

LINDENWOOD
UNIVERSITY

DIGEST

EMPLOYEE NEWSLETTER



November 16, 2022

CAMPUS-WIDE NEWS BROUGHT STRAIGHT TO **YOUR INBOX.**

GOOD MORNING LINDENWOOD LIONS!

Early Office Closure for Thanksgiving Holiday



In honor of the Thanksgiving holiday, campus will close at 3 p.m. on Tuesday, November 22.

Classes that are scheduled after the 3 p.m. dismissal are expected to continue. Have a wonderful and safe holiday!

LATEST NEWS
Be in the know!

[Read Campus News](#)



Helpful Holiday Health Reminders!

The holidays are right around the corner which means getting together to catch up with family and friends. While protocols are in the past, COVID is here to stay, and the flu is on its way!

This is the perfect opportunity to remind everyone to be courteous to each other when experiencing any type of symptoms, after an exposure, or returning to the office after testing positive. Here are some helpful tips, recommendations, and resources so we can safely enjoy the upcoming holiday breaks!



Symptomatic

If you are feeling symptomatic, please work with your supervisor to stay home. If you are well enough and able to work, it is advised that you continue to work remotely or enter in sick time until you have either been cleared by a doctor or are at least 24-hour symptom free. If you are on our medical insurance plan you have access to [Teladoc benefits](#) 24/7! Visit [Teladoc.com](#) to set up an account and get connected with a licensed physician today.

Exposed

If you have been [exposed](#) to someone who has tested positive for the flu or COVID, please take precautions in the workplace so we can all remain healthy. The CDC recommends that you wear a mask for up to 10 days after a confirmed COVID exposure. It can take up to 10 days to develop symptoms and/or test positive. If you develop symptoms during that time, it is recommended that you be tested and seek guidance from your doctor. Please click [here](#) for additional CDC guidance on exposures.

Positive

If you have tested positive for the flu, please remain off campus until you have been cleared by your doctor or have been at least 24-hour symptom free. If you have tested [positive for COVID-19](#), please remain off campus while you isolate. The CDC recommends 5 days of isolation upon the onset of symptoms. Once you have completed your isolation period and have been 24-hour fever free, please be courteous to your coworkers by wearing a mask while around others for an additional 5 days, as you could still be infectious through that time. Additional CDC guidance on testing positive can be accessed [here](#).

COVID-19 Vaccine Resources

Find out more about COVID-19 vaccine resources [in your area](#).

If you have any questions about best practices, please contact [Candace Terry](#) for guidance. We wish you and your families a safe and wonderful holiday season!

STL Startup Week is Upon Us!

It's not too late to check out all the activities for this year's STL Startup Week 2022, November 14-18!

Built by the community for the community, STL Startup Week is a five-day celebration and elevation of all things entrepreneurship in the St. Louis region. Featuring talks, panel discussions, workshops, networking events and more, STL Startup Week (STLSWK) has inspired hundreds of individuals to discover their potential as entrepreneurs, innovators, and change-makers. Check out the full [Schedule of Events!](#)

Turbotax and Opt Out of Paper W-2s

Exciting news for the upcoming tax season! This year W-2 information will be available to upload directly into the Intuit TurboTax software. Employees must opt in to take advantage of this option. Please click the link to [opt in!](#) See the Lindenwood University [Help Guide](#) for additional information.



The LU Payroll Office allows employees to opt out of receiving paper W-2s. Employees who opt out of paper forms can access their forms online even before paper copies are available. This option helps LU save money by reducing paper and printing costs and is a more secure way of receiving your documents. Opting out is easy to do, just click the link to access the [My Tax Documents](#) area in Workday. Employees only have to opt out once. Your choice will apply to all future W-2s and will remain in effect throughout your employment unless you log back in to change your election back to both paper and electronic delivery. More information is available in the [Help Guide](#).

Nominate an Outstanding Staff Member

The Lindenwood Community (staff, faculty, adjuncts, students, and administrators) is invited to nominate an outstanding staff member for one of five staff recognition awards. If you know an outstanding staff member, please submit a nomination at the link below. There's also an opportunity to get fabulous prizes for being a nominator, so don't delay. Award winners will be announced at the spring all-staff meeting.

Staff members can be nominated for the following categories:

REAL EXPERIENCE. REAL SUCCESS AWARD

This award honors and recognizes a staff member who made a significant positive impact within their department and across the university throughout the previous year. They have maintained a high level of productivity and consistent quality of work, demonstrated a high degree of initiative in the performance of functions, displayed exceptional dependability, maintained effective relationships with others, and demonstrated leadership qualities.

ROOKIE OF THE YEAR AWARD

This award is given to an outstanding staff member within their first year of service with the university. This person demonstrates excellence in overall job performance, provides significant contributions to their department, shows a willingness to assist beyond normal

expectations, demonstrates dedication to the university and promotes an atmosphere of collaboration and cooperation.

LINDENWOOD STAFF SERVICE AWARD

This award is presented to a staff member who has exhibited the highest level of service to and promotion of Lindenwood University. Service could have taken place within Lindenwood or in the surrounding community. This person demonstrates a commitment to providing excellent service to peers, students, parents, faculty, alumni, and/or others in the community, all of which contribute to the high reputation of Lindenwood.

BEHIND THE SCENES AWARD

This award is given to a staff member who works in a position that does not directly interact with students but they still live the Lindenwood University mission and provide excellent service to the university through their role by significantly contributing to their department; this is an exemplary colleague and university recognized resource who provides the highest quality of service to the Lindenwood community.

[Nominate a Colleague](#)

There's Still Time to Get Your Pantry Wars Donations In

Pantry Wars is in the second and final week for donations. So far, Strategic Enrollment Management is in the lead with 16 points, followed by Information Technology and Operations with 6 points.

There's still time for your team to win, as donations are being accepted at the CDI through November 18. The point system and acceptable donation items for this friendly competition are outlined in the [Pantry Wars flyer](#). The final count takes place Monday and the winner will be announced.



Employee Classifications

As we approach winter, the University may experience inclement weather. Should road conditions and weather necessitate a change to campus operations, the University will issue notice through email, text message, and on the Lindenwood website. Please review the [employee classifications](#) in advance, as messaging may address specific populations. If you have questions about your employee classification, please contact your supervisor.

Q2 MOMENTS

I want to publicly thank the **IT team** that has been working on the Anthology project and still processing our normal day to day tasks in an efficient, professional manner. Their service and dedication to our present and future needs is outstanding! Thank you from Academic Services!

I am new to Lindenwood and **Emily Holmes** answered all my questions about Evans Commons. She gave me a very detailed and quick response when I reached out about the Group Exercise programs that have recently started up. She let me know that there is an app for a quicker sign-up to get into these classes. I was very confused on where the fitness center/weight room was located, and she gave me step-by-step instructions on how to get there and what to do. Emily made me feel very welcomed!

Jen Wunder recently met a member of our community who is a big Rugby fan. The individual also recently lost his leg and had gone through some personal hard times. The sport was something that helped get him through it. Jen not only brought him to the game, but also had him meet with Coach Macy and the team. The team signed his prosthetic leg and, in the words of this person, "made his year." Jen not only gained LU Rugby a fan for life, but showed her big heart and why she is Q2.

[Submit Your Q2 Moment](#)

LINDENWOOD

UNIVERSITY

LEARNING ACADEMY

Anthology Training for Student Financial Services Staff

November 16, 9 a.m. - 12 p.m., 1 - 4 p.m.
Harmon Board Room and Virtual

November 17, 9 a.m. - 12 p.m., 1 - 4 p.m.
Learning Academy LARC 009

Student Financial Services is offering four full days of training on Anthology. All Student Financial Services staff should register for each training session. All sessions are hybrid, with in-person locations varying. See Learning Academy calendar for the in-person location.

[Register](#)

Graduate Attribute Lunch & Learn Fall 2022

November 17, 11 a.m. - 12 p.m., LARC 010
November 18, 11 a.m. - 12 p.m., Virtual

Bring your own lunch (or brunch!) and learn more about the [Graduate Attributes](#) during these virtual or in-person workshops! On multiple Thursdays and Fridays in the fall semester, we will overview the Graduate Attributes, alignment in courses and programs, and assessment using signature assignments. Thursday workshops will be in person at 11:00 in the Library & Academic Resource Center (LARC), Room 010 and Friday workshops will be via Teams. Come to one or all and bring your ideas and questions as we workshop our way to the new Graduate Attributes!

[Register](#)

**HLC Criterion Workshops - Integrity:
Ethical & Responsible Conduct**
November 17, 12 - 1:30 p.m.
Hyland VIP Room

In preparation for a very successful HLC Comprehensive Evaluation next year, all employees and students are invited to join one or more of these topical workshops. Each workshop is designed to achieve the following objectives:

- Participants gain a deeper understanding of the value and process of regional accreditation.
- Participants gain insight into Lindenwood's quality assurance journey.
- Participants understand better the HLC Criteria for Accreditation.
- Participants review draft responses and provide input toward a penultimate draft.

[Register](#)

**Courageous Conversations:
Community & University**
November 17, 2 - 3:30 p.m.
Spellmann Rm. 3085, CDI

"Courageous Conversations" is a facilitated conversation for faculty and staff to have an open dialogue about topics that impact real career and life experiences. We will discuss challenges, opportunities and successes related to a variety of things from which we can learn from each other, become more empathetic, and identify actionable ways to create a more inclusive environment for our entire campus community. Please come prepared to have an engaging and productive conversation.

[Register](#)

**Faculty & Professional Advisor
Anthology Training**
November 18, 8 a.m. - 5 p.m.
Dunseth Auditorium, Harmon Hall & Virtual

Join the Office of the Provost and Professional Advising Team on November 18 to learn the basics of Anthology and how you can use the system to support your students and advisees.

Four 2-hour sessions will be held on November 18. **Attendees should only attend one session** as all four sessions will cover the same information.

**Anthology Training for Admissions
Staff**
November 29, 8:15 - 9 a.m.
Spellmann Admissions Office & Virtual

This hybrid session will train University Admissions and Enrollment Management staff on the use of Anthology software system. This is the last session in a 3-part training.

[Register](#)

All four sessions will be hybrid to allow in person or virtual attendance, and a session will be recorded for those who cannot attend any of the session. Those attending in person should bring a laptop to engage with the Anthology test system.

[Register](#)

RIPL Moment - How to Plan Your Funding and Scholarly Goals
November 29, 12:30 - 1 p.m.
Virtual

Research, Innovation, and Partnership Lab (RIPL) Moments are brief workshops that cover a variety of important themes in grant writing, partnership development, and community engagement. In each session, we will provide practical information and guidance for each topic and have time for questions and conversation. Each short workshop is designed to address a specific, practical element of grant writing and scholarly production.

[Register](#)

Unplug & Unwind
November 30, 12:30 - 1 p.m.
LARC Rm. 108 & 117

The Lindenwood community is invited to Unplug and Unwind through meditation and breathing exercises in a gentle space or by engaging in creative coloring, crafting, card games, and puzzles in a social space.

[Register](#)



FALL SEMESTER HOURS

LARC/LIBRARY SERVICES

- Monday - Thursday: 8 a.m. - 10 p.m.
- Friday: 8 a.m. - 5 p.m.
- Saturday: Closed
- Sunday: 2 - 10 p.m.

EVANS COMMONS REC CENTER

- Monday - Friday: 6 a.m. - 9 p.m.
- Saturday - Sunday: 11 a.m. - 4 p.m.

Week of Thanksgiving

- November 22: 8 a.m. - 3 p.m.
- November 23- 26: Closed
- November 27: 2 - 10 p.m.

LU BOX OFFICE

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

STARBUCKS

- Monday - Friday: 7 a.m. - 5 p.m.
- Saturday: Closed
- Sunday: 2 - 9 p.m.

Lindenwood University | www.lindenwood.edu



Marketing and Communications | 209 S. Kingshighway St., St. Charles, MO 63301

[Unsubscribe_phuffman@lindenwood.edu](mailto:unsubscribe_phuffman@lindenwood.edu)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by ludigest@lindenwood.edu powered by

