



## EMPLOYEE DIGEST



November 5, 2025

### Join Lindenwood at Frankie Martin's Garden!



Cheer on the Lions Football team at a community watch party this Saturday. Pre-game fun begins at 11 a.m., and continues through the game which starts at 1 p.m. Giveaways / prize drawings will be held each quarter. Watch the game on the big screen, enjoy great bites from local food trucks, and meet fellow Lindenwood fans!

Frankie Martin's is a family-friendly, outdoor facility located at 5372 St Charles St, Cottleville, MO 63304.

**READ THE  
LATEST NEWS**

**CAMPUS EVENT  
CALENDAR**



My thanks to all who contributed to the food drive for our Little Free Pantry this week, especially Public Safety and Security Investigator Julie Metzner, who coordinated the drive. What a great way to put students first!

Public-private partnerships are increasingly more important in higher education, so I'm in Atlanta attending the P3 EDU conference. We have had great discussions about how recruitment and enrollment, AI, and housing are impacting the college landscape. I head back to campus tomorrow for the LUPC meeting, and welcome 20 local superintendents to campus Friday for the Tri-County Luncheon. Each of these meetings help to position Lindenwood as a leader, and ahead of our competitors. Thanks for all you do, let's make it a great week!

### **Mult-Factor Authenticator Deadline Extended to November 19**

Faculty and staff now have until November 19 to switch to Microsoft Authenticator for multi-factor authentication. Don't wait—complete the change today to avoid being locked out of your account.

Need help? Contact the IT Helpdesk by phone, 636-255-5100 or [email](#).

### **Save the Date - Winterfest**

**Sunday, December 7 from 4-8 p.m.**

For more than 40 years, Lindenwood has welcomed the community for a holiday celebration. [Winterfest](#) invites the



young and young-at-heart for an evening of holiday crafts, caroling with Voices Only, story time with Mrs. Claus, and seasonal excitement. The Salvation Army will hold a toy drive during the event. Guests who bring a new, unwrapped toy to Winterfest will receive an event exclusive t-shirt in return, *while supplies last*.

More information, including employee volunteer opportunities, will be shared in the coming weeks.



### Local Food Resources

The following resources are shared to support members of our Lindenwood community who rely on SNAP benefits and may experience delays or reductions in their assistance.

- The [Food Resource Guide](#) is a project of the Hunger Task Force, a coalition of food pantries in St. Charles, Lincoln, and Warren Counties.
- The [St. Louis Area Foodbank](#) serves as the regional food bank for Eastern Missouri and Southwestern Illinois.
- Lindenwood's [Little Free Pantry](#) is located on the third floor of Evans Commons. The pantry is available to members of the LU campus community.



Thanks for joining us during Cybersecurity Awareness Month!



Your engagement helped spotlight the importance of staying safe online—and the conversation doesn't stop here.

We'll continue to promote the Core 4 security habits throughout the year:

- Use strong passwords
- Enable multifactor authentication
- Keep software updated
- Recognize and report scams

As a reminder, we will continue to deliver micro trainings and phishing simulations throughout the year. These quick, targeted activities are designed to sharpen your awareness and help you respond confidently to real-world threats.

Cybersecurity is a shared responsibility, and even small actions can make a big impact. Stay tuned for more tips, tools, and opportunities to strengthen your digital defenses.

Let's keep building a safer online environment together!



## **Q2 MOMENTS**

Research and Evaluation Analyst **Aaron Schilling** and Enterprise Applications Specialist **Dave Wedemeyer** provided crucial assistance with Honors Academy

data. The information they gathered is the foundation Honors needs to measure its impact, make informed strategic decisions, and ensure the ongoing success of the program in terms of student recruitment and retention. Aaron and Dave's commitment to providing accurate, timely data makes all the difference!

A huge shout-out to Application and Retention Technology Specialist **Clayton Janvrin!** When one of our Honors students hit a roadblock getting his official high school transcript to LU, Clayton didn't hesitate. Within less than 24 hours, he contacted the student's high school, processed the transcript, and removed the registration hold, ensuring the student will be able to register for Spring 2026 courses. This is exceptional, student-first service in action!

Online Financial Aid Advisor **Mary Morningstar Johnson** has truly been a joy since joining our team! She is always willing to help, always willing to learn, and always willing to share knowledge that her previous experiences have brought her. No matter how hectic things get, you can always count that Mary will try her best to be helpful to our students and our team. Thank you, Mary!

[Submit Your Q2 Moments](#)

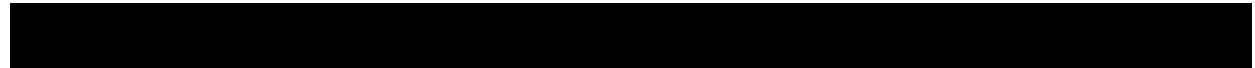


#### Post-Season Play

Congratulations to **Women's Soccer**, who [won Sunday](#) and advances to the OVC Tournament semifinals. The team will play

Little Rock this Thursday at 7 p.m. in Tennessee. Additional details are [available online](#).

Congratulations to **Men's Soccer**, who claimed the regular season OVC champion title and clinched the tournament's number one seed. With a bye in the first round, the team will host a semifinal game in Hunter Stadium next Wednesday, November 12 at 4 p.m. Opponent to be determined. Additional details are [available online](#).



**November 5:** Women's Basketball vs. Harris-Stowe at 11 a.m.



**November 6:** Men's Basketball vs. University of Health Sciences & Pharmacy at 6 p.m.

**November 7:** NCAA Women's Hockey vs. Syracuse at 4 p.m., SLS D-II Men's Hockey vs. Schoolcraft at 9 p.m.

**November 8:** NCAA Women's Hockey vs. Syracuse at 1 p.m., SLS D-II Men's Hockey vs. Denver at 9 p.m.

**November 9:** SLS D-II Men's Hockey vs. Ohio at 1 p.m.



See the complete [NCAA](#) and [SLS](#) schedules for this week's home games, matches, and competitions. All employees and their immediate family receive free admission to home events.



**LINDENWOOD UNIVERSITY**  
*Learning Academy*

## Faculty Self-Evaluations Due November 15

The faculty self-evaluation portal is open through November 15. Please use this time to input evidence and complete your self-evaluation. Questions regarding this process should be directed to [Meri Marsh](#).

### Faculty Performance Evaluation Workshop

**November 6, 9-11 a.m.**

**Lindenwood Learning Academy, LARC  
10**

Join your colleagues in the Lindenwood Learning Academy to work on your performance evaluation. You can come for all or just a portion of the time to get support, feedback, and accountability from your peers. Meri Marsh will be on hand to answer questions and help you understand the performance evaluation process and software.

### Employee Management Certificate Program: Utilizing Your Leadership Philosophy with Your Team

**November 6, 10-11 a.m.**

**Online**

This is the first in-person session for the Employee Management Certificate Program, which is open to staff administrators by invitation only.

[Register](#)

[Register](#)

**RISE and AI Workshop - Support**

**November 7, 1-2 p.m.**

**Online**

The RISE and AI Workshop series offers faculty guidance in using AI to enhance their use of the RISE pillars in their teaching, along with time to experiment with AI tools and exchange ideas with colleagues. Each workshop in the series focuses on one RISE pillar. Participants will use AI tools to develop teaching strategies and materials that will enhance their implementation of a RISE pillar in their teaching. Each offering in the RISE & AI series is a standalone workshop; participants do not need to attend the entire workshop series. This workshop focuses on support.

[Register](#)

**Fall 2025 ORCA Grant Workshop Series:  
Creating a Project Budget for a Grant  
Proposal**

**November 12, 2-3 p.m.**

**Lindenwood Learning Academy, LARC  
09 and Online**

A strong budget tells your project's story just as much as the narrative does. This session will guide you through key considerations when developing your budget, the importance of using accurate figures, and how to plan for potential changes after submission. You'll also learn strategies for ensuring your budget aligns with both project needs and funder requirements.

[Register](#)



## FALL SEMESTER HOURS



### LARC/LIBRARY SERVICES

Monday-Friday: 8 a.m.-10 p.m.

Saturday: 10 a.m.-3 p.m.

Sunday: 2-10 p.m.



### EVANS 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



### BOYLE FAMILY GALLERY

Monday, Wednesday: 3-7 p.m.

Tuesday, Thursday, Friday: 2-6 p.m.

Saturday-Sunday: Closed



### STARBUCKS

Monday-Friday: 8 a.m.-5 p.m.

Saturday-Sunday: Closed



### DINING LOCATIONS

Hours of operation available [online](#)





### Submit to the Digest

The Digest is distributed to faculty, staff, and adjuncts. Submissions must be received by 5 p.m. Monday to be included in a given week, and the same announcement can be shared every four weeks. We do not accept flyers, external fundraisers, or excused absence lists. Additional guidance is available in the [Digest Guidelines](#).

To submit your announcement, please use the [Project Request Form](#). *Request Category: Communications and Public Relations*

*Type of Request: Submit item for Digest*

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