



This is the first edition of the Finance and Administration Newsletter. It will be distributed quarterly, and we are interested in your suggestions and ideas for future editions. Please send them to Ashley Territo at aterrito@lsu.edu.

IMPORTANT UPCOMING DATES

10/1/15: FY 2015-2016 Operating Budget submitted to Board of Regents

10/5/15: President's Fundraising Report due to University Administration

10/14/15: IPEDS Fall Survey Component closes for keyholders

Mid-October: Various 1st Quarter Reports due to the Board

10/23/15: Board of Supervisors Meeting

11/15/15: Employee Salary Database and Facilities Inventory and Space Utilization submission due to Board of Regents

12/9/15: IPEDS Winter Survey opens for Student Financial Aid, Graduation rates, 200% Graduation rates, Admissions, and Outcome measures

12/11/15: Board of Supervisors Meeting

Mid-December: Board of Supervisors Metric Data collected

HIGHLIGHT – WORKDAY

In keeping with Louisiana State University's commitment to a culture of innovation and excellence, LSU's multi-campus are implementing Workday to modernize their financial and human resources (HR) systems. This joint project will result in standardized business practices across LSU and will end the reliance on antiquated technology and excessive paperwork.

LSU Workday will improve access to data to run reports and make informed decisions in a timely fashion. It will enable LSU faculty and staff to more efficiently complete their day-to-day fiscal and HR related responsibilities. LSU employees will have automated mechanisms for leave requests and approvals, travel requests and expense reimbursements. Work that previously required interactions with the mainframe or involved sending forms across campus for signatures and processing will now involve an intuitive self-service system with applications available on desktops and mobile devices.

The implementation process is well underway. It consists of five phases: Plan, Architect, Configure & Prototype, Test, and Deploy. LSU Workday completed the Plan phase in March and the Architect phase in mid-August. The project is currently in the Configuration and Prototype Phase which will run through the rest of the calendar year. During this phase, there will be a second round of roadshows to the various campuses throughout the state. The roadshows will provide an opportunity for the LSU community to experience the look, feel, and functionality of the new product with LSU data and processes.

LSU Workday will bring a number of changes to the way in which the campuses operate. Some of the changes to anticipate may include account numbers, object codes, leave tracking, the hiring process, and travel requests and reimbursements. Prospective changes will be part of training opportunities and communications in the next calendar year.

LSU Workday will go live on July 1, 2016.

INFORMATION TECHNOLOGY SERVICES

- ◆ The contract with Adobe Connect has been terminated. WebEx is our new online meeting and video conferencing service. It is available to faculty, staff and students. More information on WebEx may be found online at: <http://connect.grok.lsu.edu/categories.aspx?parentcategoryid=3381>.
- ◆ LSUMail has expanded to LSU students and replaces TigerMail. TigerMail (powered by Google) will no longer be available effective November 2, 2015. LSUMail provides students, faculty and staff with access to the Office 365 suite of services including One Drive. One Drive replaces TigerBytesII which goes offline at the end of this calendar year. Additional information on Office 365 may be found at: <http://grok.lsu.edu/article.aspx?articleid=17762>.

RISK MANAGEMENT

The University has been pursuing Risk Management Autonomy from the State as provided by LA Grad Act 2.0. The Office of Risk Management is revising University insurance procedures and programs to better respond to the University's unique risk exposure and better meet the needs of faculty, staff and students. A few of the important changes to note include:

- ◆ **Employee International Travel Insurance** — LSU has contracted with ACE and Europ Assistance USA, Inc. to provide international travel insurance and travel assistance services for University faculty and staff traveling abroad on University business or sponsored activities. For coverage, a completed and approved "Request for Authorization to Travel" must be submitted on-line (prior the start date of travel) at: lsu.edu/riskmgt/internationaltravelregistry.
- ◆ **Workers Compensation Insurance** — The workers' compensation program at LSU is now managed and funded directly through the Office of Risk Management. This change was made in order to improve the workers' compensation program for departments and injured employees. It also provides opportunities to control and reduce the incidence of accident and injury, and LSU's cost for workers' compensation claims. For more information on the new program and revised claims process please visit: lsu.edu/riskmgt/workers-compensation.
- ◆ **Property and Field Research Equipment Insurance** LSU has new commercial property insurance which now provides coverage for many items previously excluded under the State program. One important change is coverage for scientific equipment that is deployed in the field or underwater. To receive the broader and expanded coverage, researchers must register their equipment for coverage on-line at: lsu.edu/riskmgt/fieldequipment
- ◆ **Fine Art Insurance** — LSU now has dedicated fine art insurance that provides broader coverage along with an experienced art adjuster to assist at the time of a loss. Student artwork may also be covered. More information about this coverage can be found on-line at: lsu.edu/fine-art-insurance-coverage
- ◆ **Multi-Campus Risk Pool Formed**-Effective this fiscal year, most of the LSU campuses participating in the State Office of Risk Management Program have formed a risk pool for workers' compensation coverage. Through this collaborative effort, the campuses adopted \$100,000 deductible per claim, which significantly reduced workers' compensation premiums. The risk pool will assume the financial responsibility for all claims within the deductible. The State Office Risk Management and Sedgwick, the third party administrator for the State's workers' compensation program, will continue processing all claims.

Multi-Campus Risk Pool Formed Continued— As a result of this new high deductible program, campuses now have the opportunity to realize the net savings in years where they are successful in reducing and managing workers’ compensation claims. The most important aspect of this program is to continue providing a safe working environment for students, faculty, and staff. It is also vital that supervisors at every level assist injured employees in returning to work, in either modified or full duties, when deemed appropriate by their treating physician.

Details and updates regarding all the Office of Risk Management programs including those outlined above can be found on-line at lsu.edu/riskmgt, or please feel free to call our office anytime at 225-578-3297.

PROCUREMENT SERVICES

- ◆ **Procurement Code Update** —
 - ◇ The name of the code will be amended from “Pilot Procurement Code” to “Higher Education Procurement Code” which will allow for the adoption of the code by the other systems across the State.
 - ◇ Policies and Procedures are completed and will be disseminated soon.
 - ◇ Contract language has been changed to reflect the Code. Old contract forms or templates should be submitted for review.
 - ◇ Check with Procurement for questions on reporting and filing requirements with Office of State Purchasing or Office of Contractual Review.
 - ◇ Training for delegations for departmental Solicitations up to \$25,000 is scheduled for November 19 with a location to be determined.
- ◆ **Strategic Sourcing Initiatives: Master Contracts** —
 - ◇ VWR for Scientific Products
 - ◇ Grainger
 - ◇ Airgas – effective November 1, 2016

HUMAN RESOURCE MANAGEMENT

2015 Annual Enrollment Dates

LSU First & Voluntary Benefits: October 1 — 31
Office of Group Benefits: October 1 — November 15

- ◆ **Annual Enrollment Meetings** — The Office of Human Resource Management will be hosting annual enrollment meetings during the month of October to provide information on all of the health and supplemental benefit plans. The Office of Group Benefits will not be hosting any on site meetings during annual enrollment for employees this year. They will however be hosting regional meetings and online webinars for anyone to attend. The OGB meeting schedule can be accessed at www.groupbenefits.org.
- ◆ **Benefits Fair** — Annual Benefits Fairs will be held at the following time and locations:
 - ◇ **October 6: LSUHSC Shreveport**
1501 Kings Highway
Shreveport, LA 71103
10am-4pm
 - ◇ **October 7: LSU Shreveport**
One University Place
Shreveport, LA 71115
9am-2pm
 - ◇ **October 8: LSU Alexandria**
8100 Highway 71 South
Alexandria, LA 71302
10am-2pm
 - ◇ **October 15: LSU**
LSU Student Union; Cotillion Ballroom
Baton Rouge, LA 70803
10am-3pm
 - ◇ **October 20: LSUHSC New Orleans**
Medical Education Building-3rd Floor
1901 Perdido St.
New Orleans, LA 70112
10am-2pm
 - ◇ **October 21: LSU Eunice**
2048 Johnson Highway
Eunice, LA 70535
10am-2pm

LSU POLICE

- ◆ **Implementation of the LSU Shield App** — On September 9, 2014, the LSU Shield app went live across campus. It allows students, staff, faculty and visitors to interact with the police department via a smart phone. Since initiation, LSU Health Science Centers in Shreveport and New Orleans have added the same service. The process will now start for other campuses which do not have a 24/7 dispatch center.
- ◆ **Mobile Command Vehicle** — LSUPD has a vehicle that deploys for large scale events. This vehicle is equipped with on board computer systems, radio systems, and a surveillance camera system. Since its acquisition in 2013, it has deployed for over 40 events throughout the campus.
- ◆ **K9 Officers** — The K9 unit consist of a trained Explosive Ordinance Detection (EOD) K9 and handler. The team undergoes 10 weeks of training in detecting all known explosive ordinance odors. Once the training is complete and the team is in service, they train on a daily basis in preparation for any possible scenario. The team is used for large scale crowd events, or any event deemed a potential target.
- ◆ **Football Preparations** — Planning begins in January between all agencies involved. Over 350 Law Enforcement Officers work each event. Once the season is over, it is evaluated and plans for next season are started.
- ◆ **The Adopt a Hall Program** — It has grown from 3 residential communities to 12 residential communities. This program allows officers to interact with residents of their communities in an informal setting. It is a way that LSUPD “humanizes the badge.”

NEW AT LSU — APIC

The Administrative Process Improvement Committee (APIC) was formed in fall 2015 as a collaborative initiative of the Executive Vice President and Provost and the Vice President for Finance and Administration/ CFO.

The primary purpose of APIC is to provide a forum for faculty and staff to identify administrative process concerns and to suggest opportunities for enhancing the effectiveness and efficiency of these processes campus-wide.

Administrative processes are business or operational processes, whether housed within an academic unit or non-academic unit, that govern how faculty and staff accomplish their work. When considering administrative process improvements, questions for consideration may include: Is the process too cumbersome? Are there opportunities for streamlining? Is communication clear of what is expected? Is training provided? Do the current processes meet our needs?

Areas of exploration may include, but are not limited to:

- ◆ Policies, procedures and processes
- ◆ Logistics
- ◆ Safety
- ◆ Communication
- ◆ Training needs

The committee shall:

- ◆ Create a mechanism to collect input from faculty and staff
- ◆ Develop recommendations for prioritization and implementation of concerns shared by faculty and staff
- ◆ Track and communicate progress campus-wide

For further information visit: www.lsu.edu/apic/

ORGANIZATIONAL CHANGE IN FINANCE AND ADMINISTRATION

Effective October 1st, University Auxiliary Services, Procurement and Property Management, and Mary Stebbing (Director of Business Operations Planning and Review) will report to Sandi Gillilan, whose new title will be Associate Vice President for Operations. The primary intent of this change is to enhance functionality and support for the important, and increasingly University-wide support roles these areas play at LSU, and also to consolidate reporting lines within the division. Along with this organizational reporting change, Margot's new title will be Assistant Vice President for Auxiliary Services and Sally's new title will be Assistant Vice President for Procurement and Property Management.

LSU LAUNCHES NEW WEBSITE

LSU recently launched a new website earlier this year. It offers a custom experience to all users on all mobile and non-mobile devices.

The redesigned LSU.edu includes a move to a new web content management system, or CMS, updated navigation and modernized design.

Other important features of the new website include:

- ◆ More cohesive design through department-managed websites
- ◆ Improved site navigation
- ◆ New universal menu options, allowing quick access to key webpages from anywhere in LSU.edu
- ◆ Featured Tiger video testimonials
- ◆ Marketing focus for key audiences like prospective students
- ◆ Responsive design technology
- ◆ Easy-to-use site management tools for department content managers

LOGO CHANGES



REMINDER

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