



LINDENWOOD
UNIVERSITY

DIGEST

EMPLOYEE NEWSLETTER

January 17, 2024

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

GOOD MORNING LINDENWOOD LIONS!

January Blood Drive



Student Involvement is partnering with the American Red Cross to host a **blood drive** Tuesday, January 23, from noon-4 p.m. in the Evans Commons Recreation Center. Last week, the American Red Cross announced there is an emergency need for blood

due to a shortage, so they need all possible donors.

[Register](#) for the upcoming blood drive.

LATEST NEWS

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[2023 W-2 Tax Forms](#)

Paperless Processing

All employees are encouraged to opt-in for paperless delivery of their tax documents. Paperless delivery provides employees with early access to their tax forms through Workday. As of Friday, January 12, the electronic versions of 2023 W-2 are available in Workday for those employees who opted out of receiving paper W-2s. Don't worry, it's not too late to get that W-2 now! Please make your election to opt out of paper in Workday and your W-2 will be available right away. For employees that do not, they will receive access to their W-2 in Workday on Monday, January 29, 2024 in conjunction with their paper forms being mailed out

W-2s will be posted to Workday under the Benefits and Pay Hub - My Tax Documents.

Employees Will Receive Two W-2s

As a reminder, all employees will receive one W-2 from the Lindenwood Education System for time worked through June 30 and one W-2 from Lindenwood University, LLC for time worked on and after July 1. The same will occur for ACA forms. The generation of two sets of tax forms is a one-time occurrence and will not be repeated in upcoming years.

If you have any questions, please contact Payroll Director [Monica Seiter](#).

Missouri Pi Wins Grant

Congratulations to Lindenwood's [Missouri Pi](#) Chapter of [Alpha Chi: National College Honor Society](#)!

We were recently awarded a grant to host a service-oriented event for Lindenwood students. These elite grants are awarded by the national office to active chapters that distinguish themselves in scholarship and service.

Alpha Chi invites the top 10% of undergraduate juniors and seniors, as well as graduate students, to membership and offers opportunities for distinction with awards, publications, and scholarships. Lindenwood's chapter is one of the most active in the country and routinely inducts record numbers of students. An outside consultant to the national office cited our chapter as a model for others. Grants like this are crucial to Lindenwood's outcome of becoming a national top-of-mind brand.



Recognize Employees Who Live Out Lindenwood's Core Values!

Use the [link](#) under the 'Announcements' section on your Workday home screen to access the form that allows us to recognize employees that we see living out LU's core values.

Value: We have grit.

I wish I could select all four values for **Dr. Kathi Vosevich**. She is an exemplary member of our Lindenwood community. She definitely has grit. She is committed to doing the best by our students. She advocates for our students, and continually seeks opportunities for their real experience and real success.

Dr. Cynthia Schroeder is a combination of all values by always remaining student-centered and focused on promoting a synergistic team environment to get the job done by doing the right thing. This monumental responsibility takes grit – a core equity she embodies – to make tough decisions and promote program successes.

Amber Bush and I have been working together for four years. We have built a strong team bond. The thing I appreciate most about Amber is she has *grit*. She deserves a lot of credit for the amount of work she has produced for the University in the time she has been here. She grinds through our design projects day in and day out, and I truly appreciate her and the privilege to work with her.

View all of the [submissions](#) that recognize employees who live out our values.

Submit Your VIP Moment



Wall Street Journal Walkthrough

January 17, 1-2 p.m.; January 18, 10-11 a.m.
Lindenwood Learning Academy, LARC 009

Join Library Services staff in exploring the Wall Street Journal (WSJ) online resources that is now expanded and available for students, faculty, and staff.

Register

Safe Zone 1.0

Creating and Using Rubrics

January 23, 1-3 p.m.
Lindenwood Learning Academy, LARC 009

This interactive training session will help participants learn how to support and advocate for LGBTQ+ students, faculty, and staff. Participants will examine LGBTQ+ identities, genders, and sexualities. Participants will discover campus resources, as well as strategies to apply what they learned to their environment.

[Register](#)

January 24, noon-1 p.m.
Online

Using rubrics in courses is an effective way to improve student performance as they communicate clear expectations. Rubrics also allow students to become familiar with their own work and have the tools necessary to critique and revise. By creating and using rubrics in our courses, we are defining quality for student work and communicating these criteria for students. In this workshop, we will discuss approaches to creating and using rubrics in courses. Participants are encouraged to bring current rubrics and assignments where rubrics are needed.

[Register](#)

DisAbility Bias
January 24, 3-4 p.m.
Lindenwood Learning Academy, LARC 009

This interactive training session will help participants develop an awareness of how disAbility bias can impact those around them with ability differences. Participants will discover campus resources and strategies to apply what they learned to their environment in order to identify and challenge their own disAbility bias.

[Register](#)



SPRING SEMESTER HOURS

LARC/LIBRARY SERVICES

- Monday-Thursday: 8 a.m.-10 p.m.
- Friday: 8 a.m.-5 p.m.
- Saturday: 10 a.m.-3 p.m.

EVANS COMMONS REC CENTER

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

- Sunday: 2 p.m.-10 p.m.

LU BOX OFFICE

- Tuesday-Friday: Noon-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 p.m.-9 p.m.

BOYLE FAMILY ART GALLERY

- Monday: 1-6 p.m.
- Tuesday: Noon-5 p.m.
- Wednesday-Friday: 1-6 p.m.
- Saturday-Sunday: Closed



Lindenwood University | www.lindenwood.edu



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

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