



IMPORTANT DATES

- 03/15/19:** Board of Supervisors Meeting
- 04/26/19:** Board of Supervisors Meeting
- 05/31/19:** Board of Supervisors Meeting
- 06/28/19:** Board of Supervisors Meeting

Procurement Updates

PURCHASING AGENT RENEWAL & RECERTIFICATION

Purchasing Agent delegates are reminded that your certification must be renewed annually. As per the new guidelines established in August 2017, purchasing agents are required to take a minimum 10 credit hours of training annually (Jan – Dec) to be renewed. The Purchasing Agent Certification transcript should be completed to indicate which classes have been taken and submitted to the Procurement Services email at purchase@lsu.edu.

[CLICK HERE](#) to view the certification program summary and training course curriculum.

Delegation will be revoked for those delegates that were certified prior to August 2017 and have not completed the recertification process by **June 30, 2019**.

CONFLICT OF INTEREST

Effective January 2019, all Purchasing Agent Delegates are hereby required to sign a Conflict of Interest Disclosure for Purchasing Agent Delegates. This will be done annually to certify that those agents conducting procurement activities on behalf of LSU acknowledge the requirement to disclose any potential conflicts of interest. Forms will be emailed to Purchasing Agent Delegates by Procurement Services to be signed and returned no later than Friday, February 15th.

SUPPLIER DIVERSITY & THE BIDDING PROCESS

University procedures require departments to include a set number of diverse suppliers in all solicitations. The minimum number of diverse suppliers solicited varies based on the amount of the purchase. Majority of the solicitations issued by LSU are informal and done through the Request for Quote process. These are sent via fax or email to a list of bidders identified by the departments or Procurement Services. Departments should refer to the Find Suppliers by Classification Type report in Workday to locate active suppliers with certified business classifications and the supplier group (s) to identify potential sources for quotes/bids. If none registered in our database, departments are to contact the Supplier Diversity office for supplier recommendations.

TOTAL COST

- ◆ **Exempt from Competition**
 - Bidding Required—No
 - Use of Diverse Suppliers Encouraged
 - Minimum # of Suppliers Solicited—1
 - Applicable Procedure/Task—PRO-U525.A
- ◆ **≤\$10,000 (Small Purchase)**
 - Bidding Required—No
 - Use of Diverse Suppliers Encouraged
 - Minimum # of Suppliers Solicited—1
 - Applicable Procedure/Task—PRO-U525.A.36
- ◆ **>\$10,000 to ≤\$25,000**
 - Bidding Required—Yes
 - Minimum # of Diverse Suppliers Solicited—1
 - Minimum # of Suppliers Solicited—3
 - Applicable Procedure/Task—PRO-U501.A.03, TSK-U501.A.03.1, TSK-501.A.03.2
- ◆ **>\$25,000 to ≤\$50,000**
 - Bidding Required—Yes
 - Minimum # of Diverse Suppliers Solicited—1
 - Minimum # of Suppliers Solicited—4
 - Applicable Procedure/Task—PRO-U501.A.03, TSK-501.A.03.2
- ◆ **>\$50,000**
 - Bidding Required—Yes
 - Minimum # of Diverse Suppliers Solicited—2
 - Minimum # of Suppliers Solicited—5
 - Applicable Procedure/Task—PRO-U501.A.01

AUXILIARY SERVICES

LSU Student Union Name That Space Campaign

The ribbon has been cut and the new lounge space on the first floor of the LSU Student Union is open!

The former Billiard's Room looks great...but it needs a new name!

Throughout January, students, staff, and faculty can email

uas@lsu.edu with creative ideas for the new name. In February, the top submissions will be put to a student vote via TigerLink. The new name, whatever it may be, will be unveiled in March! Please put on your creative thinking caps and help us name that space!



Event Management & Union Theater Priority Scheduling

LSU Auxiliary Services Event Management & Union Theater will begin accepting scheduling requests for events taking place in and around the LSU Student Union and Union Theater beginning February 1st for events taking place June 1, 2019 – May 30, 2020. Please complete the new Priority Scheduling Request form at lsu.edu/as throughout the month of February for consideration. Requests will be reviewed in March with confirmations of those requests communicated in April. Should you have questions or would like help completing your event forms, we invite you to visit us during our Open Office Hours. We will have staff available to answer any questions and assist you with completing your request form at the following times:

- ◆ Tuesday, Feb 5th at 11am
- ◆ Wednesday, Feb 13th at 1pm
- ◆ Thursday, Feb 21st at 12pm
- ◆ Wednesday, Feb 27th at 11am

Union Trivia Night!

Rose are red, Violets are blue, Trivia at the Union is on February 19th and all we need is YOU! Put your Rom Com knowledge to the test at Union Trivia Night! We invite to join us at 7:00 p.m. on February 19th in the Magnolia Room for trivia, prizes, and food! Don't forget your Tiger Card!

AUXILIARY SERVICES

Student Union Student Employee Development Opportunity

The Student Union Student Employee Development Opportunity series is back this semester! All student employees in the LSU Student Union, whether they work directly for LSU Auxiliary Services or a department within the building, are invited to a professional development training on Tuesday, February 19th at 12:00 p.m. in the Castilian Room of the LSU Student Union. The topic for February will be "Learn from me: Professional Tips & Tricks" presented by Rachel Henry of LSU Auxiliary Services. Lunch will be provided! This will be a great opportunity to learn about activities in the building, develop personally and professionally, as well as network with other student employees. If you are interested in learning more, please contact Brennan Morris at bmorr39@lsu.edu.

LSU Student Union Art Gallery Student Exhibit

The 2019 Student Art show will be held in the LSU Student Union Art Gallery from February 4th until March 15th. This highly-anticipated exhibit features a wide variety of LSU students, regardless of major or classification, and collection of pieces. Come check out how talented our students are!

LSU Graduation Fair

The 2019 LSU Spring Graduation Fair will be held Wednesday, February 6 and Thursday, February 7 from 10:00 a.m. until 5:00 p.m. each day! It is a one stop shop for all graduating seniors to learn about commencement, purchase regalia, order your LSU Ring, take an official graduation picture and more! Don't forget your Tiger Card!



CAMPUS SUSTAINABILITY

- ◆ **Congratulations, Tigers!** LSU won 2nd place in the in the national GameDay Recycling Challenge. LSU diverted a total of 58.4 tons from the landfill-a **university record** for the LSU vs. Alabama football game -- just 3.4 tons less than Clemson, who won first place with 61.8 tons. LSU was national champion in 2015 & 2016. Thank you to all of the Tiger fans who recycled and the student volunteers who worked for hours on a rainy, cold Sunday to pick up additional recycling material!
- ◆ **Super Fly**-Next month, LSU will begin a pilot project to compost post-consumer food waste from the 459 Dining Hall. Campus Sustainability is partnering with the Entomology Department to use black soldier flies to compost the food waste. If the pilot is successful, the plan is to expand food waste composting to all LSU Dining Halls.
- ◆ **For the Birds**-In October 2018, Campus Sustainability designed and hosted recycling-focused activities for the University Lab School 2nd graders, including a recycling relay race and a “make your own bird feeder” using discarded plastic bottles.
- ◆ **Future’s So Bright**-Campus Sustainability and Property Management are planning another E-Waste Recycling Event this spring.
- ◆ **Spring Greening Day & Sustainability Expo** and the launch of new Zero Waste Event program coming soon! Follow us on social media to get the latest sustainability news:



@lsusustainability



Sustainable_LSU



lsu_sustainability

PARKING & TRANSPORTATION SERVICES

Parking & Transportation Services is Moving!

Parking & Transportation Services will relocate from the Public Safety building to Audubon Sugar on South Stadium Drive in February.

Directional signage will guide students, faculty, and staff from the existing location to the new building, and there will be no lapse in service during the move.

Have questions or need additional information?

Contact the department at 578-5000.

Need the LSU Trolley for your Event?

The LSU trolley has a passenger capacity of 26 seated passengers plus one wheelchair, or 24 seated passengers and 2 wheelchairs and is 32’ long. It also boasts an authentic interior, true to the original style of trolleys with gong bell and pull handles and passenger stop requests with lights and pull cords. The vintage style seats with oak slats gives the trolley that unique look on the inside, while the trolley has been specially painted purple and gold on the outside.

The LSU trolley is a first come, first service transportation option and can be reserved through the Parking & Transportation website at www.lsu.edu/parking. The cost associated with renting will be \$115/hour with a 4 hour minimum. Please contact us at 225-578-5000 to learn more information on booking the trolley for your upcoming event. We look forward to working with you! Geaux Tigers!

APARTMENT HOP

Monday, February 4, 5:30-8 p.m.

Hop on the LSU trolley for a showcase of the on-campus apartments. Stops include: Nicholson Gateway Apartments, East Campus Apartments, and West Campus Apartments.
Tours • Food • Campus Resources • Prizes • and More!

LSU Residential Life

PARKING & TRANSPORTATION SERVICES

University Seeks Feedback for Creation of Mobility Implementation Plan

A series of workshops and town hall meetings were held at LSU the week of January 21-25 to get feedback on a short-term and long-term mobility implementation plan based on recommendations from the Comprehensive and Strategic Campus Master Plan. While the master plan set the stage for future campus growth, LSU has also set goals for substantial enrollment growth over the next five years meaning the campus and its mobility system must respond to accommodate this growth.



A transportation survey for students, faculty, and staff to better understand their transportation habits, as well as interest in alternative transportation options, was launched on January 22 with responses accepted until February 22. A successful outcome of this survey will help work toward an end goal of greater equity, choice, affordability, and convenience for the campus community.



Tom Yardley, transportation consultant from Stantec, gave a brief presentation to town hall meeting attendees and then broke them into groups to discuss their challenges in traveling to, from, and around campus and their thoughts on possible solutions presented at the meeting. This information, along with feedback from audiences and members of the Mobility Implementation Working Group, will be reviewed and used to create the mobility implementation plan draft that will be presented to the university community for feedback when the consultant returns to campus.

“The purpose of this plan is to provide improved, sustainable, and safer mobility options that are more convenient, affordable, reliable, and accessible and to be the blueprint for building a modern and innovative walking, biking, transit, and multi-modal network utilizing a “complete streets” concept that allows all forms of transportation to co-exist along the roadway system,” said Roger Husser, Assistant Vice President of Planning, Design, and Construction. With bikeshare arriving on campus in April 2019, improved bike lanes are a top priority in the plan with micro-transit options, on-demand services, transportation apps, and improved parking access with more options at various pricing levels also on the table.

To access the survey: [LSU Transportation Survey 2019](#)

FACILITY & PROPERTY OVERSIGHT

Facility & Property Oversight staff “adopted” families for Christmas. The department chooses families with young children from the surrounding community who through a major catastrophic event in their lives are unable to provide Christmas gifts for their kids. Staff collect donations, purchase and wrap gifts, and deliver them to the adults to be put under the tree on Christmas Eve.



This year, F&PO collected a record breaking \$1,980, with employees also donating toys, clothes, shoes, and gift cards for the children. Jeremy Crawford, a new F&PO staff member, brought an entire truck load of toys for the kids to honor his father, Ben Crawford, who passed away on December 3. His dad loved kids and Christmas, so Jeremy donated the toys to honor the memory of his dad. Thanks to the kindness and generosity of employees, six children woke up Christmas morning to find presents under the tree from Santa and a Christmas dinner.

HUMAN RESOURCE MANAGEMENT

Upcoming Standardized Hiring Dates

February 4 and 8, March 4 and 18

Supplemental Retirement Plan Contribution Maximums Increase for 2019

The IRS recently approved Cost of Living Adjustments for the upcoming tax year (2019). The contribution maximums for the 403(b), Roth 403(b), 457(b), and Roth 457(b) supplemental retirement accounts for the 2019 are increasing from:

- ◆ \$18,500 to \$19,000 for participants **under the age of 50**
- ◆ \$24,500 to \$25,000 for participants **age 50 and older**

This is a great time to enroll in, or increase your current contributions in preparation for the new year!

If you wish to make changes to your 403(b), or Roth 403(b) supplemental retirement account please visit [Retirement Manager](#) to initiate your contribution change. And, if you are participating in the LA DCCL Plan and would like to make changes to your 457(b), or Roth 457(b) supplemental retirement account please log into your account at www.louisianadcp.com, or by phone at 800-937-7604 if you require additional assistance in initiating your contribution change.

INFORMATION TECHNOLOGY SERVICES

For the past six months, the Data Governance Working Group has been working on a framework for establishing information governance at LSU. The Working Group, composed of members from each LSU institution, has examined the LSU strategy and business drivers to craft business and data principles that form the basis of information governance. In turn, the Working Group has drafted an information governance framework, three procedural documents and a standard that defines the types of information to be governed. As a next step the Working Group will seek approval to launch the governance framework that will draft an information strategy.

ACCOUNTING SERVICES

Reporting in Workday

Below is a list of commonly used reports in Workday and can be accessed by typing the Report name into the Workday search box.

- ◆ **Data Audit** – Provides a list of values for FDM dimensions (various reports)
- ◆ **Journal Line Details** – Provides a list of detail journal entries by period
- ◆ **Journal Line Details with Employee Name** – Provides a list of detail journal entries by period, with employee name included
- ◆ **Payroll Accounting per Worktag** – Provides payroll detail by organization
- ◆ **Trial Balance** – Displays beginning balance, debits, credits, and ending balance for worktags chosen
- ◆ **Revenue & Expense** – Provides budget, current month actuals, cumulative encumbrances, tentative and balance (various reports by dimension chosen)

RESIDENTIAL LIFE

Evangeline Hall Open

Historic Evangeline Hall reopened to residents January 18, 2019. Students moved from Highland and Louise Garig Halls made the short move to the renovated Evangeline Hall for the spring 2019 semester.

Campus Apartment Leasing Begins February 1

All current students, graduate students, transfer students, vet med students and law students can access the housing portal in myLSU on February 1 to begin the leasing process for campus apartments for next year.

Nicholson Gateway Retail Update

Sneaker and apparel boutique Private Stock is now open at the Nicholson Gateway retail center, joining Matherne's Market, Wendy's Starbucks, and Frutta Bowls. A Baton Rouge General Express Care and Simple Greek eatery plan to open the first quarter of 2019.

REMINDER: Email any information for the next newsletter to Ashley Territo at aterrito@lsu.edu.