



## IMPORTANT DATES

**10/31/17:** Benefits Open Enrollment Closes

**10/31/17:** Inventory Departmental Certification  
Deadline

**12/08/17:** Board of Supervisors Meeting

**02/02/18:** Board of Supervisors Meeting

**\*\*NOTE-**The December 8, 2017 Board of Supervisors meeting will now be held in New Orleans at the LSU Health Sciences Center. **\*\***

## Master Plan Update

In keeping with the university's focus on leadership and excellence, LSU embarked on the Comprehensive and Strategic Campus Master Plan process in January 2016. Designed to guide physical development on campus over the next decade and beyond, and aligned with LSU's strategic plan, it will provide a practical and flexible physical framework and serve as a blueprint to advance the university's goals.

LSU and NBBJ worked through this summer to develop a Strategic Capital Plan to guide future implementation of the master plan and created a governance process to ensure that the master plan is reviewed regularly, in response to new academic and university goals, strategies, needs and challenges. The creation of an implementation and governance document to accompany this plan will greatly enhance future planning, development, and investment efforts.

Campus Design Guidelines and Wayfinding Guidelines were also revised, and the final master plan report and appendices were prepared for submittal to the Board of Supervisors for approval.

On October 13, the Board of Supervisors approved the Comprehensive and Strategic Campus Master Plan, clearing the way for LSU to move into short-term and long-term implementation of the plan.

Having gauged a broad cross-section of university and community stakeholders in more than 120 engagement sessions during a two-year process, the Master Plan represents the needs and aspirations of the university community. Several key principles emerged from this inclusive and transparent process that will guide future physical development of the campus.

Special thanks go to LSU students, faculty, and staff; our neighbors and community organizations; and partners across Louisiana who contributed both time and expertise toward creating LSU's Comprehensive and Strategic Campus Master Plan.

To view the final master plan report, please click on [LSU Master Plan](#)



## PARKING & TRANSPORTATION SERVICES

### I'll Be Home for Christmas (and Thanksgiving too)!

Please let all of your student workers and graduate assistants know that LSU Student Government, Parking & Transportation Services, and the LSU Family Association are collaborating once again to sponsor a holiday shuttle program. Shuttles will be available for both the Thanksgiving and Winter Breaks to transport students to and from the Baton Rouge and New Orleans airports.

Below is an outline of the shuttle dates:

#### **Thanksgiving:**

- ◆ Tuesday, November 21 (LSU to Airport)
- ◆ Wednesday, November 22 (LSU to Airport)
- ◆ Sunday, November 26 (Airport to LSU)

#### **Winter Break:**

- ◆ Friday, December 8 (LSU to Airport – New Orleans Only)
- ◆ Saturday, December 9 (LSU to Airport)
- ◆ Sunday, December 10 (LSU to Airport)
- ◆ Tuesday, January 9 (Airport to LSU)

The cost is **\$30 for Baton Rouge** shuttles and **\$50 for New Orleans** shuttles per student. All shuttles are round trip and charges are non-refundable. Fees will be assessed to the registered student's fee bill.

For more information on shuttle times and other details, or to register for a Holiday Shuttle, visit [Holiday Shuttle Info](#). If you have any questions, please call the LSU Family Association at 225-578-1173 or email [lsufamily@lsu.edu](mailto:lsufamily@lsu.edu).

### Bike Sale & Auction

In partnership with Student Government and First Transit, we invite you to Join us at the annual Bike Sale & Auction on Wednesday, **November 15** from **10am-1pm** on Tower Drive. **Give a Bike a Second Life!**

### Welcome Center

The Welcome Center will go offline for renovations on **Saturday, November 4**. Operations will be temporarily located in the Union Square Garage's Office on Level 1. The Union Square Garage is located on East Campus Drive behind Barnes & Noble @ LSU Bookstore.

### Zipcar

Zipcar is available for employees' personal use also! Sign up at <http://www.zipcar.com/universities/louisiana-state-university> and take advantage of this car sharing option conveniently located on campus. Travel to New Orleans or Lafayette for a quick weekend trip.

### Updates

- ◆ New and improved Tiger Trails Bus signage has been installed on campus.
- ◆ Employees are encouraged to carpool to campus whenever possible. Not only is carpooling good for the environment, but it may also reduce stress and driving-related costs. Contact Parking at **578-5000** to explore carpooling benefits and discounts.

## PROCUREMENT & PROPERTY MANAGEMENT

### Purchasing Agent Certification

Procurement Services has launched the "Purchasing Agent Certification" program to replace the current Purchasing Agent Delegation process. The certification program will provide annual training opportunities to those individuals tasked with the day-to-day procurement activities.

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

**All current delegates must re-certify for delegation & attend mandatory training courses.**

## Supplier Diversity

On August 1, 2017, LSU launched its Supplier Diversity program which is designed to foster an inclusive environment by providing Diverse Businesses opportunities to participate in University contracts. The initial goal of the program is to strengthen, align and connect with Louisiana's minority (MBE) and women-owned (WBE) business enterprises. Creating opportunities for these groups of small businesses will result in a meaningful economic impact for Louisiana State University and the community. At the Procurement Summit, over 200 employees from LSU, local State agencies, and other State Higher Education Institutions were able to connect with the following diverse suppliers:

- ◆ 84 Lumber, Arnold & Associates Interiors, Bayou Apparel, Fastsigns, Kitterlin Creek Nursery, MPrint Advertising, Workplace Resources

For more details on the Supplier Diversity program visit <http://lsu.edu/administration/ofa/procurement/supplierdiversity/index.php>

## Inventory Deadlines

Each department should be nearing the completion of Phase 2, which is a more targeted search for locating assets that were not inventoried in Phase 1. The deadline to complete the departmental certification process (Phase 3) is **Tuesday, October 31, 2017**.

## HUMAN RESOURCE MANAGEMENT

**Standardized Hiring Dates**—Effective September 1, 2017, all new classified, professional, and other academic employees will be hired on the **first and third Monday** of each calendar month. New employees must be officially hired in Workday by these designated time frames. New employee orientation will be held in correspondence with the hire dates. New employees should attend orientation on their first day of employment. In the event the date falls on a holiday, the employee will be hired on the following Tuesday.

## NEW Professional Development Training Classes—

HRM is offering several **NEW** training classes and workshop series in the areas of management, career development and recruitment.

- ◆ **Management Foundations:** Managing People, Performance, Conflict, Resources, and Projects is a series for new managers, existing managers, supervisors, or any candidate for promotion into a supervisory position.
- ◆ **What Matters Most:** Managing Your Time, Priorities and Yourself is a series of short classes that provide practical tips for prioritizing and planning your projects, responsibilities and duties.
- ◆ **Climbing the Ladder:** A Professional Success Series is a group of classes for any employee who is interested in developing a career development strategy and master professional skills that can help them make the most of their LSU career. This series is brought to you through a partnership of the Olinde Career Center and HRM.
- ◆ **From Position to Professor:** A Faculty Recruitment Series is a four part workshop series designed for faculty hiring managers and search committee members detailing the recruitment process.

Register for these professional development opportunities the registration site, [LSU Event and Registration site](#).

**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.



## INFORMATION TECHNOLOGY SERVICES

- ◆ LSU Information Technology Services (ITS) is participating in National Cyber Security Awareness Month throughout October. Each week there are different themes around cyber security and appropriately scary images to accompany them including: identity theft, phishing, social network fallout, and device management. Information is being shared via myLSU, Facebook, Twitter, and the ITS Security Awareness Web site: [www.lsu.edu/securityawareness](http://www.lsu.edu/securityawareness).
- ◆ The IT Security & Policy team has brought to IT Governance a request to replace our current mainframe based identity management tool called SAM. The current resource is both homegrown and antiquated. A modern identity access management solution would easily create and maintain new accounts, integrate with new tools and enterprise solutions, and enable better self-service and two factor authentication. We need a modern solution moving forward.
- ◆ Progress toward gathering requirements for student modernization and assessing the feasibility and fit of the Workday Student system remains steadily underway. The Project Team has been busy meeting with stakeholders in all of the departments across campus as well as from the multi-campuses. They are moving into scenario building for feasibility and fit testing. The project has a weekly e-bulletin sharing its progress and encouraging involvement. Please learn more and read their latest bulletin at [www.lsu.edu/geauxforward](http://www.lsu.edu/geauxforward).

## Did You Know...

**LSU Hilltop Arboretum** can host your next meeting or event including departmental and staff meetings, strategic planning sessions and more!



### The Imo Brown Complex includes:

- ◆ Cherry Owen Library – a small meeting room
- ◆ Margaret Holmes Brown Pavilion – a covered open air space
- ◆ Beverly Brown Coates Auditorium – a climate controlled, multi-purpose space
- ◆ Bert Turner Courtyard – gathering space, connection the pavilion to the auditorium

Review the Facility Rental Information with special pricing for LSU, Policies and Registration Form and Facility Layout Plan online at [www.lsu.edu/hilltop](http://www.lsu.edu/hilltop) under RENTALS on the homepage. Please contact Amy Hughes for further information at **225-767-6916** or [hilltop@lsu.edu](mailto:hilltop@lsu.edu).

### REMINDER

Email any information, potential topics or suggestions for the next newsletter to Ashley Territo at [aterrito@lsu.edu](mailto:aterrito@lsu.edu).