

# LINDENWOOD UNIVERSITY

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## DIGEST

EMPLOYEE NEWSLETTER

Today's Headlines

January 31, 2020

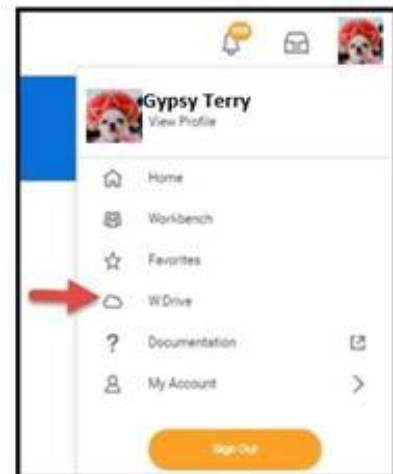
### Electronic Version of the 2019 1095-C Forms Now Available in Workday

An electronic version of the 2019 1095-C form is now available in Workday.

To access your forms, click on the "Pay" worklet and choose "My ACA Forms" 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 1095-C forms will be mailed to the home address on file.

If you have any questions, please reach out to the benefits office at [cterry@lindenwood.edu](mailto:cterry@lindenwood.edu).



### Lindenwood Choirs to Perform with St. Louis Philharmonic Orchestra



On Feb. 21, choirs from Lindenwood University's Music Program will join choruses from St. Charles Community College and St. Louis Community College - Meramec in performance with the [St. Louis Philharmonic Orchestra](#). The concert begins at 8 p.m. in the Lindenwood Theater at the J. Scheidegger Center for the Arts.

Lindenwood University students, faculty, and staff can pick up two FREE tickets for this special concert with their Lindenwood University IDs

at the Scheidegger Center box office. Visit [LUBoxOffice.com](http://LUBoxOffice.com) for complete details on this performance.

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## **How African-Americans Shaped Society from a Religious, Fashion, Criminal Justice, and Historical Perspective**

Lindenwood University will host a panel Discussion, How African-Americans Shaped Society from a Religious, Fashion, Criminal Justice, and Historical Perspective, from 4 to 5 p.m. on Tuesday, Feb. 18 in the Library and Academic Resources Center Theatre.

Panelists:

Dr. Ted Cohen, Associate Professor, History

Rev. Dr. Torbitzky, Assistant Professor, Religion

Dr. Chajuana Trawick, Endowed Chair, Fashion Business & Design

Dr. Pernell Witherspoon, Professor, Criminology & Criminal Justice

Moderator:

Dr. Shane Williamson, AVP, Student Life & Diversity/Chief Diversity Officer

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## **Full-Term Classroom Changes in EMS & CAMS**

Lindenwood recently transitioned to the EMS scheduling system and feedback has been positive regarding the transparency of the spaces utilized. A few procedures are in place for instructors who would like to move their classrooms for a full term. Classroom assignments must be updated in the CAMS portal and EMS. This requires the Office of Academic Services to be notified. Requests for use of classrooms for one or two times during the term will continue to be placed through EMS.

Please follow the steps below for moving a course for the full term.

1. ADA requests - a. Contact Jeremy Keye at 636-949-4510 or [JKeye@lindenwood.edu](mailto:JKeye@lindenwood.edu) if the move of classroom is for ADA needs. He will then reach out to the associate registrar requesting the change.

2. Full-Term Classroom Change - a. Contact Associate Registrar Mary Stacy-Brewer at 636-949-4331 or [MStacy-Brewer@lindenwood.edu](mailto:MStacy-Brewer@lindenwood.edu).

b. Provide the department, course ID, and section of the courses to be moved. Ex: AAD 10100.01

c. List preferred building(s), classroom(s), and alternatives

d. List preferred furniture (desks vs. tables/chairs) and if the furniture is required to be mobile within the space for group work.

Confirmation of the classroom change is not official until you have been notified by Stacy-Brewer.

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## Youth In Need Attends Finding Neverland at J. Scheidegger Center for the Arts

Lindenwood University's J. Scheidegger Center for the Arts recently hosted 200 guests from St. Charles County's Youth in Need to attend performances in the national tour of *Finding Neverland* on Jan. 25, 2020, at no cost.



“To fulfill the Scheidegger Center’s mission of bringing arts, entertainment, and culture to our community, Lindenwood made it possible to welcome these very special guests,” said Peter Colombatto, marketing director at the Scheidegger Center.

[Continue reading.](#)

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## Pronouns in Canvas

Lindenwood Online, Academic Services, and the Center for Diversity & Inclusion are partnering together to introduce Pronouns Now on Canvas. All Lindenwood Lions are invited to add their pronouns to their [Canvas account](#) and the steps to do so are listed here: Account > Settings > Edit Settings > Pronouns > Select Pronouns > Update Settings. If you have questions about this process, please contact [Jennifer Spellazza](#). #LionsUnited

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## An Invitation to Participate - Provost Search

Dr. Marilyn Abbott has announced that she will retire from the role of provost in June. The 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 take part in this important opportunity.

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## 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 Student-Athlete Center) or contact Casey Finnell. Athletics appreciates your support of its wish-granting efforts!



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## 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 this [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](mailto:JHennings@lindenwood.edu)) in Human Resources.

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## 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](mailto: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](mailto:SLeassner@lindenwood.edu) or 636-627-4627.

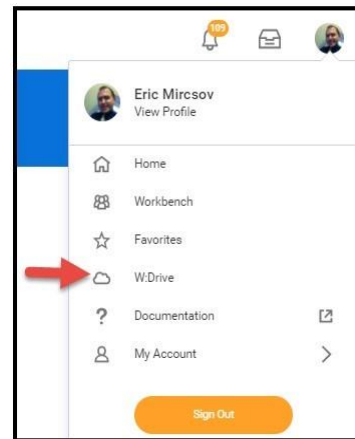
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## Electronic Version of the 2019 W-2s Now Available in Workday

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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.



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## 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](#).

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## **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.

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## **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.
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## 28 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.

LINDENWOOD  
UNIVERSITY  
LEARNING ACADEMY

**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

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

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

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

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

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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.](#)

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