



LINDENWOOD
UNIVERSITY

DIGEST

EMPLOYEE NEWSLETTER

June 29, 2022

CAMPUS-WIDE NEWS BROUGHT STRAIGHT TO YOUR INBOX.

GOOD MORNING LINDENWOOD LIONS!

Refer a Lion! Employee Referral Program

Human Resources announces a new employee referral program, effective July 1. [Click here](#) to review the step-by-step guide to navigate the referral process in Workday.

The University is committed to recruiting and retaining highly qualified and diverse employees who align with the mission, vision, and values of the institution. The employee referral program will reward employees for capitalizing on their professional networks to recruit these candidates. When an employee refers a candidate for a faculty or staff position at Lindenwood, and that candidate is hired, upon the new employee's completion of 90 days of employment, the referring employee will receive a \$500 referral payment.

Reference the employee referral program policy and watch the announcements section in Workday for more

LATEST NEWS

Be in the know!

[Read Campus News](#)

VOLUNTEER OPPORTUNITIES

Move In Day
Volunteers needed
Tuesday, August 16 and
Wednesday, August 17.

STAY CONNECTED

[Join LindenConnect](#)

information. Email [Jen Hennings](mailto:Jen.Hennings@lindenwood.edu) in Human Resources with questions.



Early Office Closure for Holiday Weekend

In honor of the upcoming holiday weekend, campus will close at 3 p.m. on Friday, July 1. Classes that are scheduled after the 3 p.m. dismissal are expected to continue. Have a wonderful and safe holiday!

Lindenwood's New Title IX Coordinator



Congratulations to Paula Stewart on being promoted to Lindenwood's Title IX Coordinator. Stewart previously served as the equity officer in the Title IX Office and originally came to Lindenwood in June of 2013, and served as the University's first Clery Compliance Coordinator. In her time with public safety, she developed and delivered training in residence halls on Title IX matters, including consent, sexual violence, and dating and domestic violence. In February 2019, Stewart stepped away from Lindenwood to serve as Clery compliance officer at Webster University. During this time, Stewart authored a campus security authority (CSA) training module that was used to train over 1,000 CSA's on an annual basis, and worked with the Title IX Office to deliver training relating to bystander intervention, relationship violence, and compliance with state and federal laws, as well as university policy. In addition to holding a bachelor of science in criminal justice and a master of science in human resource management, both from Lindenwood University, she is also one of approximately 200 other professionals that hold the credential of Certified Clery Compliance Officer through the National Association of Clery Compliance Officers (NACCOP) and has completed the Level II Title IX Coordinator training through Institutional Compliance Solutions (ICS).

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**HAVE A STORY YOU'D LIKE
TO SHARE OR AN EVENT
YOU'D LIKE TO PROMOTE?**

SUBMIT IT!



SUBMIT TO THE DIGEST

[Visit our website](#)

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 5 p.m. on Mondays. The Digest is sent every Wednesday. Submissions for the same story can be made every four weeks.



All entries to the Digest are subject to editing prior to running.

[MORE INFORMATION](#)

Q2 MOMENTS

Staff Accountant, Cheri Miller

We put the call out for volunteers to help with Giving Week 2022 and Cheri was among the first to put her hand up! She helped at one of our tabling events to encourage students to share their gratitude with Lindenwood donors and was a huge help to our efforts in processing over 450 gifts in the course of those three days! Cheri lives Q2 in her work and we are so grateful to have her at Lindenwood.

Manager of Study Abroad and Academic Engagement, Elizabeth Snell and Director of Student Financials, Candice Brooks

Elizabeth Snell was meeting with a student regarding potential opportunities to work abroad after graduation. When finding out that the student's living situation had recently changed, she worked with Candice Brooks to find an opportunity for them to have a living situation on campus without causing an additional financial burden for the student. Elizabeth and Candice went above and beyond for this student.

Coordinator for Human Resources, Jenna Wehner

Jenna has been helpful, patient, and informative as I have learned about supervising student employees. She responds promptly to inquiries, provides clear answers, and offers valuable advice. She has eased my transition into this role, and I am grateful for her support!

Administrative Assistant for College of Arts and Humanities, Abby Manis

I was at a loss as to how to mail certificates and pins to newly-inducted members of an honor society attending LU remotely. Abby Manis located and provided me with sturdy folders and mailing envelopes within 24 hours. She is unbeatable in her resourcefulness and problem-solving skills and I am so grateful for her quick thinking and ingenuity. Thank you, Abby!

[Submit Your Q2 Moment](#)

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LEARNING ACADEMY

Staff: Please Complete the Performance Evaluation Feedback Survey

As a part of their annual performance evaluation, we are seeking your feedback on your vice president, assistant/associate vice president, and your staff administrator/evaluator. **The survey will allow you to provide feedback on all administrators within your reporting structure.** Please note, if you report directly to a VP (or AVP), you can leave the proceeding drop downs blank or choose the 'No AVP' option. The survey is brief to allow you to be as specific as possible in your responses.

Results of these surveys will be kept confidential; aggregated responses will be shared with the VP, AVP, and administrator. If you have any questions about the survey's administration, you may contact **Brittany Brown**.

Graduate Attribute Lunch & Learn
June 30, July 7, July 8, 11 a.m. - 12 p.m.
LARC 009 or virtual (varies by session)

Bring your own lunch and learn more about the Graduate Attributes during these virtual or in-person workshops! We will overview the Graduate Attributes, alignment in courses and programs, and assessment using signature assignments. Thursday workshops will be in person at 11 a.m. in the Learning Academy (LARC 09) and Friday workshops will be virtual at 11 a.m. Come to one or all and bring your ideas and questions as we workshop our way to the new Graduate Attributes!

[Register](#)

Microsoft Teams in Canvas
July 5, July 6, 10 a.m. and 2 p.m.
Virtual

Microsoft Teams is replacing BBB inside of your Canvas Course. This 30-minute training session will provide all you need to be successful in your Canvas Course!

[Register](#)



SUMMER HOURS

LARC/LIBRARY SERVICES

- Monday - Thursday: 8 a.m. – 6 p.m.
- Fridays: 8 a.m. - 5 p.m.
- Saturday: 10 a.m. - 3 p.m.
- Sunday: 2 p.m. - 6 p.m.

EVANS COMMONS REC CENTER

- Monday: 8 a.m. - 5 p.m.
- Tuesday: 8 a.m. - 5 p.m.
- Wednesday: 8 a.m. - 5 p.m.
- Thursday: 8 a.m. - 5 p.m.
- Friday: 8 a.m. - 5 p.m.
- Saturday & Sunday: Closed

LU BOX OFFICE

- Tuesday-Friday: 12–4 p.m.
- Saturday: 10 a.m.–2 p.m.
- Sunday-Monday: Closed

STARBUCKS

- Closed

