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# SOUTHERN UNIVERSITY SYSTEM BOARD OF SUPERVISORS

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## MEETINGS

1:30 p.m.

Friday, May 12, 2017

2nd Floor, J.S. CLARK ADMINISTRATION BUILDING  
SOUTHERN UNIVERSITY AND A&M COLLEGE  
BATON ROUGE, LOUISIANA 70813

# Academic Affairs Committee

# **ACADEMIC AFFAIRS COMMITTEE**

**Friday, May 12, 2017**

**1:30 P.M.**

Board of Supervisors' Meeting Room  
2<sup>nd</sup> Floor J.S. Clark Administration Building  
Southern University and A&M College  
Baton Rouge, Louisiana 70813

## **AGENDA**

Swearing in of New Board Member

1. Call to Order and Invocation
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Special Presentations
  - A. Southern University Laboratory Concert Band
  - B. Southern University Law Center Mock Trial Winners
  - C. Southern University-New Orleans Track Team National Champions
6. Action Items
  - A. Recommendation/Nomination of Dr. Robert Miller as Dean Emeritus, SUBR
  - B. Request to Approve SUBR Laboratory School Reporting Structure, SUBR
7. Other Business
8. Adjournment

## **MEMBERS**

Dr. Curman L. Gaines – Chair, Dr. Leon R. Tarver II – Vice Chair  
Atty. Tony M. Clayton, Dr. Leroy Davis, Ms. Jordan Franklin, Rev. Joe R. Gant, Jr.,  
Mrs. Ann A. Smith- Ex Officio





# SUNO

SOUTHERN UNIVERSITY *at* NEW ORLEANS

*Award-winning*

# TRACK TEAM



**BECOME A SUNO TRACK TEAM SPONSOR!**

For details, contact Coach Yhann Plummer  
at 337-772-8577 or [yplummer@suno.edu](mailto:yplummer@suno.edu)



# Track Team Brings Home National Championships

**S**outhern University at New Orleans (SUNO) Track Team member Jahnoy Thompson won first place in the 200 meters and 400 meters, and was named the Most Valuable Player during the recent NAIA Indoor Track & Field National Championships in Johnson City, TN. A sophomore Business Administration major, Thompson is the first SUNO athlete to accomplish this feat in University history.

In the team events, the Lady Knights won top honors in the Women's 4X400 relay. The four team members are Shadae Hylton, Shantae Green, Oshin Brooks Gillings and Argyanna Bolton. The Men's Relay Team (Danielle Richards, Alex Saunders, Academe Campbell and Thompson) won second place in the Men's 4X400.

Several team members also were named All Americans: Campbell and Richard in the Men's 400 meters; Saunders in the Men's 800 meters; Hylton, Green and Kimona Smikle in the Women's 400 meters.

Overall, the Lady Knights - with eight athletes -- placed fifth out of 68 schools; while the Knights placed third out of 68 schools, with only four athletes.

"Words can't describe how proud I am of my group," Coach Yhann Plummer said of his team. "We beat teams with 30-40 athletes. The best part is that the team also performs at the top of their class with a team GPA of 3.5."

Plummer also credits Lady Knight Coach Younne Reid's hard work and dedication for helping the Lady Knights compete at a high level.

Last year, Senior Orenthia Bennett won the women's 400 meters and was a member of the winning women's 4x400m relay team as she led SUNO to a sixth place finish at the NAIA Indoor Track & Field Championships at East Tennessee State University. It was SUNO's best finish at the meet since they claimed the NAIA title in 1997.

Bennett won the 400 meters with a time of 55.39. Teammates Shadae Hylton and Shantae Green finished third and eighth respectively, earning All-America Honors.

Bennett picked up her second national championship of the day running the anchor leg of the 4x400 meter relay. SUNO's team of Hylton, Green, Leonie Robinson, and Bennett finished with a time of 3:43.79, nearly two seconds better than the runners-up.



Orenthia Bennett



Standing from left, Acdane Campbell, Kimona Smikle and Danielle Richards; seated from left, Jahnoy Thompson and Alex Saunders.

Office of the Faculty Senate  
Southern University and A & M College  
Baton Rouge, Louisiana 70813



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**Nigel Gwee, Ph.D.**  
**Professor and Faculty Senate President**  
771-3431; [nigel\\_gwee@subr.edu](mailto:nigel_gwee@subr.edu)  
April 28 2017

**Dr. Christopher Brown**  
**Provost**  
**Southern University and A&M College**

Dear Dr. Brown,

Re. Nomination of Dr. Robert H. Miller for Administrative Status of Dean Emeritus

The SUBR Faculty Senate Executive Committee met on April 28 2017 and voted unanimously to support the nomination of Dr. Robert H. Miller for the Administrative Status of Dean Emeritus.

Sincerely,

A handwritten signature in black ink that reads "Nigel Gwee". The signature is written in a cursive style with a horizontal line under the name.

Nigel Gwee  
Professor of Computer Science  
SUBR Faculty Senate President



**NOMINATION**

**Dean Emeritus Dr. Robert H. Miller, Jr.**



**April 21, 2017**

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### A Moment in Time

*Former Dean Dr. Robert H. Miller, Jr. answered the clarion call to come out of retirement to serve as Dean of the College of Sciences, then serve again as Dean of the College of Sciences and Agriculture for five (5) years at no cost to the University is unforgettable and unparalleled.*

C. Reuben Walker





**College of Sciences and Agriculture  
Department of Agricultural Sciences**

Office 225-771-3206  
Fax 225-771-5771  
J. W. Fisher Hall, Room 118  
Baton Rouge, Louisiana 70813  
Dr. C. Reuben Walker, Chair

Concentrations  
Agribusiness  
Agricultural Economics  
Animal Science  
Plant & Soil Sciences  
Pre-Veterinary Medicine



April 21, 2017

Dr. M. Christopher Brown, II  
Executive Vice President for Academic Affair and Provost  
3<sup>rd</sup> Floor, J. S. Clark Administration Building  
Southern University and A & M College  
Baton Rouge, LA 70813

**Re: *Dean Emeritus* Status for Dr. Robert H. Miller, Jr.**

Dear Executive Vice President and Provost Dr. M. Christopher Brown, II:

On behalf of all the signers below, I present, without the slightest hesitation and with the highest professional and personal regards, the recommendation of the granting of administrative status of ***Dean Emeritus*** to Dr. Robert H. Miller, Jr., for his service to the university. Since 1965 he has served the Southern University and A&M College, Baton Rouge campus, admirably and exemplary in several capacities, as a faculty member and as an administrator. His "Jaguar Tracks" have spanned 50 years. Dr. Miller has served in the following positions including:

- (1) Professor of chemistry,
- (2) Chairman of the Department of Chemistry,
- (3) Dean of the College of Sciences (CS),
- (4) He retired and came back to the university in the capacity of the Interim Dean of the College of Sciences. In this capacity, he served for free (i.e., no pay) for five (5) years,
- (5) He then served as Interim Dean of the newly created College of Sciences and Agriculture and once again he served, without pay.

Even today, it is not unusual to see Dean Dr. Robert H. Miller, Jr. on campus. Paraphrasing the late Robert Kennedy's words:

*"A nation reveals itself not only by the people it serves but by the people it recognizes."*

*"An Equal Educational Opportunity Institution"*

Dr. M. Christopher Brown, II  
April 21, 2017  
Page 2

The adage surely holds true to Dr. Robert H. Miller, Jr. His service as Interim Dean after retiring and without a SUBR salary is in excess of \$845,000 if the salary and fringe benefits of a dean are factored in. In essence, his service as Interim Dean for about five (5) years, is HUGE and noteworthy and have positively impacted the university, especially in a time when budget cuts are common.

During his tenure of 50 years of service to SUBR, he served under 10 presidents of the university:

Dr. Felton G. Clark  
Dr. G. Leon Netterville  
Dr. Jesse M. Stone, Jr.  
Dr. Joffre T. Whisenton  
Dr. Dolores R. Spikes  
Dr. Leon R. Tarver II  
Dr. Edward Jackson, (interim)  
Dr. Ralph Slaughter  
Dr. Ronald R. Mason  
Dr. Ray L. Belton

One Chancellor of SUBR, called him the "Super Dean." In addition, he is commonly and affectionally referred to by faculty and colleagues as "Real Dean". During his tenure as Interim Dean of the College of Sciences and Agriculture, from 2013-15, he was amenable to the plight of agricultural programs. Upon request for help, Dean Miller was able to get a meeting with then Interim Chancellor of the university, Mr. Flandus McClinton and Vice Chancellor for Academic Affairs, Dr. Verjanis Peoples. At that meeting Drs. Doze Butler, Dean Miller, and I outlined the need for joint appointments for agriculture as a means to strengthen the Department of Agricultural Sciences and also to prevent the collapse of the department. Most recently, President-Chancellor Dr. Ray Belton's appointment gave rise to the fruition of joint appointment for the Department of Agricultural Sciences and eventually the return of the College of Agriculture and Family and Consumer Sciences as a separate college. Just like John the Baptist and Jesus, Dr. Miller helped to advocate for the need for new faculty and joint appointments for agriculture.

Dr. Miller's capacity for empathy and understanding for students and faculty is commendable. At least once Dr. Miller has offered his service while dean to teach a course (in his academic area) that the students required for graduation. In a most recent case, the students were in their final semester and if that course was not available it would mean having to postpone graduation for at least one semester. Dr. Miller, without pay stepped up to "the plate" to help the situation by teaching the students, without cost to the university. This gives additional insight to his caring and empathetic nature. In addition, this type of service leaves a positive impression on the students, and parents which also give positive memories when these people become alumni! His great love for the institution is clearly demonstrated below.

- He served as a member of the chemistry faculty at SUBR for 50 years commencing in 1965.
- He served as Interim Chairman, Department of Chemistry at SUBR from 1992-94.



- He served as Chairman, Department of Chemistry at SUBR for five (5) years from 1994-99.
- He served as Interim Dean, College of Sciences at SUBR for one (1) year from 1999-2000.
- He served as Dean, College of Sciences at SUBR for 13 years from 2000-2013.  
He served as Interim Dean, College of Sciences and Agriculture, at SUBR from 2013-15, at no cost to the university.
- During his last three (3) years he served as Interim Dean of the College of Sciences and Agriculture at NO COST to SUBR, this is equivalent to a saving of in excess of \$845,000 for salary/fringe benefits cost to the university.
- He served as dean of a college than consistently ranked 1<sup>st</sup> of all colleges in grants and contracts.
- He served as author or coauthored several papers in the areas of gas chromatography and nuclear magnetic resonance.
- He served on multiple dissertation committees.
- He advised or co-advised more than 40 M.S. students.
- He authored or coauthoring funded research and educational proposals totaling more than \$3.9 million.
- He was a Recipient of the Millionaire Grantsmanship Award.
- He was honored with the Chancellor's Distinguished Service Award, at SUBR in 1992.
- He was recognized as the Outstanding Teacher, SUBR, and College of Sciences in 1987
- He was accorded the Outstanding Accomplishments in Research and Teaching, 1986 Louisiana Academy of Sciences.
- He received the Southern University President's Award for Academic Excellence 1978-79.
- He has taught for 44 years at SUBR, teaching freshman chemistry and physical chemistry courses in thermodynamics, kinetics, and quantum mechanics at the undergraduate and graduate level.
- He has collaborated with high school teachers in teaching chemistry.
- He has conducted pre-college summer program such as SEED (Science Education for the Economically Disadvantage) and REU (Research Experiences for Undergraduates).
- He has persistently supported the needs for joint appointment and new hires in agriculture
- He has led a college than has several distinguished members. These included

SUS Presidential Scholar, Dr. Dorothy Thompson  
SUS System Distinguish Professor, Chancellor's Fellow, Dr. Diola Bagayoko - Dean of the Honors College  
Chairman, Emeritus, Dr. George Williams  
Professor Emeritus, Dr. Beverly Wade  
Professor Emeritus, Dr. Earl Doomes  
Professor Emeritus, Dr. William Moore  
Professor Emeritus, Dr. Mildred Smalley  
Fulbright Scholar, Professor of Physics, Rambabu Bobba

Dr. M. Christopher Brown, II  
April 21, 2017  
Page 4

In summary, Southern University and A & M College and its students have benefited greatly from Dr. Robert H. Miller, Jr's enduring, fruitful, and rich career of teaching, research, and administrative leadership. A Dr. Robert H. Miller, Jr. Scholarship is currently being established. A crowning honor would be according to Dr. Robert H. Miller, Jr., the well-deserved recognition of being named **Dean Emeritus** of the university.

Once again, without the slightest hesitation and with the highly professional regards, it is our view that Dr. Robert H. Miller, Jr. is worthy of receiving the distinction of being named as **Dean Emeritus** of the university. He personifies one who is most deserving of the title. I therefore offer his name for your approval of this recognition, and request that you bring this request to the Council of Deans for their consideration. If there is someone who truly deserves this recognition and honor, that of being named **Dean Emeritus of Southern University and A&M College**, it surely is Dr. Robert H. Miller, Jr.

All the very best,

C. Reuben Walker, Ph.D.  
Chairman of the Department of Agricultural Sciences  
Associate Vice Chancellor for Research, Technology and Development  
2015-16 USDA/NIFA National Award Winner

**Endorsements**

C. Reuben Walker, Ph.D.  
Chairman/Department of Agricultural Sciences - SUBR  
Associate Vice Chancellor for Research - SU Ag Center

Approval

Disapproval

Laurence L. Henry, Ph.D.  
Former Interim Dean, College of Sciences and Agriculture  
Professor of Physics

Approval

Disapproval

Patrick Carriere, Ph.D.  
Dean College of Sciences and Engineering

Approval

Disapproval

CRW: crw



Dr. Robert H. Miller, Jr. is a native of Linden, Alabama, a small town of 3,000 persons located in Marengo County in southwest Alabama. Upon graduating valedictorian from Linden Academy High School, he matriculated at Alabama A&M University in Huntsville, from which he graduated Summa Cum Laude with a B.S. degree in chemistry and mathematics. Subsequently, he received a Ph.D. in physical chemistry and mathematics from Ohio University in Athens. As a graduate student at Ohio University, he did his research in the field of *molecular vibrations*, which focused on using infrared and Raman spectroscopy to measure force constants in aluminum halides.

Immediately upon receiving his Ph.D. in 1965, Dr. Miller joined the Chemistry Department of Southern University at Baton Rouge (SUBR). Over the next 50 years, Dr. Miller, by way of authoring and coauthoring funded *research* and *educational* proposals totaling more than \$3.5M, played a major role in the enhancement of *undergraduate* and *graduate* chemical education at SUBR. During this period, he served as Chair of Chemistry for 8 years and Dean of Sciences for 16 years while advising or co-advising more than 40 M.S. students, coauthoring several papers in the areas of gas chromatography and nuclear magnetic resonance, and serving on multiple dissertation committees in Environmental Toxicology. Dr. Miller retired from SUBR in 2015.



## CURRICULUM VITA

**Robert H. Miller, Jr.**  
**Retired**  
**Professor of Chemistry**  
**and**  
**Dean of Sciences and Agriculture**  
**Southern University, Baton Rouge (SUBR)**

P. O. Box 9440  
Southern University and A&M College  
Baton Rouge, LA 70813

Phone: (225) 771-5170  
Fax: (225) 771-2013  
Email: robert\_miller@subr.edu

<http://www.subr.edu/index.cfm/page/167>

### I. EDUCATION

Alabama A&M University, Normal Alabama; 1955-59; B.S. degree in chemistry and mathematics, May 1959.

Ohio University, Athens, Ohio; 1959-65; Ph.D. degree in physical chemistry with a minor in mathematics, August 1965; Dissertation title: "*A Normal Coordinate Treatment of Dimerized Aluminum Chloride, Aluminum Trimethyl, and Aluminum Dimethyl Chloride, with a Partial Vibrational Analysis of Dimerized Aluminum Bromide and Aluminum Iodide.*"

### II. PROFESSIONAL EXPERIENCES

Teaching Fellow and Computer Programmer; Ohio University, Athens, OH; 1962-65.

Computer Programmer; Douglas Aircraft, Long Beach, California; Summer, 1968.

Member of the Chemistry Faculty, Southern University, Baton Rouge, LA; 1965-2015

Interim Chairman, Department of Chemistry, Southern University-Baton Rouge, 1992-1994.

Chairman, Department of Chemistry, Southern University-Baton Rouge, 1994-1999.

Interim Dean, College of Sciences, Southern University-Baton Rouge, July 1999-July 2000.

Dean, College of Sciences, Southern University-Baton Rouge, 2000 – 2013.

Interim Dean, College of Sciences and Agriculture, SUBR, 2013-2015.

### III. AREAS OF SPECIALIZATION

NMR Studies of Fast Reactions

Adsorption Isotherm Studies

**IV. PUBLICATIONS**

1. Richard E. Echols, Joubert Harris, and Robert Miller, "Modified Procedure for Determining Vitamin B<sub>1</sub> by Gas Chromatography," *J. Chromatogr.*, **193**, 470 (1980).
2. Richard E. Echols, Robert H. Miller, Derald Chriss, and Ellen Vessel, "Evidence of Intramolecular Hydrogen Bonding in a Complex N,N-Disubstituted Formamide," *Spectrochimica Acta*, **39A**, 805 (1983).
3. Richard E. Echols, Robert H. Miller, Willie Winzer, Darrell J. Carmen, and Yonette R. Ireland, "Gas Chromatography determination of Thiamine in Meats, Vegetables, and Cereals with A Nitrogen-Phosphorus Detector," *J. Chromatogr.*, **262**, 257 (1983).
4. Derald Chriss, Robert H. Miller, Richard E. Echols, and Ellen Vessel, "<sup>1</sup>H-NMR Study of *cis-trans* Isomerization in Two Analogs of the Thiol form of Thiamine," *Org. Mag. Res.*, **22**, 75 (1984).
5. Richard E. Echols, Robert H. Miller, and Linda Thompson, "An Evaluation of Internal Standards and Extraction Solvents in the Gas Chromatographic Determination of Thiamine," *J. Chromatogr.*, **347**, 89 (1985).
6. Richard E. Echols, Robert H. Miller, and William Foster, "Analysis of Thiamine in Milk by Gas Chromatography and the Nitrogen-Phosphorus detector," *J. Dairy Sci.*, **69**, 1246 (1986).
7. Moses O. Omafuaire and Robert H. Miller, "Lead Monitoring Around Lead Emission Sources in Baton Rouge: an Eleven-Year Follow-Up Study," *Proceedings of the 3rd Annual Conference of the American Society of Environmental Sciences*, **3**, 188 (1993).

**V. RESEARCH PROJECTS/GRANTS**

**Research Grants**

"An Investigation of the Function of the Amino Group and Thiol Form of Vitamin B<sub>1</sub> in a Model System," NIH, 1973-76, \$103,762.00.

"Effects of Low Pesticide Levels on Thiamine-Related Metabolism," NIH, 1980-84, \$99,000.

"Influence of Pesticides on Lipid Synthesis and Organ Damages as Determined by the Absorption and Retention of Thiamine," NIH, 1984-87, 1984-87, \$177,000.

**Educational Grants**

"Chemistry: Operation Upgrade," USDE, 1977-80, \$61,645.00.

"Research Experiences for Undergraduates at Southern University of Baton Rouge," NSF, 1988-90, \$93,000.

"Minority Institutions Science Improvement Program (MISIP)," USDE, 1988-91, \$261,972.00. (Coauthor)

"Enhancement of Educational Programs in Chemistry," Merck Company Foundation, 1987-91, \$64,000.

"Enhancement of Undergraduate Research in Chemistry at Southern University," Olin Company Foundation, 1990-94, \$60,000.

"Multimedia Enhancement of Chemistry Laboratory Instruction," Title III Program (USDE), 1992-94, \$206,000.

"Enriching Science Instruction with Multimedia Technology," USDE, 1992-96, \$297,680.00. (Coauthor)

"Enrichment of Chemistry Lectures Through Computer-Assisted Instruction (CAI)," Louisiana Board of Regents, 1999-2000, \$42,585.

"Graduate Research Excellence in Chemistry and the Biological Sciences," Louisiana Board of Regents, 1999-2001, \$28,000.

"Enhancement of Teaching and Learning in Chemistry Through Wireless Networking and Internet Resources," USDE, 2003-06, \$149,025.

"Enhancement of Doctoral Research Capacity in Environmental Toxicology at Southern University at Baton Rouge (SUBR)," National Science Foundation, 2004-2007, \$770,179. (Coauthor)

INBRE (IDeA Networks of Biomedical Research Excellence), a Subcontract with LSU (Louisiana State University), National Institutes of Health, 2004-2009, \$1,500,000. (Coauthor)



**VI. SUMMARY OF TEACHING EXPERIENCE**

Four (4) years of teaching experience at Ohio University (teaching physical chemistry laboratory) and forty-four (44) years of teaching experience at Southern University of Baton Rouge (teaching freshman chemistry and physical chemistry courses--- thermodynamics, kinetics, quantum mechanics --- at both the undergraduate and graduate levels).

**VII. SERVICE TO THE UNIVERSITY**

Tenure and promotions committees, search committees, grievance committees, self-study committees.

**VIII. PROFESSIONALLY RELATED SERVICE**

Collaborated with high school teachers on teaching chemistry. Conducted pre-college (bridging) summer programs --- SEED (Science Education for the Economically Disadvantage) and REU (Research Experiences for Undergraduates). Co-conducted a summer program known as PAC (Pre-college Analytical Chemistry). Served as a member of the Dean's Advisory Council, College of Arts and Sciences, Ohio University. Serve as reviewer for the *Journal of Bioresource Technology*.

**IX. PROFESSIONAL ORGANIZATIONS**

American Chemical Society  
Louisiana Academy of Sciences

**X. HONORS AND AWARDS**

Fifty-Year Class Achievement Award, Alabama A&M University, May 2009  
Millionaire Grantsmanship Award, 2007, SUBR Office of Sponsored Programs  
Medal of Merit Award, Ohio University Alumni Association, 1993.  
Significant Achievement Award, Ohio University College of Arts and Sciences, 1993.  
Chancellor's Distinguished Service Award, Southern University, 1992.  
Outstanding Teacher, Southern University College of Sciences, 1987.  
Outstanding Accomplishments in Research and Teaching, 1986, Louisiana Academy of Sciences.  
Southern University President's Award for Academic Excellence, 1978-79.  
National Defense Fellow at Ohio University, 1959-62.  
Alpha Kappa Mu Honor Society Member, 1959.  
Who's Who in American Colleges and Universities, 1959.  
Summa Cum Laude Graduate, Alabama A&M University, 1959.

Council of Deans  
Southern University  
Baton Rouge, LA 70813

April 12, 2017

To Whom It May Concern:

I am pleased to support Dr. Robert H. Miller, Jr.'s nomination to the position of Dean Emeritus. My support is based on two experiences (2002-2003; and 2010-2011) as Chair of the Department of Social Work under Dean Miller's leadership. Without question, Dean Miller has earned distinction that is worthy of the proposed emeritus status.

As stated above, I had the pleasure of serving in a departmental chair position on two occasions during Dean Robert Miller's tenure as Dean of the College of Sciences. Both times, I found Dean Miller to be the kind of person any professor would desire to have at the helm. Dean Miller met all of the professional, academic, leadership and personal integrity characteristics required for the deanship. He provided necessary leadership and assistance for each departmental unit within his college. He was an advocate for the concerns and needs of chairs, kept them informed, provided guidance, and secured financial resources. More importantly, he was always accessible and supportive. I shall recount a few of many examples which highlight Dean Miller's leadership.

During the ordinary course of any given semester, Dean Robert Miller was available to the chairs. He was easy to approach and always helpful in handling student, personnel and administrative matters. Monthly chair meetings were held. In addition, the Dean kept chairs and faculty updated on academic, faculty and student policies by providing written documents and being available to interpret policy. Chairs and faculty could reach Dean Miller by phone and e-mail or get assistance via in-person conferences. He was available to make remarks at departmental activities such as honor society and grant-sponsored programs as well as graduation celebrations, to name a few.

Other examples of his leadership were exhibited during accreditation endeavors. On both occasions when I was chair, the Department of Social Work was undergoing mandatory re-accreditation processes. Dean Miller advocated for essential technical resources, provided funds for necessary travel and external consultation, and interfaced with other department heads to ensure all logistics were implemented. During site visits, Dean Miller demonstrated unequivocal support for the Social Work Program and played a vital role in demonstrating the program's sustainability. He was a highly valued advocate on behalf of the Department.

For an infinite number of reasons, I proudly support Dr. Robert H. Miller, Jr.'s nomination for the position of Dean Emeritus. His many leadership and integrity qualities provide evidence of his worthiness for having emeritus distinction. It is my hope that the council will respond favorably toward Dean Miller's nomination.

Sincerely,

*Lacey M. Tillotson, Ph. D., LCSW*

Adjunct Professor



April 19, 2017

To Whom It May Concern:

As the former chair of the Department of Biological Sciences, I enthusiastically recommend Dr. Robert H. Miller, Jr., former dean of the College of Sciences and Agriculture for the honor of being awarded the designation of Dean Emeritus. I was elected as the chair of Biological Sciences in 2010 when Dr. Miller was the Dean of the College of Sciences. During my tenure as the chair, I received tremendous support and encouragement from Dr. Miller.

Dr. Miller, after completing his Ph.D. in physical chemistry from Ohio University was hired as a faculty member in the Chemistry Department at SUBR in 1965, where he served honorably and with distinction for forty long years. He has received several research grants from NIH and several educational grants from USDE, NSF, Merk Company Foundation, Olin Company Foundation, and Louisiana Board of Regents.

Dr. Miller served Southern University and A&M College for many years in his capacity as Professor and Chair of the Chemistry Department and as Dean of the College of Sciences. As a faculty member and later as the Dean of the college, he personified excellence in instruction, student mentoring and administrative leadership. His outstanding record of teaching was demonstrated by 'Outstanding Teacher Award' in 1987 from Southern University College of Sciences and the Louisiana Academy of Sciences. His service to the University was recognized by the Chancellor's Distinguished Service Award from Southern University in 1992. Ohio University Alumni association recognized him in 1993 with the Medal of Merit Award. Ohio University College of Arts and Sciences honored him with the Significant Achievement Award in 1993.

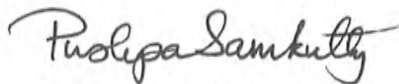
The contributions that Dr. Miller has made to the University and to the community is extensive. He has served on tenure & promotion committees, search committees, grievance committees, self study committees and a numerous other committees. He collaborated with high school teachers on teaching chemistry, conducted precollege summer programs for the economically

disadvantaged and conducted a summer program known as PAC (Pre-college Analytical Chemistry).

After retiring from the Dean position at SUBR, he served the university for several years as Dean of the College of Sciences and Agriculture without receiving any compensation.

I am honored to have the opportunity to recommend a truly distinguished and dedicated Professor and Dean, Dr. Robert H Miller, to be awarded the designation of Dean Emeritus. He has demonstrated outstanding scholarship and commitment to effective teaching and mentoring of our students and faculty and he is the embodiment of the qualities for which the designation of Dean Emeritus is given.

Sincerely,

A handwritten signature in cursive script that reads "Pushpa Samkutty".

Pushpa Samkutty, Ph.D.

Professor



**Moustapha Diack, Ph.D.**  
*Professor and Chair*  
*Doctoral Program in Science/Mathematics Education*

Southern University  
P.O. Box 9256  
117 Fisher Hall  
Baton Rouge, LA 70813  
Moustapha\_diack@subr.edu  
moustaphadiack@smedprogram.org  
Tel.: (225) 771-2085

April 13, 2017

Attn: Dr. M. Christopher Brown II  
Executive V. P. for Academic Affairs and Provost  
Southern University System - Baton Rouge, La

Subject: Letter of support for Dr. Robert Miller Jr.

Dear Dr. Brown,

This letter is being submitted in support of Dr. Miller's nomination for Dean Emeritus of the College of Sciences and Agriculture. The candidate deserves this title due to his dedication to Southern University and the Jaguar Nation.

I have known Dr. Robert Miller for more than 22 years now as a colleague, my chair in the department of Chemistry, and as Dean of the College of Science & Agriculture. Dr. Miller served as a role model for me during these many years of working here at Southern University. His record at Southern University would include teaching excellence as recognized by peers, grantmanship to improve the infrastructure of the department and its college, dedication in supporting and nurturing many students who have went their way in taking professional responsibilities nationally and internationally. I may add that Dr. Miller has always been an educational technology guru. He developed in the 90's multimedia educational tools to support chemistry laboratory instruction such as the gas laws experiments and other concepts. He was very supportive of the Southern University Virtual Weekends (SUW), a series of system-wide professional development on online learning that I led with many other system faculty including Dr. William Moore and Dr. Ella Kelley.

In closing, I would give my full support of the nomination of Dr. Robert Miller, commonly known at SU as the Dean of Deans.



Sincerely,

*Dr. Moustapha Diack*  
Professor/ Chair  
Doctoral Program in SMED  
Southern University and A & M College



**Laurence L. Henry**  
**Professor of Physics**  
**Department of Mathematics and Physics**

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Baton Rouge, Louisiana 70813  
(225) 771-4130 (Voice)  
(225) 771-2310 (Fax)

04/24/2017

***“Dean Emeritus” Testimonial for Dr. Robert Miller, Jr. PhD, Dean of the College of Sciences, SUBR***

Dr. Miller was the dean of the College of Sciences for many years during my time of employment at SUBR, and I have interacted with him in many instances. In developing this testimonial, I will base my evaluation on what, in my view, makes for a good leader/administrator

What are some of the qualities that I look for in a leader/administrator?

- Empathy - the ability to, as far as possible, put oneself in the place of another. As the saying goes "to wear the other person's moccasin".
- Respect for all individuals. All persons deserve to be treated with respect regardless of their personal, financial or personal uniqueness.
- Ability to instill a sense of value to the individual. As his subordinate, he was dean and I was a faculty member under his administration, I felt that he valued me and each member of the faculty under his administration. He also demonstrated that he values the students and seeks their best interests. This ability also goes a long way to inspire confidence in fellow workers.
- Value the importance of right principles, morality and ethics. To the best of my knowledge Dr. Miller's administration has been one which has clearly demonstrated the importance of these values.
- Ability to provide a sense of stability in time that such is needed. During my time at SUBR there have been changes and instability. At all times while Dr. Miller was dean, in my view, he demonstrated, as much as in his capacity, that he was doing all he could to bring stability to troubling situations.
- Ability to maintain objectivity on issues. Having been appointed by him to chair several committees, I have interacted with him in several situations. Through all these situations he has encouraged objectivity and fairness with attention given to the issues.

- Ability to maintain a sense of humor and calm in spite of turmoil. Humor is a valuable commodity both for its positive effect on the human psyche and in assisting rational, sensible and thoughtful insight. Appropriate humor, in just the right amount and at the right time has an ameliorative effect that is especially needed at specific times.
- Lead by example. Best leaders lead and inspire strength by being an active participant providing necessary insight and appropriate participation as to provide for successful task completion.

I have only listed a few of the qualities that in my view make a good leader/administrator. Dr. Miller has consistently demonstrated these and other positive leadership qualities. I can truly say that Dr. Miller, during his tenure as Dean, was a very positive influence on his college. I count it an honor to have served under his administration of Dean.

Several times Dr. Miller has jokingly referred to himself in faculty meeting and other occasions as "Real Dean." In my view this reference is not a point of humor, but a reality. His successor will have a very high standard to achieve, one that has been clearly set and constantly demonstrated by Dr. Miller, Dean of the College of Sciences and also Dean of the College of Science and Agriculture, here at SUBR.

Yes, Dr. Miller is indeed the model for one who wants to wear the title of "**REAL DEAN**". I fully recommend Dr. Robert H. Miller, Jr. in being accorded, "**Dean Emeritus**" status.

Sincerely,

Laurence L. Henry





SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM  
Office of the Executive Vice President for Academic Affairs and Provost

J.S. CLARK ADMINISTRATION BUILDING, THIRD FLOOR  
BATON ROUGE, LOUISIANA 70813  
PHONE: (225) 771-4095

May 4, 2017

Dr. M Christopher Brown II  
Executive Vice President and Provost  
3<sup>rd</sup> Floor, JS Clark Administration Building  
Baton Rouge, LA 70813

Dear Dr. Brown:

Pursuant to our meeting with the Southern University Laboratory School Parent Teacher Organization (PTO)/Kitten Club and their letter dated Tuesday, May 2, 2017, I recommend a change in the reporting structure of the Laboratory School. Based on the Academic Stabilization Plan and subsequent changes in unit organization, the reporting structure dictates that all documents initiated by the Laboratory School must be signed by the Director of the School of Education, followed by the Dean of Humanities and Interdisciplinary Studies then the Office of Academic Affairs.

I propose that the SU Laboratory School report directly to the Office of Academic Affairs. This proposed structure would eliminate two levels of approval, thus making us more efficient and effective. As you know, most SU Lab School documents are extremely time-sensitive and require a timely response per state and federal regulations for PreK-12 education.

Additionally, I was informed by a veteran Academic Affairs staff member that Dr. Johnny Tolliver, previous Vice Chancellor for Academic Affairs, witnessed the same troubling issues and concerns with the SU Lab School as described by the PTO. Dr. Tolliver initiated a policy that placed the SU Lab School directly under the Office of Academic Affairs. While I am not sure how or why the unit was moved, it appears that we have deviated from this policy.

For these reasons, I am respectfully requesting that the SU Laboratory School report directly to the Office of Academic Affairs, effective immediately. Please let me know if additional information is needed.

Sincerely,

Handwritten signature of Luria Young in cursive.

Luria Young, Ph.D.  
Vice Provost for Academic Affairs

Approvals:

Handwritten signature of Ben Pugh in cursive.

Ben Pugh  
Vice Chancellor for Finance and Administration

Handwritten signature of Dr. M Christopher Brown II in cursive.

Dr. M Christopher Brown II  
Executive Vice President and Provost

Handwritten signature of Dr. Ray I. Belfon in cursive.

Dr. Ray I. Belfon  
President-Chancellor

# Facilities and Property Committee

# **FACILITIES AND PROPERTY COMMITTEE**

*(Following the Academic Affairs Committee)*

**Friday, May 12, 2017**

Board of Supervisors' Meeting Room  
2<sup>nd</sup> Floor J.S. Clark Administration Building  
Southern University and A&M College  
Baton Rouge, Louisiana 70813

## **AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Information Items
  - A. Priority Projects Updates, by Campuses
  - B. Update on SUNO lighting project
6. Other Business
7. Adjournment

## **MEMBERS**

Rev. Donald R. Henry – Chair, - Dr. Rani Whitfield – Vice Chair,  
Dr. Leroy Davis, Mr. Raymond Fondel, Jr., Mr. Richard Hilliard, Dr. Leon R. Tarver II  
Mrs. Ann A. Smith- Ex Officio



# Southern University System

## Office of Facilities Planning

May 2, 2017

### SYSTEM FACILITIES PROJECT UPDATES

#### SU Baton Rouge

##### 1. Capital Outlay New Projects:

- **SU System Campuses Major Repairs and Deferred Maintenance Projects** - \$3,000,000. [Projects are in progress by each campus Facility Director \(see attachment\)](#)
  - **J. S. Clark Annex Roof Replacement:** Partin Roofing (Mr. Charles Partin) was awarded the contract to proceed with construction April 27, 2017 in the amount of \$114,700. Duration time to complete the project: 90 days
- **A. W. Mumford Stadium ADA Compliance and Upgrades** – Phase 1 \$1,400,000 planning and Phase 2 \$6,500,000 for construction. Designer: Domain Architecture.
  - March 2017 [planning phase](#), bidding Oct 2017, construction completion Aug 2018
- **T. T. Allain Hall ADA Compliance and Upgrades** – \$1,010,000 planning and construction. Designer: GD Architecture.
  - March 2017 [planning phase](#), bidding Oct 2017, construction completion June 2018
- **F. G. Clark Activity Center ADA (Americans with Disabilities Act) Compliance and Upgrades** – Phase 1 \$3,600,000 planning & construction and Phase 2 \$3,850,000. Designer: Domain Architecture.
  - April 2017 [planning phase](#), bidding Jan 2018, construction completion Sept. 2018

##### 2. Hurricane Gustav repairs for various buildings

- Office of Risk Management (**ORM**) AFC Budget approved by ORM and FP&C
- **Remaining projects** in progress with the State Office of Risk Management and SUBR Physical Plant Department for bid advertisement.
  - **SU Lab School:** [Chenevert Construction, \\$103,309.20 lowest bidder](#), GC to return contract w/ performance & payment bond to be awarded a Notice to Proceed May 2017
  - **SU Museum of Arts:** [Chenevert Construction, \\$257,517 lowest bidder](#), GC to return contract w/ performance & payment bond to be awarded a notice to proceed May 2017

##### 3. SUBR Wallace Bradford Hall - Hurricane Gustav repairs:

- FP&C AFC \$216,839.00(*AFC available funds for construction*) – Designer: Jerry Campbell & Associates 225.381.9435
- Bid Aug 31, 2016 and Notice to Proceed September 30, 2016 with 180 days to complete the project (Oct 2016 to March 2017) (repairs of ceiling tile, flooring and painting)
- General Contractor- HDMK Construction 225.312.2884, Bid amount \$149,800
- Construction duration time: October 2016 to April 2017, [May 2, 2017 99% complete](#)

4. **SUBR Collections & Receivables / Lottie Anthony** - Hurricane Gustav repairs:
  - FP&C AFC \$121,834.00 – Designer: Jerry Campbell & Associates 225.381.9435
  - Bid Aug 31, 2016 and Notice to Proceed September 30, 2016 with 270 days to complete the project (Oct 2016 to June 2017) (repairs of plaster, ceiling work, flooring and painting) (Abatement work is involved in this project).
  - General Contractor- Honore Companies LLC, Bid amount \$126,000
  - Construction duration time: October 2016 to June 2017
    - [ORM approved additional abatement testing and air monitoring under Change Order](#)
  
5. **John B. Cade Library Fire Alarm System Upgrade**
  - FP&C State funded project (*FP&C Facility Planning & Control*)
  - Mel Engineering designer
  - AFC- \$240,000 (*AFC available funds for construction*)
  - Advertisement for bids is set for March 2017 / bid April 2017
  - [Bid opening May 2, 2017](#)  
Construction completion time is set for October 2017
  
6. **Disaster event Dec 8-11, 2015:** Mississippi River Flooding / sloughing-off of the Ravine, Bluff, various locations and building a new Bridge.
  - Pending assessment review report by GOHSEP, ORM & FEMA to fund the project.
  - [Ravine - State Capital Outlay Request for funding \(\\$5,700,000\) FY 17-18 is pending approval](#)
  - [Bridge - State Capital Outlay Request for funding \(\\$7,000,000\) FY 17-18 is pending approval](#)
  
7. **Disaster event March 2015:** Severe Weather / sloughing off of the Ravine and Bluff various locations
  - Pending assessment review report by GOHSEP, ORM & FEMA to fund the project
  - Met with Mr. Chris Herring of Board of Regents and Mr. Honore/Structural Engineer Aug 2016 for a site visit to review site erosion, soil detachment failure to establish budget cost for repairs.
  
8. **Disaster event August 12, 2016:** Severe Weather / Flooding
  - SUBR, SULC & SUAGC assessment report
  - Assessment report is pending from SUBR Physical Plant and SUBR ORM of any additional sloughing off/ soil detachment that may have cause additional failure to roads, bridge and sidewalks. Inspections of underground and above ground utilities infrastructure in progress.
  - Mr. Chris Herring of Board of Regents Aug 2016 met w/ Stephen Losavio of FP&C to review budget cost and establish timelines of completion for utilities infrastructure repairs.
  - November 9, 2016 met with DOTD and Board of Regents members for site investigation to have DOTD engineering department participation.
  - December 13, 2016 met with Army Corps of Engineers for a campus site inspection as required to seek funding for design engineering services and construction cost budget to address Bluff and Ravine soil detachment failure.

## SU New Orleans

### 1. New Natural Science Building

- Architect Selections were made on Wednesday, May 15, 2013.
- FP&C project manager: Mr. David Van Alstine 504 568 2414
- Architects: Sizzler Thompson Brown – Awarded Natural Science Building. Science building will change from 3 to 4 stories to house Science, Sch. of Nursing, Math, Physics, Health Information Management Systems, Biology, Chemistry and Forensic Science. It will consist of a total of 107,435 sq. ft. and will be located on the Park Campus. Construction Document Phase complete. Budget increased to \$27,750,000.
- Bid Advertisement: September 2016
- Bid Opening set for October 27, 2016
- General Contractor: Roy Anderson Corporation \$26,609,000
- Notice to Proceed: January 2, 2017. [Construction in progress.](#)
- Construction duration time: 558 days /18.6 months July 2018

### 2. New Education and Human Development Building (*lake campus*)

- FP&C project manager: Mr. David Van Alstine 504 568 2414
- Verges Rome Architects – Awarded Education and Human Development Building, This building will be two stories in height and have a total of 49,114 square feet. Project will be located on the Lake Campus. Construction Documents 100% complete. Cost of the project is budgeted at \$11, 608,000.
- [Bid Advertisement: pending for May 2017](#)
- Construction duration time: 18 months

### 3. New Arts, Humanities and Social Sciences Building

- FP&C project manager: Mr. David Van Alstine 504-568-2414
- Chasm + Fusion Architects – Awarded Arts & Humanities and Social Science Bldg. Project will be located on the Park Campus. Building will consist of a three (3) story office and lab wing with the auditorium and proscenium tower extending to nearly five stories. The building will have 70,640 square feet. Estimated cost of the project is \$21,200,000.
- Construction Bid Documents completed: March 2016
- Bid Advertisement: September 2016
- Bid Opening: October 18, 2016
- Low Bidder: Roy Anderson Corporation at \$24,197,000 (*Bid price is over the AFC by \$2,700,000*) FP&C will have Roy Anderson Corporation to the project to get the cost within the AFC and Designer's estimate (*bidding negotiation process will begin the week of November 14, 2016. If the cost negotiation process isn't successful FP&C will direct the Architect to redesign the building within the AFC, which will delay the project 4-6 months until December 2, 2018/January 2019.*)
- General Contractor: Roy Anderson Corporation – Approval from FP&C April 2017
- Construction duration time: 558 days /18.6 months Oct. 2018
- [Pre-Construction meeting: 12 April 2017](#)



4. **SUNO New School of Social Work**
  - FP&C project manager: Mr. David Van Alstine 504 568 2414
  - Architect: Waggoner & Ball Architects
  - AFC budget is \$10, 257,000
  - Pre-bid meeting scheduled for October 15, 2015
  - General Contractor: Lamar Contractors LLC
  - Bid amount: \$9,910,000
  - Construction has started: November 2015
  - [Completion scheduled for August 2017](#)
  
5. **SUNO New Central Plant Building**
  - FP&C project manager: Mr. David Van Alstine 504 568 2414
  - Sq. Ft: 8100
  - AFC: \$8,648,799.47
  - Designer: AST Engineers 225-926-5600 Mr. Kirk J. Simoneaux, P.E.
  - Bid date: 04/12/2016
  - Low Bid amount: \$ 6,097,000
  - General Contractor: Gallo Mechanical
  - Executed Contract/Notice to proceed Date: 05/16/2016
  - [Construction duration time to complete the project: 365 days / May 16, 2017](#)
  
6. **SUNO Site Parking Lot Restoration – Temporary FEMA trailers (*Lake Campus*), Phase 1 of 2**
  - FP&C project manager: Mr. David Van Alstine 504 568 2414
  - Site work new/repairs parking, utilities upgrades: overhead electrical lines and power poles removal, storm water drainage, sewer lines, water lines.
  - AFC: \$2,154,846
  - Designer: All South Consulting Engineers, LLC of Metairie, LA
  - Advertised for bids: June 29, 2016
  - Bid date: August 4, 2016
  - Bid amount: \$1,320,916.00
  - General Contractor: Durr Heavy Construction, LLC (lic. No. 4674)
  - Executed Contract/Notice to proceed Date: 08/ 19 /2016
  - [Phase 1 Construction duration time to complete the project: 120 days \(Aug 2016 to January/Feb / April 2017, project completed](#)
  - Phase 2 pending completion August 2018 after completion of the new Arts & Humanities and Social Science Bldg.
  
7. **SUNO L. Washington Memorial Library HVAC Replacement**
  - FP&C project manager: Ms. Jean Kelly 504-568-8547
  - Sq. Ft:
  - AFC: \$419,540
  - Designer: Lucien T. Vivien, Jr. & Associates 504-218-5409
  - Advertisement for Bids: June 9, 2016
  - Pre-Bid Conference: July 12, 2016
  - Bid date: Wednesday, July 20, 2016
  - Bid amount: \$234,600

- General Contractor: Gallo Mechanical
- Executed Contract/Notice to proceed Date: August 29, 2016
- Construction duration time to complete the project: 180 days
- [Construction project completion date: Feb 26, 2017 / May 2017 \(pending chill water line re-connection\)](#)

### **SUNO Campus lighting site inspection notes:**

- *Recommend using 18,000 to 20,000 lumens for the 25 ft. poles (2 fixtures per pole)*
- *Recommend using 34,000 lumens on the upper buildings roofs (upgrade existing lighting on roofs)*
- *Recommend using 7,000 and/or higher for building wall packs – v.o.j. per additional light studies and measurements from the photometric readings (review lighting around trees (notes: to many trees that's blocking the main source of lighting high levels of illumination- typical around the campus buildings. Many of the trees need to be removed for safety issues for a safe passage way for pedestrians)*
- *Review Library lighting (2<sup>nd</sup> floor hallways and restrooms)*
- *Review electrical power underground feed source for outdoor lights*
- *Review street lights (need to upgrade to LEDs with high lumens of about 18,000 each)*
- *Need to coordinate with the city to upgrade existing light fixtures in the front of the main campus entrance (Park Campus) with LEDs 18,000 lumens ea. and Install 2 lights per pole.*
- *SUNO perimeter lights need to be upgraded w/ LEDs 18,000 lumens ea. 2 lights per pole (v.o.j. number of poles, see lighting campus map)*
- *Upgrade lighting around tennis courts w/ LEDs*
- *Additional lighting will be required for the Lake campus and lighting improvements on the Eastside of the Residential Apartment.*
- *Pending follow-up: Hire a full-time electrician and/or outsource a company for preventative maintenance electrical work.*
- *SUNO is renting 52 (1000 watts) street lights from Entergy at \$85 ea./mo. (\$4,420 / mo.) the new lights were installed on Entergy's street poles (Park campus / Lake campus)*
- *SUNO is renting (5) portable emergency lights (4 on the Park campus and 1 Lake campus) \$200/mo. ea. w/ diesel fuel cost about + - \$100/mo. (total cost \$1,500/mo.)*
- *Recommendation for phase one: SUNO to purchase electrical materials items and send out for bids to repair lighting (SUNO may receive a University discount by purchasing materials and no taxes to pay. Budget amount + - \$50,000 starting with the Park campus internal site lighting (30ft poles) upgrades to eliminate the portable emergency lights (cost savings of \$1,500/mo.) and the Lake Campus.*
- *Note: a quality LED light (+ - 18,000 lumens) fixture cost range will be about \$590 - \$850.*
- [Planning and bidding is underway \(meeting with electrical contractor for estimated cost and troubleshooting existing underground and building wiring/fixture issues\)](#)

## SU Shreveport

1. **SUSLA New Science and General Classroom Building - Main Campus**
  - FP&C project manager: Charles Robinson 318-676-7984 or 318-469-6658 cell
  - FP&C Funding of \$6,300,000 available to begin the New Classroom Building.
  - Architect: KSA, Inc.
  - Project bid October 8, 2014,
  - General Contractor: ELA Group, Inc.
  - Bid amount: \$6,159,076
  - Executed Contract/Notice to proceed Date: February 11, 2015.
  - Construction project completion date: January/Feb/April 2017
  - Furnishing budget \$150,000 by FP&C ([SUSLA to provide list of furnishings](#)) need to review IT equipment (phone system at D-Mark)
  
2. **Renovation to Allen Building / School of Nursing - 600 Texas Street, Shreveport, LA (Downtown)**
  - FP&C project manager: Charles Robinson 318-676-7984 or 318-469-6658 cell
  - Project No.: 19-618-07S-01, Part 01 – State ID S28020 – Site Code: 7-09-025
  - AFC: \$3,500,000
  - Architects: KSA, Inc. (John Selmer 318-344-8443 cell)
  - Bid date: April 19, 2016
  - General Contractor: ELA Group, Inc.
  - Bid amount: \$3,350,000 *base bid*
  - Executed Contract/Notice to proceed Date: September 12, 2016
  - [Duration time to complete the project: 420 days / September to November 7, 2017](#)
  - Construction project completion date set for: November 7, 2017
  
- Notes: Funding required for Furnishing and Equipment (F&E)
  
3. **SUSLA New Dental Hygiene (Learning Center) - 3050 Martin Luther King Jr. Drive Bldg N**
  - Funding source: one time State funding
  - Budget AFC amount: \$900,000
  - Designer: (*Bills & Partners*) / Whitlock & Shelton
  - Bid date: 11/05/2014
  - General Contractor: Whitlock & Shelton
  - Bid amount: \$801,800
  - Executed Contract/Notice to proceed date: 3/24/2015 / 4/01/2015
  - Duration time to complete the project: 180 days
  - [Construction project completion date: Pending re-design / August 2017](#)



## SU Law Center

### 1. SULC Reroofing project

- Budget cost \$486,000 AFC (University \$384,000 & Major Repairs \$112,000 funds)
- Asbestos and Moisture testing of existing roof has been completed \$23,000
- Williams and Williams Architecture LLC is preparing final bid construction documents 29April2016 \$59,200
- FP&C - Architect has reviewed construction documents and completed Code review
- Advertised for bids: May 2016
- Pre-bid June 7, 2016 (120 days to complete project)
- \$112,000 + - was approved 13June2016 by the State (FP&C) to add into the project budget
- Bid opening July 2016
- General Contractor: CAMCO, LLC
- Bid amount: \$453,900
- Executed Contract/Notice to proceed date: September 27, 2016
- Pre-Construction meeting: September 27, 2016
- Duration time to complete the project: 120 days
- Construction completion date: January/Feb/March/[April 2017](#)

## SU Ag Center (*Southern University Agricultural Research and Extension Center* )

### 1. Horticulture Storage Building Renovations – *SUAG main campus*

- Budget: \$291,046
- Williams and Williams Architecture designer fee \$27,000
- AFC: \$263,400
- Bid amount: \$263,000
- General Contractor: Thornville Services
- Pre-construction meeting is scheduled for 5/5/2016 (*180 days to complete project*)
- [Construction project completion date](#): January/Feb/March 90% /April 95%/May 2017

### 2. New Horticulture Equipment Storage Shed Building– *SUAG main campus*

- Budget: \$90,000
- Architect – Byron J. Stewart & Associates designer
- AFC: \$77,400
- Construction Bid Documents: pending completion November 2016
- Bid Advertisement: March 2017
- [Bid amount: \\$77,000.00 April 2017](#)
- [General Contractor: E. Cornell Malone Corporation](#) (Mr. Roman Malone)
- Duration time to complete the project: 120 days (*May 2017 to August 2017*)

### 3. New Pesticide Storage Shed Building– *SUAG Experimental Lab Farm*

- Budget: \$242,522
- Architect: Williams and Williams Architecture - designer fees \$25,400
- AFC: \$217,122
- Construction Bid Documents and Spec's completed April 28, 2017
- [Bid Advertisement May 2017](#)

#### 4. A.O. Williams Hall Renovation

- FP&C project manager: Tony Palotta 225.342.0827
- Budget amount is \$2,764,630
- Project was awarded to Engineer – Quebedeaux Engineers / Architect – Crump Wilson and Associates
- Estimated cost is approximately \$2,300,000.00
- Design phase started 4/27/2016
- [Design team is working with FP&C to finalize a design solution within the budget amount - pending completion February/April/May 2017.](#)

#### 5. New Multipurpose Building, Agriculture Research & Extension Center at the Experimental Lab Farm/North Campus

- FP&C project manager: Alan Antoine 225.342.3443
- Waiting on FP&C to have the building re-designed within the AFC budget of \$1,300,000 and Fee \$74,018.
- LA Architectural Selection Board: September 22, 2016
- Designer selected by the FP&C/LAAS Board: Domain Architecture
- Design Planning and Construction Bid Document Phase- November 2, 2016 to May 2017
- [State Fire Marshal /IBC/FP&C/NFPA/ADA reviews: May 10, 2017 \(2 to 3 weeks for review\)](#)
- Bid Date: pending June 2017 (30 days) Contract Award (July 2017 (30 days))
- Construction time (allow for 7 months / 210 days + 45days) July/Aug. 2017 to Jan 2018/Feb 2018

#### 6. Child Care Center Renovation upgrades

- Budget cost: \$252,000.
- Further code review in progress as required to upgrade existing playground equipment to meet code. upgrade playground surface to meet code (*new 2" rubber lay over new 4" concrete slab*).
- [Construction bid documents are 90% complete \(Mr. H. Thurman\)](#) for renovations (restroom upgrade to meet ADA code, Kitchen upgrade to meet code, upgrade 3 existing exterior doors for security access, metal covered walkway, covered entry at driveway, replace playground fencing to meet code, additional concrete sideway for ADA access.
- [Bid Advertisement: pending for May 2017](#)
- Duration time to complete the project: 90 days
-

Prepared By: Eli G. Guillory III  
*Director*  
**Southern University System**  
Office of Facilities Planning  
225-771-2786 office 225-573-0811 cell

Tracie Woods JD, GC	SUS	225-771-2211
Cedric Upshaw JD, ADA	SUS	225-771-5565
Benjamin Pugh, VC	SUBR	225-771-5021
Frank Maurice Pitts	SUBR	225-771-2488
Henry L. Thurman III	SUBR	225-771-2413
Kestee Weir III	SUBR	225-771-6235
Terry Hall, VC	SULC	225-771-2506
Angela Gaines	SULC	225-771-4931
Lynda M. Batiste, VC	SUAC	225-771-5707
James L. Mahomes	SUAC	225-771-2242
Christopher Rogers	SUAC	225-771-5669
Jullin Renthropoe, VC	SUNO	504-286-5117
Shaun Lewis	SUNO	504-286-5295
Tracey Webster	SUNO	504-286-5297
Brandy Jacobsen, VC	SUSLA	318-670-9371
Janice Sneed, VC	SUSLA	318-670-9471
Leslie McClellon	SUSLA	318-670-9300
David Fogleman	SUSLA	



## SU System Campuses FY 16-17 Deferred Maintenance Items

State Project No. 19-615-16-01, Part \_\_\_\_\_

SUBR Deferred Maintenance Items		Status
<b>Electrical (Priority 4) 19-615-16-01, Part 06</b>		
Install 100ft tower lights various locations	55,000	Work Completed
Upgrade light fixtures/system for classrooms in various buildings	20,000	Work Completed
<b>SUBTOTAL</b>	<b>\$ 75,000.00</b>	
SUN Industries p0036188	(\$75,000)	
<b>Central Plant (Priority 5) 19-615-16-01, Part 13</b>		
Replace chill water loop pump and motor system	150,000	under review by Thurman for design upgrade
Upgrade Chillers 1, 2, & 3 controls	75,000	pending PO to proceed with work this week
Replace #2 cooling tower fill	85,000	pending PO to proceed with work this week
<b>SUBTOTAL</b>	<b>\$ 310,000.00</b>	
CMC Corporate Mechanical Contractors, Inc.	(\$121,290)	
<b>Mechanical HVAC (Priority 3) 19-615-16-01, Part 14</b>		
Fisher Hall fan coil units system upgrade	25,000	out for bids
W.W. Stewart Hall: upgrade fan coil units floor & ceiling	30,000	out for bids
Lee Hall upgrade mechanical system	30,000	out for bids
Seymour gym exhaust fans over pool	40,000	out for bids
<b>SUBTOTAL</b>	<b>\$ 125,000.00</b>	
<b>Roofing (Priority 1) 19-615-16-01, Part</b>		
Roof replacement/upgrades as required for interior protection of rain water migration.		
Buildings	Sq. ft.	
<b>3-Benjamin Kraft Physical Plant 19-615-16-01, Part 02</b>	\$ 264,000.00	Thurman / GD architects
GD Architects p0036479 -\$26,463		going out for bids May 2017
Roofing GC		
<b>6-Rodney G. Higgins 19-615-16-01, Part 12</b>	\$ 392,616.00	Thurman / Thibodeaux architect
Landmark Creations International Inc. p0036756 -\$34,396.12		going out for bids May 2017
Roofing GC		
<b>2-W W Stewart Hall 19-615-16-01, Part 11</b>	\$ 330,000.00	Thurman / Domain Architects
Domain Architecture p0036366 -\$24,475		pre-bid meeting 9 May 2017
<b>1-Joseph S. Clark Annex 19-615-16-01, Part 01</b>	\$ 150,000.00	construction to proceed May 2017
Domain Architecture p0036367 -\$14,707		
Roofing GC		
<b>5-Martin L. Harvey Museum 19-615-16-01, Part 03</b>	\$ 40,000.00	project completed
Roofing GC Chatmon Construction LLC p0035779 -\$40,000		
<b>ADA (Priority 2)</b>		
ADA Entrance door repairs/upgrades 19-615-16-01, Part 05	\$ 50,000.00	in planning by Mr. Thurman to bid
ADA Compliance – Signage and Sidewalk repairs 19-615-16-01, Part 07	\$ 20,000.00	out for bids
<b>SUBTOTAL</b>	<b>\$ 1,246,616.00</b>	
<b>SUBR TOTAL</b>	<b>\$ 1,756,616.00</b>	

SUSLA Deferred Maintenance Items		Status
<b>Campus HVAC System Repairs (Priority 1) 19-615-16-01, Part 08</b>		
(1) Repair/Replace Condenser Loop #1 Pump	\$ 20,000.00	out for bids
Reinsulate #2 Chiller evaporator barrel	\$ 5,554.00	complete
Acidize/Clean both chillers evaporator and condenser tubes	\$ 6,187.00	complete
Replace Chiller #2 Inlet Guide Vane Actuator	\$ 3,911.00	complete
Service HVAC system Hot and Chilled Water Pump Strainers	\$ 2,134.00	complete
(1) Replacement of failed Metro Center Heatpumps	\$ 50,000.00	in progress
Repair/Replace Failing Segment of Science Bldg 2nd Fl. Chilled Water Main	\$ 11,000.00	in progress
<b>SUBTOTAL</b>	<b>\$ 98,786.00</b>	
<b>Campus Safety Compliance Projects (Priority 2) 19-615-16-01, Part 09</b>		
Repair Hazardous Broken Walkways	\$ 85,000.00	out for bids
Remove Hazardous Dead Trees throughout Main Campus	\$ 10,000.00	complete
<b>SUBTOTAL</b>	<b>\$ 95,000.00</b>	
<b>Metro 6th Floor Repairs (Priority 3) 19-615-16-01, Part</b>		
Repaint 6th floor walls	\$ 10,000.00	redirect funds to repair GYM roof, see part 10 below
Replace 6th Floor Carpet with Vinyl Flooring	\$ 60,000.00	redirect funds to repair GYM roof, see part 10 below
<b>SUBTOTAL</b>	<b>\$ 70,000.00</b>	

<b>HPER (Gymnasium) Roofing Repairs (Priority 4) 19-615-16-01, Part 10</b>		
Gymnasium Roof Project	\$ 135,000.00	planning approval in progress and seeking approval for additional funding for construction
Gymnasium Complex roof Gutter & Drainage system upgrades	\$ 20,000.00	
<b>SUBTOTAL</b>	<b>\$ 155,000.00</b>	
<b>ADA Compliance Projects (Priority 5) 19-615-16-01, Part 16</b>		
Digital Access option/Lever Handle Keyed option	\$ 50,000.00	out for bids
Replace Science Building North & South Entrance doors & Walkways	\$ 75,000.00	out for bids
<b>SUBTOTAL</b>	<b>\$ 125,000.00</b>	
<b>Energy Conservation Projects (Priority 6) 19-615-16-01, Part 15</b>		
Upgrade Lighting with LED Lighting	\$ 25,000.00	out for bids
<b>SUBTOTAL</b>	<b>\$ 25,000.00</b>	
<b>SUSLA TOTAL</b>	<b>\$ 568,786.00</b>	

<b>SUNO Deferred Maintenance Items</b>		<b>Status</b>
<b>Reroofing Projects (Priority 1)</b>		
Cafeteria Replacement 19-615-16-01, Part 04	\$ 325,000.00	out for bids
Jerry M. Campbell & Associates p036137 -\$22,701		
Roofing GC		
University Center Replacement 19-615-16-01, Part	\$ 349,000.00	use for overage on projects that's pending on bids
Jerry M. Campbell & Associates -\$42,021 see funding from fy 15-16 proj. no. 01-107-06B-11, part V5 \$380,000		will be out for bids in May 2017
Roofing GC		
<b>SUNO TOTAL</b>	<b>\$ 674,000.00</b>	

**Overall Total** **\$ 2,999,402.00**

Thursday, May 4, 2017

Eli G. Guillory III  
 Director  
 Southern University System  
 Office of Facilities Planning  
 225-771-2786 office  
 225-573-0811 cell

# Finance Committee



**FINANCE COMMITTEE**  
*(Following the Facilities and Property Committee)*

**Friday, May 12, 2017**

Board of Supervisors' Meeting Room  
2<sup>nd</sup> Floor J.S. Clark Administration Building  
Southern University and A&M College  
Baton Rouge, Louisiana 70813

**AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
  - A. Request Approval to Add Clinical Education Fee, Speech-Language Pathology and Audiology, SUBR
  - B. Request Approval of Student Self-Imposed Fees, SUSLA
6. Information Items
  - A. Interim Financial Status Report as of April 2017, SUS
7. Other Business
8. Adjournment

**MEMBERS**

Atty. Domoine Rutledge–Chair, Mr. Richard Hilliard–Vice Chair  
Atty. Tony Clayton, Rev. Joe R. Gant, Jr., Rev. Donald R. Henry, Dr. Leon R. Tarver II,  
Mrs. Ann A. Smith- Ex Officio



Department of Speech-Language Pathology and Audiology

### **Speech-Language and Hearing Clinic**

Mailing:

SU Student Union  
500 Jesse Stone #9502  
Baton Rouge, LA 70813

Physical:

A.C. Blanks Hall Rm 117  
Southern University  
Baton Rouge, LA 70813

April 21, 2017

To the SUS Board of Supervisors:

### **Request for Approval to Add Clinical Education Fee, Speech-Language Pathology and Audiology, SUBR**

This is a request for approval of a clinical education fee for students enrolled in Speech-Language Pathology and Audiology graduate and undergraduate clinical practicum courses. This one-time fee will be charged to undergraduate students enrolled in SPAU 468 (Intro to Clinical Practicum) and graduate students who are entering the graduate program in speech-language pathology (to be assessed the first fall semester of graduate school).

Students are already required to complete these clinical education requirements prior to beginning clinical practicum in speech-language pathology. Currently, students are required to pay for this requirements out of pocket. By assessing a student fee, students will be able to use their financial aid to pay for these requirements.

Students will be assessed a clinic fee (\$171 Undergraduate and \$339 Graduate) to cover the cost of clinical education health-related and professionally-related requirements. These items are required for students enrolled in clinical practicum in accordance with department's clinical education handbook. Charging this fee makes it easier for the Department of Speech-Language Pathology to track student compliance with clinical education requirements as well as ensure that fees are paid to vendors in a timely manner. In addition, students will have the convenience of services being offered through the department/university.

#### **Clinic Fee for Graduate Students: \$339**

- \$30 CPR (provided by an Instructor from the SUBR School of Nursing)
- \$133 LiveText Subscription + Field Experience Management Module
- \$26 Louisiana State Police Background Check
- \$10 Louisiana State Police Fingerprinting
- \$40 Drug Screening/Technician Fee Total Occupational Health
- \$75 TB skin test SUBR Health Center (three tests over the course of 2 years)
- \$25 Clinic Supply Fee

**Clinic Fee for Undergraduate Students: \$171**

- \$30 CPR (provided by an Instructor from the SUBR School of Nursing)
- \$15 LiveText Field Experience Management Module Add-On (undergraduate students already pay for LiveText through tuition)
- \$26 Louisiana State Police Background Check
- \$10 Louisiana State Police Fingerprinting
- \$40 Drug Screening/Technician Fee Total Occupational Health
- \$25 TB skin test SUBR Health Center (one test)
- \$25 Clinic Supply Fee

Thank you for your consideration of this clinical education fee request.

Sincerely,



Leigh Anne Baker, MS, L-SLP, CCC-SLP, BCS-S  
Director of Clinical Education  
Department of Speech-Language Pathology and Audiology  
College of Nursing and Allied Health  
Southern University and A&M College





Department of Speech-Language Pathology and Audiology

2017 APR 25 PM 3:24  
SOUTHERN UNIVERSITY SYSTEM

RECEIVED

APR 24 2017

Office of the Executive Vice President for Academic Affairs and Provost

**Speech-Language and Hearing Clinic**

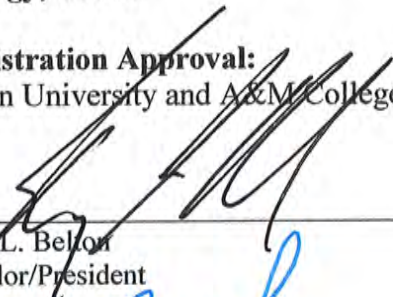
Mailing: SU Student Union  
500 Jesse Stone #9502  
Baton Rouge, LA 70813  
Physical: A.C. Blanks Hall Rm 117  
Southern University  
Baton Rouge, LA 70813

April 24, 2017

To the SUS Board of Supervisors:

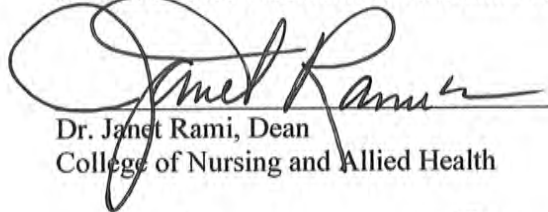
**Request for Approval to Add Clinical Education Fee, Speech-Language Pathology and Audiology, SUBR**

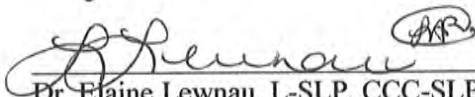
**Administration Approval:**  
Southern University and A&M College, Baton Rouge, Louisiana


  
\_\_\_\_\_  
Dr. Ray L. Bellon  
Chancellor/President  
4/25/17  
Date

  
\_\_\_\_\_  
Mr. Benjamin Pugh  
Vice Chancellor for Finance and Administration  
4/25/17  
Date

  
\_\_\_\_\_  
Dr. M. Christopher Brown  
Executive Vice-President for Academic Affairs & Provost  
4/24/2017  
Date

  
\_\_\_\_\_  
Dr. Janet Rami, Dean  
College of Nursing and Allied Health  
4/24/17  
Date

  
\_\_\_\_\_  
Dr. Elaine Lewnau, L-SLP, CCC-SLP  
Chair and Graduate Program Director  
Department of Speech-Language Pathology and Audiology  
4/24/17  
Date

  
\_\_\_\_\_  
Mrs. Leigh Anne Baker, MS, L-SLP, CCC-SLP, BCS-S  
Director of Clinical Education  
Department of Speech-Language Pathology and Audiology  
4/24/17  
Date



EXCELLENCE • INTEGRITY • ACCOUNTABILITY • SERVICE

OFFICE OF THE VICE CHANCELLOR FOR FINANCE & ADMINISTRATION

April 28, 2017

Rodney A. Ellis, Ed.D.  
Chancellor  
Southern University at Shreveport  
3050 Martin Luther King Jr. Dr.  
Shreveport, La 71107

**Ref: Fee Increase Request**

Dear Dr. Ellis:

In April 2017, the student body voted to increase three existing student fees and to establish a new transportation fee. The attached letter indicates the voting results. Based upon these results, Table 1 below depicts the potential revenue that will be generated during the upcoming fiscal year.

Southern University at Shreveport currently assesses to students a university support fee and a university maintenance fee in the amount of \$90 each. These fees were authorized under HB 152 Broadwater Act in 2015. The university has the option to add additional fees or increase fees up to 10%. As such, this request comes seeking approval to increase these two fees by \$27 each for a total fee increase of \$54 for a full-time student. This fee increase will allow the university to remain competitive and to cover increased operational costs. Table 2 below depicts the potential revenue that will be generated during the upcoming fiscal year.

The additional cost to each student will be an additional \$68 each semester. This additional cost has been reviewed and compared to Bossier Parish Community College to ensure the total tuition and fees remain lower. Table 3 below depicts the comparison between both colleges.

3050 Martin Luther King Drive • Shreveport, Louisiana 71107  
318.670.6000 OR 800.458.1472 • (318) 670-6302 • FAX: (318) 670-6330  
[www.susla.edu](http://www.susla.edu)

*"An Equal Opportunity Employer By Choice, Regardless of Race, Color, Creed, Sex, Disability Or Veteran Status"*

Table 1: Student Self-Assessed Fees

Fee Name	Fee purpose	New or Increase	Fee Amount	Student base**	Potential revenue
Transportation Fee	To expand transportation services to include additional routes from SUSLA metro campus to downtown parking areas and the main campus.	New	\$5 per student	3,589	17,945
Student Government Fee	To fully cover the costss related to the Office of Student Activities and Services and provide expanded support for the student initiatives coordinated by this office.	Increase	\$5 per student	3589	17,945
Intramural Sports Fee	Supplement the budget of Intramural Sports to expand student recreational and club sporting games offered on campus	Increase	\$2 per student	3589	7,178
Athletic Fee	Supplement the budget of the SUSLA athletic team, expand the student experience during athletic events, and provide greater community access to student athletic and auxiliary services.	Increase	\$2 per student	3589	7,178
<p>** Based upon student enrollment for Fall 2016 and Spring 2017 and excludes Connect and Dual Enrollment students</p>					

Table 2: Broadwater Act Fee Increase

Fee Title	Fee Increase Amount	Student Base **	Potential Revenue
University Support Fee	\$27 per student	4,488	121,176
University Maintenance Fee	\$27 per student	4,488	121,176
<p>** Based upon student enrollment for Fall 2016 and Spring 2017 and excludes Dual Enrollment students</p>			

Table 3: Tuition and Fee comparison to Bossier Parish Community College

University	Proposed SUSLA	BPCC*	Over/(Under) BPCC
Full-time Tuition and Fee Rate	2,066.00	2,141.52	(75.52)
*Information obtained from BPCC website for 12 credit hours			

Total Potential Revenue for FY 17-18                      \$292,598

Sincerely,



Mrs. Brandy Jacobsen  
Chief Finance Officer

BJ/lw





April 20, 2017

Dr. Melva Williams  
Vice Chancellor of Student Affairs and Enrollment Management  
Southern University at Shreveport  
3050 Martin Luther King, Jr. Drive  
Shreveport, LA 71107

Dear Dr. Williams,

The Student Government Association request that the following item be submitted for administrative approval and consideration by the Southern University Board of Supervisors at the regularly scheduled meeting.

Southern University at Shreveport placed the following referendums on the Spring 2017 General Election Ballot relating to new and revised student fees. They are as follows:

***Ballot Item 1:***

*Expand transportation services to include additional routes from SUSLA metro campus to downtown parking areas and to the SUSLA main campus. The objective is to eliminate or reduce student walking at the downtown campus and to insure students have convenient access to all SUSLA campuses. (\$5.00 Fee)*

*Yes or No*

Resulting in a confirmation of 24 to 8 favorable to include additional routes from SUSLA metro campus to downtown parking areas and to the SUSLA main campus.

***Ballot Item 2:***

*Increase the Student Government Association fee in the amount of \$5.00 to fully cover the costs related to the Office of Student Activities and Services and provide expanded support for the student initiatives coordinated by this office.*

*Yes or No*

Resulting in a confirmation of 21 to 11 favorable to increase the Student Government Association fee in the amount \$5.00 to fully cover the costs related to the Office of Student Activities and Services and provide expanded support for the student initiatives coordinated by this office

***Ballot Item 3:***

*Supplement the budget of Intramural Sports to expand student recreational and club sporting games offered on campus (i.e. Student soccer, softball, volleyball, etc...). (\$2.00 Fee)*

*Yes or No*

Resulting in a confirmation of 19 to 13 favorable to supplement the budget of Intramural Sports to expand student recreational and club sporting games offered on campus (i.e. Student soccer, softball, volleyball, etc.)

**Ballot Item 4:**

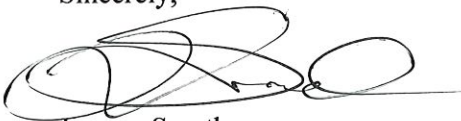
*Supplement the budget of the SUSLA athletic team, expand the student experience during athletic events (e.g., women's and men's basketball games), and provide greater community access to student athletic and auxiliary services. (\$2.00 Fee)*

*Yes or No*

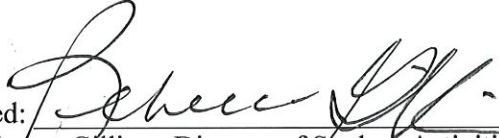
Resulting in a confirmation of 21 to 11 favorable to supplement the budget of the SUSLA athletic team, expand the student experience during athletic events (e.g., women's and men's basketball games), and provide greater community access to student athletic and auxiliary services.

We require action on these items to begin Fall of 2017. Your consideration is greatly appreciated.

Sincerely,



Jermey Smothers  
President, SGA 2016-2017

Approved:   
Mrs. Rebecca Gilliam, Director of Student Activities

Approved:    
Mr. Major Brock, Assistant Vice Chancellor of Student Success

Approved:   
Mrs. Brandy Jacobsen, Chief Financial Officer

Approved:   
Dr. Rodney Ellis, Chancellor

**Southern University System**  
**Comparison of Actual Expenditures to Budgeted Amounts**  
**For Fiscal Year Ending June 30, 2017**  
**As of April 30, 2017**

	Actual as of 4/30/2017	Projected	Total FY 2016-17	Budget as of 4/30/2017	Actual as % of Budget	Over (Under) Budget
<b>Revenues</b>						
General Fund Direct	\$36,537,757	\$6,458,406	\$42,996,163	\$42,996,163	85.0%	\$-00
Statutory Dedicated	1,848,964	3,116,652	4,965,616	4,965,616	37.2%	0
Funds Due From BOR						
Federal	1,822,756	1,831,453	3,654,209	3,654,209	49.9%	0
<b>Self Generated</b>						
Tuition - Fall 2016	30,749,465	364,632	31,114,096	32,289,243	95.2%	(1,175,147)
Tuition - Spring 2017	28,097,532	209,628	28,307,160	30,312,335	92.7%	(2,005,175)
Tuition - Summer	1,888,894	2,182,851	4,071,745	3,637,938	51.9%	433,807
Out-of-State Fees	7,887,026	223,626	8,110,652	7,303,013	108.0%	807,639
Other	6,147,402	3,325,732	9,473,134	9,294,306	66.1%	178,828
InterAgency Transfer	2,692,256	968,338	3,660,594	3,660,594	73.5%	0
<b>Total Revenues</b>	<b>\$117,672,052</b>	<b>\$18,681,318</b>	<b>\$136,353,370</b>	<b>\$138,113,417</b>	<b>85.2%</b>	<b>\$(1,760,047)</b>
<b>Expenditures by Object</b>						
Salaries	\$55,663,722	\$11,312,785	\$66,976,507	\$68,128,686	81.7%	\$(1,152,179)
Other Compensation	210,162	108,815	318,977	318,977	65.9%	0
Related Benefits	23,851,858	6,448,734	30,300,592	30,691,582	77.7%	(390,990)
<b>Total Personal Services</b>	<b>\$79,725,742</b>	<b>\$17,870,334</b>	<b>\$97,596,076</b>	<b>\$99,139,245</b>	<b>80.4%</b>	<b>\$(1,543,170)</b>
<b>Travel</b>	<b>\$450,897</b>	<b>\$435,542</b>	<b>\$886,439</b>	<b>\$886,439</b>	<b>50.9%</b>	<b>\$0</b>
Operating Services	10,794,497	3,765,217	14,559,715	14,528,949	74.3%	\$30,766
Supplies	936,713	678,810	1,615,523	1,750,213	53.5%	(134,690)
<b>Total Operating Expenses</b>	<b>\$11,731,210</b>	<b>\$4,444,028</b>	<b>\$16,175,238</b>	<b>\$16,279,162</b>	<b>72.1%</b>	<b>\$(103,924)</b>
Professional Services	1,375,294	564,276	1,939,570	1,978,821	69.5%	(39,251)
Other Charges	2,125,625	3,906,100	6,031,725	6,259,590	34.0%	(227,865)
Debt Services						
Interagency Transfers	5,603,140	955,836	6,558,976	6,558,976	85.4%	0
<b>Total Other Charges</b>	<b>\$9,104,059</b>	<b>\$5,426,212</b>	<b>\$14,530,271</b>	<b>\$14,797,387</b>	<b>61.5%</b>	<b>\$(267,116)</b>
General Acquisitions	297,777	134,263	432,040	470,296	63.3%	(38,256)
Library Acquisitions	313,236	124,413	437,649	437,649	71.6%	0
Major Repairs	100,000	0	100,000	100,000	100.0%	0
<b>Total Acquist. &amp; Major Repairs</b>	<b>\$711,013</b>	<b>\$258,676</b>	<b>\$969,689</b>	<b>\$1,007,945</b>	<b>70.5%</b>	<b>\$(38,256)</b>
<b>Scholarships</b>	<b>\$5,860,645</b>	<b>\$335,012</b>	<b>\$6,195,657</b>	<b>\$6,003,239</b>	<b>97.6%</b>	<b>\$192,418</b>
<b>Total Expenditures</b>	<b>\$107,583,565</b>	<b>\$28,769,804</b>	<b>\$136,353,370</b>	<b>\$138,113,417</b>	<b>77.9%</b>	<b>\$(1,760,047)</b>

**Southern University Board and System Administration**  
**Comparison of Actual Expenditures to Budgeted Amounts**  
**For Fiscal Year Ending June 30, 2017**  
**As of April 30, 2017**

	Actual as of 4/30/2017	Projected	Total FY 2016-17	Budget as of 4/30/2017	Actual as % of Budget	Over (Under) Budget
<b>Revenues</b>						
General Fund Direct	\$2,910,717		\$2,910,717	\$2,910,717	100.0%	\$-00
Statutory Dedicated						
Funds Due To/ From Mgmt						
Federal						
<b>Self Generated</b>						
Tuition - Fall 2016						
Tuition - Spring 2017						
Tuition - Summer						
Out-of-State Fees						
Other						
InterAgency Transfer						
<b>Total Revenues</b>	<b>\$2,910,717</b>	<b>\$-00</b>	<b>\$2,910,717</b>	<b>\$2,910,717</b>	<b>100.0%</b>	<b>\$0</b>
<b>Expenditures by Object</b>						
Salaries	\$902,040	\$262,932	\$1,164,972	\$1,164,972	77.4%	0
Other Compensation	43,333	8,667	52,000	52,000	83.3%	0
Related Benefits	275,545	343,210	618,755	618,755	44.5%	0
<b>Total Personal Services</b>	<b>\$1,220,918</b>	<b>\$614,809</b>	<b>\$1,835,727</b>	<b>\$1,835,727</b>	<b>66.5%</b>	<b>\$0</b>
<b>Travel</b>	<b>\$62,666</b>	<b>\$96,334</b>	<b>\$159,000</b>	<b>\$159,000</b>	<b>39.4%</b>	<b>\$0</b>
Operating Services	132,435	104,228	236,663	236,663	56.0%	0
Supplies	28,876	54,407	83,283	83,283	34.7%	0
<b>Total Operating Expenses</b>	<b>\$161,311</b>	<b>\$158,635</b>	<b>\$319,946</b>	<b>\$319,946</b>	<b>50.4%</b>	<b>\$0</b>
Professional Services	5,500	60,000	65,500	65,500	8.4%	0
Other Charges	422	300,422	300,844	300,844	0.1%	0
Debt Services						
Interagency Transfers						0
<b>Total Other Charges</b>	<b>\$5,922</b>	<b>\$360,422</b>	<b>\$366,344</b>	<b>\$366,344</b>	<b>1.6%</b>	<b>\$0</b>
General Acquisitions	195,733	33,967	229,700	229,700	85.2%	0
Library Acquisitions						
Major Repairs						
<b>Total Acquist. &amp; Major Repairs</b>	<b>195,733</b>	<b>33,967</b>	<b>229,700</b>	<b>229,700</b>	<b>85.2%</b>	<b>\$0</b>
<b>Scholarships</b>						
<b>Total Expenditures</b>	<b>\$1,646,550</b>	<b>\$1,264,167</b>	<b>\$2,910,717</b>	<b>\$2,910,717</b>	<b>56.6%</b>	<b>\$0</b>



**Southern University - Baton Rouge**  
**Comparison of Actual Expenditures to Budgeted Amounts**  
**For Fiscal Year Ending June 30, 2017**  
**As of April 30, 2017**

	Actual as of 4/30/2017	Projected	Total FY 2016-17	Budget as of 4/30/2017	Actual as % of Budget	Over (Under) Budget
<b>Revenues</b>						
General Fund Direct	\$17,359,398	\$3,284,438	\$20,643,836	\$20,643,836	84.1%	\$-00
Statutory Dedicated	478,524	1,482,885	1,961,409	1,961,409	24.4%	0
Funds Due From Mgmt or BOR						
Federal						
<b>Self Generated</b>						
Tuition - Fall 2016	18,045,085	364,632	18,409,716	18,726,888	96.4%	(317,172)
Tuition - Spring 2017	16,089,913	209,628	16,299,541	17,469,984	92.1%	(1,170,443)
Tuition - Summer	1,115,507	1,252,431	2,367,938	2,367,938	47.1%	0
Out-of-State Fees	4,960,651	86,862	5,047,513	4,810,043	103.1%	237,470
Other	4,420,645	2,804,465	7,225,110	7,225,110	61.2%	0
InterAgency Transfer	2,692,256	968,338	3,660,594	3,660,594	73.5%	0
<b>Total Revenues</b>	<b>\$65,161,979</b>	<b>\$10,453,679</b>	<b>\$75,615,658</b>	<b>\$76,865,802</b>	<b>84.8%</b>	<b>\$(1,250,144)</b>
<b>Expenditures by Object</b>						
Salaries	\$31,031,225	\$4,313,764	\$35,344,989	\$36,305,482	85.5%	\$(960,493)
Other Compensation	125,329	88,148	213,477	213,477	58.7%	0
Related Benefits	14,528,321	2,301,163	16,829,484	17,189,669	84.5%	(360,185)
<b>Total Personal Services</b>	<b>\$45,684,875</b>	<b>\$6,703,075</b>	<b>\$52,387,950</b>	<b>\$53,708,628</b>	<b>85.1%</b>	<b>\$(1,320,679)</b>
<b>Travel</b>	<b>\$90,985</b>	<b>\$136,015</b>	<b>\$227,000</b>	<b>\$227,000</b>	<b>40.1%</b>	<b>\$0</b>
Operating Services	5,153,413	3,023,076	8,176,490	8,145,724	63.3%	30,766
Supplies	602,082	299,479	901,561	901,561	66.8%	0
<b>Total Operating Expenses</b>	<b>\$5,755,495</b>	<b>\$3,322,556</b>	<b>\$9,078,051</b>	<b>\$9,047,285</b>	<b>63.6%</b>	<b>\$30,766</b>
Professional Services	1,093,392	0.00	1,093,392	1,093,392	100.0%	0
Other Charges	1,017,281	2,472,890	3,490,171	3,490,171	29.1%	0
Debt Services	0	0				
Interagency Transfers	2,913,256	720,020	3,633,276	3,633,276	80.2%	0
<b>Total Other Charges</b>	<b>\$5,023,929</b>	<b>\$3,192,910</b>	<b>\$8,216,839</b>	<b>\$8,216,839</b>	<b>61.1%</b>	<b>\$0</b>
General Acquisitions	43,532	(30,766)	12,766	43,532	100.0%	(30,766)
Library Acquisitions	126,952	10,697	137,649	137,649	92.2%	0
Major Repairs	0	0				
<b>Total Acquist. &amp; Major Repairs</b>	<b>\$170,484</b>	<b>\$(20,069)</b>	<b>\$150,415</b>	<b>\$181,181</b>	<b>94.1%</b>	<b>\$(30,766)</b>
<b>Scholarships</b>	<b>\$5,255,403</b>	<b>\$300,000</b>	<b>\$5,555,403</b>	<b>\$5,484,869</b>	<b>95.8%</b>	<b>\$70,534</b>
<b>Total Expenditures</b>	<b>\$61,981,170</b>	<b>\$13,634,487</b>	<b>\$75,615,658</b>	<b>\$76,865,802</b>	<b>80.6%</b>	<b>\$(1,250,144)</b>

Southern University Law Center  
Comparison of Actual Expenditures to Budgeted Amounts  
For Fiscal Year Ending June 30, 2017  
As of April 30, 2017

	Actual as of 4/30/2017	Projected	Total FY 2016-17	Budget as of 4/30/2017	Actual as % of Budget	Over (Under) Budget
<b>Revenues</b>						
General Fund Direct	\$3,324,679	\$609,466	\$3,934,145	\$3,934,145	84.5%	\$-00
Statutory Dedicated	\$51,613	162,516	214,129	214,129	24.1%	0
Funds Due From Mgmt or BOR						
Federal						
<b>Self Generated</b>						
Tuition - Fall 2016	\$3,085,033	0	3,085,033	3,385,607	91.1%	\$(300,574)
Tuition - Spring 2017	\$2,914,415	0	2,914,415	3,134,362	93.0%	(219,947)
Tuition - Summer	\$249,580	450,420	700,000	700,000	35.7%	0
Out-of-State Fees	\$1,208,730	72,764	1,281,494	1,281,494	94.3%	0
Other	\$1,196,638	146,267	1,342,905	822,384	145.5%	520,521
InterAgency Transfer						
<b>Total Revenues</b>	<b>\$12,030,688</b>	<b>\$1,441,433</b>	<b>\$13,472,121</b>	<b>\$13,472,121</b>	<b>89.3%</b>	<b>\$0</b>
<b>Expenditures by Object</b>						
Salaries	\$6,183,845	\$1,133,143	\$7,316,988	\$7,316,988	84.5%	\$0
Other Compensation						
Related Benefits	1,875,842	838,234	2,714,076	2,714,076	69.1%	0
<b>Total Personal Services</b>	<b>\$8,059,687</b>	<b>\$1,971,377</b>	<b>\$10,031,064</b>	<b>\$10,031,064</b>	<b>80.3%</b>	<b>\$0</b>
<b>Travel</b>	<b>\$116,716</b>	<b>\$33,284</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>77.8%</b>	<b>\$0</b>
Operating Services	1,490,870	52,859	1,543,729	1,543,729	96.6%	0
Supplies	48,863	51,137	100,000	100,000	48.9%	0
<b>Total Operating Expenses</b>	<b>\$1,539,733</b>	<b>\$103,996</b>	<b>\$1,643,729</b>	<b>\$1,643,729</b>	<b>93.7%</b>	<b>\$0</b>
Professional Services	132,868	420,028	552,896	605,291	22.0%	(52,395)
Other Charges	133,517	116,306	249,823	249,823	53.4%	0
Debt Services						
Interagency Transfers	196,986	65,228	262,214	262,214	75.1%	0
<b>Total Other Charges</b>	<b>\$463,371</b>	<b>\$601,562</b>	<b>\$1,064,933</b>	<b>\$1,117,328</b>	<b>41.5%</b>	<b>(\$52,395)</b>
General Acquisitions						
Library Acquisitions	\$186,284	113,716	300,000	300,000	62.1%	0
Major Repairs						
<b>Total Acquist. &amp; Major Repairs</b>	<b>\$186,284</b>	<b>\$113,716</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>62.1%</b>	<b>\$0</b>
<b>Scholarships</b>	<b>\$282,395</b>	<b>\$-00</b>	<b>\$282,395</b>	<b>\$230,000</b>	<b>122.8%</b>	<b>\$52,395</b>
<b>Total Expenditures</b>	<b>\$10,648,186</b>	<b>\$2,823,935</b>	<b>\$13,472,121</b>	<b>\$13,472,121</b>	<b>79.0%</b>	<b>\$0</b>

Southern University at New Orleans  
Comparison of Actual Expenditures to Budgeted Amounts  
For Fiscal Year Ending June 30, 2017  
As of April 30, 2017

	Actual as of 4/30/2017	Projected	Total FY 2016-17	Budget as of 4/30/2017	Actual as % of Budget	Over (Under) Budget
<b>Revenues</b>						
General Fund Direct	\$5,423,788	\$1,073,789	\$6,497,577	\$6,497,577	83.5%	\$-00
Statutory Dedicated	139,526	471,119	610,645	610,645	22.8%	0
Funds Due From Mgmt or BOR			0	0		
Federal			0	0		
<b>Self Generated</b>						
Tuition - Fall 2016	5,941,494		5,941,494	6,234,870	95.3%	(293,376)
Tuition - Spring 2017	5,796,050		5,796,050	5,967,599	97.1%	(171,549)
Tuition - Summer		300,000	300,000	300,000	0.0%	0
Out-of-State Fees	706,919	14,000	720,919	311,476	227.0%	409,443
Other	192,191	375,000	567,191	840,242	22.9%	(273,051)
InterAgency Transfer						
<b>Total Revenues</b>	<b>\$18,199,968</b>	<b>\$2,233,908</b>	<b>\$20,433,876</b>	<b>\$20,762,409</b>	<b>87.7%</b>	<b>\$(328,533)</b>
<b>Expenditures by Object</b>						
Salaries	\$8,741,221	\$2,180,883	\$10,922,104	\$10,922,104	80.0%	0
Other Compensation						
Related Benefits	3,529,336	1,385,030	4,914,366	4,914,366	71.8%	0
<b>Total Personal Services</b>	<b>\$12,270,557</b>	<b>\$3,565,913</b>	<b>15,836,470</b>	<b>15,836,470</b>	<b>77.5%</b>	<b>\$0</b>
<b>Travel</b>	<b>\$29,420</b>	<b>\$122,080</b>	<b>\$151,500</b>	<b>\$151,500</b>	<b>0.0%</b>	<b>\$0</b>
Operating Services	\$2,032,516	288,178	2,320,694	2,320,694	87.6%	0
Supplies	135,303	98,507	233,810	368,500	36.7%	\$(134,690)
<b>Total Operating Expenses</b>	<b>\$2,167,819</b>	<b>\$386,685</b>	<b>\$2,554,504</b>	<b>\$2,689,194</b>	<b>80.6%</b>	<b>\$(134,690)</b>
Professional Services	84,690	67,310	152,000	152,000	55.7%	0
Other Charges	799,990	333,237	1,133,227	1,361,092	58.8%	(227,865)
Debt Services						
Interagency Transfers	309,400	103,133	412,533	412,533	75.0%	0
<b>Total Other Charges</b>	<b>\$1,194,080</b>	<b>\$503,680</b>	<b>\$1,697,760</b>	<b>\$1,925,625</b>	<b>62.0%</b>	<b>\$(227,865)</b>
General Acquisitions	3,222	121,778	125,000	125,000	2.6%	0
Library Acquisitions						
Major Repairs						
<b>Total Acquist. &amp; Major Repairs</b>	<b>\$3,222</b>	<b>\$121,778</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>2.6%</b>	<b>\$-00</b>
<b>Scholarships</b>	<b>\$33,630</b>	<b>\$35,012</b>	<b>\$68,642</b>	<b>\$34,620</b>	<b>97.1%</b>	<b>\$34,022</b>
<b>Total Expenditures</b>	<b>\$15,698,728</b>	<b>\$4,735,148</b>	<b>\$20,433,876</b>	<b>\$20,762,409</b>	<b>75.6%</b>	<b>\$(328,533)</b>

Southern University at Shreveport  
Comparison of Actual Expenditures to Budgeted Amounts  
For Fiscal Year Ending June 30, 2017  
As of April 30, 2017

	Actual as of 4/30/2017	Projected	Total FY 2016-17	Budget as of 4/30/2017	Actual as % of Budget	Over (Under) Budget
<b>Revenues</b>						
General Fund Direct	\$4,690,203	\$932,333	\$5,622,536	\$5,622,536	83.4%	\$-00
Statutory Dedicated	51,242	149,416	200,658	200,658	25.5%	0
Funds Due From Mgmt or BOR						
Federal						
<b>Self Generated</b>						
Tuition - Fall 2016	3,677,853	0	3,677,853	3,941,878	93.3%	(264,025)
Tuition - Spring 2017	3,297,154	0	3,297,154	3,740,390	88.2%	(443,236)
Tuition - Summer	523,807	180,000	703,807	270,000	194.0%	433,807
Out-of-State Fees	1,010,726	50,000	1,060,726	900,000	112.3%	160,726
Other	337,928		337,928	406,570	83.1%	(68,642)
InterAgency Transfer						
<b>Total Revenues</b>	<b>\$13,588,913</b>	<b>\$1,311,749</b>	<b>\$14,900,662</b>	<b>\$15,082,032</b>	<b>90.1%</b>	<b>\$(181,370)</b>
<b>Expenditures by Object</b>						
Salaries	\$5,580,907	\$2,327,807	\$7,908,714	\$8,100,400	68.9%	\$(191,686)
Other Compensation						
Related Benefits	2,424,957	840,835	3,265,792	3,296,597	73.6%	(30,805)
<b>Total Personal Services</b>	<b>\$8,005,864</b>	<b>\$3,168,642</b>	<b>\$11,174,506</b>	<b>\$11,396,997</b>	<b>70.2%</b>	<b>\$(222,491)</b>
<b>Travel</b>	<b>\$26,114</b>	<b>\$17,586</b>	<b>\$43,700</b>	<b>\$43,700</b>	<b>59.8%</b>	<b>\$0</b>
Operating Services	1,620,217	90,347	1,710,564	1,710,564	94.7%	0
Supplies	40,594	139,887	180,481	180,481	22.5%	0
<b>Total Operating Expenses</b>	<b>\$1,660,811</b>	<b>\$230,234</b>	<b>\$1,891,045</b>	<b>\$1,891,045</b>	<b>87.8%</b>	<b>\$0</b>
Professional Services	54,144	0	54,144	41,000	132.1%	13,144
Other Charges	164,915	512,867	677,782	677,782	24.3%	0
Debt Services	0	0	0	0	0.0%	0
Interagency Transfers	734,492	39,016	773,508	773,508	95%	0
<b>Total Other Charges</b>	<b>\$953,551</b>	<b>\$551,883</b>	<b>\$1,505,434</b>	<b>\$1,492,290</b>	<b>63.9%</b>	<b>\$13,144</b>
General Acquisitions	510	0	510	8,000	6.4%	(7,490)
Library Acquisitions						
Major Repairs						
<b>Total Acquist. &amp; Major Repairs</b>	<b>\$510</b>	<b>\$-00</b>	<b>\$510</b>	<b>\$8,000</b>	<b>6.4%</b>	<b>\$(7,490)</b>
<b>Scholarships</b>	<b>\$285,467</b>	<b>\$-00</b>	<b>\$285,467</b>	<b>\$250,000</b>	<b>114.2%</b>	<b>\$35,467</b>
<b>Total Expenditures</b>	<b>\$10,932,317</b>	<b>\$3,968,345</b>	<b>\$14,900,662</b>	<b>\$15,082,032</b>	<b>72.5%</b>	<b>\$(181,370)</b>



Southern University Agricultural Research and Extension Center  
Comparison of Actual Expenditures to Budgeted Amounts  
For Fiscal Year Ending June 30, 2017  
As of April 30, 2017

	Actual as of 4/30/2017	Projected	Total FY 2016-17	Budget as of 4/30/2017	Actual as % of Budget	Over (Under) Budget
<b>Revenues</b>						
General Fund Direct	\$2,828,972	\$558,380	\$3,387,352	\$3,387,352	83.5%	\$-00
Statutory Dedicated	1,128,059	850,716	\$1,978,775	1,978,775	57.0%	0
Funds Due From Mgmt or BOR						0
Federal	1,822,756	1,831,453	\$3,654,209	3,654,209	49.9%	0
<b>Self Generated</b>						
Tuition - Fall 2016						
Tuition - Spring 2017						
Tuition - Summer						
Out-of-State Fees						
Other						
InterAgency Transfer						
<b>Total Revenues</b>	<b>\$5,779,787</b>	<b>\$3,240,549</b>	<b>\$9,020,336</b>	<b>\$9,020,336</b>	<b>64.1%</b>	<b>\$0</b>
<b>Expenditures by Object</b>						
Salaries	\$3,224,484	\$1,094,256	\$4,318,740	\$4,318,740	74.7%	0
Other Compensation	41,500	12,000	\$53,500	53,500	77.6%	0
Related Benefits	1,217,857	740,262	\$1,958,119	1,958,119	62.2%	0
<b>Total Personal Services</b>	<b>\$4,483,841</b>	<b>\$1,846,518</b>	<b>\$6,330,359</b>	<b>6,330,359</b>	<b>70.8%</b>	<b>\$0</b>
<b>Travel</b>	<b>\$124,996</b>	<b>\$30,243</b>	<b>\$155,239</b>	<b>\$155,239</b>	<b>80.5%</b>	<b>0</b>
Operating Services	365,046	206,529	571,575	571,575	63.9%	0
Supplies	80,995	35,393	116,388	116,388	69.6%	0
<b>Total Operating Expenses</b>	<b>\$446,041</b>	<b>\$241,922</b>	<b>\$687,963</b>	<b>\$687,963</b>	<b>64.8%</b>	<b>\$0</b>
Professional Services	4,700	16,938	\$21,638	21,638	21.7%	0
Other Charges	9,500	170,378	\$179,878	179,878	5.3%	0
Debt Services						
Interagency Transfers	1,449,006	28,439	\$1,477,445	1,477,445	98.1%	0
<b>Total Other Charges</b>	<b>\$1,463,206</b>	<b>\$215,755</b>	<b>\$1,678,961</b>	<b>\$1,678,961</b>	<b>87.1%</b>	<b>\$0</b>
General Acquisitions	54,780	9,284	\$64,064	64,064	85.5%	0
Library Acquisitions						
Major Repairs	100,000		\$100,000	100,000	100.0%	0
<b>Total Acquist. &amp; Major Repairs</b>	<b>\$154,780</b>	<b>\$9,284</b>	<b>\$164,064</b>	<b>\$164,064</b>	<b>94.3%</b>	<b>\$0</b>
<b>Scholarships</b>	<b>\$3,750</b>	<b>\$-00</b>	<b>\$3,750</b>	<b>\$3,750</b>	<b>100.0%</b>	<b>\$0</b>
<b>Total Expenditures</b>	<b>\$6,676,614</b>	<b>\$2,343,722</b>	<b>\$9,020,336</b>	<b>\$9,020,336</b>	<b>74.0%</b>	<b>\$0</b>

# Personnel Affairs Committee

# PERSONNEL AFFAIRS COMMITTEE

*(Following the Finance Committee)*

**Friday, May 12, 2017**

Board of Supervisors' Meeting Room  
2<sup>nd</sup> Floor J.S. Clark Administration Building  
Southern University and A&M College  
Baton Rouge, Louisiana 70813

## AGENDA

1. Call to Order and Invocation
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item
  - A. Request Approval of Comptroller's Office Restructuring, SUBR
  - B. Request Approval for Band Director and Assistant Directors Special Event Adjustment, SUBR
  - C. Approval of Personnel Action on Positions greater than \$60,000

<b>Name</b>	<b>Position/Campus</b>	<b>Salary</b>
<b>NEW APPOINTMENTS</b>		
1. Albertha Lawson	Associate Professor Salary Correction, SUBR	<b>\$79,000</b>
2. Sheila Duplechain	System Director of Institutional Research & Data Governance New Appointment/Title Change, SUS	<b>\$98,500</b>
3. Huey Lawson	Interim Director of Title III, New Appointment, SUBR	<b>\$83,000</b>
4. Monica Mealie	Associate Vice Chancellor for Financial Operations/Comptroller New Appointment, SUBR (Executive Session may be required)	<b>\$100,000</b>
5. Cary Clark-Hollins	Associate Comptroller for Financial Accounting New Appointment, SUBR	<b>\$70,000</b>
6. Famika Sargent	Associate Comptroller/Sponsored Program Activity, Policy Development and Compliance Operations, SUBR	<b>\$69,000</b>

D. Approval of Leaves of Absence

1. Francis K. Danquah, SUBR (medical leave)
2. Morgan Hilliard, SUBR (military deployment)

6. Other Business

7. Adjournment

**MEMBERS**

Atty. Patrick Magee—Chair, Rev. Joe R. Gant, Jr.—Vice Chair,  
Atty. Tony Clayton, Dr. Curman L. Gaines, Rev. Donald R. Henry, Dr. Leon R. Tarver II,  
Mrs. Ann A. Smith- Ex Officio





Southern University Department of Bands  
P.O. Box 9621 Baton Rouge, LA 70813  
Phone: (225) 771-3528 Fax: (225) 771-4075  
www.humanjukeboxonline.com  
nathan\_haymer@subr.edu

Tuesday, May 2, 2017

M. Christopher Brown, Ph.D.  
Executive Vice President/Provost  
CAMPUS

Dear Dr. Brown,

This letter serves as a request for a special adjustment for the Southern University Band Staff from the Bayou Classic Battle of the Bands (BCBOTB) proceeds. The reason that the band staff is paid a yearly adjustment is because the salaries pale in comparison to that of Grambling and many other HBCU band staffs in general. Historically, this adjustment has been paid through SU Athletics, but this year the funds were placed in the Southern University System Foundation. The SU Band has never received any proceeds from the BCBOTB and I am hoping that this matter can be resolved soon. I am requesting payment for the following members of the SU Band Staff:

*Garrett Edgerson, (S00017014), Videographer \$1,500.00*  
*Lorenzo Hart, (S00019705), Percussion Instructor-\$5,000.00*  
*Brian Simmons, (S01424044), Assistant Director of Bands -\$5,000.00*  
*Kedric Taylor, (S01510185), Assistant Director of Bands-\$5,000.00*  
*Nathan B. Haymer (S00019239), Director of Bands-\$7,000.00*  
Total Amount of Bayou Classic Battle of the Bands Revenue for Salaries: \$23,500.00

Marching for a Purpose,

Nathan B. Haymer  
Director of Bands

5/4/2017  
M. Christopher Brown, Ph.D., Executive Vice-President/Provost

5/5/2017  
Ray L. Belton, Ph.D., President-Chancellor Southern University System

Vice Chancellor for Finance and Administration  
Post Office Box 9212  
Baton Rouge, LA 70813  
Fax: 225 771-2018  
Office: 225 771-5021

RECEIVED  
OFFICE OF THE  
PRESIDENT-CHANCELLOR  
2017 APR 28 PM 4: 54  
SOUTHERN UNIVERSITY  
SYSTEM

April 28, 2017

Dr. Ray L. Belton  
President-Chancellor  
Southern University System  
Baton Rouge, LA 70813

**RE: COMPTROLLER'S OFFICE RESTRUCTURING**

Dear Dr. Belton:

The purpose of this correspondence is to request your consideration and approval relative to a reorganization of supervisory positions within the Comptroller's Office.

As you are aware, the Comptroller's Office sustained a serious blow in leadership with the untimely death of our former Comptroller, Mr. Mark Trepagnier, during the previous Christmas holiday. Mr. Trepagnier was an experienced department head who served with professionalism and integrity during his employment with the Southern University - Baton Rouge campus (SUBR).

Unfortunately, my office has conducted two unsuccessful searches to find his replacement. We have interviewed several candidates, however, none of them possessed the combination of supervisory experience, educational credentials, and knowledge of governmental accounting that we were seeking.

After the last search, we began to review an organizational structure that had been previously used at SUBR. We are proposing to combine the position of Comptroller with the existing position of Associate Vice Chancellor of Finance.

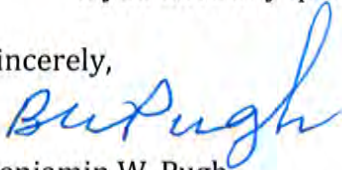
Additionally, we would create a position of Associate Comptroller for Financial Operations that when paired with the existing vacant position of Associate Comptroller for Sponsored Program Accounting, Policy Development and Compliance Operations would report directly to the Associate Vice-Chancellor for Financial Operations and Comptroller.

It is my goal to improve three important areas within the Comptroller's Office; customer service, timeliness and accuracy of financial reporting, and staff development. It is my belief that individuals identified to fill these critical positions possess the required skill levels to accomplish these previously delineated goals. My office is in the process of preparing EPAFs should this request meet your approval.

Mr. Flandus McClinton has reviewed the updated job descriptions and revised organizational structure and indicated his support.

If you have any questions or concerns, please feel free to call.

Sincerely,



Benjamin W. Pugh

VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

cc: Flandus McClinton, System Vice President for Finance and Business Affairs  
Lester Pourciau, System Vice President for Human Resources

APPROVED: \_\_\_\_\_



Ray L. Belton, Ph.D., President- Chancellor

Comptroller Office  
Proposed Restructure as of 5/05/2017  
Schedule of Salaries  
FY 2017

Name of Employee	Position	Budgeted Salary	Proposed Salary	Adjustment to Budget
Monica Mealie	Associate Vice Chancellor of Financial Operations / Comptroller	89,050.00	100,000.00	(10,950.00)
Vacant	Comptroller	85,000.00	-	85,000.00
Vacant	Associate Comptroller / Accounting	-	70,000.00	(70,000.00)
Vacant	Associate Comptroller / Sponsored Program Activity, Policy Development and Compliance Operations	65,359.92	69,000.00	(3,640.08)
<b>Total Budget Adjustment</b>		<b>239,409.92</b>	<b>239,000.00</b>	<b>409.92</b>

Notes:

Need to reestablish the Associate Comptroller of Accounting Position

**Candidates that Applied for Comptroller Position / Interviewed for Possible fit as Associate Comptroller**

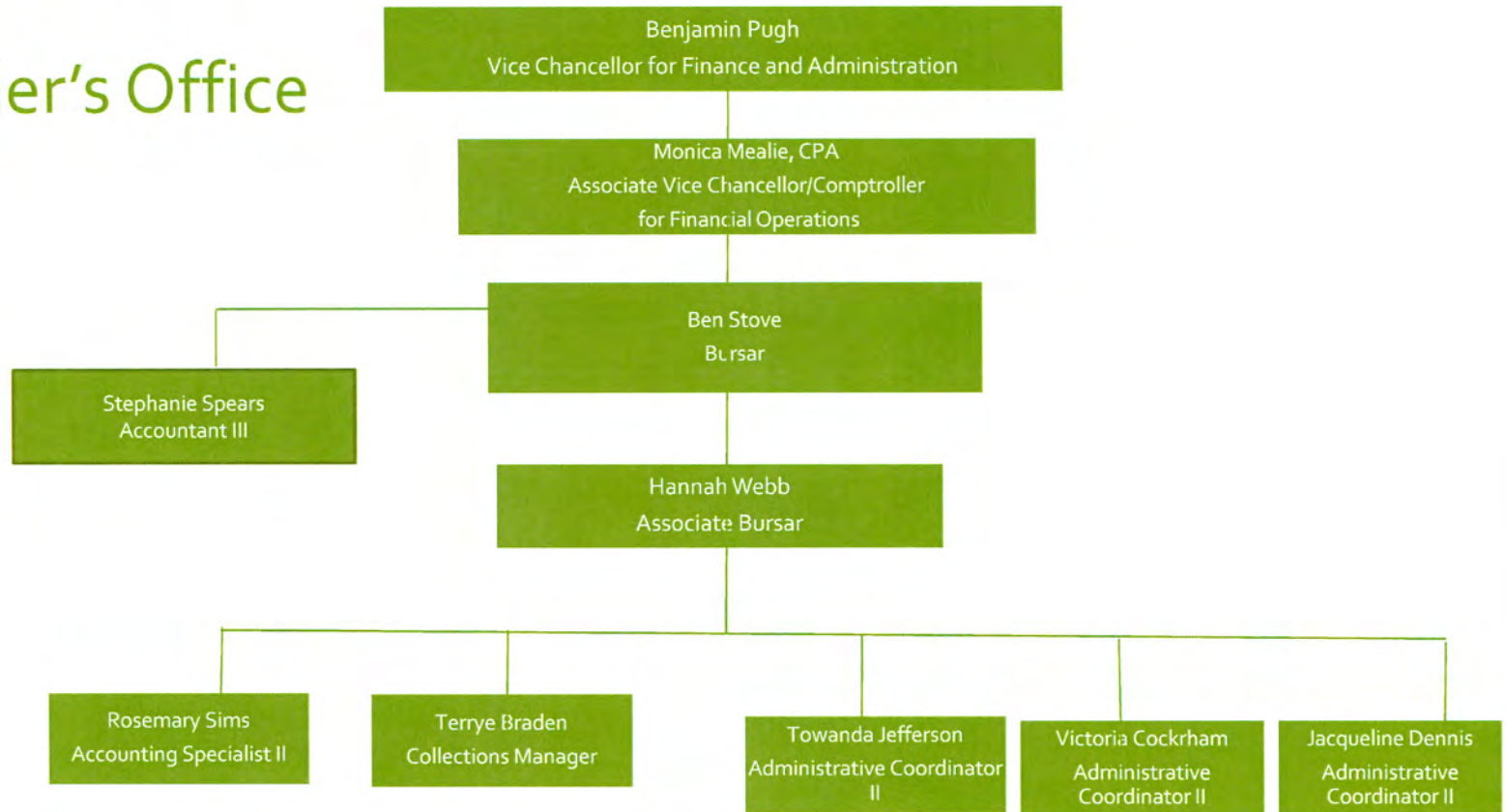
Famika Sargent

Keep all unfunded positions in budget



# Comptroller's Office

## Bursar's Office





# Comptroller's Office

Financial Accounting and Disbursement Operations

Benjamin Pugh  
Vice Chancellor for Finance and Administration

Monica Mealie, CPA  
Associate Vice Chancellor for Financial Operations/Comptroller

Jacki Johnson  
Administrative Assistant 4

Vacant  
Associate Comptroller Financial Operations

Cary Clark-Hollins  
Accountant Manager II

Rosie Taylor  
Chief Disbursement Officer

Vacant  
Accountant Supervisor II

General Accounting

Travel & LaCarte

Reconciliations

Accounts Payable & Check Release

Payroll

Vacant Accountant III

Linda Wilkins  
Accountant Supervisor I

Tina Hollins  
Audit Supervisor

Gloria Jones  
Accounting Specialist I I

Pat Coleman  
Accountant II

Vacant Accountant II

Treasure Hart  
Accountant I

Zanderla Walker  
Accounting Specialist I

Donovan Jones  
Administrative Coordinator II

LaEtitica Joseph  
Accountant II

Vacant / Accountant II

Vacant  
Accounting Specialist I

Ola Ali-Balogun  
Accounting Technician

Latrice Ferguson  
Accountant Tech

Vacant  
Administrative Coordinator (WAE)

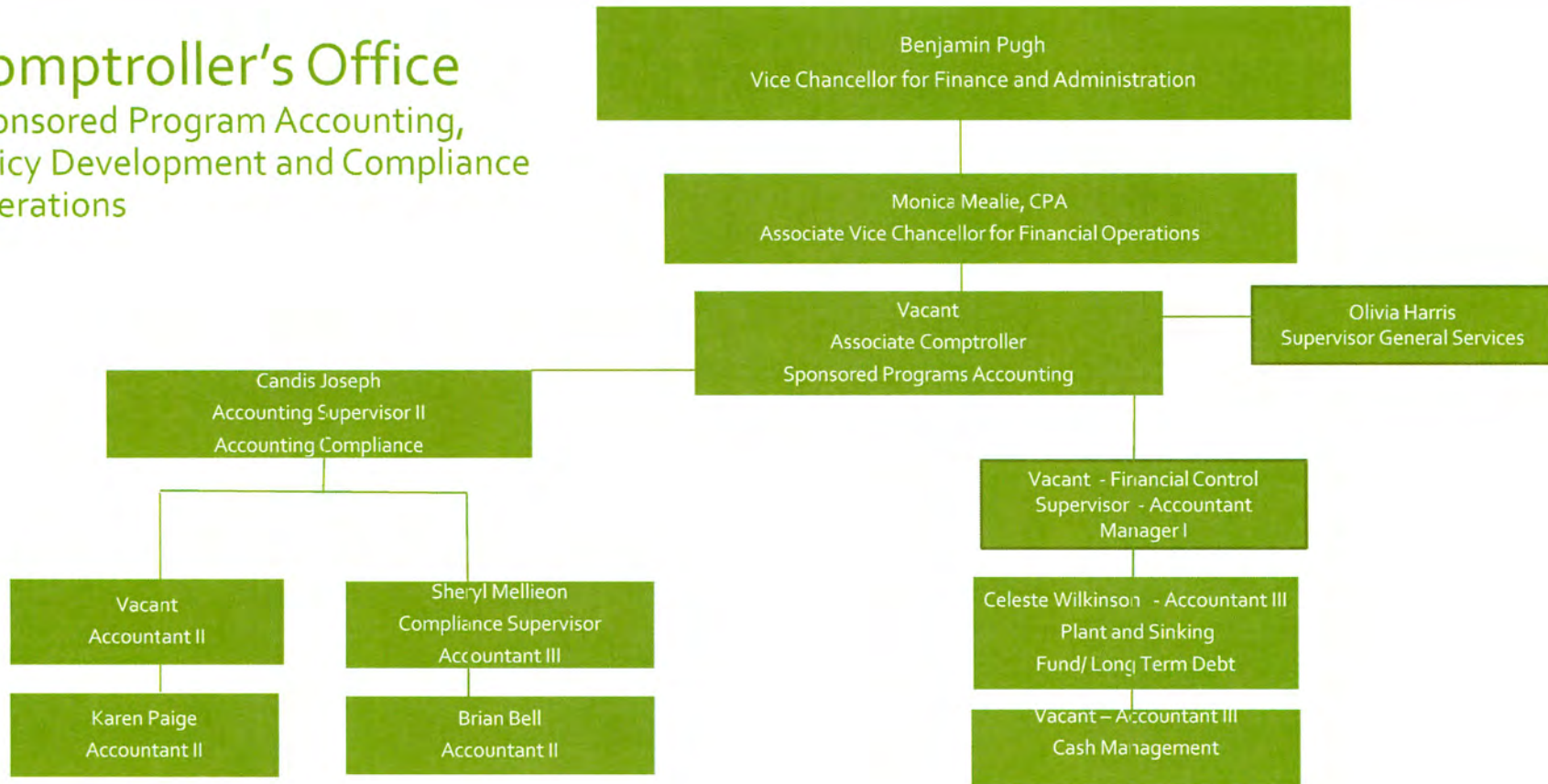
Lois Duncan  
Administrative Coordinator II

Cynthia Johnson  
Accounting Technician

Cheryl Chambliss  
Administrative Coordinator II

# Comptroller's Office

Sponsored Program Accounting,  
Policy Development and Compliance  
Operations





# SOUTHERN UNIVERSITY AT BATON ROUGE (SUBR) JOB DESCRIPTION

## ASSOCIATE COMPTROLLER FOR FINANCIAL ACCOUNTING

### GENERAL:

This senior management team member reports directly to the Associate Vice Chancellor for Financial Operations and Comptroller. The Associate Comptroller for Financial Accounting assumes the day-to-day operational responsibilities for the financial accounting for the SUBR Comptroller's Office.

The Associate Comptroller for Financial Accounting is responsible for the direct management of the financial accounting/reporting, budget management and travel management operations for SUBR.

The Associate Comptroller for Financial Accounting is responsible for fostering and delivering exceptional customer services to both internal and external university customers.

The Associate Comptroller for Financial Accounting is responsible for assisting with the preparation and review of the Southern University Annual Financial Statements, including the Management Discussion and Analysis, Note Disclosures and Schedules of Federal Financial Assistance. Provides assistance to auditors during the time they are performing their audit of the University's financial records.

The Associate Comptroller for Financial Accounting is responsible for coordinating the completion of the annual Integrated Postsecondary Education Data System (IPEDS) report, the quarterly accounts receivable report, the annual taxable fringe benefit report and other special reports requested from various federal, state, and local agencies.

The Associate Comptroller for Financial Accounting is responsible for providing management reports to the Board of Supervisors, President, System Vice Presidents, Chancellor, Vice Chancellor, and Associate Vice Chancellor for the purpose of making informed decisions regarding the fiscal affairs of the university.

The Associate Comptroller for Financial Accounting is responsible for providing a monthly task assignment management report to the Associate Vice Chancellor for Financial Operations and Comptroller for the purposes of reporting the current status of various tasks assigned and keeping the Associate Vice Chancellor informed of problems, concerns, needs, and accomplishments in his/her functional area within the Comptroller's Office.

The Associate Comptroller for Financial Accounting stays abreast of changes in the financial accounting/reporting areas and provides management with recommended policy and procedure modifications based on effectiveness evaluations. Develops accounting and administrative controls, policies and procedures to safeguard University assets and ensure fiscal and administrative objectives are met.

The Associate Comptroller for Financial Accounting is responsible for reviewing existing procedures and for recommending required modifications that will enable the general accounting to operate more effectively.

**SPECIFIC:**

1. Maintains fiscal accountability, including fiscal compliance and internal controls for SUBR.
2. Ensures controls are reasonable and ensures compliance with policy, and procedures governing the general accounting operations.
3. Serves as the functional system administrator for the financial accounting systems and ensures that system efficiency is optimized by monitoring audit controls, security, performance indicators, and data integrity.
4. Works collaboratively with the Associate Comptroller for Sponsored Program Activity, Policy Development, and Compliance Operations, the Chief Disbursement Officer and the Bursar Operations to ensure all operations of the Comptroller's Office run efficiently and all student, financial, operational, and reporting objectives are met.
5. Monitors system interfaces, ensuring that data fed within the systems are balanced, accepted, and properly posted in the financial records system.
6. Ensures that University assets are safeguarded and have been accounted for both fully and accurately.
7. Coordinates the establishment of financial reporting guidelines and timetables for SUBR's general accounting areas, which includes bank reconciliations.
8. Reviews all financial reporting requirements and principles and ensures all financial reports are prepared in accordance with generally accepted accounting principles and procedures as prescribed by the Governmental Accounting Standards Board (GASB) and in a format that meets the most recent reporting requirements of all regulatory and legislative mandates.
9. Develops and implements appropriate fiscal rules, policies and procedures; ensures that a current and updated Policies and Procedures Manual is maintained for the financial accounting operations staff. Reviews policy and procedures manual on a continuous basis and updates manual as operating procedures and requirements change.
10. Manages the preparation of budget forecasts to prevent and safeguard against deficit spending.

11. Ensures that travel guidelines are enforced and that funds for travel are disbursed in accordance with federal, state, and university policies and procedures.
12. Manages all accounting processes and ensures that all University vendors are paid within the prescribed timelines and in accordance with state and university policy and procedures.
13. Manages the LaCarte credit card program for small volume purchases.
14. Reconciles group insurance payments and deductions for all active and retired employees. Submit focus reports to Human Resource department each month reflecting payments and deductions for each enrolled participant. Submit cumulative group insurance report that agrees to the general ledger to Human Resource department each month showing all financial activity. Answers questions and inquiries and assist the Human Resource department and enrolled participants as needed.
15. Submits applicable reports to federal and state agencies according to prescribed regulations and timelines.
16. Interacts with federal, state, and private agencies in regard to fiscal matters affecting the University. Confers with internal, state, federal, investigative, and other external auditors during the time they are performing audits of the University as required by law and various regulations.
17. Reviews audit reports, findings, and recommendations and implement required corrective actions; formulates appropriate written responses to findings and recommendations; evaluates and enforces recommendations in a timely manner.
18. Makes special written reports and fiscal impact statements to management concerning problems in the area of financial accounting operations and makes recommendations for corrective action.
19. Coordinates the monthly and fiscal year end closing process within the accounting section.
20. Serves as a project team leader in the conceptualization and development of accounting systems and sub-subsystems. Coordinates the implementation of such systems after securing administrative approval.
21. Attends workshops, conferences and meetings as a university representative.
22. Sets priorities and delegates duties and responsibilities to supervisors in the financial accounting areas in accordance with proper internal control guidelines.
23. Coaches, counsels, and disciplines staff. Plans, monitors, and appraises job results. Conducts staff meetings and conferences with subordinates to discuss operating problems, organization, budgetary matters, technical problems, and the status of project completion. Coordinates staff training and development programs.



24. Manages the bank reconciliation process for all SUBR bank accounts and ensures that bank reconciliations are completed accurately and within the prescribed timelines.
25. Oversees the daily monitoring of bank deposits to ensure that adequate securities are pledged at all times to guarantee bank deposits in excess of the federal deposit insurance. Notifies management and bank if deficiencies exist. Recommends approval/disapproval to management regarding release of securities.
26. Makes recommendations regarding short term cash flow.
27. Performs other duties and responsibilities as assigned by the Associate Vice Chancellor for Financial Operations and Comptroller.

**SOUTHERN UNIVERSITY AT BATON ROUGE (SUBR)  
JOB DESCRIPTION**

**ASSOCIATE COMPTROLLER FOR SPONSORED PROGRAM  
ACTIVITY, POLICY DEVELOPMENT, AND COMPLIANCE  
OPERATIONS**

**GENERAL:**

This senior management team member reports directly to the Associate Vice Chancellor for Financial Operations. The Associate Comptroller for Sponsored Program Activity, Policy Development, and Compliance Operations assumes the day-to-day operational responsibilities for sponsored programs--post award activity, policy development, and compliance operations for the SUBR Comptroller's Office.

The Associate Comptroller for Sponsored Program Activity, Policy Development, and Compliance Operations is responsible for the direct supervision of the sponsored program, operational auditing, financial control, and records management operations for SUBR and for the formulation and development of new policy affecting the Comptroller's Office.

The Associate Comptroller for Sponsored Program Activity, Policy Development, and Compliance Operations is responsible for fostering and delivering exceptional customer services to both internal and external university customers.

The Associate Comptroller for Sponsored Program Activity, Policy Development, and Compliance Operations is responsible for assisting with the preparation of the Southern University Baton Rouge Campus Annual Financial Statements, including the Management Discussion and Analysis, Note Disclosures, and Schedules of Federal Financial Assistance. Assists auditors during the time they are performing their audit of the University's financial records.

The Associate Comptroller for Sponsored Program Activity, Policy Development, and Compliance Operations is responsible for providing management reports to the Board of Supervisors, President, System Vice Presidents, Chancellor, Vice Chancellor, and Associate Vice Chancellor for the purpose of making informed decisions regarding the fiscal affairs of the university.

The Associate Comptroller for Sponsored Program Activity, Policy Development, and Compliance Operations is responsible for providing a monthly task assignment management report to the Associate Vice Chancellor for Financial Operations for the purposes of reporting the current status of various tasks assigned and keeping the Associate Vice Chancellor informed of problems, concerns, needs, and accomplishments in his/her functional area within the Comptroller's Office.

The Associate Comptroller for Sponsored Program Activity, Policy Development, and Compliance Operations is responsible for completing the financial portion of the annual Fiscal Operations Report and Application to Participate (FISAP) according to agency specifications and within the prescribed timelines.

The Associate Comptroller for Sponsored Program Activity, Policy Development, and Compliance Operations stays abreast of changes in the sponsored program, operational audit, and financial control areas and provides management with recommended policy and procedure modifications based on effectiveness evaluations. Develops accounting and administrative controls to safeguard University assets and ensure fiscal and administrative objectives are met.

The Associate Comptroller for Sponsored Program Activity, Policy Development, and Compliance Operations is responsible for reviewing existing procedures and for recommending required modifications that will enable the sponsored program, operational audit, and financial control areas to operate more effectively.

**SPECIFIC:**

1. Maintains fiscal accountability, including fiscal compliance and internal controls for SUBR.
2. Maintains the University Chart-of-Accounts structure to ensure proper classification of accounting transactions to allow for accurate reporting and accountability as prescribed by the Governmental Accounting Standards Board (GASB), National Association of College and University Business Officers (NACUBO), and other regulatory agencies.
3. Ensures operational policies and procedures are complied with by various operating units within the Comptroller's Office.
4. Works collaboratively with the Associate Comptroller for Financial Accounting, Chief Disbursement Officer and the Bursar to ensure all operations of the Comptroller's Office run efficiently and all student, financial, operational, and reporting objectives are met.

5. Serves as the back-up functional system administrator for the financial accounting and human resource systems and ensures that system efficiency is optimized by monitoring audit controls, security, performance indicators, and data integrity.
6. Ensures that University assets are safeguarded and have been accounted for, both fully and accurately.
7. Coordinates the establishment of financial reporting guidelines and timetables for SUBR's sponsored program, operational auditing, financial control, and records management areas.
8. Reviews all financial reporting requirements and guidelines and ensures all financial reporting deliverables for sponsored programs are prepared in accordance with the terms and agreements of the award document and in the format prescribed by the awarding agency.
9. Ensures that all sponsored program reports are accurately submitted to the awarding agency within the timelines outlined in the award agreement or according to federal, state, local, or donor specified due dates.
10. Monitors the preprinted stock inventory (i.e. payroll checks, vendor checks, pay-in-vouchers, billing statements, direct deposit forms, etc) to ensure that sufficient inventory stock is on hand at all times. Establishes controls to determine the reorder point for all preprinted forms.
11. Maintains the university's investment portfolio. Responsible for the investment activities of the University which includes cash flow projections, working with investment bankers to ensure compliance with the investment policy and maintenance of related records and reporting.
12. Oversees the collection of past due invoices arising from grants, and sponsored program accounts.
13. Manages the records management and technology initiative function for the Comptroller's Office to ensure that controls are in place to preserve data integrity for all automated on-line systems; secures and controls daily input and output vouchers, documents, and reports.
14. Develops and implements appropriate fiscal rules, policies and procedures; ensures that a current and updated Policies and Procedures Manual is maintained for the sponsored program, operational auditing, financial control, and records management staff. Reviews policy and procedures manual on a continuous basis and updates manual as operating procedures and requirements change.
15. Manages the preparation of budget forecasts for agency and private grant accounts to prevent and safeguard against deficit spending.
16. Interacts with federal, state, and private agencies about fiscal matters affecting the University. Confers with internal, state, federal, investigative, and other external auditors during the time they are performing audits of the University as required by law and various regulations.

17. Reviews audit reports, findings, and recommendations and implement required corrective actions; formulates appropriate written responses to findings and recommendations; evaluates and enforces recommendations in a timely manner.
18. Makes special written reports and fiscal impact statements to management concerning problems in the area of sponsored programs, operational auditing and financial control and makes recommendations for corrective action.
19. Assists with the coordination of the monthly and fiscal year end closing process.
20. Serves as a project team leader in the conceptualization and development of accounting systems and sub-subsystems. Coordinates the implementation of such systems after securing administrative approval.
21. Attends workshops, conferences and meetings as a university representative.
22. Sets priorities and delegate duties and responsibilities to supervisors in the sponsored program, operational auditing, and records management areas in accordance with proper internal control guidelines.
23. Coaches, counsels, and disciplines staff. Plans, monitors, and appraises job results. Conducts staff meetings and conferences with subordinates to discuss operating problems, organization, budgetary matters, technical problems, and the status of project completion. Coordinates staff training and development programs.
24. Performs other duties and responsibilities as assigned by the Associate Vice Chancellor for Financial Operations.



## **Associate Vice Chancellor for Financial Operations/Comptroller**

### **GENERAL**

The **Associate Vice Chancellor for Financial Operations/Comptroller** reports to the Vice Chancellor for Finance and Administration and serves as the primary financial officer for the Baton Rouge Campus. The incumbent in this position is responsible for insuring fiscal accountability, efficiency and effectiveness of operations, and financial compliance with laws and regulations for the Baton Rouge Campus. In this capacity, the Associate Vice Chancellor for Financial Operations/Comptroller is responsible for coordinating campus wide financial activities for the Comptroller's and Purchasing Offices.

### **SPECIFIC**

Directs the financial operations for the Baton Rouge Campus which includes the Comptroller's Office and Purchasing Office.

Maintains an adequate internal control process that will provide reasonable assurance regarding the achievement of objectives and insure effectiveness and efficiency of operations, compliance with laws and regulations, and reliability of financial reporting.

Provides leadership in financial operations and serves as a member of the Vice Chancellor for Finance and Administration's Administrative Cabinet in a team effort with other members of the cabinet to facilitate the smooth flow of day-to-day operations.

Provides leadership in all phases of financial management to insure efficient and effective administration of financial activities. Acts as fiscal advisor to the Vice Chancellor for Finance and Administration. Reviews and updates existing policies and procedures to insure compliance with federal, state and university regulations.

Serves as primary fiscal advisor to the Vice Chancellor for Finance and Administration. Interprets the intent of university, state, federal and local policies and procedures. Interprets legal documents and contracts for compliance with state and federal laws and regulations. Reviews financial contracts and proposals to insure all financial requirements are submitted in the best interest of the Baton Rouge Campus. Enforces major fiscal policies and procedures that either directly or indirectly affect the Baton Rouge Campus.

Consults with internal, legislative, federal and other independent auditors regarding the financial operations and activities of the Baton Rouge Campus.

Coordinates and establishes job priorities for senior management staff. Delegate duties and responsibilities to senior management staff in accordance with internal control guidelines. Sets performance objectives. Monitor and appraises job results of senior management staff to insure successful accomplishment of objectives.

Maintains professional and technical knowledge by attending workshops, conferences and meetings, reviewing professional publications and establishing professional networks in the area of finance. Chairs and serves on official University committees.

Performs other duties and responsibilities as assigned by the Vice Chancellor for Finance and Administration.

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	2	F	9	6	7	1
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CAMPUS: SUS \_\_\_\_\_ SUBR X SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

EMPLOYMENT CATEGORY: 9-MONTH \_\_\_\_\_ x 12-MONTH \_\_\_\_\_ OTHER \_\_\_\_\_ (Specify) \_\_\_\_\_

<input checked="" type="checkbox"/> Academic	_____ Non-Academic	_____ Civil Service
_____ Temporary	_____ Part-time ( _____ % of Full Time)	_____ Restricted
<input checked="" type="checkbox"/> Tenured	_____ Undergraduate Student	_____ Job Appointment
_____ Tenured Track	_____ Graduate Assistant	_____ Probationary
_____ Other (Specify)	_____ Retiree Return To Work	_____ Permanent Status

**RECEIVED**  
OCT 17 2016  
Office of the Executive Vice President  
for Academic Affairs and Provost

Previous Employee SAME Reason Left \_\_\_\_\_  
Date Left \_\_\_\_\_ Salary Paid \_\_\_\_\_

**Profile of Person Recommended**

Length of Employment 07/01/2016 To 06/30/2017 & Continuing  
Effective Date 12/01/2016

Name Albertha Lawson SS# S02799004 Sex F Race\* B  
(Last 4 digits only)

Position Title: Associate Professor Department: SMED

Check One  Existing Position \*Visa Type (See Reverse Side): 

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\_\_\_\_\_ New Position Expiration Date: \_\_\_\_\_

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 33 (includes time at SU) Southern University Experience 8.5  
Degree(s): Type/Discipline (BA-Education): PhD - Education Administration Institution/Location (SU-Baton Rouge): University of New Orleans-New Orleans, La Year: 2011  
Masters - Applied Statistics The Ohio State University-Columbus, Ohio 1983  
BS-Mathematics/Physics Johnson C. Smith University- Charlotte, N C 1981

Current Employer SUBR

**Personnel Action**

Check One \_\_\_\_\_ New Appointment \_\_\_\_\_ Continuation \_\_\_\_\_ Sabbatical \_\_\_\_\_ Leave of Absence \_\_\_\_\_  
\_\_\_\_\_ Transfer \_\_\_\_\_ Replacement  Other (Specify) \_\_\_\_\_ Salary Adjustment \_\_\_\_\_

Recommended Salary 79,000 Salary Budgeted 79,000

Source of Funds State

Identify Budget: 21001-22488-61003-21000 Location \_\_\_\_\_  
Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Position \_\_\_\_\_  
Status \_\_\_\_\_  
Salary Adjustment 72,000 \_\_\_\_\_

Financial Aid signature (if, applicable): 79,000

List total funds currently paid this employee by Southern University:

\*See Reverse Side

Source of Funds	Amount

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] Date 10/14/16  
Vice Chancellor [Signature] Date 10/14/16  
Director/Personnel [Signature] Date 5/19/17  
President [Signature] Date 5/10/17

Dean/Unit Head \_\_\_\_\_ Date \_\_\_\_\_  
Chancellor [Signature] Date 4/25/17  
Vice President/Finance \_\_\_\_\_ Date \_\_\_\_\_  
Business Affairs/Comptroller \_\_\_\_\_ Date \_\_\_\_\_  
Chairman/S.U. Board of Supervisors \_\_\_\_\_ Date \_\_\_\_\_

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

**ETHNIC ORIGIN (Please check one):**

Hispanic or Latino  Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

**COMMENTS:**

Salary adjustment of \$7000

EMPLOYEE REGULAR WORK SCHEDULE: 8-5, M-F  
EMPLOYEE DIRECT SUPERVISOR: Dr. M. Diack  
SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-4466  
NUMBER OF EMPLOYEES SUPERVISED, (if any): NA

HR USE ONLY: STATUS (circle one):  EXEMPT  NON-EXEMPT

**GUIDELINES:** All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

**Documentation must be provided for review and approval by Human Resources before employment is offered.**

**CLASS OF EMPLOYMENT (VISA STATUS):**

TYPE  
United States Citizen/Certificate of Naturalization  
Resident Alien  
H-1 Visa (Distinguished Merit & Ability)  
J-1 Visa (Exchange Visitor Program)  
F-1 Visa (Student Emp. FT Student at S.U.)  
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

SOUTHERN UNIVERSITY SYSTEM  
BUDGET OFFICE  
211001-23468-01003-21000  
MAY 10 2017  
*Yodanis*  
FUNDS AVAILABLE

**Do Not Write Below This Area**  
**For Human Resource and Budgetary Control Use Only!**

**PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):**

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)



# SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J.S. CLARK ADMINISTRATION ANNEX BUILDING – 1<sup>ST</sup> Floor

Office of Human Resources  
Southern University System  
P.O. Box 10400  
Baton Rouge, Louisiana 70813

CAMPUS

Office (225) 771-0036  
Fax (225) 771-5617  
lester\_pourciau@sus.edu

April 20, 2017

Dr. Ray Belton  
President-Chancellor  
Southern University System  
J.S. Clark Administration Building, 4<sup>th</sup> fl.  
CAMPUS

RE: Dr. Alberta Lawson Salary Justification

Dear Dr. Belton:

This communication comes to request a correction of salary assignment and related justification for a faculty member who works on the Baton Rouge Campus.

When Dr. Alberta Lawson was hired in the position of Associate Professor, another professor was also hired. The Department of SMED submitted PAF's for both professors. It was later discovered that an error was made in the hiring decision as it relates to compensation. Not enough consideration was given for Dr. Lawson's previous work experience. This error was acknowledged and an attempt was made to correct in the December Board of Supervisors meeting, however, it was removed from the agenda.

Due to the possibility of negative issues arising from not correcting this matter, we are requesting that Dr. Lawson's salary be changed from \$72,000.00 to \$79,000.00. We are also requesting that this action be retroactive back to the original request submitted in December 2016.

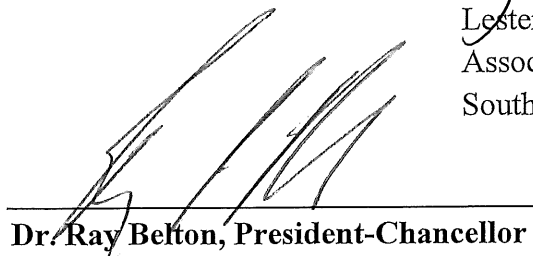
Should you need additional information, please contact me.

Respectfully,



Lester Pourciau  
Associate Vice President for Human Resources  
Southern University System

APPROVAL:



Dr. Ray Belton, President-Chancellor

"Five Campuses, One Vision... Global Excellence"

[www.sus.edu](http://www.sus.edu)

JOB CLASS	1	4	970
JOB CODE			
CAL ID			

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER							
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CAMPUS: SUS x SUBR \_\_\_\_\_ SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

EMPLOYMENT CATEGORY: 9-MONTH \_\_\_\_\_ 12-MONTH x OTHER \_\_\_\_\_ (Specify) \_\_\_\_\_

<input type="checkbox"/> Academic	<input checked="" type="checkbox"/> Non-Academic	<input type="checkbox"/> Civil Service
<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-time ( _____ % of Full Time)	<input type="checkbox"/> Restricted
<input type="checkbox"/> Tenured	<input type="checkbox"/> Undergraduate Student	<input type="checkbox"/> Job Appointment
<input type="checkbox"/> Tenured Track	<input type="checkbox"/> Graduate Assistant	<input type="checkbox"/> Probationary
<input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Retiree Return To Work	<input type="checkbox"/> Permanent Status

Previous Employee N/A Reason Left \_\_\_\_\_  
 Date Left \_\_\_\_\_ Salary Paid \_\_\_\_\_

**Profile of Person Recommended**

Length of Employment 06/01/2017 To 06/30/2017 & Continuing  
 Effective Date 06/01/2017

Name Sheila Duplechain-DeRouen SS# 3964 Sex F Race\* B  
 (Last 4 digits only)

Position Title: System Director of Institutional Department: SUS

Check One  Existing Position  New Position \*Visa Type (See Reverse Side):   
 Expiration Date: \_\_\_\_\_

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 12 Southern University Experience 2

Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	Ph.D-Higher Ed Admn	LSU	In Progress
	MS-Computer Science	SUBR	2006
	BS-Computer Science	SUBR	2002

Current Employer SUBR

**Personnel Action**

Check One  New Appointment  Continuation  Sabbatical  Leave of Absence  
 Transfer  Replacement  Other (Specify) \_\_\_\_\_

Recommended Salary 98,500 Salary Budgeted 98,500

Source of Funds Inter-Institutional Budget

Identify Budget: 111005-11201-61002-16000 Location \_\_\_\_\_  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: \_\_\_\_\_

Position Director System-Wide ASSESSMENT & Self-Study Director for Title III System Director of Institutional Research & Data Governance

Status \_\_\_\_\_

Salary Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

\*See Reverse Side

Source of Funds	Amount
<u>220315-2111-61002-241000</u>	<u>83,000</u>
<u>111005-11201-61002-16000</u>	<u>15,500</u>

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 5/10/17  
 Supervisor Date

[Signature] 5/10/17  
 Dean/Unit Head Date

[Signature] 5/10/17  
 Vice Chancellor Date  
[Signature]  
 Director/Personnel Date

[Signature] 5/10/17  
 Chancellor Date  
[Signature]  
 Vice President/Finance Date  
 Business Affairs/Comptroller

[Signature] 5/10/17  
 President Date

Chairman/S.U. Board of Supervisors Date

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

**ETHNIC ORGIN (Please check one):**

\_\_\_\_\_ Hispanic or Latino \_\_\_\_\_ Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

\_\_\_\_\_ White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

Black. not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

\_\_\_\_\_ Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

\_\_\_\_\_ Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

\_\_\_\_\_ American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

**COMMENTS:**

Sheila Duplechain-DeRouen will serve as Director System-Wide Assessment & Self-Study Director for Title III

**EMPLOYEE REGULAR WORK SCHEDULE:** M-F; 8:00 a.m. – 5:00 p.m.

**EMPLOYEE DIRECT SUPERVISOR:** Dr. Ray Belton

**NUMBER OF EMPLOYEES SUPERVISED, (if any)** \_\_\_\_\_

**HR USE ONLY:** STATUS (circle one): EXEMPT NON-EXEMPT

**GUIDELINES:** All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

FUNDS AVAILABLE		
OFFICE OF THE VICE PRESIDENT FOR FINANCE & BUSINESS AFFAIRS SOUTHERN UNIVERSITY SYSTEM		
CLASS OF EMPLOYMENT (VISA STATUS)	CODE	EXPIRES
TYPE		
United States Citizen/Certificate of Naturalization	<u>5/10/17 US</u>	
Resident Alien	SIGNED	DATE
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

**Do Not Write Below This Area  
For Human Resource and Budgetary Control Use Only!**

**PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):**

- \_\_\_\_\_ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- \_\_\_\_\_ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- \_\_\_\_\_ Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
- \_\_\_\_\_ Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
- \_\_\_\_\_ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- \_\_\_\_\_ Exemptions Survey Form (signed by employee and budget head)
- \_\_\_\_\_ Proposed Employee Appointment
- \_\_\_\_\_ Proposed Employee Clearance
- \_\_\_\_\_ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

JOB CLASS	1	4	0	5	7
JOB CODE					
CAL ID					

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER							
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CAMPUS: SUS \_\_\_\_\_ SUBR X SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

EMPLOYMENT CATEGORY: 9-MONTH \_\_\_\_\_ 12-MONTH X OTHER \_\_\_\_\_ (Specify) \_\_\_\_\_

<input type="checkbox"/> Academic	<input type="checkbox"/> Non-Academic	<input type="checkbox"/> Civil Service
<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-time ( _____ % of Full Time)	<input type="checkbox"/> Restricted
<input checked="" type="checkbox"/> Tenured	<input type="checkbox"/> Undergraduate Student	<input type="checkbox"/> Job Appointment
<input type="checkbox"/> Tenured Track	<input type="checkbox"/> Graduate Assistant	<input type="checkbox"/> Probationary
<input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Retiree Return To Work	<input type="checkbox"/> Permanent Status

Previous Employee Sheila Duplechein Reason Left Position Change  
 Date Left May 31, 2017 Salary Paid \$83,000

**Profile of Person Recommended**

Length of Employment June 1, 2017 To September 30, 2017  
 Effective Date June 1, 2017

Name Huey Kenneth Lawson S# \*\*\*-\*\*-9196 Sex M Race\* B  
 (Last 4 digits only)

Position Title: Interim Director of Title III and Assit. Professor Department: HBCU Title III & Civil Engineering

Check One  Existing Position \*Visa Type (See Reverse Side): 

U	S
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 New Position Expiration Date: \_\_\_\_\_  
 (Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 36 Southern University Experience 35  
 Degree(s): Type/Discipline (BA-Education): MS-Civil Engineering Institution/Location (SU-Baton Rouge): The Ohio State University - Columbus, OH Year: 1983  
BS-Civil Engineering Southern University and A&M, Baton Rouge, LA 1986

Current Employer Southern University and A&M College

**Personnel Action**

Check One  New Appointment  Continuation  Sabbatical  Leave of Absence  
 Transfer  Replacement  Other (Specify) \_\_\_\_\_

Recommended Salary Title-III-\$83000, Engr \$15000 Salary Budgeted \$98,000

Source of Funds HBCU Title III Program (\$83,000)/ Civil and Environmental Engineering (\$15,000) *PC*

Identify Budget: 22683 (15%/85%) Location Civil Engineering/Title III  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: From Assistant Professor To Director and Assistant Professor  
 Position \_\_\_\_\_ Status \_\_\_\_\_ Salary Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

\*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
22683 (9-month appointment)	71,825 / 15,000
<u>220337</u>	83,000

\*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] Date 5/10/17  
 Dean/Unit Head [Signature] Date 5/10/17  
 Vice Chancellor [Signature] Date 5/10/17  
 Director/Personnel [Signature] Date 5/10/17  
 President [Signature] Date 5/10/17  
 Chairman/S.U. Board of Supervisors \_\_\_\_\_ Date \_\_\_\_\_  
 Chancellor [Signature] Date 5/10/17  
 Vice President/Finance \_\_\_\_\_ Date \_\_\_\_\_  
 Business Affairs/Comptroller \_\_\_\_\_ Date \_\_\_\_\_

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

Professor Lawson will serve as Director of Title III programs (85% effort) and Assistant Professor of Civil and Environment Engineering (15%). He will continue to teach 1 evening class each Fall and Spring semester throughout his appointment as director.

EMPLOYEE REGULAR WORK SCHEDULE: 8 am - 5 pm Monday-Friday / 6 pm - 9 pm Wednesday

EMPLOYEE DIRECT SUPERVISOR: Dr. Ray Belton / Dr. Joshua A. Joseph, Jr.

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-4680 / 771-5099

NUMBER OF EMPLOYEES SUPERVISED, (if any)

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

- United States Citizen/Certificate of Naturalization
Resident Alien
H-1 Visa (Distinguished Merit & Ability)
J-1 Visa (Exchange Visitor Program)
F-1 Visa (Student Emp. FT Student at S.U.)
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

SOUTHERN UNIVERSITY SYSTEM
OFFICE OF THE ASSOCIATE COMPTROLLER
I certify that the above purchase(s) is (are) allowable under the terms, conditions of the appropriation, budget or award agreement)

US
RA
HI
MAY 10 2017
J1/Allowability/Compliance Verified By:
FY Encumbered Funds Available By:
FOC: I.D. No.:

Handwritten signature

Do Not Write Below This Area
For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

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Position Vacancy Announcement (position advertised before processing PAF, if applicable)
Application for Employment Form Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
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Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
Exemptions Survey Form (signed by employee and budget head)
Proposed Employee Appointment
Proposed Employee Clearance
Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

220337 - 21111 - 24100 - 61002



## **Position Description**

### **System Director of Institutional Research & Data Governance**

Reporting directly to the Executive Vice President for Academic Affairs and Provost, the System Director of Institutional Research & Data Governance oversees the coordination of campus student, faculty, and operational data used to improve institutional effectiveness and conduct managerial decision-making. The Director is responsible for identifying institutional quality and effectiveness issues, as well as opportunities for the constituent campuses within the Southern University System and carrying out research to investigate possible resolution for the same. The Director will seize opportunities to highlight the utility of Southern University System data for: evaluating, enhancing, and managing academic assessment; and managing and interpreting assessment results. The Director will work with academic and government leaders to insure the University is accurately and validly measuring the major variables that affect student and state outcome measures.

The System Director of Institutional Research & Data Governance is charged with developing collaborative processes for identifying and conceptualizing policy issues, collecting information, and formulating policy alternatives designed to address state, national, and global concerns affecting the Southern University System. Through the use of various collaborative approaches, the division focuses on creating synergies among the various offices at all of the Southern University constituent institutions. The Director of System-wide Assessment & Evaluation leads, coordinates, and support strategic initiatives and projects related to policy and program planning, assessment, and strategic communication and reporting to the Board of Regents for the State of Louisiana.

The System Director of Institutional Research & Data Governance is responsible for analyzing and disseminating University system policy and program information to executive system leadership, constituent campus leadership, the Board of Supervisors, legislators, and other external stakeholders to support system level decision-making, policies, and planning. S/he will provide: analysis for University system academic policy and program assessment, evaluation, and effectiveness; leadership to the University system's strategic planning process; and support in areas related to University system enrollment and performance based funding. The Director will assist system office divisions in planning appropriate assessment and evaluation measurements on system-wide initiatives and programs, as well as with developing and designing system-wide survey instruments and assist with the development and assessment of educational programs.

### **Primary Responsibilities**

- Provide guidance and leadership on measurement, assessment, research and evaluation activities across the Southern University System.
- Develop and implement evidence-based approaches for measuring efficiency and effectiveness of Southern University System learning products and services
- Oversee the implementation and use of core surveys, including annual student and faculty surveys, and system-wide end-of-term surveys. Performance indicators include: Documented use of survey data across the Southern University System, ongoing research-based improvements to surveys, and school trust and ownership of survey tools and resultant data.
- Independently initiate, coordinate and complete research projects from design, collection, data entry, statistical analyses and interpretation to reporting, depicting, and presenting results using available resources.
- Recommend curriculum and improvements through the use of a comprehensive student academic achievement assessment program, including maintenance of the Southern University System assessment portfolio system.

*Sheila Duplechain  
DeRouen  
320 Kay Drive, Baton Rouge, LA  
70815 (225) 936-4110(cp)  
sheila.duplechain@gmail.com*

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Office of Executive Vice President for Academic Affairs and Provost  
3rd Floor J. S. Clark Administration Building  
P. O. Box 9820 Baton Rouge, LA 70813  
225-771-2360

May 5, 2017

Dear Office of Executive Vice President for Academic Affairs and Provost:

This letter comes in reference to the Southern University **System Director of Institutional Research & Data Governance** position. After reviewing the job description and qualifications for the position, I am confident that the position is ideally suited to my educational background, experiences, and professional goals. I have a B.S. and M.S. in computer science from Southern University and A&M College. I am currently working on my third degree; a doctorate in higher education at Louisiana State University.

Currently, I serve as the **Director of System-wide Assessment & Self-Study/Title III Director** at Southern University and A&M College. I work directly beneath the Vice Chancellor of Research and Strategic Initiatives. Although my daily responsibilities consist of administrating and monitoring Title III funds, I still have a connection to reporting. Similarly, to my previous position with LCTCS, I work daily to ensure that Southern University is consistently reporting validate data.

Once I began working in institutional research, I found a true love for data. I was very involved with internal, state and federal reporting. On a daily bases, I consistently worked with the colleges within LCTCS to ensure that accurate and consistent data was captured in Banner to represent the institutions and LCTCS with integrity. I also work very closely with the IT Department to make sure we were capturing all data elements needed for reporting. In addition to these tasks, I was often traveling within the state to train and provide leadership to employees on new policies and procedures so that their institution would stay in compliance with state and federal regulations. Lastly, I worked at the system level overseeing several federal grants funded to LCTCS. In this role, I worked on grant writing; routine college internal and external grant reports; evaluating project progress, challenges, and corrective action; and maintaining compliance with federal, state, and college regulations and policies. In program oversite I gave leadership with program implementation of goals, objectives, and activities as developed in the grant proposal; Achieve grant objectives in retention, persistence, graduation, and transfer of project participants; and program evaluation to ensure project progress and accomplishments. I also worked with colleges within LCTCS to collaborate with departments and programs to enhance the student experience and academic achievement. Another important part of this

***Sheila A. Duplechain***  
*Sheila.duplechain@gmail.com*  
320 Kay Drive, Baton Rouge, LA 70815  
225.361.0338(hm) or 225.936.4110(cell)

---

### **Education and Certifications**

<b>Educational Leadership / Research – PHD</b> Louisiana State University, LA	<b>Currently Enrolled-Expected Graduation December 2017</b>
<b>Masters of Science in Computer Science</b> Southern University and A & M College, LA	<b>May 2006</b>
<b>Bachelors of Science in Computer Science</b> Southern University and A & M College, LA	<b>December 2002</b>
<b>Online Teaching Certification</b> Baton Rouge Community College	<b>July 2009</b>
<b>SOCRATES Online Teaching Certification</b> South University	<b>March 2011</b>

### **Professional Background**

**Title III Director** (November 2015-**Present**)  
I oversee the day-to-day management of the Title III project activities working toward achieving the project's goals. I work with the President and his Executive Staff to ensure the optimal integration of the project's activities with all components of the College. As Director, I maintain effective communication channels and establish procedures to assure the operation of the project remains congruent with the goals of overall institutional development. I prepare and monitors fiscal and technical reports, authorize expenditures and coordinates the various college staff that will lead the grant activities and successfully complete the project. I also share administrative control of the activity with the Office of Sponsored Program Accounting to assure optimal institutionalization of grant activities and work closely with Title III Activity Directors as they work toward accomplishing Title III objectives.

#### **MAJOR RESPONSIBILITIES:**

- Serve as the chair of the Title III Steering Committee
- Coordinate activities in a manner that will facilitate maximum effectiveness and utilization of program resources including personnel.
- Facilitate the development and implementation of an effective and objective system of evaluation of all program components and their impact upon the college
- Remain current on Title III and U.S. Department of Education policies and grant terms/conditions and to assure that the program operates in compliance throughout the period of federal support.
- Assist in the recruitment of key program personnel and assist staff in the coordination of external resource personnel.
- Oversee the preparation and monitoring of fiscal and technical reports relating to the project for both the college and the U.S. Department of Education.
- Coordinate the writing and submission of annual performance reports.
- Authorize any and all expenditures in the Title III project and maintain control over the budget and responsibility for the appropriate utilization of funds.
- Ensure that all external contract arrangements are operating and executed according to schedule and policy, and to work with college personnel to conduct necessary bidding where appropriate or required. .
- Advise and assist in the inventory and distribution of all Title III equipment.
- Work with college staff to institutionalize new practices and improvements according to the project schedule.
- Manage all aspects of the activity
- Supervise activity staff

- State of Louisiana accountability and performance reporting
- Maintaining students security and confidentiality
- State of Louisiana facilities data reporting for all LCTCS colleges
- IPEDS student financial aid reporting
- IPEDS enrollment and completion reporting
- NSLDS Gainful Employment reporting
- IPEDS State Coordinator
- Data as the public face of the institution
- MOA for Office for Civil Rights Coordinator  
To ensure service recipients enjoy equal access to programs, activities, and services regardless of race, color, national origin, sex, or disability.

**Interim- Assistant Vice President of Institutional Research and Planning, Louisiana Community and Technical College System (LCTCS) (September 2012 –November 2012)**

Responsibilities and accomplishments: Reporting directly to the Executive Vice President, responsibilities include

- A member of the president’s leadership team, the System’s finance, academic and student affairs, student financial aid and recruitment teams. Key responsibilities include
- Manage the System’s institutional research and planning activities.
- development of statistical analysis and policies that are pertinent to the success of LCTCS System’s leadership team’s vision and goal while focusing on the System’s big goal.
- providing data and analysis to support the re-branding and Marketing of LCTCS colleges.
- manage the LCTCS Grad ACT submission
- provide visionary and effective leadership across all System institutional research staff
- System Leadership Development Institute mentor and professor.
- Develop and lead training sessions on
  - State of Louisiana accountability and performance reporting
  - Maintaining students security and confidentiality
  - State of Louisiana facilities data reporting for all LCTCS colleges
  - IPEDS finance reporting
  - IPEDS student financial aid reporting
  - IPEDS enrollment and completion reporting
  - NSLDS Gainful Employment reporting
  - Data as the public face of the institution

**Institutional Research Database Management Analyst/Senior Analyst, Louisiana Community and Technical College System**

**(July 1, 2011 –September 2012)**

Responsibilities and accomplishments: Reporting directly to the Assistant Vice President of Institutional Research and Planning, responsibilities include: maintaining the Student Enrollment System (SES), the current web-based student data management system for all technical colleges within the System.

Student Enrollment System, System Administrator. Duties include:

- Data editing and cleaning, such as faculty workload, employees, student enrollments, courses, course enrollments, degrees, and facilities.
- Daily and weekly snaps of data from the warehouse.
- Extract, prepare, validate, and submit data/reports according to state and federal guidelines (Board of Regents, IPEDS, Gainful Employment, Carl Perkins, Clearinghouse).
- Using statistical analysis to tell the store of each technical college in the System.

Enterprise Resource Planning System (ERP) reporting team. Accomplishments include

- Assist with developing and managing statistical performance models to inform policies, decisions and strategic planning.

Southern University- CIS Department

(January 2005-May 2005)

Responsibilities were to teach two undergraduate Microsoft Applications courses and execute scheduled office hours. Preparing materials and presentations for instruction were also part of my duties.

**Graduate Assistant,**

**Southern University-Louis Stokes Louisiana Alliance for Minority Participation Management Office**

(January 2004-January 2005)

Responsibilities consisted of creating databases, creating reports, installation of software packages and network printers, assist staff with technical problems, website maintenance, website updates, clerical duties, and assist supervisors with day-to-day task, conference planning and implementation, database management, reporting to internal and external superiors.

**Honors Consider moving this after professional background**

**2010 NISOD Teacher of Excellence Award**

May 2010

National Institute for Staff  
and Organizational Development (NISOD)

**Organization and Participation**

- Alpha Kappa Alpha Sorority, Inc.
- Association for Institutional Research
- Southern Association for Institutional Research



JOB CLASS	1	4	0	5	7
JOB CODE					
CAL ID					

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER									
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CAMPUS: SUS \_\_\_\_\_ SUBR X SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

EMPLOYMENT CATEGORY: 9-MONTH \_\_\_\_\_ 12-MONTH X OTHER \_\_\_\_\_ (Specify) \_\_\_\_\_

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Academic              | <input type="checkbox"/> Non-Academic                      | <input type="checkbox"/> Civil Service    |
| <input type="checkbox"/> Temporary             | <input type="checkbox"/> Part-time ( _____ % of Full Time) | <input type="checkbox"/> Restricted       |
| <input checked="" type="checkbox"/> Tenured    | <input type="checkbox"/> Undergraduate Student             | <input type="checkbox"/> Job Appointment  |
| <input type="checkbox"/> Tenured Track         | <input type="checkbox"/> Graduate Assistant                | <input type="checkbox"/> Probationary     |
| <input type="checkbox"/> Other (Specify) _____ | <input type="checkbox"/> Retiree Return To Work            | <input type="checkbox"/> Permanent Status |

Previous Employee Sheila Duplechein Reason Left Position Change  
 Date Left May 31, 2017 Salary Paid \$83,000

**Profile of Person Recommended**

Length of Employment June 1, 2017 To September 30, 2017  
 Effective Date June 1, 2017

Name Huey Kenneth Lawson S# \*\*\*-\*\*-9196 Sex M Race\* B  
 (Last 4 digits only)

Position Title: Interim Director of Title III and Assit. Professor Department: HBCU Title III & Civil Engineering

Check One  Existing Position \*Visa Type (See Reverse Side): 

U	S
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 New Position Expiration Date: \_\_\_\_\_  
 (Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 36 Southern University Experience 35  
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year  
MS-Civil Engineering The Ohio State University - Columbus, OH 1983  
BS-Civil Engineering Southern University and A&M, Baton Rouge, LA 1986

Current Employer Southern University and A&M College

**Personnel Action**

Check One  New Appointment  Continuation  Sabbatical  Leave of Absence  
 Transfer  Replacement  Other (Specify) \_\_\_\_\_

Recommended Salary Title-III-\$83000, Engr \$15000 Salary Budgeted \$98,000

Source of Funds HBCU Title III Program (\$83,000)/ Civil and Environmental Engineering (\$15,000) *PC*

Identify Budget: 22683 (15%/85%) Location Civil Engineering/Title III  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: From To  
 Position Assistant Professor Director and Assistant Professor  
 Status \_\_\_\_\_  
 Salary Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

\*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
22683 (9-month appointment)	71,825 / 15,000
<u>220337</u>	83,000

\*See Reverse Side Graduate School signature (if, applicable):

Supervisor [Signature] Date 5/10/17  
 Dean/Unit Head [Signature] Date 5/10/17  
 Vice Chancellor [Signature] Date 5/10/17  
 Director/Personnel [Signature] Date 5/10/17  
 President [Signature] Date 5/10/17  
 Chancellor [Signature] Date 5/10/17  
 Vice President/Finance [Signature] Date \_\_\_\_\_  
 Business Affairs/Comptroller \_\_\_\_\_  
 Chairman/S.U. Board of Supervisors \_\_\_\_\_

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

**ETHNIC ORIGIN (Please check one):**

\_\_\_\_\_ Hispanic or Latino \_\_\_\_\_ Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

\_\_\_\_\_ White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

\_\_\_\_\_ Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

\_\_\_\_\_ Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

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**COMMENTS:**

Professor Lawson will serve as Director of Title III programs (85% effort) and Assistant Professor of Civil and Environment Engineering (15%). He will continue to teach 1 evening class each Fall and Spring semester throughout his appointment as director.

**EMPLOYEE REGULAR WORK SCHEDULE:** 8 am – 5 pm Monday-Friday /6 pm – 9 pm Wednesday

**EMPLOYEE DIRECT SUPERVISOR:** Dr. Ray Belton /Dr. Joshua A. Joseph, Jr.

**SUPERVISOR/DEPARTMENT CONTACT NUMBER** 771-4680 / 771-5099

**NUMBER OF EMPLOYEES SUPERVISED, (if any)** \_\_\_\_\_

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**Documentation must be provided for review and approval by Human Resources before employment is offered.**

**CLASS OF EMPLOYMENT (VISA STATUS):**

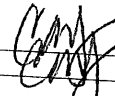
**TYPE**

- United States Citizen/Certificate of Naturalization
- Resident Alien
- H-1 Visa (Distinguished Merit & Ability)
- J-1 Visa (Exchange Visitor Program)
- F-1 Visa (Student Emp. FT Student at S.U.)
- OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)

SOUTHERN UNIVERSITY SYSTEM  
 OFFICE OF THE ASSOCIATE COMPTROLLER  
 I certify that the above purchase(s) is (are)  
 allowable under the terms **EXPIRES**  
 of the appropriation, budget or award agreement)

CODE \_\_\_\_\_

US  
 RA MAY 10 2017  
 H1

J1//Allowability/Compliance Verified By: 

F1//Encumbered Funds Available (by): \_\_\_\_\_

F0//Doc. I.D. No.: \_\_\_\_\_

**Do Not Write Below This Area**  
**For Human Resource and Budgetary Control Use Only!**

**PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):**

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- \_\_\_\_\_ Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
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- \_\_\_\_\_ Proposed Employee Clearance
- \_\_\_\_\_ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

220337 - 2111 - 24100 - 61002

### **Position Description**

#### Title III Director

The Director is responsible for the overall implementation of the policies and procedures of the program, ensuring conformance with all applicable Federal and University regulations and coordinating all Title III activities including the overall monitoring and evaluation of programs.

He/She must:

- Ensure that the projected activities are carried out as stipulated in the Comprehensive Development Plan and the Revised Plan of Operation;
- facilitate the maximum impact of the activities on the University's mission and goals
- serve as institutional spokesperson for the Title III Program between the University and the U.S. Department of Education.
- Coordinate the function whereby Title III policies and procedures are monitored
- Conduct regular meetings to keep personnel aware of current regulations and changes within the Title III program as well as keep directors apprised of program activities of the various components.
- Ensure that the program and personnel are evaluated through internal formative, internal summative, external formative, and external summative evaluations.
- Ensure that the President's vision and priorities are reflected in all activities approved for funding.

JOB CLASS			
JOB CODE			
CAL ID			

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	2	M	9	8	0	4
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CAMPUS: SUS \_\_\_ SUBR X SULAC \_\_\_ SUAREC \_\_\_ SUNO \_\_\_ SUSLA \_\_\_

EMPLOYMENT CATEGORY: 9-MONTH \_\_\_ 12-MONTH X OTHER \_\_\_ (Specify) \_\_\_

Academic  Non-Academic  Civil Service  
 Temporary  Part-time ( \_\_\_ % of Full Time)  Restricted  
 Tenured  Undergraduate Student  Job Appointment  
 Tenured Track  Graduate Assistant  Probationary  
 Other (Specify) \_\_\_  Retiree Return To Work  Permanent Status

Previous Employee \_\_\_\_\_ Reason Left \_\_\_\_\_  
 Date Left \_\_\_\_\_ Salary Paid \_\_\_\_\_

**Profile of Person Recommended**

Length of Employment May 15, 2017 To June 30, 2017  
 Effective Date May 15, 2017

Name Monica Mealie SS# S01488304 Sex Female Race\* Black  
 (Last 4 digits only)

Position Title: Associate Vice Chancellor for Financial Operations/Comptroller Department: Office of the Vice Chancellor for Finance and Administration

Check One  Existing Position \*Visa Type (See Reverse Side):

New Position Expiration Date: \_\_\_\_\_

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 21 Southern University Experience 5

Degree(s): Type/Discipline (BA-Education): Certified Public Accountant Institution/Location (SU-Baton Rouge): \_\_\_\_\_ Year: \_\_\_\_\_

Bachelor of Science - Accounting Southern University and A&M College

Current Employer Southern University - Baton Rouge

**Personnel Action**

Check One  New Appointment  Continuation  Sabbatical  Leave of Absence  
 Transfer  Replacement  Other (Specify) \_\_\_\_\_

Recommended Salary \$100,000 Salary Budgeted \$100,000

Source of Funds 211001

Identify Budget: 211001-260103-61002-26000 Location \_\_\_\_\_

Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of:

Position Associate Vice Chancellor for Financial Operations From Associate Vice Chancellor for Financial Operations/Comptroller To

Status \_\_\_\_\_

Salary Adjustment \$89,050 \$100,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

\*See Reverse Side

Source of Funds	Amount
211001-260103-61002-26000	\$100,000
<u>211001-260103-61002-26000</u>	

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] 5/2/17 Date  
 Dean/Unit Head [Signature] 5/2/17 Date  
 Vice Chancellor [Signature] 5/2/17 Date  
 Chancellor [Signature] 5/2/17 Date  
 Director/Personnel [Signature] 5/10/17 Date  
 Vice President/Finance [Signature] 5/10/17 Date  
 Business Affairs/Comptroller \_\_\_\_\_ Date  
 President \_\_\_\_\_ Date  
 Chairman/S.U. Board of Supervisors \_\_\_\_\_ Date

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

**ETHNIC ORIGIN (Please check one):**

Hispanic or Latino  Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

**COMMENTS:**

Employment may require occasional travel within the Southern University System campuses

**EMPLOYEE REGULAR WORK SCHEDULE:** 8:00 am – 5:00 pm (Monday – Friday)

**EMPLOYEE DIRECT SUPERVISOR:** Benjamin W. Pugh

**SUPERVISOR/DEPARTMENT CONTACT NUMBER** 771-5021

**NUMBER OF EMPLOYEES SUPERVISED, (if any)** \_\_\_\_\_

**HR USE ONLY: STATUS (circle one):** EXEMPT                      NON-EXEMPT

**GUIDELINES:** All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

**Documentation must be provided for review and approval by Human Resources before employment is offered.**

**CLASS OF EMPLOYMENT (VISA STATUS):**

**TYPE**

- United States Citizen/Certificate of Naturalization
- Resident Alien
- H-1 Visa (Distinguished Merit & Ability)
- J-1 Visa (Exchange Visitor Program)
- F-1 Visa (Student Emp. FT Student at S.U.)
- OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)

SOUTHERN UNIVERSITY SYSTEM

CODE	BUDGET	EXPIRES
US	211001-26051-01002-20000	MAY 10 2011
RA		
H1		
J1		
F1		
F0		

FUNDS AVAILABLE

**Do Not Write Below This Area**  
**For Human Resource and Budgetary Control Use Only!**

**PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):**

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)



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# MONICA MEALIE, CPA

4309 Salem Drive, Baton Rouge, LA 70814 | H: 225-275-9390 | C: 225-772-2419 | monicam6@cox.net

## Executive Profile

I am an accomplished manager and supervisor with a demonstrated ability to deliver mission-critical results. I have solid and long term experience with managing all levels of multiple projects and/or assignments. I am extremely organized, task and project oriented, reliable and I have great written and communication skills.

I am seeking this position because I have 20 plus years of accounting, auditing, management and supervisory experience as well as the ability to perform and train in this field. I am skilled and motivated and I have the ability to handle the tasks that occur on a daily basis and seek resolutions and responses to short and long term goals. I am experienced with word and excel to include pivot tables. I am loyal to my employer and attentive to detail and the overall mission of the organization. I am accustomed to handling a busy Fiscal Division and numerous projects simultaneously.

## Skill Highlights

- Type 90 words per minute
- Expert with Word
- Expert with Excel to include Pivot Tables
- Familiar with numerous accounting software and reporting programs to include: Integrated Statewide Information System; Banner; PeopleSoft; SCTPlus; Numerous Legacy Systems, Business Objects, etc.
- Extremely organized;
- Great Written and Verbal Communication Skills;
- Project and Task Oriented;
- Requires very limited supervision if any to complete projects and tasks

## Core Accomplishments

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I am a Certified Public Accountant and Notary Public. I graduated Magna Cum Laude with a 3.7 grade point average. I am a Certified Toastmaster. I am capable of learning and performing any task with minimal assistance.

## Professional Experience

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**Chief Fiscal Officer – Retired 07/2016**

**Department of Culture, Recreation and Tourism (DCRT)**

**09/2009 to 06/2016**

**Baton Rouge, Louisiana**

I was employed with the Department of Culture, Recreation and Tourism (DCRT) as the Chief Fiscal Officer. I worked for DCRT for approximately 6.5 years. My job responsibilities included the fiscal responsibilities for the Office of the Lieutenant Governor and DCRT which consists of six agencies: the Office of the Secretary, Office of State Library, Office of State Museum, Office of State Parks, Office of Cultural Development, and Office of Tourism. Together, DCRT and OLG consist of a total of seven agencies and thirteen budgeted programs. I was responsible for the management, supervision, training, budgetary and fiscal responsibilities for the offices noted above, as well as unappropriated funds for the Louisiana Tourism Promotion District (LTPD), State Parks Improvement and Repair Funds (Act 729), Irby Trust Fund and Capital Outlay funds. The scope of this position encompassed planning, directing and coordinating all budgetary, strategic planning, accounting and related functions for DCRT and OLG, LTPD, Act 729 and other funds. This includes, at a minimum, executive and technical responsibilities for several major program activities such as Budget Development and Control, coordination and oversight of the departmental Strategic Plan, ISIS, LaGov, Purchasing, Property Control, Travel, Comprehensive Accounting Procedures and Grants Administration. Complexity of work is marked by the statewide operations of the department, diversity of funding sources, the dissimilarity of all of the agencies and offices within both departments, and state and federal reporting requirements. I exercised fiscal control through subordinate managers over all grants management, cash management, cost accounting, fiscal research, expenditure control, and fund disbursement.



This included consulting with external auditors, state, federal and local officials regarding the financial operations of DCRT, Office of Lieutenant Governor, Louisiana Tourism Promotion District and other Funds; analyzing the existing operations and introducing new methodologies for maintaining control over DCRT financial activities; and coordinating the development, installation and modification of software files and accounting program adaptations for use in the Office of Management and Finance to increase the efficiency of data accumulation, compilation and reporting. I am familiar with ISIS; pivot tables; excel formulas; Banner; etc. Direction was exercised over two primary assistants who in turn supervised a staff of thirteen (13) professional employees.

Work was performed in accordance with state laws and regulations and policies and procedures established by the Department of Culture, Recreation and Tourism. Accounting practices are consistent with accounting procedures proscribed by the Division of Administration and the Governmental Accounting Standards Board (GASB), in compliance with the annual appropriation act and other state laws and regulations. I routinely interacted with external and internal auditors, state, federal and local officials, vendors, bank officials, lawyers, etc. regarding the financial operation and activities of the Department. Provided assistance to executive management of the Department in the decision making process, as it relates to the financial management of the Department. I directed the development of timely and accurate financial statements, reflecting the activity of 17 current and prior year Capital Outlay budget units, 1 ancillary budget unit, and 30 current and prior year operating budget units. These annual statements were prepared in accordance with GAAP and the Division of Administration guidelines. Testified before Legislative Committees relating to financial information for the Department, as required.

**Chief Fiscal Officer**  
**Department of Transportation and Development**

**02/2007 to 09/2009**  
**Baton Rouge, Louisiana**

Prior to coming to work for DCRT, I worked as the Chief Fiscal Officer at the Department of Transportation and Development (DOTD). As the Chief Fiscal Officer for one of the largest state agencies, I was responsible for providing fiscal control over approximately 7.9 billion dollars in Annual Operating and Capital Outlay budgets and in directing the management for an independent, highly complex Non-ISIS Financial Management System for the Department. This included functional authority over the Accounting operations of 9 districts and 56 Sections throughout the State. I was responsible for the administration and direction of 37 positions, 2 direct and 35 indirect. Directed the disbursement of all funds to ensure that the Department received maximum return on funds expended and that funds were expended in accordance with law. This represented approximately 75,000 checks written annually, to an estimated 5,000 Contractors and Vendors, totaling approximately \$1 billion dollars.

I was responsible for directing the Cash Management activities of the Department, including the Warrant Draw process for 48 current and prior year budget units drawing over \$1 billion dollars annually from the Treasury and are controlled using 194 different means of financing, which includes a wide variety of funding sources such as Self-Generated Funds, Federal Funds, Dedicated Funds, Interagency Transfer Funds, Bond Funds, Interim Emergency Board Funds and the Secretary's Emergency Funds. Directs the management of accurate financial data for 6,000 active projects of the Department, through the Department's Project Management Financing System (PMFS). Projects financed and monitored in PMFS span many years and funding sources, totaling in excess of \$7.9 billion dollars.

I managed the expenditures of all federal funds to provide an accurate accounting of funds disbursed, administer billings to the Federal Highway Administration through the Department's Federal Billing System and 4 Grant Agencies, totaling approximately \$500 million dollars annually. Directs the development of timely and accurate financial statements, reflecting the activity of 17 current and prior year Capital Outlay budget units, 1 ancillary budget unit, and 30 current and prior year operating budget units. These annual statements are prepared in accordance with GAAP and the Division of Administration guidelines.

I routinely communicated with external and internal auditors, state, federal and local officials, vendors, bank officials, lawyers, etc. regarding the financial operation and activities of the Department. Provides assistance to executive management of the Department in the decision making process, as it relates to the financial management of the Department.



**Associate Comptroller  
Southern University & A. & M. College**

**11/2003 to 02/2007  
Baton Rouge, La**

I worked as the Associate Comptroller for the Southern University and Agriculture and Mechanical College (Baton Rouge Campus). As the Associate Comptroller I was responsible for the operations of seven sections within the Comptroller's office to include: General Accounting, Budget Management, Travel, Check Release, Accounts Payable, Payroll and LaCarte Purchasing Card. I was responsible for the Federal Emergency Management Agency (FEMA) expense reimbursements, training employees on an as needed basis and assigning tasks and follow up to review completed documentation, review and/or approve all work product and journal entries submitted by the seven sections.

I was involved in the implementation of GASB 34, 35, 39 & 42 and other related pronouncements. I was responsible for special projects that are assigned on an as needed basis which includes all internal and external audits (State and Federal) and/or monitoring visits by Federal funding agencies as they relate to the Southern University Baton Rouge Campus, implementation of LaCarte Procurement Card Program, Louisiana Department of Labor Quarterly Reports, Division of Administration Quarterly Reports, etc.

I was responsible for year end closing tasks which included generating numerous journal entries, schedules, reconciliations and other related support documentation and the preparation of System wide and University Management Discussion and Analysis for the Annual Financial Report. I prepared service requests for financial reports which were submitted to the Information System Division. I was responsible for reviewing security reports and conducting meetings with managers on a weekly or as needed basis. I reported directly to the Associate Vice Chancellor of Financial Operations/Comptroller.

**Senior Legislative Auditor  
Louisiana Legislative Auditor**

**11/1997 to 11/2003  
Baton Rouge, LA**

I worked for the Louisiana Legislative Auditor's Office as a Senior Legislative Auditor. I acted as In charge Auditor of three university audits to include the Southern University System audit, Nichols University and Southeastern University (2 years) and numerous community and technical college audits. Worked as Senior Auditor on the University of New Orleans audit and the Baton Rouge Community College audit which at the time was on the Banner Accounting System. I assisted with numerous audits of state agencies to include two years at the Department of Labor audit and assisted with two information technology audits. Assisted with two special project audits (one was a performance audit). Assisted the Legislative Auditor's Office State of State team to prepare state financial statements for review by Office of Statewide Reporting and Accounting Policy (OSRAP). Responsibilities as in charge auditor included conducting entrance and exit conferences, preparing audit plans, audit programs, findings, etc. Responsible for reviewing and approving 4 - 5 auditors work product, timesheets, leave requests and expense reports on each audit.

Responsible for auditing the account balances on the financial statements which included the Statement of Revenues, Expenses and Changes in Net Assets (SRECNA), Statement of Net Assets (SNA), Cash Flow Statement, and Simplified Statement of Activities. Responsible for auditing the financial statement notes. Prepared numerous narratives, lead schedules, analytical reviews, reasonableness analysis and comparative analysis schedules. Interviewed auditee personnel to include upper management. Obtained support documentation to verify agency has adequate and reasonable policies and procedures and were following applicable laws and regulations. Audited numerous federal programs based on the Office of Management and Budget Compliance Circulars (i.e. OMB A-133), Catalog of Federal Domestic Assistance and other Federal rules and regulations. Training consisted of GASB 34, GASB 35, SAS 99 and other related pronouncements. Approximately 80 hours of training received each year on numerous subjects.

**Estate Manager  
Department of Insurance**

**07/1995 to 11/1997  
Baton Rouge, LA**

I worked for the Department of Insurance in the Receivership Section as an Estate Manager for approximately six (6) years. Briefly my job responsibilities included managing daily activities of 15 insolvent insurance companies to include managing approximately \$3 million dollars of revenue and expense; approved timesheets for approximately 6 contract employees and 2 financial examiners. Responsible for approving and posting all journal entries; reviewing and approving the work product of two financial examiners; consulting with contract attorney and Assistant Attorney General Counsel to resolve outstanding litigation usually by settlement. Responsible for making sure expenses were paid timely to include the salaries of the contract employees handling outstanding issues related to the insurance companies; arranged the sale of assets either through auction or sealed bid.

Responsible for administrative and judicial closing of insolvent insurance companies; administrative close occurred when all assets were liquidated and all debts paid or written off. Judicial closure occurred when the Court, after hearing testimony from myself and the Assistant Attorney General, declared the insurance company closed. Therefore, court appearances were required on a weekly basis. Responsible for distributing any remaining funds to the policyholders and creditors. Assisted the internal and external auditors.

## Education

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### **Bachelor of Science Degree: Accounting**

Southern University & A. & M. College

Baton Rouge, LA

3.8 GPA

### **Certified Public Accountant**

License Issued in January 1998

Certificate #23693

### **Notary Public**

Commissioned in March 1986

### **Continuing Professional Education**

**Through Louisiana Certified Public Accountants,**

**Institute of Certified Public Accountants and/or**

**Association of Governmental Accountants**

Requirement: 120 hours every three (3) years

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER 2118068

CAMPUS: SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

EMPLOYMENT CATEGORY: 9-MONTH  12-MONTH  OTHER  (Specify) \_\_\_\_\_

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Academic              | <input checked="" type="checkbox"/> Non-Academic           | <input type="checkbox"/> Civil Service    |
| <input type="checkbox"/> Temporary             | <input type="checkbox"/> Part-time ( _____ % of Full Time) | <input type="checkbox"/> Restricted       |
| <input type="checkbox"/> Tenured               | <input type="checkbox"/> Undergraduate Student             | <input type="checkbox"/> Job Appointment  |
| <input type="checkbox"/> Tenured Track         | <input type="checkbox"/> Graduate Assistant                | <input type="checkbox"/> Probationary     |
| <input type="checkbox"/> Other (Specify) _____ | <input type="checkbox"/> Retiree Return To Work            | <input type="checkbox"/> Permanent Status |

Previous Employee \_\_\_\_\_ Reason Left \_\_\_\_\_  
 Date Left \_\_\_\_\_ Salary Paid \_\_\_\_\_

**Profile of Person Recommended**

Length of Employment May 15, 2017 To June 30, 2017  
 Effective Date May 15, 2017

Name Cary Clark Hollins SS# S00018631 Sex Female Race\* Black  
 (Last 4 digits only)

Position Title: Associate Comptroller for Financial Accounting Department: Comptroller's Office

Check One  Existing Position \*Visa Type (See Reverse Side):   
 New Position Expiration Date: \_\_\_\_\_

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 20 Southern University Experience 20

Degree(s): Type/Discipline (BA-Education): Bachelor of Science - Accounting Institution/Location (SU-Baton Rouge): Southern University and A&M College Year: \_\_\_\_\_

Current Employer Southern University - Baton Rouge

**Personnel Action**

Check One  New Appointment  Continuation  Sabbatical  Leave of Absence  
 Transfer  Replacement  Other (Specify) \_\_\_\_\_

Recommended Salary \$70,000 Salary Budgeted \$70,000

Source of Funds 211001

Identify Budget: 211001-260103-61002-26000 Location \_\_\_\_\_

Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: \_\_\_\_\_

Position Accountant Manager II Associate Comptroller for Financial Accounting

Status \_\_\_\_\_

Salary Adjustment 60,028 \$70,000

Financial Aid signature (if, applicable): \_\_\_\_\_

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
211001-260103-61002-26000	\$70,000
<i>211001-260103-26000</i>	

\*See Reverse Side

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable): \_\_\_\_\_

Supervisor Burroughs 5/2/17 Date  
 Dean/Unit Head Burroughs 5/2/17 Date  
 Vice Chancellor Burroughs 5/2/17 Date  
 Director/Personnel Journee 5/10/17 Date  
 President [Signature] 5/3/17 Date  
 Chancellor [Signature] 5/3/17 Date  
 Vice President/Finance Salander McCint 4/25/17 Date  
 Business Affairs/Comptroller \_\_\_\_\_ Date  
 Chairman/S.U. Board of Supervisors \_\_\_\_\_ Date

SOUTHERN UNIVERSITY  
 HUMAN RESOURCES  
 2017 MAY - 3 PM 3:40



This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

**ETHNIC ORIGIN (Please check one):**

Hispanic or Latino  Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

**COMMENTS:**

Employment may require occasional travel within the Southern University System campuses

**EMPLOYEE REGULAR WORK SCHEDULE:** 8:00 am – 5:00 pm (Monday – Friday)

**EMPLOYEE DIRECT SUPERVISOR:** Monica Mealie

**SUPERVISOR/DEPARTMENT CONTACT NUMBER** 771-3282

**NUMBER OF EMPLOYEES SUPERVISED, (if any)** \_\_\_\_\_

**HR USE ONLY:** STATUS (circle one):  EXEMPT  NON-EXEMPT

**GUIDELINES:** All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

**Documentation must be provided for review and approval by Human Resources before employment is offered.**

**CLASS OF EMPLOYMENT (VISA STATUS):**

<b>TYPE</b>	<b>CODE</b>	<b>EXPIRES</b>
United States Citizen/Certificate of Naturalization	US	
Resident Alien	R	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)	F0	

SOUTHERN UNIVERSITY SYSTEM  
 BUDGET OFFICE  
 211001-26008-4008-26000  
 MAY 10 2017  
 FUNDS AVAILABLE

**Do Not Write Below This Area**  
**For Human Resource and Budgetary Control Use Only!**

**PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):**

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

**Cary Clark Hollins**  
**2085 Central Road**  
**Baton Rouge, Louisiana 70807**  
**225-775-7473**

## **QUALIFICATIONS**

Over 20 years of Accounting Experience  
Strong Interpersonal and Supervisory Skills  
Great Organizational Skills  
Ability to work independently and multitask effectively in fast pace environments  
Detail oriented and resourceful  
Knowledge of Banner Finance Daily Functions

## **EDUCATION**

Southern University A&M College – Baton Rouge, Louisiana  
Bachelor of Science – Accounting 1990

H & R Block Tax School – Baton Rouge, Louisiana  
Basic, Intermediate and Advance Courses – 1992

## **EXPERIENCE**

May 2004 to present **Accountant Manager**, Southern University, B.R., LA

Duties: Lead and manage a team of 6 employees within Financial Control, Travel and General Accounting sections. Ensure tasks are completed timely and accurately for a smooth monthly close process. Review and analyze Daily System Validation Reports, resolving all issues in a timely manner. Approve online all journal vouchers for SUBR campus. Prepare various financial reports and surveys. Provide assistance as needed with other campus personnel, State and Internal Auditors and other agencies.

May 1999 to May 2004 **Accountant Supervisor**, Southern University, B.R., LA

Duties: Supervise, train, review and approve tasks performed by employees in the Appropriations Section. Prepare Warrant Request, Revenue Projections and various other financial reports and schedules. Reconcile general ledger accounts.

December 1998 to May 1999 **Accountant II**, Southern University, B.R., LA

Duties: Prepare Travel Advances for processing to Payables Section. Audit and journalize Travel Advances and Reimbursements. Reconcile Travel Advance accounts and prepare report of outstanding travel advances for payroll deduction. Confer with Travelers and Department Heads with all matters pertaining to University travel.

February 1996 to December 1998 **Budget Analyst**, Southern University, B.R., LA

Process procurement documents for General Fund. Load Budgets and Budget Revisions. Reconcile General Fund budgets, prepare salary analysis and expenditure reports. Maintain, approve and reconcile Personal Action Forms to Payroll System.

Cary Clark Hollins  
225-775-7473  
Page 2

December 1990 to April 1996 **Tax Preparer**, H & R Block, Baker, LA  
Prepare federal and state tax returns. Advise clients of Federal and State regulations. Quote and collect fees, make daily bank deposits. (Part-time Seasonal)

June 1988 to February 1996 **Accounting Specialist**, Southern University, B.R., LA  
Prepare Faculty and Student payroll. Prepare travel documents for reimbursement. Post all purchases for the department.

August 1987 to December 1990 **Auditor**, Theatrical Entertainment Services, Inc., Los Angeles, CA  
Verify box office attendance and receipts of various features showing at local theatres.  
(Weekend only)

#### **ACCOMPLISHMENTS AND EXTRA-CURRICULAR ACTIVITIES**

April 2013 Division for Student Affairs Recognition Award, Southern University A&M College

June 2010 20 Year Service Award, Southern University A&M College

May 2009 Finance and Administration Employee of the Year, Southern University A&M College

Daughters of Destiny – Mentor

Church Growth Ministry – Member

Precept Upon Precept Bible Training Institute - Student

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	2	m	9	7	6	6
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CAMPUS: SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

EMPLOYMENT CATEGORY: 9-MONTH  12-MONTH  X OTHER  (Specify) \_\_\_\_\_

<input type="checkbox"/> Academic	<input checked="" type="checkbox"/> Non-Academic	<input type="checkbox"/> Civil Service
<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-time ( _____ % of Full Time)	<input type="checkbox"/> Restricted
<input type="checkbox"/> Tenured	<input type="checkbox"/> Undergraduate Student	<input type="checkbox"/> Job Appointment
<input type="checkbox"/> Tenured Track	<input type="checkbox"/> Graduate Assistant	<input type="checkbox"/> Probationary
<input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Retiree Return To Work	<input type="checkbox"/> Permanent Status

Previous Employee Celeste Wilkerson Reason Left Retired  
 Date Left \_\_\_\_\_ Salary Paid \$65,359.92

**Profile of Person Recommended**

Length of Employment May 15, 2017 To June 30, 2017  
 Effective Date May 15, 2017

Name Famika Sargent SS# S00019981 Sex Female Race\* Black  
 (Last 4 digits only)

Position Title: Associate Comptroller/Sponsored Program Activity, Policy Development and Compliance Operations Department: Comptroller Office - Office of Sponsored Programs and Grants

Check One  Existing Position \*Visa Type (See Reverse Side):   
 New Position Expiration Date: \_\_\_\_\_

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 19 Southern University Experience 19

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Master - Business Administration</u>	<u>University of Phoenix</u>	<u>2007</u>
	<u>Bachelor of Science - Accounting</u>	<u>Southern University and A&amp;M College</u>	<u>1996</u>

Current Employer Southern University - Law Center

**Personnel Action**

Check One  New Appointment  Continuation  Sabbatical  Leave of Absence  
 Transfer  Replacement  Other (Specify) \_\_\_\_\_

Recommended Salary \$69,000 Salary Budgeted \$69,000

Source of Funds 211001

Identify Budget: 211001-260103-61002-26000 Location \_\_\_\_\_

Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: \_\_\_\_\_

Position From \_\_\_\_\_ To \_\_\_\_\_

Status \_\_\_\_\_

Salary Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

\*See Reverse Side

Source of Funds	Amount
211001-260103-61002-26000	\$69,000
<u>211001-261002-61002-26000</u>	

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable):

<u>Burt Pugh</u> 5/2/17 Supervisor	<u>Burt Pugh</u> 5/2/17 Dean/Unit Head
<u>Burt Pugh</u> 5/2/17 Vice Chancellor	<u>Paul</u> 5/3/17 Chancellor
<u>Barbara</u> 5/9/17 Director/Personnel	<u>Blondine McDaniel</u> 5/15/17 Vice President/Finance
<u>Barbara</u> 5/3/17 President	<u>Blondine McDaniel</u> Business Affairs/Comptroller
	Chairman/S.U. Board of Supervisors

2017 MAY - 3 PM 3:40  
 SOUTHERN UNIVERSITY  
 HUMAN RESOURCES

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

**ETHNIC ORIGIN (Please check one):**

Hispanic or Latino  Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

**COMMENTS:**

Employment may require occasional travel within the Southern University System campuses

**EMPLOYEE REGULAR WORK SCHEDULE:** 8:00 am – 5:00 pm (Monday – Friday)

**EMPLOYEE DIRECT SUPERVISOR:** Monica Mealie

**SUPERVISOR/DEPARTMENT CONTACT NUMBER** 771-3282

**NUMBER OF EMPLOYEES SUPERVISED, (if any)** \_\_\_\_\_

**HR USE ONLY:** STATUS (circle one):  EXEMPT  NON-EXEMPT

**GUIDELINES:** All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

**Documentation must be provided for review and approval by Human Resources before employment is offered.**

**CLASS OF EMPLOYMENT (VISA STATUS):**

- TYPE
- United States Citizen/Certificate of Naturalization
- Resident Alien
- H-1 Visa (Distinguished Merit & Ability)
- J-1 Visa (Exchange Visitor Program)
- F-1 Visa (Student Emp. FT Student at S.U.)
- OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)

CODE: \_\_\_\_\_  
 SOUTHERN UNIVERSITY SYSTEM  
 BUDGET OFFICE  
 21001-26102-61062-26000  
 MAY 10 2017  
 Y. [Signature]  
 FUNDS AVAILABLE

**Do Not Write Below This Area**  
**For Human Resource and Budgetary Control Use Only!**

**PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):**

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)



---

# FAMIKA C. SARGENT

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3234 39th Street, Zachary, LA 70791 | (225)300-5296 | famika\_carter@yahoo.com

## Qualifications Overview

- Accountant and Financial Analyst with more than 10 years increasingly responsible experience in accounting and financial reporting.
- Substantial knowledge of Generally Accepted Accounting Principles (GAAP).
- Work well in a team environment as well as independently.
- Flexible in dealing with changing priorities and meeting scheduled deadlines.
- Capable of managing multiple tasks.
- Possess good interpersonal, communication, and organizational skills.
- Ability to build positive and long lasting relationships.
- Highly trustworthy valuing workplace ethics and behavior.
- Profound knowledge of Institutional software.
- Solid understanding of Microsoft Office applications.

## Professional Experience

*Accounting and Financial Analyst Manager,  
Southern University Law Center, Baton Rouge, LA  
January 2016 - Present*

- Process revenue generated by the Law Center and Southern University System Foundation.
- Process financial reports for account analysis.
- Prepare journal vouchers to correct general ledger and subsidiary ledger discrepancies.
- Develop and maintain spreadsheets.
- Prepare and submit Ad Hoc Reports for review.
- Work closely with Accountant staff to ensure day to day processes run smoothly.
- Generate monthly reports of the financial position of the Law Center.
- Audit documentation to clear advance payments for student organizations.
- Maintain financial records.
- Prepare documentation for set-up of new banner funds for grants and student organizations.
- Participate in cross training of critical responsibilities.
- Back-up for running check process for refunds for students and vendor payments.
- Prepare and submit billings for Title III Grants.
- Assist with the clearing of deficit balances for the Law Center.

- Assist with the Purchasing process to ensure purchases and payments to vendors are processed in a timely fashion.
- Prepare and submit quarterly GASB Reports for review.
- Assist with the preparation of the Annual Financial Report (AFR).
- Perform other accounting duties as required for the Law Center.
- Assisted the Baton Rouge Campus with closing task.

***Financial Control Supervisor,  
Southern University and A&M College, Baton Rouge, LA  
June 2007 - December 2015***

- Responsible for providing the accounting distribution for incoming revenue to the University.
- Accountable for the reconciliation of Banner Finance to Banner Student.
- Requested funds to be drawn via the Department of Education G-5 Grants Management System.
- Processed stop payment request via the JP Morgan Banking System.
- Assisted with the maintenance of the Chart of Accounts.
- Provided approval for Purchase Requisitions and Departmental Invoices.
- Responsible for forwarding the documentation for payments to vendors for Insurance Claims.
- Developed and maintained spreadsheets.
- Responsible for the reconciliation of accounts to ensure accuracy of internal ledgers.
- Oversaw the maintenance and organization of records.
- Generated monthly status reports of the financial position of the University for Management.
- Prepared wire transfers as needed to replenish general operating account.
- Managed investment activity.
- Accountable for the review and validation of leases held by the University.
- Accountable for recording depreciation and accounting for the newly-acquired, existing, and disposition of fixed assets.
- Managed Bonds held by the University.
- Managed Endowment Portfolio.
- Accountable for the recording of Accounts Receivable Write-Off and Reserves.
- Communicated with staff, management, and vendors to provide information and assistance to resolve problems.
- Collaborated with external auditors and provided documentation needed to complete audits.
- Assisted with the approval and disapproval process of documents via the Banner ERP System.
- Responsible for the preparation of several notes to the Annual Financial Report (AFR).
- Assisted with the development and maintenance of financial policies and procedures.
- Completed special projects assigned by Supervisor and Management.
- Monitored performance of subordinates.

***Receivable Accountant,  
Department of Natural Resources, Baton Rouge, LA  
September 2001 - June 2004***

- Maintained and audited revenue generated by the department for the general operation of the department.
- Received, deposited, classified, and posted checks to the accounts receivable ledger system.
- Maintained records on each receivable account by invoice number.
- Generated weekly status reports and monthly receivables report.
- Conferred with other accounting staff in order to collect and disseminate information.
- Contacted agencies for timely payment processing.
- Generated a list of outstanding invoices to be forwarded to each division.
- Periodically checked the account status with divisions to ensure proper enforcement actions were being actively pursued.
- Assisted with the posting of bi-weekly payroll for the Coastal Wetlands Planning Protection and Restoration Act (WCPPRA) Grants.
- Performed account reconciliations and general ledger entries.
- Communicated with all levels of management.
- Monitored agency's bank account.
- Assisted with monitoring cash flow.
- Assisted with month-end and year-end close.
- Performed other duties and special projects as assigned by the Accountant Manger and Accountant Supervisor.

***Travel Technician,  
Southern University and A&M College, Baton Rouge, LA  
September 1998 - September 2001***

- Encumbered all Business travel request in an automated accounting system.
- Audited all Travel Expense Account Reports for accuracy per the Louisiana State Travel Guide.
- Analyzed discrepancies based on audit results.
- Communicated with traveler of any audit changes.
- Reconciled the General Ledger and Subsidiary Ledger for all travel accounts monthly.
- Prepared journal vouchers to transfer expenditures into the proper accounts.
- Monitored travel advance log.
- Generated weekly schedules of payroll deduction for travel advances with outstanding balances.
- Approved request for payment of expenses.
- Assisted with month-end close.
- Assisted with special projects.
- Monitor performance of subordinates.

## **Education**

Master of Business Administration  
University of Phoenix, Houston, TX  
February 2007

Bachelor of Science in Accounting,  
Southern University and A&M College, Baton Rouge, LA  
December 1996

## **Committee Affiliations**

Hardship Waiver Committee  
Southern University and A&M College, Baton Rouge, LA  
Fiscal Year 2010-11 thru 2012-13

Chancellor's Need-Based Scholarship Committee  
Southern University and A&M College Baton Rouge, LA  
Fiscal Year 2014-15 and 2015-16

JOB CLASS			
JOB CODE			
CAL ID			

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER 2F9916

CAMPUS: SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

EMPLOYMENT CATEGORY: 9-MONTH  12-MONTH  OTHER  (Specify) FMLA/Paid Leave

Academic  Non-Academic  Civil Service  
 Temporary  Part-time (  % of Full Time)  Restricted  
 Tenured  Undergraduate Student  Job Appointment  
 Tenured Track  Graduate Assistant  Probationary  
 Other (Specify)  Retiree Return To Work  Permanent Status

**RECEIVED**  
FEB 15 2017

Previous Employee \_\_\_\_\_ Reason Left Sick Leave  
Date Left February 1, 2017 Salary Paid \_\_\_\_\_  
Office of the Executive Vice President for Academic Affairs

**Profile of Person Recommended**

Length of Employment February 1, 2017 To May 31, 2017 ~~April 20, 2017~~ Jan 20, 2017  
Effective Date February 1, 2017

Name Francis K. Danquah S# S00015616 Sex M Race\* B  
(Last 4 digits only)

Position Title: Professor Department: History

Check One  Existing Position  New Position \*Visa Type (See Reverse Side):  U  S    
Expiration Date: \_\_\_\_\_

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience \_\_\_\_\_ Southern University Experience 26

Degree(s):	Type/Discipline:	Institution/Location:	Year:
Ph.D.		Iowa State University	1991
M.A.		Ohio University	1985
B.A.		University of Cape Coast	1974

Current Employer Southern University and A&M College

**Personnel Action**

Check One  New Appointment  Continuation  Sabbatical  Leave of Absence  
 Transfer  Replacement  Other (Specify) Sick Leave

Recommended Salary \$ 30,524.00 Salary Budgeted \$ 30,524.00

Source of Funds 2170

Identify Budget: 2170 Location History & Political Science  
Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: From \_\_\_\_\_ To \_\_\_\_\_

Position \_\_\_\_\_  
Status \_\_\_\_\_  
Salary Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

\*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
Chair	
<u>21001-22177-61003-21000</u>	<u>\$68,683 annual</u>

\*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] 2/14/2017 Date  
Dean/Unit Head [Signature] 2-14-17 Date  
Vice Chancellor [Signature] 3/1/2017 Date  
Chancellor [Signature] 4/12/17 Date  
Director/Personnel [Signature] 4/11/17 Date  
Vice President/Finance [Signature] 4/12/17 Date  
Business Affairs/Comptroller [Signature] 4/12/17 Date  
President [Signature] 5/3/17 Date  
Chairman/S.U. Board of Supervisors \_\_\_\_\_ Date



This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

**ETHNIC ORIGIN (Please check one):**

Hispanic or Latino  Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

Black. Not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

**COMMENTS:** FMLA/Paid Leave

**EMPLOYEE REGULAR WORK SCHEDULE:** MONDAY-FRIDAY; 8am-5pm

**EMPLOYEE DIRECT SUPERVISOR:** Shawn Comminey

**SUPERVISOR/DEPARTMENT CONTACT NUMBER** 225-771-3260

**NUMBER OF EMPLOYEES SUPERVISED, (if any)** \_\_\_\_\_

**HR USE ONLY: STATUS (circle one):** EXEMPT NON-EXEMPT

**GUIDELINES:** All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

**CLASS OF EMPLOYMENT (VISA STATUS):**

TYPE	CODE	OTHER INFORMATION
United States Citizen/Certificate of Naturalization	US	NORTHERN UNIVERSITY SYSTEM BUDGET OFFICE 241001-22179-61003-2000 APR 12 2011 <i>Ypd Jones</i> FUNDS AVAILABLE
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

**Do Not Write Below This Area**  
**For Human Resource and Budgetary Control Use Only!**

**PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):**

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- 10 Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

RECEIVED

MAR 28 2017

REQUEST FOR LEAVE OF ABSENCE FORM
SOUTHERN UNIVERSITY SYSTEM

Office of the Executive Vice President
for Academic Affairs and Provost

CAMPUS: SUS [ ] SUBR [x] SULAC [ ] SUAREC [ ] SUNO [ ] SUSLA [ ]

Name of Employee: FRANCIS DANQUAH SSN: [REDACTED]

Address: 3430 WHITE SANDS Phone: [REDACTED]

Title: PROFESSOR Highest Degree: PhD

Birth Date: [REDACTED]

NO. OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION: 25

EFFECTIVE DATE OF LEAVE: 02/01/2017 ANTICIPATED RETURN DATE: 04/20/2017

Purpose of leave Requested (click one):

- a. Professional or Cultural Improvement (Must have prior approval from Chancellor)
b. Rest and Recuperation (Statement from two (2) physicians\* must be attached)
c. Independent Study or Research Statement
d. Military
e. Maternity (Statement from one (1) physician\* must be attached)

Vertical column of checkboxes with the second one checked.

\*must be attending physician

TYPE OF LEAVE REQUESTED (check one): YES
a. with pay
b. without pay

APR -3 2017

LENGTH OF LEAVE REQUESTED: (No. of weeks, not to exceed 36 weeks) 12

MANNER IN WHICH THIS LEAVE, IF GRANTED, WILL BE SPENT:
Rest and recuperation

DO YOU WISH TO RETAIN FRINGE BENEFITS? (if yes, total contribution of premium must be paid to Human Resources/Comptroller's Office in Advance)

Teacher Retirement Yes [x] No [ ]
State Retirement Yes [x] No [ ]
Group Insurance Yes [x] No [ ]
Elected Supplemental Benefits Yes [x] No [ ]

I hereby agree to comply with the provisions of the Southern University Board of Supervisors' policy on leaves of absence.

02/01/2017
DATE

Francis Danquah
SIGNATURE OF APPLICANT

PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: 10/20/2013-04/20/2014
Purpose of Last Leave: Sick Leave

TYPE OF LAST LEAVE:

With pay [x] Amount:
Without Pay [ ]
Length of last leave:

Signatures of Chairperson, College Dean, Chief Academic Officer, and System President.

DATE and Signature of Appropriate Committee Chairperson and Signature of Chairman of the Board.

POS CLASS					
EMP CLASS					
HI		RT		LV	

**SOUTHERN UNIVERSITY SYSTEM**

Personnel Action Form

POSITION NUMBER	2	M	9	8	1	5
-----------------	---	---	---	---	---	---

CAMPUS: SUS \_\_\_\_\_ SUBR X SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

EMPLOYMENT CATEGORY: 9-MONTH \_\_\_\_\_ 12-MONTH \_\_\_\_\_ OTHER \_\_\_\_\_ (Specify) \_\_\_\_\_

TYPE OF APPOINTMENT:

_____ Academic (Fac)	<u>X</u> Non-Academic (Uncl)	_____ Civil Service
_____ Temporary	Part-time ( _____ % of Full Time) (must be indicated if less than 100%)	_____ Restricted
_____ Tenured	Undergraduate Student	_____ Detail #of mos _____
_____ Tenured Track	Graduate Assistant	_____ Job Appointment
_____ Other (Specify)	Retiree Return To Work	_____ Probationary
		_____ Permanent Status

Previous Employee Morgan C. Hilliard Reason Left Military Leave  
 Date Left 3/11/2017 Salary Paid 34,500.00/ 12 Month

Profile of Person Recommended

Length of Employment 3/11/17 To 7/31/17  
 Effective Date of Employment 3/11/17

Name Morgan C. Hilliard SS# xxx-xx-5591 Sex F Race\* B  
 (Last 4 digits only)

Position Title: Admissions/ Recruitment Department: Admissions

Check One X Existing Position \*Visa Type (See Reverse Side):   
 \_\_\_\_\_ New Position Visa Expiration Date: \_\_\_\_\_

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 2 Southern University Experience 2

Degree(s): Type/Discipline (BA-Education): \_\_\_\_\_ Institution/Location (SU-Baton Rouge): \_\_\_\_\_ Year: \_\_\_\_\_

Current Employer SUBR Admissions/ Recruitment

Personnel Action

Check One \_\_\_\_\_ New Appointment \_\_\_\_\_ Continuation \_\_\_\_\_ Sabbatical \_\_\_\_\_ Leave of Absence  
 \_\_\_\_\_ Transfer \_\_\_\_\_ Replacement X Other (Specify) \_\_\_\_\_

Annual Salary 8625.00 Salary Budgeted 8625.00 Hourly Rate, if applicable: \_\_\_\_\_

Pay Cycle: \_\_\_\_\_ Biweekly X Monthly \_\_\_\_\_ Faculty

Source of Funds: 211001 Identify Budget: 22551 Location: 61002

Change of: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Position: \_\_\_\_\_

Status: \_\_\_\_\_

Salary Adjustment: \_\_\_\_\_

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

\*See Reverse Side

Comments: (Use back of form)

Source of Funds (Current)	Amount
211001 22551 61002 <u>25000</u>	34,500.00

\*See Reverse Side

Graduate School signature (if, applicable):

Justin A. Mathis 3/24/2017  
 Supervisor Date  
Reynold Clure 3/24/2017  
 Vice-Chancellor Date  
Joseph Bourdeau 5/9/17  
 Director/Personnel Date  
[Signature] 5/10/17  
 President Date

Dianna Gilbert 3/11/17  
 Dean/Unit Head Date  
[Signature] 5/10/17  
 Chancellor Date  
[Signature] 5/10/17  
 Vice President/Finance Date  
 Business Affairs/Comptroller  
 Chairman/S.U. Board of Supervisors Date

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

**ETHNIC ORIGIN (Please check one):**

Hispanic or Latino  Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

Hispanic, a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

Asian or Pacific Islander, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native, a person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

**COMMENTS:**

**Military Deployment:**

15 Day Paid Military Leave Only

3 Month Military Orders

**Must be completed by hiring supervisor:**

EMPLOYEE REGULAR WORK SCHEDULE: Monday- Friday 8-5

EMPLOYEE DIRECT SUPERVISOR: Justin J. Mathis

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-5975

NUMBER OF EMPLOYEES SUPERVISED, (if any) 0

HR USE ONLY: STATUS (check one):  EXEMPT  NON-EXEMPT

**GUIDELINES:** All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94/I-20. The latter seven (7) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

**CLASS OF EMPLOYMENT (VISA STATUS):**

TYPE

United States Citizen/Certificate of Naturalization

Resident Alien

H-1 Visa (Distinguished Merit & Ability)

J-1 Visa (Exchange Visitor Program)

F-1 Visa (Student Emp. FT Student at S.U.)

OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)

CODE \_\_\_\_\_ EXPIRES \_\_\_\_\_  
 SOUTHERN UNIVERSITY SYSTEM  
 BUDGET OFFICE  
 RA 211001-22551-61002-25000  
 HI MAY 10 2017  
 J1  
 F1 *Ypd/mus*  
 FO FUNDS AVAILABLE

**Do Not Write Below This Area - For Human Resource Use Only**

**PAF APPROVAL PROCESS CHECKLIST** (Must have the information outlined below, the forms are located at Downloadable Forms on the HR website at [www.subr.edu/humanresources](http://www.subr.edu/humanresources)).

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form-Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
- Reference Check Form (reference check performed by hiring supervisor)
- Authority to Release (signed by employee) (submitted to HR with Verification of Fingerprints form signed by State Police)
- Criminal/Background Check Process (forms completed by employee/ submitted to State Police)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment Form (completed by hiring supervisor)

- \_\_\_\_\_ Proposed Employee Clearance Form (completed by hiring supervisor)
- \_\_\_\_\_ Letter of Justification for Restricted/ Job Appointment/Detail/CS Rule 6.5g appointments
- \_\_\_\_\_ Citizenship/Visa Status Verified, I-20/I-94 provided, if applicable

RECEIVED  
APR 17 2013

RECEIVED  
MAR 31 2013



REQUEST FOR LEAVE OF ABSENCE FORM  
SOUTHERN UNIVERSITY SYSTEM

CAMPUS: SUS \_\_\_\_\_ SUBR X SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

Name of Employee: Morgan C. Hilliard SSN: [REDACTED]

Address: 245 Morth 3<sup>rd</sup> Street Apt 1315 Phone: [REDACTED]

Title: Admissions Recruiter Highest Degree: BA

Birth Date: [REDACTED]

NO. OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION: 2

EFFECTIVE DATE OF LEAVE: March 11, 2017 ANTICIPATED RETURN DATE: July 31, 2017

Purpose of leave Requested (click one):

- a. Professional or Cultural Improvement (Must have prior approval from Chancellor) \_\_\_\_\_
- b. Rest and Recuperation (Statement from two (2) physicians\* must be attached) \_\_\_\_\_
- c. Independent Study or Research Statement \_\_\_\_\_
- d. Military X
- e. Maternity (Statement from one (1) physician\* must be attached) \_\_\_\_\_

\*must be attending physician

TYPE OF LEAVE REQUESTED (check one):

- a. with pay X
- b. without pay \_\_\_\_\_

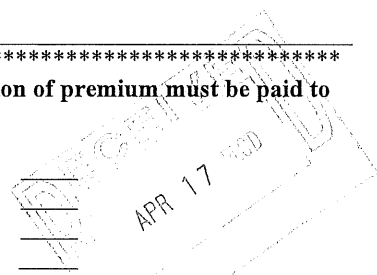
LENGTH OF LEAVE REQUESTED: (No. of weeks, not to exceed 36 weeks) 36

MANNER IN WHICH THIS LEAVE, IF GRANTED, WILL BE SPENT:

\*\*\*\*\*

DO YOU WISH TO RETAIN FRINGE BENEFITS? (if yes, total contribution of premium must be paid to Human Resources/Comptroller's Office in Advance)

Teacher Retirement	Yes	<u>X</u>	No	_____
State Retirement	Yes	_____	No	_____
Group Insurance	Yes	_____	No	_____
Elected Supplemental Benefits	Yes	_____	No	_____



I hereby agree to comply with the provisions of the Southern University Board of Supervisors' policy on leaves of absence.

3/17/2017  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

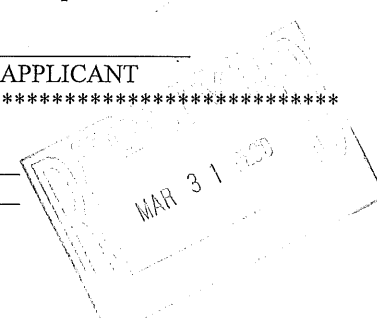
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PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: \_\_\_\_\_  
Purpose of Last Leave: \_\_\_\_\_

TYPE OF LAST LEAVE:

With pay \_\_\_\_\_ Amount: \_\_\_\_\_  
Without Pay \_\_\_\_\_  
Length of last leave: \_\_\_\_\_



\*\*\*\*\*

[Signature] Signature of Supervisor      [Signature] Signature of Department Head      [Signature] Signature of Chief Academic Officer

\_\_\_\_\_  
Signature of Campus Chancellor

\_\_\_\_\_  
Signature of System President

5/10/17  
DATE

5/10/17  
DATE

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\_\_\_\_\_  
Signature of Appropriate Committee Chairperson

\_\_\_\_\_  
Signature of Chairman of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# SU Board of Supervisors

# **SOUTHERN UNIVERSITY BOARD OF SUPERVISORS**

*(Following the Personnel Affairs Committee)*

**Friday, May 12, 2017**

Board of Supervisors' Meeting Room  
2<sup>nd</sup> Floor J.S. Clark Administration Building  
Southern University and A&M College  
Baton Rouge, Louisiana 70813

## **AGENDA**

1. Call to Order and Invocation
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Special Presentation
  - A. *Above and Beyond Award*
6. Action Items
  - A. Minutes of the April 21, 2017, Regular Meeting of the Board of Supervisors
  - B. Approval of Committee Reports and Recommendations
  - C. Resolutions
7. Informational Items
  - A. Unification of SUS Technology and Back Office Operations (Special Presentation on SUS Response to Act 619 and Implementation of IT Transformation/Unification Plan)
  - B. Legislative Update
  - C. System President's Report
  - D. Campus Reports
8. Other Business
9. Adjournment

**Southern University and A&M College System**  
**BOARD OF SUPERVISORS MEETING**  
**Board of Supervisors Meeting Room**  
2<sup>nd</sup> Floor, J.S. Clark Administration Building  
Baton Rouge, Louisiana  
**9 a.m.**  
**Friday, April 21, 2017**

**Minutes**

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Mrs. Ann A. Smith. The invocation was given by the Rev. Joe R. Gant.

**PRESENT**

Mrs. Ann Smith, Dr. Leroy Davis, Mr. Raymond Fondel, Ms. Jordan Franklin, Dr. Curman Gaines, Rev. Joe R. Gant, Mr. Richard Hilliard, Atty. Patrick Magee, Atty. Domoine Rutledge, Mr. Michael Small, and Dr. Leon R. Tarver II.

**ABSENT**

Atty. Tony Clayton, Rev. Donald R. Henry, Rev. Samuel Tolbert and Dr. Rani Whitfield

**UNIVERSITY PERSONNEL ATTENDING**

System President Ray Belton, Chief of Staff Robyn Merrick, Executive Vice President and Provost M. Christopher Brown, Vice President for Finance and Business Affairs Flandus McClinton, Chancellors Dr. Lisa Mims Devezin (SUNO), Dr. Bobby Phillips (SUAREC), Dr. Rodney Ellis (SUSLA), and Atty. John Pierre (SULC).

**BOARD COUNSEL**

**Attys. Winston DeCuir, Jr., and Tracie Woods**

## **ACADEMIC AFFAIRS COMMITTEE**

**Friday, April 21, 2017**

9:00 A.M.

Board of Supervisors Meeting Room  
2<sup>nd</sup> Floor, J.S. Clark Administration Building  
Southern University and A&M College  
Baton Rouge, Louisiana 70813

### **MINUTES**

Board Chair Mrs. Ann A. Smith announced the convening of the Academic Affairs Committee. Academic Affairs Committee Chair Dr. Curman Gaines called the committee meeting to order.

Roll Call: Dr. Curman Gaines, Rev. Joe R. Gant, Jr., Dr. Leon R. Tarver, II, Dr. Leroy Davis, Ms. Jordan Franklin, Mrs. Ann A. Smith

Absent: Atty. Tony M. Clayton

#### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Rev. Joe R. Gant, Jr. and seconded by Dr. Leon R. Tarver II the agenda was recommended for adoption.

Motion passed unanimously.

#### **AGENDA ITEM 4: PUBLIC COMMENTS**

NONE

#### **AGENDA ITEM 5: SPECIAL PRESENTATION**

- **U.S. Association of Track and Field**

Mr. Bill Shelton of the U.S. Association of Track and Field attended the meeting to present \$8,000 for four scholarships to SU Law Center students. The group also committed to providing additional scholarship money to the Law Center for scholarships.

- **Mr. Benson Kinney, Student Representative from the LA Board of Regents**

Mr. Kinney was unable to attend and will present information during the May 12th Board of Supervisors meeting.

#### **AGENDA ITEM 6: ACTION ITEMS**

Upon the motion by Dr. Tarver and seconded by Ms. Franklin, Items 6A, 6B, 6C, 6D were recommended for approval in globo.

Motion passed.



**A. Request Approval of Tenure and Promotion Recommendations, SULC**

<b>Faculty Member</b>	<b>Department</b>	<b>Present Rank</b>	<b>Action</b>
Prof. Wilmai Rivera-Perez	Law Center	Associate Professor	Tenure & Promotion

**B. Request Approval to Award the Honorary Doctorate of Humane Letters to Dr. Dolly Deselle Adams, SUBR**

**C. Request Approval to Award the Honorary Doctorate of Humane Letters to His Excellency Ambassador Mninwa Johannes Mahlangu, SUBR**

**D. Request Approval of Certification of Candidates for Graduation (Spring 2017) SUBR, SUNO, SULC & SUSLA**

**E. Approval of Appointment of Dr. Charles Vincent to the Louis Jetson-Lamar Corporation Endowed Professorship, SUBR**

Upon the motion by Dr. Davis and seconded by Dr. Tarver the appointment of Dr. Charles Vincent to the Louis Jetson-Lamar Corporation Endowed Professorship was recommended for approval.

Motion passed.

**AGENDA ITEMS 7: INFORMATION ITEMS**

**A. Faculty Accountability/Post-Tenure Review, SUBR**

Dr. Brown provided an update on Faculty Accountability and Post-Tenure Review at the SUBR campus. He stated that after the University declared financial exigency the practice of performing faculty evaluations did not continue. An excellent faculty evaluation usually meant that faculty members would be promoted to the next rank and receive an increase in pay; however, with the exigency declaration faculty members ceased working toward this achievement. The Board already has an approved post-tenure review that was adopted in 2009. Brown stated that the updated policy would be forthcoming.

**AGENDA ITEM 8: OTHER BUSINESS**

Board Members Dr. Davis and Dr. Gaines both attended the Small College Initiative Conference sponsored by the Southern Association of Colleges and Schools along with Law Center administrators including Chancellor Pierre, Professors Roederick White and Professor Alfreda Diamond. Board Members Davis and Gaines both expressed appreciation to Chancellor Pierre for the invitation to attend the conference

**AGENDA ITEM 9: ADJOURNMENT**

Upon the motion by Dr. Tarver and seconded by Dr. Davis the Academic Affairs Committee adjourned.

Motion passed.

**FACILITIES AND PROPERTY COMMITTEE**

*(Following the Academic Affairs Committee)*

Board of Supervisors Meeting Room  
2<sup>nd</sup> Floor, J.S. Clark Administration Building  
Southern University and A&M College  
Baton Rouge, Louisiana 70813

**MINUTES**

The Facilities and Property Committee was called to order by Mr. Raymond Fondel.

Roll Call: Dr. Leroy Davis, Mr. Raymond Fondel, Jr., Mr. Richard Hilliard, Dr. Leon R. Tarver II, Mrs. Ann A. Smith

Absent: Rev. Donald R. Henry, Dr. Rani Whitfield

**AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Dr. Davis and seconded by Mr. Hilliard the agenda was recommended for adoption.

Motion passed.

**AGENDA ITEM 4: PUBLIC COMMENTS**

NONE

**AGENDA ITEM 5: INFORMATION ITEMS**

**A. Priority Projects Updates, by Campuses**

System Vice President Flandus McClinton stated that a summary of the priority projects was included in the meeting packet, but reviewed the status of each project.

**B. Status of Deferred Maintenance Projects**

Eli Guillory System Director of Facilities Planning discussed the status of deferred maintenance projects. In response to a question from Board Member Rutledge regarding whether the funding was in place for all the projects, Mr. Guillory said that the funding is not in place. He stated that the University would know the status of the funding by the end of the legislative session. Atty. Rutledge questioned whether the projects have been prioritized. Mr. Guillory stated that they are prioritized; however, Dr. Tarver stated that even though the University has assigned a priority to the projects, when the list is submitted to the Board of Regents, the priority may be reprioritized.

**C. Update on Capitol Priorities**

Mr. Guillory stated that the list of capitol priorities was included in the meeting materials and reviewed the items on the list

**AGENDA ITEM 6: OTHER BUSINESS**

NONE

**AGENDA ITEM 7: ADJOURNMENT**

Upon the motion by Dr. Tarver and seconded by Mr. Hilliard the Facilities and Property Committee adjourned.

Motion passed.

**FINANCE COMMITTEE**  
*(Following the Facilities and Property Committee)*  
Board of Supervisors Meeting Room  
2<sup>nd</sup> Floor, J.S. Clark Administration Building  
Southern University and A&M College  
Baton Rouge, Louisiana 70813

**MINUTES**

The Finance Committee was called to order by Committee Chair Atty. Domoine Rutledge.

Roll Call: Atty. Rutledge, Rev. Joe R. Gant, Jr., Mr. Richard Hilliard, Dr. Leon R. Tarver II, Mrs. Ann A. Smith

Absent: Atty. Tony Clayton, Rev. Donald R. Henry

**AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Rev. Gant and seconded by Dr. Tarver the agenda was recommended for adoption.

Motion passed.

**AGENDA ITEM 4: PUBLIC COMMENTS**

NONE

**AGENDA ITEM 5: ACTION ITEMS**

**A. Request Approval of Student Self-Assessed Fees, SUBR**

Upon the motion by Rev. Gant and seconded by Dr. Tarver the student self-assessed fees were recommended for approval.

Motion passed.

**B. Request Approval of Policies and Procedures Governing Building and Facility Rental and Usage, SUS**

Upon the motion by Dr. Tarver and seconded by Rev. Gant the Policies and Procedures Governing Building and Facility Rental and Usage, SUS was recommended for approval.

Motion passed.

**C. Request Approval of Policies and Procedures Governing the Handling of Cash, SUS**

System Vice President Flandus McClinton stated that the policy presented is an update to the policy passed by the Board in 2000 and stated that all policies are being reviewed for updating.

Upon the motion by Rev. Gant and seconded by Dr. Tarver the **Policies and Procedures Governing the Handling of Cash, SUS** was recommended for approval.

Motion passed.

Atty. Rutledge stated that there should be more delineation in the policy as it relates to the benefits that are afforded to the group identified in the policy as internal group. System Vice President McClinton stated that in the attachment to the policy there is a breakdown of costs and there is also a percentage discount that is available to internal groups for the various buildings. Atty Rutledge also wanted to know whether groups like the SU Foundation and the Alumni Federation would be able to access facilities at no cost or a reduced cost. Mr. McClinton stated that the System President has the authority to waive fees for such groups.

#### **AGENDA ITEM 6: INFORMATION ITEMS**

##### **A. Interim Financial Report as of January 2017**

System Vice President McClinton informed members of the board that he has met with all chief financial officers and who have submitted a forecast for the remainder of the year. He stated that all System Campuses are on target to close the year with a balanced budget.

#### **AGENDA ITEM 7: OTHER BUSINESS**

NONE

#### **AGENDA ITEM 8: ADJOURNMENT**

Upon the motion by Rev. Gant and seconded by Mr. Hilliard the finance committee adjourned.

Motion passed.

## **TECHNOLOGY COMMITTEE**

*(Following the Finance Committee)*

Board of Supervisors Meeting Room  
2<sup>nd</sup> Floor, J.S. Clark Administration Building  
Southern University and A&M College  
Baton Rouge, Louisiana 70813

### **MINUTES**

The technology committee was called to order by Committee Chair Mike Small.

**Roll Call:** Mr. Mike Small, Mr. Richard Hilliard, Mr. Raymond Fondel, Jr., Dr. Rani Whitfield and Mrs. Ann A. Smith

**Absent:** Rev. Samuel C. Tolbert, Dr. Rani Whitfield

#### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Mr. Hilliard and seconded by Mr. Raymond Fondel, Jr. the agenda was recommended for adoption.

Motion passed unanimously.

#### **AGENDA ITEM 4: PUBLIC COMMENTS**

NONE

#### **AGENDA ITEM 5: ACTION ITEM**

##### **A. Information Technology Reorganizational Plan, SULC**

Chancellor John Pierre stated that a copy of the reorganizational plan for IT at the SU Law Center was included in the meeting packet. Chancellor Pierre stated that the reorganization is being done to create efficiencies in back office operations.

Upon the motion by Mr. Fondel and seconded by Mr. Hilliard the technology committee adjourned.

Motion passed.

#### **AGENDA ITEM 6: INFORMATIONAL ITEM**

##### **A. A Pathway Forward: Implementing SU System IT Transformation Plan and Shared Services, SUS**

Dr. Gabriel Fagbeyiro gave a brief synopsis on strategies that can be used to realize efficiencies on SU campuses as it relates to technology. A copy of the plan was included in each meeting packet. Rev. Gant asked that the comprehensive IT plan be sent to members of the board prior to the meeting so that they will have time to review the plan.

#### **AGENDA ITEM 7: OTHER BUSINESS**

NONE

#### **AGENDA ITEM 7: ADJOURNMENT**

Upon the motion by Mr. Fondel and seconded by Mr. Hilliard the technology committee adjourned.

Motion passed.



## **PERSONNEL AFFAIRS COMMITTEE**

*(Following the Technology Committee)*  
Board of Supervisors Meeting Room  
2nd Floor, J.S. Clark Administration Building  
Southern University and A&M College  
Baton Rouge, Louisiana 70813

### **MINUTES**

The personnel affairs committee was called to order by Committee Chair Atty. Patrick Magee.

**Roll Call:** Atty. Magee, Dr. Curman Gaines, Rev. Joe R. Gant, Jr., Dr. Leon R. Tarver II, and Mrs. Ann A. Smith

**Absent:** Rev. Donald R. Henry, Atty. Tony Clayton

### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Dr. Tarver and seconded by Dr. Gaines the agenda was recommended for adoption.

Motion passed unanimously.

### **AGENDA ITEM 4: PUBLIC COMMENTS**

Dr. Diola Bagayoko, spoke in support of the proposed appointment for Dr. Luria Stubblefield and expressed his dismay at losing Dr. M. Christopher Brown as Provost.

SUBR sociology professor Dr. Anthony Igiede also expressed his disappointment at losing Provost Brown.

Dr. Frank Martin, Chair of the Business Administration department at SUNO spoke in support of the appointment of Dr. David Adebogye as Vice Chancellor for Academic Affairs and Evening and Weekend Affairs/Accreditation Liaison.

### **AGENDA ITEM 5: ACTION ITEMS**

#### **A. Request Approval of Personnel Action on Positions greater than \$60,000**

Upon the motion by Mr. Fondel and seconded by Dr. Tarver personnel action items 5 A 1 through 13 was recommended for approval.

Motion passed.

Atty. Magee asked each Chancellor to discuss the personnel actions from their respective campuses.

SUNO Chancellor Dr. Lisa Mims stated that the appointment of Dr. David Adebogye would allow the SUNO campus to better serve the adult learner population in New Orleans and to be successful in reaffirmation of its accreditation.

Name	Position/Campus	Salary
<b>NEW APPOINTMENTS</b>		
<b>1. Phebe Pydras</b>	Director of the Law Library New Appointment, SULC	<b>\$120,000</b>
<b>2. Lata Johnson</b>	Associate Vice Chancellor/CIO, Technology, Security & Telecommunications New Appointment, SULC	<b>\$104,000</b>
<b>3. Tramelle Williams</b>	IT Network Administrator/Security Specialist New Appointment, SULC	<b>\$70,000</b>
<b>4. Joycelyn Johnson</b>	Chief of Police New Appointment, SUBR	<b>\$80,000</b>
<b>5. Brenda Jackson</b>	Vice Chancellor for Research and Strategic Initiatives/Executive Director of Title III New Appointment, SUNO	<b>\$90,000</b>
<b>6. Donna Grant</b>	Vice Chancellor for Student Affairs & Enrollment Management New Appointment, SUNO	<b>\$95,000</b>
<b>7. Luria Young</b>	Interim Executive Vice President for Academic Affairs and Provost New Appointment, SUS/SUBR	<b>\$180,000</b>
<b>8. Camacia Smith-Ross</b>	Interim Vice Provost, Academic Affairs, New Appointment, SUBR	<b>\$ 90,000</b>
<b>9. Willie Francois</b>	Director of Enterprise Research Planning, SUS New Appointment	<b>N/A</b>
<b>10. Rachel Carriere</b>	Director of Web Application (Interim) <i>New Appointment/Title Change</i>	<b>N/A</b>
Name	Position/Campus	Salary
<b>TITLE CHANGES ONLY</b>		
<b>11. David Adegboye</b>	Vice Chancellor for Academic Affairs and Evening and Weekend Affairs/Accreditation Liaison, SUNO	<b>N/A</b>
<b>12. Gloria Moultrie</b>	Chief Administrative Officer of Community Outreach Alumni Affairs and Public Relations, SUNO	<b>N/A</b>
<b>13. Terrance Cyriaque</b>	IT Security Manager, SUBR	<b>N/A</b>

**B. Request Approval for Medical Leave of Absence for Stephen McGuire, SUBR**

Upon the motion by Dr. Tarver and seconded by Dr. Gaines the medical leave of absence for Dr. Stephen McGuire was recommended for approval.

Motion Passed

**AGENDA ITEM 6: INFORMATIONAL ITEMS**

President Belton explained that the information item presented was the University's attempt to bring the salaries of the University police officers up to current civil service allowances. The University made the request to the Louisiana State Civil Service department to amend the Special Entrance Rates for several categories of officers which would allow the University to attract and retain competent officers. Dr. Belton also stated that he is working to give salary adjustments across the board for all civil service employees on the campus.

**AGENDA ITEM 7: OTHER BUSINESS**

NONE

**AGENDA ITEM 7: ADJOURNMENT**

Upon the motion by Rev. Gant and seconded by Mrs. Smith the personnel affairs committee adjourned.

Motion passed.

## **SOUTHERN UNIVERSITY BOARD OF SUPERVISORS**

*(Following the Personnel Affairs Committee)*

Board of Supervisors Meeting Room  
2<sup>nd</sup> Floor, J.S. Clark Administration Building  
Southern University and A&M College  
Baton Rouge, Louisiana 70813

### **MINUTES**

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Mrs. Ann A. Smith. All members were present except Rev. Donald R. Henry, Rev. Samuel Tolbert, and Dr. Rani Whitfield.

#### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Rev. Gant and seconded by Mr. Mike Small the agenda was recommended for adoption.

Motion passed unanimously.

#### **AGENDA ITEM 4: PUBLIC COMMENTS**

NONE

#### **AGENDA ITEM 5: SPECIAL PRESENTATION**

The *Above and Beyond Award* was presented to Mr. Major Brock, Assistant Vice Chancellor for Student Success at the Shreveport campus. Mrs. Smith presented a plaque and Dr. Belton presented a certificate to Mr. Brock. SUSLA Chancellor Rodney Ellis spoke about Mr. Brock's commitment to student success and retention and stated that because of his efforts the campus passed the QEP Quality Enhancement Plan with no recommendations. Mr. Brock thanked members of the board and Board Chair Mrs. Ann Smith for the acknowledgement.

#### **AGENDA ITEM 6: ACTION ITEMS**

##### **A. Approval of Minutes of the March 31, 2017 meeting**

Upon the motion by Mr. Hilliard and seconded by Mr. Raymond Fondel, Jr. the minutes were recommended for adoption.

Motion passed.

**RESOLVED** by the Board of Supervisors for the Southern University System that the minutes of the April 21, 2017, meeting, be and they are hereby approved.

##### **B. Approval of Committee Reports and Recommendations**

Upon the motion by Rev. Gant and seconded by Dr. Davis. the committee reports were recommended for adoption.

Motion passed.

**RESOLVED** by the Board of Supervisors for Southern University, that the actions taken by the Academic Affairs Committee, Facilities and Property Committee, Finance Committee, Technology Committee and Personnel Affairs Committee be and they are hereby approved.

## **1. Academic Affairs**

### **a. Request Approval of Tenure and Promotion Recommendation, SULC**

**RESOLVED** by the Board of Supervisors for Southern University, that the tenure and promotion recommendation for Associate Professor Wilmai Rivera-Perez, SULC is hereby approved.

### **b. Request Approval to Request Approval to Award the Honorary Doctorate of Humane Letters to Dr. Dolly Deselle Adams, SUBR**

**RESOLVED** by the Board of Supervisors for Southern University, that the honorary doctorate of Humane Letters degree for Dr. Dolly Deselle Adams, SUBR be and it is hereby approved.

### **c. Request Approval to Award the Honorary Doctorate of Humane Letters to His Excellency Ambassador Mninwa Johannes Mahlangu, SUBR**

**RESOLVED** by the Board of Supervisors for Southern University, that honorary doctorate of Humane Letters degree for His Excellency Ambassador Mninwa Johannes Mahlangu, SUBR be and it is hereby approved

### **d. Request Approval of Certification of Candidates for Graduation (Spring 2017) SUBR, SUNO, SULC & SUSLA**

**RESOLVED** by the Board of Supervisors for Southern University, that the resolutions presented for the certification of candidates for Spring 2017 Commencement for SUBR, SUNO, SULC, and SUSLA be and they are hereby approved.

### **e. .Approval of Appointment of Dr. Charles Vincent to the Louis Jetson-Lamar Corporation Endowed Professorship, SUBR**

**RESOLVED** by the Board of Supervisors for Southern University, that appointment of Dr. Charles Vincent to the Louis Jetson-Lamar Corporation Endowed Professorship, SUBR be and it is hereby approved.

## **2. Facilities and Property Committee**

**No action items were presented. The information items presented will be filed for auditing purposes.**

### **3. Finance Committee**

#### **a. Request Approval of Student Self-Assessed Fees, SUBR**

**RESOLVED** by the Board of Supervisors for the Southern University System that the Student Self-Assessed Fees, SUBR be and it is hereby approved.

#### **b. Request Approval of Policies and Procedures Governing Building and Facility Rental and Usage, SUS**

**RESOLVED** by the Board of Supervisors for the Southern University System that the Policies and Procedures Governing Building and Facility Rental and Usage, SUS be and it is hereby approved.

#### **c. Request Approval of Policies and Procedures Governing the Handling of Cash, SUS**

**RESOLVED** by the Board of Supervisors for the Southern University System that the Policies and Procedures Governing the Handling of Cash, SUS be and it is hereby approved.

### **4. Technology Committee**

#### **a. Information Technology Reorganizational Plan, SULC**

**RESOLVED** by the Board of Supervisors for the Southern University System that the Information Technology Reorganizational Plan, SULC be and it is hereby approved.

### **5. Personnel Affairs Committee**

#### **a. Approval of Personnel Action on Positions greater than \$60,000**

##### **1. Phebe Poydras**

**RESOLVED** by the Board of Supervisors for the Southern University System, that the new appointment of Phebe Poydras as Director of the Law Library, SULC at a salary of \$ 120,000 be and it hereby is approved.

##### **2. Lata Johnson**

**RESOLVED** by the Board of Supervisors for the Southern University System, that the new appointment of Lata Johnson, as Associate Vice Chancellor/CIO Technology, Security & Telecommunications, SULC at a salary of \$104,000 be and it hereby is approved.

##### **3. Tramelle Williams**

**RESOLVED** by the Board of Supervisors for the Southern University System, that new appointment of Tramelle Williams as IT Network Administrator/Security Specialist, SULC at a salary of \$70,000 be and it hereby is approved.



**4. Joycelyn Johnson**

**RESOLVED** by the Board of Supervisors for the Southern University System, that new appointment of Joycelyn Johnson as Chief of Police, SUBR at a salary of \$80,000 be and it hereby is approved.

**5. Brenda Jackson**

**RESOLVED** by the Board of Supervisors for the Southern University System, that new appointment of Brenda Jackson as Vice Chancellor for Research and Strategic Initiatives/Executive Director of Title II, SUNO at a salary of \$90,000 be and it hereby is approved.

**6. Donna Grant**

**RESOLVED** by the Board of Supervisors for the Southern University System, that new appointment of Donna Grant as Vice Chancellor for Vice Chancellor for Student Affairs and Enrollment Management, SUNO at a salary of \$95,000 be and it hereby is approved.

**7. Luria Young**

**RESOLVED** by the Board of Supervisors for the Southern University System, that new appointment of Luria Young as Interim Executive Vice President for Student Affairs and Provost, SUS/SUBR at a salary of \$180,000 be and it hereby is approved.

**8. Camacia Smith-Ross**

**RESOLVED** by the Board of Supervisors for the Southern University System, that new appointment of Camacia Smith-Ross as Interim Vice Provost, Academic Affairs, SUBR at a salary of \$90,000 be and it hereby is approved.

**9. Willie Francois**

**RESOLVED** by the Board of Supervisors for the Southern University System, that new appointment/title change for Willie Francois as Director of Enterprise Research Planning, SUS, be and it hereby is approved.

**10. Rachel Carriere**

**RESOLVED** by the Board of Supervisors for the Southern University System, that the new appointment/title change for Rachel Carriere as Interim Director of Web Application, SUBR be and it hereby is approved.

**11. David Adegboye**

**RESOLVED** by the Board of Supervisors for the Southern University System, that the title change for David Adegboye as Vice Chancellor for Academic Affairs and Evening and Weekend Affairs/Accreditation Liaison, SUNO be and it hereby is approved.

**12. Gloria Moultrie**

**RESOLVED** by the Board of Supervisors for the Southern University System, that the title change for Gloria Moultrie as Chief Administrative Officer of Community Outreach, Alumni Affairs and Public Relations, SUNO be and it hereby is approved.

**13. Terrance Cyriaque**

**RESOLVED** by the Board of Supervisors for the Southern University System, that the new appointment/title change for Terrance Cyriaque as IT Security Manager, SUBR be and it hereby is approved.

**b. Request Approval of Medical Leave for Dr. Stephen McGuire, SUBR**

**RESOLVED** by the Board of Supervisors for the Southern University System, that the medical leave for Dr. Stephen McGuire as Interim Director of Web Application, SUBR be and it hereby is approved.

**AGENDA ITEM 7: INFORMATION ITEM**

**a. Legislative Update**

Mr. Rodney Braxton distributed a copy of a report that included a list of current legislation that has been proposed that may affect higher education and Southern University. Mr. Braxton highlighted several items from the report and stated that there could be an \$18 million cut to higher education this session.

Rev. Gant asked that weekly reports be sent to members of the board so that they are informed about the bills that are progressing through the session. Mrs. Smith asked about the SU Day at the Capitol and the reason why the date June 5 had been selected. Mr. Braxton stated that usually the day is coordinated through the Speaker's office, but the Speaker's office did not get a response from the University in a timely manner. The June 5<sup>th</sup> date was the earliest date that was available in the Capitol Rotunda that could accommodate the event. Dr. Tarver stated that June 5<sup>th</sup> is not late, because all legislators would be present at that time and we might have an opportunity to influence decisions. Mr. Braxton added that usually the most controversial bills are in conference and Dr. Davis asked about new revenue that could be generated from the Gas Tax. Mr. Braxton stated that in his meetings with legislators there are no plans for new revenue that would be generated.

**b. System President's Report**

President-Chancellor Belton expressed appreciation to Dr. M, Christopher Brown for his outstanding contributions to the SU System and wished him well on his new appointment. Dr. Belton also reminded board members about academic signing day at all campuses. He expressed appreciation to all alumni who are participating. He informed board members that the marketing materials have launched. The PR firm will be scheduling meetings on the other campuses in the system to get more information about the campus. SU also is poised to launch online course offerings and a platform that students will be able to have access to textbooks electronically as well. He also congratulated Dr. Luria Young who is president-elect of the Conference of Louisiana Colleges and Universities (CLCU). The CLCU conference will be hosted at SUBR in 2019. He also commended Dr. Moustapha Diack for conducting the Affordable Learning summit that was held in New Orleans, LA.

Board Members Raymond Fondel and Dr. Tarver also extended best wishes to Dr. Brown for his service to the University. Mr. Fondel also reminded board members about academic signing day and invited Mr. Carlton Jones, 3<sup>rd</sup> Vice President of Alumni Affairs to speak about the plans for academic signing day. Mr. Fondel also asked President Belton to provide an update on the status of the resolution regarding the revised admissions standards for the University at next month's board meeting.

Rev. Gant expressed dismay that the University did not do anything to retain Dr. Brown as provost and cautioned administrators to value good employees.

c. **Campus Reports**

Each Campus Chancellor submitted written reports that were included in the meeting packet.

**SUNO** – Chancellor Mims-Devezin announced that SUNO served as one of the sites for the Georgetown University 272 webcast. SUNO submitted 10 proposals to the LA BOR Support Enhancement Fund 6 were funded. Two of the proposals were ranked first. SUNO was included in the 2018 Journey through African American History resource guide calendar and SUNO will host the Region6 Title III technical assistance workshop next week.

**SUSLA** – Chancellor Ellis announced the date for commencement on May 16 at the Shreveport Convention Center the speaker is Rebecca Sykes Shreveport native and president of the Oprah Winfrey Foundation; the Southern University Museum of Art was nationally recognized as one of the top 20 HBCU museums and thanked Dr. Tarver for his continued contributions to the museum

**SUAREC**- Dr. Bobby Phills thanked Board members for their support and made the following announcements: more than 3,000 elementary through high school students attended their recent National Ag Day celebration. Small Business and contractors workshop with more than 300 small business owners were in attendance. SUAREC faculty and students received many awards during the Association of Research Directors conference. U.S. Forest Service Fire prevention program was held. Awards and recognition banquet was held for the College of Agriculture. USDA representative will be on site at the SUAREC on April 25. The marijuana RFP is ready to be released. SUBR purchasing director Ms. Linda Antoine is assisting in the endeavor and is awaiting approval from the Division of Administration.

**SULC** – Chancellor Pierre announced that May 1 is the deadline for law center applications; thanked Dr. Mims-Devezin and SUNO administrators for their work with the Georgetown Project. He also announced that commencement is May 13 and Judge Shonda Stone would be the commencement speaker for the SULC. Announced that 6 additional judges have been inducted into the law center alumni hall of fame bringing the total to 50. Also congratulated Ms. Jordan Franklin who will be graduating in May.

**SUBR** – Dr. M. Christopher Brown announced that Dr. Luria Young would be President elect of the CLCU and that SUBR would be the host site for the conference in 2019. Announced the time change for commencement to 9:30 a.m. There are 738 students graduating.

Awards Recognition Banquet for the Basketball team was held Thursday, April 20 and attended by Mrs. Smith, Mr. Fondel, Dr. Gaines and Atty. Rutledge.

**AGENDA ITEM 8: OTHER BUSINESS**

President Belton recognized Mrs. Smith who had a birthday Monday, April 18 . Also Mrs. Smith recognized Board Members Mike Small and Dr. Tarver who also had birthdays during the month of April.

**AGENDA ITEM 9: ADJOURNMENT**

Upon the motion by Dr. Davis and seconded by Ms. Franklin the meeting adjourned.



# Southern University and A&M College at Baton Rouge **CHANCELLOR'S REPORT**

## *Significant Achievements / Accomplishments*

### **SUBR Partners with SHEEO to Increase Underrepresented Male Teachers**



*Photo by: John Oubre, SUBR Office of Media Relations*

Southern University is among several southern states and historically black colleges and universities (HBCUs) partnering with the State Higher Education Executive Officers Association (SHEEO) to increase the number of underrepresented male teachers. SHEEO was recently awarded a three-year grant from the W.K. Kellogg Foundation to fund Project Pipeline Repair: Restoring Minority Male Participation and

Persistence in Educator Preparation Programs (Project PR). The project will engage state policy leaders, educator preparation programs at HBCUs, and partner schools to achieve goals and objectives of the \$1.5 million award.

The grant will fund the development and implementation of academic enrichment opportunities to prepare underrepresented male high school juniors and seniors for success in a postsecondary educator preparation program. Project Pipeline Repair aims to reduce students' need for remedial education in higher education, which can delay graduation and further serve to diminish students' aspirations to enter the honorable profession of teaching.





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*Photo by: John Oubre, SUBR Office of Media Relations*

The project also will expose participating male students to higher education expectations in authentic postsecondary environments while developing important knowledge and skills through direct instruction, mentoring, and technology-assisted personalized learning.

With last year's passing of the US Department of Education's Every Student Succeeds Act (ESSA) and subsequent teacher preparation regulations, states are encouraged to develop innovative policies and

practices that improve student

achievement, including those that lead to the preparation of highly qualified teachers who can facilitate the educational success of all children. Project Pipeline Repair recognizes the historical role HBCUs have played in the preparation of African-American teachers dating back to the 19th century and sees a critical role for them in the 21st century and beyond.

According to reports, although "minorities" represent more than 50 percent of public school students, less than 20 percent of the teachers come from communities of color, and only two percent of those are African-American men.

Glen Boyce, Commissioner of Higher Education in Mississippi, asserts "We must all band together and figure out how to bring African-American men back into the teaching profession." He is joined by fellow higher education leaders Tim Vick, Maria Markham, Joseph Rallo, and Gary Glenn from Alabama, Arkansas, Louisiana, and South Carolina, respectively, in his commitment to addressing the problem. Other participating HBCUs besides SUBR include Tuskegee University, University of Arkansas at Pine Bluff, Alcorn State University, and Claflin University.

"It is imperative for all young people to experience a diversity of teachers and ideas as they matriculate through elementary and secondary school. The low percentage of African-American males employed in the K-12 teaching force endangers the ability of schools to meet this ambition. This new SHEEO grant partnership provides an important vehicle to increase the number of African-American males pursuing K-12 teaching as a career. We owe all





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students the best educational settings and teachers available," said M. Christopher Brown II, executive vice president and provost, Southern University and A&M College System.

Representatives from the HBCUs and state agencies convened for a planning meeting February 12-15, 2017, to launch Project Pipeline Repair.

SHEEO principal policy analyst and project director, Dr. Denise Pearson, sees the potential for Project Pipeline Repair to reverse current trends and inform higher education policy and practice. As a former higher education administrator and professor of education at an HBCU, Dr. Pearson observed underrepresented male college students aspiring to join the teaching profession confronted by formidable program admission and completion barriers, which included unmitigated achievement gaps.

Dr. Pearson believes Project Pipeline Repair is innovative and will achieve outcomes through emphasis on skill development in the essential areas of written and oral communication, critical thinking for problem solving, teamwork, and quantitative literacy, which are among the Association of American Colleges and Universities' essential six learning outcomes.

SHEEO is the national membership association of state higher education executive officers who serve as leaders for statewide coordinating and governing boards and other state policy agencies for higher education.

## **The Southern University System Receives MERLOT Stewardship Award**

The Southern University System recently received a MERLOT Stewardship Award at the INNOVATE 2017 International Conference, co-sponsored by the Online Learning Consortium (OLC) and the Multimedia Educational Resources for Learning and Online Teaching (MERLOT) global organization.







## Southern University and A&M College at Baton Rouge **CHANCELLOR'S REPORT**

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The SU System was recognized for its leadership role in launching the partnership with the California State University MERLOT, an Affordable Learning Solution (AL\$) portal, and the Southern University Open Library for Education (SUOL4Ed) on April 19, 2016. The SU Open Library provides access for open education resources to the University and enables SU System faculty to develop online courses and programs using free and quality Open Education Resources (OER). It also helps faculty develop educational multimedia resources and open textbooks to contribute back to the OER and Open Access (OA) global movements. As part of its adoption model the System declared the week of Thanksgiving in 2016 as "Open Education Week" to raise awareness through discussion panels involving faculty, students and librarians, and provided expert training to leverage the open library, and advocated a video channel authored by faculty and librarians.

Southern University was the first institution in Louisiana and the first HBCU in the U.S. to deploy an affordable learning solution technology. As a result of these significant efforts and leadership role, the University co-hosted with OLC and MERLOT an HBCU Summit on AL\$ and Quality Online Program as part of the International INNOVATE conference.

President-Chancellor Ray Belton inaugurated the HBCU Summit, chaired by Dr. Moustapha Diack, professor and chair of the SU Doctoral Program in Science/Mathematics Education and director-MERLOT Africa Network. The summit targeted 104 HBCUs in the United States and Higher Education in Africa (HEIA) and will be an integral part of the INNOVATE conference set to be held every April in different states in the U.S. Next year's summit will be held in Nashville, Tennessee.







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## **SUBR Student, Jessica Tilson, Participates in Georgetown University's Religious Ceremony on Ties to Slavery**

Ms. Jessica Tilson, a microbiology student, was recently invited by Georgetown University president Dr. John J. DeGioia to participate in a Liturgy of Remembrance, Contrition, and Hope, and the Dedication of Isaac Hawkins Hall and Anne Marie Becraft Hall.

Georgetown, in partnership with the Archdiocese of Washington and the Society of Jesus in the United States, held a religious ceremony and building dedication on April 18, 2017 in honor of the 272 enslaved men, women, and children sold by Maryland Jesuits in 1838.

In the fall of 2015, Dr. DeGioia convened the Working Group on Slavery, Memory, and Reconciliation to make recommendations on how best to acknowledge and recognize Georgetown University's historical relationship to slavery. On September 1, 2016, the Working Group released their report, which included a series of recommendations that are guiding the University's ongoing efforts. The Liturgy of Remembrance, Contrition, and Hope and the Dedication Ceremony for Isaac Hawkins Hall and Anne Marie Becraft Hall are the result of these recommendations. These events are part of an ongoing conversation among the Georgetown University communities, the Society of Jesus in the United States, and descendants.



*Photo by: John Oubre  
SUBR Office of Media Relations*

Ms. Tilson, a native of Maringouin, is among several Louisiana families who researched and discovered they are descendants of slaves sold by Georgetown University. She discovered she is the descendant of at least eight slaves the Jesuits sold to pay off mounting debts that could have forced the school to shut down at that time.

"This is the most amazing feeling in the world, being able to speak at the 'Liturgy of Remembrance, Contrition, and Hope Ceremony' at Georgetown University. This event will be honoring my great, great, great, great, great, great grandfather Isaac Hawkins by renaming 'Freedom Hall' after him. Being an African American who is finally able to reconnect with my enslaved ancestors prior to the American Revolutionary War, all with documentation, is both





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heartbreaking and yet rewarding at the same time. Because I am able to achieve something a lot of people dream of -- a sense of completion by finding out where my family/ancestors originated, I am hoping that my journey will inspire others to search for their lost family/ancestors," Ms. Tilson stated.

The liturgy included Cardinal Donald Wuerl, Archbishop of Washington; Rev. Robert Hussey, S.J., Provincial of the Maryland Province Jesuits; and Rev. Timothy Kesicki, S.J., president of the Jesuit Conference, the organization that represents the Society of Jesus in the United States and Canada.

Following the religious ceremony, Georgetown University dedicated two campus buildings for Isaac Hawkins and Anne Marie Becraft. These halls were formerly named for two Jesuits involved in the 1838 sale to Louisiana plantation owners.

Isaac Hawkins Hall, formerly known as Mulledy Hall and provisionally named as Freedom Hall in 2015, will be named for the first enslaved person listed in documents related to the 1838 sale. Anne Marie Becraft Hall, formerly known as McSherry Hall and provisionally named in 2015 as Remembrance Hall, will be renamed for a free woman of color who established a school in the town of Georgetown for black girls. The school was one of the first such educational endeavors in the District of Columbia.



*Photo by: John Oubre, SUBR Office of Media Relations*

## **Nursing Graduate Program named 'School of the Year'**

The Southern University School of Nursing and Allied Health's Graduate Nursing Program was recently honored as the "2017 Nursing School of the Year, Graduate Degree Programs," by the Louisiana Nurses Foundation. The announcement occurred at the annual Nightingale Awards Gala held on Saturday, April 4, 2017. This prestigious award recognizes a school of nursing offering formal education for registered nurses seeking a graduate degree for advanced clinical practice roles as well as nursing





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administration, nursing education and research. The event is commonly known as the "Academy Awards" for Nursing and Healthcare professionals.

Established in 1986, Southern's School of Nursing currently offers four degrees: the bachelors of science in nursing (BSN); the master of science in nursing (MSN) with a specialty in family health; the Doctor of Philosophy (Ph.D.) with a major in nursing; and the Doctorate of Nursing Practice (DNP). As the dean of the School of Nursing since 1986, Janet S. Rami, Ph.D., RN, has led the school in creating a pathway to excellence in the nursing and health care workforce. While the BSN program has produced over 2000 RNs (85 percent African American) since its inception, the MSN program, which began in 1992, has produced more than 400 graduates; many of whom are from disadvantaged backgrounds, with an average pass rate of 95 percent on the national certification exam (exceeding the national average). "This award validates the superior quality of nursing education at Southern University and the dedication of the nursing faculty," Dean Rami stated.

The School of Nursing is the largest producer of African-American MSN graduates and the only producer of Ph.D. graduates in the state of Louisiana, with 40 graduates since its inception. These programs have fulfilled a significant role in expanding the advanced practice nursing workforce with highly competent minority nurses. Further, the PhD program is a research-focused doctorate that prepares nurse scientists for education, service, and research. The graduate nursing program expanded in 2012 to fulfill its promise to build a stronger and more diverse advanced practiced registered nurses (APRN) workforce in Louisiana and has produced 11 DNP graduates since its inception and is currently pursuing its goal to advance evidence-based practice through rigorous scholarship and leadership to improve the health care of vulnerable populations.

Nationally recognized graduate faculty include four NLN Certified Nurse Educators, two fellows of the American Academy of Nursing (FAANs), a fellow of the American Academy of Nurse Educators (ANEF), and a fellow of the National Gerontological Nursing Association, who all serve as faculty leaders and mentors in the graduate and undergraduate programs. Additionally, two graduate faculty members currently serve as on-site evaluators for the NLN Commission for Nursing Education Accreditation (CNEA). In addition to faculty members maintaining specialty certifications, they hold leadership positions in local, state and national professional nursing organizations as well as board positions in nursing and healthcare organizations. This is the fourth time that Southern's Nursing program has been chosen as Nursing School/Program of the Year. Southern was also selected as Nursing School of the Year in 2010, 2012, and 2015. Cheryl Taylor, PhD, RN, FAAN is the chairperson of the Graduate Nursing Programs and Sandra Brown, DNS, APRN, FNP-BC, CNE, ANEF, serves as coordinator of the MSN and DNP programs.



## **Southern University Outshines LSU in Bar Passage Rates for February Bar**

The Louisiana Bar Exam results were released on Friday, April 28, and Southern University Law Center demonstrated great progress in the number of students both attaining Bar passage and passing on their first attempt.

Of all takers, SULC had a 56.18 percent pass rate. Of first-time takers, SULC had a 54.84 percent pass rate. These rates were higher than the 47 percent and 25 percent rates, respectively, for LSU.

This success shows that programs focused on student success on the Bar are working. While the rates are not as high as the Chancellor would like them to be, the results verify that the intensive programs provided to students are improving Bar passage success. Passage rates were highest among students who participated in Prof. Shawn Vance's Bar Preparation program and one-on-one Winter Bar Prep tutoring.

## **Four Southern University Law Students Awarded Prestigious Peggy Browning Fellowships**

The Peggy Browning Fund has awarded 10-week summer fellowships to four students from Southern University Law Center – Ariel Clipper, Farren Davis, Richard Montgomery II, and Antonio Rodriguez. The application process is highly competitive, and the award is a tribute to their outstanding qualifications.

Ariel Clipper will be a Peggy Browning Fellow at Sugar Law Center in Detroit, MI.

Farren Davis will be this year's Peggy Browning Fellow at New Orleans Workers' Center for Racial Justice in New Orleans, LA.

Richard Montgomery, II, will be this year's Peggy Browning Fellow at union-side law firm Kennedy, Jennik & Murray, P.C. in New York, NY.

Antonio Rodriguez will be at the Farmworker & Landscaper Advocacy Center in Los Angeles, CA.





## ***Achievements of Note***

### **SULC STUDENTS NETWORK AT INTERNATIONAL ORGANIZATION OF BLACK SECURITY EXECUTIVES CONFERENCE**

Pictured here is a group of students representing SULC at the International Organization of Black Security Executives Annual Spring Conference sponsored by Walmart's Headquarters in Bentonville, Ark. Students report having a great time as they take advantage of the many opportunities to network with security-field employers for both traditional and nontraditional security jobs after graduation.

Pictured left to right are Bre'yahna K. Williams (2L), Kristin C. Bluain (Graduating 3L), Kalyn Garner (Graduating 3L), and Brandon-Rashad Kenny (Graduating 3L).

The students attended the entire conference and brought back a wealth of connections and information for their fellow students.



### **SULC STUDENTS SHINE ON TAX DAY**

Each year students from SULC participate in the VITA (Volunteer Income Tax Assistance) Program. Students assist both elderly and low-income members of the community in preparing and filing their taxes. Students gather information, prepare returns and file them on the behalf of those who come to the law center for assistance.

This year the students filed 82 returns and VITA reports that only two were rejected, meaning that SULC had the lowest reject rate of any VITA site this tax filing season. IRS officials noted that the low reject rate was due to the students' sharp eye to initial preparation and quality reviews.

Congratulations to our students who participated in this program: Eileen S. Andrus, Pamela King, David Points, Darryl Carnes, Tiffany Monroe, Patrick Jester, Danielle Kennebrew, Laronica Ford, Jeff Mcalpin, Alexis Quiller, Taylor Johnson, Kalyn Mone't Garner, Nchekube Onyima, and Kenneesha Johnson.



## ***Achievements of Note***

### **PROF. BELL'S CLASS USES RESTORATIVE JUSTICE LAW TO FULFILL SULC'S MISSION**

On March 27, 2017, Professor Bell and her Law & Minorities students presented to a combined audience of law students and undergraduate students enrolled in Judge John Michael Guidry's Introduction to Law class. Professor Bell told the audience that "restorative justice is a theory of justice that emphasizes repairing the harm caused by criminal behavior and one that is best accomplished through cooperative processes that include all stakeholders." Prof. Bell shared her heartfelt belief that restorative justice "can lead to transformation of people, relationships and communities" and is, therefore, quite useful in society. Thereafter, the law students showcased how, through team projects, they have employed restorative justice principles this semester.

The first team spoke of the unresolved Civil Rights Era murders of Leonard Brown and Denver Smith in 1972 on the campus of Southern University. Law students Danielle Bickham and Jasmine Fields-Francois recalled how—through interviews, court cases, archival footage, official records, reports and other sources—investigative research is done in the course. The team then told how their efforts culminated into a formal request for posthumous, honorary degrees for these slain students. Subsequently, in April 2017, the team's written request received a favorable vote from the Southern University Board of Supervisors. These honorary degrees will be conferred at the university's commencement on May 12, 2017. Devin Fields, S. Lamar Gardner and Robin Winn also worked on this team project.

Jasmine Fields-Francois unveiled a fascinating story about a free black man of color in Louisiana who owned land and whose death and property transfers have remained shrouded in suspicion in his family since the early 1900's. She told of her adventures exploring dated laws and death and property records and she spoke with great pride as she shared what she had learned about the free blacks of color, a population of Louisiana blacks who did not experience slavery and who enjoyed limited rights and freedoms while slavery was ongoing.

Ryan Thompson, Chandra Johnson, Danielle Bickham and Brandon-Rashad Kenny shared their work on behalf of an elderly man who has languished in prison for reasons seeming to involve Civil Rights Era politics. That team described the range and volume of records and laws they have studied and they discussed many of the interesting interviewed they have conducted before arriving at the decision to utilize international law to achieve restorative justice on his behalf.



*(From left: Ryan Thompson, Chandra Johnson, Prof. Bell, Jasmine Fields-Francois, Danielle Bickham and Brandon-Rashad Kenny)*



## ***Achievements of Note***

### **3LS HANNAH HONEYCUTT AND LAMAR GARDNER AWARDED BATON ROUGE BAR FOUNDATION SCHOLARSHIPS**

Two SULC seniors, Hannah Honeycutt and Lamar Gardner, have been named recipients of the Baton Rouge Bar Foundation scholarship. The scholarship is awarded in the spring semester to an upper-class student on the basis of financial need, academic achievement, community service and exemplary character. This scholarship is jointly sponsored by the Baton Rouge Bar Association, Inc., and the Baton Rouge Bar Foundation.

Gardner, a native of Corinth, Mississippi, received his B.A. in political science from Mississippi State University and a Master in Public Administration (with a concentration in Public Policy) from Clark Atlanta University in Atlanta, Georgia. While at SULC, Gardner interned with the Lazard and Battiste Law Firm and the Cold Case Justice Initiative and currently serves as the law clerk to Judge Tarvald Anthony Smith in Baton Rouge City Court. He is the 2016-2017 Editor-in-Chief of the Southern University Law Review. After graduation Gardner will sit for the Georgia Bar Examination.

Honeycutt is a native of Baton Rouge and a graduate of Louisiana State University. Prior to pursuing her J.D., Ms. Honeycutt was a member of the LSU Golden Girls and New Orleans Saintsations. During her time in law school Ms. Honeycutt has served as the Editor-in-Chief and the Executive Editor for the Journal of Race, Gender, and Poverty, the President and the Recruitment Chair for Phi Alpha Delta Law Fraternity, and a member of their Society of Scholars, and is currently the Vice President of the Maritime Law Society. After graduation Ms. Honeycutt plans to take the Louisiana bar and practice personal injury and class action at Fayard & Honeycutt in Denham Springs.



*(From left: Hannah Honeycutt, Prof. Gail Stephenson, and Lamar Gardner)*



### PROF. ALLEN-BELL PARTICIPATES IN ACLU CRIMINAL JUSTICE PANEL AT TULANE LAW

Prof. Angela Allen-Bell recently participated in a panel discussion about Louisiana's non-unanimous jury system at the Tulane University Law School.

The event took place on April 19, 2017, and Prof. Bell was joined by Ed Tarpley, an attorney and former district attorney from Alexandria, La., and Marjorie Esman, director of the Louisiana chapter of the American Civil Liberties Union (ACLU). The Tulane Law chapter of the ACLU organized the event.

Allen-Bell is an associate professor of legal analysis and writing at the Southern University Law Center, where she is the B.K. Agnihotri endowed professor of law. She was recently named a fellow of the American Bar Foundation. Her research focuses on civil rights, restorative justice, social justice, and the interplay between race and justice. She has the distinction of having been selected for membership in the National Black Lawyers-Top 100, an invitation-only organization..



### PROF. ODINET BLOGS ON SCOTUS DECISION ABOUT LOCAL GOVERNMENTS AND FAIR HOUSING ACT CLAIMS

Prof. Chris Odinet, an editor at the Property Law Prof Blog, recently posted his analysis of the U.S. Supreme Court's decision in *Bank of American et al. v. City of Miami, Florida*. The Property Law Prof Blog is one of the country's most well-known and widely read property law blogs. His commentary is as follows:

Yesterday SCOTUS released another important case involving the US Fair Housing Act: *Bank of American Corp. et al v. City of Miami, Florida*. I say "another" because the FHA has had a lot of action lately in light of the 2011 decision in *Texas v. Inclusive Communities* where the Court upheld the disparate impact theory in housing discrimination cases.

Read more at: [http://www.sulc.edu/law\\_news/prof-odinet-blogs-on-scotus-decision-about-local-governments-and-fair-housing-act-claims/](http://www.sulc.edu/law_news/prof-odinet-blogs-on-scotus-decision-about-local-governments-and-fair-housing-act-claims/)





## ***Community Involvement***

### **LAW SCHOOL PROFESSORS PARTICIPATE IN LAW DAY ACTIVITIES**

Professors Russell Jones, Wendy Shea, and Gail Stephenson and Alumni Director Cynthia Reed served as moderators and courtroom panelists for the Baton Rouge Bar Association's Law Day celebration on May 1, 2017.

Over 600 students attended sessions in the 19th Judicial District Court and Baton Rouge City Court where they participated in a mock criminal trial. Attorney volunteers assisted the students with their roles and explained concepts such as the burden of proof and the right not to incriminate oneself.

Speaking at this year's Law Day event is Dr. James Gilmore, assistant chief administrative officer for Mayor-President Sharon Weston Broome. Law Day Poster and Essay Contest Award winners will be honored during the ceremony. The theme of this year's event is The 14th Amendment: Transforming American Democracy.

President Dwight D. Eisenhower proclaimed the first Law Day in 1958 as a "day of national dedication to the principle of government under law." Law Day was inaugurated to celebrate our American freedoms and the essential role of the law in a free and just society.

Hanna Thomas is the 2017 chair of the BRBF Law Day Committee. Jeffrey Wittenbrink is the committee vice chair, and Donna Buuck is the staff. Ann K. Gregorie is the executive director of the Baton Rouge Bar Association.

## ***Career Services Outcomes***

### **THURGOOD MARSHALL COLLEGE FUND ANNOUNCED STUDENT SELECTED TO ATTEND THE LEADERSHIP INSTITUTE WASHINGTON, DC**

SULC students have been selected to attend the TMCF Leadership Institute in Washington, D.C., on October 20 – 24, 2017. The Leadership Institute connects students with leaders from business and industry and offers them opportunities to sharpen their resume skills and interact with prospective employers.

Students selected are: Ashley Freeman, Farren Davis, Gary Williams, II, Jourdan Williams, Lea Hemphill, Travlaus Clark, Trevor Mosby, Whitney Antoine, and Whitney Stewart.

### **TMCF APPLE SCHOOL SELECTS SULC STUDENT**

Lauren Grant, 1L will intern at Apple's Global Security Investigations department (a division of its General Counsel's Office) at Apple's headquarters in Cupertino, CA.





# **SAVE THE DATE**

**SOUTHERN UNIVERSITY  
LAW CENTER  
70<sup>TH</sup> ANNIVERSARY  
CELEBRATION**

**FRIDAY, SEPTEMBER 1, 2017**

**MORNING EVENTS AT THE  
LAW CENTER**

**EVENING EVENT AT L'AUBERGE  
CASINO**





# Chancellor's Report

Bobby R. Phills, PhD  
CHANCELLOR-DEAN

MAY 2017

**Bobby R. Phills**  
Chancellor-Dean  
SU Ag Center-College of Agriculture

**Dawn Mellion-Patin**  
Vice Chancellor for Extension

**Andra Johnson**  
Vice Chancellor for Research

**Doze Butler**  
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Southern University Agricultural Research and Extension Center, an entity of the Southern University System, Bobby R. Phills., Chancellor; Ray Belton, System President; Ann A. Smith, Chairwoman, Board of Supervisors. It is issued in furtherance of the Cooperative Extension Work Act of December 1971, and the Agricultural Research Program, in cooperation with the U.S. Department of Agriculture. All educational programs conducted by the Southern University Agricultural Research and Extension Center are provided to all persons regardless of race, national origin, or disability.  
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## SOUTHERN UNIVERSITY Land-Grant Campus



*Linking Citizens of Louisiana with Opportunities for Success*

## *Synoptic Overview of SU Land-Grant Campus Activities*

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1. USDA/NIFA Top Official holds seminar at the Land-Grant Campus
2. SU Land-Grant Campus wins big at 1890 ARD Symposium in Atlanta
3. Southern University Land-Grant Campus Hosts Inaugural National ‘Diversity in Wildfire Summit’
4. Hundreds of participants, exhibitors attend the Land-Grant Campus 13th Annual ‘Connecting Businesses with Contracts’ Procurement Conference
5. Land-Grant Campus Holds Inaugural Awards & Recognition Banquet
6. SU Land-Grant Campus Shines at Annual Academic Honors Day Awards Program
7. U.S. Department of State Seminar on Global Careers Huge Success
8. Communities of Color Network attends NCTOH in AUSTIN, TEXAS
9. Southern University Land-Grant Campus Judges THRIVE Science Fair
10. Nutrition education staff cultivate Fruit Orchards, Food Access: A Growing Healthy Initiative
11. Success Story: Quitting Smoking makes a Difference in Jacob’s Life
12. Department of Agricultural Sciences students bring home the gold
13. Land-Grant Campus Participates in annual Earth Day Celebration
14. Marshall selected as Secretary of the LSU Chapter of Gamma Sigma Delta
15. Upcoming event: **May 31<sup>st</sup>** - World No Tobacco Day



## CHANCELLOR'S REPORT

### More Than 700 Students Receive Awards for Exceptional Scholarship, Service & Leadership

Ms. Keri Burns was recognized as the graduating senior with the highest grade point average during the Honors and Awards Day Ceremony April 5 in the Gym. A Health Information Management Systems major, Ms. Burns was one of the more than 700 students to receive awards for exceptional scholarship, service and leadership.



*Keri Burns*

Katherine Michele Sanders was the keynote speaker for the annual ceremony. Mrs. Sanders is the granddaughter of Katherine Johnson, the NASA research mathematician featured in the film "Hidden Figures."

Mrs. Sanders graduated from SUNO in 2011 with a bachelor degree in Biology. She teaches middle school science and religion at St. Peter Claver Catholic School in New Orleans.



*Katherine Michele Sanders and Chancellor Lisa Mims-Devezin*

### Track Team Wins Big at GCAC Outdoor Championship

For the 5th straight year, the SUNO Track Team performed well at the Gulf Coast Athletic Conference Men's and Women's Outdoor Track and Field Championship at Tad Gormley Stadium in New Orleans. The team won every event on the track that it took part in – from the 100 meters to the 4x800 meters relays for both men and women. SUNO competed with nine men and eight women, going up against teams

with 40-60 members. Despite that disadvantage, both SUNO teams finished third overall.. The team won the most golds by any school. This year's Track Team also broke multiple records, earned 23 All Conference Honors for men and 19 All Conference honors for women. That was more than any other school that competed.





*The University celebrated International Student Day April 4 in the University Center. The event featured ethnic dancing (top photo); a feast featuring International dishes; and a panel discussion with Dr. George Amedee and Dr. Matthew Higgins regarding the theme "Get Out of My Country." In left photo: The College of Education & Human Development in alliance with the Student Government Association and Free-Dem Foundation presented "Criminal vs. Gentlemen: What Defines the Black Male Image" April 3 in the SUNO Conference Center. The panelists are, from left, Robert Jones, Grant Tregre, Daniel Rideau, Jerome Morgan and Derrick Martin.*

## Track Continued

### SUNO Results

- Men 4x100 meters relay, first place: Daneille Richards, Chadwayne Vidal, Rodrick Owens, Jahnoy Thompson
- Men 100 meters, first place: Jahnoy Thompson
- Men 200 meters, first place: Jahnoy Thompson; third place: Chadwayne Vidal
- Men 400 meters, first place: Jahnoy Thompson; second place: Danielle Richards; third place: Acdane Campbell; fourth place: Brian Smith
- Men 800 meters, first place: Alex Saunders; second place: Danielle Richards; and fourth place: Acdane Campbell
- Men 1500 meters, first place: Alex Saunders
- Men 4x400 meters relay, first place: Danielle Richards, Acdane Campbell, Alex Saunders and Jahnoy Thompson
- Men 4x800 meters relays, first place: Danielle Richards, Acdane Campbell, Sanj Poewll and Alex Saunders
- Women 100 meters, first place: Brooks-Gillings; second place: Chantal Pennie
- Women 200 meters, first place: Argyana Bolton; second place: Oshin Brooks-Gillings; third place: Chantal Pennie
- Women 400 meters, first place: Shadae Hylton; second place: Argyana Bolton
- Women 400 meters Hurdles, first place: Kimona Smikle; second place: Shantae Green
- Women 800 meters, first place: Orenthia Bennett; third place: Ladicia Henfield
- Women 4x400 meter relay, first place: Orenthia Bennett, Kimona Smikle, Carmeia Lane and Shadae Hylton
- Women 4x800 meter relay, first place: Shantae Green, Carmeia Lane, Kimona Smikle and Orenthia Bennett



## SUNO Faculty Members Receive Grants from the Board of Regents

Southern University at New Orleans submitted 10 grant proposals to the La. Board of Regents. Of the 10 proposals, six were funded, a 60 percent success rate.

The grant recipients are as follows:

- Dr. Robert Azzerello, ATLAS Proram, Rank #1
- Dr. Simeon Okpechi, Enhancement Program, Rank #1
- Dr. Faisal Al-Khateeb, Enhancement Program, Rank #5, Co-PIs – Dr. Adrine Harrell-Carter, Dr. Krishna Poudel
- Dr. Cynthia Singleton, Enhancement Program, Rank #4, Co-PI – Dr. Rachid Belmasrou
- Dr. Patricia Robertson, Enhancement Program, Rank #6, Co-PIs – Dr. Biruk Alemayehu, Dr. Robert Elliot
- Dr. Jenita Hegwood, Enhancement Program, Rank #6, Co-PIs – Dr. Diane Bordenave, Dr. Willie Jones, Dr. Sherry Bachus

## College of Arts & Sciences

### Dr. Evelyn Harrell, Interim Dean



#### ► ADDICTIVE BEHAVIORS COUNSELING AND PREVENTION PROGRAM (ABCP)

The Addictive Behaviors Counseling and Prevention Program is excited to announce that **Dr. Travis Johnson** passed his dissertation defense and has completed all requirements for the Ph.D. degree in Counselor Education and Supervision. He will graduate in May. The title of his dissertation is “**The Lived Experiences of African American Males Who Have Had Contact with The Juvenile Justice System.**” Congratulations to **Dr. Travis Johnson** for a job well-done!

On April 22, 2017, Dr. Evelyn Harrell was the featured speaker for the New Orleans Addictions Professional Association Spring Conference. The title of the workshop was “**The Twelve Core Functions: What’s Ethics Got to Do with it.**” The event was attended by addiction counseling professionals from the New Orleans region and included SUNO faculty members: Drs. Kenneth Foy, Travis Johnson and Mr. Anthony Lowery. Also in attendance were SUNO students from the ABCP and Forensic Science Programs. Those in attendance received continuing education credit, which can be used for renewal of the certification for licensure for addiction counselors.

#### ► HEALTH INFORMATION MANAGEMENT SYSTEMS

All hands were on deck during HIP Week, April 4-7, as students and faculty (John Barrilleaux, Pharissa Robinson, Sharon McGee & Laura Douresseaux) organized and participated in fundraising and enrichment activities. As a part of the weeklong commemoration of professionals within the field, the department co-partnered Mock Law Day alongside Dr. George Amedee.

Faculty members, Laura Douresseaux and John Barrilleaux attended the LAHIMA Convention in Alexandria, LA from April 4-7.

Mrs. Sharon McGee coordinated Career Day for students. An HR representative from Ochsner Medical Center stopped by April 19 to provide students interview and resume writing tips. John Barrilleaux attended.

On April 22, Pharissa Robinson provided free legal services to the community and seniors along with a host of other attorneys through AARP.



*Career Day*

The department had its bi-annual Advisory Board Meeting April 27. Board members are comprised of leaders

## Arts & Sciences Continued

from area hospitals, universities and local industry. Members offered recommendations to the program updates, challenges and successes provided by faculty: Pharissa Robinson, John Barrilleaux and Sharon McGee.

### ►SOCIAL SCIENCES

#### **Raymond Delaney**

On April 13, the Alcohol Tabasco Firearms and Explosives (ATF) agency invited Southern University at New Orleans to join the 2017 Diversity and Career Impact Program (DCIP). The conference solicited both faculty and student representation from academic institutions representing Historically Black Colleges & Universities (HBCU) in an attempt to foster a better working relationship with HBCU's and other academic institutions with large diversity student populations.

Dr. Raymond M. Delaney represented the School of Social Sciences along with students Britney Blunt, a junior majoring in Criminal Justice, and Reynard Cennett, a senior with the discipline of Addictive Behaviors and Counseling and Prevention. The conference was geared toward a diversity recruitment hiring initiative, attempting to identify, screen and hire highly qualified diverse applicants throughout the United States for special agent positions. As a panelist, Dr. Delaney expounded on the importance of diversity and inclusion within the department and to reevaluate and assess the processes for hiring. Both Ms. Blunt and Mr. Cennett shared their beliefs on best practices to ensure students are able to successfully join the ATF. Joe Belisle, group supervisor (ATF), a SUNO alumnus, vowed to aid with the process of making sure SUNO students are prepared for working with the ATF.

### ►MUSEUMS STUDIES

#### **Research**

Dr. Haitham Eid and Dr. Sara Hollis received a \$10,000 grant from the Joan Mitchell Foundation. The grant will help establish a mentoring program to engage African American youth from the community and expose them to museum work. They will learn about the role of museum curators, archivists and educators in preserving our nation's culture and history. Ms. Vera Warren-Williams, a student in the Museum Studies Program and the owner of Community Book Store, proposed the original idea of the grant.

Dr. Stella Jones, of Stella Jones Gallery, donated a portrait drawing of Dr. Margaret Burroughs by Dr. Hollis to the DuSable Museum in Chicago for their permanent collection. Dr. Burroughs was the founder of the DuSable Museum. Dr. Hollis did the drawing when Dr. Burroughs was attending a conference in New Orleans over a decade ago. Dr. Hollis has an article coming out in the New Orleans Tribune about painter Gustave Blache III.

Ms. Witt was selected as one of the scholars to attend the Holtzclaw Summer Teachers' Institute at Hinds-Utica in Mississippi April 20.

#### **Campus**

Dr. Eid arranged the movie screening of "Tickling Giants" in SUNO's Library April 25.

Ms. Witt chaired the National Library Week committee. The committee hosted events throughout the month of April in the Leonard S. Washington Memorial Library. There was a Student Empowerment Day in the library lobby that attracted 75 students April 18, and a Lunch and Learn Discussion on Library Literacy and getting the most out of the campus library during finals April 20. The event attracted 25 participants. On April 26, the committee hosted a Poetry Slam on the 2<sup>nd</sup> floor of the library.

#### **Community**

Dr. Hollis attended the Friday Nights at NOMA lectures and exhibitions at the New Orleans Museum of Art April 7, 14, 21 & 28.

## Arts & Sciences Continued



Monique Moss



Jonathan Serrette



Christopher Boone

### Student Achievement

Ms. Monique Moss, a student in the M.A. Museum Studies Program, has presented her final exhibition in collaboration with the Center for the African and African American Studies. The exhibition, titled “Photographs of Seko Fela: A Fifty-Year Retrospective,” opened April 1 at Café Istanbul.

The Master’s Project exhibitions of Mr. Christopher Boone and Mr. Jonathan Serrette are located in SUNO’s Leonard S. Washington Library. Mr. Boone’s is on the first floor and Mr. Serrette’s is on the second floor. Opening Receptions for the exhibitions were April 19.

Mr. Boone’s exhibition is titled “Mid-Century Modern Architecture Buildings in New Orleans: The Demolition of an era.” The exhibition takes the audience through a visual and emotional journey during the destruction and demolition of Mid- Century Modern Architecture Buildings in New Orleans.

Mr. Serrett’s exhibition is titled “Heavy Water: A Photographic Study of the Mordancage Alternative Process.” The exhibition showcases Serrett’s unique photography, in which Mordancage was used to develop the work. Mordancage has been rarely practiced since its discovery in the 19th century. A small number of people continue to practice it.

### ► NATURAL SCIENCES

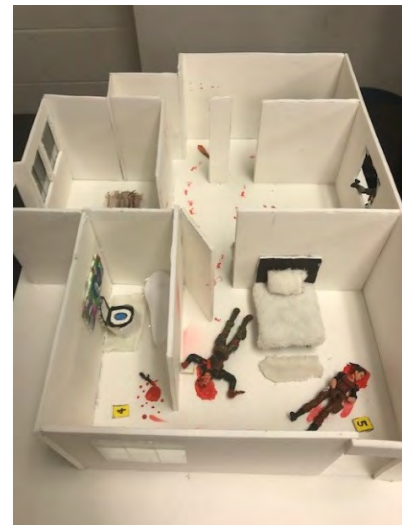
Alvin Bopp attended the 253<sup>rd</sup> National Meeting of the American Chemical Society (April 2-5) in San Francisco, CA. While there, Bopp participated in governance activities including District IV caucus, Membership Affairs Committee meeting (April 2) and Council (April 5). Bopp also attended sessions pertaining to the role of chemical analysis in the attribution of chemical warfare agents, nuclear events and illicit drugs.



Iriona Adams

Current Criminal Justice major and Forensic Science minor Iriona Adams spoke to the Forensic Science Club April 21. Ms. Adams is employed with NOPD as a crime scene technician.

Under the direction of Mr. Warner Tureaud, students are recreating crime scenes in diorama format, following the famous work of Dr. Francis Glessner Lee’s dollhouse creations. These dioramas are portraits of SUNO students’ creativity and engineering design. Dr. Pamela



## Arts & Sciences Continued

Marshall will display the dioramas in the Leonard S. Washington Library this summer.

Dr. Tietzel participated April 22 as the SUNO representative at the Louisiana Space Consortium (LaSPACE) teleconference. The teleconference focused on the current LaSPACE funding opportunities, such as LURA, La ACES and Senior Design project as well as funding outlooks for NASA and LaSPACE under the new federal administration.

Dr. Wei Xu and Dr. Illya Tietzel received notice April 21 that their Statement of Interest entitled “**Core: Impacts of Marine Bacterial Biofilm Dynamics to the Development of Oyster Larvae under the Stress of Ocean Acidification**” is recommended for submission as a full proposal for possible Omnibus funding by the Louisiana Sea Grant.

Dr. Tietzel received a certificate April 8 for successful completion of the “**Introduction to Computer Networking**” class at the College of Business Administration sponsored by the Louisiana Board of Regents.

Drs. Heon Kim, Mostafa Elaasar and Rachid Belmasrour hosted the **2017 Joint Faculty Technical Workshop for the MSIPP Advanced Manufacturing Consortium** April 17-20 on Advanced Manufacturing, Robotics and 3 D Printing. They were assisted by SUNO students Sherron Bates and Leilani Perriatt. Approximately 55 faculty and students attended the workshop. At the poster session at the close of the meeting, Ms. Paula Datri won second place for work on “Using 3-D Printing for Developing Clean Antibacterial Surfaces.”

Dr. Christian Clement presented research results at the **5th Annual LA Conference on Computational Biology & Bioinformatics** April 7-8 at Xavier University on “*Evaluating ICP4 and ICP0 HSV-1 Viruses, Virus-Induced Inflammation and DNA in the Brain.*”

On April 1, Dr. Elaasar conducted the **Girls Day Out** outreach program, partnering with the Space and Naval Warfare Systems Command (SPAWAR), New Orleans Office. Co-sponsoring this event was SPAWAR, SUNO’s Research on the Science and Engineering of Signatures (ROSES) and the KIWANIS Club. Marcus Hall, Lead Engineering; Whitney Watson-Alimonda, Engineer; Johnathan Parnell, Cyber Security; and Andrew P. Simmons, Engineer; were the lead organizers from SPAWAR. About 20 girls from middle and high school attended. Dr. Evelyn Harrell, the Interim Dean of the College of Arts and Sciences, attended the activities and greeted the participants. Dr. Elaasar and Dr Yi Zhen made presentations in Physics to Girls Day Out students during their visit to SUNO. Drs. Pamela Marshall and Merhan Khedr participated in a panel discussion to motivate the participants to pursue careers in science and medicine. Dr. Elaasar accepted a Certificate of Appreciation on behalf of SUNO from Mr. Marcus Hall, the lead engineer at SPAWAR.



*Dr. Mostafa Elaasar and Mr. Marcus Hall*

Two biology faculty members received LBRN funding: Dr Bashir Atteia for “**Roles of Homocysteine and Galectin-1 in the Pathogenesis of Atherosclerosis**” and Dr. Christian Clement for “**HSV-1 Infection Characteristic of ICP4, ICP0, Viral DNA, and Brain Inflammation.**”



# College of Business & Public Administration

## Dr. Igwe Udeh, Dean

### ► Academic Excellence Initiatives

#### **CBA Administrators Attend AACSB International Conference**

Dr. Igwe E. Udeh, Dean & Alvin James Lawson Professor of Business, Dr. Frank Martin, Dolores Spikes Endowed Professor & Chair, Business Administration Department, and Dr. David G. Alijani, Chair and Professor of Computer Information Systems, attended the 2017 AACSB International Conference & Annual Meeting (ICAM) in Houston, TX, April 23-25. The major focus of the trip was to network with business school deans from around the world and meet with AACSB officials.

This meeting was particularly important as the SUNO College of Business & Public Administration (CBA) prepares for its upcoming AACSB International reaffirmation, known as the Continuous Improvement Review (CIR) in November 2017. The CBA has submitted two revisions of its CIR report to the PRT Chair. This meeting was an opportunity to meet with peer review team members and to share information about the status of the CBA and its academic programs. Additionally, the CBA team participated in a number of important educational sessions on such topics as "Daring Leadership – The Four Pillars of Courage," "Defining and Measuring Impact," "Documenting Faculty Contribution in Engagement, Innovation, and Impact," "Leveraging the New AACSB Brand," "The Future of the MBA" and "Brace for Impact."

Some of the sessions were led by deans of accredited schools and others were led by qualified professionals and corporate executives with knowledge of trends that will dominate management education in the future. The team met with SUNO's liaison officer, Jane Lawler, to discuss report submission issues related to AACSB reaffirmation in 2017. The team also compared notes with Deans from HBCU Business programs accredited by AACSB.

#### **CBA performs Beta Gamma Sigma Induction Ceremony**

The SUNO Chapter of Beta Gamma Sigma conducted the annual induction of top performing undergraduate and graduate students April 7. The following undergraduate students were inducted: Ana Babovic, David Davis, Kourtney Green, Jonathan Jack, Rodrick Peterson, Shi Thurn, Joshua Turner, Jamal Washington and Lawrence Weatherstrand. The following graduate students were inducted: Chukwunonso Eweni and Lakitha Martin. The Keynote speaker for the event was Mr. Wade Verges, CEO of W.T. Verges Construction, Inc. and the Vice Chair of the CBA Business Advisory Board, who shared his life story of overcoming a modest beginning to becoming a successful real estate developer and entrepreneur. Mr. Verges attributed his success to parental involvement, discipline, and his formal education. He urged the students to learn from his humble beginning that they can achieve whatever they set their minds to achieve.

Founded in 1913, the first national honor society in business was a merger of three separate societies established to honor academic achievement in business at the University of Wisconsin, University of Illinois and the University of California. The Mission of the International Honor Society Beta Gamma Sigma is to encourage and honor academic achievement in the study of business, to foster personal and professional excellence, to advance the values of the Society, and to serve its lifelong members.

#### **CBA Career Day**

The CBA hosted the Spring 2017 Career Fair April 6 in the College of Business Building. The event was organized by the CBA's SARPD Committee in collaboration with the CBA Office of Student Service. Several organizations were represented at the Fair, including CB&I, NOLA Fire Department, Hyatt Regency, U.S. Air Force, Volunteers of America, Federal Bureau of Investigation, New Orleans Police, MillerCoor, Waffle House, SUBR Graduate School and Life Changing Enterprise, LLC. Students took advantage of the Fair to apply for full-time, part-time and internship positions. More importantly, students discussed their career goals with real world employers who

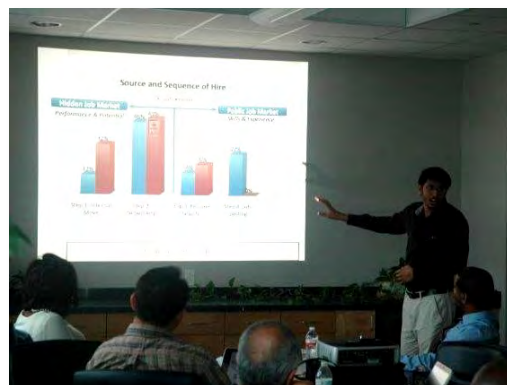


## Business Continued

provided tips and feedback on potential strategies to successfully enter their chosen organizations and career tracks. The result of a subsequent survey of the recruiters indicated that they commend the CBA for the quality of interaction they had with the students and they also indicated their willingness to return in the future to recruit.

### CIS Graduate Students Present Their Final Projects

Nineteen Master of Science in Computer Information Systems (MS-CISP) students presented their Final Research Projects to an audience made up of CBA faculty, staff, students and members of the community April 20-21. The Final Research Project is utilized by students who have completed most of the requirements of the program to demonstrate their mastery of the discipline by researching common everyday problems and developing and/or applying practical technology-based solution to improve the outcome. Those presenting were Crystal Bass, Hem Chad Hukumathirao, Cynthia Jeanmarie, Radha Naidu Mogalipuvvu, Harika Nallani, Lavanya Polavarapu, Sai Saravya Seelam, Hasan Aquil, Chaitanya Yalamarthy, Ebai Etch-Takang, Princess Holmes, Lisa McGhee, Rayshad Brown, Md. Rahman, Tyrone Steele, Evia Daniels, Venkatesh Bhashyam and River Smith. These students were guided in their research and presentation by several faculty members, including Dr. David Alijani, Dr. Nabie Conteh, Dr. Robert Elliott, Dr. Muhammed Miah, Dr. Yanjun Yu, Dr. Samuel Eweni and Dr. Obyung Kwun. The presenters were evaluated by participating faculty and students. These projects focused on how to solve practical problems related to business, industry and community. The application development topics included Information/Content Management, Networking, Security, Database, and Operation Management. The findings of these projects will be disseminated at the Departmental, College and University levels.



### CBA Town Hall Meeting & General Assembly

The College of Business & Public Administration's Spring 2017 Town Hall Meeting & Student Assembly was April 4 at 11 a.m. and April 5 6 p.m. in the College of Business Auditorium. More than 120 students, faculty and staff attended the two sessions. Ms. Marilyn Lee, Ambassador/Mentor, Life Changing Enterprise, was the guest speaker. Her topic was "Making Money Like the Bank through FOREX Trading." She shared

various strategies for individuals with modest means to increase their earnings by buying and selling foreign currency related instruments with the support of trained experts. She also admonished the participants to nurture their entrepreneurial passion by taking positive steps to bring their dreams to life.

Her presentation was followed by an introduction to CBA-based clubs and associations by club advisors and officers. Dean Udeh provided a "State of the College Report," including details about the AACSB reaffirmation (CIR) stages the CBA has completed or is yet to complete. The Dean led a review of the CBA vision, mission, core values, and elements of the CBA Strategic Goals. Student Services Director Timotea Bailey used the opportunity to remind students about upcoming CBA activities and programs intended to increase student engagement with each other and with the community. She laid out the impacts that such engagements have had in the community over the years. Students also were given an opportunity to express their concerns, commendations and to make recommendations about issues affecting them and the college.

## Business Continued

### CBA To Host Graduating Seniors Banquet and Pinning Ceremony

The College of Business Pinning Ceremony will be May 7 at 7 p.m. at the Holiday Inn Superdome in New Orleans. The pinning ceremony is the CBA's farewell to CBA graduating seniors in a more intimate environment than the University's graduation/commencement ceremony. Graduates are actually "pinned" in a candlelight ceremony with a special CBA pin, which is a token of the college's appreciation to them. Awards will be given both by the college and student organizations to Latin Honor graduates, as well as for outstanding services and student engagement.

### CISCO and Microsoft/CompTIA Boot Camps End

The last sessions of the CISCO and Microsoft Boot Camps, funded by a 2014 Louisiana Board of Regents grant, was April 22. Several individuals participated in the Spring 2017 *Microsoft/CompTIA A+ Certification Training Boot Camp* including: Cindy Venable; Sheila Wood; Janee Brumfield and Yolanda Rollins; while the following completed the *Introduction to Computer Networking Certification Training Boot Camp*: Tanyel Thomas, Marchella Smith, Tietzel Ilyya, Blaise Ayeakeh, Joshua Johnson, Yolanda Rollins, Peace Ekpo and Niyenodo Okorn. The Boot Camps began Feb. 2 and 3, respectively. Participants in the free 10-week intensive training in preparation for the Microsoft/CompTIA A+ certification and the CISCO CCENT certification Boot Camps included SUNO students, faculty, staff, and members of the community. This was the sixth Microsoft/CompTIA Boot Camp and was facilitated by Mr. Randy Wild, who holds several certifications, including Microsoft Certified System Administration; A+; CompTIA Network; and Microsoft Desktop Support Technician, to name a few.

The seventh Basic CISCO Networking Boot Camp started with 20 SUNO students, faculty and staff. The CISCO Boot Camp was facilitated by Mr. Charles Andrews, a highly credentialed CISCO network professional. The two Boot Camps were aimed at increasing the enrollment, retention, graduation and job placement rates for information technology, education and business majors. Dr. Igwe Udeh is the Principal Investigator of this grant.

### ► Journal Publication & Papers Under Review

Conteh N.Y., and Erin W. (2017). The Dynamics of E-learning and Cell Phone Technologies as Disruptive Innovations: *International Journal of Computer Science & Wireless Security (IJCSWS)*. February, 2017 USA



### ► Conference Attendance and Paper Presentation

Dr. Nabie Conteh (Assistant Professor of CIS) presented a paper titled "Trends in Big Data and Critical capabilities in Business Intelligence and Data Analytics" at the **International Academy of Business and Public Administration Disciplines (IABPAD)**, Dallas, Texas. April 20 - 23.

(Abstract: The study will discuss current trends in big data and data analytics and also analyze the various analytics systems designed by a range of companies; as well comparing and contrasting their differences. It will discuss the significant role it plays in the functions of storing, processing, and extracting value from data of all varieties, volumes and velocities. The paper will explore the inner workings of systems that support the interpretation of growing volumes and variety of both structured and unstructured data with a corresponding increase in velocity.)

Dr. Faisal Alkhateeb (Assistant Professor of Business) presented the following papers at the **International Academy of Business and Public Administration Disciplines**, Dallas, April 19-23:

- *Developing Creative Teaching Module by Integrating Business Simulation Games across Business Curriculum*
- *Information and Communication Technology (ICT) Development, Diffusion and Economic Impact: The Case of Arab Gulf States*
- *Exploration of Success Factors in Information System Outsourcing Management: International Perspective*

## Business Continued

### ► Proceedings Publication

Conteh N.Y. (2017). Trends in Big Data and Critical capabilities in Business Intelligence and Data Analytics: *International Academy of Business and Public Administration Disciplines (IABPAD)*. Dallas, TX. April 20 - 23, 2017.

### ► Conference Chair and Discussant

Dr. Faisal Alkhateeb served as chair and discussant of sessions during the International Academy of Business and Public Administration Disciplines (IABPAD) Conference, April 19-23, 2017, Dallas, TX.

### ► Dissertation Defense Committee Service

Dr. Frank Martin participated in Morgan Mbeky's doctoral dissertation defense titled "Assessing the Effectiveness of the Microcredit and Integrated Asset Building as a Social Approach to Poverty Reduction in Kinshasa, Democratic Republic of Congo" April 7. Mr. Mbeky is a student at Virginia Tech University and successfully defended his dissertation. Dr. Martin served as a member of this dissertation committee from 2014 to 2017. Three other professors from Virginia Tech served on the committee: Dr. Tom Sanchez (Chair), Dr. Joyce Rothschild, and Dr. Diane Zahm, all faculty members in the Department of Urban Affairs and Planning at Virginia Tech.

### ► Professional Outreach to Students & Community

The Public Administration (PADM) Student Association elected officers for the 2017-2018 academic year April 20. The new officers are Cabrina Jefferson, President; Jermaine Perry, Vice President; Adreaynne Hutchison, Secretary; Tara Jones, Treasurer; and Sergeant-at-Arm, Rodger McFarland. The PADM Association Advisors are Dr. Biruk Alemayehu and Dr. Patricia Robertson.

Dr. Alemayehu, Assistant Professor of Public Administration, supervised eight PADM students interning in various Public/Private organizations (three at the VA, one at SUNO's Graduate School, one at Volunteers of America, one at Liberty Bank and one at Herbert Lewis, LLC). The students made presentation of their experiences April 28.



Dr. Alemayehu and members of the Public Administration Student Association assisted the Crescent City Classic organizers (Greater New Orleans Sports Foundation) with race registration and packet pick-up during the April 14-15 Crescent City Classic Expo race.

Dr. Biruk Alemayehu, Dr. Patricia Robertson, and several Public Administration students collaborated with members of the St. James Methodist Church, 1925 Ursuline Ave., New Orleans, LA, to serve breakfast to needy families and individuals in the community surrounding the church April 9 & 16.

### SUNO Volunteer Income Tax Assistance (VITA) Center Ends the 2017 Tax Season

Dr. Simeon Okpechi, Professor of Accounting and Director of the SUNO VITA Center, with the assistance of several Business students and volunteers, provided free income tax preparation to the elderly and low income residents in the community under the sponsorship of the Volunteer Income Tax Assistance (VITA) Program from



## Business Continued

February to April 2017. The group completed 221 tax returns.

### ► Small Business Development & Management Institute

Louisiana Notary Prep Classes; April 1, 8, 15, 22 & 29; CBA Building Room 100; First Class February 11, 2017 – May 27, 2017; Classes meet every Saturday 9 a.m. to 2 p.m. to prepare participants to take the Louisiana Notary Examination at LSU in Baton Rouge; 22 participants; Ms. Suzan Jackson & Ms. Cynthia Beaulieu.

NxLevel Entrepreneurial Training Classes; April 3, 5, 10, 12, 17, 19, 24, & 26; CBA Executive Conference Room; 10 participants; 10 classes to teach individuals how to write a business plan; Ms. Terrie Guerin and Ms. Angel Van Der-Pool.

Peer-To-Peer Wrap-Up Conference Call; April 4, 2017; All 30 participants that attended Peer Perspectives Facilitator Training Program in Baton Rouge last month; Ms. Cynthia Beaulieu.

Louisiana Economic Development (LED) Peer-to-Peer; 8th of 10 scheduled workshops; April 19, 2017; 17 participants; Small Business Incubator Conference Room; A unique CEO roundtable system designed especially for leaders of second-stage companies, Peer-To-Peer enhances leadership abilities and improves decision-making; Irma Dixon, Facilitator, Ms. Cynthia Beaulieu.



Lunch meeting with Lt. Gov. Billy Nungesser & Peer-To-Peer Roundtable Participants; Legislative Tour with members of the Black Caucus; April 25, 2017; Baton Rouge State Capital and Pentagon Building; 15 participants of Peer-to-Peer Group; Meeting to discuss possible opportunities for small business in the tourism industry; Ms. Irma Dixon, Facilitator & Ms. Cynthia Beaulieu.



4 & 5, and the CBA Career Fair.



### ► Office of Student Services

Mrs. Timotea Bailey, Director of the Office of Student Services, worked with CBA's SARPD Committee and the Office of the Dean to host the Spring 2017 Town Hall Meeting & Student Assembly April

Student Services also hosted the Beta Gamma Sigma Induction Ceremony, an international business honorary society associated with AACSB, at the Holiday Inn-Superdome in New Orleans. The office also worked with the committee to plan, organize, sell tickets and identify graduating seniors for the awards presentation during the recent Pinning Ceremony.

The office represented CBA at SUNO Days at MLK, Joseph S. Clark, Renew, McDonogh #35, and Higgins High Schools

Finally, Student Services hosted Thurgood Marshall College Fund representatives for an informational session with CBA students.

# College of Education & Human Development

## Dr. Willie Jones, Interim Dean

### ► Accreditation/Assessment

Dr. Diane Bordenave verified Title II assessment pass rates with Dr. Jeanne Burns via e-mail on April 4, and completed and certified the Westat Title II report at title2.ed.gov April 17. She also submitted the 2017 EPP Annual CAEP Report in AIMS April 6.

### ► Grant Submissions

The Board of Regent Enhancement grant submitted by Dr. Bordenave, Dr. Jenita Hegwood, Dr. Willie Jones and Dr. Sherry Bachus was funded April 3.

Ms. Celina Carson received a grant from New Orleans City Hall and NORDC for the summer 2017 Healthy Minds-Healthy Bodies Learning Institute (HMHB) Program.

### ► Workshops, Conferences and Scholarly Activities

Dr. Bordenave attended the Learning and the Brain Conference April 7 – 9 in Arlington, VA. She also was invited to review a manuscript submitted to Journal of Developmental and Physical Disabilities: Manuscript Number: JODD-D-17-00036 Title: Social Cognitive Theory Determinants of Physical Activity in Adults with Visual Impairments (review due May 13).

Ms. Carson attended the National Institute of Food and Agriculture Conference hosted by Southern University and A&M, Agriculture Department April 25.

Ms. Carson's students continued their professional development starting with their information poster board presentations during the Parent Forum in March by collaborating with NORDC to facilitate the city-wide Children's Fitness Festival hosted April 22.

Ms. Carson met with university and community partners – faculty members in the College of Arts & Sciences, SUBR Agriculture Center and LSU Agriculture Center, community consultants and parents – to discuss collaborations on activities for HMHB program, SUNO student's employment and professional development. She also is an ABD candidate, completing her final dissertation in preparation for a summer defense.

### ► Professional Outreach to Students and Community

Dr. Deborah Darby requested information from Phi Delta Kappa regarding starting an "Honor Society" for CoEHD in Fall 2017.

## School of Social Work

### Dr. Ronald Mancoske, Interim Dean

#### ► Edgar Blanchard

Mr. Blanchard attended the National Association of Black Social Workers 49<sup>th</sup> Annual Conference in Washington, DC. The theme of the conference: *Unmasking Politics & Policies: Strengthening the Black Family*. He also participated as a presenter and photographer for the 6<sup>th</sup> Annual School of Social Work Honors and Recognition Ceremony. He attended the School's Community Resource Center's Workshop entitled *Strategies and Techniques in Fostering the Development of Prosocial Behavior in Urban Black Youth*.



## Social Work Continued



*Integrative Behavioral Health and Child Welfare Training Program awardees.*



*Millie M. Charles awardee  
and Adjunct Faculty  
Ronald McClain, J.D.*

### ► Dr. Patricia Guillory

Dr. Patricia Guillory collaborated with the LSU School of Social Work to provide specialized training in Substance Use treatment to 100 SUNO MSW students. The training was funded through a Substance Abuse and Mental Health Services Administration (SAMHSA) grant designed to provide SBIRT training to social work students in the state of Louisiana. The day-long trainings took place on March 25 and April 12.

Dr. Guillory also represented SUNO at the "Shaping the Future of eLearning" conference in Baton Rouge, which highlighted the eLearning Trends, emerging technologies, and instructional innovations.

### ► Dr. Ronald J. Mancoske

Dr. Mancoske attended the Child Welfare League of America's Annual Conference. He attended the Amerigroup Foster Care Advisory Coalition meeting and the 4e Child Welfare Training Collaboration Team meeting.

### ► Dr. Jill E. Murray

Dr. Murray's Diversity and Empowerment class took a field trip to learn more about the Vietnamese community in New Orleans East. The class watched a video and participated in discussion to prepare for the trip. They carpooled to the Dong Phuong Bakery where everyone had the opportunity to sample a wide variety of traditional Vietnamese sandwiches, snacks and desserts. Most of the food was very unfamiliar to the students and the class enjoyed practicing "pushing beyond the comfort zone" to try new things.

### ► Dr. Samuel Odom

Dr. Odom hosted Dr. Alan K. Colón who is a retired National Endowment for the Humanities Distinguished Scholar of Education and African World Studies in a class presentation for Social Work Diversity and Empowerment. Dr. Colón is an anti-racist organizer and trainer with the People's Institute for Survival and Beyond headquartered in New Orleans. Dr. Odom also hosted Dr. Levon A. LeBan for a panel entitled *The Struggle for Civil Rights in Louisiana* by the Southern Christian Leadership Conference (SCLC) with members Lloyd A. Richards, Catherine Carr Benjamin, Reverend Dr. Ernest Marcelle and Florida Carr Hargrove (all former MSW Graduate students of Southern University School of Social Work).

Dr. Odom attended the Council on Social Work Education (CSWE) Military Social Work Curricular Guide Taskforce aimed at providing guidance to social work programs in developing competency descriptions and curricular resources for areas of specialized practice in Military Social Work. He also worked to redevelop and update standard competency 2 (Engage Diversity in Difference in Practice). The CSWE Taskforce was established to update and redevelop 2015 Educational Policy and Accreditation Standards for Military Social Work in social work programs (undergraduate & graduate) throughout the U.S. The CSWE's Taskforce report will be *published* as the updated *Advance Social Work Practice in Military Social Work* in October 2017.

## Social Work Continued

### ►Dr. Harry Russell

Dr. Russell coordinated the collection of student and field site supervisor's competence surveys. These surveys are part of the outcome assessment for CSWE accreditation. He also chaired the outcome committee meeting, where the group discussed the collection of competence data, the tools to be used to collect the two minimum CSWE required implicit and one explicit measures, and the implementation of a course and or unit competence rubrics along with a comprehensive exam. It was determined that further discussion on the exam would be needed, but outcome committee members will assist academic committees develop the rubric indicators for each course and or unit sequence.

He met with the field director to develop a mechanism to capture student performance based on specialty areas (concentrations) for the upcoming CSWE progress report. This will be done during the upcoming field placement orientation. Students will identify their specialty area so that faculty can better track student competence performance by specialty, which will make the CSWE reporting more accurate than the previous posting.

Dr. Russell met with Xi Phi newly elected officers and coordinated volunteers to assist during the hooding ceremony. He also is taking the lead in preparing a Health Resources Services Administration (HRSA) grant application in the area of Behavioral Health Workforce Education and Training with other faculty.



# CHANCELLOR'S REPORT



Rodney A. Ellis, Ed.D.

A Monthly Publication from the Office of the Chancellor • MAY 2017 • VOL. 2 - NO. 5

## REBECCA SYKES, PRESIDENT OF THE OPRAH WINFREY CHARITABLE FOUNDATION TO ADDRESS SUSLA'S GRADUATES

Rebecca Miller Sykes was appointed in 2013 as president of the Oprah Winfrey Charitable Foundation, which makes grants to support education and the empowerment of women and girls. On behalf of the foundation, Becky works especially closely with the Oprah Winfrey Leadership Academy for Girls – South Africa (OWL-AG) and splits her time between the OWLAG campus in Henley-on-Klip, South Africa and her home in New Hampshire.

Immediately prior to joining the foundation, she was associate head of school at Phillips Academy. She moved with her husband to Andover in 1973, when he became an instructor in English at the Academy. Prior to her appointment to the head of school's office in 1996 (first as assistant head, then as associate head), Becky was dean of community affairs and multicultural development, and before that was a college counselor and residential dean. She has held posts in education or social work for more than forty years at a variety of institutions besides the Academy, including Charter Forest Hospital in Shreveport, Louisiana, Cambridge Rindge and Latin School in Cambridge and at L'Institut St. Martin in Rennes, France. She has presented at conferences, including those spon-

sored by the Principals' Center at the Harvard University Graduate School of Education, the National Association of Independent Schools (NAIS) People of Color Conference, the NAIS Annual Conference and the Harvard Medical School Department of Continuing Education. She contributed an article titled "*How, When, Where and With Whom Do You Share Your Cultural Diversity?*" *To Far and Wide: Diversity in the American Boarding School* (1998), a collection of essays addressing life in boarding schools.

In May of 2016, Phillips Academy dedicated the Rebecca M. Sykes Wellness Center, in honor of the years Becky supported the physical, emotional and spiritual wellbeing of students and staff alike. Becky has served on the board of Simmons College and as a committee member for the Harvard Alumni Association. Currently, she is on the board of the Museum of African-American History in Boston and the board of The Association of Boarding Schools. She holds an A.B. from Radcliffe College and M.S.W. from Simmons College. She and her husband, Elwin, are the parents of three adult sons and grandparents to one precious grandson.

Sykes is a Shreveport native and was present as a child for the ribbon cutting for the SUSBO campus in 1967. The graduation will be on May 16 at 7:00 p.m. at the Shreveport Convention Center



*Congratulations 2017 Graduates!*

# COMMENCEMENT

## MAY 16, 2017

Shreveport Convention Center • 400 Caddo Street • 7:00 p.m.



Commencement Speaker

**Rebecca Sykes**

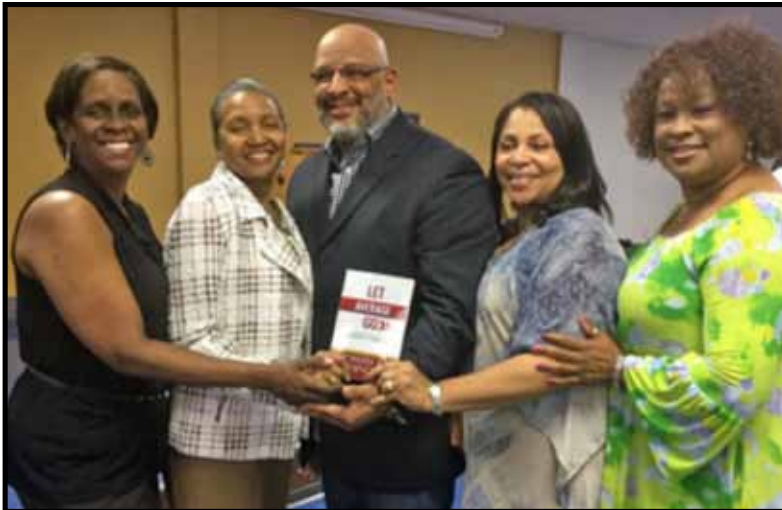
President of the Oprah Winfrey Charitable Foundation



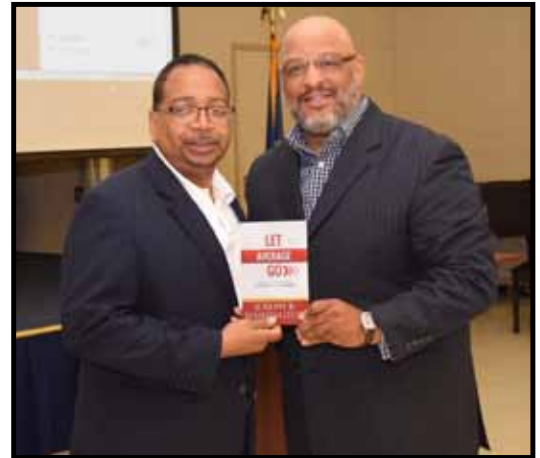


## NATIONAL COACH AND AUTHOR VISITS SUSLA

Southern University at Shreveport welcomed national speaker, trainer, coach, and author, Joseph Washington, to the main campus and the Southern University Metro Center on April 10th. Washington is the President and CEO of Average Breaker, LLC. He specializes in training corporations, non-profit organizations, and colleges to maintain excellence. He is also the author of *"Let Average Go."* He shared seven principles of moving from Average to Awesome to the SUSLA community.



Downtown Metro Center staff following 2:00 pm presentation



Dr. Ellis welcomed Mr. Washington to SUSLA



L to R: Asst. Prof. Jennifer Green, Dr. Sharron Herron-Williams and Joseph Washington after 10:00 am. presentation on the main campus.



Dental Hygiene students received autographed copies of Washington's Book *"Let Average Go"*

*This was the third of a series of professional and leadership development Forums entitled: SUSLA Engage through the Division of Academic Affairs and the Academy of Excellence.*

# "Welcome Aboard New Employees"

## JACKSON APPOINTED DIRECTOR OF BANDS

Dr. Albert Louis Jackson comes to SUSLA as the new Director of Bands. With 38 years of experience in the field of band and music education. He has taught band, choir, piano, music appreciation to students ranging from grades 1 through 12 to students at the university level. He has served as band director at Langston University, Texas College, Green Oaks H.S., Memphis Central H.S., Griffin Elementary, and Dogan Middle School. During his tenure at Green Oaks H.S., the Jazz Band was recognized as one of the top high school jazz ensembles in the nation. The Langston University Marching Band was chosen to participate in the prestigious Honda Battle of the Bands for three consecutive years. During his spare time, he enjoys playing either the piano or organ at church, arranging popular songs for bands, and spending time with his college sweetheart Dr. Cheryl Jackson.

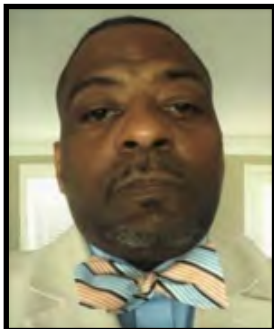


Dr. Albert Louis Jackson

Dr. Jackson is a Grambling, LA native. He attend elementary, middle school, high school, and college in Grambling. He was a member of the World Famed Tiger Marching Band.



## SUSLA WELCOMES!



### **Le'Vester Mills** **Educational Advisor**

Le'Vester Mills is a recent addition to the SUSLA campus, serving as an Educational Advisor with the Trio Talent Search Program.

Le'Vester has over 20 years of experience in the field of education. Prior to coming to SUSLA, he served in various roles, including - teacher, assistant principal, and principal in Monroe City Schools, Webster Parish, and Caddo Parish.

### **Eboni Moore** **Recruiter and Support Advocate**

Eboni Moore is a Shreveport-Bossier City, LA native and has joined the SUSLA staff as a Recruiter and Support Advocate in TRiO Upward Bound DeSoto. Her responsibilities will include recruiting and mentoring students for the program. Moore graduated from Huntington High School in 2007 and Bossier Parish Community College in 2016. She is currently enrolled at LSUS, seeking a degree in Health Behavior. She has worked as an Expanded Duty Dental Assistant, an Optician, and as a Substitute Teacher.



### **Fatina Elliott** **Coordinator for the Academy of Excellence**

Southern University at Shreveport has named Fatina Parker Elliott as Coordinator for the Academy of Excellence under the auspices of the Division of Research, Sponsored Programs and Institutional Effectiveness (RSPIE). Elliott holds an Associate of Arts degree from Coahoma Community College, a Bachelor of Business Administration degree from Delta State University and a Master of Business Administration degree from the University of Phoenix.



# Above & Beyond

## SUSLA ADMINISTRATOR IS APRIL 'ABOVE AND BEYOND' AWARD HONOREE

Friday, April 21, 2017

Pictured (l-r): SU System President-Chancellor Ray Belton, SU Board of Supervisors Chair Ann A. Smith, April 2017 "Above and Beyond" Award recipient Major L. Brock, and SU Shreveport Chancellor Rodney Ellis.

Major L. Brock, assistant vice chancellor for student success at Southern University Shreveport (SUSLA), is the "Above and Beyond" Award recipient for April 2017.

Brock, who was nominated by Glen Harris, education advocate, SUSLA TRIO Educational Opportunity Center, was recognized during the SU Board of Supervisors regular monthly meeting, April 21, in Baton Rouge.

*"Of his many accomplishments, his unique quality of being able to operate comfortably on all levels with colleagues and students alike, is his most impressive attribute,"* said Harris, who was mentored by Brock.

The April 2017 'Above and Beyond' Award winner provides leadership to assigned areas in an effort to inform students and employees of the planning, assessing, expanding, and evaluation of curriculum and course requirements for successful college retention and completion.

*"Brock is a valued SUSLA employee whose work in the re-affirmation process with the Southern Association of Colleges and Schools is noteworthy and commendable,"* said SUSLA Chancellor Rodney Ellis.

The 'Above and Beyond' Award was established to help inspire and motivate SU employees to reach their maximum performance. One award will be presented at the SU Board of Supervisors meetings each month.

*"This award honors outstanding achievements in the workplace, exceptional contributions toward efficiency and effectiveness of operations, special efforts in promoting workforce excellence, or outstanding service to the University community and constituents,"* said SU Board Chair Ann A. Smith.

Recipients of the award are nominated by their peers. The top three nominations are forwarded to the Board of Supervisors chair and vice chair for selection.

***Nominations are due two weeks prior to all Board of Supervisors Meetings. Contact Maya Riley Banks at [maya\\_banks@sus.edu](mailto:maya_banks@sus.edu) or Michael Wells, at [michael\\_wells@sus.edu](mailto:michael_wells@sus.edu) or call 225-771-4600, if you have questions or need additional information.***





**SOUTHERN UNIVERSITY AT SHREVEPORT'S E-LEARNING TEAM ATTENDS BOARD OF REGENTS E-LEARNING AND ONLINE LEARNING CONSORTIUM (OLC) INNOVATE CONFERENCES**

Members of Southern University at Shreveport ELearning team attended the Board of Regents ELearning Conference on April 4 in Baton Rouge, Louisiana and the OLC Innovate Conference April 5-7 in New Orleans, Louisiana. The goal for the Board of Regents Conference was to ensure quality and accountability for online ELearning programs. The goal for the HBCU and OLC Conferences was to learn about affordable resources and innovative ways of teaching.



Dr. Ray L. Belton

Dr. Ray Belton, President/Chancellor for the Southern University System, and Dr. Moustapha Diack of Southern University-Baton Rouge & Director of MERLOT Africa Network, gave the welcome and overview for applying technology innovations with your institutions. The Southern University System received the MERLOT Institutional Stewardship Award.



Dr. Moustapha Diack



Dr. Sharron Herron-Williams

According to Dr. Sharron Herron-Williams, Vice Chancellor for Academic Affairs, *“SUSLA now has direct access to more open educational resources and the use of MERLOT to facilitate faculty course design.”*

Open educational resources (OER) are freely accessible, openly licensed documents and media that are useful for teaching, learning, assessing, and research purposes.

Dr. Veronica McEachin, Director of ELearning at SUSLA says,

*“The materials from the conferences will be used to enhance training at SUSLA. We were exposed to Skills Commons, a new repository for Open Educational Resources.”*



Dr. Veronica McEachin

Dr. McEachin serves on the international steering committee for the HBCU and OLC conference.





## DARRIN DIXON NAMED CHAIRMAN OF THE BOARD OF DIRECTORS OF THE SHREVEPORT BOSSIER AFRICAN AMERICAN CHAMBER OF COMMERCE

Darrin Dixon was recently elected as Chairman of the Board of Directors of the Shreveport Bossier African American Chamber of Commerce. He will serve in this role for a two year term. *“One of my immediate*

*goals is to increase the capacity of the Chamber through membership increase and employing a full time staff person to further develop programming and services to the member businesses,”* says Dixon.



Dixon is the Director for Small Business Development at Southern University at Shreveport. In January 2004, he established the Small, Women, and Minority-Owned Business Incubator program. To date, the program services over 125 business interests per year. Additionally, he does grant writing at the University and has generated \$1.5 million in grants for community development activities.

Dixon serves as a board member of the Strategic Action Council of Northwest Louisiana, Pathways in Education Charter School, CoHabitat Foundation, and co-chair of the Minority Supplier Institute. He earned a B.S. in Agricultural Economics/Agribusiness from Southern University and A & M College in Baton Rouge in May 1992. He earned his MBA from the University of Phoenix in June 2013.

*Darrin Dixon, thanks for making us Jaguar Proud!*

## DR. ELLIS RECOGNIZES FACULTY MEMBER, GLEN HARRIS, AS

# *Jaguar of the Month*



Educational Specialist, Educational Opportunity Centers  
Glen Harris

Student after student has commented that Mr. Harris is very helpful, supportive, and give hands on experience. “I had to fill out important paperwork, such as the FASFA, for the first time and he patiently assisted me through the process. I could not have done it without him,” says one student.

*Congratulations! Educational Specialist Glen Harris*

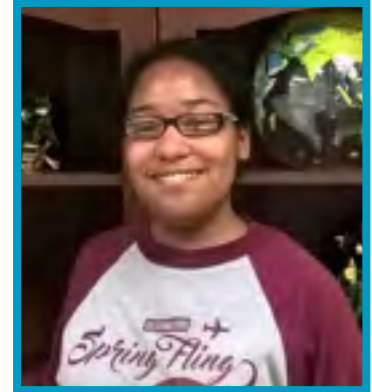


CONGRATULATIONS  **Students**  
*of the* **Month**



## I AM SOUTHERN...

**MEET NEWLY ELECTED  
STUDENT GOVERNMENT ASSOCIATION  
PRESIDENT  
CHAELYN NEWTON**



**Chaelyn Newton was recently elected by her peers as President of the Student Government Association (SGA) at SUSLA. She is a fine arts mayor from Shreveport, LA.**

**I decided to run for SGA President because I want to give back to students what has been afforded to me. My mother is a current student and my brother is a graduate of SUSLA. One of my goals as SGA President is to implement more clubs. I think it's important to increase student involvement on campus.**

**After graduation I plan to attend a (4) four year college and ultimately build a career in graphic designs.**

***Congratulations to Chaelyn Newton and her cabinet!***

**SGA President  
Chaelyn Newton**

**SGA Vice President  
Joyce Landrum**

**Miss Southern University at Shreveport  
Zakiya Chambers**

**Miss Sophomore  
McKenzie Palmer**

**(Miss Freshman is elected during the Fall Semester)**

**COME BE  
Southern!**

SOUTHERN UNIVERSITY AT SHREVEPORT

# JAGUAR JUMP START ORIENTATION

APRIL 13<sup>th</sup> 11:00 a.m. - 7:00 p.m.  
SUSLA Gym

Jaguar Jumpstart was a great opportunity to get the word out about the programs offered at Southern University at Shreveport. AcQuenna Jackson, Assistant Director for Admissions and Recruitment, would like to thank all departments at SUSLA for making this event a success.





# Festival of the Arts

The Division of Arts, Humanities, Social Sciences, and Education hosted the 47th Annual Festival of the Arts on April 4-5, 2017 in the Jesse Stone Lecture Hall. The theme was *Celebrating "A Golden Opportunity" with the Arts*.



The Annual Festival of the Arts held its opening ceremony on Tuesday, April 4 with special emphasis on poetry and music. Professor June Phillips reviewed the history of the Festival, which originated with Professors Gerald Cotton and Roosevelt Daniel. Each year since 1969, the Faculty and students have invited special guest artists such as Margaret Walker, Ernest Gaines, Gwendolyn Brooks, Maya Angelou, and local artists such as Dorsey Summerfield, Hattie Wade, Luther Cox, Ron Hardy, Bobby Wiggins, Judi Ann Mason, and Leadbelly.

This year, soloist Brenda Wimberly, Mariah Hester, and Montila Francis enchanted the audience with special presentations.

Wednesday's ceremony featured jazz music by Dorsey Summerfield and several dramatic, poetry, and dance presentations by Huntington High School Drama Troupe under the direction of Mrs. Doris Lane.



Original poetry presentations were presented by our own students: Shaletha Arthur, Marsha Smith, and Khadijah Dean. In addition, Professor Tommy Johnson, Department of History, included an International



Cultural Presentation from students and his own poetic rendition. The Festival concluded with a Taste of Louisiana with cuisine from the four corners of our state.

Professor Joyce Cottonham served as chairperson of the Festival. Committee members included Professors June Phillips, Gaddie Baker, Barbara Austin, Sonya Hester, Tommy Johnson and Lonnie



McCray-Dean of Arts, Humanities, Social Sciences, and Education.





# We want YOU!

## Join the NEW SUSLA Band

*Southern University at Shreveport is in the process of forming a band program. The band program will consist of a Marching Band, Concert Band, Pep Band, Jazz Band, and Small Ensembles. Students will be able to continue to participate in one of several ensembles while pursuing their academic and/or musical goals.*

*Performance opportunities include, but are not limited, to local parades, guest appearances at local high school football or basketball games, guest appearances at area college activities, and performances for specific events.*

**For more information, contact:**

**Dr. Albert Jackson, Director • (318) 670-9381**

COME BE  
*Southern!*

**3050 Martin Luther King, Jr. Drive • Shreveport, LA**

# Announcements and Upcoming Events



Proceeds benefit the SUSF Scholarship Fund.

Hosted by  
Southern University Shreveport Foundation  
**18th ANNUAL  
GENTLEMEN'S COOKING CLASSIC**

*Spice 'n' It Up!*

\*\*\*\*\*  
Cooking On The Red

**Saturday, June 10, 2017**

Shreveport Convention Center • 400 Caddo St. • 6:00 p.m. - 9:00 p.m.

For more information and to purchase tickets - call, (318) 670-9681



Hosted by  
**SUSLA and the Strength, Speed and Agility Program**

# Cheer & DANCE Camp

2017

**June 21-23**  
(Wednesday - Friday)

8:00 am - 3:00 pm

**SUSLA Gym**

ALL participants need to wear comfortable clothing and tennis shoes during camp for jumping and dancing.

\$150 per participant

**Cheer**

- Stunts & Pyramids
- Cheers & Chants
- Jump Workshop
- Team Building
- Custom
- Choreography

**Dance**

- Leveling / Kicks / Leaps / Jumps
- Stage Presence
- Team Building
- Techniques
- Routine and Routine B
- Choreography

**FOR MORE INFORMATION - CONTACT:**  
Marquis Hall  
(318) 670-9450  
mhall@susla.edu

ssapcheernmore.com  
ssapcheernmore@yahoo.com  
(972) 504-6060

(318) 670-6000    [susla.edu](http://susla.edu)    "Come Be Southern"





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Brandy Jacobsen  
Leslie McClellon  
Dr. Regina Robinson  
Janice Sneed  
Frank Williams, Jr.  
Dr. Melva K. Williams  
Dr. Sharron Herron-Williams

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Major Brock  
Devonye Brown  
Tameka Brown  
JoAnn Warren-Brown  
Darrin Dixon  
Angelique Feaster  
Larry Ferdinand  
David Fogleman  
Rebecca Gilliam  
Stephanie Graham  
Dr. Barry Hester  
Sonya Hester  
Don Howard  
Sophia Lee  
Vanessa Leggett  
Dr. Tuesday Mahoney  
Dr. Lonnie McCray  
Dr. Veronica McEachin  
Carolyn Miller  
LaDarius Morgan (SCB)  
Annie Moss  
Marshall Nelson  
Beverly Parker  
Dr. Lalita Rogers  
Jermev Smothers (SGA)  
Katrava Williams  
Regina Winn  
Sheila Swift  
Tiffany Varner  
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Board Secretary/President and Chancellor, Southern University System

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*The Chancellor’s Report is a monthly publication from the Office of the Chancellor  
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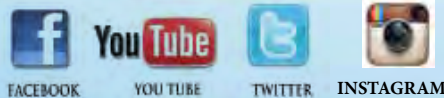
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Section 504 Coordinator: Jerushka Ellis, Fine Arts Bldg., - Student Success Center, (318) 670-9473**