

LINDENWOOD
UNIVERSITY

DIGEST

EMPLOYEE NEWSLETTER



June 28, 2023

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

GOOD MORNING LINDENWOOD LIONS!

Early Office Closure for Fourth of July Holiday



In honor of the Fourth of July holiday, campus will close at 3 p.m. Friday, June 30. Classes scheduled after 3 p.m. Friday are expected to continue.

The University will observe the holiday Monday, July 3, and Tuesday, July 4.

Have a safe and enjoyable holiday!

LATEST NEWS

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No Digest July 5

Due to the Fourth of July holiday next week, there will be no Digest distributed Wednesday, July 5.

Any applicable submissions will be distributed the following week in the Wednesday, July 12 edition.

Migration to New Phone System – Microsoft Teams

Lindenwood University's phone system is migrating to a new and advanced platform using Microsoft Teams. This migration brings forth a range of exciting new features and enhancements, including voicemail to email, voicemail transcription, number delegation for departmental phone numbers, "Do Not Disturb" scheduling, number blocking to eliminate telemarketer calls, and the ability to make calls from your Teams client on your mobile device, just like using your desk phone.

To help you get acquainted with the new Teams phone environment, we have prepared some documentation which you can access at the following link: [Microsoft Teams Calling](#).

We understand that transitioning to a new phone system may involve an adjustment period, and our IT team is committed to providing support and assistance throughout the process. You will be contacted individually when your phone number is ready for migration. If you encounter any issues or have questions, please don't hesitate to reach out to our IT Helpdesk at (636) 255-5100.

Thank you for your cooperation and patience during this transition. We believe this new phone system will greatly enhance communication capabilities and streamline operations at Lindenwood.

Q2 Moments

On June 2, the Department of Public Safety and Security learned of the sudden and unexpected passing of Officer **Rachel Clementz**. In the weeks following, officers have stepped up in support of each other. Those who worked most closely with Rachel have been afforded time off to attend services and time to grieve. The entire department came together while maintaining the high level of service Lindenwood University has come to expect.

[Submit Your Q2 Moment](#)

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LEARNING ACADEMY

New Cybersecurity Trainings on Skillsoft

As a requirement of the Federal Trade Commission's Safeguards Rule and the Gramm-Leach-Bliley Act (GLBA), Lindenwood University is committed to providing our employees with up-to-date security awareness training. In line with the updated GLBA Safeguards rules (16 CFR 314.4(e)(1)), we must ensure our employees receive training that reflects the risks identified by our risk assessment. To comply with these regulations and Title IV rules, we are providing two security awareness courses via Skillsoft/Percipio (Compliance Short: Cyber Security & Compliance Short: Cyber Security 3), which are required to be completed by Friday, August 18. We anticipate both courses will take an average of 15 minutes to complete. Be on the lookout for an email from Skillsoft/Percipio detailing the new trainings and how to access them. Contact the [Lindenwood Learning Academy](#) with questions.

Staff and Coaches Self-Evaluation

The self-evaluation portal in Workday opened May 1 to allow staff and coaches to complete their self-evaluation. Self-evaluations are due by Saturday, July 15. To start your self-evaluation, go to the self-evaluation **portal** in Workday and click "Performance Evaluation." Contact the [Lindenwood Learning Academy](#) with questions.

Adult Heartsaver CPR AED First AID Training

June 29, 1-4 p.m.

Lindenwood Cultural Center, 109

This training is open to Lindenwood University faculty, adjunct faculty, staff, and students. There may be a \$20/person cost to be certified. The Heartsaver Adult First Aid with CPR and AED course teaches how to manage illness, injuries, and cardiac arrest before professional help arrives.

Register



SUMMER HOURS

LARC/LIBRARY SERVICES

- Wednesday - Thursday: 8 a.m. - 5 p.m.
- Friday: 8 a.m. - 3 p.m.
- Saturday - Tuesday: Closed

EVANS COMMONS REC CENTER

- Wednesday - Thursday: 8 a.m.- 6 p.m.
- Friday: 11 a.m. - 3 p.m.
- Saturday - Tuesday: Closed

LU BOX OFFICE

CLOSED FOR SUMMER

- Wednesday-Thursday: 10 a.m. - 4 p.m.
- Friday: 10 a.m. - 3 p.m.
- Saturday - Tuesday: Closed

- Starbucks
- Boyle Family Gallery

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