



**March 3, 2017**

## **Today's Headlines**

### **FSA Reminder**

Please remember that you have until March 15, 2017 to use any remaining 2016 FSA funds. After March 15, you will no longer be able to access your 2016 remaining balance. If you would like to check your current balance or would like to know how to utilize these funds, please log into Workday to access the BeneFlex guidebook.

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### **Updates to the Employee Guidebook**

Some additions and alternations have been made to the Employee Guidebook:

- A paragraph with clarifying information was added to the section on faculty contracts and employment on page 51.

The updated version of the Employee Guidebook can be found under "Useful Links" and "Guidebooks."

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### **HLC Fact of the Week: "Federal Compliance Report"**

**HLC Fact of the Week:**  
**"Federal Compliance Report"**  
(March 3, 2017)

Lindenwood University is currently preparing for its comprehensive evaluation and site visit on November 6-7, 2017 by a peer review team representing the Higher Learning Commission (HLC). As part of the HLC evaluation, Lindenwood is writing a required [Federal Compliance Report](#). Areas covered by the report include: [Read more](#)

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### **Gymnastics Home Finale Highlights Weekend Sporting Events**

The Lindenwood gymnastics team takes on Texas Woman's on Sunday in a 1 p.m. dual meet at Hyland Arena. The Lions and Pioneers are the top two teams in the MIC, and are expected to be the favorites at next month's conference championships. The dual meet is the final home event of the season, and the team's four seniors will be honored during the event.

The Lindenwood softball team has its home opener on Saturday under first-year head coach Liz Kelly. The Lady Lions will play a 3 p.m. game against Wisconsin-Parkside on Saturday, followed by a 12 p.m. doubleheader on Sunday. The Lady Lions enter the contest with three wins already under their belts on the young season.

The No. 7 men's lacrosse team takes on Ohio Valley at Hunter Stadium on Saturday at 1 p.m. The Lions went into overtime with the top-ranked team in NCAA Division II last weekend, before falling 8-7. The Fighting Scots are 1-0 on the year.

Also at home this weekend is the men's volleyball team which takes on nationally-ranked Loyola Chicago on Saturday at 2 p.m. The Ramblers have won two of the last three NCAA Division I National Championships.

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### **SafeZone Training Offered This Month**

SafeZone is an opportunity for students, faculty, and staff to come and learn about the challenges faced by their LGBT peers. This training will provide the attendee a background knowledge on challenges, how to be a positive supporter, and how to be an advocate. Once the training is complete, each attendee will receive a sticker to place on their door to designate that they have attended and passed SafeZone training. Trainings will be held as follows. You only have to attend one and, if you have already attended a session, you do not need to attend another one. However, you are more than welcome to attend if you feel you need a refresher!

- Monday, March 6 - 6 – 8 p.m. – Spellmann Center Room 3170
- Tuesday, March 7 – 10 a.m. – noon – Evans Commons Multipurpose Room 3040
- Wednesday, March 8 – 10 a.m. – noon – Spellmann Center – AB Leadership Room
- Thursday, March 9 – 2 – 4 p.m. – Evans Commons Multipurpose Room 3040

This training for all faculty, staff, and students. If you have any questions, please do not hesitate to contact Christopher Miofsky at [cmiofsky@lindenwood.edu](mailto:cmiofsky@lindenwood.edu)!

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## **Linden Scroll is Soliciting Student Nominations for Next Academic Year**

Linden Scroll is an honorary society comprised of students who excel academically (cumulative GPA of 3.0 or higher) and have a dedication to both the University and the community as a whole. Linden Scroll members are exemplary students who have served as student mentors, engaged in University and service events, and carry forward the historical purpose of the University.

It is an honor for students to be nominated, and all nominees will have the opportunity to accept or decline the nomination based on their own personal situation.

Should you have students who fit the criteria, please forward names (and ID numbers if possible) to my attention at [svines@lindenwood.edu](mailto:svines@lindenwood.edu) as soon as possible.

Thank you in advance for your time and nominations.

*Shannon Vines*

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## **Ongoing Need for Volunteer Reviewers of our HLC Assurance Argument**

We have had a great response to our requests for volunteer HLC Assurance Argument reviewers but we could use additional reviewers. If you would like to get involved in this effort, please e-mail Marianne Peacock in the Office of Institutional Effectiveness at [MPeacock@lindenwood.edu](mailto:MPeacock@lindenwood.edu).

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## **Clay Target Classic Fundraiser April 13**

Are you ready to pull the trigger after filing your taxes? Join the Lindenwood shotgun team for their annual [Clay Target Classic](#) fundraiser on April 13, 2017 at St. Louis Skeet & Trap. Spots are limited. Register before April 7 to secure your spot!

Also, STAFF VOLUNTEERS NEEDED: We are needing volunteers to assist at the event from 2 – 4:30 p.m. Please contact Bryan Stone at 636.627.2955 or [BStone@Lindenwood.edu](mailto:BStone@Lindenwood.edu) for more information.

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## **New Journal of Educational Leadership in Action Now Online**

A new issue of the Journal of Educational Leadership in Action, ELA is now online. [www.lindenwood.edu/ela](http://www.lindenwood.edu/ela) Congratulations to Diane Hassebrock, Jennie McFadden and Kelsey Tobey, the first student's to have their work published in

ELA, from the School of Education! ELA also thanks Dr. Janice Freeman for encouraging her students to submit manuscripts.

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### **Workday Finance Coming Soon!**

Please see the PDF about [Workday Finance](#), which is coming soon to Lindenwood University.

For more information, call the Operations and Finance office at 636-949-4632 or email [cjackson@lindenwood.edu](mailto:cjackson@lindenwood.edu).

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### **Barnes & Noble Bookstore Closure Alert**

Please note that the Barnes & Noble Bookstore on the St. Charles campus will be closed on the following dates:

Saturday March 4 -- CLOSED Year End Inventory  
Saturday March 11 -- CLOSED Spring Break Week  
Saturday March 18 -- CLOSED Spring Break Week


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### **Evans Commons and Track Spring Break Hours**

The following will be the hours for the Evans Commons Rec Center and Third Floor Track over Spring Break:

Saturday & Sunday (March 11 and 12) – 10 a.m.-8 p.m.  
Monday – Friday (March 13 – 17) – 8 a.m.-8 p.m.  
Beginning March 18, the Rec Center and Track will be back to normal hours.

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**BUTLER LIBRARY**  
**SPRING BREAK HOURS**

SATURDAY, MARCH 11	10 A.M. - 3 P.M.
SUNDAY, MARCH 12	1 P.M. - 5 P.M.
MONDAY, MARCH 13 - THURSDAY, MARCH 16	7.30 A.M. - 8 P.M.
FRIDAY, MARCH 17	7.30 A.M. - 5 P.M.
SATURDAY, MARCH 18	10 A.M. - 3 P.M.
SUNDAY, MARCH 19	2 P.M. - 2 A.M.

**LINDENWOOD**

The poster features a dark background with several colorful flowers (pink, yellow, and white) on the left side. The text is in a clean, sans-serif font. The word 'LINDENWOOD' is written in a larger, gold-colored serif font at the bottom.

### **Upcoming Dissertation Defenses**

**Doctoral Candidate:** Betsy Moog Brooks

**Chairperson:** Dr. Stephen Sherblom

**Title:** “Applying Andragogical Principles to Real-Time Embedded Parental Coaching When Helping Their Children with Hearing Loss to Talk”

**Date:** Friday March 24, 2017

**Time:** 8 a.m.

**Place:** Roemer 217

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**Doctoral Candidate:** Christine H. Gustus

**Chairperson:** Dr. Stephen Sherblom

**Title:** “E-Mentoring an Educator in a State School for the Deaf: An Action Research Study”

**Date:** Friday March 24, 2017

**Time:** 9 a.m.

**Place:** Roemer 217

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**IT Announcement – Workday System Scheduled Outage**

**Workday outage timeframe:**

Friday, March 10, 2017 at 8 p.m. – Wednesday, March 15, 2017 at 11:59 p.m.

Workday will be unavailable beginning March 10 at 8 p.m. to implement Workday Finance. **During the outage timeframe, all features of the Workday system, including time tracking, will be unavailable via all Internet browsers and the mobile app.**

Access to all other IT services, including the website, network, wifi, Canvas, CAMS, the portals and email will be unaffected by this outage. The update to Workday will be completed by Wednesday, March 15 at 11:59 p.m. **Employees that will be working during the outage windows will need to track their time manually and those hours will need to be entered into the Workday system by their manager when Workday is back in service. Note that all hourly employees must have their timecards submitted and approved for that timecard by Monday, March 20, 2017 at noon.**

We are sorry for the disruption in service during this implementation of the next feature in Workday.

#### Questions or Assistance?

If you have any questions or require assistance, please contact the IT Help Desk at [HelpDesk@lindenwood.edu](mailto:HelpDesk@lindenwood.edu) or via the helpdesk phone **636-255-5100**.

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#### **ACA 1095C Tax Forms Available in Workday!**

You may now download your 2016 1095C ACA Tax Forms by simply logging into Workday and following [these](#) instructions. Please contact Candace Terry for questions on 1095C forms only. Questions regarding all other tax forms should be directed to Monica Seiter in Payroll.

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#### **Electronic W2's Now Available in Workday**

Electronic versions of the 2016 W-2s are now available in Workday. To access your forms, click on the 'Pay' worklet and choose My Tax Documents under the view menu.

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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## Recent Editions

- [Feb. 28, 2017](#)
- [Feb. 24, 2017](#)
- [Feb. 21, 2017](#)
- [Feb. 17, 2017](#)
- [Feb. 14, 2017](#)

## Events and Deadlines

- **Spring 2017:** [Academic Technology Services Workshops](#)
- **March 3:** Dissertation Defense: Sarah Turpin-Padberg “Effects of Teacher Preparation and Support on Retention” at 9 a.m. in Roemer 217
- **March 3-4:** [Urinetown](#) at Lindenwood Auditorium, 7:30 p.m.
- **March 7:** [Lindenwood Speaker Series: Candice DeLong](#)
- **March 22:** [Deadline for Student Research Conference Submissions](#)
- **March 25:** [Deadline for Commencement Regalia Orders](#)
- **March 31:** Dissertation Defense: Megan Zacheis “A Quantitative Exploration of Higher Education, Nontraditional Student Retention Demographics and Success Predictors at a Midwest Private University” at 9 a.m.in Roemer 217
- **April 7:** Dissertation Defense: Connie Jo Lindemann-Litzsinger, “Investigating the Possible Relationship between High School Athletic Participation and First-Generation College Student Persistence to College Graduation” 9 a.m., Roemer 217
- **April 19:** [Mock Interviews at Wentzville](#)
- **April 21:** Dissertation Defense: Allison Bearden, “Exploring the Congruency between Mission and Practice in a Pre-K–12, Midwestern, Christian School”, 9 a.m. in Roemer 217
- **April 28:** Dissertation Defense - James Kent Drury, “Exploring the Presence of Trust in One Suburban Christian School Climate” at 8 a.m. in Roemer 217 ,
- **April 28:** Dissertation Defense - Raymond S. Ciolek,, “A Mixed Method Study on the Missouri Beginning Teachers Assistance Program and Teacher Retention in Saint Louis School Districts” at 9 a.m. in Roemer 217
- **May 10:** [Annual Assessment and Planning Summit](#), 9 a.m., A-B Leadership Room, Spellmann Center
- **May 10-12:** [Assessment Days](#)
- **June 15:** [Annual 5-column program assessment reports due](#)

