all names included.

All students nominated must submit an application, which requires a 100-150-word abstract describing their work. It is important to note that a student nomination does not guarantee the student's acceptance to the conference. The faculty nomination deadline is Feb. 21, and the deadline for student submissions is March 6. As soon as the conference website is available, a link will be sent out and posted in the LU Digest. Any questions can be sent to SRC@lindendwood.edu.

Faculty Judges Needed for Student Research Conference

The Student Research Conference Committee is seeking volunteer faculty and staff to participate in judging student projects and presentations at this year's Student Research Conference. If you would like to volunteer, please follow this [link](#) and complete the brief questionnaire.

The Student Research Conference will be held Tuesday, April 7, in the Library and Academic Resources Center (LARC).

Please add the Student Research Conference to your to-do list for April! Your help would be greatly appreciated. If you have any questions or concerns related to judging at the SRC, please contact [Tracy Flicek](#).

Bob Chitester from the Free to Choose Network on Campus, Tues., February 18



[The Hammond Institute for Free Enterprise](#) will host its first [Langenberg Speaker Series](#) event of the new year on Tues., Feb. 18. This upcoming session will feature renowned economist [Bob Chitester](#) of the [Free to Choose Network](#).

Chitester will speak on Lindenwood University's campus from 3 to 4 p.m. in Dunseth Auditorium and at the MAC-West starting at 6 p.m. His presentation is titled [A More \(or less\) Perfect Union](#).

Both events are free and open to the general public. Reservations are not required.

For more information, please visit [the Hammond Institute](#) or call 636-627-2915.

Teledoc Benefit Reminder!

Now that it is finally 2020, you have access to Teledoc benefits if you are enrolled in the medical insurance benefits! Letters from Teledoc were mailed out this week as a reminder that this is now available! Here is everything that you need to know:

- Teledoc is a new service that allows you to call in to speak with a doctor when you or any dependent(s) enrolled on the plan are suffering from an acute condition (flu, cold, sinus).
- Once you have been “seen” by a physician via Teledoc, the doctor is able to prescribe medication to you OVER THE PHONE! This means that you do not actually have to go to the doctor!
- This benefit has a \$0 copay and is available 24/7.
- It is recommended that you and your dependent(s) [create an account](#) prior to utilizing these services. Registering involves providing contact information, primary physician information, and pharmacy information. This will allow you to get through the process much more quickly when you actually need to utilize it, as they will already have all of your information.
- There is also an app that can be downloaded for this benefit.

Seeking an Advisor for Phi Beta Sigma Fraternity, Inc.

The men of Phi Beta Sigma Fraternity, Inc., a new addition to the Lindenwood fraternity and sorority life community is looking for a faculty/staff advisor.

If you are interested in serving as an advisor for this black Greek-lettered organization, please contact Carynn Smith at csmith2@lindenwood.edu. For more information, [please visit the website](#).

Lindenwood Names Cori Ruprecht as Grant Writer



Cori Ruprecht has been named grant writer for Lindenwood University. She will begin her role on Feb. 7, 2020. Ruprecht has worked in the nonprofit social and human services field for over seven years providing direct and administrative support services. She recently served as director of development and grants for Epworth Children and Family Services, where she was responsible for grants oversight, fundraising, marketing, and social media. Previously, she served as grant writer and manager for Bridgeway Behavioral Health/ Preferred Family Healthcare. She brings expertise in project planning, program design, post-award reporting, and project

management.

Ruprecht's portfolio includes government and private foundation funding of nearly \$26 million in single- and multi-year awards, in which she has led or assisted in the acquisition process. She will be based in the Sponsored Projects Office, which is part of the Office of Institutional Effectiveness. Dr. Michael Leary, director of research and compliance, stated, "We are excited to have Cori Ruprecht on board to complement and enhance services provided by our Sponsored Projects Office. Her expertise will create new opportunities for Lindenwood University as we continue to increase external funding and identify partnerships for research, scholarship, and creative work."

Ruprecht stated that she is "looking forward to working as part of the Institutional Effectiveness team at Lindenwood and excited to work together to help move the university forward in the coming years."

Ruprecht has a BA in psychology from University of Missouri-Columbia and aspires to complete her master's degree. She is originally from Poplar Bluff, Mo., and currently resides in O'Fallon with her husband, Trey; two children, Max and Miles; and two huskies, Berglund and Nikita.

Explore graduate opportunities at Mizzou

The Public Health Student Association is hosting Mizzou Night at Lindenwood. Representatives from the MPH program, medical school, PT/OT, MHA, and MS in health informatics will be on campus to highlight their programs and talk with students individually. Students and faculty are invited to attend. Refreshments will be provided.

Tuesday, Jan. 28

6-8 p.m.

Anheuser-Busch Leadership Room

Accessibility Services

The Student Support and Accessibility Program has made recent changes to improve communication across campus. All questions related to the accessibility program can be directed to the [Accessibility Services](#) web page. All inquiries can be sent to accessibility@lindenwood.edu. Faculty who have questions regarding student accommodations are encouraged to continue communication with Jeremy Keye at JKeye@lindenwood.edu or 636-949-4510.

31 Days Left to Nominate an Outstanding Staff Member!

The Lindenwood community (staff, faculty, adjuncts, students, and administrators) is invited to nominate an outstanding staff member for one of 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!](#)

The deadline is Friday, Feb. 28.



MOMENTS

This week's Q2 Moment is brought to us from Tricia Zweier and the dance studio, they would like to express their gratitude to Elvin Cruz from Operations.



Elvin Cruz is a reliably warm and considerate LU employee, an Electrician in Maintenance. The Dance Program benefited greatly from his expert install of some much needed curtains in one of our dance studios. Now, students will be able to utilize the mirror in dance technique courses and then close the curtains to practice proprioception when necessary. It's no surprise that Elvin did a phenomenal job installing them. It's also no surprise that he did so with jovial ease. We're just happy that we

have an excuse to share a moment of appreciation for his great work to improve the environment for our students.

-The Q2 Team

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

LINDENWOOD

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LEARNING ACADEMY

Getting Started with Grants featuring Dr. Ben Moore

January 30, 2:30-3:30 p.m.

Dunseth Auditorium

Dr. Ben Moore, co-founder and director of the Bosnia Memory Project at Fontbonne University, will share his experience with securing grants to support his work. Dr. Moore has received substantial grant funding from the National Endowment for the Humanities among other organizations. [Click Here](#) to Register.



Upcoming Learning Academy Events: [Click Here to Register](#)

- **Introduction to eLearning:** Feb. 3, 4 Week Asynchronous Online Training Course
- **Safe Zone Training:** Feb. 3 from 1 to 3 p.m., Hyland VIP Room, Evans Commons
- **Safe Zone Training:** Feb. 6 from 10 a.m. to 12 p.m., Hyland VIP Room, Evans Commons

Upcoming Events and Deadlines

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

- Jan 30 - March 16 - Heartland Art Club Members Exhibition, Boyle Family Gallery
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- Feb. 6 - Heartland Art Club Members Exhibition opening reception, 6-8 p.m., Boyle Family Gallery
-

- Feb 10-11 - American Red Cross Blood Drive, Evans Commons Multipurpose Court, [RSVP: Feb 10](#), [RSVP: Feb 11](#)
-

- Feb. 15 - [The Isley Brothers](#), 8 p.m., The Lindenwood Theater
-

- Feb. 20 - Spring Career Fair, 2-5 p.m., Evans Courts
-

- Feb 22, March 7 & 28 - FAFSA Frenzy, 10 a.m. - 1 p.m., Spellmann Center computer lab
-

[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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