

LINDENWOOD
UNIVERSITY

DIGEST

EMPLOYEE NEWSLETTER



May 22, 2024

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

GOOD MORNING LINDENWOOD LIONS!

May 29 Digest – Submission Deadline



Due to the campus holiday Monday, submissions for the May 29 Digest will be accepted until noon on Tuesday, May 28.

Any submission received after noon Tuesday will be included the following week.

LATEST NEWS

[Read Campus News](#)

STAY CONNECTED

[Join LindenConnect](#)



[Get Involved: Volunteer with Lindenwood](#)

Lindenwood is gearing up for a variety of community events in the coming months. As part of the University's ongoing efforts to engage with the community, there are several volunteer opportunities available for employees.

By volunteering, you not only earn points toward various categories in our HealthCheck360 program, you also get to mingle with the community and your colleagues.

Upcoming Volunteer Opportunities:

- Local 636 Day: June 1
- World Wide Technology Raceway NASCAR: June 1-2
- Hot Summer Nights: June 8, July 13, August 10, September 14
- Saint Charles Riverfest: July 4-5
- World Wide Technology Raceway IndyCar Series: September 21-22
- Saint Charles Oktoberfest: September 27-29
- Saint Charles Oktoberfest 5K: September 29
- Evolution Festival: September 28-29

Complete the [Lindenwood community events volunteer form](#) to secure your spot! If you have any questions or need further information, contact [Sarah Kozy](#).



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 do what is right.

I met Public Safety and Security Officer **David Squires** after the commencement ceremony last night. He was soaking wet after being outside in the downpour and when I asked why, he simply replied, "Someone needed to direct traffic." It was as if he didn't give a second thought to the weather, and just focused on the needs of the situation, and what it would take to keep our guests safe. A true example of doing what's right!

Value: We thrive together.

We identified a need to have a wheelchair on-site for commencement guests. While we didn't have luck finding one in Hyland Arena for the immediate need, **Nicholas Tolle** located one for the remaining ceremonies. I appreciate his willingness to look late last evening so we could plan accordingly. It truly reflects a commitment to service and supporting the Lindenwood community.

Gabriela Romero works hard to help her faculty feel supported and able to be successful. I was alerted that I might need to change my summer teaching schedule to a later session, but I had already committed myself to other work-related activities and would not be able to carry these out if my schedule changed. She advocated for me to keep my already-determined schedule, and this has and will allow me both to meet my obligations to the University in summer teaching and scholarly production.

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

Submit Your VIP Moment

LINDENWOOD

U N I V E R S I T Y

LEARNING ACADEMY

Performance Evaluation Calibration

HR and the Learning Academy will host calibration sessions aimed at refining our performance evaluation processes for even greater fairness and consistency. Staff administration/evaluators from each division will participate in these sessions, where they'll collaborate to ensure performance evaluation standards and scores align across each division.

Why it Matters:

These sessions are crucial for promoting fairness, accuracy, and accountability in our evaluation process. By standardizing our approach, we ensure all employees are evaluated consistently and fairly, leading to better outcomes for individuals and the institution.

Session Overview:

Our first session will involve a review of performance evaluation audit data at the University level, followed by a calibration simulation exercise. This foundational session will set the stage for our calibration efforts.

The second session will be an interactive performance calibration meeting (*discussing performance only and keeping all employee identifying information anonymous*). Prior

to this session, leaders will be asked to complete their scoring and final evaluation impact statements for each of their employees. To meet University deadlines, you may be asked to complete your self-evaluation earlier than usual.

Session Scheduling:

AVPs should contact [Brittany Brown](#) to schedule their division's session, if they haven't already done so.

Staff and Coaches: Self-Evaluation Portal is Open

The self-evaluation portal for staff and coaches is open through **Sunday, June 30**. To start your self-evaluation, go to the self-evaluation **portal** in Workday and click "Performance Evaluation."

Use the performance evaluation guidebooks on the "Useful Links" page in Workday under the "Performance" section to help you navigate the self-evaluation portal.

Contact the [Learning Academy](#) with questions.

Join the Summer LinkedIn Learning Courses Club!

Join us for an exciting journey of growth and discovery with our [Summer LinkedIn Learning Course Club](#)! Just like a book club, but with a twist: Participants will watch compelling content on their own time and then gather for a facilitated one-hour live discussion each week from Monday, June 3, through Monday, July 29. Discussions will alternate weekly, beginning in person and then virtually the following week. Session days and times will vary. We will dive into professional and personal development themes, focusing on wellbeing. Whether you join for one session, all of them, or any number in between, you'll have the opportunity to connect with others, share perspectives, and embark on a journey of self-discovery and growth. Invest in yourself and unlock your full potential.

[Register](#)



SUMMER HOURS

LARC/LIBRARY SERVICES

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

EVANS COMMONS REC CENTER

- Wednesday-Thursday: 8 a.m.-4:30 p.m.
- Friday: 8 a.m.-3 p.m.

- Saturday-Monday: Closed

- Saturday-Monday: Closed
- Tuesday: 8 a.m.-4:30 p.m.

LU BOX OFFICE

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

STARBUCKS

- Closed

BOYLE FAMILY ART GALLERY

- Closed



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