LSU

Finance & Administration

IMPORTANT DATES

07/31/17: Annual Performance Evaluations due in Workday

09/08/17: Board of Supervisors Meeting

10/13/17: Board of Supervisors Meeting

12/08/17: Board of Supervisors Meeting

Procurement Summit & Supplier Expo

Procurement Services will be hosting a Procurement Summit & Supplier Expo September 27 and 28 at the Lod Cook Hotel and Conference Center. For more information CLICK HERE.

COLLEGE COLORS DAY

The thirteenth annual *College Colors Day* celebration will take place on **Friday, September 1, 2017**. College Colors Day is a fun, casual Friday where people are encouraged to wear officially licensed collegiate products of their favorite institution.

COLLEGE COLORS

Solving Procurement : Achieving More Together

LSU 2017

SAVE THE DATE

SEPT. 27 & 28

2017 PROCUREMENT SUMMIT

Solving Procurement: Achieving More Together

LSU is excited to announce that we will be hosting a Procurement Summit & Supplier Expo at the Lod Cook Hotel and Conference Center. Learning sessions will be conducted, including: Sole Source Procurement; Insurance & Indemnification; Supplier Diversity; RFP vs. ITB; Specification/Scope Development; Professional, Personal and Consulting Services Procurement; and more…

LSU

Supplier Show
—
Learning Sessions
—
Keynote Speaker
—
Continental Breakfast & Lunch
—
Door Prizes

LSU PROCUREMENT SERVICES
Lod Cook Hotel and Conference Center at LSU
3848 W Lakeshore Dr
Baton Rouge , LA 70808

www.thecookhotel.com

Sept. 27th 8:00 am - 4:00 pm
Sept. 28th 8:00 am - 4:00 pm

PARKING & TRANSPORTATION SERVICES

Faculty and Staff Parking Permits

Beginning August 9, parking permits will be mailed by the vendor and delivered by the United States Postal Service to each employee's primary mailing address listed in Workday. If your permit has not arrived by August 15, please contact Parking at 578-5020.

New B Zone Parking

B Zone parking spaces are now available on North Stadium Drive in front of the PMAC. Employee cars displaying a valid B permit may occupy these spaces. Please do not park in spaces on North Stadium that are designated for Tiger Athletic Foundation. Unauthorized parkers may be ticketed or towed at the owner's expense.

C Zone Parking

C Zone parking spaces directly in front of Pleasant Hall will be relocated to a newly constructed area within the Welcome Center's parking lot. Parkers currently assigned to this lot will be moved to the new parking area. Additional C Zone parking will become available in the semi-circle in front of the Music & Dramatic Arts building.

South Stadium Visitor Parking

New metered spaces have been installed in the South Stadium Parking Lot. Metered parking is $1.50/hr. and available weekdays from 7 a.m.-8 p.m. Visitors should note their space number and use debit/credit cards or exact change to pay for the space prior to leaving the parking lot.

Jitney Service

Jitney Service is available weekdays from 8 a.m.-4 p.m. for employees needing on-campus transportation to or from meetings or parking lots and to deliver packages or documents on campus.

Please call 578-5000 to schedule this service.

After-Hours Campus Transit

After-hours campus transportation is available from 5:30 p.m.-midnight, seven days a week. Students and employees may request a safe ride to and from on-campus locations via Campus Transit OnDemand through the Transloc Rider App available on Apple and Android devices or by calling 578-5555.

Dead Battery?

Parking & Transportation Services provides free, on-campus battery assistance. This on-campus service is available Monday through Friday from 7:30 a.m.-7:30 p.m. Customers needing assistance should call 578-5002 and a Traffic Control Officer will be dispatched to the on-campus location.

Information to provide:

◊ Make
◊ Model
◊ Color of the vehicle
◊ License plate number
◊ Length of time you will be with your vehicle.

Response time will depend on the availability of an officer at the time of the request, but every effort will be made to give a speedy response. Customers will be required to sign a waiver or liability prior to receiving assistance.

INFORMATION TECHNOLOGY SERVICES

Over the last four months, LSU Information Technology Services (ITS) has made significant steps along the new roadmap. Associate Vice President and Chief Technology Officer Andrea Ballinger introduced her roadmap for transforming information technology at LSU following her arrival to campus. She presented her roadmap to several groups across campus, including the deans, CIOs, Staff Senate, Faculty Senate, Student Governance, and the departmental technology support providers, making adjustments based on feedback.

The first tasks of the roadmap include rethinking IT Governance at an institutional level, deploying a best practice approach to ITS, inventorying enterprise application needs, working with divisional colleagues on opportunities to consolidating some of our IT infrastructure and then evaluating needs for the modernization of student information systems.

In terms of reworking and revitalizing IT Governance, Associate Vice Provost Sandi Gillilan from Academic Affairs will serve as the Council's chair. The newly formed IT Governance Council will have its kick-off meeting in early August with a training session on this important role, and to provide them with an overview of current IT risk assessment, needs and planned projects.

Within ITS, **ITIL** has been identified as the best practice-based framework that will be used to evolve the organization. ITS executive leadership and its directors completed a week-long training in ITIL Foundations in May. Representatives from HRM and Accounting Services were invited to participate in the training. ITS leadership completed and passed the ITIL Foundations exam. Efforts continue this month to train the rest of ITS in ITIL. The CIOs from the other LSU campuses have been invited to participate and to consider participation by their staff.

In addition to ITIL, a new Enterprise Architecture (EA) team has been formed to strategically and systematically plan for what LSU's IT infrastructure should be like to support all of our administrative, academic and research technology needs. In addition to ITS Leadership, Stephen Beck (representing Research) and the CIOs of LSU campuses have made a commitment to re-conceptualize LSU's technological foundation to prioritize the diverse needs and expectations of our end users. The ultimate goal would be to enable the most effective management of LSU's IT resources to ensure LSU is well positioned to keep up with ever changing demands from students, faculty, staff, administrators, alumni, parents, and other stakeholders.

Efforts have been progressing on identifying and inventorying current and future enterprise IT needs. In several instances, we are working with sponsors to define requirements for these enterprise level solutions. Examples include the need for an enterprise-level customer relationship management (CRM) tool to replace current end-of-life systems, a new parking tool to replace legacy, and assisting our colleagues in Procurement with defining the requirements for an enterprise contract management tool. This inventory will be used in prioritization discussions with the newly formed IT Governance.

Progress is also being made within the division when it comes to evaluating the needs for multiple IT infrastructures, mainly the risk and cost of maintaining servers in several places. The recent IT Risk Assessment named 22 "server rooms" on campus. Auditors have expressed concerned so our division is working to collapse some of the server rooms into one on campus. We are currently working with Auxiliary Services and LSU Police to evaluate how Frey Computing Data Center might serve their infrastructure needs.

INFORMATION TECHNOLOGY SERVICES CON'T

Tom Glenn was brought in as an experienced student system Project Director to work with Cindy Hadden and Robert Doolos as they lead student system modernization efforts for LSU. Tom has led several enterprise level deployments and has served in admissions and on faculty so he provides a rich perspective. Cindy Hadden has stepped away from her responsibilities as Deputy CIO and Executive Director over University Information Systems to devote her time to leading this effort. Stephen Heyward has replaced her in the interim. Cindy, Tom and Robert are busy collecting and assessing requirements from all corners of LSU and preparing to do the same with all LSU's campuses. Campus town halls will be planned for early September to ensure broad participation by all stakeholders in the decision making process for how to proceed with the student modernization project. A proposal that considers input from the requirements gathering sessions will be brought to the new IT Governance Council for discussion and they will recommend next steps to Provost and CFO in December.

A new web presence for ITS including the Student Modernization project is under construction and we expect to have it live shortly.

ACCOUNTING SERVICES

PM-13, University Travel Regulations have been updated to reflect the changes to the travel policy effective July 1, 2017. CLICK HERE to view the updated regulations. Also, PM-13 includes Appendices to better serve the travelers, departments and all LSU entities. Appendix A is a Summary of Travel Rates (i.e., mileage rate per mile, meal per diem, lodging allowances, and other travel expenses), and Appendix B is a Summary of Approval Authority specific to each campus for certain travel expenses.

HUMAN RESOURCE MANAGEMENT

Mandatory Annual Training must be completed by December 31, 2017.

◊ 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.

American Well Telemedicine Services — LSU First has partnered with American Well (Amwell) to provide telemedicine services to LSU First participants at a First Choice network benefit level. Telemedicine allows health care professional to evaluate, diagnose and treat patients at a distance using technology. This service will allow members to video chat with Board Certified Healthcare Providers and Wellness Educators from your home, office, or anywhere you may need care. With Amwell, members will have the opportunity to see and speak to providers within a wide range of specialties, including urgent care. Amwell services are available to LSU First members 24 hours a day, 7 days a week. Through Amwell, providers can answer your questions, diagnose, and even prescribe basic medications when needed.

To get started, you can visit: www.amwell.com.

For information on how to sign up CLICK HERE.

> **REMINDER**
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> Email any information, potential topics or suggestions for the next newsletter to Ashley Territo at aterrito@lsu.edu.