

LINDENWOOD  
UNIVERSITY  
—  
DIGEST  
EMPLOYEE NEWSLETTER

Today's Headlines

March 20, 2020

### Faculty and Staff Updates Posted on Coronavirus Site

The following information from Lindenwood Human Resources is available on the university's COVID-19 information site at [www.lindenwood.edu/coronavirus](http://www.lindenwood.edu/coronavirus), along with protocols for returning from international travel and other useful information.

Effective through April 3, faculty and staff unable to work as a result of exposure, sickness, or school or daycare closures can apply for paid administrative leave through Benefits Director [Candace Terry](#). Documentation may be required. All other absences will be charged to sick or vacation.

Effective March 19, many staff employees will be asked to work remotely while some will complete their workday on campus as usual. Faculty are encouraged to continue to conduct ALL of their responsibilities away from campus.

Effective March 23 - May 1, most administrative and academic offices will be available for business Monday through Thursday during normal business hours. A couple departments will work Monday through Friday based on critical necessity and safety of the campus. Many offices will be operated remotely or with a partial staff on campus.

If you need assistance, please email the staff member(s) with whom you need to speak to ensure that you receive the help you're seeking. If you do not know the name of the person you need, please refer to the Q2 Contact list for assistance (located in Workday – Useful Links). Emails will be answered in a timely manner.

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### Virtual Events Category Created for Lindenwood Website

A new category has been added to the events module on the Lindenwood University website called "Virtual Events." As Lindenwood faculty and staff create events and services that can be accessed online by the Lindenwood community,

this location can act as a central hub to which constituents can be directed to find and access them.

[View Virtual Events](#)

Please send any applicable posts via the online Marketing and Communications [Project request form](#).

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### **Update Personal Info on Workday by March 23**

Human Resources requests that all employees review their personal information in Workday before Monday, March 23 to be certain that the university has accurate and complete information that includes cell phone, home phone, personal email, and emergency contact information.

To access, click on the “Personal Information” icon on the Workday home page and then on the individual categories of information. To make changes, click on “Edit” at the top left of each information page.

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### **Travel Cancellation Procedures due to COVID-19**

With the rapidly changing events and spread of the COVID-19 virus, there have been many conference/travel suspensions and cancellations, which are affecting Lindenwood university personnel.

This applies whether you have a university-issued expense card or have simply submitted an expense report, spend authorization, or cash advance where Lindenwood has reimbursed you or any vendor/supplier. Please direct questions to [Cheryl Delaporta](#) regarding how to proceed with related-finance questions.

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### **Library Services Adds Many More Resources in Response to COVID-19**

Due to COVID-19, traditional hardcopy research materials have become unavailable. To offset this, Library Services has dramatically increased the availability of database and eBook resources that can be accessed remotely.

This includes an additional 24,000 digital books to the 350,000 the library already has, as well as expanded access to JSTOR.

For additional information on expanded access to electronic resources, please

consult the Library Services [Continuity of Service Libguide](#), under the Faculty Resources tab.

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## Microsoft Teams Now Available on All Systems

Lindenwood University recommends the use of Microsoft Teams as a collaboration platform for conducting chat, audio, and video conferencing with the faculty, staff, and student community. While Microsoft Teams is always available via a web browser at <http://teams.microsoft.com>, Lindenwood IT has pushed out the Microsoft Teams desktop application to all University personally assigned university devices, such as laptops and desktops, that are on the Lindenwood network. Users should expect to see a Microsoft Teams icon appear on their desktop after the installation completes and the Teams application will also launch.

## Campus News

### Common Sense Economics for Legislators Presentation Focuses on the Coronavirus



Drs. [Tawni Ferrarini](#) and [Howard Wall](#) of the [Hammond Institute for Free Enterprise](#) were at the Missouri State Capitol on Wednesday, March 11. They were in Jefferson City to present their views on the economic effects of the Coronavirus crisis (COVID-19) and the responses to it. Attendees included lawmakers and their staff members, along with other participants in Missouri's legislative process. The presentations were part of the [Common Sense Economics](#) for Legislators program, a nonpartisan program of the Hammond Institute and the [Economic Education Center](#) designed to help legislators engage voters about economics.

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### President's Ambassador Application

**Deadline Extended**

The application deadline for the 2020-21 President's Ambassador Program has been extended to Tuesday, March 31 to account for the disruptions to schedules due to COVID-19.



If you know a student interested in applying, please ask the students to fill out [this application](#). If the student has already filled out the paper application and is not able to send it via email, please click on the link above to fill out the electronic version. Applications may also scan and email the paper application.

Please send letters of recommendation to Nicole Sullivan at [nsullivan@lindenwood.edu](mailto:nsullivan@lindenwood.edu). If you have any questions, please feel free to contact Nicole at 636-949-4900. Thank you, and stay healthy!

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## Hammond Institute Serves as Panelists for Youth Entrepreneurship Program in Hazelwood



Drs. [Howard Wall](#) and [Grant Black](#) of the Hammond Institute recently served alongside [John and Barbara Hammond](#) as panelists for student presentations at Hazelwood West High School. The presentations were made by students in two classes that employ the Youth Entrepreneurship model, which "bridges the gap between textbook learning and practical

application" and "empowers teachers to innovate in their classroom and prepares students for success in the workplace and in life." The Youth Entrepreneurs program at Hazelwood has been made possible by the financial support of John Hammond, a long-time member of [Lindenwood University's Board of Trustees](#).

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## Project Focuses on Attitudes Towards People with Disabilities

Graduating Senior Abby Right, Dr. Michiko Nohara-LeClair, and the Center for Diversity & Inclusion are partnering to collect DEI-related data. Please consider completing this [voluntary survey](#) to help them understand different campus attitudes towards people with different abilities. Thank you for your participation. #LionsUnited

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## 2020 Election Discussion Includes Area Experts

"You would not let your parents set up your Spotify play list or take over your snapchat for the day, so why do you let them make decisions about your future?" Dr. Anita Manion, assistant professor of political science at UMSL opened the discussion of the 2020 election with this thought-provoking question.

The panel, consisting of Manion; Dr. David Robertson, professor of political science at UMSL; Kurt Bahr, St. Charles County director of elections; and Dr. Don Heidenreich, Lindenwood professor of history, agreed every election is important, but this election has several critical issues at stake.



Allison McDonald (2023) a musical theater major said, "This year's election is the first one that I will be old enough to participate in. This discussion helped me understand the importance of my vote. I am more confident in the necessity of my vote and that of other members of Gen Z."

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## New Student Orientation - Lion Leader Recommendations

Do you know any students who you think would make great student leaders? Lion Leader applications for fall 2020 New Student Orientation may be made through today (March 20). This is an opportunity for student leaders to grow and welcome new students to campus during New Student Orientation.

Faculty and staff are encouraged to send recommendations, including student names and Lindenwood email addresses. Nominated students will be contacted and given more information about this opportunity!

This kind of recognition makes all of the difference to students. Please send the requested information and any questions to [Brooke VonJensen](#).

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## Gietschier Presents Work at Annual NINE Spring Training Conference

Steve Gietschier, associate professor of history, presented a paper at the 27th Annual NINE Spring Training Conference in Tempe, Ariz, on March 6. His paper was titled "*Cleaning Up and Tumbling Down: Who Played for the Black Sox After the White Sox?*"

Gietschier, who also served as the master of ceremonies for the conference, began his presentation with this prescient opening, "Baseball has a disaster plan. If something terrible happens, an airplane crash, a hotel fire, a bus accident, a terrorist attack, an infectious disease, that plan would be activated. The affected roster would be repaired. It's never happened, at least not yet. But what if?"

The NINE conference is organized by the editorial board of *NINE: A Journal of Baseball History and Culture*, published by the University of Nebraska Press.

The logo for Lindenwood University Learning Academy is centered within a white rectangular box, which is itself set against a larger, solid gold-colored rectangular background. The word "LINDENWOOD" is written in a large, bold, black serif font at the top. Below it, the word "UNIVERSITY" is written in a smaller, black serif font, with each letter spaced out. A thin horizontal line is positioned below "UNIVERSITY". At the bottom, the words "LEARNING ACADEMY" are written in a black serif font, with each letter spaced out.

LINDENWOOD  
UNIVERSITY  
LEARNING ACADEMY

All Learning Academy events have been cancelled until further notice.

### Hours Until March 22

#### Library Services

Monday - Friday 8 a.m.- 7 p.m.  
Saturday - Sunday 11 a.m. - 7 p.m.

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#### Spellmann Center

Main Street Monday - Friday, 8 a.m. to 5 p.m.  
Dining Hall Closed  
Computer Lab Closed (computers available in LARC)

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## **Evans Dining Hall (take-out only)**

Until brunch on March 22

Monday-Friday

8 a.m. to 9 a.m.

11 a.m. to 1 p.m.

5 to 7 p.m.

Saturday-Sunday

11 a.m. to 1 p.m.

5 to 7 p.m.

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## **Evans Commons Rec Center**

Closed

## **Applications and Nominations**

### **Alumni Award Nominations**

Students, staff, faculty, and alumni are invited to [nominate](#) alumni for the Alumni Merit Award, Alumni Service Award, or Young Alumni Award. The deadline to nominate an alumnus is April 30. Please contact Alumni Director [Rachael Heuermann](#) with questions.

## **Upcoming Events and Deadlines**

All events have been cancelled until further notice.

## **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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