



LINDENWOOD
UNIVERSITY

DIGEST

EMPLOYEE NEWSLETTER

August 10, 2022

CAMPUS-WIDE NEWS BROUGHT STRAIGHT TO YOUR INBOX.

GOOD MORNING

LINDENWOOD LIONS!

Free Lunch Fridays Return!



Connect with your colleagues over a shared meal with the return of Free Lunch Fridays for the 2022-23 academic year!

Lunch is available for all employees, every Friday from 10 a.m. - 2 p.m. Fall 2022 lunches begin August 26 and end December 9.

LATEST NEWS

Be in the know!

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STAY CONNECTED

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To dine at Spellmann, employees must use the GrubHub app or a kiosk in Spellmann to order.

To dine at Evans Commons, employees will present their ID at entry and select from the new 'all you care to eat' options. No carry-out from Evans Commons.

See full details for [**Free Lunch Fridays here.**](#)

ITEN Virtual Expert Roundtable - The Fun Stuff: Employee Benefits for Startups

Join ITEN virtually on Tuesday, August 16 from 4-5 p.m. for the Expert Roundtable presented by Husch Blackwell.

Attendees will learn about tools early-stage companies can use to attract the talent they need to start and grow. This session will cover various benefits that can be offered as well as types of incentive compensation high growth companies can use when looking to compete in the talent market.

[**Learn more and RSVP**](#)

New Student Orientation

Faculty and staff is invited to attend any of the New Student Orientation (NSO) events, taking place August 16-21.



Questions? Contact of Director First-Year Programs [**Justin Barton.**](#)

NSO Schedule

Welcome Back Week Schedule

Welcome Back Week kicks off on Monday, August 15 for employees. A detailed schedule of events can be found [here](#). Sign up for any online workshop sessions through the [Lindenwood Learning Academy](#) calendar.

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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

Student Financial Services and Bursar's Office

I was informed by an advisor that a student had a balance on their account. I asked **Zachary Hihn** about getting the student's statement and schedule to find out how a new student had a balance (they took a summer course). On the statement I noticed that the student had a grant pending. I went to **Liz Ziegenfus** who I know has mass amounts of knowledge (my typical go to) to see who the best person to reach out to would be. She let me know she added the form from HR a little over a week ago and that **Chris Rumsey** would be able to assist with pushing the grant through. I called Chris and he informed me that **Tiana Blair** removed the hold late yesterday but would continue to push the grant from "pending" to "applied" to take care of the balance sooner rather than later. This is what we call teamwork to provide Q2 service excellence, thank you all who were involved!

[Submit Your Q2 Moment](#)



Adjunct Conference 2022

August 13

J. Scheidegger Center for the Arts

This event is designed to recognize the crucial contributions of our university's adjunct instructors and connect instructors to helpful campus resources that will support their teaching.

At the Adjunct Conference, you will be able to take care of practical matters like obtaining ID cards and parking passes, as well as gathering information from helpful departments across campus, such as SASS, the Writing Center, and academic services. There will also be breakout sessions on teaching-related topics, a keynote session, and meetings for each of the four colleges.

The Keynote session will feature general information about the RISE Project and teaching tips from the RISE Scholars. This session will also feature the presentation of the RISE-Certified Instructor Program, which is a RISE Project initiative designed just for adjunct instructors.

Thank you for all you do for your students and being a vital part of Lindenwood! We look forward to seeing you at the conference.

[Register](#)

Microsoft Teams in Canvas

August 15, 16, and 17, 10:30 a.m. and 2:30 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](#)

Microsoft Application Training (SharePoint, Forms/Quizzes)

August 15, 16, and 17, 10 a.m. and 2 p.m.

Virtual

We will review various Microsoft programs to utilize in your daily work (both staff and faculty are welcome).

[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

