



## IMPORTANT DATES

- 10/31/18:** Inventory Certification Due
- 11/02/18:** Board of Supervisors Meeting
- 12/07/18:** Board of Supervisors Meeting
- 12/31/18:** Mandatory Annual Training Due
- 01/25/19:** Board of Supervisors Meeting
- 03/15/19:** Board of Supervisors Meeting

## Nicholson Gateway Opens to Rave Reviews

**Nicholson Gateway** includes 763 units of apartment-style housing for more than 1,500 students, with associated residential support spaces, such as lounge spaces, study areas, community gathering places and 50,500-square-feet of retailers including anchor tenant Matherne’s Market, Frutta Bowls, The Simple Greek, Wendy’s, Private Stock Apparel and a Baton Rouge General Express Care clinic.

Nicholson Gateway is a student-centered development that responds to demands for on-campus housing and supports student success by improving the campus living experience for both undergraduate and graduate students. On-campus housing not only keeps LSU competitive in its national market, but also improves student outcomes: research shows that students who live on campus have better GPAs and higher chances of graduating.

The campus community is welcome to enjoy the retail spaces at Nicholson Gateway. Non-residential shoppers can park in retail spaces between Riverbend Hall and Nicholson Gateway Parking Garage. Check out the [VIDEO](#) and [PR](#) pages from the Ribbon Cutting.

## LSU Trolley on Campus!!

The LSU trolley is 32’ long and has a capacity of 26 seated passengers and one wheelchair or 24 seated passengers and 2 wheelchairs. The trolley boasts an interior that is authentic and true to the original style of trolleys, with a gong bell and pull handles, as well as passenger stop requests with lights and pull cords.



Seats with oak slats gives the trolley a vintage look on the inside, while the exterior has been specially painted LSU purple and gold.

The trolley will be used primarily for campus tours for prospective students and their families, but is also available as a transportation option for LSU colleges and departments. It will be rented for campus events on a first come, first served basis through the Parking & Transportation [website](#) or by calling 578-5000. The rental cost is \$115/per hour, with a 4 hour minimum.

Trolleys have been an integral part of the transportation system in Louisiana; originating in New Orleans around 1860. Parking & Transportation Services is proud to bring this iconic piece of Louisiana heritage to the LSU community.

## HUMAN RESOURCE MANAGEMENT

### Upcoming Standardized Hiring Dates

November 5 and 9, December 3 and 17

**Mandatory Annual Training** must be completed by **December 31, 2018**.

- ◆ **The Louisiana Code of Governmental Ethics** - In response to Louisiana Revised Statute 42:1170, all public employees are required to complete one hour of training on the Code of Governmental Ethics. [Click Here](#) for the online training course.
- ◆ **Preventing Sexual Misconduct** - This new training combines the mandatory Sexual Harassment and Title IX courses into 1 course. [Click here](#) to take this course. Click Yes to self-enroll in this Community Moodle course.

### Professional Development Training Classes

- ◆ **Staying on Track: The Secret to Establishing Habits that Work for You**
  - Wednesday, November 13 from 9-10:30 AM
- ◆ **Sharpen Your Saw: Ten Ways to Avoid Burn Out**
  - Thursday, December 13 from 9-10:30 AM

## 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)

## PROCUREMENT & PROPERTY MANAGEMENT

Departments are reminded that they must include diverse suppliers in the proposed list of suppliers when competition is required. We also encourage departments to promote procurement opportunities to diverse suppliers when competition is not required.

### 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

Diverse suppliers can be identified in Workday using the '[Find Suppliers by Classification Type](#)' report found on the Workday Training webpage under the Suppliers section. See the [Policies & Procedures](#) webpage for more information on the added steps to include diverse suppliers.

## FACILITY SERVICES

### LEAD LSU Legacy Project 2018

Although members of the 2018 Lead LSU class celebrated their graduation in August, the group got back together once more in October to complete their Lead LSU Legacy Service Project which made quite a difference at two campus sites.



Formerly known as Lead...Emerge, Lead LSU is a leadership development program for high performing and emerging leaders at the university. The program is managed by Chynsia Robertson, Associate Director of Training and Development for Human Resource Management, and focuses on building and enhancing leadership skills which support the University's strategic objectives.



As each group prepares to graduate, they vote on a service project to complete as a way for each class to leave a legacy. This year's class voted to beautify the landscape around Howe-Russell and Pleasant Hall. The class worked for several hours with Landscape Services staff to plant and remove weeds and trash.

The Lead LSU Class of 2018 leaves a legacy that is visible to all who pass by Howe-Russell and Pleasant Hall, and they are also well-prepared to be leaders in their organizations and on campus.

## AUXILIARY SERVICES

### Art Gallery

There will be three different exhibits in the LSU Student Union Art Gallery throughout October and November. Currently, *The History of Places Art Gallery Exhibit* features a variety of pieces from four LSU Art School graduates. Beginning next week, the exhibit will be *Chinese Antique Costumes*, coordinated by two LSU graduate students. On November 15<sup>th</sup>, the LSU Early Childhood Education Laboratory Preschool will showcase their student art. All exhibits in the LSU Student Union Art Gallery are free and open to the public.

### Moscow Ballet

The one and only Moscow Ballet returns to the LSU Union Theater to perform the Great Russian Nutcracker – Dove of Peace Tour on Thursday, November 8<sup>th</sup> at 7:00 p.m. Experience Moscow Ballet's Dove of Peace Tour, spreading goodwill in over 100 cities across North America this holiday season, and presenting world class performers; Russian folk legends Father Christmas and Snow Maiden, backdrops hand-painted by Russian masters; and a Dove of Peace with a 20 foot wingspan – the Great Russian Nutcracker brings the Christmas spirit to life for all ages. "Kids wide-eyed with delight!" says The New York Times. Don't miss out on this holiday tradition! Tickets are on sale now in the LSU Union Theater Box Office or at [lsu.edu/as/theater](http://lsu.edu/as/theater).

### Auxiliary Services Showcase

Please join us on Tuesday, November 13<sup>th</sup> from 12:00 p.m.- 2:00 p.m. for the LSU Auxiliary Services Showcase in the Royal Cotillion Ballroom in the LSU Student Union. Each area will be hosting interactive experiences to showcase the various services, products, and experiences of LSU Auxiliary Services!

## INFORMATION TECHNOLOGY SERVICES

This year, Information Technology Services (ITS) has worked hard to maintain our momentum in modernizing the LSU IT landscape and implementing value-based, enterprise-grade services across the network. In this second year of organizational transformation, we have collectively and quantifiably improved our internal organizational structure and processes, achieved many of the goals that we set in the past twelve months, and look forward to working together with the LSU community and meeting our targets in the coming fiscal year. Our original five strategies have not changed, but we have set objectives and goals to continue that forward movement.

- ◆ **We will continue to institutionalize IT Governance and Good IT Practices.** As a unit, we are restructuring and reorganizing our sub departments with Lean (waste minimization), Information Technology Infrastructure Library (ITIL), and project management best practices as hallmark guidelines. These standards will assist the IT Governance Council, Portfolio Management Office (PMO), Data and Technical Architecture groups, and Business Office to develop department-wide standards, develop the skills of ITS staff, develop comprehensive data strategies, and improve our funding business model.
- ◆ **We will continue to modernize the data and IT infrastructure architecture.** The decommissioning of the mainframe has been an arduous task for us all and, together, we are developing multi-institutional IT framework standards as we test and implement new, more modern services and systems like Cherwell, the new IT Service Management environment, and upgrade the data center.
- ◆ **We will support and strengthen our current and future unified research infrastructure, data, and capabilities.** Our Research and Education Technology Services (RETS) team will develop Department of Defense research security compliance architecture and research storage. The next generation Faculty Technology Center (FTC) promises to continue working with faculty, expanding and increasing the breadth and value of IT services and trainings.
- ◆ **The Student Systems Modernization Program will continue to design an implementation program for Workday Student.** This project has made much progress in the past year and will continue engaging the LSU community, redesigning student-related processes and preparing for program implementation. The Geaux Forward team has spent the fall semester evaluating the Workday Student software for its viability to support a multi-institutional environment for LSU. We have been meeting with campus representatives from the Registrar, Bursar, Admissions, and Financial Aid Offices to discuss their future state vision for our students. Questions such as: do we share data, how do we make this experience more user-friendly for students, and how do we incorporate the new strategic vision for LSU Online into our project scope and timeline, are at the forefront of our conversations this fall. The team also conducted Student and Community User Experience sessions and has been submitting to Workday new requirements received from LSU students across the 4 institutions. We will be hosting Workday and our campus stakeholders to a prototype demonstration on October 23<sup>rd</sup> and 24<sup>th</sup> so we can analyze our multi-institutional scenarios built into a Workday Student tenant. [CLICK HERE](#) for a link to the dashboard which shows our progress.

If you have any questions, do not hesitate to contact the Geaux Forward team at [geauxforward@lsu.edu](mailto:geauxforward@lsu.edu).

- ◆ **Our Risk Management (RM) and IT Security and Policy departments will continue improving services offered to the LSU community.** RM has been hard at work increasing cost savings and improving risk-financing programs for the University. In addition to their continued efforts, this year they will assess the potential risk autonomy of other LSU campuses and develop new ways to educate the campus on risk management.

For detailed information on our FY19 Goals and current operational dashboards, visit our [website](#).

## Inventory Certification Reminder

The deadline for all certifications is **October 31**. The Asset Custodian must certify first, followed by the Department Head. [CLICK HERE](#) for full details.

### RESIDENTIAL LIFE

#### Move-In Day

Thank you to everyone who assisted with Move-in Day this year! We look forward to making next Move-In even better!

[CLICK HERE](#) for the video from Move-in!



### TRADEMARK LICENSING

#### Bengal Boutique

A women's boutique was created in the LSU Sports



Shop in order to create a desirable shopping destination for female fans and provide them with a unique shopping experience within the store.

The area allows for customers to select a variety of items and accessories to create the perfect *#TIGERSTYLE!*

**REMINDER:** Email any information for the next newsletter to Ashley Territo at [aterrito@lsu.edu](mailto:aterrito@lsu.edu).