

An e-newsletter for the employees of Lindenwood University

Employee of Month, Year Program Beginning

Lindenwood University will begin an Employee of the Month and Employee of the Year recognition program next month and the first monthly winner will be announced in February.

Acting President James D. Evans said the purpose of the recognition program is to honor top employees at the university who serve in an exemplary manner. All nominees must be permanent full-time or part-time employees who perform at a high level and who exhibit a positive and supportive attitude.

All employees are eligible, excluding those who have received the award within the past two years. Nominees must have been employed at Lindenwood University for more than a year.

Those interested in nominating someone should write a 75-100 word essay explaining why a particular employee should be considered. Some qualities might include outstanding achievement, performance, creative contributions, or improvement beyond what is normally expected of employees; demonstration of outstanding service to LU; and projection of a friendly, considerate attitude toward faculty, staff, students and visitors.

A nomination is not considered complete without enthusiastic support of the

employee's supervisor. Nominations should be submitted prior to the first day of the month (or by 9 a.m. Monday if the 1st falls on a weekend) to Judy Shanahan in the president's office.

Employee of the month selection will be conducted by the chief operating officer and the president.

Monthly winners receive a framed certificate and their name engraved on Employee of the Month plaque which will hang in Roemer Hall. The winner will be announced in *Communique* and will be highlighted on the LU website and will be considered for Employee of the Year.

Employee of the Year will be awarded annually at the LU Christmas Party (December's winner will be consider for the following year's Employee of the Year award). The Employee of the Year winner will receive a personal plaque, and his/her name will go on a permanent plaque which will hang in Roemer Hall. The Employee of the Year winner will be featured in the *Communique* and on the Lindenwood University website.

Employee of the Year selection will be conducted by the President with consultation from the chief operating officer and the administrative council.

New Homepage Will Debut Tomorrow on Lindenwood Website

A new Lindenwood University homepage will debut tomorrow (Dec. 19) at www.lindenwood.edu.

Webmaster Jason Waack has been working on the homepage redesign for several weeks and has been testing it the past week. He said the new page is cleaner and much easier to use.

The new home page gives more

prominence to Lindenwood's campus news, by displaying the three most recent news items directly on the home page. It has modernized consistent graphics, and less clutter. It also has links to LU's offsite campuses, a relocated search bar, and small links to the Lindenwood calendar, contact information and employment opportunities.

Did You Know...

That Sibley Hall is the oldest and most celebrated building on Lindenwood University's campus? Currently a women's residence hall, Sibley Hall was built in 1856. It has a 120-bed capacity. It was added to the National Register of Historic Places in 1978. Sibley Hall is named after Lindenwood University's founder, Mary Easton Sibley.



Communique Taking Off for the Holidays

Communique is taking a holiday break. We will return on January 22!

Lindenwood Mourns Loss of Professor Janet Fever

Lindenwood University is mourning the loss of Dr. Janet Fever, who passed away on Wednesday, Nov. 29, after a battle with cancer.

Dr. Fever had been a member of the Education Division faculty since 1989, prior to which she worked as a special education and gifted education teacher and as a school administrator at a number of levels, including superintendent.

She was a member of a number of professional and service organizations and was the first female president of the Phi Delta Kappa Gateway East chapter.

She held a bachelor's degree and a doctorate from Southern Illinois University at Carbondale and a master's degree in education from Southern Illinois University at Edwardsville.

Dr. Rick Boyle, dean of the education division and dean of the faculty, said that Dr. Fever leaves an enduring mark with her students and with Lindenwood University.

"Her legacy will live forever," Boyle said. "Anyone who prepares a young person for a teaching career will be remembered. It's the legacy of a teacher."

Lindenwood Hosts Regional Circle K Meeting

On Friday, Dec. 8, Lindenwood University hosted a meeting of the Missouri-Arkansas Circle K, which featured an address by Ronda Lewallen, governor of the Missouri-Arkansas Circle K district.

The meeting, held in the Anheuser Busch Leadership Room at the Spellmann Campus Center, was attended by more than 40 Kiwanis members and Key Club members from all over St. Charles and St. Louis, as well as Circle K students from Lindenwood and Washington University. The evening also included a speaker from the BCI organization (Boone's Center, Incorporated), who discussed ways

members can help get involved with their organizations and did some hands-on demonstrations.

Circle K is a co-educational service, leadership development, and friendship organization, organized and sponsored by Kiwanis clubs on college or university campuses.

"The evening was a tremendous success and has ignited a fire for service like none other for our Lindenwood Circle K organization," said Joanna Finch, LU faculty advisor for Circle K. "With support from our local Kiwanis, Circle K will continue to strengthen its membership and grow here at Lindenwood University."

Online Survey Now Available; Provides Valuable Feedback

Thanks to the hard work and dedication of the Computer Services team, we are now able to administer the Institutional Proficiency survey online. The survey can be accessed via the following link: https://www.lindenwood.edu/campus_life/proficiency_survey_0506.asp

Please encourage students at all levels to complete this survey. Encouraging and gathering student feedback provides many benefits. Such feedback allows the university to identify effective

educational practices that are directly related to retention as well as many other desired student outcomes.

The information obtained from this survey is also used in accreditation and self-study reports, campus planning, and policy analysis.

For more information regarding this survey or any question related to Career Services, please contact Dana Wehrli at 636.949.4806 or via e-mail at dwehrli@lindenwood.edu.

School Safety Summit Draws 350 to Campus Center

More than 350 visitors packed the Spellmann Campus Center Thursday as Lindenwood hosted a School Safety Summit in conjunction with Cooperating School Districts.

The summit was a gather of educators, police and firefighters from across the metropolitan area. Attendee listened to presentations on school intruder drills, the way police deal with active shooters, crisis communications and planning, gang awareness, threat assessment, bully prevention and more.

Lindenwood Dean of Faculty Rick Boyle was the university's coordinator

for the event. He said he was pleased the summit was such a "tremendous success."

Acting President James D. Evans said hosting the summit was all a part of Lindenwood "being a good neighbor. We want to be supportive of the community and education, in particular, whenever we can."

Boyle said hosting the summit already is paying dividends for the university. He said Lindenwood has three new students signed as a result of "hosting this event and showing off our campus to the metropolitan area."

"We want to be supportive of the community and education, in particular, whenever we can."

*--Dr. James D. Evans
Acting President*

Spring Etiquette Dinner Set for Feb. 22 in Leadership Room

The Lindenwood University Division of Management and Career Services Office will be hosting an etiquette dinner from 5 p.m. to 8 p.m. Thursday, February 22 in the Leadership Room. This event is open to all junior and senior level students.

The Etiquette Dinner is a program that provides students with valuable training in etiquette used during business dining situations. The Director of Hospitality

Services, Ralph Pfremmer, will provide tips on proper dinner etiquette during a five course meal. Corporate partners attend the dinner to provide additional advice to the students regarding effective job search and interviewing skills.

Students may RSVP no later than noon on Thursday, Feb. 15 to Judy Kamm via phone (636.949.4833) or e-mail (jkamm@lindenwood.edu).

Education Faculty to Attend Certification Fair

Members of the Lindenwood Education Division faculty, including Dean Rick Boyle, will present information at a certification assistance fair on Tuesday, Dec. 19, in St. Louis. The fair is for substitute teachers and those teaching with temporary certifications who are interested in obtaining full certification.

The Lindenwood contingent will be on hand with representatives from other area colleges and universities to review transcripts and resumes to let potential candidates know what courses they still need for certification. The fair is presented by the St. Louis Public School District Professional Development and Human Resources Departments.

Use Change of Grade Form Properly

A new Change of Grade form will be discussed at the next faculty meeting. It is important to understand the purpose of this form. It is not intended as a form to report the completion of an independent study. Faculty members who grant an incomplete grade for a class should use the Incomplete Form supplied by Academic Services. When the work for the class is completed, the faculty member should turn in the duplicate copy of the incomplete form, NOT a change of grade form. A change of grade is intended to indicate that an error in calculation or entry of the grade into the system was made.

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LU to Offer Science Fair Scholarships

Lindenwood University will offer \$5,000 scholarships to three high school seniors with winning projects in the upcoming St. Charles Regional Science Fair. The renewable scholarships will be extended to fair winners who plan to pursue degrees as science teachers.

The regional fair, which will be sponsored in part by Partners for Progress, will be held March 12-17 and will consist of Science Fair winners in kindergarten through 12th grade from schools throughout St. Charles, Lincoln and Warren Counties. Last year, the fair included more than 700 students from St. Charles and Lincoln Counties. Students from Warren County will be included in the regional fair for the first time this year; home school students may also participate.

"I am ecstatic at the opportunity to award these grants to students

who are interested in science," said Joe Parisi, executive director of undergraduate admissions. "Placing in the top three in these science fairs is extremely impressive."

Partners for Progress is a group of local business leaders who seek to facilitate positive action in a variety of areas, including education, in St. Charles County.

"Education, particularly in the areas of science and math, is a top priority for the Partners for Progress," said Greg Prestemon, president of Partners for Progress. "As one of the members of Partners for Progress, Lindenwood University is really stepping up as a leader in that effort by providing these generous scholarships to winners of the Regional Science Fair."