



IMPORTANT UPCOMING DATES

- 1/11/16:** Governor-Elect Inauguration Ceremony
- 1/29/16:** Board of Supervisors Meeting
- 3/1/16:** Mid-year evaluations due in HRS
- 4/18/16:** Board of Supervisors Meeting
- 5/6/16:** Board of Supervisors Meeting
- 6/24/16:** Board of Supervisors Meeting
- 7/1/16:** Workday Goes Live
- 9/9/16:** Board of Supervisors Meeting

HIGHLIGHT OF CAMPUS MASTER PLAN

After completing its first campus master plan in 2003, the effort to produce a new comprehensive and strategic LSU Campus Master Plan is underway with master planning firm NBBJ, and the official kickoff will take place in January. A master plan provides a general overview for future physical growth and development of the campus, and identifies a series of design principles that guide planning decisions in a manner that adjusts to the evolving needs of the university. The new plan will also ensure that limited resources available for capital projects are directed to the highest priority needs for the campus now and in the future.

In an effort to provide transparency and include all key stakeholders in the process, presentations by the master planning firm finalists were open to students, faculty, staff and the public, and input from these groups was sought as the scope of the master plan was developed in November.

There will be a series of eight meetings held in the next 18 months to gather information and suggestions, provide master plan options and present the final master plan to the campus community. Several planning studies have been completed and will serve as key components for the master planning effort by providing information to assist NBBJ in creation of the updated plan. Work on these key components began last year and include a housing master plan update, parking master plan update, space assessment and classroom utilization study, infrastructure assessment, dining plan and College of Science needs assessment.

These additional components will provide a master plan that is:

- ◇ More directly related to the future space needs on campus, driven by the programmatic needs for space
- ◇ More detailed and related to the needs for pedestrian and cyclist mobility throughout campus
- ◇ More detailed and related to the results of parking and other infrastructure needs assessments
- ◇ More strategic and presentable to the campus community and the public in terms of an accessible physical and/or digital model to promote the existence of the plan and to promote interest in LSU's future development

**CREATION OF COMPREHENSIVE AND STRATEGIC PLAN
KICKS OFF IN JANUARY**

FACILITY AND PROPERTY OVERSIGHT



Toxi Ann Jackson-Bennett, 2015 LSU Foundation Staff Outstanding Service Award recipient, is pictured at the December 8th award ceremony with Tony Lombardo, Associate Vice President of Facility & Property Oversight.

Ms. Jackson-Bennett is a Facility Services custodian at Pleasant Hall and was nominated by Heather Schmidt of Undergraduate Admissions.

INFORMATION TECHNOLOGY SERVICES

- ◆ **University Networking and Infrastructure (UNI)-**
 - ◇ Negotiated with vendors to realize a 70% savings in network gear purchases with a guaranteed price for 2 years.
 - ◇ Established a new disaster recovery site in Bossier City with plans to vacate the current site in downtown Baton Rouge.
 - ◇ Migrated students from TigerMail to LSUMail.
 - ◇ Set up an internal cloud services platform which helps departments save money and time with regard to application deployment.
 - ◇ Upgraded hardware/software to accommodate multiple operating systems on campus including Android, Apple iOS, and Linux.
- ◆ **LOUIS: The Louisiana Library Network-**
 - ◇ **Integrated Library Management System**
 - a. Migrated from Symphony hosted servers at LSU ITS to Software as a Service (SAAS) in the cloud.
 - b. Implemented new cloud based products for Symphony.

RISK MANAGEMENT

LSU's multi-campus are working collaboratively to form a new **Risk and Insurance Shared Knowledge (RISK) Committee**. They held their first meeting in Alexandria on Tuesday, December 15, 2015. As a result of the Grad Act autonomies, the LSU A&M campus has assumed greater responsibility for managing its risk management programs. This change has already resulted in cost savings and improved risk management practices. For all LSU campuses to realize the benefits of effective risk management, Vice President Layzell directed the creation of this advisory committee consisting of representatives from each LSU campus. Brian Nichols will provide leadership oversight of the committee.

The goal for the **RISK Committee** will be to share risk related experience, knowledge and ideas, and to discuss/develop risk management and risk financing best practices for the benefit of the University as a whole. The Committee will function in an advisory and recommendation role to the LSU Office of Risk Management to develop ideas and strategies for University leadership on behalf of all LSU campuses.

Some of the main areas of concentration for the Committee include:

- ◆ **Assessment and standardization of risk management strategies, policies, procedures, and regulations as applicable**
- ◆ **Coordination of proactive risk management across the entire organization**
- ◆ **Gathering of information to provide robust University risk intelligence**
- ◆ **Standardization of organization-wide methodologies for quantifying, comparing, benchmarking and prioritizing risks**
- ◆ **Collaboration with campus safety committees to recommend and develop safety policies**
- ◆ **Development of cost and premium allocation models**

The **RISK Committee** will meet quarterly.

PROPERTY MANAGEMENT

Louisiana Property Assistance Agency (LPAA) to Conduct Audit in February

In keeping with LPAA's requirements to periodically conduct audits of each state agency's property and fleet programs, LSU is scheduled to be audited beginning on Tuesday, February 16, 2016. The audit will consist of a review of property and fleet files/records and a physical inventory of selected property that was reported as located on our last inventory certification. The following campuses will be included: LSU, Ag Center, LSU Alexandria, and LSU Eunice.

Due to the large number of inventoried assets across multiple locations around the state, this event will last several weeks. LPAA auditors will be accompanied at all times by a member of Property Management and a representative of the campus department being reviewed. As the date approaches, we'll receive more details on which buildings and organizational units will be audited. Once this information is available, Property Management will reach out to departments to identify ahead of time the most appropriate representative to assist.

Ways to Prepare Now:

- ◆ Each department's Property Custodian should ensure that the current location of assets are updated in Asset Management, making any changes as necessary. Many location changes were hand written on this year's inventory submittal, but not entered into Asset Management. All locations must be current in Asset Management by **Tuesday, January 19**. LPAA's location standard requires that an asset be in the building and room indicated in the database. In cases where lab equipment moves regularly between a few different rooms, a notation in the "Location Description" field should say something such as "Shared between Choppin 601/602/603."

- ◆ For departments with fleet vehicles:
 - ◇ Forms/Documents Required in Vehicle:
 - Letter of Insurance
 - Vehicle Registration
 - Current State Inspection Sticker
 - MV-3/MV-4/Safety Checklist
 - LA State Fleet Management Operator's Manual
 - Blank Accident Report Form
 - ◇ Other areas of Fleet Compliance:
 - MV-3/MV-4/Safety Checklist completed properly
 - Decals (Agency Name on door, "Don't Trash Louisiana", and "Official Business") present and placed correctly

Contact Property Management at property@lsu.edu with any questions, or if you need any of the fleet documents or decals.

HUMAN RESOURCE MANAGEMENT

Midyear Review Form is due in HRS by March 1, 2016.

The mid-year review for Performance Management/Evaluations is to be conducted between December 1, 2015 and March 1, 2016. The midyear review is simply a conversation between the supervisor and employee to provide feedback regarding the employee's performance throughout the year. Although comments regarding the mid-year review are recommended, they are not required. The only requirement is that the date is documented on the form.

If the planning session was completed on the stand-alone Planning Document, please use the stand-alone [Midyear Review Document \(both Word or PDF options available\)](#). This document must be uploaded in HRS by March 1, 2016.

If the planning session was completed on the [full Planning & Evaluation Form](#), please document the date of the midyear review on that same form (Section VI. Midyear Review). No additional form is required, nor is it required to be uploaded in HRS.

STAFF SENATE

New Strategic Plan Guides Staff Senate Initiatives, Activities & Partnerships

The LSU Staff Senate has been the representative body for LSU staff employees since 1976. The Staff Senate seeks to enhance its visibility as a vital governance organization, recognized as the voice of the LSU staff. The Staff Senate strives to be an essential partner in University planning and viewed as a valued resource by the administration when critical decisions are made that affect staff members.

Last year the Staff Senate created its first strategic plan to guide efforts and to ensure that our progress as an organization can be measured. Our goals are to promote and protect the welfare of the LSU staff to the extent that the Staff Senate policies are consonant with State Civil Service regulations, Bylaws and Regulations of the Board of Supervisors, University Policy Statements (PS), and System Permanent Memorandum (PM), while not impinging on the academic life of the University.

Staff Senate also reviews policies proposed or previously adopted by others that may affect the welfare of staff and make recommendations about these to the President. They promote the effective exchange of information between the LSU administration and staff; and proposes and maintains programs to enhance the personal and professional well-being of the staff, as well as encourage their vocational and educational development.

Staff Senate continues to move forward in its mission of promoting and protecting staff, and in these efforts, Staff Senate has accomplished the following:

- ◆ Working with administration to restore Ombudsman position on campus
- ◆ Representing staff interests as committee members of Administrative Process Improvement, Parking & Transportation Services Advisory, Dining Advisory, Bookstore Advisory, and the Parking & Transportation Appeals committees

- ◆ Partnering with Student Government & Campus Federal Credit Union to provide an activity for students, faculty and staff at Fall Fest 2015
- ◆ Partnering with Student Government to provide additional tables and chairs in Middleton Library for students' use during finals week
- ◆ Sponsored Lunch and Learn and provided opportunity for 108 staff to hear LSU Baseball Coach Paul Mainieri speak and tour Alex Box facilities
- ◆ Partnering with University Council on Gender Equity and Faculty Senate to review and make recommendations on annual and sick leave, retirement, crisis leave pool, and maternity policies
- ◆ Providing feedback on proposed revisions to LSU Policy Statement-39, Performance Evaluations for Classified and Unclassified Employees and LSU Policy Statement-22: Student Absence from Class
- ◆ Joining with Student Government and Faculty Senate representatives to provide feedback on new comprehensive and strategic campus master plan
- ◆ Proposing the need and obtaining solution for alternate traffic plan to exit campus during home basketball games
- ◆ Currently organizing an LSU Staff Day at the Louisiana Legislature during the 2016 Session
- ◆ Composing and delivering letter from staff to all senators and representatives during 2015 legislative session in support of LSU students' march to the State Capitol to protect higher education budget cuts
- ◆ Representing LSU staff needs related to enhancing the LSU Child Care Center by exploration of partnership opportunities with experienced child care management organizations

If you are interested in learning more about Staff Senate, please visit us at lsu.edu/staffsenate or look us up on social media.

You are also invited to attend our monthly meeting, held on the third Wednesday of every month at 10:30 a.m. in the Career Center Classroom located at 256J LSU Student Union.



LSU POLICE

- ◆ **LSU Eunice** - In November, the LSU Police Department began the process of meetings with Dr. Kim Russell, the Chancellor of LSU Eunice, and other LSUE officials in an effort to assist them in assessing safety and security on the campus. In addition, LSUPD is working with those same officials to lay the foundation in establishing a fulltime law enforcement presence on the LSU Eunice campus. The process for both began with several members of the LSU Police Department visiting the campus, gathering information from various areas on campus, and interviewing various personnel. An additional component was assigning one LSU Police Officer, from the Baton Rouge campus, to LSUE to establish an immediate law enforcement presence on the campus and to aid in the assessment process.
- ◆ **Football** - The LSU Police Department managed over 300 law enforcement and public safety officers for each home game. The LSU Police Department were able to provide a safe environment for the fans and the LSU community for the 2015 season.
- ◆ **Spring Sports** - The men and women of the LSU Police Department are already working men's and women's basketball games with baseball just around the corner. There are a combined 74 home events between the 4 sports with a required 12 officers working baseball games that includes 11 for men's basketball, 9 for women's basketball and 5 for gymnastics.

Click the picture to learn more safety tips and information about Mike's Tiger Resistance!



WORKDAY UPDATE

Significant progress is underway towards the July 1, 2016 implementation of LSU Workday across LSU's multi-campus. Mary Stebbing, LSU Workday Change Management Lead partnered with Sheri Thompson, LSU Workday Communications Lead for a second set of roadshows this past November and December. Stebbing and Thompson visited LSU Business Managers, LSU Shreveport, LSU Alexandria, LSU Eunice and Pennington Biomedical Research. They presented an overview of Workday and some of the changes impacting business processes that are expected with deployment. Stebbing and Thompson will return to the campuses in the late spring to coordinate and support training efforts prior to the project's deployment.

In terms of technical progress, the initial prototype (P1) was built and tested early this past fall. The second prototype build (P2) is underway. The project is finishing its Configuration and Prototype phase, and will move into the Test phase this spring. Beginning this month and running through March, the project team will be busy with system and parallel payroll testing. The project team will test transactions across all functional areas, and ensure that payroll runs correctly. This testing will be followed by user acceptance testing (UAT) in late spring. User acceptance testing will involve a much broader selection of individuals from across the participating campuses. The UAT participants will also be involved in validating the project's training materials in advance of training being delivered across the campuses in June.

Click [HERE](#) for more information about LSU Workday.

NICHOLSON GATEWAY UPDATE

The LSU Property Foundation has selected two leading master developer firms as finalists for a public-private partnership to design, build, finance, operate and maintain new student residence halls and other amenities on a 28-acre site of the Nicholson Drive Corridor, between West Chimes Street and Skip Bertman Drive. **American Campus Communities** and **RISE Real Estate** have been invited to enter into parallel, in-depth negotiations for the project, with a developer to be selected in spring 2016.

The LSU Property Foundation will contract with the chosen developer, and the developer will then contract directly with its project team members.

The developers have initially proposed the following firms as teammates; the final composition of each team might change, solely as determined by each individual developer.

American Campus Communities: Coleman Partners Architects, Lincoln Builders, Saurage Rotenberg Commercial Real Estate, Provident Resources, Shreve Land Constructors, Hanbury Evans Wright Vlattas & Company, and RBC Capital Markets

RISE Real Estate: Remson Haley Herpin, Provident Resources, The Lemoine Company, Stirling Properties, Niles Bolton Associates, Stantac, and RBC Capital Markets

A request for qualifications was publicly issued on July 24. The proposals were evaluated by the LSU Property Foundation with its development advisor, Brailsford & Dunlavey/CSRS and narrowed to five developers being invited to participate in the request for proposals process. The RFP was issued on September 25. The shortlisted developers were each invited to visit campus on October 13 and November 11 to discuss the project.

The Nicholson Gateway Development Project is envisioned to include approximately 1,260 apartment-style beds and 410 suite-style beds with associated residential support spaces.

The project also is expected to include 30,000 to 50,000 square feet of new retail space to primarily serve residents of the project, the LSU community and visitors.

The LSU Property Foundation, an affiliate of the LSU Foundation, is facilitating the project for the benefit of the LSU community.

The Nicholson Gateway project, focused on the largest underdeveloped tract of university-owned property that is adjacent to the campus core, will turn what has traditionally been the back of the campus into an exciting new gateway district. For more information, visit www.nicholsongateway.com.

EXECUTIVE VICE PRESIDENT AND PROVOST NAMED FOR LSU

LSU has named Richard Koubek, who currently serves as LSU Interim Executive Vice President and Provost, as the university's next Executive Vice President and Provost.

LSU conducted a national search and invited four candidates to campus for interviews and open forums with students, faculty and staff. Dan Layzell, Vice President for Finance and Administration/CFO, chaired the search committee.

The Executive Vice President and Provost serves as the chief academic affairs officer for the LSU Board of Supervisors and all of its campuses and institutions, and serves as the Provost for the LSU campus.

The Executive Vice President and Provost, who reports directly to the LSU President, acts as the chief administrative officer in the absence of the President and represents the President in both internal and external affairs.

Please click [HERE](#) for further information.

REMINDER

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