



LINDENWOOD
UNIVERSITY

DIGEST

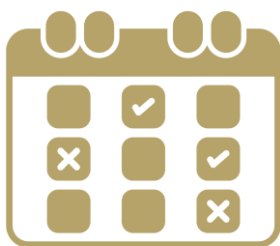
EMPLOYEE NEWSLETTER

September 18, 2024

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

GOOD MORNING LINDENWOOD LIONS!

Important Changes to the PTO Policy



The We Thrive Together Committee listened to your feedback. Below are highlights of the paid time off benefit adjustments. For the full details please review the employee policy: [Paid and Unpaid Time Off \(Holidays, Vacation, and Sick Time\) and Leave of Absence](#)

Types.

All employees will be provided two bereavement days. This went into effective September 1, 2024.

Beginning July 1, 2025, 12-month and 10-month staff employees will receive their allotted days as a lump sum rather than accruing on a monthly basis. Vacation days

LATEST NEWS

[Read Campus News](#)

WHAT'S HAPPENING

[University Calendar](#)



will then be awarded on July 1 of each year. Employees hired after July 1, will have their vacation days prorated based on the hire date.

Beginning July 1, 2025, assistant and associate vice presidents will be added to the executive administrator pay and will be granted 20 to 24 days of vacation per year dependent upon the years of service.



This week started with a visit to Roxanna High School in Illinois as part of the effort to foster enrollment pipelines. On Thursday, our Executive Cabinet will join Culture Connection to meet new employees and welcome them to Lindenwood. I am looking forward to our fourth LU Night at the Ballpark Friday and seeing more than 1,500 Lindenwood fans at Busch Stadium. We'll cap off the week with Family Day activities Saturday, welcoming parents and supporters of our students to campus, then football playing St. Thomas (MN). Make it a great week!

Pantry Wars Update - Ends Friday!

Pantry Wars is off to a great start. Strategy has already been deployed by a saboteur and nearly every division is down in negative points. Stop the drop by donating non-perishable items to your division's collection box in the CDI. Official counts are posted each evening in the CDI. The winning division earns bragging rights, the Pantry Wars Cup (more coveted than the Stanley Cup!), and a dessert bar donated by Sodexo. Team up with members of your division and let's fill up the Little Free Pantry for our students.



Cirque du Soleil SONGBLAZERS – Lindenwood Discount

**The Fox Fabulous Theatre – St. Louis
October 23-27**

Use this link to access special Lindenwood pricing and save up to 20% off select seats/dates.



SONGBLAZERS is a one-of-a-kind theatrical production celebrating country music that pays homage to its legendary and modern-day trailblazers. With its acrobatic and live musical performance

showcasing the captivating artistry of Cirque du Soleil and the soul-stirring melodies of beloved country rhythms, this engaging experience celebrates the diverse influences of country music and its heartfelt stories through time.

Fall Midterm and Four Week Grade Deadline

Fall I 24 midterm undergrad grades are due Monday, September 23 at 5 p.m., graduate level courses do not require midterm grades. We are no longer using the special grade pdf form, instructors will enter special grades (AF, N, I, AH, BH) in their faculty portal by the deadline. Instructors do not need to enter the traditional grades (A, B, C, D, F) in the portal but instructors should ensure these grades are accurate within canvas because the IT department will pull the traditional grades from canvas and upload to anthology on September 24.

Special Grade Definitions

(AF) Attendance Failure = A student is given this grade if they stop attending a particular class prior to the published deadline to receive a grade of “W” but doesn’t withdraw from the course. The “W” deadline in the 24-25 catalog for Fall I 8-week courses is September 29.

(N) Never Attend = A student listed on the course roster but has never attended a class session or completed an academic activity such as an assignment, quiz, test, paper, discussion board post.

Incomplete (I) = A grade is issued due to exceptional circumstances beyond the student’s control. The I must be resolved prior to the end of the subsequent term, or it will be changed to a F grade.

(AH or BH) = A student seeking honors credit for a particular course.

It is imperative that we are notified about any student that has not attended a course so they can be unregistered for the course ASAP. If never attends are not reported properly in a timely manner it could negatively impact the student’s financial aid, enrollment status, veterans’ benefits, or immigration issues for international students.

4 Week Grades – 16-week courses – deadline September 23 at 5 p.m.

Please ensure the grades are accurate in canvas, there will not be an upload into Anthology because there isn’t a storage location available. These grades will be pulled from Canvas and reviewed for deficient grades, professional advising and SASS will work on the communication process with students.

Family Day and Event Map

Lindenwood is proud to host the 11th annual [Family Day](#) this Saturday! Parents and supporters will begin arriving Friday for programming in the LARC including the family and supporter mixer, and movie night. Saturday activities begin on the Evans Commons lawn at 10 a.m. and include the tailgate, football game, and bingo Saturday evening. Visitors can access a special [Family Day map](#) to help navigate campus.



Policy Changes and Acknowledgement

It is that time of year when employees are sent the Employee Policies for review. Employees have until September 27, 2024, to review and acknowledge receipt of the policies. Below outlines the policy changes that have occurred over the past year. Full descriptions can be found in the [policy library](#).

1. Mission, Values, and Code of Ethics. Updated to reflect the University's new values.
2. Employee Meal Plan. New policy added.
3. Tuition Grant and Exchanges. Updated in November 2023 to clarify the use of FASFA and the responsibilities of fees. Updated again in August 2024 to align the language between the tuition grant form and the policy.
4. Reasonable Accommodations for Employees, Family Medical Leave Act, and Military Leave. Reorganized information to make it easier to read.
5. Workers Compensation. New policy added.
6. Termination of Employment and Non-renewal of Faculty Contracts. Updated the notice date from March 15 to March 31 to align with contract issuance in the Contract and Employment policy. Also updated the committee name to University Curriculum Committee.
7. Employment Classifications and Flexible Work Designations. Updated to provide guidance on how and when to apply flexible work schedules.
8. Campus Privileges. Updated to reflect the current dining services provided.
9. Adjunct Instructor Policies and Procedures. Added links to the Employee Benefits policy and Campus Privileges policy.
10. Workplace Violence and Bullying. New policy added.
11. Non-Fraternization Policy. Updated to provide additional clarification on the relationships covered by the policy.
12. Employee Benefits. Updated to provide additional clarifying language on termination of coverage.
13. FLSA Status and Considerations. Removed Illinois reference. Updated workweek to reflect Monday through Sunday.
14. Employee Confidentiality. Updated contact information listed in the policy.
15. Communications Policies and Procedures. Updated contact information and removed outdated references.

Q2 Moments

When our newly formed department was discussing ideas on retention efforts, especially for new students this semester, Assistant Professor, Criminal Justice **Weston Anderson**, as well Professor, Sociology **Suzanne Stoelting** and Assistant Professor, Psychology **Brittany Goodman**, represented their respective programs to host a Welcome Hangout event in our building. Our students were invited and encouraged to attend one of two drop in times last Thursday where they would mingle with each other and with the faculty in PSY, SOC, and CCJ. Props to them for planning, advertising, and getting a great group of people connected with our students.

At a recent behavior analysis/COEHS event, Library Services Student Employee **Jill Cook** offered their artistic and creative skills on the spot to create a beautiful sign to help show students where the event was located and encourage attendance. During the event, Manager, Reference Services **Leah Rosenmiller** not only jumped to our assistance for technical concerns but even stayed to provide expertise, chat with community attendees, and share her experiences. I am sure both had other important tasks that they needed to do during their time so I am so grateful for them!

[Submit Your Q2 Moments](#)



ATHLETICS
DEPARTMENT

Members of the men's and women's basketball programs stopped by the world famous Grandma's Cookies on Main Street in St. Charles, to bake up something special ahead of the 2024-25 season! Check out this video created by Manager, Athletic Video Content David Snyder for a sweet treat.



See the [full athletics schedule](#) for this week's home games, matches, and competitions. All Lindenwood employees and their immediate family receive free admission to home athletic events.

LINDENWOOD

UNIVERSITY

LEARNING ACADEMY

Culture Connection - Cohort Nine, Week One **September 19, 9-10:30 a.m.** **Lindenwood Learning Academy, LARC 09**

Culture Connection is hosted by the Learning Academy and occurs every Thursday from September 19 through October 24. You will learn where we have been, where we are going, and what it looks like to be an employee at Lindenwood University. During week 1, you will meet members of the President's Cabinet and learn more about Lindenwood's mission, values and strategic plan.

Associate Deans Monthly Meeting **September 19, 10-11 a.m.** **Online**

The first Thursday of each month to further develop leadership and strengthen our relationships as a team. The discussion topics will differ each month, but the premise of each meeting is to grow both professionally and personally as leaders. These meetings are for Associate Deans.

[Register](#)

[Register](#)

LinkedIn Learning Course Club: Invest in You, Personal and Professional Development Tips

September 24, 1-2 p.m.

Lindenwood Learning Academy, LARC 09

Be sure to take this 40-minute LinkedIn Learning course prior to attending this session. Prior to the live discussion, reflect on what motivates you. Internally and externally. Which has more of an influence on your motivation? Why?

[Register](#)

New Faculty Evaluation Rubric Training

September 24, 2-3 p.m.

Online

September 25, 9-10 a.m.

Lindenwood Learning Academy, LARC 09

Join Dr. Meredith Marsh to review the new faculty evaluation rubrics as part of performance management training for faculty. Additionally, participants will learn how to access and use the performance evaluation software.

[Register](#)

Lindenwood Employee Campus Tours

September 25, 3-4 p.m.

LARC 010

Join Lindenwood's Student Ambassadors for an hour long tour of Lindenwood's campus. Employees will learn about Lindenwood's historic past, the location of important buildings and their functions, and other information that will help employees put our Students First. The tour will help to orient employees to Lindenwood's unique culture and ensure that staff are knowledgeable of locations of important campus functions, buildings and areas.

[Register](#)

Staff and Coaches Annual Goals due October 1

Staff and coaches, and their evaluators/administrators, need to set annual goals to be completed in the 2024-2025 evaluation period. A minimum of two goals are needed. See the [staff](#) or [coach](#) Performance Evaluation Guide located on the Useful Links page in Workday for more details.

The deadline to have annual goals set and approved by your staff administrator in the [evaluation portal](#) is **October 1**. Please contact the [Learning Academy](#) with questions.



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

EVANS COMMONS REC CENTER

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

LU BOX OFFICE

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

STARBUCKS

- Monday-Friday: 7:30 a.m.-3 p.m.
- Saturday: Closed
- Sunday: 2 p.m.-6 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



Lindenwood University | 209 S Kingshighway St. | St. Charles, MO 63301 US



Try email marketing for free today!