



IMPORTANT DATES

- 06/18/2021: Board of Supervisors Meeting
- 08/06/2021: Board of Supervisors Meeting
- 09/17/2021: Board of Supervisors Meeting
- 10/29/2021: Board of Supervisors Meeting
- 12/10/2021: Board of Supervisors Meeting

PM-16: PROTECTION OF MINORS AT LSU

The University's policy regarding the protection of minors is Permanent Memorandum 16 (PM-16). Adherence to PM-16 is **required** of all LSU programs or Non-LSU programs that involve the supervision of minors. A program can be an athletic camp with 20 minors or an academic lesson with only one minor.

Programs Subject to PM-16: sport camps, day camps, alumni activities, workshops, academic camps, academic competitions, 4-H programs, field trips, conferences, campus tours, mentoring programs, research assistants, lessons, recruiting, others with minors

The Office of Risk Management is the Policy Administrator for PM-16. The information needed by programs to be compliant with PM-16 can be found on Risk Management's webpage under [Youth Protection](#). Additional assistance on the policy requirements can be found in the [PM-16 Guidelines](#). For more information or to request a meeting or training on PM-16, contact Risk Management at youthprotect@lsu.edu.

FASOP UPDATES

Several FASOPS have been updated or added. Below is a list of the most recent ones changed or added. All of the FASOPS can be found on the [website](#).

- AS-17: Investment Management
- AS-23: Emergency Compensation
- AS-34: Cash Handling
- AS-35: Section 117 Reporting
- HR-04: Background Check and Pre-employment Screening
- HR-05: Transfer Eligibility
- HR-06: Relocation Incentives

WORKDAY AUTHENTICATION CHANGES

Effective April 20, 2021, LSU A&M employees will be using LSU's Single Sign On (SSO) via Microsoft for access. This will allow LSU A&M employees to utilize Multi-Factor Authentication (MFA) similarly to the way users access LSU mail, Microsoft Office, Zoom, and Box. As Microsoft based authentication with MFA has already been in place, no additional changes or actions are needed by users.

For any questions or issues, please contact the ITS Service Desk by phone at 225-578-3375, email at servicedesk@lsu.edu.

REMINDER: Email any information for the next newsletter to Ashley Territo at aterrito@lsu.edu.

LSU POLICE

Dwayne Rogers began working in the law enforcement field some 40 years ago, starting out here in East Baton Rouge Parish. During his career, he has had the opportunity to work for local, state, and federal agencies, serving as Chief of Police at Louisiana College and the Louisiana State University's Alexandria Campus. He holds degrees from the New Orleans Baptist Theological Seminary and Louisiana College.

Dwayne came to LSU's main campus nearly two years ago, to accept the position of Professional Standards Manager, which serves to ensure the department's compliance with current best practices and professional standards.

The decision to accept the position with the LSU Police Department in Baton Rouge was an easy one for Dwayne. The task of coordinating the department's efforts to achieve and maintain accreditation presented an exciting and challenging opportunity to continue to work in the law enforcement field.

"I am grateful for the opportunity given to me", says Dwayne.

Dwayne is married to his wife of 39 years, Gloria. Together, they have two grown children and two grandchildren.

Kevin Davis has been a member of the LSU Police Department for 10 years. He was promoted to the position of Patrol Sergeant on September 4, 2014. His responsibilities include overseeing the daily duties of his patrol squad. Sergeant Davis currently has 20 years of law enforcement experience.

Sergeant Davis is originally from New Orleans and worked for the City of Westwego as a police officer, where he held the position of Patrol Sergeant. He moved to Baton Rouge following the aftermaths of Hurricane Katrina and continued working for the Westwego Police Department, while commuting back and forth to work.

After some time, it became difficult to commute and Sergeant Davis had to make a tough decision to resign from Westwego. He wanted to continue his career in law enforcement and began to search for a police department that has a diverse atmosphere with an opportunity for growth. Upon discovering that the LSU Police Department was providing a career opportunity, he decided to further his career path with them.

Sergeant Davis says that one of the biggest rewards was being given the opportunity to work in such a great community where he immediately felt welcomed. He enjoys serving the faculty, staff, and students of the LSU community, and wouldn't have it any other way!

AUXILIARY SERVICES

-The LSU Student Union and Union Theater are accepting reservation requests for events being held July 1, 2021 thru June 30, 2022. Please complete the appropriate reservation forms at www.lsu.edu/as to kick off the event planning process. If you have any specific questions, please reach out to unionem@lsu.edu.

-The Tiger Card Office has a new location and hours of operation. Located at 144 LSU Student Union, the new hours of operation are Monday – Friday, 9:00 a.m.– 3:00 p.m.

-Beginning May 1, the LSU Student Union will have updated summer hours of operation:

Monday – Friday: 7:00 a.m.– 8:00 p.m.

Saturday: 8:00 a.m.– 8:00 p.m.

Sunday: 10:00 a.m. – 8:00 p.m.

For LSU Dining's summer hours of operation, please visit lsudining.com.

FACILITY AND PROPERTY OVERSIGHT

PPE Recycling on Campus

Once the pandemic led to a mask mandate for Louisiana, Campus Sustainability noted an increasing amount of PPE litter on campus. In response, four PE recycling boxes from TerraCycle were placed in high traffic buildings; Student Union, Library, BEC and UREC. To date, Campus Sustainability has filled and recycled four boxes of PPE litter from campus.

Mapping Plastic Pollution in the Mississippi

Campus Sustainability is partnering with Mississippi River Plastic Pollution Initiative (MRPPI) and the College of Energy, Coast & Environment in mapping plastic debris & litter that impacts streams, rivers and beyond, along the Mississippi River. The department is recruiting student volunteers to map debris and increasing awareness of the MRPPI program, including clean up dates and how to download and use the mobile app.

SEC Sustainability Partnership

Campus Sustainability is helping lead the effort of the newly formed SEC Sustainability Partnership group to compile best practices among SEC universities in the realm of sustainability, pollution prevention and environmental management efforts. The partnership aims to use this database of best practices to further the efforts of higher education sustainability in the entire region.

Physical Addressing Coming to Campus

After final negotiations with the United States Postal Service, all LSU campus buildings will soon have physical addresses. The university launched this initiative to shorten emergency response time, direct students, faculty, staff and visitors to appropriate building entrances, improve wayfinding, and enhance mail delivery efficiencies. A communication plan is being launched this summer to increase awareness of the new physical addresses and provide instructions on obtaining a building's address and incorporating it into business systems.

Campus ADA Compliance Plan Completed

The LSU ADA Compliance Plan was approved in March and sets the standards for the upcoming RFP which will be written to hire a team of consultants to produce a Comprehensive and Strategic ADA Transition Plan. This plan is the first important step toward ensuring the full -scope development of a detailed roadmap to accessibility across LSU, as well as other LSU A&M satellite locations. In order to create the Compliance Plan, Accessology, a national leader in accessibility consulting services, and Planning, Design & Construction put together a team of students, faculty, and staff stakeholders that participated in meetings, reviewed drafts of the compliance plan, and provided feedback prior to its adoption.

The ADA Compliance Plan is both the roadmap and outline that describes the scope of tasks to be fulfilled by the ADA Transition Plan. The completed Compliance Plan identifies facilities, programs, services, online accessibility, sidewalks, and roadway intersections that will need to be evaluated for compliance with the multitude of regulations around accessibility. The Transition Plan, once funded, will prioritize and put in place an outline of accessibility improvements on campus. The scope of work resulting from the findings will be implemented over the next few decades, beginning with the most urgent issues, to bring online access and programs into compliance and then moving to facility improvements as buildings receive major renovations.

The good news is that LSU has worked toward physical accessibility on campus and in buildings built since the adoption of the ADA regulations in the 1990's. Additionally, millions of dollars have been spent over the decades making improvements to sidewalks, intersections, ramps and crosswalks. These efforts will continue while the Transition Plan is being completed.

FACILITY AND PROPERTY OVERSIGHT CONTINUED

Renovation of Huey P. Long Field House and Studio Arts Building Underway

The Huey P. Long Fieldhouse and the Studio Arts Building are in the midst of a complete renovation for the first time since the facilities were built. With a nod to the original design of the building, H.P. Long will feature additional classrooms, much needed updates, and a lawn that will be open to leisure activities, group study, and outdoor classroom and event space for students and the College of Human Sciences and Education. The outdoor space was designed in remembrance of the original pool for historical purposes, but also in a way that makes the space a much more active area for students, faculty and staff.

The Studio Arts Building, an area originally used for engineering majors, is also undergoing a complete interior renovation with minimal exterior changes. This building has not had a complete renovation since it was built in the 1920s, so this project restores its historical character, but also recreates the interior to better function for the more modern needs of art students. Renovations for both buildings are expected to be completed by the summer of 2022.

New Interdisciplinary Science Building Planning Progressing

The New Interdisciplinary Science Building planning is well underway, with the schematic design of the building recently approved by the LSU Board of Supervisors. This new facility will be a

148,000

square feet, four story building that includes state-of-the-art teaching labs, research space, office space and a new location for the College of Science administration.



The new science building will be located at the current site of the Dairy Science Building. To construct the new building, the university must first renovate the Food Science Building in order to relocate the Dairy Science program. The Dairy Store will be temporary relocated near its current location until the new science building is constructed and will then return to its historical location at the corner of Tower Drive and South Stadium Drive in the new Interdisciplinary Science Building. Assuming sufficient private contributions and state capital outlay funding are provided in a timely manner, the Food Science Building renovation is scheduled to be completed in 2022 and the New Interdisciplinary Science Building in 2024.

HUMAN RESOURCE MANAGEMENT

Annual Performance Review: July 1 - July 31

Annual performance evaluations will be initiated by HRM on July 1 via Workday. Managers will receive a Workday inbox action item that will provide step-by-step instructions on how to complete the annual review. The annual performance review must be completed by July 31.

Health Anywhere - Telemedicine Provider for LSU First

LSU First encourages members to utilize Telemedicine services through Health Anywhere. Health Anywhere is a First Choice provider that provides virtual doctor visits with board-certified physicians 24 hours a day, 7 days a week for patients 3 years and older. This service is now available nationwide in all 50 states. As a First Choice provider, there will be no out-of-pocket costs for plan members for utilizing Health Anywhere.

Generic prescriptions that may be prescribed through Health Anywhere are also covered with no out-of-pocket costs. To access Health Anywhere, you can download their mobile app or visit www.lghealthanywhere.com.

PROCUREMENT SERVICES

Software Acquisition Process

Effective March 1, 2021, in conjunction with the new Software Acquisition form ([IT100](#)) developed by Information Technology Services (ITS) and the Digital and Resource & Content Committee (DRC), requisitions for LSU A&M (Company 10 – LSUAM) feature a new attachment requirement when the following spend categories are selected on non-competitive purchases:

- SC0246 – Digital Books
- SC0247 – Digital Periodicals
- SC0414 – Online Subscriptions
- SC0020 – Software Subscriptions and Licenses

Tips for submitting requisitions:

-Attach approved IT100 form: A copy of the approved IT100 form must be attached to the requisition.

Workday validation has been added to prevent requisition submittal without the attachment of the IT100 form.

-Ensure requisition info matches attached IT100 form:

The item and term listed on the IT100 must match the item and term being requisitioned. For example, if the quote and requisition indicate a 3-year contract for software XXX, the IT100 must also state 3-years as the total length of the contract for the purchase.

-Include “IT100” in the name: Either the attachment

file name of the uploaded IT100 or the attachment comment field must include “IT100” (with no spaces) for document identification purposes. Workday validation has been added to prevent requisition submittal without an attachment with the name “IT100.”

As usual, it is the Cost Center Manager’s responsibility to ensure the appropriate documentation/approvals are attached to the requisition, prior to their approval. If the CCM notices that anything in the requisition is not correct, the CCM should send back the requisition for correction and resubmittal for approval.

Note: If the purchase requires a competitive process (the RFQ required box is checked), the IT100 form will not be required. The solicitation document will include language to address LSU data security and accessibility requirements.

If the approved IT100 states approval is for a multi-year software purchase, a new IT100 will not be needed for subsequent years of the approved multi-year term. The appropriate process for renewals in subsequent years would be:

-Non-Catalog Requisition/Purchase Order: A Change Order to the initial Purchase Order to add an additional line item for the next year’s renewal with corresponding quote/invoice attached to the Change Order request. Do not submit a new Non-Catalog Requisition for renewal years.

-Supplier Catalog Requisition/Purchase Order (Punch Out Order): A new Supplier Catalog Requisition will be needed for the next year’s renewal. The previously approved IT100 with multi-year approval and the next year’s renewal quote must be attached to the requisition.

Policy Changes

POL-U501: Methods and Thresholds for Procuring Goods and Services and **POL-U501.A: Methods and Thresholds for Procuring Goods and Services with Federal Funds** have been amended to exempt Professional & Specialty Services from competition pursuant to Louisiana Revised Statutes RS 39:1617 and RS 39:1620 and Chief Procurement Office adoption permissible by approval of the Chief Financial Officer.

Also, the Telecomm Prohibition language was added to the Non-Federal policy (POL-U501) due to the recent implementation of State Legislation Act 52 of the 2020 2nd Extraordinary Session, which prohibits use of equipment produced by Huawei.

*Policy changes became effective **January 1, 2021.***



PROCUREMENT SERVICES CONTINUED

FY2021 Requisition Deadlines

The FY2021 deadlines have been posted to the Procurement website under [Memos](#). These deadlines are established to promote the timely processing and receipt of goods and services. Based on both State of Louisiana and LSU Procurement Services requirements, the deadlines apply to all purchases to be paid with FY21 state funds, as well as any sponsored program, restricted auxiliary, or other accounts/funds expiring June 30, 2021.

Goods and services must be received and/or rendered by Tuesday, June 30th. Departments must aggressively track their FY21 purchasing transactions and perform timely follow-up and expediting activities with suppliers as may be required. Departments must take into consideration the supplier's quoted delivery times when submitting orders for processing.

All remaining FY21 requisitions, complete in all respects and ready for processing, are to be submitted to Procurement Services as soon as possible by the deadline posted in the memo.

INFORMATION TECHNOLOGY SERVICES

Information Technology Services in collaboration with the Digital Resource & Content Committee (DRC), IT Governance Council, and Procurement has introduced a streamlined software acquisition process.

The new software acquisition process removes redundant steps, increases overall process efficiency, provides LSU Faculty and Staff with a more seamless process, ensureS that LSU funds are used efficiently, and duplication of software purchases are reduced where possible.

This process requires the requestor to only complete one web-based form available from the ITS Customer Self-Service Portal that will cover the information needed for DRC, Data Steward, and Security approvals.

An approval document will be generated to be used with the appropriate procurement method once the approval process is complete. To submit a software request, you will log in to the customer portal with your myLSU username and password and requests will automatically route for all approvals. Please contact pmo@lsu.edu with any questions.

ACCOUNTING SERVICES

Christopherson Business Travel, Concur, Online Booking System Now Available

The CBT Concur Online Booking System link is located on myLSU under Travel Resources. As employees log in to myLSU and click the link, the Airportal's Header Screen will be displayed with the employee's name listed in the upper right hand corner. For bookings, employees must click "Book Travel, Book/Manage Online Trips," located on the left-hand side of the screen, to be taken into the Concur system. All employees are encouraged to use the CBT Concur Online Booking System for travel bookings given that the booking fee is \$7, compared to an agent booking fee of \$24.

The training videos are on the [Accounts Payable & Travel website](#).

For questions, please contact Jennifer Driggers at jdrigg@lsu.edu or Patrice Gremillion at pgremill@lsu.edu.

STAFF UPDATES

Ashley McGowan has been promoted to the position of Assistant Director in the Office of Risk Management. During the past six years as a Risk Analyst with the department, Ashley played a crucial role in the successful development, implementation, and operation of LSU's Risk Management Autonomy. In her new position, Ashley will provide risk management leadership to the University and oversee LSU's Liability Exposures Risk Management Program. Ashley has her Juris Doctorate from the Southern University Law Center.