

college commitment for
Salary savings.

FE REVIEW SESSIONS' SCHEDULE FOR FALL 2016

The scheduled time for all sessions is from 6:00 PM to 8:00 PM

DATE	TOPIC COVERED	INSTRUCTOR	PHONE	EMAIL
August 31	Introduction	Mohammad	767-9126	louaym@lsu.edu
September 7	Statics	Moorthy	578-8549	moorthy@lsu.edu
September 14	Electrical Engineering	Rabalais	578-8794	mrabal3@lsu.edu
September 21	Strength of Materials	Moorthy	578-8549	moorthy@lsu.edu
September 28	Dynamics	Ramachandran	578-5907	pram@lsu.edu
October 19	Thermodynamics	Schoegl	578-4332	ischoegl@lsu.edu
October 26	Fluid Mechanics	Tsai	578-4246	ftsai@lsu.edu
November 2	Math	Zhang	578-1982	hozhang@math.lsu.edu
November 9	Engineering Economy	Liao	578-5365	ieliao@lsu.edu

Review Session Venue: 1221 PFT

LSU takes % of research, called "overhead"
for federal, it is 47%
(for LSU's expenses)

college got 15% (562K)

federal / state / private
4 5 6

3.7 mill total

MyLSU
Card entry

CJ

562K + ORED \$ = 668K
105K

ASRC - ran by Purdue - civil - give that \$ to civil
TIER & CEROM went to mechanical

"Rebate Based on FY 15"

dean's part is 1 entry
inter is 1 entry

moved from Acct. 127-98-9196

P6001228

"Correcting
journal"

financial
scholarship

CREATE JOURNAL

From the Workday Home Screen:

1. Type **Create Journal** in Search field. Select **Create Journal**.
2. On the Create Journal screen, complete the following required fields:
 - a. In the **Ledger** field, select the campus ledger which the journal entry will be posted against.
 - I. The actuals ledger will be the most common ledger used.
 - II. The pre-encumbrance ledger is used for for payroll pre-encumbrances.
 - III. The encumbrance ledger is used for purchase order transactions and other types of encumbered transactions.
 - b. Select the **Accounting date**. This date will most commonly be the date that the Accounting Journal is prepared.
 - c. Select the **Journal Source**. The manual journal will be the most common. The other journals are for integrations and central administration.
 - d. In the **Memo** field, enter a brief description of why the journal is being processed.

*Ledger: LSU A&M actuals
Journal: Manual Journal
Memo: Rebate based on FY15
Financials. Transfer to
dept.*

Create Journal

Attachments are required for all journals. If this journal is Grant related, please complete and attach AS266 form. In addition, the description in the memo field must match the original transaction description.

Fill out the header information and click continue to enter journal lines.

Ledger *	<input type="text"/>	Memo	<input type="text"/>
Accounting Date *	<input type="text" value="MM / DD / YYYY"/>	Record Quantity	<input type="checkbox"/>
Period	(empty)	Enable Multicurrency	<input type="checkbox"/>
Currency	(empty)	Include Tax Lines	<input type="checkbox"/>
Journal Source *	<input type="text"/>	Adjustment Journal	<input type="checkbox"/>
Display Account Set	(empty)	Create Reversal	<input type="checkbox"/>
Balancing Fund	<input type="text"/>	Reversal Date	<input type="text"/>
Currency Rate Type	(empty)	Control Total Amount	<input type="text" value="0.00"/>
Book Code	(empty)		



Continue

Cancel

*Ledger Account:
Spend category*

every journal event must have an attachment.

Journal Entry Lines 2 items

	Order	*Company	Ledger Account	Debit Amount	Credit Amount
		Louisiana State University and Agricultural and Mechanical College		0.00	0.00
		Louisiana State University and Agricultural and Mechanical College		0.00	0.00

6. Click the **Plus** icon to add more lines if needed. Repeat Step 5 for all additional lines.
7. Under the Journal Entry Lines, there are some Optional fields:
 - a. Enter **Additional Worktags**. These are additional information that can be used for reporting purposes.
 - b. The **Balancing Worktag Affiliate** field will be left blank unless the accounting journal event is a direct transfer between funds.
 - c. Leave **Exclude From Spend Report** blank.
8. After entries are completed, you **MUST** attach documentation. If grant, attach the AS226. Click the **Attachments** field, drag and drop or select files from your computer to attach.

Journal Entry Lines

Attachments

Attachments

Drop files here

or

Select files

Submit Save for Later Cancel

9. Choose **Submit**, **Save for Later**, or **Cancel**.



To find a Journal at a later date, type Find Journal in the search field and search by various attributes. Once found, the journal can be edited.

Maureen M Robertson

From: Ami P McGucken
Sent: Monday, August 29, 2016 2:09 PM
To: Erica A Pater; Maureen M Robertson
Subject: RE: Longwell Leonard gift

Ok –

The 2015 recipients were:

- Mike Benton ✓
- Todd Monroe ✓
- Jin-Woo Choi ✓
- Nate Brenner ✓
- Laura Ikuma ✓
- ~~John Scalzo~~

5 recipients

5 were paid

28,500 after

5500

27,500

1,000 bal

15,250

Does this help?
Ami

From: Erica A Pater
Sent: Monday, August 29, 2016 8:41 AM
To: Ami P McGucken <amcgucken@lsu.edu>; Maureen M Robertson <mroberts@lsu.edu>
Subject: Re: Longwell Leonard gift

Ami,

I am not quite sure about this account.

When I pull Longwell Leonard or Leonard Longwell in TAILS no record is found. Is there anything else I can look up to see about this gift?

LSU

Erica P. Hawthorne
Assistant Manager of External Relations
College of Engineering
Louisiana State University
3304N Patrick F. Taylor Hall, Baton Rouge, LA 70808
office 225-578-8408
ericap@lsu.edu | lsu.edu



From: Ami P McGucken <amcgucken@lsu.edu>
Date: Sunday, August 28, 2016 at 5:02 PM
To: Maureen M Robertson <mroberts@lsu.edu>
Cc: Erica Pater <ericap@lsu.edu>
Subject: Re: Longwell Leonard gift

Erica and Maureen,
Is this the account we used last year to pay the winners? I understood it to be an annual award to six faculty. Is the money already gone? Is/was there supposed to be a gift each year to fund the award?

On Aug 26, 2016, at 6:03 PM, Maureen M Robertson <mroberts@lsu.edu> wrote:

Erica,

I am trying to find out more about the longwell leonard gift for the Instructor of Excellence Award. In Bengals I see that proj 105270 is called the Deans Fund for Instructor Excellence and it has 15,250. Did this come from longwell leonard gift????

I have received paperwork to award this award for the 1st time to 6 faculty at \$4,500. That totals $6 \times 4500 = 27,000$.

I am wondering if there is another account b/c proj 105270 only has \$15,250.

Can you tell me who gave the money in proj 105270?

Can you look up gifts made by Longwell Leonard???

Thanks
Maureen

<image003.png>

Maureen Robertson, MBA
Director, Office of Finance
LSU College of Engineering
3211 Patrick F. Taylor Hall,
Baton Rouge, LA 70803
office 225-578-6068
mroberts@lsu.edu | lsu.edu

Call for Nominations Dean's Fund for Instructor Excellence

- Early year courses play a critical role in undergraduate retention and set the tone for our students' future success. This award gives us the opportunity to recognize the unique contribution of our faculty who participate in the early years of a student's journey in the College. As such, BS PetE alumnus, Dr. Harry Longwell, established the Dean's Fund for Instructor Excellence to enhance the quality of instruction in entry-level courses in Engineering, Computer Science and Construction Management disciplines.

Name: LSU College of Engineering Award for Instructor Excellence

Amount: \$4,500 one time cash award (six awards per year)

Eligibility: All full-time LSU engineering instructors or faculty at the rank of assistant professor or higher

Criteria: recommendations, student success rates, and student evaluations may be considered as selection criteria

Selection Procedure: The Dean's Office will issue a call for nominations each Spring. The Dean will appoint a selection committee of three faculty who have distinguished records of teaching to evaluate nominations and provide selection recommendations for the first five faculty awards. Students will vote for the sixth recipient chosen through an online voting process.

Recipients will be notified no later than June 31 of each calendar year.

Required Nomination/Application Documents:

- Cover letter
- curriculum vitae
- two letters of support from current or former students who can directly attest to the nominee's teaching skills
- letter of support from the department chair
- personal statement (no more than one page) of the nominee's teaching philosophy

Deadline:

Please submit all application materials to the Dean's Office no later than **April 29, 2016.**

For questions, please contact Ami McGucken amcgucken@lsu.edu.

Maureen M Robertson

From: Dean_fin_I <dean_fin_I-bounces@eng.lsu.edu> on behalf of Ami P McGucken <amcgucken@lsu.edu>
Sent: Tuesday, March 29, 2016 9:59 AM
To: 'eng_l@eng.lsu.edu'
Subject: Call for Nominations: Longwell Fund College of Engineering Instructor of Excellence Award
Attachments: longwellfund.docx

Good Morning,

The College of Engineering is pleased to announce the College of Engineering Instructor of Excellence Award. This award invites nominations from all full-time LSU Engineering instructors and faculty at the rank of Assistant Professor or higher. Attached, please find the Call for Nominations, along with the award details. The application deadline is Friday, April 29, 2016.

Best,
Ami

Ami Parks McGucken, MPA
Assistant Dean of Administration
College of Engineering
Louisiana State University
3304 Patrick F. Taylor Hall, Baton Rouge, LA 70803
office 225-578-5255
amcgucken@lsu.edu | lsu.edu | eng.lsu.edu

LSU FOUNDATION

105270

127-01-6029

NON-ENDOWED AGREEMENT DEAN'S FUND FOR INSTRUCTOR EXCELLENCE

DONATION AND PLEDGE

Longwell Family ("Donor") has pledged to make an irrevocable donation of \$37,500 ("Donation") to the LSU Foundation ("Foundation") to establish a non-endowed fund ("Fund") to benefit the College of Engineering at Louisiana State University and Agricultural and Mechanical College ("LSU" or "University"). Donor agrees to make one payment of \$7,500 each year on or before December 31, 2014, 2015, 2016, 2017, and 2018, respectively, with the expectation that ExxonMobil Education Foundation matching gifts of \$112,500 during the time period of 2015 – 2019 will bring total contributions to \$150,000. Acceptance of Donation by the Foundation is conditioned on the acceptance of any conditions or obligations imposed on the University by the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College ("LSU Board"), its successors and assigns, or LSU Board President in accordance with University policies and procedures.

The Donation is intended to qualify for any athletic, alumni or other University-related recognition programs available to Donor at the time the Donation is made. The Foundation does not administer or govern any such related recognition programs but will report the Donation to the appropriate athletic, alumni or University entity in accordance with the Foundation's existing reporting policy for such donations. Donor acknowledges that the receipt of benefits from any recognition programs administered by third-parties is not the cause or consideration for the Donation and neither the termination of such recognition programs nor Donor's failure to receive any benefits to which Donor may be entitled shall constitute grounds for revocation of the Donation.

A 5 percent Development Support Fee is applied to all gifts to the LSU Foundation. The fee is split between the LSU Foundation and the beneficiary unit, supporting the operations of the LSU Foundation (which does not receive operational support from LSU) and directing working capital to beneficiaries' development funds to meet immediate needs of the colleges and units.

NAME AND PURPOSE

The Fund will be known as the Dean's Fund for Instructor Excellence. The Fund shall benefit the College of Engineering to enhance the quality of instruction in entry level courses in all Engineering disciplines. The LSU Foundation agrees to make all disbursements in accordance with the terms and conditions of this Agreement, subject to Foundation policies and applicable law.

The Dean of the College of Engineering will recognize up to six (6) instructors each year with a cash award. Criteria for selection should include average student grades, drop rates, ratings by students, and any other indicator of quality instruction deemed appropriate by the Dean.

An annual stewardship report on the disbursement of these funds will be made by the Dean to the Donor. It is the Donor's intent that all available funds be awarded each academic year, beginning in 2015.

NAMING UNIVERSITY FACILITIES AND ACADEMIC UNITS

Any and all namings involving buildings or portions thereof, sites, streets, open spaces, colleges, schools, departments, institutes, programs, or centers under the control of the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College require the approval of the Dean or comparable administrative officer, and/or Vice Chancellor under whose immediate authority the Facility or Academic Unit falls, the Office of Academic Affairs (for Academic Units), the Chancellor, the System President, and the LSU Board of Supervisors must be in compliance with State law, Permanent Memoranda issued by the System President and PS-70. No naming or agreed alternative naming may be delivered to any person, organization or corporation without said approval nor will any alleged promise be honored that does not comply with these stipulations. Donors are advised that approval is not automatic or guaranteed.

CONTINGENCY PROVISION

In the event that the expenditure of funds in accordance with the terms of this Agreement becomes either impossible or, in the opinion of the President and Chancellor, with Foundation concurrence, impractical, the Donor may designate another appropriate use for the funds. If the Donor has died or cannot be located after a reasonably diligent search, then the Foundation, after consulting with the President and Chancellor and considering the Donor's original intent as expressed in this Agreement, shall determine an appropriate alternative use for the funds. Should the beneficiary college, school, department or unit no longer exist as named in this Agreement due to an academic realignment, then the initial beneficiary curriculum or intent shall take precedence when determining an appropriate alternative use for the funds.

DISSOLUTION PROVISION

In the event that Foundation is dissolved in accordance with applicable provisions of its Articles of Incorporation, trust authority for the Fund may be transferred to a successor foundation. If there is no successor foundation, trust authority for the Fund will be transferred to the LSU Board to be used, as nearly practicable, by the College of Engineering, and in accordance with Donor's original intent as expressed in this Agreement, provided, however, that at the time of the transfer the LSU Board is qualified as a tax exempt charitable organization under the Internal Revenue Code of 1986, as amended.

Donor

Longwell Family

BY: Harry J. Longwell
Harry J. Longwell

11/17/14
Date

ACCEPTED:

LSU Foundation

BY: _____
G. Lee Griffin
President & CEO

Date



Check Request Transmittal

Date 3/21/2015Department Name EngineeringPhone 8-5997Department Contact Steve PenouilhEmail spenou1@lsu.edu

Payee Name	Todd Monroe	Document #	Document Amount
Address		InstExcell15-05	5,500
City/State/Zip			
LSU ID# (if employee or student):	89-025-0372		
Remit Message (if necessary):			
<input type="checkbox"/> Check for special handling –reason:			
<input type="checkbox"/> Check here to confirm individual is <u>not a non-resident alien</u> . Payments to non-resident aliens cannot be made directly by LSU Foundation.			
For All Expenses Please Note Description and Business Purpose of Expense (What/Why):			
Recipient of the 2015 Dean's Instructor of Excellence Award.			
Additional Documentation Required for Travel and Entertainment Expenses			
Date of Expenses (when): _____			
Location (where): _____			
Individuals Entertained, Names and Business Affiliation (who) : _____			
LSU Foundation Account(s) to be Charged (you <u>must</u> fill in either Project ID <u>or</u> Account Name):			
Project ID	Account Name	Expense Category (Optional)	Amount
105270			\$ 5,500
			\$ _____

The undersigned dean/director certifies that (a) no goods or services being paid for or reimbursed via this check request were procured from an LSU employee or an LSU employee's immediate family, or a company owned by an LSU employee or an LSU employee's immediate family, and (b) funds are expended for the purpose designated by the donor in accordance with the terms and conditions established by the donor, as well as the policies and procedures established by the LSU Foundation and all applicable University policies, including but not limited to, terms of the Uniform Affiliation Agreement. The undersigned acknowledges that the Foundation will rely upon certifications made herein on behalf of the University.

Authorized By (optional) _____
Department Head DateApproved By Maurice Robertson 5/21/2015
Dean/Director or Higher Level University Official Date

Additional Required Signatures (if applicable)

Approval Per Uniform Affiliation Agreement (if required)

By: _____
University Administrative Official Date**Route to LSU Foundation**
Attn: Felicia Jennings

HRM (for employee awards)

Date

Chair/Professorship Holder (for matched chairs/profs)

Date

FAS-Trademark Licensing (for use of LSU Logo)

Date



College of Engineering
Office of the Dean

Louisiana State University
3304 Patrick F. Taylor Hall
Baton Rouge, LA 70803

O 225-578-5701
F 225-578-9162
www.eng.lsu.edu

May 20, 2015

W. Todd Monroe, Ph.D., P.E.
Arthur K. Barton Professor
Biological & Agricultural Engineering
Office: Rm 163 E.B. Doran Bldg.
Lab: Rm 231D Wilson Hall
Louisiana State University
Baton Rouge, LA 70803

Dear Todd:

I am happy to congratulate you on receiving the 2015 Dean's Instructor of Excellence Award. Established in 2014 by Dr. Harry Longwell, this award recognizes instructors who exhibit a true passion for teaching and foster innovation in the classroom.

Maureen Robertson will process the necessary paperwork for you to receive the \$5,500 cash award. In the interim, Heather Herman will contact you regarding any publicity matters, including recognizing our donor.

Thank you again for your enthusiasm and dedication to our students. You are a role model to us all.

Sincerely,

Rick Koubek, Dean
Bert S. Turner Chair

CC: Maureen Robertson, Director, Financial Services

Steve A Penouilh

From: Heather L Herman
Sent: Thursday, May 21, 2015 4:14 PM
To: Steve A Penouilh
Subject: Re: Check Request

Hongliang Zhang
Fred Thurber
Aly Mousaad Aly

From: Steve Penouilh <spenou1@lsu.edu>
Date: Thursday, May 21, 2015 3:55 PM
To: Heather Herman <hheathm@lsu.edu>
Subject: RE: Check Request

Can you send me who was on the committee?

Steve Penouilh
Assistant Director
College of Engineering
225-578-5997

From: Heather L Herman
Sent: Thursday, May 21, 2015 2:55 PM
To: Steve A Penouilh
Subject: Re: Check Request

Hi Steve: We formed a selection committee that evaluated faculty on their level of departmental support, student support, evidence of student retention and success, overall student evaluations and the nominee's teaching philosophy. If you need additional information, please let me know. Thanks, Heather

From: Steve Penouilh <spenou1@lsu.edu>
Date: Thursday, May 21, 2015 2:49 PM
To: Heather Herman <hheathm@lsu.edu>
Subject: Check Request

Heather,

Maureen asked me to prepare the Foundation check requests for the recipients of the outstanding instructor awards. Can you forward me any information you may have about how these instructors were picked. The Foundation will want that included with the check request.

Thank you.

Steve Penouilh
Assistant Director
Office of Finance

Maureen M Robertson

From: Heather L Herman
Sent: Tuesday, December 16, 2014 10:53 AM
To: Maureen M Robertson
Subject: FW: univeristy foundation account

Hey Maureen: just fyi. Thanks!!

From: Keri M Tweed <ktweed@lsu.edu>
Date: Tuesday, December 16, 2014 10:34 AM
To: Heather Herman <hheathm@lsu.edu>
Subject: univeristy foundation account

University foundation account number 127-01-6029 has been established for the DEAN'S FUND FOR INSTRUCTOR EXCELLENCE. That account is linked to foundation project number 105270-340. If this is an LSU BR, Law Center, or Ag Center scholarship account, Student Aid will send notification of the TRX code once it has been established. Please let me know if you have any questions.

Thanks,

Keri Tweed, CPA, CRA

LSU | Sponsored Program Accounting | Interim Co-Director
336 Thomas Boyd Hall | Baton Rouge, LA 70803
phone: 225-578-2032 | fax: 225-578-7217 | ktweed@lsu.edu

Maureen M Robertson

From: Heather L Herman
ent: Tuesday, December 16, 2014 10:53 AM
fo: Maureen M Robertson
Subject: FW: univeristy foundation account

105270

Hey Maureen: just fyi. Thanks!!

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Date: Tuesday, December 16, 2014 10:34 AM
To: Heather Herman <hheathm@lsu.edu>
Subject: univeristy foundation account

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Thanks,

Keri Tweed, CPA, CRA

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phone: 225-578-2032 | fax: 225-578-7217 | ktweed@lsu.edu