



EMPLOYEE DIGEST



January 14, 2026



2025 W-2 Tax Forms

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 Monday, January 12, electronic versions of the 2025 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. Employees who do not wish to opt out will receive access to their W-2 in Workday on Friday, January 30, 2025 in conjunction with their paper forms being mailed.

**READ THE
LATEST NEWS**

**CAMPUS EVENT
CALENDAR**

W-2s can be found in Workday under the Benefits and Pay Hub - My Tax Documents. If you have any questions, please contact Payroll Director [Monica Seiter](#).



Happy New Year! I am excited for the start of the semester and will be visiting classrooms throughout the week to connect with students and instructors. As we jump into the semester, we also look ahead to Martin Luther King Jr. Day on Monday. It's an important moment to reflect on Dr. King's enduring legacy of service, learning, and the pursuit of a more inclusive society. His commitment to strengthening communities through education inspires the work we do at Lindenwood. Today, I will join a call with the Hawthorn Foundation where we will hear from the Governor to learn more about his state address. And if you have not secured tickets, please consider joining us Friday for [The Amsinger Series: Cardinals New Era](#) with Lindenwood alum and MLB Network host, Greg Amsinger. Discounted employee tickets are available through the Box Office. Make it a great week!

Faculty Notification Form Update

The Accessibility Office is now using AIM to generate Faculty Notification Forms. Moving forward, these notifications will be sent to you through AIM and may appear as they are coming from an "external sender," the content and format will be similar to what you have received previously. Please [reach out](#) if you have any questions.

Campus Recreation Group Exercise Classes



Ready to move more in 2026? Start your year strong with Campus Recreation!

Group Exercise Classes

Power Yoga: Mondays, 6–7 p.m.

Mat Pilates: Tuesdays, Noon–1 p.m., Thursdays, 5:30–6:30 p.m.

Classes are FREE for employees and students. Space is limited—sign up today! *Note: Classes will not meet on Martin Luther King Jr. Day or during Spring Break.*

Prefer working out on your own? Our Fitness Center is open:

Monday–Friday: 6 a.m.–9 p.m. (closed Monday, January 19)

Saturday–Sunday: 11 a.m.–4 p.m.



Free Employee Meals

Free employee meals for the spring semester will be available January 12–May 8. Meals will not be available Friday, April 3, as we are closed for Good Friday. [See full details.](#) Thank you to Sodexo for providing these meals!



IT Success Stories

The Information Technology team compiled a Success Stories book describing the numerous IT projects, upgrades, and resolutions we accomplished around campus in 2025. This book highlights the IT department's commitment to supporting and improving the campus experience for students, faculty, and staff, and inspires us to make 2026 another fantastic year. [View the book.](#)



Q2 MOMENTS

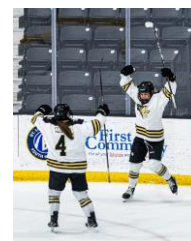
We had an event where the technology needs shifted significantly and quickly. Audiovisual and Classroom Support Supervisor **Tim McNamee** and Audiovisual and Classroom Support Assistant **Jarret Brueck** were there in no time with all the supplies we would need to implement the requested changes, and followed through to ensure everything went smoothly. Their support helped make this a successful event!

[Submit Your Q2 Moments](#)



ATHLETICS

January 15: ACHA Women's Hockey vs. UMass at 1:30 p.m., DII Men's Hockey vs. Arkansas at 7:10 p.m.



January 16: Roller Hockey TORHS Winter Classic, NCAA Women's Hockey vs. Delaware, 3 p.m., Men's Volleyball vs. TBD at 7 p.m., NCAA Men's Hockey vs. Stonehill at 7:10 p.m.

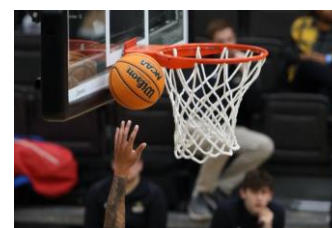
January 17: Roller Hockey TORHS Winter Classic, NCAA Women's Hockey vs. Delaware at noon, Men's Volleyball vs. Menlo at 7 p.m., NCAA Men's Hockey vs. Stonehill at 7:10 p.m.

January 18: Roller Hockey TORHS Winter Classic



Lindenwood Basketball VIP Invitation

Cheer on Lindenwood Basketball in the Hyland Arena VIP Room! You and up to three guests are invited to attend - confirmed attendees receive a complimentary meal ticket, and two drink tickets for guests 21 and over. Please RSVP to confirm attendance for each event:



Saturday, January 24 vs. Tennessee State: [RSVP](#)

Women's game at 1 p.m., Men's game at 3:30 p.m.

**Please RSVP by January 15*

Tuesday, February 3 vs. SIUE: [RSVP](#)

Women's game at 5 p.m., Men's game at 7:30 p.m.

**Please RSVP by January 25*

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 Performance Evaluation Reminders

New faculty self-evaluations are due to be submitted to their evaluators by January 15. Final evaluations for new faculty are due by January 22.

Faculty final evaluations should be completed by the academic administrator by January 15, and faculty sign offs are due by January 22.

Spring Teaching Squares and Book PLC Sign Up Closes Today

Deadline: Today! January 16

[Sign up](#) for the Teaching Squares program. Teaching Squares are a wonderful opportunity to be inspired by the work of your peers while intentionally reflecting on the student experience.

There are three book-based Professional Learning Communities during the spring semester. Choose a book that interests you and [sign up today](#).

- *The Spark of Learning: Energizing the College Classroom with the Science of Emotion* by Sarah Rose Cavanagh (open to faculty and adjuncts)
- *Opposite of Cheating: Teaching for Integrity in the Age of AI* by Patricia Bertram Gallant & David A. Rettinger (open to faculty and adjuncts)
- *The Confidence Code: The Science and Art of Self-Assurance—What Women Should Know* by Claire Shipman & Katty Kay (open to faculty, staff, and adjuncts)

Culture Connection, Cohort 12 - Week One

January 20, 2-3 p.m.

Lindenwood Learning Academy, LARC 09

Culture Connection is a Professional Learning Community (PLC) for new hires that explores Lindenwood's mission, values, and culture of Q2 service excellence and how to apply them to daily

Dealing with Distractions in the Classroom

January 21, 3-4 p.m.

Online

Personal technology devices like laptops, tablets, and smartphones can be powerful learning tools when used effectively in the classroom. However, these same devices can also pose challenges for students and instructors

work. Participants will learn where we have been, where we are going, and what it looks like to be an employee at Lindenwood University. Participants will learn about the roles of staff and faculty councils, be introduced to Lindenwood's culture and meet members of the cabinet and President Porter.

[Register](#)

who are trying to maintain engagement and focus. This interactive workshop will explore practical strategies for managing technological distractions in the classroom. We will consider best practices for setting clear expectations around device use and share techniques for redirecting students who become distracted. Participants will also learn how to have meaningful discussions with students about minimizing distractions for themselves and their peers.

[Register](#)



SPRING SEMESTER HOURS

Hours of Operation may be impacted by the early campus closure on Friday, January 16 and Martin Luther King, Jr. Day on Monday, January 19.



LARC/LIBRARY SERVICES



EVANS REC CENTER



LU BOX OFFICE

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

Friday: 8 a.m.-3 p.m.

Saturday-Monday: Closed



BOYLE FAMILY GALLERY

Monday, Wednesday: 3-7 p.m.

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

Saturday-Sunday: Closed

Monday-Friday: 6 a.m.-9 p.m.

Saturday-Sunday: 11 a.m.-4 p.m.

Monday, January 19: Closed



STARBUCKS

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

Saturday-Monday: Closed

Tuesday-Friday: Noon-4 p.m.

Saturday: 10 a.m.-2 p.m.

Sunday-Monday: 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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