



SOUTHERN UNIVERSITY SYSTEM BOARD OF SUPERVISORS

MEETINGS

9 a.m.

Friday, October 20, 2017

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

Academic Affairs Committee

ACADEMIC AFFAIRS COMMITTEE

9:00 a.m.

Southern University Board of Supervisors' Meeting

Friday, October 20, 2017

J. S. Clark Administration Building

2nd Floor

Baton Rouge, LA 70813

AGENDA

1. Call to Order and Invocation
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. *Special Presentation*
 - *Finalist for the Horace Mann Award for Teaching Excellence*
6. Action Items
 - A. Request Approval to Offer General Associate of Science in Teaching, SUSLA
 - B. Request Approval to offer General Associate of Science in Psychology, SUSLA
 - C. Request Approval to offer Associate of Applied Science in Media Communications, SUSLA
 - D. Request Approval of Faculty Handbook Revision: Course Overload, 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, Rev. Joe R. Gant, Jr.,
Mrs. Ann A. Smith- Ex Officio



RODNEY A. ELLIS, Ed.D.
CHANCELLOR

October 6, 2017

Dr. Ray L. Belton President
Southern University System Office
4th Floor, J. S. Clark Administration Building
Baton Rouge, La. 70813

Ref: Request to BOR for Authority to Offer

- Education, General Associate of Science in Teaching
- Psychology General Associate of Science of Science in Psychology
- Communication, General, Associate of Applied Sciences in Media Communications

Dear Dr. Belton,

This correspondence is directed to your attention seeking your endorsement of three (3) new programs offering as recommended by the Curriculum Committee and Academic Council at Southern University at Shreveport Louisiana (SUSLA). Specifically, the university advances a Letter of Intent to establish the mentioned programs.

The development of the proposed programs are appropriately aligned with SUSLA's mission to be responsive to the needs of the community.

Therein, your kind consideration is desired, and that of the Southern University Board of Supervisors at the next scheduled meeting.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Rodney A. Ellis".

Rodney A. Ellis, Ed.D.
Chancellor

RAE/lw

3050 MARTIN LUTHER KING, JR. DRIVE • SHREVEPORT, LOUISIANA 71107
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SOUTHERN UNIVERSITY AT SHREVEPORT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER OR DISABILITY.

Louisiana Board of Regents

AA 2.05: REQUEST FOR AUTHORITY TO OFFER A NEW DEGREE PROGRAM*

-- Including incremental credentials building up to the Degree --

* Prior to final action by the Board of Regents, no Institution may inflatate or publicize a new program.*

Date: 7/31/2017

Institution: Southern University at Shreveport	Requested CIP, Designation, Subject/Title: 13.0101, Education, General, Associate of Science in Teaching
Contact Person & Contact Info Dr. Lonnie McCray, Dean Arts, Humanities, Social Sciences, and Education 3050 Martin Luther King, Jr. Dr. Shreveport, Louisiana 71107 Phone: 318-670-9363 Email: lmcrcray@susla.edu	
Date Letter of Intent was approved by Board of Regents: N/A	
Date this Proposal was approved by Governing Board:	
Planned Semester/Term & Year to Begin Offering Program: Spring 2018	

1. Program Description

Describe the program concept: (a) purpose and objectives; (b) mode of delivery (on-site/hybrid/on-line). Describe plan for developing and rolling out new courses.

The purpose of the Associate of Science (AST) degree in Teaching is to prepare students for a seamless transition into a four-year baccalaureate education program. The program provides a strong basis and foundation for students to enter into TEPAR and become certified teachers. The AS degree in teaching will prepare students in the fields of Elementary Education (Grades 1-5), and the content areas of Biology and Math.

Objectives:

- Students will identify general theories and practices of teaching and learning.
- Students will recognize the basic principles of educational psychology.
- Students will illustrate the art of teaching as well as the planning and administration of educational strategies.
- Students will critique school safety and health issues.
- Students will recognize the social foundations of education.

The program will be administered by SUSLA's Department of Education under the Division Arts, Humanities, Social Sciences, and Education. Class structure will include four semesters of lecture and discussion including a seminar to prepare students for the Praxis exam. The program will be delivered onsite and hybrid.

Map out the proposed curriculum, in sequence, identifying any Incremental credentials and/or concentrations within the degree. Indicate which courses will be new, including those that would be offered in the new program as electives. Describe any special requirements (e.g., internships, comprehensive exam, thesis, etc.).

Completion Requirements:

- Maintain a minimum cumulative GPA as follows:
 - 2.00 for 0-15 hours
 - 2.20 for 16-30 hours
 - 2.50 for 31-60 hours
- Students must earn a grade of "C" or higher in all courses to ensure their transferability.
- Complete any required developmental courses with a grade of "C" or higher.
- Successfully complete an entrance interview.
- Have a background check that meets all state-identified regulations to interact with children.
- Students must complete and pass Praxis I and Praxis II.

Education Elementary 1-5

Freshman Year	Sem. Hours	Spring	Sem. Hours
Fall			
English 110	3	English 111	3
Math 133	3	Math 135	3
Biology 104	3	History 114	3
Biology 104 L	1	Biology 105	3
Fine Arts 200 or Musc 200	3	Biology 105 L	1
History 104	3	Political Science 200	3
	16		16

Sophomore Year	Sem. Hours	Spring	Sem. Hours
Fall			
Physical Science 100	3	Education 202	3
Physical Science 100 L	1	Physical Science 101	3
Education 201	3	Math 210	3
Math 200	3	English 201, 210, or 213	3
Economics 202	3	Seminar (Praxis)	1
English 214	3		
	16		13

Total hours: 61

Biology

Freshman Year	Sem. Hours	Spring	Sem. Hours
Fall			
English 110	3	English 111	3
Math 135	3	Math 140	3
Biology 104	3	History 114	3
Biology 104 Lab	1	Biology 105	3
Fine Arts 200	3	Biology 105 Lab	1
Economics 202	3	History 104	3
	16		16

Sophomore Year	Sem. Hours	Spring	Sem. Hours
Fall			
Ed 201	3	Ed 202	3
Biology 220	3	English 201, 210, or 213	3
Biology 220 Lab	1	Physical Science(Chem132)	3
English 214	3	Math 210	3
Math 200	3	Seminar (Praxis)	1
Political Science 200	3		
	16		13

Total Hours: 61

Math			
Freshman Year	Sem. Hours	Spring	Sem. Hours
Fall		English 111	3
English 110	3	Math 210 Statistics	3
Math 135 Pre-Calculus	3	History 104	3
Biology 104	3	Biology 105	3
Biology 104 L	1	Biology 105 L	1
Economics 202	3	History 114	3
Fine Arts 200	3		
	16		16
Sophomore Year	Sem. Hours	Spring	Sem. Hours
Fall		Ed 202	3
Ed 201	3	English 201, 210, or 213	3
English 214	3	Physical Science 101	3
Math 200 Finite	3	Math 230 Linear	3
Political Science 200	3	Seminar (Praxis)	1
Physical Science 100	3		
Physical Science 100L	1		
	16		13
Total Hours: 61			

2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs).

The Associate of Science in Education at SUSLA is essential to the academy and to our stakeholders. Most importantly, our students need degree programs that will prepare them for the job market and programs that will transfer seamlessly into a four year baccalaureate degree. Currently, we do not offer a pathway to become a certified teacher. According to the Office of Post-Secondary Education (2016), an office of the US Department of Education, Louisiana is currently experiencing a teacher shortage in the areas of elementary education, mathematics, and Sciences. Nationwide, there is a shortage of African American and Hispanic teachers for employment in public education. In addition, nine Historically Black Colleges and Universities, including Southern, is a part of Project Pipeline Repair: Restoring Minority Male Participation and Persistence in Educator Programs, which includes 1.5 million in grant funds.

According to Louisiana Labor Market projections, by 2024 primary, secondary, and special education teachers are expected to increase by 5.5%. More specifically, Region 7, which includes Shreveport, is expected to see a 9.2% increase in available positions. Post-secondary biology teachers will see a 16% increase and math will see a 17.8% increase.

Describe how the program will further the mission of the institution.

The proposed Associate of Science in Education degree at SUSLA is consistent with and supports the mission of the university to either prepare students for seamless transfer into a baccalaureate program or to prepare students to enter the workforce. Associate degrees should provide evidence of knowledge and skills in communications, social sciences, humanities and fine

arts, analytical and inferential reasoning, computational skills, and critical thinking, as well as the ability to learn on one's own. The program will provide a broad liberal arts and sciences background, which will serve as a foundation for life-long learning.

Identify similar programs in the state and explain why the proposed one is needed: present an argument for a new or additional program of this type and how it will be distinct from existing offerings.

Currently in Northwest Louisiana, Bossier parish Community College offers the associate in Teaching Degree. There are four other community colleges across the state which offer the AST. This program follows the BOR guidelines for the AST degree while also focusing on two of the most needed areas in the state, math and science.

If approved, will the program result in the termination or phasing out of existing programs? (Is it a replacement?) Explain.

N/A

If a Graduate program, cite any pertinent studies or national/state trends indicating need for more graduates in the field. Address possibilities for cooperative programs or collaboration with other institution(s).

N/A

3. Students

Describe evidence of student interest. Project the source of students (e.g., from existing programs, or the prospects of students being recruited specifically for this program who might not otherwise be attracted to the institution).

There is a need for programs that provide students who have creative potential with a professional career option as well as future degree options. According to the Board of Regents Completers Report, in 2011 SUSLA graduated 22 students who earned an associates in education and a certificate in child development. In 2012, the school saw 5 students graduate. Because of state guidelines, the university could no longer offer the education degree; however, it maintained the child development certificate. Unfortunately without the associate's degrees connected to the program, the number of students interested has waned. Providing a pathway for students to enter into the four-year program is necessary to the development of certified minority teachers and is vital to the impact of SUSLA's mission. Through this degree program, SUSLA could produce at least fifty new graduates in the field of education.

Project enrollment and productivity for the first 5 years, and explain/justify the projections.

The projected enrollment is ten students in the first year with at least twenty-five students graduating by the fourth year. This is based on previous enrollment trends as noted above.

Provide enrollment/completer data for closely related programs currently offered at the institution.

In 2013-2014, the University had three graduates in General Studies (GS) Elementary Education and 3 in General Studies Health and Physical Education (HPE). 2014-2015 there were five graduates in GS Elementary Education and four in GS HPE; and in 2015-2016 there were seven and four graduates, respectively. In 2016-17, there were two graduates in GS HPE.

What preparation will be necessary for students to enter the program?

Unless students need developmental coursework, there are no other preparatory needs to enter the program.

If a Graduate program, indicate & discuss sources of financial support for students in the program.

N/A

4. Faculty

List present faculty members who will be most directly involved in the proposed program: name, present rank; degrees; courses taught; other assignments.

Dr. Michael Hicks, Adjunct Professor, Introduction to Education and Educational Technology
Dr. Lonnie McCray, Assistant Professor, Introduction to Education
Mrs. Florese Hunt, MS, Instructor, Health and Physical Education

Project the number of new faculty members needed to initiate the program for each of the first five years. If it will be absorbed in whole or part by current faculty, explain how this will be done. Explain any special needs.

One fulltime faculty member is needed to coordinate the program and to teach the education courses. Except for the two required education courses, all others are general education courses.

Describe involvement of faculty – present and projected – in research, extension, and other activities and the relationship of these activities to teaching load. For proposed new faculty, describe qualifications and/or strengths needed.

Faculty will continue to participate in and take advantage of professional development opportunities as related to the teaching of Psychology. New faculty will need to have an understanding of the role diversity and ethical decision making plays in education and be able to guide future teachers on the right path. They will need broad-based knowledge of the educational system.

5. Library and Other Special Resources

Are present library holdings in related fields adequate to initiate the program? To meet program needs in the first 5 years, what will be needed? Do other Institutions have library resources available to faculty & students for the proposed program?

Southern University at Shreveport is a part of the LOUIS Network. The University also participates in LALINK which allows faculty and students to use the libraries of other educational institutions as well as local libraries.

Indicate/estimate total expenditure for the last two fiscal years in library acquisitions for fields or departments offering or related to the proposed program.

N/A

Project library expenditures needed for the first 5 years of the program.

N/A

What additional special resources, other than library holdings, will be needed?

N/A

6. Facilities and Equipment

Describe *existing* facilities (classrooms, labs, offices, etc) available for the program. Describe present utilization of these facilities that are assigned to the sponsoring department.

The Department of Education is currently housed in the NCR Building and the HPE Building. There is ample space in both facilities to operate the program.

Describe the need for new facilities (e.g., special buildings, labs, remodeling, construction, equipment), and estimate the cost, proposed sources of funding, and estimated availability for program delivery.

N/A

7. Administration

In what department, division, school, college, or center/institute will the proposed program be administered? How will the new program affect the present administrative structure of the Institution?

The program will be administered by the Department of Education which falls under the Division of Arts, Humanities, Social Sciences, and Education. The new program will not affect the present administrative structure.

Describe departmental strengths and/or weaknesses and how the proposed program will affect them.

The Department had a strong education program until state guidelines changed. There are dedicated people on campus and in the community who will support the re-establishment of an education program.

8. Accreditation

Describe plan for achieving *program* accreditation, including: name of accrediting agency, basic requirements for accreditation, how the criteria will be achieved, and projected accreditation date.

The program does not require individual accreditation but will require SACS-COC approval to be offered.

If a graduate program, describe the use of consultants in developing the proposal, and include a copy of the consultant's report as an appendix.

9. Related Fields

Indicate subject matter fields at the institution which are related to, or will support, the proposed program; describe the relationship.

The other departments under Arts, Humanities, Social Sciences, and Education will support the program by offering the general education courses needed to complete the degree requirements. The Division of Business, Science, Technology, Engineering, and Math will also provide the needed general education course requirements for the program.

10. Cost & Revenue

Summarize additional costs to offer the program, e.g., additional funds for research needed to support the program; additional faculty, administrative support, and/or travel; student support. How will the program affect the allocation of departmental funds?

Personnel needs include one full-time faculty member to serve as department chair and coordinator of the program. There will be a need for additional administrative support. The University projects being able to award scholarships to deserving students as well as work with our four year intuitions to provide graduate assistants.

*On the separate budget form, estimate new costs and revenues for the projected program for the first four years, indicating need for additional appropriations or investment by the institution.

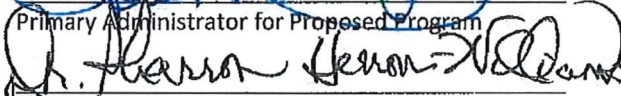
Outside of revenue from tuition & fees, explain and justify any additional anticipated sources of funds, e.g., grants (In hand, promised, or in competition), Institutional funds, etc.

CERTIFICATIONS:


Primary Administrator for Proposed Program

9/12/17

Date


Provost/Chief Academic Officer

10/2/17

Date

Management Board/System Office

Date

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR INTENDED PROGRAM

Institution: Southern University at Shreveport

Date: 7/31/2017

Degree Program, Unit: Associate of Science in Teaching , Arts, Humanities, Social Sciences, and Education

FTE = Full Time Equivalent (use the Institution's standard definition and provide that definition).

EXPENDITURES								
INDICATE ACADEMIC YEAR:	FIRST		SECOND		THIRD		FOURTH	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$50,000	1	\$50,000	1	\$50,000	1	\$50,000	1
Graduate Assistants	\$18,000	3	\$18,000	3	\$18,000	3	\$18,000	3
Support Personnel	\$10,000	1	\$10,000	1	\$10,000	1	\$10,000	1
Fellowships and Scholarships	\$3,000	3	\$6,000	6	\$9,000	9	\$12,000	12
SUB-TOTAL	\$81,000		\$84,000		\$87,000		\$90,000	
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities	\$		\$		\$		\$	
Equipment	\$5,000							
Travel	\$2,000		\$2,000		\$2,000		\$2,000	
Supplies	\$500		\$500		\$500		\$500	
SUB-TOTAL	\$7,500.00		\$		\$		\$	
TOTAL EXPENSES	\$88,500		\$86,500		\$89,500		\$92,500	
REVENUES								
Revenue Anticipated From:	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
*State Appropriations	\$		\$		\$		\$	
*Federal Grants/Contracts								
*State Grants/Contracts								
*Private Grants/Contracts								
Expected Enrollment	10		15		20		25	
Tuition	3979.00		3979.00		3979.00		3979.00	
Fees								
*Other (specify)								
TOTAL REVENUES	\$39,790		\$59,685		\$79,580		\$99,475	

* Describe/explain expected sources of funds in proposal text.

Louisiana Board of Regents

AA 2.05: REQUEST FOR AUTHORITY TO OFFER A NEW DEGREE PROGRAM*

-- Including incremental credentials building up to the Degree --

* Prior to final action by the Board of Regents, no institution may initiate or publicize a new program.*

Date:

Institution: Southern University at Shreveport	Requested CIP, Designation, Subject/Title: <u>42.0101, Psychology, General, Associate of Science in Psychology</u>
Contact Person & Contact Info Dr. Lonnie McCray, Dean Arts, Humanities, Social Sciences, and Education 3050 Martin Luther King, Jr. Dr. Shreveport, Louisiana 71107 Phone: 318-670-9363 Email: lmcrcray@susla.edu	
Date Letter of Intent was approved by Board of Regents: N/A	
Date this Proposal was approved by Governing Board:	
Planned Semester/Term & Year to Begin Offering Program: Spring 2018	

1. Program Description

Describe the program concept: (a) purpose and objectives; (b) mode of delivery (on-site/hybrid/on-line). Describe plan for developing and rolling out new courses.

The purpose of the Associate of Science (AS) degree in Psychology is to prepare students who may wish to further their education in a bachelor's degree program. The program provides a strong basis and foundation for those who wish to pursue a Psychology baccalaureate because students can transfer their credits and enroll as juniors at the four-year institution. The AS in Psychology will prepare students in the fields of educational, child, social, developmental, and abnormal psychology.

Objectives:

- Students will focus on the scientific study of individual and collective behavior.
- Students will be able to recognize the physical and environmental bases of behavior.
- Students will focus on the analysis and treatment of behavior problems and disorders.
- Students will be exposed to research and psychological assessment.

The program will be administered by the Department of Social Sciences under the Division of Arts, Humanities, Social Sciences, and Education. Class structure will include four semesters of lecture and discussion.

The program will be offered on-site and 100% online.

Map out the proposed curriculum, in sequence, identifying any incremental credentials and/or concentrations within the degree. Indicate which courses will be new, including those that would be offered in the new program as electives. Describe any special requirements (e.g., internships, comprehensive exam, thesis, etc.).

**Associate of Science in Psychology
Program of Study
Total Hours 61**

Freshman Year		Spring	
	Sem. Hours		Sem. Hours
Fall		Freshman Composition II	3
Freshman Composition I	3	Computer Science	3
Math	3	Math	3
Natural Sciences	3	Humanities	3
Fine Arts	3	Approved Electives	3
Social Science (Psyc 210)	3	(Social Sciences)	
Freshman Seminar	1		
	16		15
Sophomore Year		Spring	
	Sem. Hours		Sem. Hours
Fall		Major	9
Natural Sciences	3	(Psyc 231; Psyc 240; Psyc 250)	
Public Speaking	3	Approved Electives	6
Major	6		
(Psyc 220; Psyc 230)			
Approved Electives	3		
(Social Sciences)			
	15		15

2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs).

The Associate of Science in Psychology is essential to the academy and to our stakeholders. Most importantly, our students need degree programs that will prepare them for the job market or programs that will transfer seamlessly into a four-year baccalaureate degree. Currently, we offer the Louisiana Transfer Degree with a Social Sciences Concentration. According to the Board of Regents Statewide Completers Report for 2013-2015, we have had no completers in the program. The only alternative to the Louisiana Transfer degree is to complete the Associate of General Studies degree. However, it has been determined that general studies with concentrations no longer fall under Perkins eligibility guidelines. The University currently has a 2+2 Agreement with LSU Shreveport, and this curriculum adheres to the guidelines of the agreement and will assist students in transferring.

According to Louisiana Labor Market projections, by 2024 postsecondary psychology teachers are projected to increase by 15.2%. Counseling in educational services is expected to rise by 23%.

Describe how the program will further the mission of the institution.

The proposed Associate of Science in Psychology is consistent with and supports the mission of the university to either prepare students for seamless transfer into a baccalaureate program or to prepare students for the workforce. Associate degrees should provide evidence of competencies

in communications, social sciences, humanities and fine arts, analytical and inferential reasoning, and computational skills, as well as the ability to learn on one's own. The program will provide a broad liberal arts and sciences background, which will serve as a foundation for life-long learning.

Identify similar programs in the state and explain why the proposed one is needed: present an argument for a new or additional program of this type and how it will be distinct from existing offerings.

Currently, two-year institutions offer the Louisiana Transfer degree and not an Associates in Psychology. This program will enhance and increase the university's degree offerings and expand the online program.

If approved, will the program result in the termination or phasing out of existing programs? (Is it a replacement?) Explain.

N/A

If a Graduate program, cite any pertinent studies or national/state trends indicating need for more graduates in the field. Address possibilities for cooperative programs or collaboration with other Institution(s).

N/A

3. Students

Describe evidence of student interest. Project the source of students (e.g., from existing programs, or the prospects of students being recruited specifically for this program who might not otherwise be attracted to the institution).

There is a need for programs that provide students who have creative potential with a professional career option as well as future degree options. The Associate of Science in Psychology will provide a curriculum that allows for both. Students will obtain the broad based knowledge needed for undergraduate curriculums and applicable skills to be successful in the marketplace.

Project enrollment and productivity for the first 5 years, and explain/justify the projections.

Projected enrollment is five students the first year with at a minimum ten students graduating each successive year for four years. More students are demanding online programs which provide more flexibility over on-site programs.

Provide enrollment/completer data for closely related programs currently offered at the institution.

The General Studies with a Psychology Concentration is a related program. In 2013-2014, there were 7 graduates. In 2014-2015, there were 9 graduates; 2015-2016, there were 5 graduates; and 2016-2017 there were 13 graduates.

What preparation will be necessary for students to enter the program?

Unless students need developmental coursework, there are no other preparatory needs to enter the program.

If a Graduate program, indicate & discuss sources of financial support for students in the program.

N/A

4. Faculty

List present faculty members who will be most directly involved in the proposed program: name, present rank; degrees; courses taught; other assignments.

Lonnie Hamilton, Instructor, General Psyc, Educational, Child, Social, Adolescent, and Developmental
Belinda Dixon, Instructor, General Psyc, Educational, Child, Social, Adolescent, and Developmental

Project the number of new faculty members needed to initiate the program for each of the first five years. If it will be absorbed in whole or part by current faculty, explain how this will be done. Explain any special needs.

Current faculty teach the courses needed to initiate and sustain the program.

Describe involvement of faculty – present and projected – in research, extension, and other activities and the relationship of these activities to teaching load. For proposed new faculty, describe qualifications and/or strengths needed.

Faculty will continue to participate in and take advantage of professional development opportunities as related to the teaching of Psychology.

5. Library and Other Special Resources

Are present library holdings in related fields adequate to initiate the program? To meet program needs in the first 5 years, what will be needed? Do other institutions have library resources available to faculty & students for the proposed program?

Southern University at Shreveport is a part of the LOUIS Network. The University also participates in LALINK which allows faculty and students to use the libraries of other educational institutions as well as local libraries.

Indicate/estimate total expenditure for the last two fiscal years in library acquisitions for fields or departments offering or related to the proposed program.

N/A

Project library expenditures needed for the first 5 years of the program.

N/A

What additional special resources, other than library holdings, will be needed?

N/A

6. Facilities and Equipment

Describe *existing* facilities (classrooms, labs, offices, etc) available for the program. Describe present utilization of these facilities that are assigned to the sponsoring department.

Existing facilities are adequate and available for the program. Psychology faculty and classrooms are located in the NCR building. The Campus-Wide computer lab is located in this building along with several smart classrooms.

Describe the need for new facilities (e.g., special buildings, labs, remodeling, construction, equipment), and estimate the cost, proposed sources of funding, and estimated availability for program delivery.

N/A

7. Administration

In what department, division, school, college, or center/institute will the proposed program be administered? How will the new program affect the present administrative structure of the institution?

The program will be administered by the Department of Social Sciences which falls under the Division of Arts, Humanities, Social Sciences, and Education. The new program will not affect the present administrative structure.

Describe departmental strengths and/or weaknesses and how the proposed program will affect them.

The Psychology faculty have worked diligently to develop online courses for its program. The Psychology faculty work together on all matters dealing with the curriculum and development of programs.

8. Accreditation

Describe plan for achieving *program* accreditation, including: name of accrediting agency, basic requirements for accreditation, how the criteria will be achieved, and projected accreditation date.

The program does not require individual accreditation but will require SACS-COC approval to be offered.

If a graduate program, describe the use of consultants in developing the proposal, and include a copy of the consultant's report as an appendix.

N/A

9. Related Fields

Indicate subject matter fields at the institution which are related to, or will support, the proposed program; describe the relationship.

The other departments under Arts, Humanities, Social Sciences, and Education will support the

program by offering the general education courses needed to complete the degree requirements. The Division of Business, Science, Technology, Engineering, and Math will also provide the needed general education course requirements for the program.

10. Cost & Revenue


Summarize additional costs to offer the program, e.g., additional funds for research needed to support the program; additional faculty, administrative support, and/or travel; student support. How will the program affect the allocation of departmental funds?

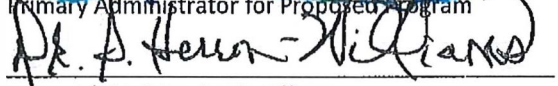
There will be no new/additional costs to operate the program. Current faculty can teach in the program and the courses needed are already in the course inventory.

*On the separate budget form, estimate new costs and revenues for the projected program for the first four years, indicating need for additional appropriations or investment by the institution.

Outside of revenue from tuition & fees, explain and justify any additional anticipated sources of funds, e.g., grants (in hand, promised, or in competition), institutional funds, etc.

CERTIFICATIONS:



Primary Administrator for Proposed Program


Provost/Chief Academic Officer

9/21/17

Date
10/2/17

Date

Management Board/System Office

Date

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED PROGRAM

Institution: Southern University at Shreveport

Date: 7/29/2017

Degree Program, Unit: Associate of Science in Psychology; Arts, Humanities, Social Sciences, and Education

FTE = Full Time Equivalent (use the institution's standard definition and provide that definition).

EXPENDITURES								
INDICATE ACADEMIC YEAR:	FIRST		SECOND		THIRD		FOURTH	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$		\$		\$		\$	
Graduate Assistants								
Support Personnel								
Fellowships and Scholarships								
SUB-TOTAL	\$		\$		\$		\$	
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities	\$		\$		\$		\$	
Equipment								
Travel								
Supplies								
SUB-TOTAL	\$		\$		\$		\$	
TOTAL EXPENSES	\$		\$		\$		\$	
REVENUES								
Revenue Anticipated From:	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
*State Appropriations	\$		\$		\$		\$	
*Federal Grants/Contracts								
*State Grants/Contracts								
*Private Grants/Contracts								
Expected Enrollment	5		8		10		10	
Tuition	3979.00		3979.00		3979.00		3979.00	
Fees								
*Other (specify)								
TOTAL REVENUES	\$19,895		\$31,832		\$39,790		\$39,790	

* Describe/explain expected sources of funds in proposal text.

Louisiana Board of Regents

AA 2.05: REQUEST FOR AUTHORITY TO OFFER A NEW DEGREE PROGRAM*

-- Including incremental credentials building up to the Degree --

** Prior to final action by the Board of Regents, no institution may initiate or publicize a new program.**

Date: 7/31/2017

Institution: Southern University at Shreveport	Requested CIP, Designation, Subject/Title: <u>09.0100, Communication, General, Associate of Applied Sciences in Media Communications</u>
Contact Person & Contact Info Dr. Lonnie McCray, Dean Arts, Humanities, Social Sciences, and Education 3050 Martin Luther King, Jr. Dr. Shreveport, Louisiana 71107 Phone: 318-670-9363 Email: lmcclay@susla.edu	
Date Letter of Intent was approved by Board of Regents: N/A	
Date this Proposal was approved by Governing Board:	
Planned Semester/Term & Year to Begin Offering Program: Spring 2018	

1. Program Description

Describe the program concept: (a) purpose and objectives; (b) mode of delivery (on-site/hybrid/on-line). Describe plan for developing and rolling out new courses.

The purpose of the Associate of Applied Science (AAS) degree in Media Communications is to prepare students who wish to enter the workforce with the knowledge and skills necessary for the ever-changing world of communication and technology. The program provides a strong basis and foundation for those who wish to explore various media/communications. The AAS in Media Communications will prepare students in the fields of broadcasting, journalism, social media, graphic design, and music and audio production. The program will be composed of three tracks: Mass Communications, Graphic Design, and Digital Music and Audio Production.

Objectives:

- Students will focus on the comprehensive study of communication.
- Students will gain knowledge of old and new technologies, social and political applications, speech communication, and rhetoric.
- Students will focus on interpersonal, group, organizational, and intercultural communication.
- Students will demonstrate a command of printed, electronic, and digital media as well as music and audio technology.
- Students will comprehend theories of communication and music technology.

The program will be administered by the Department of Communications under the Division of Arts, Humanities, Social Sciences, and Education. Class structure will include four semesters of lecture and discussion.

The program will be offered on-site and hybrid.

Map out the proposed curriculum, in sequence, identifying any incremental credentials and/or concentrations within the degree. Indicate which courses will be new, including those that would be offered in the new program as electives. Describe any special requirements (e.g., internships, comprehensive exam, thesis, etc.).

--

Associate of Applied Science in Media Communications
Program of Study
Total Hours 61

Mass Communication

Freshman Year		Sem. Hours	
Fall		Spring	
Freshman Composition I	3	Math	3
Math	3	Humanities	3
Natural Sciences	3	History	3
Fine Arts	3	Interpersonal Communication	3
Social Science	3	Public Speaking	3
Freshman Seminar	1		
	16		15

Sophomore Year		Sem. Hours	
Fall		Spring	
Foreign Language	3	Foreign Language	3
Cmps 101	3	Major	9
		(Mcom 210; Mcom 220; Mcom 250) or (Mcom 251; Mcom 253)	
Major (Mcom 110; Mcom 205)	6	Approved Electives	3
Approved Electives (Comm or Mcom)	3	(Comm or Mcom)	
	15		15

Graphic Design

Freshman Year		Sem. Hours	
Fall		Spring	
Freshman Composition I	3	Math	3
Math	3	Humanities	3
Natural Sciences	3	History	3
Fine Arts	3	Interpersonal Communication	3
Social Science	3	Public Speaking	3
Freshman Seminar	1		
	16		15

Sophomore Year		Sem. Hours	
Fall		Spring	
Drawing I	3	Drawing II	3
Cmps 101	3	Major (GRAR 130; GRAR 140; GRAR 150) or (GAR 160)	9
Major (GRAR 101; GRAR 120)	6	Approved Electives	3
Approved Electives (Comm, Mcom, GRAR)	3	(Comm, Mcom, or GRAR)	

	15		15
Music and Audio Production			
Freshman Year	Sem. Hours	Spring	Sem. Hours
Fall		Math	3
Freshman Composition I	3	Humanities	3
Math	3	History	3
Natural Sciences	3	Interpersonal Communication	3
Fine Arts	3	Public Speaking	3
Social Science	3		
Freshman Seminar	1		
	16		15
Sophomore Year	Sem. Hours	Spring	Sem. Hours
Fall		Major (MMAP 115, MMAP 120, MMAP 125) or (MMAP 140)	9
Social Science	3	Approved Electives (Comm, Mcom, or MMAP)	6
Cmps 101	3		
Major (MMAP 101; MMAP 110)	6		
Approved Electives (Comm, Mcom, MMAP)	3		
	15		15

New courses submitted for approval

GRAR 101 INTRODUCTION TO GRAPHIC ARTS - This course is designed to acquaint the student with the various aspects of the graphic arts. Topics include the ways in which visual messages are used in society, the skills needed by a graphic designer and the potential areas of specialization and employment. **(2-1-3)**

GRAR 120 Photoshop Basics - This course introduces students to digital manipulation of photographic imagery using the Adobe Photoshop software program. **(2-1-3)**

GRAR 130 Illustrator Basics - This course introduces students to digital imagery using Adobe Illustrator software programs. **(2-1-3)**

GRAR 140 Fundamentals of Typography - This course is a study of construction type and form of letters with a concentration on problems in design using typography as a design element in layout. **(2-1-3)**

GRAR 150 InDesign Basics - In this course students learn to use Adobe InDesign software to create printed publications that can be repurposed into interactive digital documents. **(2-1-3)**

GRAR 160 Fundamentals of Logo Design - This course explores the development of logos and combines a written conceptual component for creating an effective logo. **(2-1-3)**

GRAR 170 CAPSTONE PROJECT - In this course students learn to create a professional portfolio to obtain work in the design field. **(1-1-2)**

MMAP 101 Introduction to Multimedia - Students will explore basic concepts of digital media, terminology and acquire hands-on experience working with industry standard software. **(2-1-3)**

MMAP 110 Audio Engineering I - Overview of the recording studio. Topics include basic studio electronics and acoustic principles, waveform analysis, microphone design and placement techniques, studio set up and signal flow, recording console theory, signal processing concepts, tape machine principles and operation, and an overview of mixing and editing. **(2-1-3)**

MMAP 115 MIDI I - An overview of the Musical Instrument Digital Interface (MIDI) system and applications. Topics include the History, Civilization, and evolution of MIDI, hardware requirements, computer numbering systems, channels and modes, the MIDI language, and typical implementation of MIDI applications in the studio environment using software-based sequencing programs. **(2-1-3)**

MMAP 120 AUDIO ENGINEERING II - Major topics include the recording process, microphones and placement techniques, audio console operation, multitrack recording and signal processors. Audio software includes Pro Tools and Digital Performer, Spark and

Peak audio editors, Toast and Jam CD editors, Acid looping software. Students learn basic tracking techniques, studio set up and break down and participate in 32 hours of recording sessions. Prerequisite: Audio Engineering I (2-1-3)
MMAP 125 MIDI II - A continuation of MIDI I with emphasis on advanced sequencer operation, and SMPTE-based synchronization in the interaction of multiple recording and playback systems. Prerequisite: MIDI I (2-1-3)
MMAP 140 Synthesis - Course emphasizes technology that integrates MIDI sequencing with digital audio. Topics include computer based hard disk recording systems, MIDI machine control, advanced techniques in synthesizer editing, digital transfers of audio data and CD mastering. The student will demonstrate advanced skill in FM and hybrid synthesis techniques; explain and utilize digital sampling; complete projects using advanced synthesis techniques; and edit samples and synthesizer voices. Prerequisites: Audio Engineering I and MIDI II (2-1-3)
MMAP 150 CAPSTONE PROJECT - The Capstone course is required of all students. Students will develop a final portfolio by refining and updating projects. (1-1-2)

New courses will be submitted to the University's Curriculum Committee for approval to be added to the University's Catalog.

2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs).

The Associate of Applied Science in Media Communications offers students a unique opportunity for them to engage in the economic development in Northwest Louisiana. The Louisiana Workforce Commission expects employer demand for workers to increase by about 236,000 through 2020 encompassing a diverse array of sectors. Data from the Bureau of Labor Statistics cites Shreveport as one of the fastest growing markets in the nation through 2020.

According to Louisiana Labor Market projections, by 2024 Media and Communications workers will increase by 2.6%, with media and equipment workers increasing by .2%. Those in art, design, and entertainment will increase by 1.6%. Moreover, communication teachers will see a 9% increase in employment.

Describe how the program will further the mission of the institution.

The proposed Associate of Applied Science in Media Communications is consistent with and aligns with the mission of the university Mission Statement which focuses on providing "...opportunities for teaching, service, workforce development, and life-long learning..." The program responds to the projected increase in manufacturing and business industry. As regional economic activity increases, the demand for skilled employees to create visual concepts and to communicate ideas is essential in the sales and marketing of products and services for clients and consumers. The program will provide a broad liberal arts and sciences background, which will serve as a foundation for life-long learning.

Identify similar programs in the state and explain why the proposed one is needed; present an argument for a new or additional program of this type and how it will be distinct from existing offerings.

In Northwest Louisiana, one four-year institution offers the Bachelor of Arts in Fine Arts with a Concentration in Graphic Design, and one technical college offers a Technical Diploma in Graphic Communications, and a community college offers an AAS in Communications Media with various concentrations. The AAS in Media Communications offers short-term training as well as defined concentrations/specializations, which will transfer to the four-year institution.

If approved, will the program result in the termination or phasing out of existing programs? (Is it a replacement?) Explain.

N/A

If a Graduate program, cite any pertinent studies or national/state trends indicating need for more graduates in the field. Address possibilities for cooperative programs or collaboration with other Institution(s).

N/A

3. Students

Describe evidence of student interest. Project the source of students (e.g., from existing programs, or the prospects of students being recruited specifically for this program who might not otherwise be attracted to the institution).

There is a need for programs that provide students who have creative potential with a professional career option as well as future degree options. The Associate of Applied Science in Media Communications will provide a curriculum that allows for both. Students will obtain the applicable skills to be successful in the marketplace. Students will be more prepared to enter the workforce with more technical training in software and computer applications.

Project enrollment and productivity for the first 5 years, and explain/justify the projections.

Projected enrollment is five students the first year with at a minimum ten students graduating each successive year for four years. Having several options will satisfy the demands of more students.

Provide enrollment/completer data for closely related programs currently offered at the institution.

In 2013-2014 there were graduates in Journalism and in Communications. In 2014-2015 and 2015-2016 there was one graduate in Journalism, respectively. 2015-2016 also saw two graduates in Mass Communications. Music Technology saw five graduates in 2014 and two in 2015.

What preparation will be necessary for students to enter the program?

Unless students need developmental coursework, there are no other preparatory needs to enter the program.

If a Graduate program, indicate & discuss sources of financial support for students in the program.

N/A

4. Faculty

List present faculty members who will be most directly involved in the proposed program: name, present rank; degrees; courses taught; other assignments.

Dr. Joslin Pickens, EdD., Associate Professor, Intro to Mass Comm, Intro to Broadcasting, Communication and Culture, Media Editing and Writing, Interpersonal Communication
Fred Moss, MA, Assistant Professor, Intro to Mass Comm, Intro to Broadcasting, Communication and Culture, Media Editing and Writing, Interpersonal Communication, Television Production
Jennifer Green, MLS, Assistant Professor, Intro to Mass Comm, Intro to Broadcasting, Communication and Culture, Media Editing and Writing, Interpersonal Communication
Dorsey Summerfield, MA, Associate Professor, music and music technology

Project the number of new faculty members needed to initiate the program for each of the first five years. If it will be absorbed in whole or part by current faculty, explain how this will be done. Explain any special needs.

Current faculty teach the courses needed to initiate and sustain the program.

Describe involvement of faculty – present and projected – in research, extension, and other activities and the relationship of these activities to teaching load. For proposed new faculty, describe qualifications and/or strengths needed.

Faculty will continue to participate in and take advantage of professional development opportunities as related to the teaching of communications.

5. Library and Other Special Resources

Are present library holdings in related fields adequate to initiate the program? To meet program needs in the first 5 years, what will be needed? Do other institutions have library resources available to faculty & students for the proposed program?

Southern University at Shreveport is a part of the LOUIS Network. The University also participates in LALINK which allows faculty and students to use the libraries of other educational institutions as well as local libraries.

Indicate/estimate total expenditure for the last two fiscal years in library acquisitions for fields or departments offering or related to the proposed program.

N/A

Project library expenditures needed for the first 5 years of the program.

N/A

What additional special resources, other than library holdings, will be needed?

N/A

6. Facilities and Equipment

Describe *existing* facilities (classrooms, labs, offices, etc) available for the program. Describe present utilization of these facilities that are assigned to the sponsoring department.

Existing facilities are adequate and available for the program. MCOM faculty and classrooms are located in the LC Barnes Administration building. The Department of Communications has its own Multimedia/Film Lab. The department also has a TV production room.

Describe the need for new facilities (e.g., special buildings, labs, remodeling, construction, equipment), and estimate the cost, proposed sources of funding, and estimated availability for program delivery.

N/A

7. Administration

In what department, division, school, college, or center/institute will the proposed program be administered? How will the new program affect the present administrative structure of the Institution?

The program will be administered by the Department of Communications which falls under the Division of Arts, Humanities, Social Sciences, and Education. The new program will not affect the present administrative structure.

Describe departmental strengths and/or weaknesses and how the proposed program will affect them.

The Communications faculty work together to redesign their curriculum to meet the needs of their students. The faculty do all they can to provide students access to new technologies.

8. Accreditation

Describe plan for achieving *program* accreditation, including: name of accrediting agency, basic requirements for accreditation, how the criteria will be achieved, and projected accreditation date.

The program does not require individual accreditation but will require SACS-COC approval to be offered.

If a graduate program, describe the use of consultants in developing the proposal, and include a copy of the consultant's report as an appendix.

N/A

9. Related Fields

Indicate subject matter fields at the institution which are related to, or will support, the proposed program; describe the relationship.

The other departments under Arts, Humanities, Social Sciences, and Education will support the program by offering the general education courses needed to complete the degree requirements. The Division of Business, Science, Technology, Engineering, and Math will also provide the needed general education course requirements for the program.

10. Cost & Revenue

Summarize additional costs to offer the program, e.g., additional funds for research needed to support the program; additional faculty, administrative support, and/or travel; student support. How will the program affect the allocation of departmental funds?


The following table outlines estimated costs and revenues for the projected program for the first five years. Personnel costs represents one fulltime faculty member hired. Software/Supplies include licensing and software purchase and installation for the following Adobe Photoshop CC,

Illustrator CC, and InDesign CC. Other supplies include general office supplies.

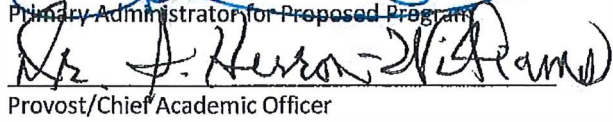
*On the separate budget form, estimate new costs and revenues for the projected program for the first four years, indicating need for additional appropriations or investment by the Institution.

Outside of revenue from tuition & fees, explain and justify any additional anticipated sources of funds, e.g., grants (in hand, promised, or in competition), institutional funds, etc.

CERTIFICATIONS:


Primary Administrator for Proposed Program

9/21/17
Date


Provost/Chief Academic Officer

10/2/17
Date

Management Board/System Office

Date

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED PROGRAM

Institution: Southern University at Shreveport

Date: 7/31/2017

Degree Program, Unit: AA in Media Communications , Arts, Humanities, Social Sciences, and Education

FTE = Full Time Equivalent (use the institution's standard definition and provide that definition).

EXPENDITURES								
INDICATE ACADEMIC YEAR:	FIRST		SECOND		THIRD		FOURTH	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$40,000		\$40,000		\$40,000		\$40,000	
Graduate Assistants								
Support Personnel								
Fellowships and Scholarships								
SUB-TOTAL	\$40,000		\$40,000		\$40,000		\$40,000	
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities	\$		\$		\$		\$	
Equipment								
Travel								
Supplies	3600.00		3600.00		3600.00		3600.00	
SUB-TOTAL	3600.00		3600.00		\$3600.00		\$3600.00	
TOTAL EXPENSES	\$43,600		\$43,600		\$43,600		\$43,600	
REVENUES								
Revenue Anticipated From:	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
*State Appropriations	\$		\$		\$		\$	
*Federal Grants/Contracts								
*State Grants/Contracts								
*Private Grants/Contracts								
Expected Enrollment	5		8		10		10	
Tuition	3979.00		3979.00		3979.00		3979.00	
Fees	100		100		100		100	
*Other (specify)								
TOTAL REVENUES	\$20,395		\$32,632		\$40,790		\$40,790	

* Describe/explain expected sources of funds in proposal text.



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

October 16, 2017

Ray L. Belton, Ph.D.
President-Chancellor
JS Clark Administration Building, 4th Floor
Baton Rouge, LA 70813

Re: Request to Approve Increased Course Overload for Faculty

Dear Dr. Belton:

This communication comes to request your approval to amend Article 7.5.B Overload of the current Southern University and A&M College Faculty Handbook so that each instance where the language reads "only one course (3 to 4 credit hours)" is amended to "no more than two courses (3 to 4 credit hours per course)." This revision is needed to be responsive to SACSCOC standards. The full revision to the Faculty Handbook for Article 7.5.B Overload is given below:

7.5.B Overload

A full-time member of the faculty or research staff is authorized to teach no more than two courses (3 to 4 credit hours per course) on- or off-campus each semester, above what is considered a normal full-time teaching load for the faculty member. This policy also pertains to Southern University faculty who teach courses at other institutions. Persons employed full-time by agencies external to the University and whose services are made available to the University are authorized to teach no more than two courses (3 to 4 credit hours per course), on- or off-campus each semester.

Please note that the Academic Council and the Faculty Senate unanimously supported this revision. I respectfully request your approval of this revision. Please let me know if you need additional information.

Sincerely,

A handwritten signature in blue ink that reads "Luria Young".

Luria Young, Ph.D.
Interim Vice President for Academic Affairs and Provost

Approval:

A handwritten signature in blue ink, appearing to be "Ray L. Belton", written over a horizontal line.

Dr. Ray L. Belton, President-Chancellor

c: The SUBR Academic Council
Dr. Nigel Gwee, President of the Faculty Senate
Dr. Camacia Smith-Ross, Interim Vice Provost for Academic Affairs

Facilities and Property Committee

FACILITIES AND PROPERTY COMMITTEE

(Following the Academic Affairs Committee)

Southern University Board of Supervisors' Meeting

Friday, October 20, 2017

J. S. Clark Administration Building, 2nd Floor

Baton Rouge, LA 70813

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Information Item
 - A. Status of Priority Projects by Campus, SUS
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

FACILITIES PROJECT UPDATES

October 5, 2017

SU Baton Rouge

1. Capital Outlay New Projects:

- SU System Campus Major Repairs and Deferred Maintenance Projects - Projects are in progress by campus Facility Director
 - **J. S. Clark Annex** Roof Replacement
Partin Roofing \$136,000
Duration time to complete the project: 90 days / **October 2017**
 - **Benjamin Kraft Physical Plant** Roof Replacement
RYCARS Construction \$237,090
Duration time for bidding and construction / **January 2018**
 - **W.W. Stewart Hall** Roof Replacement (\$300,000)
Chatmon Construction bid amount \$258,580
Duration time to complete the project: 90 days / **January 2018**
 - **Rodney G. Higgins Hall** Roof Replacement
LA Roofing \$189,400
Duration time for bidding and construction July to **January 2018**
 - **ADA** entrance door upgrades (\$50,000) - out for bids
Neighborhood Restoration of BR **\$44,500 low bidder**
 - **Central Plant** mechanical system upgrades/repairs (\$310,000)
Construction repairs in progress by **TRANE 50% complete** and **CMC 95% complete.**
 - **Mechanical System HVAC** repairs to Lee Hall, Fisher Hall, Stewart Hall and Seymour Gym. Buildings (\$123,535) work in progress by Watson Mechanical Services, Inc.- time duration to complete the project **October 2017 to November 2017**
- **A. W. Mumford Stadium ADA Compliance and Upgrades**
\$7,900,000 for planning and construction.
 - March 2017 planning phase, **bidding November 26, 2017**, construction completion August 2018
- **T. T. Allain Hall ADA Compliance and Upgrades** – \$1,010,000 planning and construction. March 2017 planning phase: Design Development 21July17, **bidding October 2017**, construction completion June 2018
- **F. G. Clark Activity Center ADA** (Americans with Disabilities Act) Compliance and Upgrades – \$7,450,000 planning & construction. April 2017 planning phase, **bidding January 18, 2018**, construction completion November 14, 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:** Chatmon Construction, \$140,530.08 lowest bidder, GC to return contract w/ performance & payment bond to be awarded a Notice to Proceed July 2017 to be completed **October 30, 2017**
 - **SU Museum of Arts:** Chenevert Construction, \$257,517 lowest bidder, Re-roofing in progress July 2017 to be completed **October 2017.**

3. 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 2107**

4. John B. Cade Library Fire Alarm System Upgrade

- FP&C State funded project (*FP&C Facility Planning & Control*)
- Mel Engineering designer
- AFC- \$240,800 (*AFC available funds for construction*)
- Advertisement for bids is set for March 2017 / bid April 2017
- Bid opening May 2, 2017. Facility Automation \$218,882
Construction completion time set for **November 2017**

5. SUBR School of Computer Science Renovations (East Building Old School of Architecture) Title III funded: J. W. Grand, Inc. bid \$233,000 construction duration time is set for July 31, 2017 to October 14, 2017 / **November 2017.**

6. ADA Upgrades E. C. Harrison Street

Title III funded: The Luster Group, LLC bid \$388,808 construction duration time is set for July 24, 2017 to **December 31, 2017.**

7. **Disaster event Dec 8-11, 2015 to August 2016:** 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/Bluff - State Capital Outlay Request for funding (\$8,000,000) FY 17-18 is pending approval-**wasn't approved this year.**
- Bridge / Ravine - State Capital Outlay Request for funding (\$7,800,000) FY 17-18, **funding was approved in conjunction with DOTD office.**

- *Review designing a Water Lake (3 ft. deep) apart of the ravine system just West of the New Bridge Site that will be for student gathering to appreciate the beautiful natural terrain and landscaping, as recommended by **the Honorable SU board member Mr. Tony Clayton.** A wooden platform walking trail would be incorporated into this design.*



○

SU New Orleans

1. Capital Outlay New Projects:

- SU System Campus Major Repairs and Deferred Maintenance Projects, in progress by campus Facility Director
 - **Cafeteria Roof Replacement** (\$325,000) out for bids: low bidder was **E. Cornell Malone Corp. \$183,350** pre-construction meeting October 4, 2017 and completion is set for Jan. 4, 2018.



- **University Center Roof Replacement** (\$349,000) – **in progress for bidding** October 2017



- **University Center HVAC 3 air handling unit upgrades** (\$199,025) **in progress for bidding**

2. 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**



3. **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 October 2017**
- Construction duration time: 18 months

4. **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
- Under Construction (set up for groundbreaking ceremony June 16, 2017)



5. 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 October 2017 / November 2017**



6. SUNO University Center Swimming Pool repairs

- FP&C project manager: Mr. David Van Alstine 504-568-2414
- Executed Contract/Notice to proceed Date: 14 Aug 2017 w/ JH Refrigeration, LLC for \$59,800
- Construction duration time to complete the project: November 2017

SUNO Campus lighting site inspection notes:

- *Planning and bidding is underway (meeting with electrical contractor for estimated cost and troubleshooting existing underground and building wiring/fixture issues)*
- *Bd of Regents and FP&C approved \$50,000 for repairs/upgrades July 2017*



•

Repairs are in progress

SUNO Lake Campus Modular Buildings Roofing Repairs

- Approved by the Bd. of Regents and FP&C for + - \$30,000 bids are pending.



SU Shreveport

1. Capital Outlay New Projects:

- SU System Campus Major Repairs and Deferred Maintenance Projects – in progress by campus Facility Director
 - **Campus HVAC** system repairs, \$98,786 – 90% complete
 - **Campus sidewalk** Safety Compliance, \$95,000 – reviewing bids
 - **Gymnasium** roofing repairs, \$155,000 – reviewing bids
 - **ADA** Compliance for doors and walkways, \$125,000 – bids under review
 - **Energy Conservation** of lighting upgrades, \$25,000 – 100 % completed

2. SUSLA New Science and General Classroom “A. Jackson” Building - Main Campus

- FP&C project manager: Stephen Losavio 225-342-0832 / Sara McCann
- 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/June 2017/August 2017
- Furnishing budget \$420,000 by FP&C (SUSLA to provide list of furnishings and IT equipment, phone system at D-Mark) – 8 weeks out for installation, November 2017.



3. 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

Notes: Funding required for Furnishing and Equipment (F&E)

4. 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 / October 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: September/October 2017 pending punch list completion



2. 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: June 2017 / July 2017/ pending budget review September 2017

3. 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/June 2017.
- Duration time of bidding and construction-August 2017 bidding / Nov. 2017 to November 2018 construction.

4. 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 \$113,873 + \$3,700 reimbursable expense.
- 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))-
- Pre-bid meeting is set for August 2, 2017 and bid opening August 16, 2017

- Construction time (allow for 7 months / 210 days + 45days) Sept / Oct. 2017 to March 2018/April 2018
- **Low Bidder: Blount General Contractors, LLC - \$1,199,000**

5. 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 August 2017
- Duration time to complete the project: 90 days
- **Low Bidder: Charles Carter Construction - \$218,300**

Prepared By:

Eli G. Guillory III
Director

Southern University System

Office of Facilities Planning
225-771-2786 office 225-573-0811 cell

SU System

Tracie Woods JD, GC	SUS	225-771-2211
Cedric Upshaw JD, ADA	SUS	225-771-5565

SU Baton Rouge

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
Tracie A. Abraham	SUBR	225-771-3590
Linda Antoine	SUBR	225-771-4580

SU Law Center

Terry Hall, VC	SULC	225-771-2506
Angela Gaines	SULC	225-771-4931

SU Agricultural Center

Linda M. Batiste, VC	SUAC	225-771-5707
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James L. Mahomes SUAC 225-771-2242
Christopher Rogers SUAC 225-771-5669

SU New Orleans

Jullin Renthropoe, VC SUNO 504-286-5117
Shaun Lewis SUNO 504-286-5295
Tracey Webster SUNO 504-286-5297
Marilyn Manuel SUNO 504-286-5020

SU Shreveport

Janice Sneed, VC SUSLA 318-670-9471
Leslie McClellon SUSLA 318-670-9300
David Fogleman SUSLA 318-670-9378
Sophia Lee SUSLA 318-670-9355

Southern Strategy Group

Rodney Braxton SSG 255-381-0166
Kevin Cunningham SSG 255-381-0166

Finance Committee

FINANCE COMMITTEE

(Following the Facilities & Property Committee)
Southern University Board of Supervisors' Meeting
Friday, October 20, 2017
J. S. Clark Administration Building, 2nd Floor
Baton Rouge, LA 70813

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item
 - A. Ratification of FY 2018-2019 Budget Request and Addenda
 - Board and System FY2018-19 Budget Request
 - SUAREC FY2018-19 Budget Request
 - SUBR FY2018-19 Budget Request
 - SUBR FY2018-19 Budget Addenda
 - SULC FY2018-19 Budget Request
 - SULC FY2018-19 Budget Addenda
 - SUNO FY2018-19 Budget Request
 - SUNO FY2018-19 Budget Addenda
 - SUSLA FY2018-19 Budget Request
 - SUSLA FY2018-19 Budget Addenda
 - B. Request Approval to Assess a Lab Fee for Students Enrolling in Apparel Merchandising and Textiles Program, SUBR
 - C. Request Approval to Use Prior Year Auxiliary Funds, SUBR
6. Informational Item
 - A. Interim Financial Report, 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

**Southern University A & M College System
 Budget Request Summary
 Fiscal Year 2019**

	Existing Operating Budget	Operation or Expanded Need	Continuation Level - Non- formula	Information Technology	Sunset	Children's Budget	Workforce	Total Budget Request
Board and System Adm.	\$ 2,959,185	\$ 3,918,074.00	\$ 23,253	\$ 600,000				\$ 7,500,512
Baton Rouge	77,381,991	27,524,492		1,156,000	\$ 1,132,549			107,195,032
Law Center	13,765,075	1,665,832		592,160				16,023,067
New Orleans	20,421,730	21,470,000		220,141	324,241		\$ 142,060	42,578,172
Shreveport	15,271,872	1,700,000		470,000	117,586		4,017,401	21,576,859
AgCenter	8,909,434	3,236,720	1,077,901	461,429		\$ 366,230		14,051,714
	\$ 138,709,287	\$ 59,515,118	\$ 1,101,154	\$ 3,499,730	\$ 1,574,376	\$ 366,230	\$ 4,159,461	\$ 208,925,356

**Southern University A & M College System
Budget Request Summary
Fiscal Year 2019**

Existing Operating Budget

	State General Funds	Statutory Dedications	Self-Generated	IAT	Federal Funds	Total
Board and System Administration	\$ 2,959,185					\$ 2,959,185
Baton Rouge	19,378,311	1,902,262	52,689,631	3,411,787		77,381,991
Law Center	4,016,328	207,672	9,541,075			13,765,075
New Orleans	6,169,908	593,739	13,658,083			20,421,730
Shreveport	5,518,427	194,607	9,558,838			15,271,872
AgCenter	3,448,222	1,807,003			3,654,209	8,909,434
	<u>\$ 41,490,381</u>	<u>\$ 4,705,283</u>	<u>\$ 85,447,627</u>	<u>\$ 3,411,787</u>	<u>\$ 3,654,209</u>	<u>\$ 138,709,287</u>

Operation or Expanded Need

	Total		Continuation Level - Non-formula
Board and System Administration	\$ 3,918,074.00		\$ 23,253
Baton Rouge	27,524,492	31 items	
Law Center	1,665,832	3 items	
New Orleans	21,470,000		
Shreveport	1,700,000		
AgCenter	3,236,720		1,077,901
	<u>\$ 59,515,118</u>		<u>\$ 1,101,154</u>

Information Technology

	Total
Board and System Administration	\$ 600,000
Baton Rouge	1,156,000
Law Center	592,160
New Orleans	220,141
Shreveport	470,000
AgCenter	461,429
	<u>\$ 3,499,730</u>

Sunset

	<u>First Year Cost</u>
Board and System Administration	
Baton Rouge	1,132,549
Law Center	
New Orleans	324,241
Shreveport	117,586
AgCenter	
Total	<u>\$ 1,574,376</u>

Children's Budget

AgCenter	<u>\$ 366,230</u>
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Workforce

New Orleans	\$ 142,060
Shreveport	<u>4,017,401</u>
	<u>\$ 4,159,461</u>



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

October 6, 2017

Dr. Ray L. Belton
President-Chancellor
Southern University System
J. S. Clark Adm. Bldg.
Baton Rouge, LA 70813

Re: Request to assess a \$20 lab fee on all students enrolling in AMTX Lab Courses

Dear Dr. Belton:

On behalf of the Apparel Merchandising and Textiles Program, the Office of the Executive Vice President for Academic Affairs and Provost is requesting approval to assess a \$20 lab fee on all students enrolling in AMTX Lab Courses.

We are respectfully seeking your favorable consideration and approval, and that of the Board of Supervisors.

Sincerely,

A handwritten signature in blue ink that reads "Luria Young".

Luria S. Young
Interim Executive Vice President
and Provost

LSY/swm

Apparel Merchandising and Textiles Program

Department of Family and Consumer Sciences
College of Agricultural, Family and Consumer Sciences
Southern University and A&M College

RECEIVED

AUG 24 2017



VICE CHANCELLOR FOR
FINANCE AND ADMINISTRATION

RECEIVED

Dr. Jung-Im Seo
225/771-4290

AUG 24 2017

Office of the Executive Vice President
for Academic Affairs and Provost

Dr. Doze Y. Butler
225/771-4085

MEMORANDUM

DATE: 16 August 2017

TO: Dr. Luria Young, Interim Executive Vice President for Academic Affairs and Provost

THROUGH: Dr. Bobby Phills, Chancellor-Dean/ SUAREC-CAFCS
Mr. Benjamin Pugh, Vice Chancellor for Finance and Administration

From: Doze Y. Butler, Ph.D., MBA, Professor and Program Leader, Apparel Merchandising and Textiles

Dear Dr. Young, Dr. Phills and Mr. Pugh:

The Apparel Merchandising and Textiles (AMTX) program requests permission for a lab fee to be assessed on all students enrolling in AMTX lab courses. The mission of Southern University and A&M College is "to provide opportunities for a diverse student population to achieve a high-quality, global educational experience. . ." The AMTX program is lab intensive. AMTX's state-of-the-art laboratories help the University to achieve its mission. The existing budget for the program, however, is not sufficient to maintain these labs. Therefore, this request is being made. I surveyed several other 1890 HBCU's with AMTX-related programs to ascertain whether they charge lab fees. The results are attached. I have also listed AMTX courses in which the lab fee is needed. That chart is attached as well.

Please indicate your consent by signing and dating below. Thank you.

Sincerely,

Doze Y. Butler, Ph.D., MBA
Professor and Program Leader
Apparel Merchandising and Textiles

Approvals:

Bobby R. Phills 8/22/17 Ben Pugh 8/24/17 Luria Young 8/24/17
 Dr. Bobby Phills Date Mr. Benjamin Pugh Date Dr. Luria Young Date

Attachments

Assessment of Laboratory Fees in Apparel Programs at Select 1890 Land-Grant Institutions		
Institution	Lab Fee Assessed	Comments
Ft. Valley State University	Yes	Lab fee of \$50 per student for courses requiring a lab. It is a part of the student's tuition. It appears on student's account as a lab fee.
North Carolina A&T University	Yes	They were able to get lab fees approved for several apparel classes and two foods classes effective Fall 2017. Each of the seven apparel classes will have a fee of \$21 per student and each of the two foods classes will have a fee of \$55 per student.
Tennessee State University	No	Every year they are asked to provide a list of courses that they would like to submit for review for lab fees. Their fashion merchandising lab courses are on the list. They have to include input from students and a survey is used. They have been unsuccessful in receiving lab fees due to increased tuition/ fees across the system.
University of Maryland Eastern Shore	No	They do not currently charge lab fees for any courses in Human Ecology. They wish to do so in the future.
Virginia State University	In Progress	They do not charge a fee as of yet; however, they have submitted a request to their budget office in the amount of \$50 per student and believe the cost is warranted.

Apparel Merchandising and Textiles (AMTX) Courses Needing a Lab Fee	
FCSC 250	Principles of Art and Design
FCSC 302	Apparel Construction and Evaluation
FCSC 307	Computer Applications in Design
FCSC 340	Textiles
FCSC 405	Textile Evaluation
FCSC 464	Internship - <i>Southern Niche</i>
FCSC 497	Special Topics in FCS



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

October 19, 2017

Dr. Ray L. Belton
President-Chancellor
J. S. Clark Administration Building, 4th Floor
Baton Rouge, LA 70813

Dear Dr. Belton:

The purpose of this correspondence is to request approval to utilize three hundred thousand dollars (\$300,000) from prior year auxiliary fund reserves.

Per your directive, I have begun a critical assessment of the enrollment management area. This assessment has revealed some critical staffing and infrastructure needs that must be addressed immediately if we are to be successful in our upcoming FY 18-19 recruitment and retention efforts.

My office is committed to improving the effectiveness and efficiency of the office of Enrollment Management and look forward to implementing strategies that reflect our common goal of increasing enrollment through better recruitment and retention of our students.

The three hundred thousand dollars requested will be transferred in equal amounts of \$100,000 from Housing, Student Health, and Intramural Sports. Recurring staffing costs will be integrated into the FY 18-19 General Operating budget.

Your urgent review and approval of this request is appreciated.

Sincerely,

Handwritten signature of Luria S. Young in blue ink.

Luria S. Young
Interim Executive Vice President and Provost

LSY/swm

Handwritten signature of Ben Pugh and the date 10/19/17 in blue ink.

Ben Pugh, Vice Chancellor for Finance and Administration

Handwritten signature of Flandus McClinton in blue ink.

Flandus McClinton, Vice President for Business Affairs

Handwritten signature of Ray L. Belton in blue ink.

Ray L. Belton, President-Chancellor

Southern University System
Comparison of Actual Expenditures to Budgeted Amounts
For Fiscal Year Ending June 30, 2018
As of September 30, 2017

	Actual as of 9/30/2017	Projected	Total FY 2017-18	Budget as of 7/1/2017	Actual as % of Budget	Over (Under) Budget
Revenues						
General Fund Direct	\$14,956,355	\$26,534,027	\$41,490,381	\$41,490,381	36.0%	0
Statutory Dedicated	1,039,261	3,666,022	4,705,283	4,705,283	22.1%	0
Funds Due From BOR						
Federal	1,043,432	2,610,777	3,654,209	3,654,209	28.6%	0
Self Generated						
Tuition - Fall 2017	32,821,701	227,914	33,049,614	33,135,133	99.1%	(85,519)
Tuition - Spring 2018	2,126	30,261,758	30,263,884	30,593,884	0.0%	(330,000)
Tuition - Summer	708,087	3,544,193	4,252,280	4,083,158	17.3%	169,122
Out-of-State Fees	4,469,004	3,306,913	7,775,917	7,727,543	57.8%	48,374
Other	2,138,778	8,612,318	10,751,096	9,907,909	21.6%	843,187
InterAgency Transfer	907,305	2,504,482	3,411,787	3,411,787	26.6%	0
Total Revenues	\$58,086,048	\$81,268,403	\$139,354,451	\$138,709,287	41.9%	\$645,164
Expenditures by Object						
Salaries	\$16,202,095	\$53,512,640	\$69,714,735	\$69,007,163	23.5%	\$707,572
Other Compensation	25,500	291,977	317,477	317,477	8.0%	0
Related Benefits	6,240,988	25,778,464	\$32,019,451	31,781,566	19.6%	237,885
Total Personal Services	\$22,468,582	\$79,583,081	\$102,051,663	\$101,106,206	22.2%	\$945,457
Travel	\$50,638	\$697,905	\$748,543	\$748,543	6.8%	\$0
Operating Services	4,286,915	9,709,084	13,995,999	14,270,179	30.0%	(274,180)
Supplies	285,800	1,277,160	1,562,960	1,595,960	17.9%	(33,000)
Total Operating Expenses	\$4,572,715	\$10,986,245	\$15,558,959	\$15,866,139	28.8%	\$(307,180)
Professional Services	140,879	1,727,683	1,868,562	1,771,932	8.0%	96,630
Other Charges	523,041	5,790,120	6,313,160	6,477,903	8.1%	(164,743)
Debt Services	0	0	0	0	0%	0
Interagency Transfers	103,133	5,753,701	5,856,834	5,856,834	2%	0
Total Other Charges	\$767,053	\$13,271,504	14,038,556	\$14,106,669	5.4%	\$(68,113)
General Acquisitions	4,474	150,967	157,532	157,532	2.8%	0
Library Acquisitions	7,089	507,651	512,649	437,649	1.6%	75,000
Major Repairs	0	25,000	25,000	25,000	0.0%	0
Total Acquist. & Major Repairs	\$11,563	\$683,618	\$695,181	\$620,181	1.9%	\$75,000
Scholarships	\$3,561,597	\$2,699,953	\$6,261,549	\$6,261,549	56.9%	\$0
Total Expenditures	\$31,432,146	\$107,922,305	\$139,354,452	\$138,709,287	22.7%	\$645,165

Southern University Board and System Administration
Comparison of Actual Expenditures to Budgeted Amounts
For Fiscal Year Ending June 30, 2018
As of September 30, 2017

	Actual as of 9/30/2017	Projected	Total FY 2017-18	Budget as of 7/1/2017	Actual as % of Budget	Over (Under) Budget
Revenues						
General Fund Direct	\$1,113,641	\$1,845,544	\$2,959,185	\$2,959,185	37.6%	0
Statutory Dedicated						
Funds Due To/ From Mgmt						
Federal						
Self Generated						
Tuition - Fall 2017						
Tuition - Spring 2018						
Tuition - Summer						
Out-of-State Fees						
Other						
InterAgency Transfer						
Total Revenues	\$1,113,641	\$1,845,544	\$2,959,185	\$2,959,185	37.6%	\$0
Expenditures by Object						
Salaries	\$306,532	\$1,022,968	\$1,329,500	\$1,329,500	23.1%	0
Other Compensation	13,000	\$39,500	52,500	52,500	24.8%	0
Related Benefits	105,671	\$542,744	648,415	648,415	16.3%	0
Total Personal Services	\$425,203	\$1,605,212	\$2,030,415	\$2,030,415	20.9%	\$0
Travel	\$18,843	\$123,657	\$142,500	\$142,500	13.2%	\$0
Operating Services	11,639	\$102,861	114,500	114,500	10.2%	0
Supplies	1,764	\$75,047	76,811	76,811	2.3%	0
Total Operating Expenses	\$13,404	\$177,908	\$191,311	\$191,311	7.0%	\$0
Professional Services	99,000	\$79,000	178,000	178,000	55.6%	0
Other Charges		\$306,959	306,959	306,959	0.0%	0
Debt Services	0	0	0	0	0.0%	
Interagency Transfers	0	0	0	0	0.0%	0
Total Other Charges	\$99,000	\$385,959	\$484,959	\$484,959	20.4%	\$0
General Acquisitions		\$85,000	85,000	85,000	0.0%	0
Library Acquisitions	0	0	0	0	0.0%	0
Major Repairs		\$25,000	25,000	25,000		0
Total Acquist. & Major Repairs	0	110,000	110,000	110,000	0.0%	\$0
Scholarships	0	0				\$0
Total Expenditures	\$556,450	\$2,402,736	\$2,959,186	\$2,959,185	18.8%	\$0

Southern University - Baton Rouge
Comparison of Actual Expenditures to Budgeted Amounts
For Fiscal Year Ending June 30, 2018
As of September 30, 2017

	Actual as of 9/30/2017	Projected	Total FY 2017-18	Budget as of 7/1/2017	Actual as % of Budget	Over (Under) Budget
Revenues						
General Fund Direct	\$7,273,901	\$12,104,410	\$19,378,311	\$19,378,311	37.5%	0
Statutory Dedicated	639,722	1,262,540	1,902,262	1,902,262	33.6%	0
Funds Due From Mgmt or BOR						
Federal						
Self Generated						
Tuition - Fall 2017	19,906,375	227,914	20,134,288	20,230,630	98.4%	\$(96,342)
Tuition - Spring 2018	0	18,104,445	18,104,445	18,104,445	0.0%	0
Tuition - Summer	108,656	2,444,034	2,552,690	2,552,690	4.3%	0
Out-of-State Fees	3,087,871	2,199,131	5,287,002	4,810,043	64.2%	476,959
Other	1,058,897	6,468,516	7,527,413	6,991,823	15.1%	535,590
InterAgency Transfer	907,305	2,504,482	3,411,787	3,411,787	26.6%	0
Total Revenues	\$32,982,727	\$45,315,471	\$78,298,198	\$77,381,991	42.6%	\$916,207
Expenditures by Object						
Salaries	\$8,941,904	\$28,884,268	\$37,826,172	\$37,167,030	24.1%	659,142
Other Compensation	0	213,477	213,477	213,477	0.0%	0
Related Benefits	3,342,444	14,607,718	17,950,161	17,693,096	18.9%	257,065
Total Personal Services	\$12,284,347	\$43,705,463	\$55,989,810	\$55,073,603	22.3%	\$916,207
Travel	\$5,553	\$224,447	230,000	\$230,000	2.4%	\$0
Operating Services	2,793,595	5,053,133	7,846,728	7,846,728	35.6%	0
Supplies	211,974	697,687	909,661	909,661	23.3%	0
Total Operating Expenses	\$3,005,569	\$5,750,820	\$8,756,389	\$8,756,389	58.9%	\$0
Professional Services	4,821	882,050	886,871	886,871	0.5%	0
Other Charges	130,026	3,345,146	3,475,171	3,475,171	3.7%	0
Debt Services	0	0	0	0	0.0%	0
Interagency Transfers	0	3,293,907	3,293,907	3,293,907	0.0%	0
Total Other Charges	\$134,847	\$7,521,103	\$7,655,949	\$7,655,949	1.8%	\$0
General Acquisitions	3,769	39,763	43,532	43,532	8.7%	0
Library Acquisitions	4,755	132,894	137,649	137,649	3.5%	0
Major Repairs	0	0	0	0	0.0%	0
Total Acquist. & Major Repairs	\$8,524	\$172,657	\$181,181	\$181,181	4.7%	\$0
Scholarships	\$3,252,603	\$2,232,267	\$5,484,869	\$5,484,869	59.3%	\$0
Total Expenditures	\$18,691,442	\$59,606,756	\$78,298,198	\$77,381,991	24.2%	\$916,207

Southern University Law Center
Comparison of Actual Expenditures to Budgeted Amounts
For Fiscal Year Ending June 30, 2018
As of September 30, 2017

	Actual as of 9/30/2017	Projected	Total FY 2017-18	Budget as of 7/1/2017	Actual as % of Budget	Over (Under) Budget
Revenues						
General Fund Direct	\$1,509,404	\$2,506,924	\$4,016,328	\$4,016,328	37.6%	0
Statutory Dedicated	\$68,893	138,779	207,672	207,672	33.2%	0
Funds Due From Mgmt or BOR						
Federal						
Self Generated						
Tuition - Fall 2017	\$3,185,167	0	3,185,167	2,940,403	108.3%	244,764
Tuition - Spring 2018	\$2,126	2,827,959	2,830,085	2,830,085	0.1%	0
Tuition - Summer	\$237,162	462,838	700,000	700,000	33.9%	0
Out-of-State Fees	\$862,000	555,500	1,417,500	1,417,500	60.8%	0
Other	\$850,743	1,128,596	1,979,339	1,653,087	51.5%	326,252
InterAgency Transfer						
Total Revenues	\$6,715,495	\$7,620,596	\$14,336,091	\$13,765,075	48.8%	\$571,016
Expenditures by Object						
Salaries	1,657,123	5,966,784	7,623,907	7,367,094	22.5%	256,813
Other Compensation	0	0	0	0	0.0%	
Related Benefits	561,579	2,319,961	2,881,540	\$2,817,337	19.9%	64,203
Total Personal Services	\$2,218,702	\$8,286,745	\$10,505,447	\$10,184,431	21.8%	\$321,016
Travel	\$4,073	\$145,927	\$150,000	\$150,000	2.7%	\$0
Operating Services	181,693	1,529,500	1,711,193	1,611,193	11.3%	100,000
Supplies	\$28,924	96,076	125,000	100,000	28.9%	25,000
Total Operating Expenses	\$210,617	\$1,625,576	\$1,836,193	\$1,711,193	12.3%	\$125,000
Professional Services	\$7,165	652,076	659,241	609,241	1.2%	50,000
Other Charges	0	288,957	288,957	288,957	0.0%	0
Debt Services	0	0	0	0	0.0%	0
Interagency Transfers	0	271,253	271,253	271,253	0.0%	0
Total Other Charges	\$7,165	\$1,212,286	\$1,219,451	\$1,169,451	0.6%	\$50,000
General Acquisitions	0	0	0	0	0.0%	0
Library Acquisitions	243	374,757	375,000	300,000	0.1%	75,000
Major Repairs	0	0	0	0	0.0%	0
Total Acquist. & Major Repairs	\$243	\$374,757	\$375,000	\$300,000	0.1%	\$75,000
Scholarships	\$111,025	\$138,975	\$250,000	\$250,000	44.4%	\$0
Total Expenditures	\$2,551,825	\$11,784,266	\$14,336,091	\$13,765,075	18.5%	\$571,016

Southern University at New Orleans
Comparison of Actual Expenditures to Budgeted Amounts
For Fiscal Year Ending June 30, 2018
As of September 30, 2017

	Actual as of 9/30/2017	Projected	Total FY 2017-18	Budget as of 7/1/2017	Actual as % of Budget	Over (Under) Budget
Revenues						
General Fund Direct	\$2,315,932	\$3,853,976	\$6,169,908	\$6,169,908	37.5%	0
Statutory Dedicated	186,996	406,743	593,739	593,739	31.5%	0
Funds Due From Mgmt or BOR			0		0.0%	0
Federal			0		0.0%	0
Self Generated						
Tuition - Fall 2017	6,104,902	0	6,104,902	6,086,247	100.3%	18,655
Tuition - Spring 2018		5,967,599	5,967,599	5,967,599	0.0%	0
Tuition - Summer	5,421	294,579	300,000	300,000	1.8%	0
Out-of-State Fees	277,718	322,282	600,000	600,000	46.3%	0
Other	202,868	482,714	685,582	704,237	28.8%	(18,655)
InterAgency Transfer						
Total Revenues	\$9,093,837	\$11,327,893	\$20,421,730	\$20,421,730	44.5%	-00
Expenditures by Object						
Salaries	\$2,470,901	\$8,656,856	\$11,127,757	\$11,127,757	22.2%	0
Other Compensation	0	0	0	0	0.0%	0
Related Benefits	1,120,483	4,046,743	5,167,226	5,167,226	21.7%	0
Total Personal Services	3,591,384	12,703,599	16,294,983	16,294,983	22.0%	\$0
Travel	\$6,281	\$53,719	\$60,000	\$60,000	10.5%	\$0
Operating Services	350,983	1,837,062	2,188,045	2,188,045	16.0%	0
Supplies	14,209	154,291	168,500	168,500	8.4%	0
Total Operating Expenses	\$365,192	\$1,991,353	\$2,356,545	\$2,356,545	15.5%	\$0
Professional Services	2,263	51,557	53,820	53,820	4.2%	0
Other Charges	368,117	609,157	977,274	977,274	37.7%	0
Debt Services	0	0	0	0	0.0%	0
Interagency Transfers	103,133	299,295	402,428	402,428	25.6%	0
Total Other Charges	\$473,513	\$960,009	\$1,433,522	\$1,433,522	33.0%	\$0
General Acquisitions	0	0	0	0	0.0%	0
Library Acquisitions	0	0	0	0	0.0%	0
Major Repairs	0	0	0	0	0.0%	0
Total Acquist. & Major Repairs	\$0	\$0	\$0	\$0	0.0%	\$0
Scholarships	\$17,434	\$259,246	\$276,680	\$276,680	0.0%	\$0
Total Expenditures	\$4,453,804	\$15,967,926	\$20,421,730	\$20,421,730	21.8%	\$-00

Southern University at Shreveport
Comparison of Actual Expenditures to Budgeted Amounts
For Fiscal Year Ending June 30, 2018
As of September 30, 2017

	Actual as of 9/30/2017	Projected	Total FY 2017-18	Budget as of 7/1/2017	Actual as % of Budget	Over (Under) Budget
Revenues						
General Fund Direct	\$1,687,604	\$3,830,823	\$5,518,427	\$5,518,427	30.6%	0
Statutory Dedicated	55,280	139,327	194,607	194,607	28.4%	0
Funds Due From Mgmt or BOR						
Federal						
Self Generated						
Tuition - Fall 2017	3,625,257	0	3,625,257	3,877,853	93.5%	(252,596)
Tuition - Spring 2018	0	3,361,755	\$3,361,755	3,691,755	0.0%	(330,000)
Tuition - Summer	356,848	342,742	699,590	530,468	67.3%	169,122
Out-of-State Fees	241,415	230,000	471,415	900,000	26.8%	(428,585)
Other	26,270	532,492	558,762	558,762	4.7%	0
InterAgency Transfer						
Total Revenues	\$5,992,674	\$8,437,139	\$14,429,813	\$15,271,872	39.2%	\$(842,059)
Expenditures by Object						
Salaries	\$1,796,995	\$5,743,738	\$7,540,733	\$7,749,116	23.2%	(\$208,383)
Other Compensation	0	0	0	0	0.0%	
Related Benefits	776,683	2,587,327	3,364,010	3,447,393	22.5%	(83,383)
Total Personal Services	\$2,573,678	\$8,331,065	\$10,904,743	\$11,196,509	23.0%	(\$291,766)
Travel	\$3,806	\$40,394	\$44,200	\$44,200	8.6%	\$0
Operating Services	751,656	1,006,377	1,758,033	2,132,213	35.3%	(374,180)
Supplies	18,022	148,078	166,100	224,100	8.0%	(58,000)
Total Operating Expenses	\$769,678	\$1,154,455	\$1,924,133	\$2,356,313	32.7%	(\$432,180)
Professional Services	27,630	30,000	57,630	11,000	251.2%	46,630
Other Charges	24,898	446,701	471,599	636,342	3.9%	(164,743)
Debt Services	0	0	0	0	0.0%	0
Interagency Transfers		773,508	773,508	773,508	0%	0
Total Other Charges	\$52,528	\$1,250,209	\$1,302,737	\$1,420,850	3.7%	(\$118,113)
General Acquisitions	705	3,295	4,000	4,000	17.6%	0
Library Acquisitions	0	0	0	0	0.0%	0
Major Repairs	0	0	0	0	0.0%	0
Total Acquist. & Major Repairs	\$705	\$3,295	\$4,000	\$4,000	17.6%	\$0
Scholarships	\$180,535	\$69,465	\$250,000	\$250,000	0.0%	\$0
Total Expenditures	\$3,580,930	\$10,848,883	\$14,429,813	\$15,271,872	23.4%	\$(842,059)

Southern University Agricultural Research and Extension Center
Comparison of Actual Expenditures to Budgeted Amounts
For Fiscal Year Ending June 30, 2018
As of September 30, 2017

	Actual as of 9/30/2017	Projected	Total FY 2017-18	Budget as of 7/1/2017	Actual as % of Budget	Over (Under) Budget
Revenues						
General Fund Direct	\$1,055,872	\$2,392,350	\$3,448,222	\$3,448,222	30.6%	0
Statutory Dedicated	88,370	1,718,633	\$1,807,003	1,807,003	4.9%	0
Funds Due From Mgmt or BOR						0
Federal	1,043,432	2,610,777	\$3,654,209	3,654,209	28.6%	0
Self Generated						
Tuition - Fall 2017						
Tuition - Spring 2018						
Tuition - Summer						
Out-of-State Fees						
Other						
InterAgency Transfer						
Total Revenues	\$2,187,674	\$6,721,760	\$8,909,434	\$8,909,434	24.6%	\$0
Expenditures by Object						
Salaries	\$1,028,640	\$3,238,026	\$4,266,666	\$4,266,666	24.1%	0
Other Compensation	12,500	39,000	\$51,500	51,500	24.3%	0
Related Benefits	334,128	1,673,971	\$2,008,099	2,008,099	16.6%	0
Total Personal Services	\$1,375,268	\$4,950,997	\$6,326,265	6,326,265	21.7%	\$0
Travel	\$12,082	\$109,761	\$121,843	\$121,843	9.9%	0
Operating Services	197,348	180,152	377,500	377,500	52.3%	0
Supplies	10,907	105,981	116,888	116,888	9.3%	0
Total Operating Expenses	\$208,255	\$286,133	\$494,388	\$494,388	42.1%	\$0
Professional Services		33,000	\$33,000	33,000	0.0%	0
Other Charges		793,200	\$793,200	793,200	0.0%	0
Debt Services	0	0	0	0	0.0%	0
Interagency Transfers		1,115,738	\$1,115,738	1,115,738	0.0%	0
Total Other Charges	\$-00	\$1,941,938	\$1,941,938	\$1,941,938	0.0%	\$0
General Acquisitions	2,091	22,909	\$25,000	25,000	8.4%	0
Library Acquisitions	0	0	0	0	0.0%	0
Major Repairs	0	0	0	0	0.0%	0
Total Acquist. & Major Repairs	\$2,091	\$22,909	\$25,000	\$25,000	8.4%	\$0
Scholarships	\$-00	\$-00	\$-00	\$-00	0.0%	\$0
Total Expenditures	\$1,597,696	\$7,311,738	\$8,909,434	\$8,909,434	17.9%	\$0

Personnel Affairs Committee

PERSONNEL AFFAIRS COMMITTEE

(Following the Finance Committee)

Southern University Board of Supervisors' Meeting

Friday, October 20, 2017

J. S. Clark Administration Building, 2nd Floor

Baton Rouge, LA 70813

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items

A. Request Appointment of Personnel Action on Positions greater than \$60,000

Name	Position/Campus	Salary
NEW APPOINTMENTS		
1. Retia Walker	Vice Chancellor for Academic and Student Support Services/Associate Dean College of Agriculture, Family and Consumer Sciences, SUAREC/SUBR	\$120,000
2. Shannon West	Registrar SUBR	TBD
3. Brian D. Adams	Executive Director of Internal Audit, New Appointment, SUS	\$85,000
Title Change/Salary Adjustments		
4. Lata Johnson	Deputy Chief Information Officer, Policy & Project Management, Title Change, SUS/SULC	\$104,000
5. Carolyn B. Miller	Interim Deputy Chief Information Officer, Enterprise Systems Services, Title Change, SUS/SUSLA	\$94,554
6. Edmond Cummings, III	Deputy Chief Information Officer, Security & Risk Management Title Change, SUS/SUNO	\$84,793
7. Carl Grant	Manager of Data Center Operations/Systems Analyst Salary Adjustment, SUBR	\$85,000
8. Christopher Rogers	Deputy Chief Information Officer, Client Support Services, Title Change, SUS/SUAREC	\$74,360
9. Paula Matthews	Business Affairs Manager and Title IX Confidential Advisor, Salary Adjustment, SULC	\$61,916

Name	Position/Campus	Salary
Salary Adjustments		
10. Cynthia Bryant	Dean, College of Humanities and Interdisciplinary Studies Salary Adjustment, SUBR	\$120,000
11. Barbara Carpenter	Dean/Professor International Education and Service Learning Salary Adjustment, SUBR	\$120,000
12. Emma B. Perry	Dean/Professor J. B. Cade Library Salary Adjustment, SUBR	\$120,000
13. Tisha Y. Walker	Director of Graduate Admissions/Grant Manager	\$ 87,600

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



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Office of the Chancellor-Dean
www.suagcenter.com

RECEIVED

OCT 06 2017

Office of the Executive Vice President
for Academic Affairs and Provost

September 29, 2017
Dr. Luria Young
Interim Executive Vice President & Provost
Office of Academic Affairs
Baton Rouge, LA 70813

Dear Dr. Young:

Pursuant to several of our discussions, I am requesting approval to fill a vacancy for the Associate Dean of the College of Agricultural, Family and Consumer Sciences (CAFCS). We must fill this position with immediacy as it is critical for meeting accreditation standards within CAFCS. Effective July 31, 2017, Dr. Doze Butler, the former Associate Dean, resigned with the intent to return to the Classroom as a full professor and program Leader in the Fashion Merchandising, Interior Design and Clothing and Textiles. I accepted her resignation without issue, but the vacancy creates a major complication regarding accreditation.

During the summer, we also attempted to recruit a Department Head for Family and Consumer Sciences (FCS), who had significant experience in FCS and Accreditation. The position was advertised and the sole applicant was interviewed and presented a formal offer. I was informed that the candidate had accepted a more competitive offer from LSU as a Regional County Coordinator for their nutrition program. Now, given the urgent need for more sustainable leadership and effort to be devoted to properly preparing the department for reaffirmation, I have identified someone whom I am confident will be a major asset to CACFS, serving in the capacity of Vice Chancellor for Academic and Student Support Services (Associate Dean).

I am therefore asking for your approval of this position which is desperately needed for accreditation in our college programs. It will also be an asset and a great addition to our university reaccreditation efforts. If approved, she has agreed to join our staff beginning November 1, 2017. This will give us sufficient time to secure additional federal appropriations to ensure a joint appointment in either research or extension, thereby reducing our dependence on state funds.

For your review, I have attached an abridged résumé detailing her professional experience, accreditation experience and academic leadership. I have also attached a bulleted justification for her hire. Please let me know if you have any questions.

Sincerely,

Bobby R. Phillips, Ph.D.,
Chancellor-Dean, SUALGC

Approved: _____
Dr. Luria Young, Interim Executive Vice President & Provost

Approved: _____
Dr. Ray Belton, President Chancellor

Justification for Vice Chancellor for Academic and Student Support Services Recommendation for Dr. Retia Walker:

1. Extensive and Credible Administrative Experience.

- o I have known her for several years, having previously worked together in administration.
- o As noted in her résumé, she has served as Department Head at an 1890 university and Dean at an 1862 university, as well as having served in a number of other administrative positions throughout her professional career.

2. Scholastic Competitiveness

- With her leadership we can be more competitive across academic, research and extension/outreach programs which would lay the foundation for millions of dollars to come to the university, coupled with our ability to recruit 100s of students into these programs unlike any other 1890 and very few 1862 land-grant universities will be able to do.

3. Some of the expected duties and responsibilities include:

- Provide direction and leadership in long-term development, implementation and evaluation of educational programs and curricula within CAFCS. This includes strategic planning, budgeting and resource allocation.
- Ensure compliance with accreditation requirements.
- Collaborate with the Dean and Department Heads in the implementation and coordination of faculty development programs and activities.
- Provide direction and leadership in the development, implementation and coordination of student support services, success and professional development programs in accordance with SUALGC's strategic plan, and the goals and objectives of the SUALGC.
- Generate and cultivate partnerships with stakeholders and CAFCS alumni.
- Represent the Chancellor-Dean of SUALGC at Council of Deans monthly meetings in the absence of the Dean, and other campus and professional meetings as the need arises.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

6 M 9 7 4 1

Personnel Action Form

POSITION NUMBER	2	m	8	8	7	3
-----------------	---	---	---	---	---	---

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

EMPLOYMENT CATEGORY: 9-MONTH 12-MONTH OTHER (Specify) _____

- | | | |
|--|--|---|
| <input checked="" 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 Doze Y. Butler Reason Left Returned to previous position
 Date Left July 31, 2017 Salary Paid \$95,000

Profile of Person Recommended

Length of Employment November 1, 2017 To June 30, 2018
 Effective Date November 1, 2017

Name Retia S. Walker SS# xxx-xx-_____ Sex Female Race* AA
(Last 4 digits only)

Position Title: V/C for Academic and Student Support Services/Associate Dean Department: College of Agricultural, Family & Consumer Sciences

Check One Existing Position *Visa Type (See Reverse Side): U S
 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 40 years Southern University Experience _____
 Degree(s): Type/Discipline (BA-Education): BS-Human Economics Education Institution/Location (SU-Baton Rouge): Tuskegee University Year: 1963
MS-Family Studies Hunter College 1968
Ph.D - Education Administration Pace University (NYC) 1982

Current Employer Retired

Personnel Action

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

Recommended Salary \$120,000 Salary Budgeted \$120,000

Source of Funds _____

Identify Budget: _____ Location _____
 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

Source of Funds	Amount
211001-22111-61002-24100	60,000
68700-66100-61000-66000	60,000

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable): _____

Bobby R. Phills 10/19/17
 Supervisor Date
Supria Young 10/19/17
 Vice Chancellor Date
David Overman 10/19/17
 Director/Personnel Date
[Signature] 12/19/17
 President Date

Bobby R. Phills 10/19/17
 Dean/Unit Head Date
[Signature] 10/19/17
 Chancellor Date
[Signature] 10/19/17
 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: Dr. Retia S. Walker has been appointed V/C for Academic and Student Support Services/Associate Dean effective November 1, 2017. She will serve as advisor to the Chancellor-Dean in matters related to curriculum and instruction, faculty selection, assignment, development, and retention. This position is a 12-month, academic year, tenured appointment.

EMPLOYEE REGULAR WORK SCHEDULE: Monday-Friday; 8:00 a.m. – 5:00 p.m. as needed

EMPLOYEE DIRECT SUPERVISOR: Dr. Bobby R. Phills, Chancellor-Dean

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) 50+

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”)

UTHERN UNIVERSITY SYSTEM
BUDGET OFFICE
211001-2011-61002-2400
OCT 18 2017
400,000 \$
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)

SUS SUBR SULAC SUAREC SUNO SUSLA

RECEIVED
OCT 06 2017

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE V/C for Academic and Student Support Services
 BE AUTHORIZED AS A VACANCY FOR College of Agricultural, Family & Consumer Sciences
 (Department or Unit)

Office of the Executive Vice President
for Academic Affairs and Provost
AS DESIGNED BELOW

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Replacement | <input checked="" type="checkbox"/> New Position | <input checked="" type="checkbox"/> Unclassified | <input type="checkbox"/> State |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Temporary | <input type="checkbox"/> Faculty | <input type="checkbox"/> Grant -in-Aid |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Probationary (For Faculty this is same as tenure track) | <input type="checkbox"/> System Revenue | <input type="checkbox"/> Agency Fund State |

VACANCY DESCRIPTION AND JUSTIFICATION

(Include rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary range with the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved through Human Resources).

This position is a 12-month, academic year, tenured appointment. The selected candidate will provide direction and leadership in long-term development of educational programs and curricula within CACFS; ensure compliance with and sustainability of departments and programs, specifically regarding accreditation; encourage and evaluate instructional quality; and recruit and develop a distinguished academic faculty in coordination with the V/C for Research and Technology Development and the V/C for Extension and Outreach. He/she will also provide student support and professional development in accordance with SUALGC's strategic plan, and the goals and objectives of the SUALGC. This position reports directly to the Chancellor-Dean.

Salary/Range: \$130,000 Previous Incumbent (if replacement): N/A

Approved Disapproved Bobby R. Phills 10/6/17
 Department Head Date
 Approved Disapproved Bobby R. Phills 10/6/17
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class:	Job Class:
Verified By:	Date:

Approved Disapproved Lauria Young 10/10/17
 Vice Chancellor Date
 Approved Disapproved [Signature] [Date]
 Chancellor/Vice President Date
 Approved Disapproved [Signature] 10/10/17
 President Date

An Equal Opportunity Employer



RECEIVED

OCT 06 2017

Office of the Executive Vice President
for Academic Affairs and Provost

Office of the Chancellor
Ashford O. Williams Hall
P. O. Box 10010
Baton Rouge, LA 70813
(225) 771-2242
(225) 771-4369 Fax
www.suagcenter.com

October 6, 2017

Dr. Ray Belton, President-Chancellor
Southern University System
4th Floor J. S. Clark Admin Bldg.
Baton Rouge, LA 70813

Dear Dr. Belton,

This letter is a request of your approval to waive the vacancy announcement for the position of Vice Chancellor of Academic and Student Support Services, College of Agricultural, Family and Consumer Sciences (CAFCS). It is imperative that this vacancy is filled with immediacy as it is critical for meeting accreditation standards within CAFCS. Given the urgent need for more sustainable leadership and effort to be devoted to properly preparing the department for reaffirmation, I have identified Dr. Retia Walker as the most viable candidate. Dr. Walker has served as Department Head at an 1890 university and Dean at an 1892 university, as well as having served in a number of other administrative positions throughout her professional career. Additionally, with Dr. Walker's leadership we can be more competitive across academic, research and extension/outreach programs.

Approval of this letter will allow my staff to process the paperwork needed to complete Dr. Walker's ePAF.

If you have any questions, please contact me at (225) 771-2152.

Sincerely,

Dr. Bobby R. Phills
Chancellor-Dean
SUAREC-CAFCS

Approval:

President-Chancellor

Date

Justification for Vice Chancellor for Academic and Student Support Services Recommendation for Dr. Retia Walker:

1. Extensive and Credible Administrative Experience.

- o I have known her for several years, having previously worked together in administration.
- o As noted in her résumé, she has served as Department Head at an 1890 university and Dean at an 1862 university, as well as having served in a number of other administrative positions throughout her professional career.

2. Scholastic Competitiveness

- With her leadership we can be more competitive across academic, research and extension/outreach programs which would lay the foundation for millions of dollars to come to the university, coupled with our ability to recruit 100s of students into these programs unlike any other 1890 and very few 1862 land-grant universities will be able to do.

3. Some of the expected duties and responsibilities include:

- Provide direction and leadership in long-term development, implementation and evaluation of educational programs and curricula within CAFCS. This includes strategic planning, budgeting and resource allocation.
- Ensure compliance with accreditation requirements.
- Collaborate with the Dean and Department Heads in the implementation and coordination of faculty development programs and activities.
- Provide direction and leadership in the development, implementation and coordination of student support services, success and professional development programs in accordance with SUALGC's strategic plan, and the goals and objectives of the SUALGC.
- Generate and cultivate partnerships with stakeholders and CAFCS alumni.
- Represent the Chancellor-Dean of SUALGC at Council of Deans monthly meetings in the absence of the Dean, and other campus and professional meetings as the need arises.



SOUTHERN UNIVERSITY AND A & M COLLEGE AGRICULTURAL LAND-GRANT CAMPUS

VICE CHANCELLOR FOR ACADEMIC AND STUDENT SUPPORT SERVICES

POSITION DESCRIPTION

Under the direction of the Chancellor-Dean, the Vice Chancellor for Academic and Student Services functions as the academic officer of the college and is responsible for educational policy, academic programs and student experiential learning. This includes program review and improvement, accreditation and self-evaluation, assessment of student learning and advancement of student success, academic personnel decisions, budget development, enrollment management, fiscal accountability, program and curriculum development, scholarships and internships and the innovative mobility of teaching and learning.

The Vice Chancellor for Academic and Student Services will serve as advisor to the Chancellor-Dean in matters related to curriculum and instruction, faculty selection, assignment, development, and retention. Although the executive decisions' associated with core curriculum and instruction are supported by the Chancellor Dean, the Vice Chancellor serves as a leader in long-term development of educational programs, assuring quality of instruction, selection of a distinguished faculty, and furthering the strategic plan, the educational master plan, and the goals and objectives of the ALGC. The Vice Chancellor has administrative responsibilities for planning, implementing, and coordinating the educational programs of the College. The Vice Chancellor must work closely with the Chancellor Dean, other administrators, and members of the faculty.

IDEAL CHARACTERISTICS

The ideal applicant for this position has extensive experience as a leader with a vivid vision of promoting academic excellence. This candidate is a creative, visionary leader who will inspire staff, students and the community. The candidate is an innovative thinker who seeks progressive solutions to problem solving, is committed to teaching, learning and creating an environment for success. This critical thinker has outstanding interactive, written and oral communication skills. The candidate is highly ethical, trustworthy, credible, loyal and respectful of diverse views and opinions. Flexibility is an imperative character trait for this position as well as inter-cultural competence. A collegial, approachable, and accessible leadership style on campus and in the community is necessary for the success of the applicant as well as the institution. This seasoned professional fosters cohesion and a sense of working together for the good of the ALGC and is committed to the effective use of technology within academic and administrative environments.



SOUTHERN UNIVERSITY AND A & M COLLEGE AGRICULTURAL LAND-GRANT CAMPUS

ESSENTIAL DUTIES

- Provide a strong, dynamic academic and administrative leadership, foster a collegial environment which encourages scholarship, teaching, internship, experiential learning and academic excellence
- Possess the vision to guide the ALGC's academic programs into the future
- Values the mission of the ALGC and is able to relate it to all constituencies, as well as aid in making vital decisions coherent with the mission and goals
- Advocate quality instruction, student success, integrated planning, and the expansion of Student Learning Outcomes to meet the educational needs of students in a diverse environment
- Work with the instructional staff in development of the educational program, including the maintenance of standards and the evaluation of teachers
- Plan, the schedule of classes in coordination with other administrators and faculty
- Provide guidance and oversight for registration and enrollment strategies, initiatives and efficiencies
- Provide oversight of evaluation of Student Learning Outcomes and college-wide accreditation
- Works effectively with community groups, educational entities, business, industry, government and legislative bodies to develop partnerships which result in improved service to students and to the community
- Provides innovative and successful academic leadership and vision in instruction and program development in basic skills, transfer, vocational developmental and non-traditional programs
- Supervise the development of community and contract education as well as experiential and distance learning
- Review grant opportunities and support competitive applications for new grants; oversee implementation of grants within the Academic Arena
- Prepare, submit, and monitor the annual budget for areas of responsibilities
- Completes other duties as assigned by the Chancellor-Dean

Summary Vita for **Retia Scott Walker, Ph.D.**

Retia Scott Walker has been an educator for more than 40 years. She taught junior high school for five years and administered adult, career and continuing education programs for twelve years in the New York City School District. Dr. Walker began her career in higher education as an assistant professor at Texas Woman's University in the College of Education Graduate Program followed by eleven years as faculty and Department Chair in Human Ecology at the University of Maryland Eastern Shore (UMES, 1983-1994). From August 1994 to 2005, she served as Dean and professor in the College of Human Environmental Sciences and later as Vice President for Academic Outreach and Public Service at the University of Kentucky. She retired in the fall of 2005 and continued working as an education consultant. Dr. Walker returned to UMES in September 2011 to serve as Executive Assistant to the President and was later appointed Interim Provost and Vice President for Academic Affairs. She returned to retirement and consulting in July 2013.

Education: B.S., Tuskegee University; M.S. Hunter College (CUNY); M.S. ED and Ph.D. degrees in Education Administration from Pace University (NYC) and Iowa State University, Post-doctoral Studies: in Gerontology at the University of Maryland-College Park and Baltimore, and Executive Education at the Wharton School, University of Pennsylvania.

Research Emphasis: Gerontology.... older African-Americans, rural elders, older women, and inter-generational issues. Dr. Walker has published and presented many scientific papers on these issues at national and international professional meetings. She has been the principal investigator for funded research projects and director for education and training programs that exceeded \$3.5 million. She studied aging in Sweden, Denmark, and the Netherlands; and women's development issues in Egypt. While at the University of Maryland Eastern Shore, she provided leadership for the 1890 Regional Research Project on Aging. She also directed a research and community outreach partnership project funded by the U.S. Department of Housing and Urban Development while at the University of Kentucky.

Consulting in Higher Education: Strategic Planning, Program Review and Evaluation

Consultant on Strategic Planning and External Evaluator for the federal funded Title III Programs at Coppin State University in Baltimore, MD from August 2013 to January 2014.

Consultant on the CBT Team of former university administrators: review of University of North Carolina System's campus missions, October 2013.

Served as the University of Kentucky Third Party Evaluator for the HOPE VI Redevelopment Project in Lexington, KY funded by USHUD, 2006-2011.

Evaluated Title III Programs at Alabama A&M University, (2006) and the University of Maryland Eastern Shore (2010 and 2011).

Provided technical support and program/proposal reviews for HUD/ Office of University Partnerships at five universities, 2003-2006.

Reviewed Academic Program at San Diego State University, University of Kentucky Dental School, Western Kentucky Univ., Montclair State College, and Alabama A &M University.

Selected Accomplishments in Higher Education Administration

A. In roles of Academic Administrator (Interim Provost and Vice President for Academic Affairs, Executive Assistant to the President (at UMES), Vice President and Dean (UK), and Department Chair (UMES).

Provided leadership for the University of Maryland Eastern Shore Strategic Planning Process, 2011-2012, and later provided consultation/leadership on strategic planning at Coppin State University.

Provided leadership in the development and implementation of the University of Kentucky Plan of Engagement that included partnerships with local and statewide communities to promote student service learning and faculty scholarly engagement. Facilitated programmatic relations among academic units within the university and with local community-based agencies.

Provided leadership for developing a two-year associate degree program in partnership with The Lexington Community College that allowed students to easily transfer credits to the four-year university bachelor degree program in Early Childhood Education at UK.

Received a \$194,605 DHHS/AFC Head Start grant (at UMES in 1992) to enhance the academic status of Head Start paraprofessionals. The first group of students graduated in 1996.

Provided leadership for a successful \$2.5+ million campaign that when matched with state funds supported four endowed professorships, fellowships, and scholarships in the college during a two-year period (UK).

Promoted diversity at all levels of the college. This effort resulted in HES College recognition as the most diverse among all 16 colleges in the university (UK).

Facilitated successful program reviews and re-affirmation of the college and its five accredited academic programs by the various national accrediting associations (UK).

Provided leadership in increasing student enrollment in the units of responsibility (150% at UMES and 35% at UK) and improving student retention to 89% in the HES College at UK.

B. Selected Professional Activities

Appointed by Governor Paul Patton to the Early Childhood Professional Development Council 2001-04 which set educational standards for early childhood providers/professionals in the state and created a rating system for all child care facilities.

Program Chair for the Annual Meeting, Council of Administrators for Family and Consumer Sciences, in San Antonio, TX, February 2002. Theme: *Negotiating the Leadership Maze*.

Conference Planner/Convener for "*African American Families: Research Issues for the 21st Century*", University of Kentucky, February 2000.

Conference Planner/Convener for "*Healthy Aging in Rural America*" (1992) and the Annual Meeting of Association for Gerontology and Human Development (1991).

Hosted a weekly radio program, "*The Retirement Years*" on WESM 91.3 FM in Princess Anne, MD for nearly five years.

Chaired the 1890 Regional Research Technical Committee on Rural Aging for five years.

Reviewer for books; state/national program awards; manuscripts for professional journals; and grant proposals for USDA, NIA, DHHS, and HUD.

Testified before State and Congressional Hearings on aging issues (1988, 1991, 1992, 1993) and the Reauthorization of the Older Americans Act, 1991.

C. Selected Academic and Professional Distinctions/Recognitions

Profiled among 38 professionals who have made major contributions in the human science fields in the book, "*African American Women: Contributions to the Human Sciences*", Kappa Omicron Nu Honor Society, 2009.

Recognized for outstanding service as dean of the HES College by the University of KY, 2007.

Honored with the *2007 Distinguished Service Award* for outstanding contributions to the Profession through teaching, research, and service by the American Association of Family and Consumer Sciences, June 2007 and recognized as a Legend in the profession in 2016.

Honored with the *Lagomarcino Laureate Alumni Award* for lifetime achievement from the College of Education, Iowa State University, October 2003.

Recognized by the Kentucky State Senate for contributions to the Commonwealth, 2003.

Honored as an *Adult Black Achiever* by the Central Kentucky YMCA, April 2002.

Named the 1998 *Anna J. Cooper Lecturer*, University of Kentucky African American Studies and Research Program, March 1998.

Named *Who's Who Among American Educators*, 1988-89; *Who's Who in the South and Southwest*, 1996-1997; and the Strathmore's Who's Who in 2015.

Received the *President's Award* in recognition of outstanding university and community service, University of Maryland-Eastern Shore, 1990; and the Eta Beta Chapter of the Zeta Phi Beta Sorority for serving as an Advisor to the undergraduate chapter at UMES for 11 years.

Honored as an *Outstanding Graduate of Tuskegee University* by the Tuskegee-Washington Alumni Club, 1989.

Received the *1988 Research Award*, the Association for Gerontology and Human Development in HBCUs.

Awarded a *Post-Doctoral Fellowship* to study Gerontology at the University of Maryland at Baltimore and College Park, 1985-87.

Honored as *Outstanding Ph.D. Graduate* and received the Jordan L. Larson Award plus \$750 cash from the College of Education, Iowa State University, 1983.

D. Selected Civic /Community Activities

Serves on the University of Kentucky Sanders-Brown Center on Aging Advisory Board for the African American Dementia Outreach Partnership, 2015- present.

Created the Citizen Leadership Academy in Lexington to educate, enlighten, and empower community residents for grassroots leadership.

Selected to participate in the Leadership Lexington 2003 class and continue to serve the Lexington community in a volunteer capacity.

Appointed to LEXLINC Board, a local Governance Commission created to support “welfare to work” and related programs in the city, 1998-2002.

Served on the Board of Trustees for the Presbyterian Homes and Services of Kentucky, Inc., operating nursing homes and assisted living units, from 1999-2007 and chaired the Human Relations Committee. Provided leadership in the search for a new PHSK CEO in 2006.

Appointed by Mayor Pam Miller to serve on the **Lexington-Fayette County Civil Service Commission** responsible for handling final appeals on city employee’s grievances; and to the **One-Parent Housing Board** (Virginia Place), a housing and social service program for single parents working to become self-sufficient while earning a college degree. Served on each Board for 6 and 10 years, respectively. Served as President of the Virginia Place Board for 5 years during which time 24 additional housing units were constructed.

Appointed to and served on the Lower Shore Area Agency on Aging Board, 1991-94 and the Somerset County Commission on Aging, in Princess Anne, MD, 1986-94.

Elected to the Advisory Council and Board, National Association for Extension Home Economists, 1991-93.

Appointed to and served on the Somerset County Head Start Board in Princess Anne, MD 1985-1991.

E. Professional organizations (membership and offices held)

Council for Administrator for Family and Consumer Sciences, **Vice President**, 2001-2002.

Association for Administrators of Human Sciences and Board on Human Sciences in NASULGC. **Secretary** 1992-94. Served on the International Committee.

American Association of Family and Consumer Sciences. **Vice Chair, Public Policy Council**, 1988-92; **Chair, Higher Education Unit**, 1995-97. **Chair, Nominating Committee**, 1997-99.

Association for Gerontology in Higher Education. **Member of Public Policy Council**, 1994-96.

Association for Gerontology and Human Development. **President** 1991-92, **President Elect** 1990-91, and **Secretary** 1988-90.

Gerontological Society of America.

Kappa Omicron Nu National Honor Society

Phi Kappa Phi Honor Society

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER 2m9855

CAMPUS: SUS ___ SUBR X 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 Ronnie Foster Reason Left Interim
 Date Left _____ Salary Paid \$70,000

Profile of Person Recommended

Length of Employment July 1, 2017 To June 30, 2018
 Effective Date November 6, 2017

Name Shannon D. West SS# xxx-xx-5723 Sex F Race* B
 (Last 4 digits only)

Position Title: Registrar - SUBR Department: Office of Academic Affairs

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 27 years Southern University Experience 0 years
 Degree(s): Type/Discipline(BA-Education): Bachelor of Arts, Business Administration
 Institution/Location (SU-Baton Rouge): Dillard University Year: May 2003

Current Employer Delgado University

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 General Fund, 211001-22581-25000

Identify Budget: Form Code: BOR-10 Page 19 Location Item # 4B

Change of: From To
 Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
211001-22581-25000	\$70,000

*See Reverse Side
 Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Lurie Young 10/19/17 Supervisor Date
Lurie Young 10/19/17 Dean/Unit Head Date
Blair 10/19/17 Vice Chancellor Date
Blair 10/19/17 Director/Personnel Date
Blair 10/19/17 President Date
Lurie Young 10/19/17 Vice President for Finance & Business/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:

Ms. West will serve as the Registrar.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am-5:00pm (AS NEEDED)

EMPLOYEE DIRECT SUPERVISOR: Luria Young

NUMBER OF EMPLOYEES SUPERVISED, (if any) 1

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 SOUTHERN UNIVERSITY SYSTEM

United States Citizen/Certificate of Naturalization

US

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

NUMBERS
BUDGET OFFICE
211001-23581-61002-25000
OCT 18 2017
Yedjones
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 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)

Shannon Denise West

3808 Aspen Drive
Harvey, Louisiana 70058
(504) 365-8334 home, (504) 458-5898 cell
Email: Westharvey5@aol.com

Objective

To obtain a position in higher education that will permit me to use my leadership, organization and computer knowledge in an atmosphere that will allow opportunities for advancement.

Employment

DELGADO COMMUNITY COLLEGE CITY PARK CAMPUS, NEW ORLEANS, LOUISIANA

Assistant Registrar, Registrar's Office

October 2013 - Present

Responsibilities include:

- Maintain accurate up-to-date students' records
- Supervise three clerical, one contract and work study students
- Supervise semester record activation, front counter duties, major/program and demographic changes
- Supervises the CGS, CTS and TCA automatic awards
- Work closely with the College-Wide Assistant Registrar in coordinating the College graduation and Grad Fest
- Process City Park campus graduation for all of Allied Health department and alphabets A, D, E, Q, P, Q, X and Y
- Process course substitutions and catalog changes
- Process add/drops, reinstatements, withdrawals, verification and transcript requests
- Process change of grades and "I" contracts
- Process "Instructors Action" forms
- Process cross enrollment students
- Meet with Academic Amnesty students to review and process request
- Review and process Application for Residency request for in-state tuition
- Assist the College-Wide Assistant Registrar in the reconciliation of the LCTCS board reports
- Assist the Registrar in the reconciliation of the 14th day reports
- Attend LACRAO, LCTCS & SACRAO conferences
- Perform other duties as determined by the College Registrar

DELGADO CHARITY SCHOOL OF NURSING, NEW ORLEANS, LOUISIANA

Assistant Registrar, Registrar's Office

August 2007 - October 2013

Responsibilities include:

- Maintain accurate up-to-date students' records
- Process change of grades and "I" contracts
- Process "Instructors Action" forms
- Process eligible readmit students in the R.N. and P.N. program
- Process CSN students for graduation and work closely with the College-Wide Assistant Registrar in coordinating the college graduations
- Participate in the new Student Orientation for the R.N. & P.N. programs
- Assist the College-Wide Assistant Registrar in coordinating the Graduation Clearance Day
- Assist the College-Wide Assistant Registrar in the reconciliation of the LCTCS board reports
- Assist the Registrar in the reconciliation of the 14th day reports
- Coordinate and set registration dates for SON in collaboration with the College Registrar and the

- Dean of Learning and Student Development
- Oversee Pinning for R.N. and P.N. programs
- Calculate nursing grade point average of R.N. and P.N. students for Nursing Honor Society/organizations and for honors at pinning, and for Sigma Alpha Chi
- Evaluate Louisiana Technical College credit and post all non-traditional credits as required
- Comply with R.N. and P.N. Board or Nursing Policies
- Attend LACRAO, LCTCS & SACRAO conferences.
- Assist the College-Wide Assistant Registrar to conduct Family Education and Privacy Act (FERPA) training sessions for faculty and staff members at least once per semester, as well as assisting the Registrar with comprehensive advisor training sessions
- Perform other duties as determined by the College Registrar

DELGADO CHARITY SCHOOL OF NURSING - NEW ORLEANS, LOUISIANA

Coordinator of Records Services, Registrar's Office

September 2005 - August 2007

Responsibilities include:

- Maintain the files of the associate degree nursing program and the practical nursing diploma program including all active, withdrawn and alumni files
- Responsible for all aspects of student registration, including scheduling times and dates as well as instructing faculty and staff of the registration policies and their specific roles in registration
- Evaluate the academic status of students based on the academic standards of the nursing programs
- Supervise and evaluate two classified staff employees and a student worker. Indirectly supervise three other staff members in the admissions office.
- Advise and counsel pre-nursing students regarding the admission process, their academic status, and the program curriculum
- Prepare a census report for the nursing program each semester, as well as assemble and submit demographic information to the Louisiana State Board of Registered Nurse Examiners and Louisiana State Board of Practical Nurses
- Participate in the orientation programs of new students each semester
- Conduct pre-graduation interviews to assess students' academic records and verify graduation status
- Plan and participate in the School of Nursing Pinning Ceremony by:
 - Securing various contracts and reservations
 - Rehearsal coordination
 - Disseminating student information
- Plan and participate in the Delgado Community College wide graduation
- Determine the eligibility of students for the follow academic honors:
 - Nursing Dean's Honor Roll
 - Sigma Alpha Chi (Charity's Honor Society)
 - Phi Theta Kappa (Delgado Community College Honor Society)
 - Who's Who of Associate Degree Colleges
- Assemble and prepare state board papers for the RN and PN graduates. Secure transcripts and relevant documents for the licensing board's examination.
- Gather statistics on retention and graduation for the Campus Provost and outside agencies

DILLARD UNIVERSITY - NEW ORLEANS, LOUISIANA

Assistant to the Registrar/Office Manager, Registrar's Office

August 2001 - August 2005

Responsibilities included:

- Evaluate and process transfer credits for all students
- Evaluate and process student readmission request
- Coordinate and process candidates for degree audits for six divisions
- Prepared final senior list for posting and ordering of degrees
- Coordinate and monitor work assignments of staff members
- Monitor office duties and time sheets of the work study students

- Prepare for spring, summer and fall registration and other materials related to the process
- Prepared grade rosters for distributing, posting, verifying and mailing
- Prepared final examination schedules
- Monitor the drop/add process
- Filing and general typing regarding office affairs
- Other office related duties and responsibilities as assigned

Administrative Assistant, Registrar's Office

July 1990 – August 2001

Responsibilities included:

- Filing and general typing regarding office affairs;
- Assist in preparing selected statistical reports for internal personnel and external agencies;
- Assist in preparing twice a year Board of Trustees Report for the meetings;
- Coordination of work assignments and monitoring office duties of office staff members;
- Monitor office duties and time sheets of the work study students;
- Prepared for spring, summer and fall registration and other materials related to the process;
- Prepared grade rosters for distributing, posting, verifying and mailing;
- Scheduled appointments, travel arrangements and meetings;
- Prepared final examination schedules;
- Monitor the drop/add process, receiving and recording all grade changes;
- Maintain a daily log regarding all transcript requests;
- Prepared final senior list for posting and ordering of degrees;
- Other office related duties and responsibilities as assigned.

ADDITIONAL SKILLS:

Typing (80-85 wpm); Windows XP Office Suite; Banner 8 INB, AS/400, CMDS
Teams2000 registration Software, and Student Information Systems (SIS)

Education

DILLARD UNIVERSITY
Bachelor of Arts
Major: Business Administration

New Orleans, Louisiana
May 10, 2003

References

- Rebecca Harris-Smith, Dean of Nursing and Allied Health
South Louisiana Community College
1101 Bertrand Drive
Lafayette, Louisiana 70506
Rebecca.harrissmith@sicc.edu
337-521-6605
- Dr. Theresa DeGruy, Director
Student Support Services TRIO
Delgado Community College
615 City Park Avenue
New Orleans, Louisiana 70119
tdegru@dcc.edu
504-671-6437
- Rebecca H. Sanchez, Associate Registrar
Office of the Registrar
Xavier University of Louisiana
1 Drexel Drive
New Orleans, Louisiana 70125
Rsanche1@xula.edu
504-520-5314
- Dr. Cheryl Myers, Executive Dean
Delgado Community College/Charity School of Nursing
450 S. Claiborne Avenue
New Orleans, Louisiana
cmyers@dcc.edu
504-671-1290
- Dr. Tanisca M. Wilson, Teacher Candidacy Coordinator
Southern University at New Orleans
6400 Press Drive
New Orleans, Louisiana 70126
twilson@suno.edu
504-286-5087

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER									
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

EMPLOYMENT CATEGORY: 9-MONTH 12-MONTH 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 N/A Reason Left N/A
 Date Left N/A Salary Paid N/A

Profile of Person Recommended

Length of Employment July 1, 2017 To June 30, 2018
 Effective Date November 1, 2017

Name Brian D. Adams SS# 7330 Sex M Race* AA
(Last 4 digits only)

Position Title: Executive Director for Internal Audit Department: Internal Auditor

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 38 Southern University Experience 0

Degree(s):	Type/Discipline (BA-Education):	Institution/Location	Year:
	<u>Executive MBA</u>	<u>University of Minnesota</u>	<u>1998</u>
	<u>MBA: Business Admin & Fin.</u>	<u>University of St. Thomas</u>	<u>1983</u>
	<u>BS - Accounting</u>	<u>Southern University and A&M College</u>	<u>1979</u>

Current Employer Teach for America

Personnel Action

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

Recommended Salary \$85,000 Salary Budgeted \$85,000

Source of Funds General Fund

Identify Budget: _____ Location _____
 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:

Source of Funds	Amount
<u>111005-11102-61002-16000</u>	<u>\$85,000</u>

*See Reverse Side
 Comments: (Use back of form)

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

Supervisor _____ Date _____

Dean/Unit Head _____ Date _____

Vice Chancellor _____ Date 10/18/17

Chancellor _____ Date 10/15/17

Director/Personnel _____ Date 10/12/17

Vice President/Finance _____ Date _____

President _____ Date _____

Chairman/S.U. Board of Supervisors _____ Date _____

EXECUTIVE SUMMARY

A seasoned senior business and financial management executive with over 35 years of experience in Internal Audit, Compliance, Business Controls, Business Development, Asset Management, Financial Management, Business Consulting, Regulatory Affairs, Partnership Relationships, and Accounting. Served in the internal audit department in various leadership positions for a significant portion of my post university career.

RELEVANT EXPERIENCE

TEACH FOR AMERICA – SOUTH LOUISIANA, Baton Rouge, LA

District and School Partnerships, Director**2013 - Present**

Responsibilities include: building and maintaining relationships with existing and potential districts and schools; worked with districts and schools to place corps' members; working with corps members to help them effectively interview and transition into their placement; partnered with potential corps members to provide information and resolve any issues that may be an impediment to joining the corps; caucused with recruiting and the regional diversity initiative; worked in a collaborative manner with other stakeholders in the region on educational issues and policies.

INTERNATIONAL SERVICES, INC., Buffalo Grove, IL

Senior Business Consultant**2012 - 2013**

Provided results-based strategic, financial, and operational consulting services to owners of privately held businesses. In addition, identified and eliminated business constraints, resulting in increased profitability and enhanced value for the enterprise. Provided information to several organizations that allowed them easily understand their true cost of doing business. Helped several small businesses understand breakeven, effective labor rates, overhead absorption, and the importance of cash flow forecasting. Developed mid-year forecast and full-year zero based budgets for several entities. Developed mechanisms for product pricing for several entities. Identified operational constraints that limited profitability for several organizations and developed plans that effectively eliminated the constraints. Identified Key Performance Metrics for various organizations to assist these organizations with staying on track to accomplish defined goals and objectives.

NRG ENERGY / LOUISIANA GENERATING LLC, Baton Rouge, LA

Asset Management, Director**2007 - 2011**

Key leadership decision maker reporting to the President - South Central Region; conducted the region's strategic business planning processes making directional recommendations to senior management. Focused heavily on renewable energy opportunities to better position portfolio. Built coalitions with all operational executives developing strategic plans. Identified opportunities for new business and strategic alliances, performing financial analyses, project evaluations, due diligence, and recommending support of acquisitions. Served as key member of negotiating team and successfully acquired a \$525M facility. Led due diligence efforts which consisted of ~10 teams and 60+ individuals. Initiated region's renewable strategy by entering into agreements and initiating discussions with several renewable start-up companies. Identified opportunities in the regional markets and leveraged coalitions with Business Development and Origination (Sales) to fully analyze potential. Identified partners and customers for development projects. Key influencer of business decisions on strategic direction with CEO, Board of Directors and Analyst.

Regulatory & Governmental Affairs, Director**2003 - 2007**

Prepared Regulatory & Governmental strategies and provided support for origination (sales) and development activities. Matrixed reporting to Regional President serving as project lead for special assignments. Obtained letters of support from over 100 state and local officials for support of Big Cajun II Unit 4 Development Project Title V Air Permit. Initiated and participated in Request For Proposals that contributed approximately \$20M in

gross margin. Met regularly with Louisiana Public Service Commission, which promoted organization's regional development efforts. Conducted strategy sessions for Region and developed both the long-term strategic and business plan. Coordinated the Region's responses to Federal and State regulatory filings, ensuring compliance. Authorized to move forward with multiple potential company/asset mergers and acquisitions based on presentations prepared and delivered to the Board of Directors

Vice-President, Business Development

2000 - 2003

Developed greenfield and brownfield projects that enhanced the generation mix. Managed regional and corporate approval process for all projects, which included preparing and making presentations for Company's Board of Directors. Developed full project lifecycle to build Bayou Cove Peaking Facility, a 300 megawatt peaking facility. Performed financial due diligence for several potential asset acquisitions, ensuring asset valuations were accurate and thereby 'passing' on several over-inflated transaction. Spearheaded the institutionalization of quarterly meetings with long-term customers obtaining feedback regarding services provided, ensuring needs were being met.

NORTHERN STATES POWER COMPANY, Minneapolis, MN

Generation Finance, Director

1997 - 2000

Reporting directly to President, managed the implementation of strategic and business planning processes into 15, 5, 2 year budgets. Monitored and reported operational conformance to plans, including documentation of cost causality. Developed and provided financial analysis methodologies, tools, and expertise in evaluating operating and capital projects. Developed market-based financial statements that simulated a competitive market for comparison to regulated financials and models for calculating stranded investments in valuing generating assets. Increased focus on the preparation of 5-year budget in order to allow management to make informed operational decisions

Internal Audit, Director

1994 - 1997

Provided leadership to a staff of 20 auditors who performed financial, operational and information systems audits. Refocused the audit department so it was viewed by senior management and department managers as a value added function. Working with the business units and financial operations, developed annual audit plans for the corporation's business units and subsidiaries resulting in improved audit results and minimal risk findings. Helped to reduce the cost of external audits in double digit percentages by partnering with the external auditors and conducting fieldwork.

General Manager - Accounting

1989 - 1997

Provided leadership to the accounts payables, accounts receivables, partnership billings, and general accounting area that initially consisted of a staff of approximately 100 employees. Within 2 years reduced the organizations staff by 40% by re-engineering various processes and implementing new systems.

COWLES MEDIA COMPANY, Minneapolis, MN

Director – Internal Audit

1989 - 1991

Established the corporation's audit function. Worked with senior management to develop the initial audit plan for the corporation. Developed and executed annual audit plans that encompassed all of the corporation's subsidiaries. Conducted risk analysis and created risk plans to ensure compliance. Worked closely with senior management to develop the scope of financial and operational audits on an annual basis for sound audit and compliance results.

CONTROL DATA CORPORATION, Minneapolis, MN

Senior Internal Audit

1985 - 1989

Served as the lead auditor on financial and operation audits for the corporation's national and international subsidiaries. Developed the audit scope and provided leadership to junior auditors for financial and operational audits. Identified control weaknesses and provided recommendations that strengthened controls for various financial and operational functions,

Payroll Accountant and Cost Accountant

1981 – 1985

Served as a payroll account for two years reconciling payroll ledger accounts. In addition, served as a cost account for two years keeping track of direct and indirect product cost.

HONEYWELL CORPORATION, Minneapolis, MN

Internal Auditor

1979 - 1981

Working with a team of auditors, conducted financial and operational audits for the corporation's national and international operations. Provided recommendations to management that resulted in improved controls and reduced findings in the following year.

EDUCATION

- **Executive MBA**, University of Minnesota, Minneapolis, MN.
- **MBA: Business Administration and Finance**, University of St. Thomas, Minneapolis, MN.
- **BS in Accounting**, Southern University and A&M College, Baton Rouge, LA.

PROFESSIONAL DEVELOPMENT

Successfully completed the following exams:

- Certified Information Systems Auditor (CISA)
- Certified Management Accountant (CMA)
- Certified Internal Auditor (CIA)
- Certified Public Accountant
- Certified in Financial Management (CFM)
- IT MBA Level Coursework

COMMUNITY INVOLVEMENT

The Urban Congress

My Brothers' Keeper – Baton Rouge

Board Member and Board Chair - Laurel Oaks

Board Member - AC Lewis YMCA

Past Board Member - Teach for America South Louisiana Advisory Board

Past President - The Greater Pointe Coupee Chamber of Commerce

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
-----------------	--	--	--	--	--	--	--

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 July 1, 2017 To June 30, 2018
 Effective Date October 1, 2017

Name Lata Johnson SS# S00018591 Sex F Race* Asian
 (Last 4 digits only)

Position Title: Deputy Chief Information Officer, Policy & Department: Division of Information Technology Project Management

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

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 30 Southern University Experience 30

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>M.S. Computer Science</u>	<u>Southern University - Baton Rouge</u>	<u>1988</u>
	<u>MS - Botany</u>	<u>Kerala University - India</u>	<u>1982</u>
	<u>BS-Botany, Chemistry & Zoology</u>	<u>SD College, Kerala, India</u>	<u>1979</u>

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$104,000 Salary Budgeted \$104,000

Source of Funds State and Strengthening HBGI

Identify Budget: State and Grant Location 311001-36301-61002-36000
 Form Code: BOR10 Page 1 Item # 1

Change of: 320128-36301-61002-36000 - \$12,330

Position From AVP. IT Governance, Efficiency & Effective To Deputy CIO, Policy & Project Management

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
311001-36301-61001-36000	\$91,670
320128-36301-61002-36000	\$12,330

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if applicable):

Supervisor [Signature] Date 9/28/17

Dean/Unit Head [Signature] Date 9/28/17

Vice Chancellor [Signature] Date 10/13/17
 Director/Personnel _____ Date _____

Chancellor [Signature] Date 10/19/2017
 Vice President/Finance _____ Date _____
 Business Affairs/Comptroller _____

President [Signature] Date 10/12/17

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: Employee assuming new position due to consolidation of IT services

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Associate Vice President for IT/CIO

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-5091

NUMBER OF EMPLOYEES SUPERVISED, (if any) 3 - 4

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):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US	
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)
- _____ 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)

Deputy Chief Information Officer for Policy & Project Management

Reports to the Associate Vice President for Information Technology and provides management and oversight of developing sound standards and compliance strategies that enable effective and efficient delivery of information technology objectives and programs across the system. Provides extensive business analysis on portfolio investments to ensure appropriate measure of integration with policy, mission, and goals of the system. Develop IT Service Management processes, tools, and people to support IT core service demands. Communicate processes standards to ensure understanding by stakeholders and develop SLAs for system.

Nature of Work

1. Identifies areas for business process improvement opportunities.
2. Responsible for creating/revising business models, methodologies, and workflows.
3. Provides consulting to re-engineer and strengthen business processes.
4. Oversees and provides leadership to team members in project execution.
5. Defines and directs complex data analysis.
6. Develops project work plans and performs project management.
7. Evaluates application programs to streamline business operations and support effective utilization of system resources for administrative and academic computing.
8. Coordinates professional development, user training, workshops, and seminars needed for process improvements.

Strategic Influence

Work is guided by general policies and management guidance:

- Independently determine approach to managing daily operations.
- Set performance expectations.
- Select, lead, counsel and motivates team.
- Interpret and execute policies that directly affect work activities.
- Develop and communicate plans/objectives to others.
- Contribute to the enterprise's strategy.

Leadership

Set project timeframes and priorities based on project objectives and on-going assignments.

Provide guidance and technical advice and becomes actively involved as required. Adapt communications techniques for audiences at multiple internal/external levels:

- Council and motivate team members on performance.
- Capable of managing a diverse and mobile team regardless of physical location.
- Build innovation and creativity throughout the enterprise.
- Identify business opportunities.
- Build cross-functional partnerships both internal and external to the enterprise.
- Frequently communicate with internal and external contacts at various management levels.
- Assume responsibility for business outcomes and objectives.
- Assume responsibility for goals and objectives of the area.

Problem Solving

- Anticipate operational issues and develops preventive measures.
- Distills information from a variety of sources.
- Recognize how individual data fits into a situation as a whole.
- Identify what additional data is required.
- Anticipate operational issues and develops preventive measures.
- Solve problems impacting the department in a systematic and clear manner that can be understood by subordinates and colleagues.
- Analyze existing operations and make recommendations for the improvement and growth of digital communications, storage/server systems, enterprise backup, and related IT systems.
- Mentor and council direct reports, subordinates and when necessary, conduct performance reviews and corrective actions.

Required Skills

- Development/revision of the IT Governance policies and procedures.
- Manage the IT policies and procedures, framework and make sure that they are followed and up to date.
- And conduct annual reviews with the policy/processes owners
- Develop, manage and enhance the IT Governance framework, road map & governing processes.
- Research, recommend, manage and participate in implementing any required IT standards, controls or policies and procedures.
- Work closely with the other departments to ensure that they comply with the IT policies, procedures and standards.
- Identify gaps in the effectiveness of the implemented IT controls, and identify opportunities for enhancements
- Participate in any project-related work to address Technologies compliance as mandated. □
- Demonstrated leadership abilities.
- Demonstrated ability to learn new systems and technologies quickly.
- Experience setting up and managing Service Level Agreements; establish service level agreements with business units..
- Experience with data center design and best practices.

Desired Skills

- Minimum of 3-5 years' experience with business operations or IT service management and delivery, or the equivalent combination of education and experience.
- Strong knowledge of IT & Quality standards (such as ISO27001) and best practices as they relate to IT governance such as ITIL, CoBIT ... etc
- Experience in the identification, evaluation and documentation of policies, process and controls.
- High level of computer literacy with spreadsheets, word processing and database software and/or business systems (Word, Access, Excel, PowerPoint, MS Project, VISIO, VB, other graphic software).
- Must have a detailed and analytical approach with hands-on experience with project management tools (e.g., Microsoft Project) and strong organizational skills.
- Excellent interpersonal skills as well as written/oral communications skills in supporting client needs are essential.
- Ability to identify gaps and provide recommendations and enhancements that will enhance operations and reduce risks

Credentials

- US Citizenship or Permanent Residence (Green Card) is required.
- Master's degree in an appropriate discipline, and eight years of related experience,
- or a Bachelor's degree with at least ten years of related experience.
- At least 7 years of management experience in appropriate discipline.

Responsibility	Description	Percentage of Work
Managing	Manage a staff of professional team members and team leaders dispersed throughout the enterprise's locations.	25%
Interface with constituents	Interface with constituents for defining and developing business solutions to the enterprise.	20%
Analyze and Resolve Issues	Analyze and resolve business and technical issues	20%
Leadership	Council & motivate performance, build innovation & creativity, etc	20%
Other Duties as Assigned	Other duties as assigned	10%

LATA LAXMAN JOHNSON
1251 Marc Antony Dr., Baton Rouge, LA 70816
225-771-4912 (Work)

EDUCATION:

1985 to 1988 **MS, COMPUTER SCIENCE**, Southern University, Baton Rouge, LA

1980 to 1982 **MS, BOTANY**, University of Kerala, Kerala, India.

1976 to 1979 **BS, BOTANY (Major), CHEMISTRY, ZOOLOGY (Minor)**
Sanathana Dharma College, Kerala, India.

WORK EXPERIENCE: 31 years of experience in various areas of information technology focusing in higher education which include, but not limited to desktop setup and support, network setup and maintenance, programming, database development, report writing, web design, publishing, video conferencing, classroom technology design and support, telecommunication, surveillance and access control.

2017 February to Present: Associate Vice Chancellor and CIO of Technology, Security and Telecommunication.

Southern University Law Center (SULC), Baton Rouge, LA

Supervisor: Chancellor of Southern University Law Center

Provides direction, leadership and management to develop, maintain and expand Law Center technology, security and telecommunications required to support the organization's unique objectives and goals. Determines the feasibility of computing and telecommunications equipment and applications to address faculty, staff and administration needs; maintains access control systems while establishing and enforcing security policies and procedures.

Plans and manages the design, installation, operation, and support of Law Center's telecommunications systems, voicemail, and automated call distribution systems. Provides strategic leadership and technical coordination to electronic access control and security solutions.

Supervises, administers, coordinates, plans and implements the system providing personal, equipment, and property security and assists in the development of security plans.

1997 February to 2/2017: DIRECTOR of Information Technology

Southern University Law Center (SULC), Baton Rouge, LA

Supervisor: Chancellor of Southern University Law Center

Duties: Provides direction and leadership to develop, maintain and expand computer services within the SULC and determines the feasibility of respective equipment and software applications to address staff and administrative needs. Provides long-intermediate- or short-range information technology goals and objectives. Provides recommendations to SU Law Center Chancellor concerning the SULC IT budget, state interagency agreements, contracts and major computer expenditures. Manages and approves the selection, purchase and installation of data processing, communication, multimedia and surveillance equipment. Meets with university administrators, users, vendors and supervisory personnel to discuss and resolve operational problems, plans and administrative issues.

Supervises and directs the activities of network administrator, and multimedia technician in the installation, service and performance analysis of all equipment's related to above. Determines and recommends necessary modifications to the system applications and

coordinates these changes with SULC IT staff and/or private vendors. Monitors and evaluates network resources, multimedia resources and performance and directs the implementation of necessary changes for optimization of the respective systems. Develops, implements and enforces procedures for TI line, firewall, network, web, in-house programming management and troubleshooting. A liaison with the user community, reviewing inquiries, problems and service requests to ensure timely resolution.

2006 to 2008 **ADJUNCT INSTRUCTOR** (evening)

Southern University, Department of Computer Science, Baton Rouge, LA

Duties: Teaching Computer Science Service courses.

3/1991 to 1/1997 **COMPUTER & NETWORK ANALYST**

Southern University System, Baton Rouge campus, Law Center

Supervisor: Mr. James Ambrose, Director of Information Systems

Duties: Responsible for the desktop and its peripherals and networks at all campuses in Baton Rouge. This included hardware and software consultation (includes long and short range plans of purchasing equipment), installation, trouble shooting, program development, networking, maintenance, repairs and training. Duties also includes evaluation and recommendation of different vendors to determine their products, price and reliability. Advises and consults with users and administrators, providing documentation, instruction, problem analysis and education pertaining to specific hardware and/or software.

11/1988 to 2/1991 **DATA ANALYST/PROGRAMMER**

Information Systems Division (ISD)/John B. Cade Library

Southern University, Baton Rouge, LA

Supervisor: Mr. James Ambrose, Director, ISD

Duties: Mainly involved in the implementation (installation) of NOTIS software, training staff and users NOTIS, developing training manuals, the connection and maintenance of terminals, controllers, printers and other necessary systems, and any other computer related tasks for the smooth operation of the library. Duties also include development of software for the Information Systems Division, PC maintenance (trouble shooting) for Southern University's campus as requested, PC consultant and PC technical support in ordering, connecting and installing hardware and software systems. Also responsible for developing specifications for micro computer equipments and their peripherals.

7/1994 to 1/1997 **MANAGER**

Jaguar Computers, Southern University, Baton Rouge, LA

Supervisor: Dr. William Moore, VC of Academic Affairs

Duties: Coordinator and reseller of Macintosh computers for Southern University through the CPP1 program. Duties included advertising products to faculty, staff and students, selling computers (giving quotes, sending in purchase orders, receiving equipments, distributing equipments, providing necessary paper works for the invoice payments and tax payments).

7/1990 to 3/1991 **INSTRUCTOR** (evening)

Spencer College, Baton Rouge, LA

Duties: Teaching students Microsoft Office, WordPerfect, Lotus 1-2-3, Computerized Accounting, Data Processing, DOS

11/1989 to 1/1997 **IBM TECHNICAL COORDINATOR for Southern University**

Southern University, Baton Rouge, LA

IBM marketing team appointed me as the IBM Technical Coordinator for Southern University at Baton Rouge. This is a nationally organized program of installation support for IBM Personal Systems. Through this program IBM has given me basic IBM Personal System training courses and appointed me as the Administrator of IBMLink at Southern

University. I also have access to the Technical Coordinator Satellite Education Exchange, the Technical Coordinator video club and their newsletters.

10/1987 to 08/1988 **RESEARCH ASSISTANT**

HBCU/Title III

Department of Computer Science, Southern University, Baton Rouge, LA

Duties: Mainly involved in the research of other Universities who have developed a university advisement system. Assisted in developing questionnaires, distributing and collecting data to support the development of on-line computerized academic advisement system(CAAS). Conducted interviews with university officials, administrators, faculty and staff to determine the requirements of the CAAS project. Compiled the data, generated results and designed the conceptual model of the Advisement System. Assisted in the day to day smooth operation of the project (daily, weekly, and monthly paper work and reports, meetings)

8/1986 to 8/1987 **GRADUATE ASSISTANT**

Department of Computer Science, Southern University, Baton Rouge, LA.

Supervisor: Mrs. Patricia Faser, Graduate Assistant Coordinator

Duties: Mainly involved in the development of the Library for Graduate Students. Developed guidelines on using the library materials, and managed the library. Assisted professors in researching literature on specific topics. Assisted in Testing the Double Oral Auction software for NASA/JPL that is being developed at the Computer Science Department. Development of the departmental news letter, and circulation of news letter to various areas of Southern University Baton Rouge campus, other universities and selected industries.

1/1984 to 7/1987 **GRADUATE ASSISTANT**

College of Agriculture and Home Economics, Southern University, Baton Rouge.

Supervisor: Mrs. Carolyn Branch/System Manager

Duties: Developed Faculty/Staff and Student profile system using IDDU. Assisted users in using System/36 - Display write/36 and IDDU. Assisted in analyzing and evaluating quality and prices of each vendor/company product and ordering the necessary computer systems for the College of Agriculture. Installed hardware and software systems for the College of Agriculture. Backed up the system periodically and trained users as needed.

EDUCATION:

- | | |
|--------------|---|
| 1985 to 1988 | MS, COMPUTER SCIENCE , Southern University, Baton Rouge, LA |
| 1980 to 1982 | MS, BOTANY , University College, Kerala, India. |
| 1976 to 1979 | BS, BOTANY (Major),
CHEMISTRY, ZOOLOGY (Minor)
Sanathana Dharma College, Kerala, India. |

CERTIFICATION and TRAINING

- Security+ (2014)
- Certified Information Security Manager (CISM) (2013)
- Web Design (2005)
- NETWORK ADMINISTRATION – (2001)
- Database Development (2000)
- Desktop Application Specialist Certificate (1999)
- MICROSOFT OFFICE SPECIALIST – (1997)
- NOVELL ADMINISTRATOR – (1994)
- SYSTEM 36 (1986)

AREAS OF EXPERTISE

NETWORK

- Designed, developed and implemented Local Area Network using Microsoft Windows Server, Novell Network
- Designed, developed and implemented Mail Server, File Server, Web Server, Print Server, Media Server, Back-up Server, Sequel Server, and other appliances
- Implemented internet connection through Louisiana Network (LaNet) and later Louisiana Optical Network Initiative (LONI)

MULTIMEDIA

- Designed, and developed multimedia classrooms at SULC
- Designed and developed multimedia courtroom at SULC
- Designed and developed distance learning in SULC
- Designed and developed video conferencing at SULC
- Designed and developed teleconferencing at SULC
- Designed and developed auditorium at SULC
- Developed video production at SULC
- Developed streaming video at SULC

SURVEILLANCE

- Designed, developed, implemented and maintains a network based surveillance system.

ACCESS CONTROL

- Designed, developed, implemented and maintains a keyless access control to the new addition to the Law Center through the web.

TELEPHONE

- Designed, developed, program and maintains Centrex Telephone system.

EMERGENCY RESPONSE SYSTEM

- Developed and Maintains IP based zoned paging system which is also connected to the emergency response system with First Call.

SOFTWARE DEVELOPED

- Analyzed, Developed and Implemented On-line Student Transcript System for SULC using Access
- Analyzed, Developed and Implemented On-line Property Management System for SULC using Access.
- Analyzed, Developed and Implemented On-line Student Application Processing System using Access
- Analyzed, Developed and Implemented On-line Open PO processing system using Access database
- Analyzed, Developed and Implemented On-line Invoice processing system using Access database
- Analyzed, Developed and Implemented On-line Purchase requisition and Purchase tracking system for SUBR, Purchasing Office using Access.
- Created Templates to automate some of the frequently used forms, and repetitive letters for Southern University using Multimate Advantage II.

- Analyzed, Designed and Implemented a random ID and Password generating system for the Comptroller's office at Southern University, Baton Rouge using Basic.
- Analyzed, Designed and Implemented On-line Circulation System for John B. Cade Library, at Southern University, Baton Rouge using dBase III software.
- Analyzed, Designed and Implemented On-line Inventory System for John B. Cade Library, at Southern University, Baton Rouge, using dBase IV software.
- Analyzed and Designed a conceptual model for an on-line scheduling and room assignment system for Southern University. This is was a subsystem of the on-line Academic Advisement System. (Special Project)
- Assisted in developing a conceptual model of building and scheduling system for Advisement System at Southern University, Baton Rouge, La. This is was a system of the grant for an on-line Academic Advisement System.
- Analyzed, Designed and Implemented a Faculty and Staff Information System for College of Agriculture and Home Economics at Southern University using IDDU/36 and Query/36.
- Analyzed, Designed and Implemented a Student Information System for College of Agriculture and Home Economics at Southern University using IDDU/36 and Query/36.
- A very user friendly, self explanatory and step by step problem solving software in Basic to teach elementary math with the aid of computers.
- Analyzed, Designed and Implemented a library system for the department of Computer Science using FOCUS. This book system has the capability to find books by name, author and publisher; and a check out system to keep track of the books checked out, books not returned and books lost. (Semester Project)
- Created Templates to automate some of the frequently used forms, and repetitive letters for the department of Computer Science at Southern University using Multimate Advantage II.
- Initial automation of Southern University's John B. Cade Library using NOTIS software.

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER						
-----------------	--	--	--	--	--	--

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 July 1, 2017 To June 30, 2018
 Effective Date October 1, 2017

Name Carolyn B. Miller SS# S00019120 Sex F Race* B
(Last 4 digits only)

Position Title: INTERIM Deputy Chief Information Officer, Enterprise Systems Services Department: Division of Information Technology

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 22 Southern University Experience 18
 Degree(s): Type/Discipline (BA-Education): B.S. Computer Science Institution/Location (SU-Baton Rouge): Grambling State University Year: 1983
Master Education Technology Northwestern State University Hrs Earned

Current Employer Southern University At Shreveport

Personnel Action

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

Recommended Salary \$94,554 Salary Budgeted \$94,554

Source of Funds General Appropriations

Identify Budget: State _____ Location _____
 Form Code: _____ Page _____ Item # _____

Change of:
 Position SR Director of Enterprise Systems Svcs. From To Deputy CIO, Enterprise Systems Services
 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
511001 56210 61002 56000	\$70,915.50
592013 56220 61002 55000	\$ 7,879.50
292028-21091-25000	\$15,759.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] Date 9/28/17 Dean/Unit Head [Signature] Date 9/28/17

Vice Chancellor _____ Date _____
 Director/Personnel [Signature] Date 10/13/17 Chancellor [Signature] Date 10/17/2017
 Vice President/Finance _____ Date _____
 Business Affairs/Comptroller _____

President [Signature] Date 10/12/17 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: Employee assuming new position due to consolidation of IT services

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Associate Vice President for IT/CIO

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-5091

NUMBER OF EMPLOYEES SUPERVISED, (if any) 15 - 20

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):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US	
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)
- 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)

Deputy Chief Information Officer for Enterprise Systems Services

Reports to the Associate Vice President for Information Technology and provides leadership of the operations of system-wide applications and systems (e.g., Banner, Learning Management Systems, Content Management, SharePoint, Portal, etc.). Plan, organize, and direct the development, administration, and coordination of programs, operations, project management for system-wide initiatives. Manage implementation of new systems, maintenance, innovation, and data integrity associated with system resources.

Nature of Work

Responsible for the administration, integration, and coordination of system Banner services team members for Student, Human Resources, Finance, Financial Aid, and other Enterprise Systems staff and vendors. The incumbent provides services associated with campus portals, data warehousing and business intelligence applications which include planning, development, installation upgrade, security, and disaster recovery for all administrative applications and databases.

- Duties include but are not limited to: provides leadership, technical support, and staff support to all areas of DoIT, develops policies, procedures, and standards;
- Directs resource management including fiscal and human resources; participates in all activities associated with the installation, implementation, upgrade, maintenance, security, and operation of all campus administrative information systems
- Provides leadership, consulting, budget development, evaluation, feasibility, design and implementation services to ensure campus administrative information services meet strategic university goals.
- Manage a staff of professional team members and team leaders dispersed throughout the enterprise locations.
- Define roles and responsibilities
- Define and contribute to standards around which others will operate
- Establish and influence operating policies
- Impact aspects of area and department or functional results
- Manage related costs, methods, and budgets

Strategic Influence

Work is guided by general policies and management guidance:

- Independently determine approach to managing daily operations.
- Set performance expectations.
- Select, lead, counsel and motivates team.
- Interpret and execute policies that directly affect work activities.
- Develop and communicate plans/objectives to others.
- Contribute to the enterprise's strategy.

Leadership

Set project timeframes and priorities based on project objectives and on-going assignments. Provide guidance and technical advice and becomes actively involved as required. Adapt communications techniques for audiences at multiple internal/external levels:

- Council and motivate team members on performance.
- Capable of managing a diverse and mobile team regardless of physical location.
- Build innovation and creativity throughout the enterprise.
- Identify business opportunities.
- Build cross-functional partnerships both internal and external to the enterprise.

- Frequently communicate with internal and external contacts at various management levels.
- Assume responsibility for business outcomes and objectives.
- Assume responsibility for goals and objectives of the area.

Problem Solving

- Anticipate operational issues and develops preventive measures.
- Distills information from a variety of sources.
- Recognize how individual data fits into a situation as a whole.
- Identify what additional data is required.
- Anticipate operational issues and develops preventive measures.
- Solve problems impacting the department in a systematic and clear manner that can be understood by subordinates and colleagues.
- Analyze existing operations and make recommendations for the improvement and growth of digital communications, storage/server systems, enterprise backup, and related IT systems.
- Mentor and council direct reports, subordinates and when necessary, conduct performance reviews and corrective actions.

Required Skills

- Minimum of eight years progressively responsible management or major project management experience, and five years of experience with SCT ERP student or Human Resources systems including application system support, or implementation.
- Comprehensive working knowledge of portal/web/internet technologies, content management systems, data warehousing, desktop toolsets, workstations and MS Office products, electronic mail systems, and technical knowledge of cloud services.
- Experience with Toad, Argos, Form Fusion, COBOL, ODS, BDMS, or equivalent.
- Demonstrated success in managing complex, long term projects preferably in higher education and project management responsibilities for institution-wide systems implementations and conversions.
- Ability to: comprehend strategic plans and directions, and integrate into daily operations through information technology application implementations;
- Comprehend institution needs and requirements through preparation of needs analysis and feasibility studies that reflect desired outcomes
- Ability to coordinate multiple project tasks without the loss of integrity to work, as well as organizing, monitoring and guiding others to ensure desired outcomes are achieved.
- Knowledge of state and federal laws and regulations affecting the handling, access, storage and disposal of confidential information.

Desired Skills

- Hands-on experience Oracle Enterprise Systems, Banner, RHEL, Business Intelligence Tools
- Must possess demonstrated ability to communicate effectively both orally and in writing, as well as possess solid constructive listening skills.
- Weekend and evening work will be required to address problems, maintenance, upgrades and new implementation.
- Demonstrated ability to: establish and maintain professional and cooperative working relationships with administrators, faculty, and staff; act decisively under stressful situations; and an ability and/or interest in working in a multicultural/multiethnic environment..

- Ability to think strategically and to anticipate organizational and end-user needs into the future.
- Strong leadership skills and the ability to work efficiently and effectively in a demanding environment.
- Excellent interpersonal, communications, and analytical skills.

Credentials

- US Citizenship or Permanent Residence (Green Card) is required.
- Master’s degree in an appropriate discipline, and eight years of related experience,
- or, Bachelor’s degree in computer related fields with at least ten years of proven experience.
- At least 7 years of management experience in appropriate discipline.

Responsibility	Description	Percentage of Work
Managing	Manage a staff of professional team members and team leaders dispersed throughout the enterprise’s locations.	25%
Interface with constituents	Interface with constituents for defining and developing business solutions to the enterprise.	20%
Analyze and Resolve Issues	Analyze and resolve business and technical issues	20%
Leadership	Council & motivate performance, build innovation & creativity, etc	20%
Other Duties as Assigned	Other duties as assigned	10%

CAROLYN BRADFORD MILLER
926North Lakewood Drive Shreveport, Louisiana 71107
cmiller@susla.edu

Cell Phone (318) 617-0391

Home (318) 227-0501

Professional Profile Over 20 years of experience in the Information Technology environment, ten years serving as an IT manager. Served as Project Leader/Manager of various project implementations. Extensive knowledge of Oracle Database Administration, Oracle Enterprise Management, Oracle Database Security, Banner Enterprise System, SQL, Java, COBOL, Microsoft Office Suite, Microsoft Exchange/AD Manager, SQL Server, IBM Server Cluster, Hyper-V Manager, NetApp Storage, VOIP telephony services, and numerous software applications. Working knowledge of Cisco Network environment, Wireless Controller, Wireless Access Points, Cisco Switches, Routers, Cisco Firewall and Network Security.

Education Grambling State University, Grambling, La.
B.S. Computer Science, December 1983
Northwestern State University, Natchitoches, La.
Hours toward Master Education Technology

Professional Training Banner Database Survival Skills
Banner Technical Training
Cyber Security Workshop
Microsoft Exchange Manager
Oracle 11g Administration Workshop
Oracle 11g Enterprise Management
Oracle 10g Database Administration I
Oracle 10g Database Administration II
Oracle 10g Database Performance and Tuning
Oracle 10g Security Administration
Oracle 9i Database Performance Tuning
Oracle 9i Enterprise Management
Oracle 9i Database Administration
Oracle 9i Introduction to SQL

Experience **Southern University at Shreveport, January 2000 – Present**
Director of Information Technology (Interim) – Sept. 2015 - Present

Responsible for providing technical vision and leadership in the research, planning, implementation and maintenance of the campus Information Technology (IT) systems and the technical infrastructure. Manage ITC annual budget and oversee acquisition and operation of technology resources including computers, servers, network equipment, software applications and other hardware peripherals. Manage the day-to-day operations and staff in the Information Technology and Telecommunication Center. Establishing and executing technology policies and procedures as it relates to Banner ERP, Moodle, hardware configurations, network and firewall security, Microsoft AD Manager, database security, internal and external security access control, etc. Duties also include monitoring the network activities, intrusion detection systems and server performance. Perform database tuning, capacity planning, resource monitoring and startup and shutdown procedures. Monitor Banner/Oracle Database applications performance to ensure a high-availability environment using Oracle Enterprise Manager and Oracle Expert tools. Oversee the planning and implementation of new applications, maintaining and upgrading existing software packages and computer systems. Responsible for scheduling and overseeing technical support for network, application software, computer-related services and technical assistance to the end-users to support administrative and academic functions of the university. Facilitate the maintenance, upgrades and continuous operation of the Banner ERP systems, Oracle databases, programming operations, software applications support, Application Servers, Windows Server, SQL Servers, Storage, Firewall, Switches, Routers, VoIP and Cisco Security systems.

Assistant Director/Manager of DB Services – Oct. 2006 - Aug. 2015

Responsibilities include facilitating the deployment, implementation and continuous operation of the SUSLA Banner systems, Oracle databases, Software applications, SQL Servers, backup/recovery procedures, and technical support assistance to end-users. Manage the day-to-day operations in the Data Center. Coordinate administrative computing needs and assist users in generating data extracts and operational reports. Perform technical database administration services to include, creating and modifying Oracle instances, creating and extending tablespace allocation, creation of tables, views, procedures, indexes, data validation rules and backup and recovery functions. Managing the database's storage

structure and storage requirements. Also responsible for ensuring data security by establishing and coordinating proper access policy, internal security procedures, access control facilities and intrusion detection systems on the University's administrative systems. Perform database tuning, capacity planning, resource monitoring and startup and shutdown procedures. Monitor Banner/Oracle Database applications performance to ensure a high-availability environment using Oracle Enterprise Manager and Oracle Expert tools. Duties also include coordinating the activities of the Lead Programmer, Programmer Analyst, Application Programmers and Computer Operations Technicians.

Coordinator of Programming and Database Services, 2002 – 2006

Responsibilities include facilitating the deployment and continuous operations of the SCT Banner systems, Oracle database, programming operations, backup recovery procedures, and technical support assistance to end-user. Coordinate and manage technical activities of the Programmer Analyst, Programmers, Data Control Clerk, and the Computer Operations Technician. Duties also include performing technical database services to include define, structuring and updating tables, creating, modifying and cloning Oracle instances, table and index creation and data validation rules. My responsibilities also include ensuring data security by establishing and coordinating access policies, internal security procedures, access control facilities, and intrusion detection system for the university.

Security Administrator/Programmer, July 2001 – December 2002

Responsible for creating and maintaining Mainframe security accounts, creating and maintaining Banner ERP security classes. Creating and managing Microsoft Active Directory domain and email accounts for Faculty and Students. Create security groups and distribution list through Microsoft AD Manager. Creating security classes in Banner ERP system. Providing end-user support, and developing security roadmap for Banner. Extracting, cleansing and loading data from legacy system into Banner validation tables. Also responsible for developing, modifying and enforcing both logical and physical security policies and procedures for SUSLA data center. Duties also included generating, maintaining, debugging and executing online and batch programs for Board of Regents, Department of Education and Southern University systems.

Programmer/Analyst, January 2000 – July 2001

Responsibilities included creating new reports and maintaining existing COBOL, JCL and CICS, VM, and application programs, developing new in-house report and producing reports for Southern University System office, Board of Regents, Internal and External Auditors, and Department of Education. Duties also included maintaining and programming the telephone system (Definity, Intuity Call Accounting system and the Audix voice mail system).

Reliant Energy Arkla, Shreveport, La. August 1996 –October 1999

Programmer Analyst

Responsibilities included analyzing, modifying, compiling and testing COBOL batch programs in the Accounting General Ledger application. Also performed Y2K conversion for Gas Management system using FOCUS Online Programs. Created ad hoc reports for customer billing on assigned billing cycle. Performed data cleansing for the implementation of SAP Solution Management System. Also maintained the Managed Information Service Center database, including analyzing, processing, assigning incoming job request and customer surveys.

**Projects/
Activities**

Banner Navigation Training - Facilitator
Banner Self-Service Training - Facilitator
Cisco Unified Call Manager System – Project Manager (2017)
Meraki Wireless Network – Project Manager (2015 -2016)
Emergency Communication Network – Project Manager (2015-2016)
CashNet Implementation – Project Manager (2012)
Touchnet Implementation – Project Leader (2005)
SUSLA Banner ERP Implementation – Asst. Project Leader 2002-2010
SUSLA Banner Process Committee - Recorder (2001 -2004)

**Professional
Activities/
Committees**

Louisiana Council of Information Systems Directors (CISD)
Oracle Applications Users Group (OAUG)
Oracle Higher Education Users Group (HEUG)
Budget Committee (2014-2016)
Strategic Planning Committee (2014-2016)
Technology Resource Committee (2007 – 2015)

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

EMPLOYMENT CATEGORY: 9-MONTH 12-MONTH 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 July 1, 2017 To June 30, 2018
 Effective Date October 1, 2017

Name Edmond. M. Cummings, III SS# S00017253 Sex M Race* B
 (Last 4 digits only)

Position Title: Deputy Chief Information Officer, Security & Risk Management Department: Division of Information Technology

Check One Existing Position *Visa Type (See Reverse Side): U S
 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 29 Southern University Experience 13

Degree(s):
 M.S. Management Institution/Location (SU-Baton Rouge): Troy State University Year: 1997
 B.S. Information Systems Tulane University 1992

Current Employer Southern University At New Orleans

Personnel Action

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

Recommended Salary \$84,792.60 Salary Budgeted \$84,792.60

Source of Funds General Appropriations

Identify Budget: State _____ Location _____
 Form Code: 411001 41510 61002 46000 Page _____ Item # _____

Change of:
 Position From SR Dir. Info Security & Risk Assessment To Deputy CIO, Security & Risk Management
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
411001 41510 61002 46000	\$ 84,792.60

*See Reverse Side
 Comments: (Use back of form)

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

Supervisor *[Signature]* 9/28/17 Dean/Unit Head *[Signature]* 9/28/17
 Vice Chancellor *[Signature]* 10/13/17 Chancellor *[Signature]* 10/12/2017
 Director/Personnel *[Signature]* 10/12/17 Vice President/Finance Business Affairs/Comptroller
 President *[Signature]* 10/12/17 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.

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: Employee assuming new position due to consolidation of IT services

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Associate Vice President for IT/CIO

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-5091

NUMBER OF EMPLOYEES SUPERVISED, (if any) 12 - 14

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):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US	
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)
- 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)

Deputy Chief Information Officer for Security & Risk Management

Reports to the Associate Vice President for Information Technology and defines security standards, provides security oversight, and ensures and measures compliance across the enterprise in accordance with ISO 27001, PCI-DSS, HIPAA, SSAE 16, and other industry standards. Develops and reviews common IT control frameworks to ensure alignment with IT policies, standards, and regulatory requirements. Assess and test security technologies and controls over applications, operating systems, networks, mobile platforms, WAN and LAN networks, firewalls, and telecommunication systems.

Nature of Work

Provide vision and leadership for developing and supporting security initiatives. The DCIO-SRM directs the planning and implementation of enterprise IT system, business operation, and facility defenses against security breaches and vulnerability issues. This individual is also responsible for auditing existing systems, while directing the administration of security policies, activities, and standards.

- Oversees the design and implementation of IT controls/risk and overall security management strategy and framework
- Ensures that a coordinated and consistent approach to controls/risk and security management activity is undertaken across IT.
- Responsible for providing ongoing controls/risk management support and guidance to the business, designing and producing reporting.
- Manage a staff of professional team members and team leaders dispersed throughout the enterprise locations.
- Define roles and responsibilities
- Define and contribute to standards around which others will operate
- Establish and influence operating policies
- Plan for the area's future needs and operations
- Lead program execution
- Contribute to policy/program development
- Impact aspects of area and department or functional results
- Manage related costs, methods, and budgets

Strategic Influence

Work is guided by general policies and management guidance:

- Independently determine approach to managing daily operations.
- Set performance expectations.
- Select, lead, counsel and motivates team.
- Interpret and execute policies that directly affect work activities.
- Develop and communicate plans/objectives to others.
- Contribute to the enterprise's strategy.

Leadership

Set project timeframes and priorities based on project objectives and on-going assignments. Provide guidance and technical advice and becomes actively involved as required. Adapt communications techniques for audiences at multiple internal/external levels:

- Council and motivate team members on performance.
- Capable of managing a diverse and mobile team regardless of physical location.
- Build innovation and creativity throughout the enterprise.
- Identify business opportunities.

- Build cross-functional partnerships both internal and external to the enterprise.
- Frequently communicate with internal and external contacts at various management levels.
- Assume responsibility for business outcomes and objectives.
- Assume responsibility for goals and objectives of the area.

Problem Solving

- Anticipate operational issues and develops preventive measures.
- Distills information from a variety of sources.
- Recognize how individual data fits into a situation as a whole.
- Identify what additional data is required.
- Anticipate operational issues and develops preventive measures.
- Solve problems impacting the department in a systematic and clear manner that can be understood by subordinates and colleagues.
- Analyze existing operations and make recommendations for the improvement and growth of digital communications, storage/server systems, enterprise backup, and related IT systems.
- Mentor and council direct reports, subordinates and when necessary, conduct performance reviews and corrective actions.

Required Skills

- Five to ten years progressive experience in information security management, information systems and/or risk management is required.
- Strong process and best practice methodology and portfolio management skills are required.
- Developing effective strategic partnerships with auditors and developing various hardware and software in order to properly implement business information privacy and security.
- Appropriate certification in risk management and/or compliance is desirable.

Desired Skills

- Extensive knowledge of privacy, access control, network and information security procedures and technologies.
- Experience in the development of information security strategies, protocols and policies.
- Proven skills to influence people in a matrix organization.
- Strong consulting, communication and presentation skills.

Credentials

- US Citizenship or Permanent Residence (Green Card) is required.
- Bachelor's degree with technical certifications, and eight years of related experience,
- or, a Bachelor's degree in related areas with at least ten years of proven experience.
- At least 7 years of management experience in appropriate discipline.

Responsibility	Description	Percentage of Work
Managing	Manage a staff of professional team members and team leaders dispersed throughout the enterprise's locations.	25%
Interface with constituents	Interface with constituents for defining and developing business solutions to the enterprise.	20%
Analyze and Resolve Issues	Analyze and resolve business and technical issues	20%
Leadership	Council & motivate performance, build innovation & creativity, etc	20%
Other Duties as Assigned	Other duties as assigned	10%

EDMOND M. CUMMINGS III

7325 HEATHER COURT • NEW ORLEANS, LA 70127

(504) 261-8560

ecummingsiii@outlook.com

EDUCATION

M.S. Management -Troy State University, Montgomery, AL

B.S. Information Systems - Tulane University, New Orleans, LA

EXPERIENCE

Southern University – Information Technology Center

New Orleans, LA

CIO

Dec. 2004 – Present

- Develops new and modifies existing University Technological Strategies to ensure consistent, adequate and efficient support of University Operations and Objectives.
- Develops new and modifies existing University-wide policies and procedures for IT functions, best practices and processes.
- Developed and Implemented the University Disaster Recovery and Business Continuity Plan.
- Performs the Chief Security Officer role including and not limited to threat assessment and vulnerability testing.
- Ensures mandatory compliance with all applicable local, state and federal agencies.
- Performs community outreach, which includes grant-writing and providing infrastructure support to secondary educational entities.
- Develop and maintain close working relationships with business, governmental agencies, community and other educational organizations where appropriate.
- Manage several budgets including State, Federal and Self-Generated funds.

Innovative Computing Solutions

New Orleans, LA

PRESIDENT/CEO

Sept. 2001 – Mar 2002

Jun. 2002 – Dec 2004

- Provided technological consulting services including training, application development, programming support and project management.
- Assisted in developing short and long term technological strategic planning.
- Wrote and implemented policies and procedures for programming and operational functions.
- Provided feasibility assessments for clients including projecting personnel, budgetary, equipment and cost into recommendations for management.

Louisiana State Employee Retirement System (LASERs)

Baton Rouge, LA

IT APPLICATIONS PROGRAMMER ANALYST

Mar. 2002 – Jun. 2002

- Designed, and/or modified new or existing COBOL applications.
- Identified, researched and resolved program, machine, data, or system software problems.

Systems and Computing Technologies

New Orleans, LA

TECHNICAL/MANAGEMENT CONSULTANT

Nov. 1998 – Sept. 2001

- Provided technological consulting services including training, programming support and project management.
- Provided feasibility assessments for clients including projecting personnel, budgetary, equipment and cost into recommendations for management.
- Developed and produced Decision Support Reports.
- Planned, developed and provided functional and technical training on company software.
- Performed programming assignments in COBOL, Focus, Visual Basic, SQL and HTML.
- Evaluated and recommended products and services in the areas of user software and office systems.
- Installed and modified several mainframes COBOL based applications.
- Assisted in developing short and long-term technological strategies.

ALLTEL Information Services
SENIOR SYSTEMS ANALYST

New Orleans, LA
Mar. 1998 – Nov 1998

- Performed programming assignments in COBOL and Focus on an as needed basis.
- Maintained Focus and COBOL source code for banking applications.
- Developed and produced Decision Support Reports.

Delgado Community College
APPLICATION PROGRAMMER

New Orleans, LA
Jan. 1992 – Mar 1998

- Performed programming assignments in COBOL and Focus on an as needed basis.
- Supported several COBOL based applications in Human Resources, Financial Records and Student Information Systems.
- Developed, designed and implemented several subsystems using Focus.
- Developed several interfaces to accommodate vendor processing and reporting.
- Developed and produced Decision Support Reports.
- Provided training to office personnel.

U.S. Dept of Agriculture/National Finance Center
COMPUTER CLERK

New Orleans, LA
Mar. 1988 – Dec. 1991

- Developed and maintained Focus source code for several Applications.
- Maintained ATS which supported access controls and time keeping functions.
- Provided training to office personnel as needed.

SPECIAL SKILLS / TRAINING / PROFESSIONAL DEVELOPMENT

Working Knowledge of several Cisco Technologies including and not limited to Catalyst 2960, WLC 5508, WAP 2702, CUCM, NGFW, FirePower, ACS, Prime Infrastructure,

Working Knowledge of several Meraki Technologies including and not limited to MS425, MS350, MS250, MR52
Training Courses includes and is not limited to Oracle 10G, AIX/UNIX, A+, Network +, Security +, CISSP, PMI, VMware, MS Server, System Center Configuration Manager, Genetec Security Center.

PROFESSIONAL MEMBERSHIP

Louisiana Technology Council Since 2006

Louisiana Council of Information Services Directors Since 2006

New Orleans Police Department Reserve Division Since 1993

REFERENCES

Available upon request.

DIVISION OF INFORMATION TECHNOLOGY



Southern University and A&M College

P. O. Box 12891
Baton Rouge, Louisiana 70813
(225) 771-3935 (Voice)
(225) 771-2883 (Fax)

MEMORANDUM

TO: Dr. Ray Belton, President-Chancellor
Southern University & A&M College

FROM: Dr. Gabriel Fagbeyiro, AVP/CIO *JK 10/2/17*
Division of Information Technology

DATE: October 2, 2017

RE: SUBR DoIT Staff Responsibilities and Overload Consideration

RECEIVED
OFFICE OF THE
PRESIDENT-CHANCELLOR
2017 OCT 17 AM 9:52
SOUTHERN UNIVERSITY
SYSTEM

An effective IT organization must continually evaluate and adapt to rapid changes in information technology and demands. Upon careful evaluation of current SUBR DoIT workload and projects, an expansion of certain personnel responsibilities beyond the normal work hours is needed to support newer technology and implementation. Attached herewith you will find overload requests for personnel needing to work extra hours to bring various implementations to fruition and improve deliverable services. Most of these personnel are paid under Title-III. I had anticipated incorporating the overloads into their salaries but the Title-III Office advised that will affect the "time and effort".

Lastly, I seek the waiver of employment search process for Mr. Carl Grant and Kyle Russel, both of whom are being promoted to new positions (see attached PVAs). Your favorable endorsement of these requests will allow us to realign tech personnel with expanded functions that deliver the best fit and maximize performance. I am available to clarify any inquiries you may have. Thank you.

Approved:

[Signature]

Dr. Ray Belton, President-Chancellor

10/17/17

Date

[Signature]

Mr. Benjamin Pugh, V.C. - Finance

10/17/17

Date

VP/FINANCE & BUSINESS
AFFAIRS & CONTROLLER

Xc: Mr. Flandus McClinton, Vice President for Finance

2017 OCT 17 AM 10:20

RECEIVED

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER					
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RECEIVED
OFFICE OF THE
SOUTHERN UNIVERSITY SYSTEM
2017 OCT 17 AM 9:52

CAMPUS: SUS _____ SUBR SULAC _____ SUAREC _____ SUN _____ SUSLA _____

EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH _____ 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 July 1, 2017 To June 30, 2018
Effective Date October 1, 2017

Name Carl R. Grant SS# S00016493 Sex M Race* AA
(Last 4 digits only)

Position Title: Manager of Data Center Operations/Systems Analyst Department: Division of Information Technology

Check One Existing Position *Visa Type (See Reverse Side): U S
 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 17 Years Southern University Experience 17 Years

Degree(s): Type/Discipline (BA-Education): M.S. Computer Science (pending thesis defense)
Institution/Location (SU-Baton Rouge): Southern University, Baton Rouge, LA
Year: _____
B.S. Computer Science & Physics Southern University, Baton Rouge, LA

Current Employer Division of Information Technology - Southern University & A&M College

Personnel Action

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

Recommended Salary \$85,000.00 Salary Budgeted \$85,000.00

Source of Funds Student Tech Fee (292030-21091-25000) - \$75,920.00 Police (210743-211001-26252-61002) - \$9,080.00

Identify Budget: Student Tech/Police Location _____
Form Code: 292030-21091 / 210743-211001 Page _____ Item # _____

Change of:
Position From Senior Systems Administrator To Manager of Data Center Operations Systems Analyst
Status Full-Time Full-Time
Salary Adjustment \$75,920.00 \$85,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
Student Tech Fee 292030-21091-25000	\$75,920.00
Police 210743-211001-26252	\$9,080.00

*See Reverse Side
Comments: (Use back of form)

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

Supervisor *[Signature]* 10/10/17 Date
Dean/Unit Head *[Signature]* 10/10/17 Date
Vice Chancellor *[Signature]* 10/18/17 Date
Director/Personnel *[Signature]* 10/18/17 Date
President *[Signature]* Date
Chairman/S.U. Board of Supervisors *[Signature]* Date
Business Affairs/Comptroller *[Signature]* 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: Mr. Carl Grant will be the new Manager of Data Center Operations/Systems Analyst with the Divisions of Information Technology at a rate of \$85,000.00 a year for FY 2017-2018.

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

EMPLOYEE DIRECT SUPERVISOR: Dr. Gabriel Fagbeyiro, AVP/CIO

SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 771-5091

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
United States Citizen/Certificate of Naturalization	US
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

RECEIVED
2017 OCT 17 AM 10:20
VP/FINANCIAL SERVICES
AFFAIRS & COMPLIANCE
CONTROLLER

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)

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
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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 _____ Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment July 1, 2017 To June 30, 2018
 Effective Date October 1, 2017

Name Christopher J. Rogers SS# S00018634 Sex M Race* B
 (Last 4 digits only)

Position Title: Deputy Chief Information Officer, Client Support Services Department: Division of Information Technology

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 26 Southern University Experience 26

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>M.S. Library and Info. Science</u>	<u>Louisiana State University, Baton Rouge</u>	<u>1997</u>
	<u>M.A. Liberal Arts</u>	<u>Southern University, Baton Rouge</u>	<u>1991</u>
	<u>B.A. Liberal Arts</u>	<u>Southern University, Baton Rouge</u>	<u>1990</u>

Current Employer Southern University Agricultural Research and Extension Center

Personnel Action

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

Recommended Salary \$ 74,360 Salary Budgeted \$ 74,360

Source of Funds General Appropriations

Identify Budget: State Location _____
 Form Code: 611001 64050 61002 66000 Page _____ Item # _____

Change of:
 Position SR Dir., Customer Svc Relation & Support Deputy CIO, Client Support Services
 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
611001 64050 61002 66000	\$ 74,360

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] Date 9/28/17 Dean/Unit Head [Signature] Date 9/28/17

Vice Chancellor [Signature] Date 10/13/17 Chancellor [Signature] Date 10/2/2017

Director/Personnel [Signature] Date 10/2/17 Vice President/Finance Business Affairs/Comptroller _____

President [Signature] Date _____ 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.

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: Employee assuming new position due to consolidation of IT services

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Associate Vice President for IT/CIO

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-5091

NUMBER OF EMPLOYEES SUPERVISED, (if any) 1 - 2

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):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US	
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

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- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
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- 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)

Deputy Chief Information Officer for Client Support Services

Reports to the Associate Vice President for Information Technology and provides technical knowledge and management in support of customer and support services for the system. Manages staff of service desk, classrooms, multimedia, and training. Develops standards for day-to-day support of desktop, computer labs, remote and off-site offices for faculty, staff, and students. Manages the planning, development, installation, and operations of the Customer Support Center. Supports multimedia, IT education, and outreach as it relates to media systems, smart classrooms, and training of students, faculty, and staff in the use of IT technologies.

Nature of Work

This role is responsible for driving and managing the System's customer support activities, ensuring all service levels are met or exceeded, and initiating new or enhanced processes to improve productivity and customer service. This individual will help create a distinct competitive advantage by providing tactical and strategic leadership to a team of high-performing support engineers.

- Core duties include leading the escalation process and all aspects of a support team who are motivated to respond quickly to internal and external customer needs.
- Build and maintain an organizational culture of customer focus, integrity, ownership, and accountability.
- Provides leadership, consulting, budget development, evaluation, feasibility, design and implementation services to ensure campus administrative information services meet strategic university goals.
- Manage a staff of professional team members and team leaders dispersed throughout the enterprise locations.
- Define roles and responsibilities
- Define and contribute to standards around which others will operate
- Establish and influence operating policies
- Plan for the area's future needs and operations
- Lead program execution
- Contribute to policy/program development
- Impact aspects of area and department or functional results
- Manage related costs, methods, and budgets

Strategic Influence

Work is guided by general policies and management guidance:

- Independently determine approach to managing daily operations.
- Set performance expectations.
- Select, lead, counsel and motivates team.
- Interpret and execute policies that directly affect work activities.
- Develop and communicate plans/objectives to others.
- Contribute to the enterprise's strategy.

Leadership

Set project timeframes and priorities based on project objectives and on-going assignments. Provide guidance and technical advice and becomes actively involved as required. Adapt communications techniques for audiences at multiple internal/external levels:

- Council and motivate team members on performance.
- Capable of managing a diverse and mobile team regardless of physical location.

- Build innovation and creativity throughout the enterprise.
- Identify business opportunities.
- Build cross-functional partnerships both internal and external to the enterprise.
- Frequently communicate with internal and external contacts at various management levels.
- Assume responsibility for business outcomes and objectives.
- Assume responsibility for goals and objectives of the area.

Problem Solving

- Anticipate operational issues and develops preventive measures.
- Distills information from a variety of sources.
- Recognize how individual data fits into a situation as a whole.
- Identify what additional data is required.
- Anticipate operational issues and develops preventive measures.
- Solve problems impacting the department in a systematic and clear manner that can be understood by subordinates and colleagues.
- Analyze existing operations and make recommendations for the improvement and growth of digital communications, storage/server systems, enterprise backup, and related IT systems.
- Mentor and council direct reports, subordinates and when necessary, conduct performance reviews and corrective actions.

Required Skills

- Experience with desktop operating systems, inclusive of Windows and MAC OS.
- Possess a knowledge of current models of higher education instruction, curriculum and academic support services, and also the evidence of the ability to design, develop, and lead university-wide professional development activities.
- Possess an understanding of media and technology as it relates to improving student and faculty/staff learning and a commitment to service student-centered learning practices.
- Demonstrated leadership abilities.
- Demonstrated ability to learn new systems and technologies quickly.
- Experience setting up and managing Service Level Agreements; establish service level agreements with business units.
- Should be able to communicate effectively across a diverse group of University constituencies and have demonstrated knowledge of instructional assessment.
- Experience in leadership and technical experience with the following main technologies is required: All Windows and MAC OS desktop operating systems, desktop applications inclusive but not limited to, Office, Visio, iWorks, Outlook, Entourage, mobility products such as iPhone & iPad, smart classroom technologies, use of desktop & classroom video conferencing technologies

Desired Skills

- Linux knowledge a plus
- Apache, HTML & General WEB Programming a plus
- Knowledge of Blackboard and other eLearning systems
- Knowledge of Dreamweaver or equivalent WEB development application
- Knowledge of Distant Learning Technologies
- Knowledge of Web Conferencing Technologies
- Knowledge of 21st Classroom Technologies

Credentials

- US Citizenship or Permanent Residence (Green Card) is required.
- Bachelor's degree with technical certifications, and eight years of related experience,
- or, a Bachelor's degree in related fields with at least ten years of related experience.
- At least 7 years of management experience in appropriate discipline.

Responsibility	Description	Percentage of Work
Managing	Manage a staff of professional team members and team leaders dispersed throughout the enterprise's locations.	25%
Interface with constituents	Interface with constituents for defining and developing business solutions to the enterprise.	20%
Analyze and Resolve Issues	Analyze and resolve business and technical issues	20%
Leadership	Council & motivate performance, build innovation & creativity, etc	20%
Other Duties as Assigned	Other duties as assigned	10%

CHRISTOPHER J. ROGERS

5833 Bennington Dr. • Baton Rouge, Louisiana 70808

(225) 923-1084 h. / (225) 603-7080 c.

Email: crogers1914@gmail.com

HIGHLIGHTS OF QUALIFICATIONS

- Twenty plus years of experience held in the field of Information Technology and Communications.
- Third year Ph.D. student in Urban Forestry program where my focus is working with developing a Data Collection system that is utilizing the tools of GIS, Remote Sensor and iTree.
- Responsible for planning, designing and implementing the Local/Wide Area Network for the Southern University Agricultural Land-Grant Campus.
- Skilled team leader, team member, and independent contributor in strategic decisions.
- Manage a staff of five full-time employees and one graduate student.
- Served as campus Project Manager for Southern University System-wide Banner Implementation project.
- Served as chair of the national system technology committee for the 1890's Association of Extension Administrators. Was instrumental in directing and implementing the initial Information Technology Strategic Plan.
- Degree in Library and Information Science with experience in cataloging, data collection, referencing and web technologies, i.e. Content Management Systems, WordPress and HTML.
- Serves as an adjunct professor in the areas of information/instructional technology and photography.
- Skilled in Project Management, Asset Management, Procurement, Risk Management and System's Administration.
- Skilled in the operations and supervision of the administrative functions of the Stanley Security Access Control System, Best Access Surveillance systems (Analog/IP).
- Capable to work with a wide variety of users with different levels of technical expertise.
- Experienced in creating and designing multimedia presentations through the use of various software packages.
- Experience developing content within Learning Management Systems such as Blackboard and Canvas.
- Experience administering Collaborate or other web conferencing systems, i.e. Google Hangouts, Zoom and Skype.
- Proficiency with multimedia-oriented tools such as Adobe Creative Suite, Final Cut Pro, Audacity, or Camtasia.
- Skill in the best practices of standards-compliant responsive web design, accessibility, user-experience design, information architecture, and graphic design.
- An established professional photographer for more than twenty-five years.
- Small business owner (Rogers Multimedia Works, LLC) for more than fifteen years (www.rmwork.net).
- Skilled in software packages to include: Microsoft Office 2016 Professional (Word, PowerPoint, Excel, Access, Visio and Project); Adobe Web Premium CS6 (Photoshop, Dreamweaver, Fireworks, Bridge, Flash); MS Server 2003, 2008 and 2012, Adobe Final Cut Pro X, Ubuntu 12x or higher, "R" Statistical Software, Google APPS, and experience in cloud services (Dropbox, Google Drive, MS Skydrive, etc.)

EMPLOYMENT HISTORY

May 2002 – Present

Director of Technology and Communication Services

Southern University Agricultural Research and Extension Center, Baton Rouge, LA

Lead and manage technology and communication services, including electronic and print communications and information technology services; manage technology funding, budgeting, contract management, acquisition, and asset control systems; direct technology project implementations by developing systems and procedures for project management, responsibility assignments, progress tracking, assessment, and appropriate communication among stakeholders; assist with developing and supporting a communications division comprised of desktop publishing, video and multimedia production, distance education training, and desktop computing environment for employees; establish long-term technology solutions for the Center, and plan strategies for developing systems and acquiring hardware, software and other equipment to meet application needs.

SUCCESSFUL PROJECTS

- *Planned, coordinated and implemented a Wireless Network for the 365 acre Southern University Agricultural Research Lab Farm.*
- *Created, planned, coordinated and implemented a new Multimedia/Video Production System for the Southern University Livestock Edmond Arena (Baker, LA), to include the upgrade and enhanced the Audio system*
- *Successfully maintained the coordination of providing technical support for Land-grant faculty/staff in 34 of 64 parishes.*
- *Planned, coordinated and implement the initial local/wide area network for the Southern University Ag Center;*
- *Coordinated and implement the initial "Branding" process by directing a communications team to create and develop the official logo for the Center;*
- *Planned, directed and coordinated the upgraded wide area network by joining the Louisiana Optical Network, thus connecting all of the facilities (Research Farm, Southwest Center for Rural Initiatives and Finance Center);*
- *Reduced budget cost by consolidating all telecommunications (phone, internet services), centralizing network printing by departments, securing software licensing (i.e. Microsoft/Adobe Campus Licensing) agreements, Standardizing and group purchasing of equipment.*

October 2016 (FALL Quarter) - Present

Adjunct Instructor

Network Technician Program - Education Corporation of America - Virginia College, Baton Rouge, LA

Plans and implements curriculum and educational programs for students within the Network Tech Program. Communicates class content to students so that learning occurs, skills are developed, and students are motivated to learn and achieve their educational objectives. Those duties and responsibilities include the following: Teaches the depth and scope of class materials as outlined in the syllabus and catalog and relates the instruction to careers and employer expectations; Prepare and grades examinations based upon course objectives and published exam schedule and returns all assignments in a timely manner; Implements evaluation for outcomes assessment, and achieves established results while maintaining college standards of student satisfaction; Works creatively in all classes taught to discourage student withdrawal and maintain satisfactory Retention; and Accurately maintains attendance records in accordance with the Attendance Policy, submits class roster daily, maintains a separate record of attendance and grades that is clearly labeled and turned in at the end of the term. Courses taught leading towards certification include: ***(NET1110 - TCP/IP Network Fundamentals and NET1115 – Network Security Fundamentals)***.

August 2009, 2010 and 2011(FALL Semesters)

Adjunct Professor

Mass Communications Department - Southern University, Baton Rouge, LA

Taught Digital Photojournalism (MCOM 523) course introduced the journalism majors to the basic techniques of photojournalism, accomplished through a series of lectures, demonstrations, and student projects, to include the development of a personal portfolio and a group show.

August 2007 (FALL Semester)

Adjunct Professor

College of Education - Southern University, Baton Rouge, LA

Taught educational technology course in the department of curriculum and instruction. The course teaches various tools for developing traditional and nontraditional educational materials through the use technology.

September 2000 – February 2001

Interim Manager – Systems and Technology Office

John B. Cade Library - Southern University, Baton Rouge, LA

Planned, coordinated, and provided leadership/support for automated resources in the library; served as system administrator for the library's local area and wide area network (i.e. Novell 5.0, NT 4.0, Macintosh OS X Server and Windows 2000 Advance Server); managed the Library Learning Resource Center that consists of more than sixty-five computers and a video laboratory; served as system administrator and liaison to the Louisiana Online University Information System (LOUIS); and supervised a support staff nine workers.

January 1994 - Present

Owner/Operator

Rogers Multimedia Works, LLC (RMWorks, LLC), Baton Rouge, LA

Is a conceptual information technology, multimedia and communications firm that strives to help its clients reach their ultimate goal whether it's creating a great website, capturing a special event through photography, or designing promotional pieces for personal or professional needs. Based in Baton Rouge, Louisiana, RMWorks, LLC has extensive experience in: Wedding and Special Events Photography; Special Events Videography; Graphic and Web Design; and Multimedia Design.

October 1997 – April 2002

Media Librarian/Webmaster

John B. Cade Library - Southern University, Baton Rouge, LA

Planned, developed, and implemented instructional technology services; assisted with the acquisition and updated library resources and technology for all programs; coordinated with the identification of instructional media needs requiring technology support and provided the vision and leadership necessary to identify and select the technology systems and software to fit identified instructional needs; conducted training sessions for faculty, staff and students in the use of new technology equipment and software; managed all content for the Library's Internet homepage and all other functions related to the Web site; analyzed computer hardware and software problems; conducted repairs; setup and performed preventive maintenance on all instructional computing equipment and networks.

October 1995 – September 1997

Technical Assistant/Media Specialist

Multimedia Instruction and Learning Enhancement

Southern University, Baton Rouge, LA

Provided technical support to faculty and staff using Macintosh, Windows, and Unix computer systems; conducted preventive maintenance on equipment and various types of networks including AppleTalk, Ethernet, and Novell; collected information from various vendors on related hardware and software and prepare orders; developed and designed World Wide Web homepage for John B. Cade Library at Southern University; designed and setup a Multimedia Developers' Workstation (Macintosh 8500/120, and PowerMac 7600/132 equipped with Pinnacle Micro Recordable CD-ROM, SyQuest EZ-Drive, HP Color Scanner and Panasonic AG-1970 VCR), for creating multimedia presentations and recording finished product to CD-ROM; installed, setup, configured TCP/IP; and connected Macintosh and PC-compatible workstations to the Internet.

October 1991 – September 1995

Media Specialist

John B. Cade Library - Southern University, Baton Rouge, LA

Provided media services to faculty, staff and students; installed software on Macintosh and IBM computer systems; assisted director in developing and maintaining the Media Center collection; prepared statistical reports on computer and video usage; and installed a Video Toaster 3.0 on-line computer editing system, equipped with a complete Tascam Audio System. Designed, setup and networked (AppleTalk) a Macintosh lab - 26 Macintosh workstations, to a Workgroup Server (6150 Power PC).

EDUCATIONAL BACKGROUND

Southern University and A&M College, January 2013 to present
Ph.D. Student in Urban Forestry

**East Baton Rouge Parish Library – Instructor/Facilitated Online Learning Course •
Baton Rouge, LA**

- *April 2014 – Creating WordPress Websites*

Louisiana State University Continuing Education • Baton Rouge, LA

- *November 2011 - Training in Adobe Final Cut Pro X*
- *April 2012 – Project 2010: Creating & Managing Projects*

Louisiana State University and A&M College • Baton Rouge, LA, December 1997
Master of Library and Information Science

Southern University and A&M College • Baton Rouge, LA, December 1991
Master of Arts in Liberal Arts (Mass Communications)

Southern University and A&M College, December 1990
Bachelor of Arts in Liberal Arts (Print Journalism with a minor in Photography & Fine Arts)

GRANTS

- **Co-Project Director (Pending)**, Innovative Strategies for Regional Rural Economic Development; An Empirical Study, September 1, 2014 – August 31, 2017
- **Co-Project Director (Active)**, Building Stronger Rural Communities through Technology (BSRCT), September 1, 2013 – August 31, 2016, **Funded for:** \$249,276
- **Co-Project Director (Active)**, Development of Learning Modules for Assuring Enrichment Support for Youth in Selected Areas of Louisiana, September 1, 2012 – August 31, 2015, **Funded for:** \$247,737.00
- **Co-Project Director**, Development of FFA Instructional Materials for the Enhancement of Youth Experiences, October 1, 2003 – September 30, 2005. **Award No.** 2003-38820-14009, **Funded for:** \$199,104.00

AWARDS

- **Southern University Urban Forestry Program** providing partial Ph.D. assistantship via McIntire-Stennis Fund, Spring 2013 – Fall 2013
- **Certificate of Recognition – 20 Years of Service**, Southern University, March 2012
- **Outstanding Achievement Award**, 100 Black Men of Metro Baton Rouge, July 2011
- **Community Support Award**, Delmont Service Center – DSC Camp Video, July 2009
- **Sorority's Service Award**, Zeta Phi Beta Sorority, Inc. – Mu Zeta Chapter, May 2009
- **Alumni of the Year**, Phi Beta Sigma Fraternity, Inc. – Gulf Coast Region, March 2009
- **Frater of the Year**, National Pan-Hellenic Council, Inc. – Southwestern Regional, October 2008
- **Irving-Barrier Buster Award (Hurricane Assistance)**, American Distance Education Consortium, April 2006
- **Appreciation/Support**, FEMA/HBCU, Southern University Center for Social Research, May 2006
- **Best Non-Commission Officer (NCO)**, Louisiana Army National Guard – Det. 1, Company B 769th Engineer Battalion, October 1991

COMMITTEES

National:

- Appointed member and chair of the 1890's Association of Extension Administrators – Technology and Data Management Team, June 2002 – June 2007
- Member, American Distance Education Consortium (ADEC), July 2007 - 2010
- 1890 Representative, Program Leadership Committee – Information Technology, August 2007 - 2008
- Member, CSREES e-Extension Leadership Advisory Council, January 2003 - 2005
- Chair, Technology Division, 1890 Joint AEA/ARD Conference Planning Committee, 2005 and 2007
- Appointed member of the NASULGC ECOP Committee, May 2004
- Appointed member of NASULGC e-Extension Committee, March 2003 – 2006
- Appointed member of USDA REEIS User Group Committee, September 2002 – 2004

Statewide:

- Member, US Army BR Grassroots Committee, February 2011

- Member, Baton Rouge Community College – Computer Information System Advisory Committee, April 2011 - present
- Member, Council of Information Services Directors, 2005 - present
- Member, LA University Hub of OCP on Federal Grants Procurement for Universities Towns, and Parishes, 2004
- Member of 1999 LLA Conference Program Committee, Louisiana Library Association, May 1998 – May 2000
- Member/Layout Specialist of LLA's Minority Recruitment and Professional Concerns Interest Group Mentoring Program, Louisiana Library Association, September 1996 – 2000

University:

- Member/Project Manager (SU AgCenter), Southern University System-wide Banner Implementation Project, 2004 - present
- Member, Southern University System Information Technology Committee, May 2002 to present
- Member of Student Technology Fee Committee, Southern University, November 1998 – Present
- Member of Y2K Compliance Evaluation Team, Southern University, October 1998 – 2000

PUBLISHED WORKS

- **Website Design**, "Stratford Place Subdivision – Baton Rouge (LA)," URL: <http://www.stratfordplacebr.com>, March 2010. (Website).
- **Website Redesign**, "100 Black Men of Metro Baton Rouge, LTD," URL: <http://www.100blackmenbr.org>, January 2010. (Website).
- **Producer**, "Southern Exposure: SU International Program," October 2008. (10-minute video highlight)
- **Executive Producer, Researcher and Contributing Photographer**, "Will it be You," November 2008. (20-minute documentary on hurricanes Katrina and Rita).
- **Executive Producer, Researcher and Contributing Photographer**, "Avery Johnson: From New Orleans to the NBA," January 2008. (20min Documentary on Former NBA Star, Avery Johnson).
- **Executive Producer**, "SU Alumni Federation Founder's Day Gala Highlight," May 2007.
- **Webmaster**, "National Pan-Hellenic Council, Inc – Southwestern Region," URL: <http://www.swnphc.org>, November 2006 – April 2009. (Website).
- **CD Layout/Design**, "FFA Meat Identification E-Learning Tutorial," Baton Rouge, LA. 2006.
- **Web Page Design**, Homepage for Entrepreneurial Training and Technical Assistance Program (ETTAP), Southern University. URL: <http://ettap.lib.subr.edu>, November 2001. (Website).
- **Cover Design**, The Southernite, "Bayou Classic Special Edition," November 2000. (Southern University National Alumni Newsletter)
- **Cover Photo**, University Faculty Voice, "SU Professor Camps Out to Protest Administrative Pay," May 2000. (National Faculty Newspaper)
- **Program Layout/Design**, Louisiana Library Association, "A History of the Louisiana Library Association: A Preliminary Publication," Baton Rouge, LA. 2001.
- **Program Layout/Design**, Louisiana Library Association, "Pre-Conference/Conference Program," Baton Rouge, LA. March 16-19, 1999. (Official Program Booklet).
- **Cover Photo**, Black Issues in Higher Education, "Getting Up to Speed On the

Information Highway," May 28, 1997.

MILITARY HISTORY

September 1986 – September 1992

Louisiana Army National Guard

Detachment 1, Company B 769th Engineer Battalion, Baton Rouge, LA

- Honorable Discharged, Sgt. E-5
- International Travel to Norway, Finland and Sweden.
- Motor Transport Operator and Carpenter/Masonry Specialist

PROFESSIONAL/SOCIAL AFFILIATIONS

- Member, Communications/Public Relations, 100 Black Men of Metro Baton Rouge, LTD, 2009 - present
- Member, Louisiana Press Association, 2009 - present
- Regional Historian, Southwest Region, National Pan-Hellenic Council, Inc., 2006 - 2009
- Member, Council of Information Services Directors (CISD), 2005 - present
- Member, The Greater Baton Rouge Pan-Hellenic Council, Inc., 2005 - present
- Member, 1890 Association of Extension Administrators, 2002 - present
- Member, Advertising Federation of Greater Baton Rouge, 2002 – 2005
- Member, American and Louisiana Libraries and Association, 1996 - 2003
- Member, Phi Beta Sigma Fraternity, Inc. - Omicron Beta Sigma Chapter, 1995 - present
- Member, National Association of Black Journalists, 1990 – 1993, 2012
- Member, Professional Photographers of America, 1989 - 2008



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

October 4, 2017

VIA HAND DELIVERY

Dr. Ray L. Belton
System President and Chancellor
Southern University and A & M College System
J.S. Clark Administration Building, 4th Floor
Baton Rouge, Louisiana 70813

Re: Position Authorization Change – Paula Matthews

Dear Dr. Belton:

The Law Center is mandated by the US Department of Education to maintain a campus Title IX office staffed by a Title IX Coordinator and Confidential Advisors. Due to budget constraints, we have decided that it would be cost effective to add these mandated responsibilities to a current employee instead of hiring an additional full time employee. Merging these responsibilities with the duties of a current fulltime employee will allow the Law Center to have personnel cost savings.

Paula Matthews has been selected as one of the Title IX Confidential Advisor and she agreed to accept the Title IX Confidential Advisor position in addition to her Business Affairs Manager duties at an annual salary adjustment of 3,000.00. Ms. Matthews's total annual compensation for both roles would be \$61,916 and would be effective October 01, 2017. She would replace Ms. Claudette Smith-Brown on the organizational chart that was approved by Southern University System Board at its June 16, 2017 meeting.

Therefore, this letter is to request a Position Authorization Change and salary for Business Manager/Title IX Confidential Advisor. This would allow us to permanently appoint Ms. Matthews to this position.

I would appreciate if you would place this item on the Board of Supervisors' October agenda for consideration.

Sincerely,

John K. Pierre
Chancellor & Vanue B. Lacour Endowed Professor of Law

APPROVED: _____

Dr. Ray L. Belton, President/Chancellor

RECEIVED
OFFICE OF THE
PRESIDENT-CHANCELLOR
2017 OCT -6 PM 1:44
SOUTHERN UNIVERSITY
SYSTEM

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Business Affairs Manager and Title IX Confidential Advisor AS DESCRIBED BELOW

BE AUTHORIZED AS A VACANCY FOR Southern University Law Center
(Department or Unit)

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Replacement | <input type="checkbox"/> New Position | <input checked="" type="checkbox"/> Unclassified | Source of Funds |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Temporary | <input type="checkbox"/> Faculty | <input checked="" type="checkbox"/> State |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Probationary (For Faculty this is same as tenure track) | | <input type="checkbox"/> Grant -in-Aid |
| | | | <input type="checkbox"/> System Revenue |
| | | | <input type="checkbox"/> Agency Fund State |

VACANCY DESCRIPTION AND JUSTIFICATION

BUSINESS AFFAIRS MANAGER: Duties; Serve as liaison between the SULC and Human Resources Department on all personnel matter for Faculty, Staff and Students. Administer personnel functions for the SU Law Center which include the following: Processing all Personnel Action Forms, both electronic and hard-copy; Generates all new/returning student employee(s) and job assignment termination(s) and manages Electronic Personal Action Forms (EPAF); Council/train employees and supervisors on policy and procedures regarding the Human Resources process; Assist supervisors and directors with guidelines as it relates to Web-time entry; Troubleshoot all personnel issues; Responsible for student orientation. Make sure that background check form are complete and submitted to HR, Ensures that student orientation packets are completed by the student and that adjunct faculty members complete their part employee packets. Program Administrator of the SULC Travel Card; Drafts and prepares correspondence, special reports and projects; Review and approve request for purchases of materials and services and employee of personnel based on the availability and adequacy of funding in accordance with the approved budget in the contracts and grant agreement; Prepare Quarterly Receivable Report; Prepare Board of Regent Report; Prepare 1099 Report; Prepare Authorization for Disbursement to the Foundation. Maintain files For checks written by the Foundation which includes obtaining authorizing signatures and ensuring proper invoice documentations; Confers with other financial affairs staff on fiscal activities. Work with Human Resources on employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale, motivation and quality customer service.

CONFIDENTIAL ADVISOR: Individuals designated, to the extent authorized under law, to provide confidential services to students. The Confidential Advisor shall be authorized to advise Complainant of, and provide written information regarding, both Complainant's rights and the University's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a court of competent jurisdiction or by the University. The Confidential Advisor shall be authorized to liaise with appropriate staff at the University to arrange reasonable accommodations through the University to allow Complainant to change living arrangements or class schedules, obtain accessibility services, or arrange other accommodations. The same accommodations that are offered to Complainant may be offered to Respondent. Any requests for accommodations shall not trigger an Investigation by the University. The Confidential Advisor shall be authorized to accompany Complainant, when requested to do so by Complainant, to interviews and other proceedings of a campus investigation and University disciplinary proceedings.

Salary/Range: 58,800.00 to 65,000.00 Previous Incumbent (if replacement): none

Approved Disapproved *[Signature]* 10/4/17
Department Head Date

Approved Disapproved *[Signature]* 10/6/17
Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u><i>[Signature]</i></u>	<u>10/5/17</u>
Signature	Date
Budget Number <u>311001-36070-36110-61002-36000</u>	

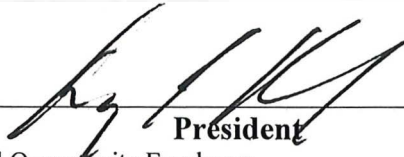
HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Employee Class:		Job Class:	
Verified By: <u><i>[Signature]</i></u>		Date: <u>10/6/17</u>	

Approved Disapproved *[Signature]* 10/6/17
Vice Chancellor Date

Approved Disapproved *[Signature]* 10/4/17
Chancellor/Vice President Date

____ Approved ____

Disapproved



President

Date

An Equal Opportunity Employer

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: October 01, 2017 Department: Southern University Law Center

SUS SUBR SULC SUAREC SUNO SUSLA
 Application Deadline: July 1, 2017 Date position to be filled: 10/01/2017

Position Title: Business Affairs Manager and Title IX Confidential Advisor Civil Service Pay Level: _____

Salary (annual): _____ or Salary Range: 58,800.00 to 65,000.00

Please check all categories that apply to this position:

Status:	Faculty Position	Unclassified Position	Classified Position
<input type="checkbox"/> Part-time % of time	<input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Administrative	<input type="checkbox"/> Probationary
<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Tenure	<input type="checkbox"/> Temporary	<input type="checkbox"/> Job Appointment
	<input type="checkbox"/> Tenure Track (Probationary)	Permanent	<input type="checkbox"/> Provisional Appointment
	<input type="checkbox"/> Grant	<input type="checkbox"/> Grant	FOR HR USE ONLY: CS Job Code:
	<input type="checkbox"/> Contract	<input type="checkbox"/> Contract	

Contact Person: Tavares A. Walker Telephone No: 225-771-2142

Contact Email Address: twalker@sulc.edu

Contact e-mail address is for: Tavares A. Walker, Director & Title IX Coordinator

Human Resources utilization only posting to VAS website

Brief job description [Maximum 12 lines @ 250 characters (including spaces) per line]:

BUSINESS AFFAIRS MANAGER: Duties; Serve as liaison between the SULC and Human Resources Department on all personnel matter for Faculty, Staff and Students. Administer personnel functions for the SU Law Center which include the following: Processing all Personnel Action Forms, both electronic and hard-copy; Generates all new/returning student employee(s) and job assignment termination(s) and manages Electronic Personal Action Forms (EPAF); Council/train employees and supervisors on policy and procedures regarding the Human Resources process; Assist supervisors and directors with guidelines as it relates to Web-time entry; Troubleshoot all personnel issues; Responsible for student orientation. Make sure that background check form are complete and submitted to HR, Ensures that student orientation packets are completed by the student and that adjunct faculty members complete their part employee packets. Program Administrator of the SULC Travel Card; Drafts and prepares correspondence, special reports and projects; Review and approve request for purchases of materials and services and employee of personnel based on the availability and adequacy of funding in accordance with the approved budget in the contracts and grant agreement; Prepare Quarterly Receivable Report; Prepare Board of Regent Report; Prepare 1099 Report; Prepare Authorization for Disbursement to the Foundation. Maintain files For checks written by the Foundation which includes obtaining authorizing signatures and ensuring proper invoice documentations; Confers with other financial affairs staff on fiscal activities. Work with Human Resources on employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale, motivation and quality customer service.

CONFIDENTIAL ADVISOR: Individuals designated, to the extent authorized under law, to provide confidential services to students. The Confidential Advisor shall be authorized to advise Complainant of, and provide written information regarding, both Complainant's rights and the University's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issues by a court of competent jurisdiction or by the University. The Confidential Advisor shall be authorized to liaise with appropriate staff at the University to arrange reasonable accommodations through the University to allow Complainant to change living arrangements or class schedules, obtain accessibility services, or arrange other accommodations. The same accommodations that are offered to Complainant may be offered to Respondent. Any requests for accommodations shall not trigger an Investigation by the University. The Confidential Advisor shall be authorized to accompany Complainant, when requested to do so by Complainant, to interviews and other proceedings of a campus investigation and University disciplinary proceedings.

Minimal qualifications [Maximum 12 lines @ 250 characters (including spaces) per line]:

Remarks/How to Apply (letter of application, curriculum vita, resume', references, etc)/Mailing Address
 [Maximum 12 lines @ 250 characters (including spaces) per line]:

Letter of application, resume, and references. Please mail or email all documents to:
Tavares A. Walker, Esq.
Director & Title IX Coordinator
Office of Chancellor
Southern University Law Center
2 Roosevelt Steptoe Drive
Post Office Box 9294
Baton Rouge, Louisiana 70346
twalker@sulc.edu

Note: Approved Position Vacancy Authorization form(s) must be received in the Office of Human Resources before vacant positions will be announced.

REMUMÉ

PAULA W. MATTHEWS
16441 S. Harrells Ferry Road
Apartment #4902
Baton Rouge, LA 70816
504-327-8256
pmatthews@sulc.edu

ORGANIZED • DISCIPLINED • METICULOUS

Objective: To enhance agency standards of excellence, impact of services and fiscal accountability with consistency and attention to detail.

PROFESSIONAL PROFILE

People sensitive, but meticulous with numbers to administer faithful accounting functions for overall agency efficiency

Easily able to administer the creation, reproduction, security, maintenance and use of all corporate records

Able to work with an upbeat personality in a dynamic environment and perform duties with precision and keen sensitivity to impending deadlines daily, weekly, monthly and seasonal.

EDUCATION

Bachelor of Science in Business Administration, Southern University, New Orleans, LA, 1981

Secretary Science Program, Delgado Junior College New Orleans, LA, 1978

High School Diploma, F. T. Nicholls Sr. High School New Orleans, LA, 1976

AREAS OF EXPERTISE

General Ledger Accounting
Accounts Receivable
Cash Accounting & Payroll
Analytical Reporting
Computer Proficiency in
Access, Excel, Oracle & Word

PERSONAL PHILOSOPHY

The difficult I do immediately, yet the impossible takes but a second longer. Resourceful allocation of time and energy utilized in numeracy and business literacy for overall organizational effectiveness

PROFESSIONAL EXPERIENCE

Business Affairs Manager; Southern University Law Center, Baton Rouge, LA., 2010 to Present.

Manage and engage various funding agencies personnel and Southern University Law Center (SULC) department and program managers to coordinate to program activities. Ascertain that all activities are processed in accordance with university policies and procedures, including budgetary controls and other internal controls and checks. Review and maintain financial records and reports, and prepare monthly and periodic financial reports as required. Work closely with Budget Officer and staff in accounting, including cross training of critical duties, in addition to SULC's administration and other allied departments. Perform accounting and financial affairs duties as required including but not limited to grants and contracts for the SULC

Responsibilities:

1. Serve as liaison between the SULC and the Human Resource Dept on all personnel matters for Faculty, Staff and Students.
2. Administer personnel functions for the SU Law Center which include the following:
 - Processing all Personnel Action Forms, both electronic and hard-copy
 - Council/train employees and supervisors on policy and procedures regarding the Human Resource process.
 - Assist supervisors and directors with guidelines as it relates to Web-Time entry.
 - Troubleshoot all personnel issues.
 - Responsible for student orientation. Make sure that background check forms are complete and submitted to HR, ensures that student orientation packets are completed by the students and that adjunct faculty members complete their part time employee packets.
3. Review contracts and grants and becomes knowledgeable of all guidelines issued by the funding *agency* to ensure financial compliance.
4. Program Administrator of the SULC Travel Card and CBA
5. Assists the Budget Officer with the operation and maintenance of budgetary controls for each contract and grant to safeguard against deficit spending and to ensure compliance with federal and state regulations.
6. Assists employees and students with completing travel documents.
7. Prepare journal entries for clearing travel advances and make necessary corrections.
8. Drafts and prepares correspondence, special reports and projects.
9. Serves as liaison between fiscal personnel, branch campus personnel, and Comptroller's Office personnel on fiscal matters as they relate to the legality and propriety of fiscal activities for sponsored programs.
10. Assure that transactions are processed in accordance with university policies and procedures, including budgetary controls and other internal controls and checks.
11. Maintain cash accountability records for each funding agency.
12. Review and approve request for purchases of materials and services and employment of personnel based on the availability and adequacy of funding in accordance with the approved budget in the contract and grant agreement.
13. Interacts with Grant Director on matters involving whether expenditures are allowable.
14. Maintains financial records for contracts and grants and the SULC, including but not limited to the general ledger, all subsidiary ledgers, and schedule of expenditures and encumbrances.
15. Review fiscal reports to ensure accuracy of data, prepare supporting schedules and make appropriate adjusting entries when necessary

16. Assist with fiscal audits with respect to SULC responsibilities and Special Projects as required, relative to position.
17. Prepare Quarterly Receivable Report
18. Prepare Board of Regent Report
19. Prepare 1099's Report
20. Prepare Authorization for Disbursement to the Foundation. Maintain files for checks written by the Foundation which includes obtaining authorizing signatures and ensuring proper invoice documentations.
21. Confers with other financial affairs staff on fiscal activities.

Accounting Analyst, Louisiana Family Recovery Corps, Baton Rouge, LA, 2007 to 2010

Responsibilities: General Accounting, DSS Invoicing Accounts Receivable, Cash

Accounting, Subcontractor A/P, Payroll Processing & Accounting. Work closely with accounts payable including cross training accounting personnel in payroll & MAS 90.

Achievements: Managed all program invoice payments, issues, claims and adjustments with Household Establishment Fund, American Red Cross (Building Community Resilience), LA Housing Finance Agency, Homeowner Repair Assistance Program, High Risk of Homelessness and Catholic Charities totaling millions of dollars. Assumed responsibilities of formal Accounting Analyst during transition.

Accountant/Special Revenue,

Orleans Public School Board (OPSB), New Orleans, LA, 2002 to 2006

Processed and analyzed schedules related to Special Revenue Programs: Title I, TANF, and Exceptional Children IDEA Part B. Assured accurate & timely submission reimbursement requests and other documents required by the federal, state and local agencies. Performed monthly reconciliation of special revenue accounts and provide current updates to management and program directors. Assisted with external and internal fiscal audits. Prepared journal entries and made adjustments to special revenue accounts based on in-depth reviews and reconciliation.

Minimum Foundations Specialist,

Orleans Public School Board, New Orleans, LA, 2001 to 2002

Assisted in planning, directing and evaluating all district wide activities under the State Department of Education's Minimum Foundation Program (MFP). Analyzed student demographic error reports. Trained school personnel in programming and program requirements for MFP. Ensured MFP compliance with school district and State Department of Education. Provided information to the State for annual Professional Employment Profile computerized reporting of all OPSB employees. Itinerant Business Manager, 1998 to 2001

Orleans Public School Board, New Orleans, LA, 1998 to 2001

Provided the Finance Department with financial reports for schools. Processed and evaluated month and year-end close. Prepared monthly reports. Assisted schools with back reconciliation including NSF analyses and manual check processing. Prepared and posted journal entries. Maintained and filed all cleared checks.

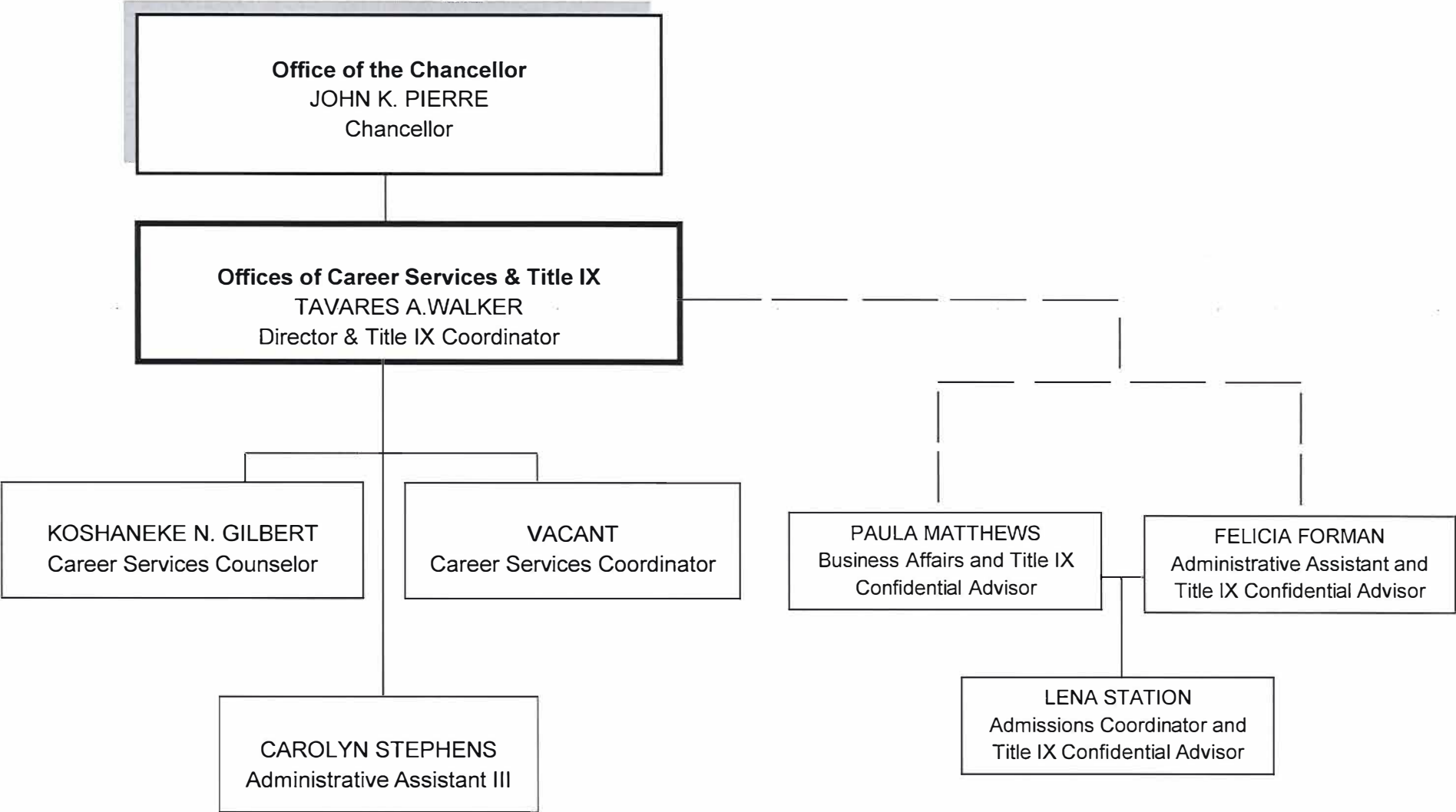
**Lease Rental Analyst, The Louisiana Land & Exploration Company,
New Orleans, LA, 1978 to 1996**

Responsible for paying all lease rental in MS, LA, AL, NY, AK, South LA, Houston

and Denver. Submitted timely disbursement of monthly lease checks. Prepared partner billings. Compiled expiration lists. Paid partner invoices and obtained copies of rentals. Processed recommendation letters. Maintained bank service charge files and prepared release for non-payment of rentals.

Reference Available Upon Request

Offices of Career Services and Title IX Org. Chart
JULY 1, 2017



**** Matthews, Forman, & Station only report for Title IX purposes.

JOB CLASS3	2	1	6	7
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	5	6
-----------------	---	---	---	---	---	---

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

EMPLOYMENT CATEGORY: 9-MONTH 12-MONTH 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 N/A Reason Left _____
 Date Left N/A Salary Paid _____

Profile of Person Recommended

Length of Employment 10/01/2017 To 09/30/2018
 Effective Date 10/01/2017

Name Paula Matthews xxx-xx-7174 Sex F Race* B
 (Last 4 digits only)

Position Title: Business Affairs Manager/Title IX Confi Advisor Department: Law Center

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 38 Southern University Experience 10
 Degree(s): Type/Discipline (BA-Education): B.S. Institution/Location (SU-Baton Rouge): Southern University New Orleans Year: 1980

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$61,916 Salary Budgeted \$61,916

Source of Funds General Fund

Identify Budget: State/Grant Location 311001-36110-61002-36000
 Form Code: BOR10 Page 1 Item # 1

Change of:
 Position Business Affairs Manager From To Business Affairs Manager and Title IX Confidential Advisor
 Status _____
 Salary Adjustment \$58,916 \$61,916

List total funds currently paid this employee by Southern University:
 *See Reverse Side

Source of Funds	Amount
320145-36110-61002-36000	\$56,650
311001-36110-61002-36000	\$ 2,266

Comments: (Use back of form)

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

Supervisor [Signature] 10/5/17 Date
 Vice Chancellor [Signature] 10/6/17 Date
 Director/Personnel _____ Date
 President [Signature] 10-6-17 Date
 Dean/Unit Head [Signature] 10/6/17 Date
 VC for Fin. Affairs [Signature] _____ Date
 Chancellor [Signature] _____ Date
 Vice President/Finance 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:

The Law Center is mandated by the US Department of Education to maintain a campus Title IX office staffed by a Title IX Coordinator and Confidential Advisors. Paula Matthews has been selected as one of the title IX Confidential Advisor, Effective 10/01/2017.

EMPLOYEE REGULAR WORK SCHEDULE: Daily
EMPLOYEE DIRECT SUPERVISOR: Demetria George
NUMBER OF EMPLOYEES SUPERVISED, (if any) 3
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 LAW CENTER
ENCUMBERED / FUNDS AVAILABLE
DOC. I.D. # CS
DATE RA 10/5/17
BY [Signature]
F1
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)

CONTINGENT UPON AVAILABILITY OF FUNDS



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

October 13, 2017

Ray L. Belton, Ph.D.
President – Chancellor
Southern University System
4th Floor, J. S. Clark Administration Bldg.
Baton Rouge, Louisiana 70813

Re: Salary Adjustment Request for Dr. Cynthia Bryant

Dear Dr. Belton:

I respectfully request your approval to adjust the salary for Dr. Cynthia Bryant who serves as Dean of the College of Humanities and Interdisciplinary Studies at Southern University and A&M College. Dr. Bryant is committed to Southern University and her work ethic is impeccable. As a servant leader who leads by example, she is a passionate student advocate, who is equally dedicated to ensuring that the rights of faculty are protected and valued. Dr. Bryant stresses the importance of accountability and strives to make Southern University an institution of high integrity. I believe Dr. Bryant's impressive work history makes her the ideal candidate for a salary adjustment. I propose an adjustment to increase her salary to the amount of \$120,000 per year, effective November 1, 2017.

Dr. Bryant earned the Bachelor of Arts degree in English from Southern University and A&M College in 1992. She later received the Master of Arts degree in English (Area of Concentration: Composition and Rhetoric) and the Doctorate of Philosophy degree in English (African American Literature) from Louisiana State University. Dr. Bryant joined the Jaguar Nation family as an adjunct faculty member in 1995. Throughout the years, she worked diligently, earned tenure, and is currently an Associate Professor. Her unwavering commitment to her students as a 21st century educator and her responsible work ethic as a campus leader has caught the attention of several university administrations for over a decade. As such, she has been asked to serve the university in myriad capacities including participation in or leadership of numerous departmental and university committees; serving as a Faculty Senator for the College of Arts and Humanities; solidifying the foundations of the Center for Teaching and Learning Excellence as its Founding Director; serving for many years as Chair of the Department of English; and, currently, leading and solidifying the newly formed College of Humanities and Interdisciplinary Studies, which houses eight academic programs, the University Writing Center, the Hayden Theater, and the Hayden Art Gallery.

While she has numerous responsibilities, Dr. Bryant maintains a spirit of enthusiasm and optimism. Her passion for teaching excellence and student success fuels her desire to work hard for the continued success of Southern University. The time, effort, and dedication that she has given to Southern University merits a salary adjustment. Thank you for your consideration and I hope you will approve this request. If you have any questions, please feel free to contact me.

Sincerely,

Luria Young, Ph.D.
Interim Executive Vice President for Academic Affairs and Provost

Approved: _____

Dr. Ray L. Belton
President-Chancellor

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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER 2m 99 32

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

EMPLOYMENT CATEGORY: 9-MONTH 12-MONTH 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 SAME Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment 07/01/17 To Continuing
 Effective Date 11/01/17

Name Cynthia Bryant SS# S00019498 Sex F Race* B
 (Last 4 digits only)

Position Title: Dean & Professor Department: Col of Humanities & Interdisciplinary Studies

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 24 Southern University Experience 22

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Ph.D./English</u>	<u>LSU-Baton Rouge</u>	<u>2004</u>
	<u>MA/English</u>	<u>Univ of Akron - Akron Ohio</u>	<u>1995</u>
	<u>BA/English</u>	<u>SUBR-Baton Rouge</u>	<u>1992</u>

Current Employer SUBR

Personnel Action

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

Recommended Salary \$120,000 Salary Budgeted \$120,000

Source of Funds State

Identify Budget: 211001-22700 24100 61000 Location _____
 Form Code: BOR-10 Page 15 Item # 314

Change of: From To

Position _____

Status _____

Salary Adjustment \$107,583 \$120,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Source of Funds	Amount
<u>211001-22700-61000-24100</u>	

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Luria Young 10/17/17
 Supervisor Date

Luria Young 10/17/17
 Vice Chancellor Date

[Signature] 10/17/17
 Director/Personnel Date

[Signature] 10/17/17
 President Date

[Signature] _____
 Dean/Unit Head Date

[Signature] 10/17/17
 Chancellor Date

[Signature] 10/17/17
 Vice President/Finance Date

[Signature] _____
 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: Effective 11/01/2017, Dr. Cynthia Bryant will continue to serve in the position of Dean & Professor of College of Humanities and Interdisciplinary Studies.

EMPLOYEE REGULAR WORK SCHEDULE: M-F; 8-5

EMPLOYEE DIRECT SUPERVISOR: Dr. Luria Young

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-4582

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	EXPIRES
United States Citizen/Certificate of Naturalization	US	
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	

SOUTHERN UNIVERSITY SYSTEM
 BUDGET OFFICE
 OCT 17 2017
 [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)
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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)

Cynthia D. Bryant, Ph.D.

8825 Airline Highway, Baton Rouge, LA 70815
cynthia_bryant@subr.edu
225-803-2795

EDUCATION

Ph.D., English, Louisiana State University, Baton Rouge, LA, December 2004
Director: John Wharton Lowe
Major Area: African American Literature
Secondary Areas: 20th Century American Literature
English Renaissance Poetry and Drama

M.A., English, University of Akron, Akron, OH, May 1995
Area of Concentration: Composition and Rhetoric

B.A. (Honors), English, Southern University, Baton Rouge, LA, December 1992

ADMINISTRATIVE EXPERIENCE

Dean, College of Humanities and Interdisciplinary Studies, Southern University, Baton Rouge, LA, January 2017 – Present.

The College of Humanities and Interdisciplinary Studies houses 8 academic programs, the University Writing Center, the Hayden Theater, and the Hayden Art Gallery. My direct reports include 5 department chairs and three directors.

Responsibilities:

- Oversee a total operating budget of over \$6 million
- Facilitate college-wide vision and planning
- Support faculty teaching, advisement, and research
- Lead and support ongoing program review, development, and annual assessment
- Lead and support professional development for department chairs, program leaders, unit directors, and faculty
- Support and promote the development of each unit through fundraising and student recruitment.
- Facilitate regular tenure, promotion, and reappointment reviews
- Research and process student and faculty grievances
- Oversee departmental leadership elections
- Manage and improve faculty morale through conflict mediation.
- Serve as a member of the Provost's Academic Council and Dean's Council.

Current key initiatives:

- Engaged in collaborative effort with the College of Business, Music program faculty, and university alumni to develop a new Music Business/Industry degree.

- Working with Academic Affairs to enhance the University Writing Center through structural development, grant writing, and expansion of services.
- Working with the University Lab School Director to provide advanced, university facilitated high-school courses for high achieving SU Lab students.
- Working with Speech and Theater faculty, as well as community leaders to develop and increase the productivity and potential revenue stream of the Hayden Hall Theater.
- Collaborating with various campus leaders to organize interdisciplinary programming for faculty and students including reading groups, workshops, panel discussions, and guest lectures.

Interim Chair, Department of Languages and Literature, Southern University, Baton Rouge, LA, June 2016 – January 2017.

- Provide academic and administrative leadership for two departments in the newly formed Department of Languages and Literature.
- Collaborate with program leaders and departmental colleagues in strategic, integrated academic planning activities.
- Meet with students and faculty to address and resolve multiple academic issues and matters.
- Serve on the College of Education, Arts and Humanities' leadership and college reorganization committee.
- Other duties commensurate with managing a major academic unit at a regional university.

Director, Accelerated Learning Project (initially known as Developmental Learning Project), Southern University, Baton Rouge, LA. May 2015 - January 2016.

- Managed co-requisite developmental and college-level English and math courses for first year learners.
- Developed course schedule for ALP courses.
- Worked with English and math department chairs to ensure program objectives are met.
- Created faculty development activities for ALP faculty in collaboration with general education faculty.
- Made professional presentations at campus-wide meetings and events.
- Collaborated with Student Affairs in recruitment and placement of ALP students.
- Collaborated with university's Office of Planning, Assessment, and Institutional Research in gathering and analyzing program data.
- Prepared formative and summative assessment reports for State Board of Regents.
- Attended statewide and national conferences as a representative of the Office of Academic Affairs.

Chair, Department of English, World Languages, and History, Southern University, Baton Rouge, LA, November 2013 – January 2015.

- Provided academic and administrative leadership for three departments in the newly formed Department of English, World Languages, and History comprised of over 50 faculty members.
- Collaborated with program leaders and departmental colleagues in strategic, integrated academic planning activities.
- Met with students and faculty to address and resolve immediate and ongoing academic issues.
- Served on the College of Education, Arts and Humanities' leadership and college reorganization committee.
- Managed co-requisite developmental and college-level English courses for first year learners by mentoring instructors, developing schedules, collaborating with university's Office of Planning, Assessment, and Institutional Research and Office of Academic Affairs, and preparing formative and summative assessment reports for the Louisiana Board of Regents.

Founding Director, Center for Teaching and Learning Excellence, Southern University, Baton Rouge, LA, June 2011 – November 2013.

- Managed all administrative aspects of a Title III funded Student Advising Center.
- Managed annual operating budget of nearly \$1 million.
- Developed and implemented the center's strategic plan.
- Led and supported a team of 14 academic advisors, a Banner Systems Academic Coordinator, and a First Year Experience Coordinator.
- Developed and led efforts related to promoting 1st to 2nd year retention.
- Developed and facilitated professional development trainings for faculty to improve teaching, learning, and advising in an effort to improve and sustain higher student learning outcomes.
- Advised students directly, including connecting students with University resources such as counseling services and student support services.

Program Advisor, English Liberal Arts and English Education, Southern University, Baton Rouge, LA 70815, July 2010 – June 2011

- As outgoing department chair, provided mentorship and guidance to newly appointed English Department Chair.
- Mentored 45-50 English Liberal Arts and English Education majors by providing guidance, wisdom, support, and encouragement with all academic and several personal matters.
- Assisted with students with major course substitutions.
- Assisted with students with major course selections and degree planning.
- Explained major requirements for graduation.
- Assisted students in exploring career and graduate school opportunities.
- Completed preliminary major graduation evaluations.
- Provided assistance with internship opportunities.

Chair, Department of English and Philosophy, Southern University, Baton Rouge, LA, January 2008 – July 2010

- Developed course schedules and faculty assignments
- Supervised the development and/or revision of program curricula
- Hired, supervised, and evaluated faculty and other personnel.
- Prepared and managed department budget.
- Worked with the College of Arts and Humanities on promotion and tenure, space planning, leaves of absence, and equipment management.
- Managed faculty matters including faculty development, recruitment, and evaluation
- Managed student affairs, including undergraduate English Liberal Arts and English Education advising practices and pathways to graduation.
- Met with students and faculty to address and resolve multiple academic issues and matters.
- Developed annual reports and other data requests.
- Established strong and productive university and community relationships
- Performed other duties as assigned.

TEACHING EXPERIENCE

Associate Professor, Department of English and Philosophy, Southern University, Baton Rouge, LA, 2010 -- present.

Assistant Professor, Department of English and Philosophy, Southern University, Baton Rouge, LA, 2005 – 2010.

Adjunct Faculty, Women and Gender Studies Department, Louisiana State University, Baton Rouge, LA, 2005.

Adjunct Faculty, Department of English and Philosophy, Southern University, Baton Rouge, LA., 2000–2004.

Teaching Assistant, Department of English, University of Akron, Akron, OH, 1993-1995.

COURSES TAUGHT

Southern University

- ENGL 498 -- English Seminar
- ENGL 471 -- Shakespeare
- ENGL 451 -- Literary Criticism
- ENGL 406 -- Women and Literature
- ENGL 404 -- Literature in Film
- ENGL 313 -- Black American Literature
- ENGL 209 -- Introduction to Women's Studies (Developed course for university)
- ENGL 205 -- Introduction to Drama
- ENGL 203 -- Introduction to African American Literature
- ENGL 111 -- Freshman Composition II
- ENGL 110 -- Freshman Composition I
- ENGL 090 -- Developmental English

Louisiana State University

WGS 2500 – Introduction to Women’s Studies

The University of Akron

Freshman Composition I and II

PUBLICATIONSPeer-Reviewed

“J. California Cooper.” *African American National Biography*. Ed. Henry Louis Gates and Evelyn Higginbotham. New York: Oxford University Press, 2010.

“How I Got Over: Negotiating Whiteness in J. California Cooper’s *Family*.” *CLA Journal*. 50.3 (2007): 436-457.

“The History Behind Herstory.” *LIT Journal*. 21:1 (1993): 21-25.

Works in Progress

Saved by the Word: Black Womanhood, Resistance, and Healing in the Early Fiction of J. California Cooper. (Seeking publication).

“Sins of the Mothers: Anger, Ambivalence, and other Emotional Inheritances in Post- Feminist Black Women’s Writing.” (Submitting for publication to *CLA Journal*).

PROFESSIONAL ACTIVITIESConference Paper Presentations

“Sins of the Mothers: Anger and Ambivalence in Post-Feminist African American Women’s Literature.” National Women’s Studies Association Conference, Denver, Colorado, November 12, 2010.

“J. California Cooper’s Healing Narratives.” Southern Conference on Afro-American Studies Inc., Montgomery, Alabama, February 2005.

“Black is and Black Ain’t: Identity Conflict in the Fiction of James Alan McPherson.” College Language Association 64th Annual Convention, Nashville, Tennessee, April 2004.

“Confrontations with Darkness: Images of Black Men in Selected Works by Ernest Hemingway.” College Language Association 60th Annual Convention, Baltimore, Maryland, April 2000.



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

October 13, 2017

Ray L. Belton, Ph.D.
President – Chancellor
Southern University System
4th Floor, J. S. Clark Administration Bldg.
Baton Rouge, Louisiana 70813

Re: Salary Adjustment Request for Dr. Barbara Carpenter

Dear Dr. Belton:

Dr. Barbara Carpenter, Dean of The Center for International Education and Director of the Division of Continuing Education and Center for Service Learning, has given much of her life to ensuring the success of Southern University and A&M College. She has been a true champion and strong advocate and supporter of Southern University for many years. While she wears many hats and assumes numerous responsibilities in her roles as dean, director, and tenured professor, Dr. Carpenter also serves as a Louisiana State Representative. The work that Dr. Carpenter has done for this institution and the international partnerships she has created, mandates that a salary adjustment be made effective November 1, 2017. I propose an adjustment to increase her salary to the amount of \$120,000 per year.

Dr. Carpenter earned her Bachelor of Science and Master of Education degrees from Southern University and A&M College. She was later awarded the Doctorate of Philosophy degree from Kansas State University. Dr. Carpenter began her professional career at Southern University in 1980 as an Associate Professor and Graduate Coordinator. She also served as Assistant Director of the Division of Continuing Education and Executive Director of the Adult Learning Center.

In her current role as the Dean of The Center for International Education, I would suggest that Dr. Carpenter has made her most significant mark on Southern University. As Dean, she has demonstrated her keen ability to make international education a priority on the University's agenda. She recognizes the value of integrating international education and cultural diversity into the fabric of this institution. Dr. Carpenter provides professional opportunities for faculty and students to engage in international projects with Brazil, Turkey, Sierra Leone, China, Liberia, Mexico, Jamaica, and The Gambia in West Africa. In her capacity as Louisiana State Representative, Dr. Carpenter broadens her reach beyond the Baton Rouge campus. She always makes certain that the Southern University System is present and that the voices of all campuses are heard. Dr. Carpenter is unwavering in her conviction that the Southern University System is a valuable asset to the state of Louisiana and is unafraid to fight for the gold and blue.

Thank you for your consideration and I hope you will approve the request to adjust the salary for Dr. Barbara Carpenter. If you have any questions, please feel free to contact me.

Sincerely,

Luria Young, Ph.D.
Interim Executive Vice President for Academic Affairs and Provost

Approved: _____

Dr. Ray L. Belton
President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER 2m9931

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

EMPLOYMENT CATEGORY: 9-MONTH 12-MONTH OTHER (Specify) _____

- | | | |
|--|--|---|
| <input checked="" 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 SAME Salary Paid _____

Profile of Person Recommended

Length of Employment 07/01/2017 To 06/30/2018
 Effective Date 11/01/2017

Name Barbara Carpenter SS# S00017633 Sex F Race* B
 (Last 4 digits only)

Position Title: Dean/Professor Int'l Education & Service Learning

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)

Years Experience 43 Southern University Experience 34

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	PhD Adult&Occupational Ed	Kansas St. Univ - Manhattan, KS	1978
	Med Secondary Voc Ed&Admn	Southern Univ - Baton Rouge, LA	1970
	BS Vocational Education	Southern Univ.-Baton Rouge, LA	1967

Current Employer SUBR

Personnel Action

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

Recommended Salary \$120,000 Salary Budgeted \$120,000

Source of Funds State

Identify Budget: 21100122571-23000-61000 Location _____
 Form Code: BOR-10 Page _____ Item # _____

Change of: From To

Position _____
 Status _____
 Salary Adjustment \$92,560 \$120,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Source of Funds	Amount
<u>211001-22571-61000-23000</u>	

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor Luria Young 10/17/17 Date

Vice Chancellor Luria Young 10/17/17 Date

Director/Personnel [Signature] 10/17/17 Date

President _____ Date

Chairman/S.U. Board of Supervisors _____ Date

Dean/Unit Head _____ Date

Chancellor [Signature] 10/17/17 Date

Vice President/Finance [Signature] 10/17/17 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: Effective, November 1, 2017, Dr. Barbara Carpenter salary adjustment has been approved. She continues to serve as Dean and Professor of Center for International Education/Affairs and Service Learning. She is the SEVIS Responsible Officer for US Dept. of State and Homeland Security.

EMPLOYEE REGULAR WORK SCHEDULE: M-F; 8-5

EMPLOYEE DIRECT SUPERVISOR: Dr. Luria Young/Dr. Ray Belton

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-4582/4680

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):

<u>TYPE</u>	<u>CODE</u>
United States Citizen/Certificate of Naturalization	US
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

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE

OCT 17 2017

Yesimus
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)

BARBARA WEST CARPENTER, PH.D.

Dean and Professor

SEVIS Responsible Officer (US Department of State and Homeland Security Clearance)

Center for International Affairs and University Outreach

Southern University and A & M College

OFFICE ADDRESS

JS Clark Administration (2nd fl)

PO Box 9772

Baton Rouge, LA 70813

225.771.2613

EDUCATION

Ph.D.: Adult and Occupational Education and International Development
Kansas State University - Manhattan, Kansas,

M.Ed.: Secondary Education: Vocational Education and Administration
Southern University and A & M College - Baton Rouge, Louisiana,

B.S.: Vocational Education (Major) and General Science (Minor)
Southern University and A & M College - Baton Rouge, Louisiana.

Post Doctoral Internship:

Post Doctoral Intern awarded by the Louisiana Department of Education,
Vocational Education Section - 1978

Responsibilities:

1. To develop and pilot tested the evaluation device that is currently being used to evaluate secondary programs in vocational education for the State of Louisiana.
2. To design programs for addressing "The Education for All Handicapped Children's Act" (P.L. 94-142) in relationship to Vocational Education Programs.

Post Doctoral Studies

Colorado College - Colorado Springs, Colorado - Workshop on the Liberal Arts, Sponsored the Lily Endowment of Indiana - Summer, 1992. As the leader of a four person Southern University faculty team, the end project of participating in the workshop was the full development of the Southern University Service Learning/Community Volunteerism Program.

The Ohio State University - Columbus, Ohio
Vocational Education Dissemination Methods. Fall, 1979

2016-2020 Louisiana State House of Representatives -District 63.

Appointed to the Administration of Criminal Justice; Retirement; and Transportation, Highways and Public Works Committees. Additionally, I am appointed to the Baton Rouge Airport Commission, Louisiana Child Protection Representation Commission, The Children's Cabinet and the Louisiana Women's Policy and Research Commission. I serve as Vice Chair for the House of Representatives seat on the Legislative Women's Caucus Board of Directors. Having been elected by its Caucus members, I also serve on the Foundation Board of the Louisiana Legislative Black Caucus.

1996 – 2002 International President and CEO of Zeta Phi Beta Sorority, Inc. Headquartered in Washington, DC

A community conscious, action oriented organization comprised of more than 225,000 college educated women located in more than 600 chapters throughout the continental United States (Hawaii and Alaska) and chapters abroad, including Germany, Korea, West Africa, Italy, The Virgin Islands, The Bahamas. The primary focus of this organization centered on scholarship, leadership and community service. I managed an annual budget of more than \$ 3 Million dollars; increased and expanded the membership to international chapters; created a financially stable system of more than \$3 Million dollars annually; directed and negotiated the complete renovation of the historic National Headquarters in Washington, DC which was a \$4.5 Million dollar investment.

EMPLOYMENT HISTORY

1991-Present Dean – The Center for International Education. Holding the rank of tenured professor, I serve as the Director of the Division of Continuing Education, and the Center for Service Learning at Southern University. I am the administrator of the unit designated to integrate international education and cultural diversity into all aspects of the university. My responsibilities include study abroad programs, faculty development, international student integration and project management and development. I also serve as director/coordinator for the university's Agency of International Development program, working on projects in Turkey, Brazil, Belize, Jamaica, Mexico, China, Liberia, Nicaragua, Sierra Leone and The Gambia in West Africa

Director and Professor - The Division of Continuing Education and the Center for Service Learning. Administrator of the unit that is designed to integrate service learning into the academic curricula of all students enrolled at the university. This includes coordination and networking with community

service agencies; coordination of university departmental initiatives; and registering, placement, monitoring, and evaluating student performance. Community volunteerism/service learning is required of each student who graduates from the university. In addition to the above duties, I am the administrator of the unit that is designed to implement Off - Campus courses for academic credit, weekend and evening programs, and programs for CEU certification. I also implemented the original distance education programs for the Baton Rouge campus.

For five years, I directed a successful Evening and Weekend School in which non-traditional people who work a full eight hour a day, forty hour week schedule could return to school to pursue a degree or take courses leading to career advancement.

1990- 1991 Professor and Assistant Director of the Division of Continuing Education, Executive Director of Adult Learning Center, Southern University. A special program designed to address the growing problem of adult illiteracy in the local community. Students were trained to teach people how to read thus leading to functional literacy in the Scotlandville community.

1986 -1990 Professor and Director of the Division of Vocational Education, Southern University. I served as the administrator for graduate and undergraduate degrees of the following teacher training units of vocational educational careers: Business Education and Administration, Agricultural Education, Home Economics Education, Industrial Arts Education, and Trade and Industry.

1980 -1986 Associate Professor and Graduate Coordinator, Department of Vocational Home Economics, Southern University and A.M. College, Baton Rouge, LA.

1978 -1980 State Supervisor and Administrator of Vocational Education Programs, Louisiana Department of Education, Baton Rouge, Louisiana. Responsibilities included total management and supervision at the state level of all vocational education programs in the Division of Home Economics and Cooperative Education in each senior middle and junior schools in the State of Louisiana.

1978 -1980 University Supervisor of student teachers in vocational and adult education, Kansas State University, - Manhattan, Kansas

1972 -1976 Vocational Education and General Science Instructor, East Baton Rouge Parish School Systems

1965- 1971 Vocational Home Economics Instructor and Adult Educator,
Calcasieu Parish School System, Lake Charles, LA

INTERNATIONAL DEVELOPMENT INVOLVEMENT:

2017- Present Globalization and Critical Languages Program – Title III Funded program to increase global awareness and provide courses in Turkish (a critical language)

2000- Present Implemented official MOUs with universities in Africa, China, India, Turkey, and Brazil

2014- 2016 Directed the Brazilian Scientific Mobility program. 25 Brazilian students in engineering, Computer Science, Biology, and Agriculture completed two years of study at Southern University. They also were enrolled in the English Language Program. This Project was funded by the Brazilian Government. \$373,000.

2012 – Present Developed the English Language Training Program – a programs for non-English speakers to learn English.

1993 - Present Implemented - Southern University Study Abroad Programs starting with Mexico in which a three week program where students lived in perform community service activities involving residents of poor Indian Villages while taking Conversational Spanish classes at a local university in Mexico. This program has now been expanded to allow Southern University students an opportunity to participate in study abroad activities to other countries, including Italy, Senegal, China, and Belize.

1996 – Present Leadership Trainer and workshop presenter in the areas of women in development, leadership skills acquisition, and team building in San Juan, Puerto Rico; Seoul, Korea; and St. Croix, Virgin Islands, Turkey, Liberia and Brazil

1988-1993 Project Director - “Analysis of Health Aspects, Food Acceptability, and Economic Benefits of the Solar Box Cooker in Sierra Leone” - West Africa, the Introduction of the solar cookers for water purification, food safety, and fuel wood savings in a depressed and developing country. This project has been duplicated in the following countries as a result of our efforts: Ghana, Liberia, India, Nepal, China, and Belize. USAID Grant funded: \$250,000

1987-1991 Project Director - “Jamaican Primary Education Assistance Project”, Kingston, Jamaica, the Implementation of a school/community

program in the country which helped to eliminate vandalism and encouraged greater community and parental participation. The project worked with a cross section of people from the community, government, schools, and businesses. This project is now an integral part of the Jamaican Education teacher training component and it is referred to as **SCOPE** – The School Community Outreach Program for Education. USAID Grant funded \$780,000

1987 Haitian Youth Exchange Project (Educational Coordinator) - A program which exposed 40 Haitian teenagers to the American Educational System. Department of State Funded: \$175,000

1982-1986 Coordinator and Monitor for the Nutrition Education Component of the Adapted Crop Research and Extension Program - Sierra Leone, West Africa. A component of the ACRE Project that was administered by Southern University

1990-91 President - Southern University/Louisiana State University Association for Women in Development. An effort designed to acquaint the female population at Southern University with the needs and conditions of women living in developing countries.

1987 Member of Ad Hoc Committee for Participant Training for the Board for International Food and Agricultural Development (BIFAD)

1986 Coordinator of USAID's Women in Development Conference – A proposal focused on writing skills' workshop for minority participation in international development. The conference was held on the Southern University Campus.

1985- 87 Center for Women in Development Representative for SECID (South East Consortium for International Development) at Southern University

AREAS OF SPECIALIZATION:

- Community Volunteerism
- Adult and Vocational Education
- International Development and Women in Development
- Educational Planning and Research
- Teacher Education/Curriculum Development/Evaluation
- Home Economics - Family Life Education
- Mainstreaming Special Needs Students
- Project Administration and Management

PROFESSIONAL AFFILIATIONS:

Golden Key National Honor Society
The Council for Adult and Experiential Learning
The Association for Continuing Higher Education
National Society for Experiential Education
Phi Delta Kappa Educational Fraternity
Phi Upsilon Omicron Honor Society
American Vocational Association

COMMUNITY INVOLVEMENT:

- Chairman - Board of Commissioners of the Baton Rouge Housing Authority
Appointed in 1994 and served a Chairman for 5 years. Reappointed by the
Baton Rouge City Council for the past three terms.
- Rotary Club of Baton Rouge
- March of Dimes National Advisory Board 2002-2006 (State Chair 3 years)
- Baker Fire and Police Board of Commissioners
- Steps to Success Advisory Board
- Council for a Better Louisiana Advisory Board
- 1993 Class of Leadership Louisiana (Chair, 1998)
- Advisory Board - Louisiana Autistic Society 1987- 1989
- Advisory Board - Baton Rouge Vocational Technical Institute 1987- 1995
- Top Ladies of Distinction, Incorporated
- Woman's Hospital Advisory Board
- Board of Directors of YWCA
- Partners for Progress (Foundation of Baton Rouge Housing Authority)
- Baker Lions Club

UNIVERSITY COMMITTEE INVOLVEMENT:

- Former Faculty Handbook Committee Chair
- Former Member of the Tenure and Promotion Committee
- Academic Council
- Telecommunications Committee
- Graduate Council, Co - Chair 1993 - 95
- Teacher Education Council, 1992 - 94
- Chair of several Search Committees
- Chair of several Ad Hoc Confidential Hearings for both faculty and graduate
students
- Chaired College of Education NCATE Preparation Committee
- Co-Chaired University-Wide Self Study Committee

SELECTED HONORS AND AWARDS:

- Educational Professional Development Act (EDPA) 552 Fellow – 1976
- Diamond Award for Community Service, United To Serve America, 1992
- Presidential Points of Life Award, 1991
- President, Louisiana Home Economics Association 1987-1989
- Listed in Outstanding Women Administrators in Vocational Education -1980

- Listed as one of the 100 “Most Influential Black Americans” in the country. Has been featured in Ebony, Jet, Upscale and many other journals and magazines.

Building Naming Honors:

Dr. Barbara West Carpenter Community Center – Clarksdale Housing Center
 Dr. Barbara W Carpenter Study Room- Greenville Elementary School

Several Selected Research Projects Secured and Directed (Domestic):

Louisiana/Learn and Serve America. Coordinator

An \$18,000 project designed to address conflict resolution and peer mediation in local elementary schools. 1994-95 and 1995-96

Corporation for National and Community Service. Director

A \$49,500 grant designed for the introduction and implementation of service learning principles in higher education curricula. 1995-96

Southern University Adult Learning Program. Executive Director,

A \$250,000 grant designed to address the lack of literacy skills of adults. 1990-92

Head Start Nutrition Consultant Training Project - A project funded by the American Home Economics Association that was designed to train home economists as volunteer nutrition consultants with head start programs. Louisiana served as one of six pilot states for testing under my direction. \$50,000 1985- 86

Single Parents Assistance Project - A project designed to help single parents gain skills necessary for effective parenting, adequate management of resources, and self - sufficiency. \$45,000 1985 - 86

Director, Child Care Food Training Program - A project designed to train food service personnel for assistance with state and federal food programs for young children. \$150,000 1981 – 83

Director, Curriculum Development in Vocational Home Economics - Development of a curriculum guide in Family Life Secondary Education. Title of Guide:” Adult Responsibilities.” The Guide is now being used as a textbook for the required course, “Adult Responsibilities,” which is taken by all vocational education students in the state prior to graduation. \$ 125,000.

Director, Head Start Nutrition Consultant Training Project - A project funded by the American Home Economics Association designed to train home economists as volunteer nutrition consultants with head start programs. Louisiana served as one of six pilot states for testing under my direction. \$150,000 1985 – 87

Director, Single Parents Assistance Project - A project designed to help single parents gain skills necessary for effective parenting, adequate management of resources, and self - sufficiency. \$95,000 1985 – 86

Director, Academic Support Training Center (Title III Funded) - The Center offered child care services for children of students enrolled at the university full-time, along with children of the faculty and staff; provided a practicum laboratory for students majoring in Child Development, Early Childhood, Vocational Home Economics, and Guidance and Counseling; provided training for the parents of the children enrolled in the program through a series of workshops and seminars. Five - year program for \$500,000 1986/ 95

Executive Director, Southern University Adult Learning Program.

A grant designed to address the lack of literacy skills of local adults.

Federally Funded. \$250,00 1991 -95.

Director, Learn and Serve/National Service Project. A project designed to acquaint students with the ethics of community service. \$80,000 1993-1998

SELECTED PUBLICATIONS:

“Required Service Learning: The Ultimate Expression of Outreach”. Journal of Public Outreach & Service: Volume 2, Number 1, Spring 1997

“Service Learning: A New Approach in Higher Education”. Education: Vol. 115, Carpenter and Jacobs No. 1. Fall, 1994

“Solar Box Cooker Recipes - Sierra Leone, West Africa” - Research Project. Carpenter, Davis, and Moland. Publication - 1990

“An Analysis of Factors Associated with Southern University’s Freshman Students’ Perceptions Toward Vocational Education” - Masters Degree Thesis, Southern University- Joseph and Carpenter - 1990

“A Study of the Role of Sierra Leonean Women in Farm Production” Masters Degree Thesis, Southern University - Washington and Carpenter - 1986

“Organization, Structure, and Management of Proposed Textbook System in Jamaica” - USAID Project, Carpenter. Southern University Publication. 1989

“Adult Responsibilities - Vocational Home Economics Curriculum Guide” Bulletin #1710 - Louisiana Department of Education Publication - 1983

Editor - Louisiana Home Economics Association Newsletter - 1983 - 86

“A Training Manual for Child Care Food Personnel” - Louisiana Department of Education

Publication - 1982

"A Guide for Child Care Service Personnel Involving the Eating Habits of Young Children In Louisiana" - Louisiana Department of Education Publication - 1981

"Future Directions: Preservice and In service Training for Home Economics Teachers of Handicapped Students" - NATEVHE Review Journal, May, 1981

"Selected Educators' Perceptions Toward the Study of Mainstreaming in Home Economics Programs" - Dissertation, 1978

RELEVANT PAPERS AND PRESENTATIONS:

"Implementing Successful Service Learning Programs"- Dillard and Xavier Universities, 1993; Voorhees College - 1994; Benedict College, 1994; Bennett College, 1995 and Colorado State University, 1995

"Adult Literacy and Family Literacy - How to Get Started", 1989, 1990, 1991

"Successful Programs to Help Black Families (Black Families at the Crossroads: Struggles and Achievements)" AHEA, 1987

Training Volunteer Nutrition Consultants for Head Start In Louisiana: AHEA National Initiative, AHEA, 1986

"The Nutrition Education Component of ACRE" - A model for training AWID - Washington, D.C., April, 1985 and The University of Southern Mississippi, April, 1985

"Nutrition in West African Countries" - Symposium on World Hunger and World Food Distribution, Southern University, Baton Rouge, Louisiana - October, 1984

"Future Directions: Preservice and In service Training for Home Economics Teachers of Handicapped Students" - American Vocational Association - 1980

"Mainstreaming" - St. Charles Parish Staff Development, 1981

"Home Economics for Special Needs Students" - Selected Parishes 1980-83

EVALUATION AND REVIEW TEAM EXPERIENCE:

Southern Association for Colleges and Schools Review Team

Louisiana Department of Education - a member of evaluation and review team for University Teacher Education Programs in Louisiana Colleges and Universities.

Adapted Crop Research and Extension Project - Evaluation team leader for Nutrition phase of AID Project in Sierra Leone, West Africa.

Career College Association - The Accrediting Commission for Trade and Technical Schools throughout the United States.

Office of Community Services (Department of Health and Human Services
Discretionary Grants Program - Review grant applications and programs in Urban and Rural Community

Economic Development; Nutrition; Child Care and Health and Housing Set Asides.

Regional Evaluator for Federal Head Start Programs in Region 6

Developer of Higher Education Service Learning Programs



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

October 13, 2017

Ray L. Belton, Ph.D.
President – Chancellor
Southern University System
4th Floor, J. S. Clark Administration Bldg.
Baton Rouge, Louisiana 70813

Re: Salary Adjustment Request for Dean Emma Perry

Dear Dr. Belton:

Please permit me the opportunity to request a salary adjustment for one of the jewels of the Southern University family, Dean Emma Perry. Dean Perry has been employed at Southern University for 25 years and continues to serve with a smile and a genuine commitment to strengthening the campus of Southern University. She has done an outstanding job in ensuring that the Southern University library is a valuable resource for students, faculty, staff, and the community at-large. Dean Perry's dedication is a testament to her character and her love for Southern University. She has clearly demonstrated that a salary adjustment is merited. Therefore, I propose an adjustment to increase her salary to the amount of \$120,000 per year, effective November 1, 2017.

Prior to joining the Southern University family, Dean Perry worked at the Dillard University Library where she was responsible for the overall administration and management of the University library. She also served as the Associate Director of the Harvard University Business School Library where she prepared and monitored budgets and coordinated the dissemination of information and services for faculty, staff and students. Dean Perry currently serves as Dean of Libraries and Information Resources and is also a tenured professor at Southern University. She is responsible for the supervision of library and information resources. Dean Perry engages in short and long term planning, budgeting, grant writing, implementation of technology, and the development of policies and procedures. Dean Perry takes great pride in her work and demands excellence without excuse.

I respectfully request your approval to adjust Dean Perry's salary. Dean Perry is a hardworking, dedicated, and loyal member of the Jaguar Nation family and her demonstrated accomplishments merit this salary adjustment. Thank you for your consideration and I hope you will approve this request. If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Luria Young".

Luria Young, Ph.D.
Interim Executive Vice President for Academic Affairs and Provost

Approved: _____

A handwritten signature in blue ink, appearing to be "Ray L. Belton", written over a horizontal line.

Dr. Ray L. Belton
President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER 2m9909

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

EMPLOYMENT CATEGORY: 9-MONTH 12-MONTH 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 SAME Salary Paid _____

Profile of Person Recommended

Length of Employment 07/01/2017 To 06/30/2018
 Effective Date 11/01/2017

Name Emma Bradford Perry SS# S00015971 Sex F Race* B
 (Last 4 digits only)

Position Title: Dean/Professor Libraries & Information Resources

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)

Years Experience 40 Southern University Experience 25

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	EdS-Library Admn & Mgmnt	Western Michigan Univ, Kalamazoo, MI	1972
	MLS-Library Administration	Atlanta University, Atlanta, GA	1967
	BS-Speech & Drama	Grambling State Univ., Grambling, LA	1965

Current Employer SUBR

Personnel Action

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

Recommended Salary \$120,000 Salary Budgeted \$120,000

Source of Funds State

Identify Budget: 211001225612450061000 Location _____
 Form Code: BOR-10 Page 16 Item # 394

Change of: From To

Position _____
 Status _____
 Salary Adjustment \$92,011 \$120,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Source of Funds	Amount
<u>211001-22561-61002-24500</u>	

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Luria Young 10/17/17
 Supervisor Date
Luria Young 10/17/17
 Vice Chancellor Date
Jess Doyne 10/17/17
 Director/Personnel Date
[Signature]
 President Date

[Signature] Date
 Dean/Unit Head
[Signature] Date
 Vice Chancellor
[Signature] Date
 Vice President/Finance
 Business Affairs/Comptroller
[Signature] 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: Effective, November 1, 2017, Dr. Emma B. Perry salary adjustment has been approved. She continues to serve as Dean and Professor of Libraries & Information Resources.

EMPLOYEE REGULAR WORK SCHEDULE: M-F; 8-5
EMPLOYEE DIRECT SUPERVISOR: Dr. Luria Young
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-4582
NUMBER OF EMPLOYEES SUPERVISED, (if any) 40+

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, HI-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):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US	
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	

NORTHERN UNIVERSITY SYSTEM
BUDGET OFFICE
OCT 17 2017
ydfjones
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)

VITA

Emma Bradford Perry

BUSINESS ADDRESS:

Dean of Libraries

John B. Cade Library

Southern University

Baton Rouge, LA 70813

Telephone: 225-771-4991

Fax: 225-771-4113

E-mail: emma_perry@subr.edu

Library Web Site: www.lib.subr.edu

EDUCATION:

Ed.S. Western Michigan University, Kalamazoo, MI

M.L.S. Atlanta University, Atlanta, GA

B.S. Grambling State University, Grambling, LA

CONTINUING EDUCATION:

Frye Leadership Institute, Emory University, Atlanta, Georgia, Summer 2000

Graduate of Leadership Louisiana, Council for a Better Louisiana, Baton Rouge, LA, 1995.

Senior Fellow, Graduate Library School, UCLA, Los Angeles, CA, Summer, 1991 & 1993.

Mentorship Program, administered by the Office of the President, Harvard University. (Worked with the Director of Budget and Sponsored Research), 1987-88, Boston, MA.

General Management Program, conducted by the faculty, Harvard Business School, Boston, MA, Summer 1988.

Information Technology in a Contemporary Business Environment, conducted by Harvard Business School, Boston, MA, 1987.

Computer Training and Word Processing, Harvard University, Cambridge, MA, 1987.

Telecommunication Issues for Information Managers, conducted by University of North Carolina, Chapel Hill, NC at Louisiana State University, 1986.

Management Skills Institute, Association of Research Libraries, Washington, DC at University of Houston, 1983.

Upward Mobility for Minority Administrators, School of Library and Information Management, University of Southern California, Los Angeles, CA, Summer 1981.

Survey Research Methods, Conducted by University of California Libraries, at Texas A&M University Library, College Station, Texas, 1981.

EXPERIENCE:

Southern University, (Baton Rouge, LA), Professor and Dean of Libraries & Information Resources, Tenured, 1992-Present.

Responsible for the overall management and administration of library and information resources. Additional responsibilities include short and long term planning, budgeting, grant writing, implementation of technology, developing policies and procedures.

EXPERIENCE (Continued):

collection development, staff development, recruitment and hiring, evaluations, library policies, public relations and serving as a strong advocate for the Library. Supervise a staff of over 40.

Dillard University Library, (New Orleans, LA), Director 1990-1992.

Responsible for the overall management and administration of the University Library. Provide leadership in developing plans and policies for the effective internal management of library and media services, collection development, personnel resources, etc.; Develop strategic library plans and policies to meet the teaching and research needs of the faculty and mission of the University. Prepare and monitor the budget, recruit, hire and evaluate the professional staff. Manage and monitor the Library's SEF Grant.

Harvard University Business School Library, (Boston, MA) Associate Director, Baker Library 1987-1990.

Responsible for the day-to-day management of the Harvard Business School Library. Department heads and other key personnel who reported directly to me, included the head of the following departments: public and technical services, corporate information, career resources, administrative office staff, manuscripts and archives, Kress Library of business economic history, Business Office and the Automation Project Manager. Prepared and monitored a \$3.5 million dollar annual budget; coordinated the dissemination of information and services for faculty, administrators, staff, students visiting scholars, HBS alumni and members of the business community. In conjunction with the HBS Human Resources Office, coordinated the management of the library's personnel program, formulated and implemented personnel policies; recruited, hired, and evaluated the professional staff. Encouraged and monitored professional development and continuing education. Coordinated building maintenance; assisted with information technology and the implementation of the automated library system; planned, developed and implemented short and long-range plans, projects and goals; formulated and monitored access policies plus schedules and production deadlines for library publications. Supervised a staff of 40 FTEs.

State Library of Louisiana, (Baton Rouge, LA), Consultant, 1985-87.

Advised public library directors and trustees on a wide range of management concerns, administration, and public relations; planned and coordinated programs to improve services to the parish (county) libraries, researched and advised directors on grant application, tax elections, building designs, internal operations and budgets. Developed continuing education workshops, interpreted and monitored relevant legislation and informed directors of potential impact, wrote federal grants, which were funded and conducted detailed studies of specific problems when requested by libraries.

Texas A&M University Library, (College Station, Texas), Assistant Professor and Head,

Circulation Division, 1977-1983 (Tenured). Responsibilities: Management and supervision of Circulation, Current Periodicals, Reserve, and Stack Departments; hiring, training, and evaluation of staff; updating and developing policies and procedures; directing and monitoring the implementation of the on-line automated circulation system; arbitrating and resolving problems of users and staff; monitoring the availability of serial information to the public; preparing monthly, yearly, statistical and other reports as needed; and providing general public relations by interacting with faculty/staff, students and other users. Supervised 21 staff and approximately 100 student workers.

Evanston Public Library, (Evanston, IL), Head, West Branch Library, 1974-76. Responsible for the overall management and operation of the branch. Supervised a staff of 5.

Evanston Public Library, (Evanston, IL), Director, West Evanston Library Project, 1972- 74. Responsible for conferring and interacting with library administrators, community leaders, city personnel, etc., on matters related to the establishment of a branch library. Worked at the public information desk and on the bookmobile.

Battle Creek High School, (Battle Creek, MI), Media Librarian and Assistant Librarian, 1971-1972.

Primarily responsible for organizing, cataloging, and administering media center services plus assisting with the administration of the library.

Western Michigan University, (Kalamazoo, MI), School of Librarianship, Graduate Associate, 1970-71. Taught classes in the absence of the professor, compiled bibliographies, conducted research and handled other duties as assigned.

Western Michigan University, Instructor, Project '73 and Upward Bound, Summers of 1970 and 1971. Taught bibliographic instruction to freshmen in Project '73 and college writing to Upward Bound students.

CONSULTANT/REVIEWER:

Grant Reviewer, Institute for Museum and Libraries, Washington, DC, 2005
Consultant, Norfolk State University Library, Norfolk, VA, 2004

Consultant, Jackson Parish School Board, Jonesboro, LA, 2004
Consultant, Xavier University Library, New Orleans, 1999
Consultant/recruiter for Texas A&M University Library, 1984.
Consultant, American Institute for Managing Diversity, Atlanta, GA, 1997
Grant reviewer, U. S. Department of Education, 1989 -
Site visit teams for Southern Association of Colleges and Schools (SACS), Atlanta, GA, 1994
-

HONORARY SOCIETIES:

Beta Phi Mu International Honorary Library Fraternity
The Honor Society of Phi Kappa Phi

PUBLICATIONS:

Perry, Emma Bradford

"Fostering Diversity in Library Staffing/Recruitment/Retention" in **Making Diversity Work: Practical Strategies for Librarians**, Neal Schuman, 2005 (forthcoming)

"Let Recruitment Begin With Me," **American Libraries**, May, 2004, p. 66-68.

"Grant Writing for Technology," **Computers in Libraries**, May 2000, p. 32-36.

"John B. Cade Library-Southern University," **Louisiana Libraries Bulletin**, Fall, 1999.
p. 18.

"Grant Resources on the Web," **College and Research Libraries News**, July/August 1999. P. 543-545.

"Why Diversity Isn't So Plain" **College and Research Libraries**, March 1995,
p. 97-98.

Editorial Board, **College and Research Libraries**, 1990-96 (refereed)

" Column Editor, "Buildings," **LLA Bulletin**. 1984-87

Fall 1985 v. 48, #2, p. 89-90

Summer 1985 v. 48 #1, p. 39-40

Spring 1985 v. 47 #4, p. 212-214

Summer 1984 v. 47 #1, p. 51 & 53-55

" "Revenue Sharing and Louisiana Libraries," **Insights**, Louisiana State Library,
Baton Rouge, LA, Fall 1985.

New " "Afro-American Periodicals," **Magazines for Libraries**, edited by Bill Katz.
York, NY: R.R. Bowker, 1982.

" "District Three Meets at College Station," **Texas Library Journal**, 57 (Winter 1981) p. 120.

(December " "Supervision: Observations and Comments," **Minority Education**, 3
1981), P. 4-6.

Texas " "Foreign Newspapers in CPD," **Library Notes**, 16 (March- April 1981) p. 3.
A&M University Library publication.

Page 5 - Perry

PUBLICATIONS (Continued):

" Questions in "Action Exchange," **American Libraries**, 11, (December 1980), p.
650

and (May 1981) p. 247.

" **Energy and Minorities: Women and the Poor**. Vance Bibliographies, Public Administration Series, Monticello, IL, 1980, (co-author).

" **Turnkey Automated Circulation Systems: Aids to Libraries in the Marketplace**,

member of ALA, LAMA Circulation Systems Evaluation Committee which prepared this publication. Edited by Judith Bernstein. Chicago, IL: American Library Association, 1980.

" "Committee on Library Planning and Programs," **Library Notes** TAMU (September/October 1980) p. 5.

" "Handle Carrel Books at Own Risk," **Unabashed Librarian**, 33 (1979), p. 20.

RESEARCH/GRANTS:

"Digital Library Services," Title III, U. S. Department of Education, **\$750,000**, 2002 (Co-investigator)

"Preservation Assistance Grant," National Endowment for the Humanities, 2002, **\$5,000**.

"Enhancement of Electronic Resources for Faculty Teaching and Distance Learning. Louisiana Board of Regents Support fund, **\$117,900**, 1999 (principal investigator).

"Enhancement of Electronic Research for Educational Support," Board of Regents Support Fund, **\$78,700**, 1998. Principal Investigator. (Highest rated grant in the State in the Enhancement Category).

Electronic Reserve Library, Title III, U. S. Department of Education, **\$450,000**, 1997. (Co-investigator)

The Library Learning Resource Center Enhancement, Louisiana Education Quality Support Fund, **\$89,308** (principal investigator) 1996.

Library Internet HonorSearch Pilot **\$6,700**, (principal investigator), funded by Exxon, 1996.

Library Advance Technology Training Workshop **\$1,100**, (principal investigator), Faculty Development Program, Title III, Southern University, 1996.

Environmental Justice Sustainable Community Building, **\$125,000**. Co-investigator with Southern University Center for Environmental Studies, Funded by Environmental Protection Agency, 1995.

Engineering Information Resources Frontier Initiatives, **\$503,675**. Co-investigator with LSU Library and Engineering Department. Funded by Louisiana Education Quality Support Fund (LEQSF), 1994.

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RESEARCH/GRANTS (Continued):

Establishing a Special Collection of Urban Forestry Literature at Southern University, **\$26,400**, Co-investigator with the Department of Urban Forestry. Funded by U. S.

Department of Agriculture, 1993.

"Book Use - A Survey of Books Circulated at Texas A&M University Library," funded by Texas A&M University Library Research Committee, **(\$500)** 1978.

PRESENTATIONS/SPEAKER:

"Where We Need to Be: Librarians for the 21st Century Leadership Challenge," REMCO/SELA Conference, Charlotte, NC, 2004

"United We Can: Back to School In-service for All Employees," Jackson Parish School Board, Jonesboro, LA, 2004

"Professionalism and Work Ethics for Principals," Jackson Parish School Board, Jonesboro, LA, 2004

"Fostering Diversity in Library Staffing, Recruitment and Retention," National Diversity in Library Conference, Atlanta, GA, 2004

"The Value and Benefits of Diversity in the Workplace," Texas A&M University, College Station, TX, 2004

"The Role of Academic Libraries in the SACS Accreditation Process," Southern Education Foundation Annual Meeting, New Orleans, LA 2004.

"The Value of Inclusion," OCLC's President Inclusion Initiatives, Columbus, OH, 2003

"Integrating Diversity Content into the Curriculum and the Role of Libraries, Kansas State University Libraries, Manhattan, KS, 2003.

"Diversity and Commitment: A Blueprint for Success," Ohio/OCLC Spectrum Dinner, Columbus, Ohio, 2003.

"Your Library and University Librarians Make a Difference," National Library Week Program, Grambling State University, Grambling, LA, 2003.

"Enhancing and Developing Leaders in the New Millennium," Louisiana Library Association Annual Conference, Baton Rouge, 1999.

"Re-engineering Libraries for Information Technology Application," Southern Association of Colleges and Schools (SACS), Annual Conference, New Orleans, Louisiana, 1997.

"Managing Change in Libraries," Presided at SOLINET Annual Conference, Atlanta, GA 1997

"Whine & Roses: Professionalism in the Workplace," Greengold Regional Library System, (two-day workshop), Bossier City, LA, 1996.

"Libraries: New Realities, New Opportunities," Southern Association of Colleges and Schools (SACS), Annual Conference and Centennial Celebration, Atlanta, GA, 1995

"Libraries and Technology," College Language Association Annual Conference, Baton Rouge, LA 1995

"Be All You Can Be," Louisiana Library Association Annual Conference, Lafayette, LA 1995

"Partners with Libraries," SOLINET Annual Meeting, Atlanta, GA, 1994

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PRESENTATIONS/SPEAKER (Continued):

"Education and Libraries: A Valuable Investment," Black History Month Speaker, Ferriday High School, Ferriday, LA, 1994.

"Practical Advice for the Graduates," Speaker for the Graduate Library School Graduation

Exercises, LSU, Baton Rouge, LA 1994.

"Navigating a Professional Career," Louisiana Library Association Annual Conference, Shreveport, LA, 1993.

HONORS:

Meet The Challenge Award, Baton Rouge Chamber of Commerce, 1993

Cited in **Who's Who Among Black Americans**, 1992.

Cited in **Who's Who in the South and Southwest**, 1984.

Cited in **Personalities in the South**, 1983.

Cited in **Who's Who of American Woman**, 1983.

Finalist for CRL, Academic Library Management Intern Program, 1983.

Cited in Who's Who in Library and Information Services, 1982.

Woman of the Year, Evanston, Illinois, 1975.

Cited in **Outstanding Young Women of America**, 1970.

Martin Luther King Grant, Western Michigan University, 1971.

Associate Fellowship, Western Michigan University, 1970-71.

Rockefeller Fellowship, Atlanta University, 1966-67.

PROFESSIONAL ACTIVITIES:

Member, ALA Human Resource Development and Recruitment and Advisory Committee, 2005-2007

Member, OCLC Members Council Executive Committee, 2003-2004

Chair, OCLC Members Council Ad Hoc Committee on Communication, 2003-2004

Member, OCLC Members Council, 2000-2006

Member, Nominating Committee, OCLC, 2000-2006

Chair, OCLC Advisory Committee on College and University Libraries, 1999-2000

Executive Board, Louisiana Academic Library Information Network Consortium (LALINC), 1993-1995 and 2000-2002

Executive Board, BCALA, 1998-2000.

Vice Chair, BCALA 3rd National Conference of African-American Librarians, Winston-Salem, North Carolina, 1995-97.

Chair, Committee to Evaluate Executive Director, SOLINET, 1995-96.

Chair, Nominating Committee, SOLINET, 1996-97.

Chair, Planning Committee, SOLINET, 1994-95.

Member, Constitution and Bylaws Committee, 1890 Land Grant Library Directors Association, 1993.

Member, Louisiana Academic Library Directors/Deans, 1990-

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PROFESSIONAL ACTIVITIES (Continued):

Member-at-large, ACRL, ULS, Executive Committee, 1994-95.

Chair, Librarians in Higher Education and Campus Administrators Discussion Group, 1993.

Member, ACRL-Afro-American Studies, Librarian Section, 1992-93.

Member, ACRL-ULS - 1991 Conference Planning Committee, 1990-91.

Member, COA Site Visitor Pool, 1989-93.
Member, OLPR Advisory Committee, 1989-90.
Member, ACRL Planning Committee, 1988-89.
Member, PLA Affiliates Network Committee, 1985-86.
Member, LAMA, Personnel Administration Section, Staff Development Committee, 1983-85.
Member, LAMA, Statistics Section, Personnel Committee, 1983-85.
Member, LAMA, Orientation Committee, 1983-85.
Member of LAMA, PAS Staff Development Committee's Literature Review Subcommittee, 1983-84.
Member, LAMA, Circulation Services Section, Nominating Committee, 1981-82.
Member-at-Large, LAMA, Circulation Services Section, Executive Committee, 1978-80.
Member, LAMA, Circulation Systems Evaluation Committee, 1979-81.
Member, LAMA, Ad Hoc Committee on Program Needs, 1978-79.

Board of Directors/Advisory Councils

Board of Trustee, SACS/COC, Atlanta, Georgia, 2010-2015
National Advisory Board, Institute for Museums and Library Services, National Study of the Future of Libraries in the Workforce, 2004-2006
Louisiana Endowment for the Humanities Foundation, Board of Directors, 2003-2005
HBCU Library Alliance Board of Directors, 2002-2006
SOLINET (Southeastern Library Network) Board of Directors, Atlanta, Georgia, 1993-97.
Rotary Club of Baton Rouge Twilight, Board of Directors, 1997-98.
Louisiana Endowment for the Humanities, Board of Directors, 1997-2003.
OCLC, College and University Advisory Committee on Libraries, 1997-2003
Library Services and Technology Advisory Council, State Library of Louisiana, 1997 - .
SOLINET (Southeastern Library Network) Chair, Board of Directors, Atlanta, Georgia, 1995-96 (first African American to serve as Chair of this Board).
SOLINET (Southeastern Library Network) Vice Chair, Board of Directors, Atlanta, Georgia, 1994-95.
Monticello Electronic Library Project Advisory Board, Atlanta, GA, 1995-97.
Library Services and Construction Act Advisory Board, State Library of Louisiana, Baton Rouge, LA, 1994-97.
Editorial Board, College and Research Libraries, 1990-96.
Louisiana Academic Library Information Network Consortium (LALINC), Executive Board, Baton Rouge, LA 1993-94.
FRIENDS, New Orleans Public Library, Board of Governors, 1992-94.
Stratford Place Homeowners Association Board, 1985-86.
Brazos County Girls Club, Board of Directors, Bryan, Texas, 1977-80.
Operation Step-Up, Board of Directors, Evanston, Illinois, 1973-76.

PROFESSIONAL ACTIVITIES (Continued):

Louisiana Library Association

Executive Board, LLA, 1994-95
Vice President of LLA, 1994-95
Chair, Annual Conference Registration Committee, 1994

Library Development Committee, 1990-92
Library Legislative Committee, 1990-92

Louisiana Library Association (Continued)

Louisiana Federal Depository Council, 1990-94
Louisiana White House Advisory Committee, 1990-91
Chair, New Member Round Table, Exhibitors Liaison Committee, 1984-85
Chair, New Member Round Table, Mid-Career Award Committee, 1975-86

Texas Library Association Committees

Chair, District 3, 1980-81
Member, District Planning Committee, 1980-81
Vice-Chair, District 3, 1979-80

Southern University

Member, Founder's Day Committee, 1998-2004
Member, SACS Institutional Effectiveness Self Study Committee, 1998-2000
Co-chair, Miss Southern Crowning Ceremony Committee, 1996
Member, Student Appeal/Disciplinary Committee, 1995-
Member, Executive Planning Committee for HBCU Technology Summit, 1997 (served as lead person on the Executive Committee)
Initiated the bi-annual reception honoring Southern University authors, 1994
Member, Internet Advisory Committee, 1996.
Chair, Search Committee for Dean of Continuing Education and Telecommunications, 1995-96
Member, Telecommunication/Media Committee, 1994-95
Member, Teacher Education Council, 1995-96

Dillard University Committees

MLK Annual Memorial Ecumenical Committee, 1990-92
Lyceum Committee, 1990-92
Student Appeal/Disciplinary Committee, 1990-92
Biomedical Research Support Advisory Committee, 1989-90

Harvard University Committees

Member, Harvard Depository Advisory Committee, 1987-89
Member, University Library Public Service Committee, 1987-89
Resource Person for Baker Library with Harvard's Human Resources Department, 1988-1989

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PROFESSIONAL ACTIVITIES (Continued):

Texas A&M University Library Committees

Member, Committee on Appointment, Promotion and Tenure, 1983
Member, Ad Hoc Committee on Library Recruitment Procedures, 1983
Chair, Coordinating Team Labeling Projects, 1982
Member, Library Committee on Newspaper Collection Policy, 1981

Texas A&M University Library Committees (Continued)

Member, Ad Hoc Committee on Location Changes, 1981
Chair, Committee on Library Planning and Programs, 1978-80
Member, Committee on Library Emergency Procedures, 1979-80
Member, Staff Association and Governing Committee, 1978-83
Chair, Ad Hoc Committee on Student Workers Pay Classification, 1978
Co-Chair, Library Dedication Services, 1978-79

Texas A&M University Library Committees (Continued)

Member, National Library Week Committee, 1977-78
Chair, Circulation Subcommittee, Automation Advisory Committee, 1978-89
Member, Ad Hoc Committee on Library Miscellaneous Publications, 1978

MEMBERSHIP:

1890 Land Grant Library Directors Association, 1993 -
Louisiana Academic Library Directors/Deans Association, 1990 -
American Library Association, 1975-
Louisiana Library Association, 1983-
Harvard University Library Assembly, 1987-89
Baton Rouge Area Library Club, 1983-87
Texas Library Association, 1979-87
Southern Conference of Afro-American Studies, 1979-83
Illinois Library Association, 1973-76
National Education Association, 1971-72
Michigan Library Association, 1971-73
Michigan Education Association, 1971-73

OTHER ACTIVITIES:

Chair, Search Committee for Baton Rouge Community College Library Director, 1997.
Charter Member, Baton Rouge Twilight Rotary Club, 1996- .
Serve on Site Visit Teams for Southern Association of Colleges and Schools (SACS),
Commission on Colleges, Atlanta, Georgia, 1994- .
Publish Bi-monthly Library Newsletter, Books & Bytes, 1992 - .
Guest speaker, School of Library and Information Science Classes, Louisiana State University,
Baton Rouge, LA, 1994-96.

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OTHER ACTIVITIES (Continued):

Grant Reviewer, U. S. Department of Education, Washington, DC, 1989-.
Cited in Arborist News, February 1994, p. 6.
Cited in Library Instruction: A Bibliography, edited by Deborah Lockwood. Connecticut:
Greenwood Press, 1979, p. 80.
Compiled a list of "Recently Received Periodicals" for each issue of Library Notes, TAMU L
Library, 1979-83.
Published a monthly Library newsletter, Dillard University.
Published a monthly newsletter for the Circulation Division staff, 1977-83.

Presided at the TLA District 3 Annual Meeting 1981 and the District 3 Caucus at the TLA Annual Conference, 1981.

Picture appeared in Engineering at Texas A&M University, 1978.

Picture on cover of Employee Benefits, Texas A&M University, 1982- 83.

Cover feature, Evanston Review, February 20, 1976.

Wrote weekly column for two local newspapers, Evanston, IL, 1975-76.

Editor, Stratford Place Homeowners Association Newsletter and on the Executive Board, Baton Rouge, LA, 1983-86.

Parent Teacher Association, 1983-87.

Volunteer: Doctor's Hospital Emergency Room, 1983-85
Easter Seal Drive, 1984
Westminster Elementary School, 1983-86
President of PTA, Westminster Elementary School,
1985-86

Served on Brazos County (Texas) Grand Jury for 6 months, 1982.

RECEIVED

OCT 11 2017

Office of the Executive Vice President
for Academic Affairs and Provost

OFFICE OF GRADUATE STUDIES
P.O. Box 9860
Baton Rouge, LA 70813-9860
(225) 771-5390
(225) 771-5723-FAX

October 10, 2017

Dr. Luria Young, Interim Executive VP and Provost
Office of Academic Affairs
Southern University and A&M College
Baton Rouge, LA 70813

Ref. Recommending Salary Adjustment for Ms. Tisha Walker

Dear Dr. Young:

The Office of Graduate Studies is recommending a salary adjustment for Ms. Tisha Walker, Director of Graduate Admissions and Title III/HBGI Grant Manager, which are two vital positions to the office. Ms. Walker's total salary for both positions is \$67,600. As of today, a total of \$5,200 is allocated in the General Fund from the Graduate School and \$62,400 is allocated from the Title III/HBGI Grant. Due to losing of two staff positions, Ms. Walker's responsibilities have broaden considerably and we are recommending an increase of \$20,000. The additional duties assigned to Ms. Walker include reviewing graduation applications and clearing them for graduation, as well as, assisting with coordination of graduate assistantship budget allocations. These duties and responsibilities are critical to the daily operations of the Office Graduate Studies. The total adjustment will be absorbed by the Title III/ HBGI Grant with no increase in the General Fund allocation.

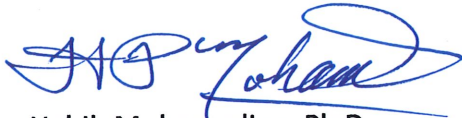
Ms. Walker has continuously exceeded all expectations of her two positions, all while demonstrating her commitment to the University. She has implemented significant changes in the graduate school's admission process. She has advanced this process into utilizing the most up-to-date technology, by devising a complete electronic application process in conjunction with our Department of Information Technology. She's consistently seeking new ways to improve the office functions as a whole. During the months of transition in the Graduate School, Ms. Walker has remained a constant figure and assumed several additional responsibilities within the department, such as overseeing graduate school assistantships and processing graduation applications, while not receiving any compensation for completing these tasks. With the reassignment and merging of duties and responsibilities under the Director of Graduate

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2017 OCT 17 PM 3:23
VP/FINANCE & BUSINESS
AFFAIRS & COMPTROLLER

Admissions and Title III/HBGI Grant Manager, the Office of Graduate Studies will have continuity and consistency plus efficient workflow in this area. The additional responsibilities of prioritizing, budgeting, and coordinating these significant operations for the Office of Graduate Studies, justify an increase in salary to \$87,600. We are requesting the salary adjustment be effective October 1, 2017.

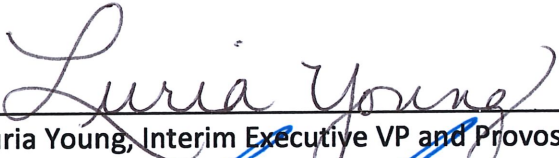
Thank you for your consideration and approval of this request and submission to the Southern University Board of Supervisors at their next meeting. If any additional information is required, please feel free to contact me.

Sincerely,



Habib Mohamadian, Ph.D.
Interim Dean and Professor

Approval:



10/16/17

Luria Young, Interim Executive VP and Provost



10/16/17

Ray L. Belton President-Chancellor, Southern University System

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER									
-----------------	--	--	--	--	--	--	--	--	--

CAMPUS: SUS _____ SUBR _____ SULC X SUAREC _____ SUNO _____ SUSLA _____

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

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

Previous Employee Tisha Y. Walker Reason Left Still Employed
 Date Left _____ Salary Paid \$67,600

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 OCT 11 2017

Profile of Person Recommended

Length of Employment 10/01/2017 To 9/30/2018
 Effective Date of Employment 10/01/2017

Name Tisha Y. Walker SS# S00017449 Sex F Race B
 (Last 4 digits only)

Position Title: Director of Grad Admissions/Grant Manager Department: Office of Graduate Studies

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	<u>16 years</u>	Southern University Experience	<u>12 years</u>
Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.S. - Economics</u>	<u>SU-Baton Rouge</u>	<u>1993</u>
	<u>B.S. - Accounting</u>	<u>SU-Baton Rouge</u>	<u>1995</u>
	<u>MA - Counselor Education</u>	<u>SU-Baton Rouge</u>	<u>2005</u>

Current Employer Southern University and A&M College - Baton Rouge, LA

Personnel Action

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

Annual Salary \$87,600 Salary Budgeted \$87,600 Hourly Rate, if applicable: _____

Pay Cycle: Biweekly X Monthly _____ Faculty _____

Source of Funds: HBGI/Title III Identify Budget: 320557-31120 Location: _____
 General Fund 211001-22301

Change of: _____ From _____ To _____

Position: _____
 Status: _____
 Salary Adjustment: \$67,600 _____ \$87,600

List total funds currently paid this employee by Southern University:

Source of Funds (Current)	Amount
HBGI - 320557-31120	\$82,400
Graduate School - 211001-22301	\$5,200

*See Reverse Side
 Comments: (Use back of form)

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

Supervisor [Signature] 10-11-2017 Date
 Dean/Unit Head [Signature] Date
 Vice Chancellor [Signature] 10/16/17 Date
 Chancellor [Signature] 10/17/17 Date
 Director/Personnel [Signature] 10/17/17 Date
 Vice President/Finance [Signature] 10/17/17 Date
 Business Affairs/Comptroller
 President [Signature] 10/17/17 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 America, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS: Ms. Walker works as the Director of Graduate Admissions and HBGI/Title III Grant Manager in the Office of Graduate Studies. She will be paid \$82,400 from the HBGI/Title III Grant and \$5,200 from the General Fund Budget with a total salary of \$87,600.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8 a.m. – 5 p.m.

EMPLOYEE DIRECT SUPERVISOR: Dr. Habib Mohamadian

SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 771-4622

NUMBER OF EMPLOYEES SUPERVISED, (if any) 3

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")

**SOUTHERN UNIVERSITY LAW CENTER
LAW CENTER - TITLE III**

I certify that the above purchase(s) is (are) allowable under the terms and conditions of the appropriation, budget or award agreement and in accordance with Federal, State, Local, and University policies and procedural requirements for fiscal compliance.

// Allowability/Compliance Verified By: Gerry R. Neal

// Encumbered Funds Available Date: 10-17-2017

Doc. I.D. # H1

J1

F1

F0

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).

- 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

Board of Supervisors

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following the Personnel Affairs Committee)

Southern University Board of Supervisors' Meeting

Friday, October 20, 2017

J. S. Clark Administration Building, 2nd Floor

Baton Rouge, LA 70813

AGENDA

- 1.** Call to Order and Invocation
- 2.** Roll Call
- 3.** Adoption of the Agenda
- 4.** Public Comments
- 5.** *Special Presentation – Above and Beyond Award*
- 6.** Action Items
 - A.** Approval of Minutes of the September 22, 2017, Regular Meeting of the Board of Supervisors
 - B.** Approval of Committee Reports and Recommendations
 - C.** Request Approval of a Resolution to Name the Baseball Operations Center the Cadon Baseball Operations Center, SUBR
 - D.** Request Approval of a Resolution to Place the Statue of A.W. Mumford on the SUBR Campus, SUBR
 - E.** Resolutions
- 7.** Informational Items
 - A.** System President's Report
 - B.** Campus Reports
- 8.** Other Business
- 9.** Adjournment

Southern University and A&M College System
BOARD OF SUPERVISORS MEETING
Board of Supervisors Meeting Room
2nd Floor, J.S. Clark Administration Building
Baton Rouge, Louisiana
9 a.m.
Friday, September 22, 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. Lionel Johnson Jr.

PRESENT

Mrs. Ann A. Smith, Mr. John Barthelemy, Atty. Tony Clayton, Dr. Leroy Davis, Mr. Armond Duncan, Mr. Raymond Fondel, Dr. Curman Gaines, Rev. Joe R. Gant, Jr., Rev. Donald R. Henry, Mr. Richard Hilliard, Atty. Patrick Magee, Atty. Domoine Rutledge, Mr. Michael Small, Dr. Leon R. Tarver II, Dr. Rani Whitfield,

ABSENT

Rev. Samuel Tolbert

UNIVERSITY PERSONNEL ATTENDING

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

BOARD COUNSEL

Attys. Winston DeCuir, Jr., and Tracie Woods

ACADEMIC AFFAIRS COMMITTEE

Board of Supervisors Meeting Room
2nd 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.

Present: Dr. Curman Gaines, Dr. Leon R. Tarver II, Dr. Leroy Davis, Atty. Tony M. Clayton, Rev. Joe R. Gant, Jr., Mr. Armond Duncan and Mrs. Ann A. Smith

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Dr. Tarver and seconded by Rev. Gant the agenda was recommended for adoption.

Motion passed

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: SPECIAL PRESENTATION

A. Law and Technology Initiatives, SULC

Chancellor Pierre thanked the Board for giving him the opportunity to have a special presentation. Atty. Robert Furnier and Professor Mark Thurmon spoke on creating opportunities for minorities in the legal profession. Mr. Robert brought law and technology classes to HBCU Law schools. This team would like to build the Southern University Law Tech Program.

AGENDA ITEM 6: ACTION ITEM

- A. Request Approval of Revised SU System Policy on Endowed Faculty, SUS**
- B. Request Approval of Appointments for Endowed Professorships, SUBR**
- C. Request Approval of Grant/Contact with the East Baton Rouge Public Defender's Offices, SULC**

Upon the motion by Dr. Tarver and seconded by Rev. Henry action items A, B, C, were recommended for approval in globo.

Motion passed

AGENDA ITEM 7: OTHER BUSINESS

NONE

AGENDA ITEM 8: ADJOURNMENT

Upon the motion by Dr. Davis and seconded by Dr. Tarver the Academic Affairs Committee adjourned

Motion passed.

FACILITIES AND PROPERTY COMMITTEE

(Following the Academic Affairs Committee)

Board of Supervisors Meeting Room
2nd Floor, J.S. Clark Administration Building
Southern University and A&M College
Baton Rouge, Louisiana 70813
Friday, September 22, 2017

Minutes

The Facilities and Property Committee was called to order by Committee Chair Rev. Donald R Henry.

Present: Rev. Donald Henry, Dr. Rani Whitfield, Dr. Leroy Davis, Mr. Raymond Fondel, Jr., Mr. Richard Hilliard, Dr. Leon R. Tarver II and Mrs. Ann A. Smith

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Mr. Fondel and seconded by Mr. Hilliard the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

Mr. M. Montgomery stated that he wanted to bring to the Board's attention to the water and air quality surrounding the campus.

Mr. Eli Guillory stated that the water comes from the city.

AGENDA ITEM 5:

A. Request Approval of 5-Year Capital Outlay Request, SUS

Upon the motion by Dr. Gaines and seconded by Dr. Tarver, the agenda item was recommended for adoption.

Motion passed.

AGENDA ITEM 6: INFORMATIONAL ITEM

A. Status Update of Priority Projects

Mr. Eli Guillory discussed that status of major and deferred maintenance projects on SU System campuses. A copy of the status report was included in the meeting packet.

Board members recognized Mr. Guillory on a job well done with his presentation.

AGENDA ITEM 7: OTHER BUSINESS

NONE

AGENDA ITEM 7: ADJOURNMENT

Upon the motion by Mr. Fondel and seconded by Mr. Hilliard the Facilities and Property Committee adjourned

Motion passed.

FINANCE COMMITTEE
(Following the Facilities 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 Finance Committee was called to order by Committee Chair Atty. Domoine Rutledge.

Present: Atty. Domoine Rutledge, Mr. Richard Hilliard, Atty. Tony Clayton, Rev. Joe Gant, Jr., Rev. Donald R. Henry, Dr. Leon Tarver and Mrs. Ann Smith

Absent: None

Upon the motion by Rev. Gant and seconded by Mr. Hilliard the agenda was recommended for adoption.

Motion passed

AGENDA ITEM 4: PUBLIC COMMENTS

NONE

AGENDA ITEM 5: ACTION ITEMS

A. Request Authorization to Submit the FY-2018-2019 Budget Request to the Louisiana Division of Administration and be Ratified at the October 20, 2017 Meeting, SUS

Upon the motion by Atty. Clayton and seconded by Mr. Hilliard item A. was recommended for approval

Motion passed.

AGENDA ITEM 6: INFORMATIONAL ITEM

A. Interim Financial Report as of August 2017

Vice President for Finance and Business Affairs Flandus McClinton gave the interim Financial Report for 2017. He stated that the revenue for the Fall 2017 reveals that all campuses are meeting the budget projections except SUSLA. The 14th class date at the SUSLA campus was later than the other campuses. Expenditures are on target. He stated that the report given during the October Board meeting will reflect the students that have paid fees.

Board Chair Mrs. Smith asked President Belton whether or not the four percent raise had been given to all employees. President Belton stated that he along with the finance team are advancing forward with all employees. The University had established a practice that an employee that had been hired within a six-month length of time or promoted and received a salary increase would not be eligible for the 4% increase. President Belton stated that because the administration did not give sufficient notice in that regard, all employees on the Baton Rouge campus would receive the four percent raise. The increase would be retroactive to July 1. Faculty increases will be effective on August 1.

Mrs. Smith asked about any progress that has been made with the academic program as it relates to sustaining certain colleges and schools and any improvement for supporting the colleges/schools.

Dr. Young stated that the money that was awarded by Title III funds allocated a sufficient amount to fund accreditations and to support the efforts on an annual basis. In addition, funds were allocated to support faculty development. Dr. Belton stated that support would be continuous to the colleges that help define the University.

Dr. Davis stated that there are long standing inequities in salaries just about in every area.

AGENDA ITEM 7: OTHER BUSINESS

NONE

AGENDA ITEM 8: ADJOURNMENT

Upon the motion by Rev. Gant and seconded by Atty. Clayton the Finance Committee adjourned.

PERSONNEL AFFAIRS COMMITTEE
(Following the Finance 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.

Present: Atty. Patrick Magee, Rev. Joe Gant, Atty. Tony Clayton, Dr. Curman Gaines, Rev. Donald R. Henry, Dr. Leon R. Tarver II, and Mrs. Ann A. Smith

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Atty. Clayton and seconded by Rev. Gant the agenda was recommended for Adoption.

Motion passed unanimously.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEMS

A. Approval of Personnel Actions on positions greater than \$60,000

Name	Position/Campus	Salary
1. Dr. Moustapha Diack	Assistant VP for Online Enrollment Services, SUBR New Appointment	\$120,000
2. Kelly Camena	Clinical Assistant Professor-Salary Stipend, SULC	\$30,000
3. TBA	Executive Director of Internal Audit, SUS New Appointment	\$85,500
4. Linda Carr	Associate Director of Internal Audit/ Director of Internal Audit SUS/SUBR New Appointment	\$75,000
5. Cedric Upshaw	Director of Title IX/ADA System/SUBR New Appointment	\$90,000
6. Renita Harrison	Assistant Principal, SU Lab School New Appoint	\$75,000
7. Nadia Washington Seals	SU Lab School Virtual School Director Southern University Lab School New Appointment	\$75,000

Action item 5A-3 Executive Director of Internal Audit, SUS, New Appointment was removed from the agenda at the request of President Belton.

B. Request Approval of Medical Leave of Absence over Three Months with Pay, SUBR

1. James Alton Taylor, Sr.
2. Diana F. Kelly
3. Ahmad Suleiman
4. LaShounda Franklin
5. Vinetta Hingorani
6. Mary Darby

C. Request for Termination Appeal Hearing –Caronda Bean, SUBR
 (Executive Session may be required)

Upon the motion by Atty. Clayton items 5A, 1,2,4,5,6,7 item B and C, was recommended for approval in globo.

Motion failed for lack of a second.

Upon the motion by Mrs. Ann Smith and seconded by Rev. Henry, item **5A, 1,2,4,5,6,7 and item B** was recommended for approval in globo.

Motion passed

C. Request for Termination Appeal Hearing –Caronda Bean, SUBR
(Executive Session may be required)

Upon the motion by Atty. Clayton and seconded by Dr. Gaines the recommendation to deny holding a termination appeal hearing for Caronda Bean was presented.

Discussion

Rev. Gant stated that it is the Board's responsibility to hear both sides of issues that arise. He questioned the reasoning for having an appeal process if all information is not brought forth.

Roll Call Vote

Yays – Clayton, Gaines

Nays – Gant, Magee, Henry, Tarver, Smith

Motion Failed

Upon the motion by Rev. Gant and seconded by Dr. Tarver the Board convened in executive session.

Roll Call Vote:

Yays – Gaines, Gant, Magee, Henry, Tarver, Smith

Nays – None

Atty. Clayton abstained.

Motion passed.

Upon the motion by Rev. Gant and second by Dr. Davis the Board reconvened in general session.

Motion passed

Upon the motion by Atty. Clayton to except the motion of the president second by Dr. Gaines was recommended for approval.

Motion passed

AGENDA ITEM 6: INFORMATIONAL ITEMS

A. Overview of Hiring and Search Procedures and Practices

B. Status Update on Search for Administrative Positions

Agenda Item 6A-*Overview of Hiring and Search Procedures and Practices* was removed from the agenda.

Atty. Clayton stated that there should be a national search to find candidates for the Executive Vice President of Academic Affairs and Provost position. Dr. Belton stated that usually the President makes the decision on the type of search. Dr. Belton stated that the job announcement is posted in the *Diverse Issues in Higher Education*, *Inside Higher Education*, *The Chronicle of Higher Education* and on the SUBR Website.

Mr. Raymond Fondel stated that he would like the University to be consistent with the procedures that were followed in hiring the previous Provost.

Dr. Belton stated the committee will include students, staff members, faculty, alumni and others in the community to diversify the committee.

AGENDA ITEM 7: OTHER BUSINESS

None

AGENDA ITEM 8: ADJOURNMENT

Upon the motion by Rev. Gant and seconded by Atty. Clayton the Personnel Affairs Committee adjourned.

RECRUITMENT AND ADMISISONS COMMITTEE

(Following the Personnel Affairs 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 meeting of the Recruitment and Admissions Committee was called to order by Rev. Joe Gant.

Present: Rev. Joe Gant, Mr. Richard Hilliard, Mr. Armond Duncan, Mr. Raymond Fondel, Rev. Donald Henry, Dr. Leon Tarver and Mrs. Ann Smith.

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Mr. Hilliard and seconded by Dr. Gaines the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: INFORMATIONAL ITEM

A. Report on Fall 2017, Student Enrollment, All Campuses

SUNO: Dr. Mims-Devezin stated that the Fall 2016 enrollment was 2,430 and for Fall 2017 the enrollment is 2,535 which represents a 4.3 percent increase. For new, first-time freshman there was a 4.65 percent increase.

SUSLA: Dr. Ellis stated that the Fall 2016 enrollment was 3,240 and for Fall 2017 enrollment is 3,088 which is a decrease of 4.69 percent. Dr. Ellis stated that in the last three years the connect program has declined in students.

SUAREC: Dr. Phills stated that his report is a part of the Baton Rouge Campus report.

SULC: Atty. Pierre stated that SULC enrollment for Fall 2017 is 565, but students are continually paying, there are 572 paid to date. Last year at the 14th class day there were 556 students that had paid and beyond that the enrollment was 568.

SUBR: Dr. Young stated that the enrollment for Fall 2017 is 6,508 an increase of 149 students which is a 2.3 percent increase.

Each Chancellor gave the reports based on students that have paid fees. Atty. Rutledge stated that at the rate the University is going, it will not be viable or sustainable over time at this pace. He stated that something is not working. We cannot continue to do the same thing and expect a different result.

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Upon the motion by Rev. Henry and seconded by Mr. Hilliard the Recruitment and Admissions Committee Adjourned.

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following the Recruitment and Admissions 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 meeting of the Southern University Board of Supervisors was called to order by Board Chair Ann Smith.

Present: Mrs. Ann A. Smith, Atty. Tony Clayton, Dr. Leroy Davis, Mr. Raymond Fondel, Rev. Joe R. Gant, Jr., Mr. Richard Hilliard, Atty. Domoine Rutledge, Dr. Leon R. Tarver II, Mr. Armond Duncan, Mr. John L. Barthelemy, Dr. Curman Gaines, Mr. Michael Small, Dr. Rani Whitfield, Rev. Donald Ray Henry, Atty. Patrick Magee.

ABSENT: Rev. Samuel Tolbert

UNIVERSITY PERSONNEL ATTENDING

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

BOARD COUNSEL

Atty. Winston DeCuir Jr. and Tracie Woods

AGENDA ITEM 3: ADOPTION OF THE AGENDA

ITEM F: Administrative Reorganization, SUBR, SUS was removed from the agenda.

Upon the motion by Dr. Davis and seconded by Rev. Gant the agenda was recommended for adoption.

Motion passed

AGENDA ITEM 4: PUBLIC COMMENTS

Mr. Devon Clark spoke in support of the SU Lab Basketball Court being named for Joel Hawkins.

Mr. Van Moore also spoke in support of the SU Lab Basketball Court being named for Joel Hawkins.

Atty. Clayton questioned whether or not the Board has the authority to have the gymnasium and floor named in honor of Coach Hawkins.

It was moved by Atty. Clayton and seconded by the full Board to name the Southern Lab basketball court and gym after Joel Hawkins was recommended for adoption. (Agenda item, 6E, taken out of order)

Motion passed.

RESOLVED by the Board of Supervisors for Southern University, place Joel Hawkins' Name on Basketball Court and Gym, SU Lab School, be and it hereby is approved

AGENDA ITEM 5: SPECIAL PRESENTATIONS

A. Above and Beyond Award

Special Presentation to Towanda Jefferson, SUBR Bursar's Office

AGENDA ITEM 6: ACTION ITEMS

A. Minutes of the July 21, 2017, Regular Meeting of the Board of Supervisors

B. Minutes of the August 18, 2017, Regular Meeting of the Board of Supervisors

C. Minutes of the September 8, 2017, Special Meeting of the Board of Supervisors

D. Approval of Committee Reports and Recommendations

**F. Request for Approval of Administrative Reorganization, SUS, SUBR
(F. Removed from agenda)**

Upon the motion by Dr. Davis and seconded by Rev. Gant agenda items 6 A, B, C, D, were recommended for approval in globo.

Motion passed.

Rev. Gant voted No on Agenda Item 6A.

RESOLVED by the Board of Supervisors for Southern University, that the minutes of the July 21, 2017, August 18, 2017 and September 8, 2017, meetings, be and they are hereby approved.

C. Approval of Committee Reports and Recommendations

RESOLVED by the Board of Supervisors for Southern University, that the actions taken by the Academic Affairs Committee, Facilities and Property Committee, Finance Committee, Personnel Affairs Committee and Recruitment and Admission Committee be and they are hereby approved.

1. Academic Affairs

A. Request Approval of Revised SU System Policy on Endowed Faculty. SUS

RESOLVED by the Board of Supervisors for Southern University, that the recommendation for approval of the revised SU System Policy on Endowed Faculty, SUS, be and it is hereby approved.

B. Request Approval of Appointments for Endowed Professorships, SUBR

RESOLVED by the Board of Supervisors for Southern University, that the recommendation to approve Appointments for Endowed Professorships, SUBR, be and it is hereby approved.

C. Request Approval of Grant/Contact with the East Baton Rouge Public Defender's Offices, SULC

RESOLVED by the Board of Supervisors for Southern University, that the recommendation to approve the Grant/Contact with the East Baton Rouge Public Defender's Offices, SULC, be and it is hereby approved.

2. Facilities and Property Committee

Request Approval of 5-Year Capital Outlay Request, SUS

RESOLVED by the Board of Supervisors for Southern University, that the recommendation To approve the 5-Year Capital Outlay Request, SUS, be and it is hereby approved.

3. Finance Committee

Request Authorization to Submit the FY-2018-2019 Budget Request to the Louisiana Division of Administration and be Ratified at the October 20, 2017 Meeting, SUS

RESOLVED by the Board of Supervisors for Southern University, that the recommendation to approve the request to Submit the FY-2018-2019 Budget Request to the Louisiana Division of Administration and submit for ratification at the October 20, 2017 Meeting, SUS, be and it is hereby approved.

4. Personnel Affairs

A. Approval of Personnel Actions on positions greater than \$60,000

1. **RESOLVED** by the Board of Supervisors for Southern University, that the appointment of Dr. Moustapha Diack as Assistant VP for Online Enrollment Services, SUBR, at a salary of \$120,000 be and it hereby is approved.
2. **RESOLVED** by the Board of Supervisors for Southern University, that the appointment of Kelly Camena as Clinical Assistant Professor-Salary Stipend, SULC, at a salary of \$30,000 be and it hereby is approved.
3. **RESOLVED** by the Board of Supervisors for Southern University, that the appointment of Linda Carr as Associate Director of Internal Audit/Director of Internal Audit, SUS/SUBR, at a salary of \$75,000 be and it hereby is approved.
4. **RESOLVED** by the Board of Supervisors for Southern University, that the appointment of Cedric Upshaw as Director of Title IX/ADA, System/SUBR, at a salary of \$90,000 be and it hereby is approved.
5. **RESOLVED** by the Board of Supervisors for Southern University, that the appointment of Renita Harrison as Assistant Principal, SU Lab School, at a salary of \$75,000 be and it hereby is approved.
6. **RESOLVED** by the Board of Supervisors for Southern University, that the appointment of Nadia Washington Seals as SU Lab School Virtual School Director, SUBR, at a salary of \$75,000 be and it hereby is approved.

B. Request Approval of Medical Leave of Absence over Three Months with Pay, SUBR

1. **RESOLVED** by the Board of Supervisors for Southern University, Medical Leave of Absence over three months with pay for James Alton Taylor, Sr, SUBR, be and it hereby is approved.
2. **RESOLVED** by the Board of Supervisors for Southern University, Medical Leave of Absence over three months with pay for Diana F. Kelly, SUBR, be and it hereby is approved.
3. **RESOLVED** by the Board of Supervisors for Southern University, Medical Leave of Absence over three months with pay for Ahmad Suleiman, SUBR, be and it hereby is approved.
4. **RESOLVED** by the Board of Supervisors for Southern University, Medical Leave of Absence over three months with pay for LaShounda Franklin, SUBR, be and it hereby is approved.

5. **RESOLVED** by the Board of Supervisors for Southern University, Medical Leave of Absence over three months with pay for Vinetta Hingorani, SUBR, be and it hereby is approved.
6. **RESOLVED** by the Board of Supervisors for Southern University, Medical Leave of Absence over three months with pay for Mary Darby, SUBR, be and it hereby is approved.

C. Request for Termination Appeal Hearing-Caronda Bean, SUBR

RESOLVED by the Board of Supervisors for Southern University, that the recommendation to deny a termination hearing for Caronda Been, SUBR, be and it is hereby approved.

F. Request for Approval of the Medical Marijuana Contractor/Vendor for Southern University

There were three companies that were selected by the committee 1. Med Louisiana, LLC, 2. Advanced Biomedics, LLC 3. Southern Roots Therapeutics, LLC

Dr. Phills introduced each vendor. Each vendor was allowed to address the Board.

Atty. Rutledge stated that there were four categories used to evaluate vendors, financial stability, ability to produce a quality product, diversity, and economic impact in North Baton Rouge.

Upon the motion by Atty. Rutledge and seconded by the Rev. Gant the recommendation to select Advance Biomedics as the vendor for the marijuana initiative and to authorize President Belton, Dr. Phills and the Committee to negotiate a contract to be brought back for the Board's approval.

Atty. Clayton offered a substitute motion to select Southern Roots which was seconded by Mr. Fondel.

Roll Call Vote:

Nays: Smith, Henry, Barthelemy, Davis, Duncan, Gaines, Hilliard, Rutledge, Small, Tarver, Whitfield

Yays: Clayton, Fondel, Gant, Magee

Motion Failed

Upon the motion by Atty. Rutledge and seconded by Rev. Gant the recommendation to select Advance Biomedics was offered.

Roll Call Vote:

Yays: Smith, Henry, Barthelemy, Davis, Duncan, Gaines, Gant, Hilliard, Magee, Rutledge, Small, Tarver, Whitfield

Nays: None

Abstentions: Clayton, Fondel

Motion passed.

RESOLVED by the Board of Supervisors for Southern University that the Medical Marijuana Contractor/Vendor for Southern University is Advance Biomedics, SUS, be and it hereby is approved.

Atty. Rutledge stated that there has been much discussion about the financial guarantee. He requested that Board counsel secure whatever release that is necessary from Advance Biomedics to make certain that the financial documentation that they have provided is accurate.

H. Resolutions

The Gerald Handy Family. Mr. Handy, husband of Patricia Handy, receptionist in the President-Chancellor's Office and father of Troy Handy of the SUBR Department of Buildings and Grounds, passed away on Saturday, September 9, 2017.

The George Foster Family. Mr. Foster, a graduate of SUBR and native of Napoleonville, passed away on Monday, September 11, 2017.

The Johnson Family. Mr. Johnson, husband of the late Velena Johnson, interim SUBR registrar, passed away on Wednesday, September 20, 2017.

The Nathan Smith Family. Mr. Smith, SU alumnus and father of Ronald Smith, ExxonMobil YMCA Executive Director and cousin of Atty. Patrick Magee, passed away on Saturday, September 16, 2017.

Upon the motion by Atty. Rutledge and seconded by Rev. Henry the resolutions were recommended for adoption.

Motion passed.

AGENDA ITEMS 7: INFORMATIONAL ITEMS

- A. Update on Southern University Laboratory School
- B. System President's Report

Dr. Belton stated that Governor Edwards visited the SUBR campus and announced that the state would provide approximately \$10 million to address the erosion problems on the Baton Rouge campus.

C. Campus Reports

SUNO - Dr. Mims Devezin stated that the campus report was included in the packet. She also stated that the SUNO campus held town hall meetings with non-traditional students. The meeting was an eye-opener and very engaging.

SUSLA - Dr. Ellis stated that the campus report was included in the packet. He noted that each Board member received an electronic copy of the SUSLA magazine that offers additional information about activities on the campus for the last 6 months.

SUAREC - Dr. Phills stated that today was a historical day at SUBR. He thanked the Board for their support on the marijuana vendor selection. Dr. Phills also recognized members of the committee.

SULC - Atty. Pierre thanked everyone for their support during the SULC 70th year celebration. He also announced the new law clinic that is housed in the new Innovation Center.

SUBR - Dr. Young stated that the report was included in the package. She also announced that Southern University Baton Rouge campus has received a grant from the National Science Foundation and that SUBR has become a silver member with America Makes, which is the first HBCU to partner with the organization.

Upon the motion by Rev. Gant and seconded by Dr. Whitfield the meeting adjourned.

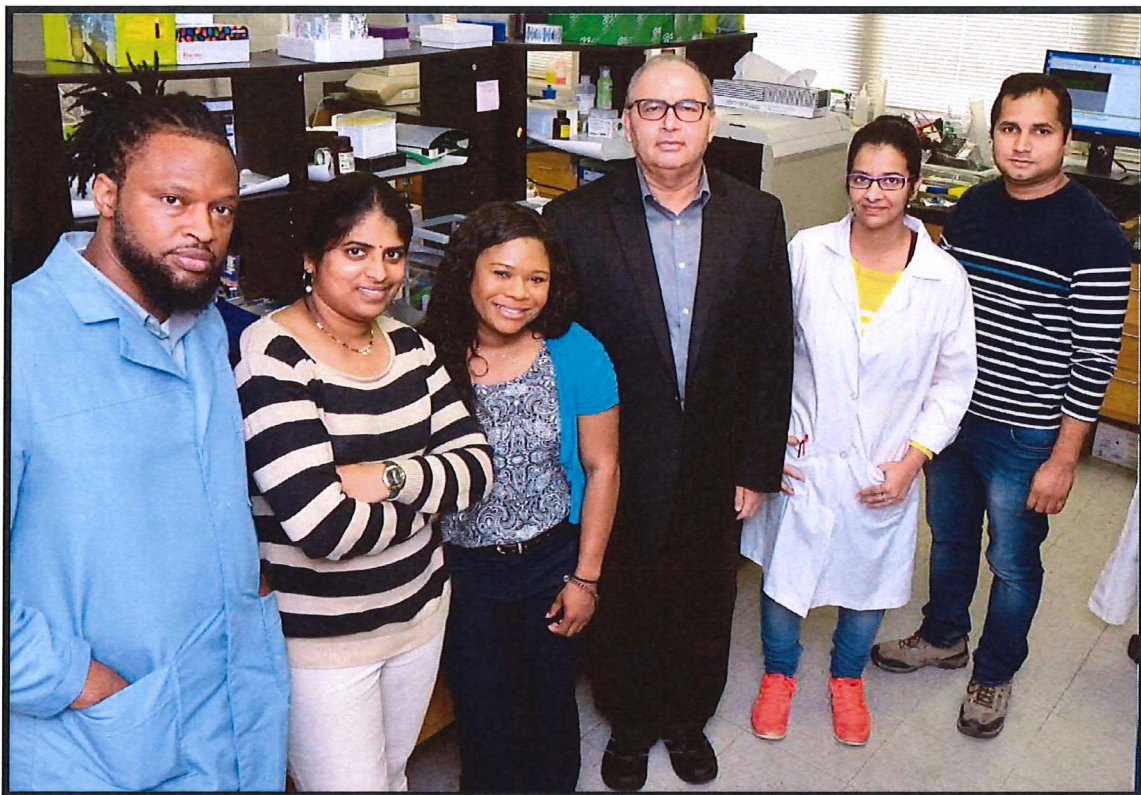
Southern University and A&M College at Baton Rouge

Chancellor's Report



SIGNIFICANT ACCOMPLISHMENTS/ACHIEVEMENTS

**The Flight Attendant Medical Research Institute Grant
Awarded to the Department of Environmental Toxicology**

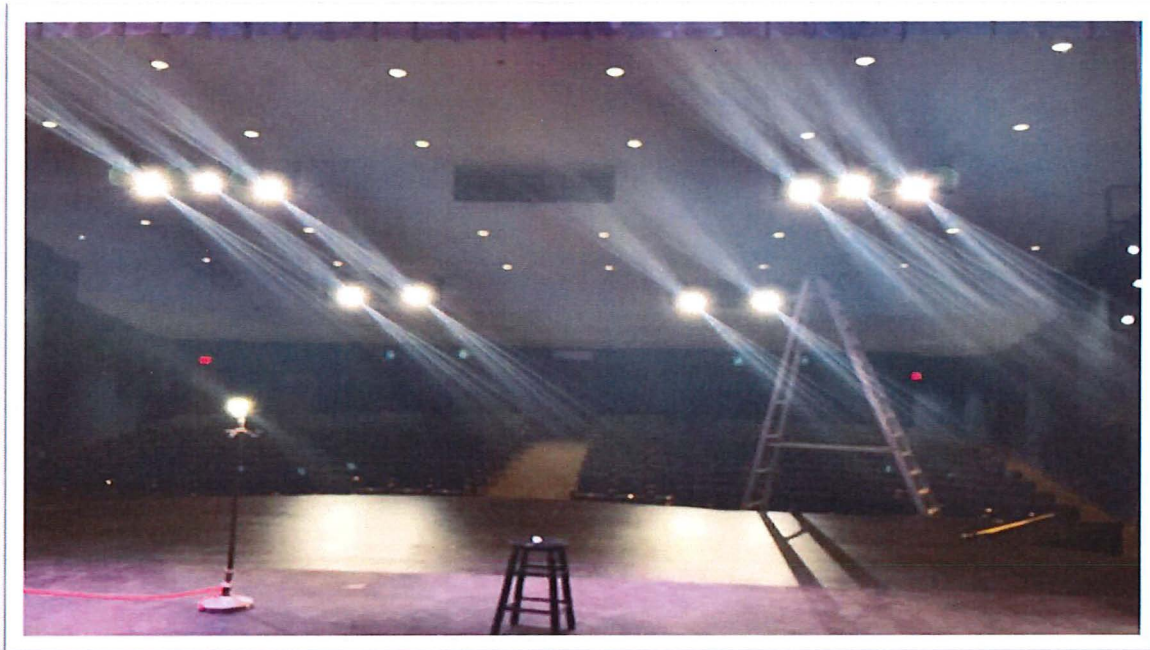


The Southern University Baton Rouge Environmental Toxicology department recently received renewal of a Flight Attendant Medical Research Institute (FAMRI) grant for 2017-2018. FAMRI is a non-profit, private foundation formed from a class action lawsuit brought on behalf of non-smoking Flight Attendants in 1991.

Dr. Sanjay Batra, associate professor of Environmental Toxicology, stated, "This is our fifth year receiving support from the Flight Attendant Medical Research Institute to fund our research. The continuation of this funding is a significant recognition to the work of my research group."

The \$108,000 grant is supporting research of the cytosolic receptor PAN5/PYNOD/NALP10 and how it regulates secondhand smoke induced inflammation. Specifically, the team's focus is the importance of cellular membrane micro domains, autophagy, immunoproteasomes and epigenetic markers in inflammation if the cytosolic receptor is absent. The grant provides full assistantships for the five SU Environmental Toxicology Ph.D students that make up the research group. In addition to providing funding for this study, the University benefits indirectly from the institute's support. Dr. Batra and his team have written several articles focusing on the molecular mechanisms which are being targeted by our group and two other manuscripts are currently in revision.

The Frank Hayden Hall Theater Reopens



The Frank Hayden Hall Theater was established in the 1960's. In the last two and a half years, there was a surge to restore the function of the Theater for campus events, community events and collaborative events. Dr. Erma Waddy Hines, recently retired Chair of the Department of Visual and Performing Arts, full professor, Former Dean of the College of Arts and Humanities, and former Director of the Southern University System Foundation, spearheaded a signature effort to re-open the Hayden Hall Theater. The effort also became a signature campus project

among several administrators, Title III and auxiliary units, with a technical director/theatre manager orchestrating pertinent jobs that led to the reopening of the Theater.

On September 25, 2017, the Frank Hayden Hall Theater reopened with a gala celebrating all of the arts. Dr. George Whitfield, retired Chair of Visual and Performing Arts and former Dean of the College of Arts and Humanities, gave a historical overview of the building. Dr. Hines spoke of "Projections" for the continuing refurbishment effort addressing yet unfinished aspects to the Theater's re-birth, such as handicap accessibility in restrooms and all entrances/exits.

Over the past two years, Dr. Hines, in conjunction with a project management team, including Speech and Theatre Program Leader Dr. Joyce W. O'Rourke, Speech and Theater Director Professor Antoinette McDonald-Ellis, and the Theater's Technical Director and Theater Manager Kenneth M. Ellis, produced a punch list of critical tasks necessary to make the Hayden Hall Theater a properly functioning facility. Items listed include repairs to the Theater's fly system (partially addressed thanks to Dr. Hines' generosity), installation of aisle lighting fixtures, and repair of lighting in the Theater scene shop. At the outset, the punch list included many other critical tasks now complete including the aforementioned partial repair of the fly system, the purchase and installation of a new digital stage lighting and control, the purchase and installation of a new digital sound reinforcement system, the purchase and installation of new stationary tools in the scene shop, and the application of fresh Columbia Blue paint on the auditorium walls. Completion of those particular tasks made the recent reopening of the Hayden Hall Theater possible, and in so doing it has infused the Department of Speech and Theatre faculty and staff with enthusiasm and a new sense of great possibilities going forward.

The format for the reopening program consisted of performances by faculty and students in music, fine arts as well as speech and theatre. Works by visual arts faculty members provided a backdrop (on the cyclorama) throughout the evening. This collaboration of the arts emphasized that the Theater will be an available, viable and unique venue for campus groups, alumni groups and community groups.



Fall Enrollment Increases in Key Areas

Southern University's student population is expanding. In particular, for the first time in several years, the University has experienced significant growth in important sectors this fall. Online enrollment increased 70 percent from last fall; new first-time students had an increase of 13 percent; cross-enrolled increased by 609 percent; and transfer students jumped five percent.

According to Dr. Ray Belton, President-Chancellor of the Southern University System, "What is encouraging about these numbers is the increase in the first-time freshmen at the University. The SUBR campus has suffered from declining enrollment for multiple years, so this response gives indication that we are on the right path." Dr. Luria Young, Interim Executive Vice President for Academic Affairs and Provost, stated "It gives me great joy to see our System flourish. "While working collectively, we achieved a goal that we can continue to build upon." Mrs. Dianna Depron, SUBR Executive Director of Admissions and Recruitment, attributes the increase in transfer and cross-enrolled students to trending recruitment tactics, such as social media and digital campaigns, email marketing, and aggressive recruiting. The increase in online enrollment is associated with marketing strategies including targeted digital campaigns the University activated last semester. The focus was to highlight newly released programs and concentrate on a new demographic: working professionals.

In addition to the growing enrollment on its flagship campus, the SU System is enjoying encouraging numbers from the SU Law Center (SULC) and Southern University New Orleans (SUNO). According to Dr. Lisa Mims-Devezin, SUNO Chancellor, the campus overall enrollment increased nearly five percent with first-time freshmen student enrollment expanding by 47 percent. "We took the initiative to do more community outreach, engagement, marketing, and recruitment," said Dr. Mims-Devezin. SULC Chancellor John Pierre reported that despite the trends of national law schools, enrollment at the SU Law Center is up slightly this fall. "We're very happy with the composition of the class and the numbers," Mr. Pierre stated.

The SU System saw a moderate increase in overall student enrollment. "We will continue to invest and to shape strategies that will prove to fulfill our enrollment aims. There is a great anticipation that we will continue to move the needle forward," Dr. Belton affirmed.

Jaguar Preview High School Day 2017

SUBR is gearing up for Jaguar Preview High School Day 2017. Jaguar Preview High School Day is an opportunity for prospective students that have an interest in enrolling in Southern University along with parents, teachers and guidance counselors to get an intimate look into the University's world



class educational programs and exceptional student services. The students will have the opportunity to speak with faculty and staff from various academic departments. Students will also be provided with tours of the campus throughout the day by Southern University student recruiters.

Planned activities include a welcome program, student organizational fair, tailgate experience, performance by the World Renowned Southern University Marching Band, the Gold N' Bluez Dance Team, the SU Cheerleaders, and the National Pan Hellenic Council. Prospective students will also have the opportunity to witness the Southern University Jaguars take on the Prairie View Panthers.

Jaguar Preview High School Day is scheduled for November 4, 2017 at 9:00 a.m in the F.G. Clark Activity Center. Students are encouraged to register by October 25, 2017. Onsite registration will be available at an increased registration fee. For more information, call the Southern University Office or Admissions and Recruitment at 225.771.7827.

Southern University Establishes Partnership with Mentorship Academy



Southern University is expanding its footprint to downtown Baton Rouge through a partnership with Mentorship Academy. Entering into its second year, the partners signed a three-year agreement to share space at the Mentorship Academy which is located in a six-story downtown building and in an adjacent annex where additional student services are offered.

"The Mentorship Academy has had a valuable partnership with the Law Center by allowing us to host classes downtown at its facility," explains John Pierre, Chancellor of the Southern University Law Center. "This partnership has allowed the Law Center to expand access and opportunity to the working professionals that are part of our student body."

According to Preston Castille, president of the Southern University Alumni Federation, "With the Southern University Law Center and the Southern University School of Education now offering classes at the downtown building, Southern is now able to offer a convenient location for its students to attend classes in the heart of the city's business community, only blocks away from the Louisiana State Capitol, governmental agencies, as well as federal, state and city courthouses."

Southern has access to both buildings to teach evening courses which includes the law school and many graduate degree programs. This affords working professionals the access to a part-time legal education without putting their careers on pause. "The law center was the first academic program to offer courses at the downtown location. The downtown course offerings have afforded SULC students the opportunity to work with and learn from judges and practitioners at local law firms and courthouses. Our students are being exposed to the actual practice of law, which will give them a competitive advantage in the job market and make them better lawyers," Mr. Castille stated.

Through this agreement, the two schools have agreed to expand their dual enrollment programs and develop other collaborative academic programs that would mutually benefit their separate missions.

Southern University Plays a Major Role in Securing the Nobel Physics Prize for 2017

The Nobel Physics Prize for 2017 was awarded to three scientists behind an experiment stretching over decades that yielded proof of Einstein's theory of relativity and is now helping scientists locate black holes in the universe. The Laser Interferometer Gravitational-wave Observatory in Livingston and staff played a critical role in the discovery. Researchers working there first recorded the sound of two black holes colliding a billion light years away.

The Nobel Prize announcement prompted plenty of excitement at the LIGO facility in Livingston Parish and among those involved in the effort. "It's very ecstatic right now," said William Parker, a New Orleans native and Southern University graduate, who was at the helm in the control room at the LIGO Livingston Observatory and first noted the anomaly and alerted staff of a possible detection. Southern University was the only historically black institution that contributed to this exceptional discovery.

Southern University has been an active member in LIGO in the area of optical materials research since 1999. The University's work focuses on minimizing noise in LIGO test mass mirrors in order

to help maximize the sensitivity of the LIGO interferometers. These investigations have involved detailed experimental and computational studies of atomic composition and chemical structure of the mirror coatings by SU faculty members and students from the physics, chemistry, mathematics and computer science departments. Dr. Stephen McGuire, professor of physics, serves as principal investigator-LIGO Scientific Collaboration and Dr. Luria Young, Interim Executive Vice President and Provost, is the principal investigator for SU LIGO SEC Partnership.



STUDENTS SHINE AT CONGRESSIONAL BLACK CAUCUS FOUNDATION CONFERENCE IN WASHINGTON, D.C.



SULC Students shine at the Congressional Black Caucus Foundation Conference 2017. Pictured left to right are: Gary Williams, Mareshah Wheeler, Johnny King, Yasha Clark, REV. JESSE JACKSON, Ikeecia Colenberg, and Xavier Nelson.

The students were featured in a special session led by Congresswoman Maxine Waters of California where they were introduced and noted for their lawyer superpowers. Video footage of the students being introduced can be viewed here: <https://youtu.be/FFBB0TWHy4Q>

ADVOCATING FOR WORKPLACE JUSTICE WORKSHOP LEADS STUDENTS TO WORKERS ADVOCACY LAW

A large gathering of students and local community members engaged in workers' advocacy gathered for a Peggy Browning Fund Workshop on Advocating for Workplace Justice held at the Law Center on Tuesday, September 26. The workshop talked about the work being done in the workplace advocacy field and gave students the opportunity to learn about Peggy Browning Fellowships.

Guests included Mary Yanik, Staff Attorney with the New Orleans Worker Center for Racial Justice, and a representative of the National Labor Relation Board (NLRB).



SULC Student Richard Montgomery talks about his experiences as a Peggy Browning Fellow working for Workers' Rights.

Exciting Events

SULC OPENS NEW TECHNOLOGY AND ENTREPRENEURSHIP CLINIC



SOUTHERN UNIVERSITY LAW CENTER TECHNOLOGY & ENTREPRENEURSHIP CLINIC

The U.S. Patent and Trademark Office (USPTO) has certified the new Southern University Law Center Trademark and Patent Clinic. The clinic was selected to participate in both the patent portion and the trademark portion of the USPTO's Law School Clinic Certification Program.

"As the 21st century economy requires lawyers with more technical skills, we are proud to offer this opportunity to our students who can better bridge law and technology through patents and trademarks," Law Center Chancellor John K. Pierre shared. "Through this clinic we will also be supporting the entrepreneurs in this community who are seeking to patent or trademark their ideas in order to take them to market."

The Clinic is located in the SU Innovation Center opened to clients beginning in mid-September.

For more information about the Patent and Trademark clinic, visit the SU Innovation Center at 616 Harding Blvd, Suite 102, Baton Rouge, 70807, or e-mail the clinic at sulctechclinic@gmail.com or via phone at (225) 424-8177.



PROF. ANGELA ALLEN-BELL PUBLISHES OP-ED IN THE WASHINGTON POST ON CRIMINAL JUSTICE REFORM



[Prof. Angela Allen-Bell](#) recently published a guest column in *The Washington Post* titled [These Jury Systems are Vestiges of White Supremacy](#), which critiques the justice system of some states that requires less than a unanimous jury verdict for a felony conviction that does not involve the death penalty.

Bell writes: “The historical reasons behind the jury systems in Louisiana and Oregon offend our democratic values. Louisiana required unanimous verdicts when it became a territory in 1803, but non-unanimous verdicts were formally adopted as law during Louisiana’s 1898 constitutional convention, where lawmakers declared that their ‘mission was . . . to establish the supremacy of the white race.’ At the same convention, Louisiana adopted literacy tests for voting and one of the South’s first ‘grandfather clauses,’ which exempted white voters

whose father or grandfather had previously voted from taking literacy tests.”

In the piece, Bell explains that “[e]liminating unanimity accomplished two things. First, the change paved the way for quick convictions that would facilitate the use of free prisoner labor as a replacement for the loss of free slave labor. Second, it ensured that African American jurors could not use their voting power to block convictions of other African Americans. An 1870 editorial in the *New Orleans Daily Picayune* posited that the recently emancipated were ‘wholly ignorant of the responsibilities of jurors, unable to discriminate between truth and falsehood in testimony, and capable only of being corrupted by bribes.’”

Prof. Bell is a leading voice in social justice issues in the United States, and she was recently named a fellow of the American Bar Foundation.



Fascinating Faculty

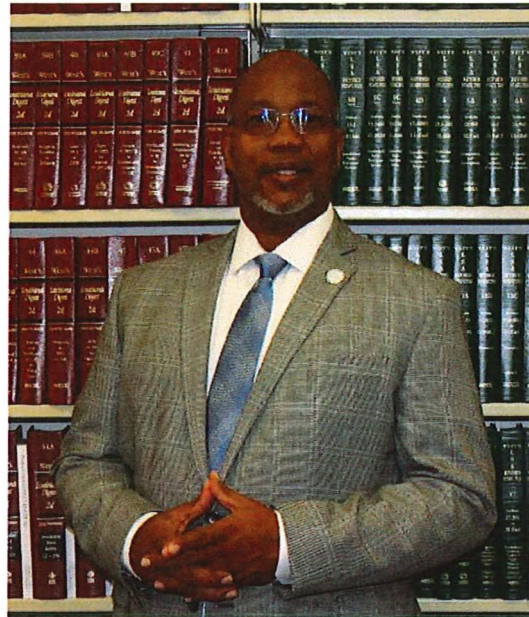
PROFESSOR MARK THURMON GIVES BUSINESS ENTITY LAW REVIEW AT ATTORNEY GENERAL CLE

Professor Mark Thurmon was at the Louisiana Attorney General's annual CLE for the State Justice Department on September 19. He presented a review and update on Louisiana business entities and talked about the opening of the new SULC Technology and Entrepreneur Clinic.

In his presentation Professor Thurmon shared information on recent changes to business entity law as well as new technology being deployed by the Secretary of State's office to improve business registration and annual reporting.



Professor Mark Thurmon at the Attorney General CLE on September 19.



Associate Vice Chancellor Shawn Vance

ASSOCIATE VICE CHANCELLOR SHAWN VANCE SPEAKS AT FEDERAL BENCH BAR CONFERENCE

Associate Vice Chancellor Shawn Vance presented at the Federal Bench Bar Conference in New Orleans on Friday, September 29.

His presentation on a case (three separate cases which have been consolidated) raising the question of whether an employer can force his/her employees to sign an agreement that all of the employment related claims - individual, group, or class - must be submitted to arbitration. His discussion touched on if such an agreement would be violative of the Federal Labor Relations Act. The presentation was well received by those in attendance.

Chancellor Pierre also spoke at the conference as part of a panel of Louisiana law school top administrators. His presentation focused on the innovations in the curriculum at SULC as a differentiator among other law schools in the state.



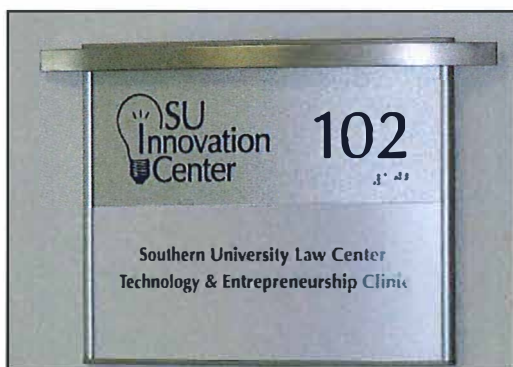
DISASTER CLINIC AND FLOOD PROOF RECOVERY PROGRAM ACCEPTED FOR PRESENTATION AT AALS

Professors Kerii Landry Thomas, Jessica Sparks, and Latisha Nixon-Jones have been selected as participants for the AALS Discussion Group called *A Unique Approach to Access to Justice: Training Lawyers to Serve* during the AALS 2018 Annual Meeting in San Diego in January 2018.

Participants in the discussion group sessions consist of a mix of individuals identified in the original proposal and individuals selected from a call for participation.

In addition to this honor, Landry, Sparks, and Nixon-Jones wrote a proposal that was accepted for the Southern Clinical Conference at LSU on October 20, 2017.

Their topics of presentation include disaster recovery, small successions, and wealth protection for low-income individuals.



Pictures from the recent opening of the SULC Technology and Entrepreneurship Clinic at the SU Innovation Center.



3L FATIMA MANN MAKES HUGE IMPACT ON HURRICANE HARVEY

Law Student Fatima Mann is changing communities throughout the country.

Recent she founded Community Restoration Initiative (CRI), an organization that was born from the idea of wanting to create a culturally appropriate trauma-focused, equitable humanitarian aid for those that are most impacted by natural disaster. The initiative began with her using her own funds to purchase life vests, supplies, and a canoe for one of her friends Angelica Eraszo who began rescuing people trapped in their homes in Houston. From that moment on she was invested in providing those that lost everything with the resources they need to not just survive but to maintain their dignity.

Counter Balance Foundation (CBATX) is a grassroots organization she cofounded in Austin, Texas, with Kristina Brown, of which she also serves as the Executive Director. Counter Balance adopted the Community Restoration Initiative allowing her to create, implement, and manage the initiative. Under the guise of CBATX the CRI provided the framework that coordinated the rescues of over 400 people, raised over \$20,000, and solicited donations of over one ton of supplies to the 5th ward in Houston, Baytown, Beaumont, and Port Arthur. The first CRS is housed at Wildflower Church in Austin, Texas.

Each Community Restoration Sites (CRS) serves as the one-stop-shop for vital resources for people who were while simultaneously cultivating holistic healing. Certified healers donate their skills to assist recharge people mentally, spiritually, and physically through massages, acupuncture, reiki, and other body work. The CRS acts as a conduit between people who were and resources like: on-site FEMA personnel, Austin ISD, and governmental benefits like SNAP.

“Although I am the visionary of the Community Restoration Initiative, but it would not exist if others besides didn’t ensure Black, Brown, and people without money were a priority of disaster relief efforts,” Mann said. “So many people were aided from various locations, businesses, and organizations such as Counter Balance: ATX, Guardians Gate, Healers Community, Lunch Ladies, Black Pflugerville, and so many more.”

She added that the restoration efforts exist because of volunteers like Kristina Brown, Dawn Burnside, Melissa Grogan, Ilbersalle Fallon, Devyne Harris, Ja’corey Oru, Keisha Gillis, Mama Betty, Stacie Williams, Tray Frazier, Nyla Yarden, and so many more.

“I can only take credit for implementing the vision, facilitating the process, bringing people together, and believing that we could save people’s lives if we worked together,” Mann said.

Mann is also known for her leadership on legislation in Texas known as the Sandra Bland Act. Her work on that legislation led to the successful passage of a bill to protect people like Sandra Bland from unlawful traffic stops and subsequent deaths resulting from those stops.



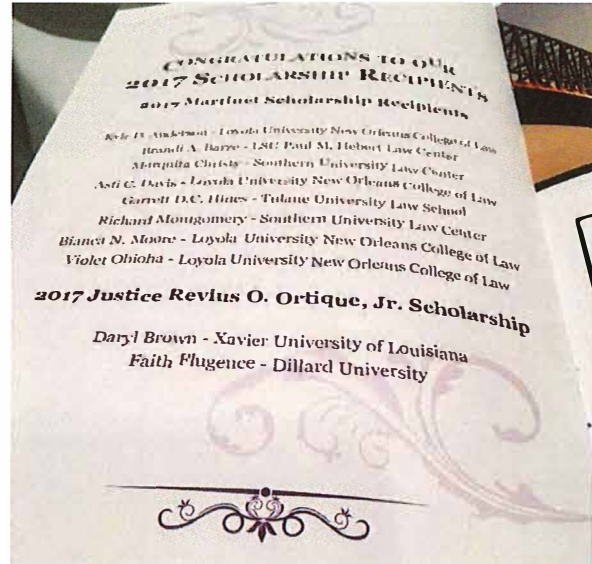
Fatima Mann (far left) with fellow activists in support of the Sandra Bland Act.



RICHARD MONTGOMERY AND MARQUITA CHRISTY HONORED WITH LOUIS A. MARTINET SOCIETY SCHOLARSHIPS

SULC Students Richard Montgomery and Marquita Christy were recipients of the 2017 Louis A. Martinet Legal Society Scholarships for the state of Louisiana.

Students were among the eight honored at the Martinet Society event on September 9, 2017.



SULC 1L RASHID YOUNG TAKES OVER LAUREL OAKS CHARTER SCHOOL

Rashid Young, who started Aug. 1 as director of operations for Laurel Oaks Charter School, has taken over as interim head of school at the one-year-old school.

His appointment comes after some conflict for the school and he will be working to ensure the school continues to provide a growing environment for children.

SULC LAW REVIEW ANNOUNCES 2017 – 2018 MEMBERSHIP

The Southern University Law Review is pleased to announce its 2017-18 membership:

Junior Editors are: Marissa Batiste, Andre Cousin II, Farren Davis, Monette Davis, Morgan Ducote, Evan Gelobter, Jimmie Herring, Mary Catherine Joiner, Tara Melancon, Arham Mughal, Brooke Roach, Tanika Starks, Rachel Svetlecic, and Dylan Yesso.

Senior Editors are: Remington Angelle, Derek Bisig, Scott Courrege, Michelle Gros, Ariel Harris, and Jordan Lewis.

The E-Board is proud to have such a distinguished group of individuals to represent Southern University Law Center and the SULC Law Review. Editorial Board members include: Kolby P. Marchand, Editor-in-Chief; Daisha L. Hodges, Executive Editor; Stefanie N. Stephens, Managing Editor; and Charles K. Parr, Articles Editor.



2L DESIREE BIZOR WINS SCHOLARSHIPS

Student Desiree Bizer is the recipient of The Corporate Counsel Women of Color® committee “My Life as a Lawyer Scholarship Award” in the amount of \$1,000.00 for the 2017-2018 school year. The CCWC® committee was most impressed with her ideas, plans and aspirations for promoting diversity within the law and the work she are already doing in this area as indicated within her essay. Bizer will have quotes from her essay within CCWC® publications.

Bizer was also awarded the Judge Zorraine M. Waguespack Scholarship through the Law Center for this academic school year.

Ms. Bizer is a member of the Mississippi National Guard and regularly participates in her military training while attending law school. Ms. Bizer was also a legislative intern during the 2017 legislative session where she spoke before the Senate Finance committee winning praise from Senator Regina Barrow.



SULC 2L Desiree Bizer



The 2017 – 2018 Trial Advocacy Board



CHUCK TONEY ('11) NAMED SOUTHEASTERN ALUMNUS OF THE YEAR

Chuck Toney, owner and operator of The Toney Law Office, LLC in New Orleans, has been named Southeastern Louisiana University's 2017 Young Alumnus of the Year. He will be officially recognized at the Southeastern Alumni Association's Awards Evening to be held at 7:30 p.m. Friday, Oct. 6, during Homecoming Week.

"We are pleased to honor Chuck Toney as our Young Alumnus of the Year," said Alumni Association President Brad Stevens. "Chuck has seen that once you join the Southeastern family, you are a Lion for life. He never misses a chance

to tell others all the benefits of the unique university where his journey started, and he proudly gives back as a donor, volunteer, and board member."

Toney graduated from Southeastern in 2006 with a bachelor of arts in political science. His passion for advocating for others led him to become an attorney, graduating from Southern University Law Center in 2011.

SULC ALUMNI-LED STAR HONORED WITH LSBA AWARD

The Louisiana State Bar Association announced that Sexual Trauma Awareness and Response®, or STAR®, will be honored with this year's Legal Service Innovation Award. The organization's approach of providing legal services to sexual assault survivors exemplifies innovation in a holistic and comprehensive way of addressing a gap need in services.

STAR launched its legal services program in April of 2015 after being awarded the Legal Assistance for Victims (LAV) Grant from the Office on Violence Against Women. This funding, in the amount of \$500,000 for three years, allowed STAR to develop its specialized legal services geared towards serving non-intimate partner sexual assault survivors, as well as partner with the LSU Law Center to develop a clinical education course for law students to provide legal representation to sexual assault survivors. This clinic was the first of its kind in the country.

STAR attorneys provide consultation and legal representation to survivors of sexual trauma in the areas of education, employment, family/juvenile law matters, housing, immigration, privacy, public benefits, victim rights, and safety issues. Through its first two years of existence, STAR's legal team has assisted over 230 survivors of sexual violence in over 400 legal matters.



The legal services program at STAR is spearheaded by its visionary Legal Director, Morgan Lamandre, Esq. (pictured center), and includes two incredible staff attorneys, Cherita McNeal, Esq. (pictured left) and Brittany Tassin, Esq. (pictured right), all graduates of Southern University Law Center, who work tirelessly to serve survivors of sexual assault throughout the Capital and Greater New Orleans Areas.



ALUMNA ARIYAL FABRE GRADUATES FROM JAG SCHOOL

SULC Alumna Ariyal Fabre recently graduated from JAG school. She is now a First Lieutenant in the Army National Guard (part-time). Her duty station is Camp Bearegard in Pineville. She is currently working full-time as an assistant attorney general at the Louisiana Department of Justice in New Orleans.

SULC Director of Career Services Tarves Walker will be one of her military supervisors. She is joining the 225th Engineer Brigade as Trial Counsel, where LTC Steven Sumbler, ('06) is the Command Judge Advocate and Walker the the Deputy Command Judge Advocate. As a result, one of the largest engineer formations in the military will be advised by ALL SULC lawyers.



APRIL W. BRUMFIELD ('11) HAS JOINS THE STATE AND LOCAL GOVERNMENT AFFAIRS TEAM AT VERIZON.



April W. Brumfield, '11, has joined the State and Local Government Affairs team at Verizon. Brumfield is responsible for developing and implementing Verizon's legislative strategy, tactics and content in support of the company goals and positions across all business units and enterprise-wide.

Brumfield will represent Verizon's policy interests at the municipal and state government levels in the South Central, Southeast and Great Lakes states. Brumfield is based in Irving, Texas.





Chancellor's Report

October 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

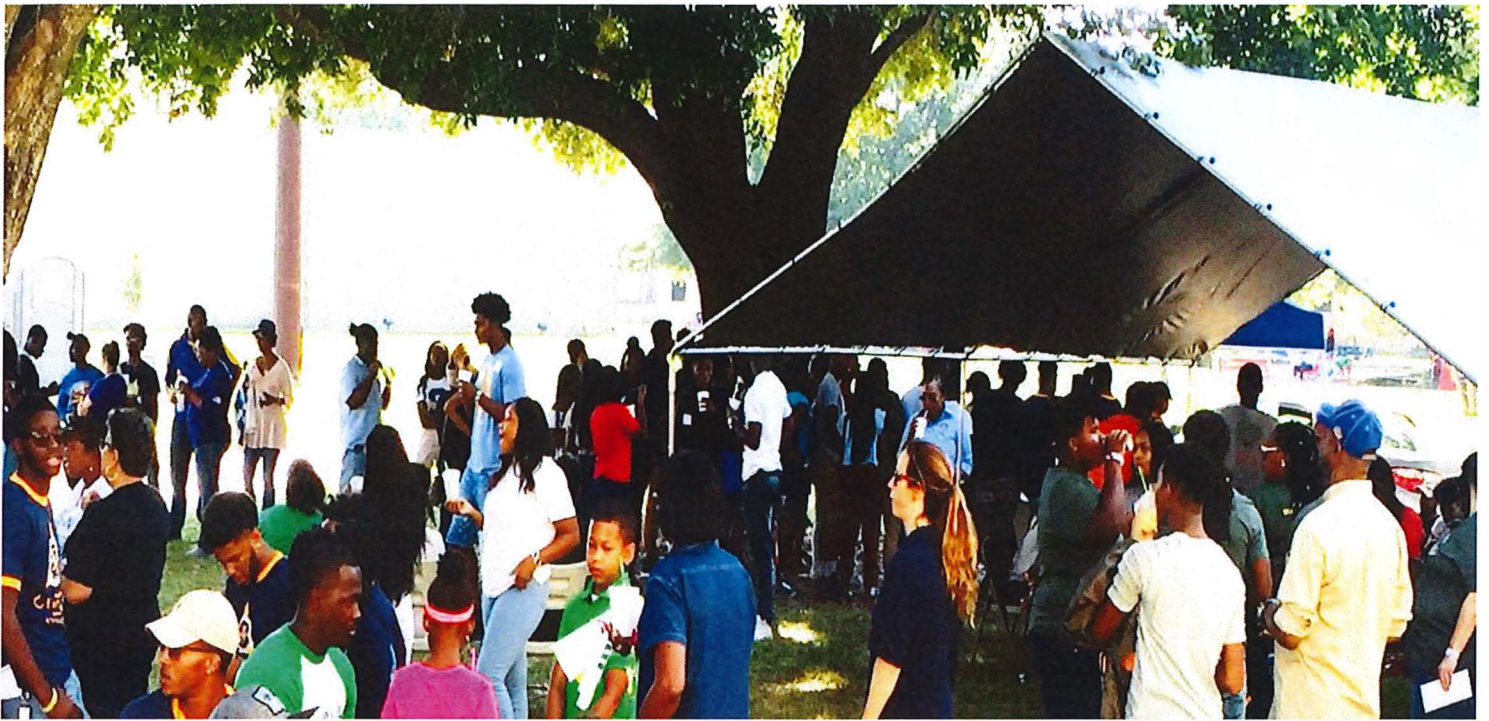
Linda Batiste
Director of Finance

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SOUTHERN UNIVERSITY Agricultural Land-Grant Campus



Come GROW with Us!



Agricultural Land-Grant Campus holds Successful Recruitment Extravaganza

On Saturday, Sept. 30, more than 300 high school juniors, seniors, parents and chaperones - representing over 30 high schools from throughout the state - attended the Southern University Agricultural Land-Grant Campus' first Recruitment Extravaganza. The event was held at the SU Ag Center

During the extravaganza, students interacted with faculty and students from the College of Agricultural, Family and Consumer Sciences to explore career opportunities in the fields of agricultural sciences, family and consumer sciences and urban forestry and natural resources. The Recruitment Extravaganza also featured livestock, biofuel production, and drone demonstrations.

More than \$140,000 of financial assistance, in the form of book stipends or research and extension assistantships, was pledged to provide four-year support to approximately 28 qualifying students who committed to enrolling at Southern University in the Fall of 2018 and selecting a program of study in either agricultural sciences, family and consumer sciences, or urban forestry and natural resources.

The Southern University Agricultural Land-Grant Campus will continue to hold additional recruitment activities to expose more elementary, middle and high school students to the career opportunities available in the field of Agriculture.



Students visit booths to learn more about the programs offered at Southern University in the College of Agricultural, Family and Consumer Sciences.



Participants were greeted by Southern University System President - Chancellor Dr. Ray Belton during closing tail-gate before attending the Southern University Jaguars vs. the Fort Valley State University Wildcats football home game.

S.T.E.A.M. Night at Crestworth Elementary School

On Thursday, September 28, 2017, SUALGC faculty, staff and students participated in Crestworth Elementary's annual S.T.E.A.M (Science, Technology, Engineering, Arts and Math) Night. Students, parents, and others from the local community were introduced to another "A" within STEAM – Agriculture. Displays and hands-

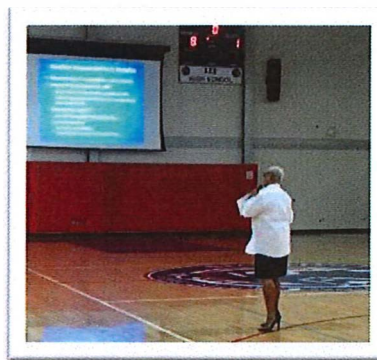


on activities showcased agricultural disciplines such as Animal Science, Plant and Soil Sciences, Urban Forestry, and Health and Nutrition, showing agricultural as a foundationally S.T.E.M. science field.

“Agriculture also falls hand in hand with STEM learning, whether it’s the science behind farming itself, engineering and programming new technology to increase the efficiency of farming, or developing the mathematical concepts necessary to help engineer the new technology, it’s clear that agriculture has a heavy involvement with STEM” (Navindra Persaud, Education World).

A New Age Learning Curve

Dr. Tiffany W. Franklin was invited by High School Counselor, Ms. Keana Mason to serve as guest speaker at Lee High's Parent Meeting, on September 27. She was accompanied by Milissia John-Baptiste, Parent Educator. The audience included parents and Lee High's freshman and sophomore students. Franklin's presentation, titled **“Bridging the Gap between Parents, Students, and Teachers: A New Age Learning Curve”**. Focused on providing information to parents, students and teachers to that would create an open dialogue for effective communication between each. She encouraged parents to not be afraid to address real-life or



Dr. Tiffany Franklin speaks to parents, Lee High School in Baton Rouge

complicated issues or situations involving their children at school. The New Age Learning Curve specifically encouraged parents to be vigilant in their children's lives by utilizing new technological advances to stay connected with

their children. Franklin noted, “when we were growing up, many of the new ways for parents to keep up with their child's progress, was not around at that time.” So, we have to effectively utilize our resources to keep our hands on our kids”. During the presentation, Dr. Franklin encouraged parents to get informed and/or educated about what's happening at their child's school; be responsive to teacher's concerns about their child's academics progress, behavior, etc.; and ask questions and get clarification when needed. Ms. John-Baptiste also suggested that parents develop a list of questions prior to attending any conferences or meetings at the school.



Welcome Address

Jagriculture Director, Kim W. Butler, welcomes students to the Jagriculture kickoff and details what Jagriculture offers and what to expect as it develops.



Time Management Tips

Ellen McKnight, Extension Associate, provides students with 3 keys to manage time and be more successful: Wake up, Prioritize and plan your day, Work the plan.

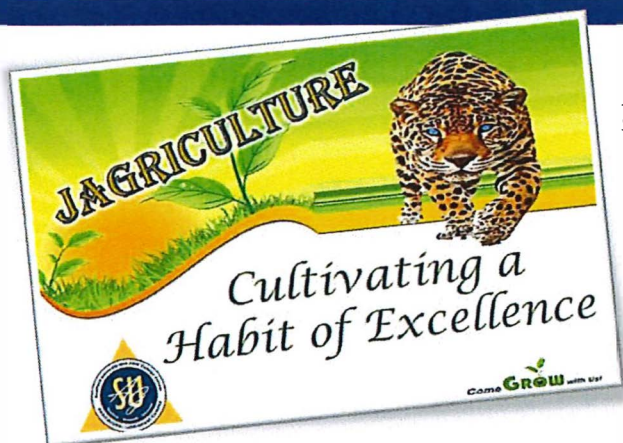
FAST FACTS

71%

Southern University and A & M College has freshmen retention rates below the national average of 70.9 percent.

40%

It has been projected that more than 40 percent of students drop out of college and before graduation.



Jagriculture is open to all Southern University Students

Jagriculture Plants Seeds to Grow and Cultivate Student Success and Excellence

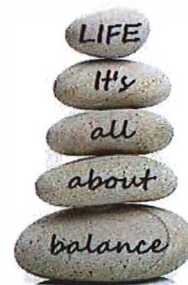
A year ago, when Dr. Phills first became the Chancellor-Dean, he challenged the SUALGC to find innovative ways to better serve our students, “because the main reason we are here is the student body.” Jagriculture was created to do just that.

One predictable characteristic of life is change and many college students experience difficulty adjusting to the change in personal and social dynamics during the transition between high school and college. Studies show that the first two years, transitioning between high school and college are critical years for students as many drop out of college within this time. Part of the reason for this is that students are unable to cope with the new demands on personal responsibility which can challenge even the most promising students.

On September 21, 2017, Jagriculture held its first workshop on Responsibility and Accountability. This three part workshop addressed Time Management, Financial Responsibility and Personal

Integrity. Approximately 30 students attended, accompanied by more than a dozen SUALGC Administrators, Faculty, and staff.

Jagriculture is a holistic program designed to provide students with tools to help navigate life’s new and everyday challenges, outside of the classroom. The program offers - through a series of two hour, monthly workshops – information and experiential learning opportunities that encourages improvements in the adaptation of strategies that cultivates habits that lead students to success. These strategies are specifically designed to help a student improve their overall health (mental, physical, spiritual) and help students learn to cope with difficult situations such as abuse and grief. The workshops are strategically selected to place emphasis on providing balance between the student’s body mind and soul. Experts will be brought



in monthly to discuss issues that fall under categories such as Professionalism and Employability; Responsibility and Accountability; Communication and Critical Thinking; Health and Nutrition; and Depression and Grief Management.

Overall, the program is designed to offer support to all students as they grow and explore new experiences. The Jagriculture title captures the pride of the Jaguar Heritage and the persistence of the agriculturalist. "Culture" signifies that we are a group of likeminded people,

kindred spirits and our culture exemplifies pride, intelligence and most importantly Integrity.



The Next Session will be on Wednesday, October 25, 2017, from 3:00 – 4:30 in Fisher Hall Room 106.

White House HBCU All Star Ambassador Hosts Public Lecture Panel

The Ms. Yo'Sha Lain, a graduating senior at the Urban Forestry and Natural Resources Department, College of Agricultural, Family and Consumer Sciences, hosted an Endowed Professor Public Lecture Panel on Oct 3, 2017, on Southern University's campus. The event started with an opening presentation on "Science and Education - Key to Success" by Yo'Sha Lain. Dr. Brandi Magee, a SU Urban Forestry alumna, talked about "Science & Technology Innovation" followed by an inspirational poem from Ms. Chynna McGee, a Junior Urban Forestry major.

Dr. Zhu H. Ning, a James & Ruth Smith Endowed Professor, was

invited to give a lecture on "Urban Forests and Climate Change Research and Education on a Global Platform". A professor at the Urban Forestry and Natural Resources Department, College of Agricultural, Family and Consumer Sciences, Dr. Ning's lecture focused on the climate change challenge that the world is facing and the need for international collaborative research. She used the historical flooding in Louisiana in 2016 and the Texas flood in 2017 as examples to demonstrate the consequences of climate change, and the importance of her research on effects of flooding and elevated CO₂ on urban trees. She also



Key panel members. From left - Dr. Zhu Ning, Dr. Steven McGuire, and Ms. Yosha Lain

shared with the audience her research on I-Tree Eco Model application to assess climate change mitigation potential of the urban forests.

Dr. Stephen C. McGuire, a James & Ruth Smith Endowed Professor of Physics at the College of Science and Engineering gave a lecture titled "LIGO: The Beginning of Gravitational-wave Astronomy".

SU Land-Grant Campus kicks off Fall Seminar Series with Presentation on Medicinal Plants

The Southern University Agricultural Land-Grant Campus kicked off its Fall Seminar Series on September 26th, with a presentation on medicinal plants by Dr. Kit Chin, Director of Roselle Hibiscus Research. The presentation, focused on *roselle hibiscus* and wild mushrooms.

During the seminar, Dr. Chin discussed the role that hibiscus plants and wild mushrooms play on the inhibition of human cancer cell growth.

He also discussed the effects of

extracts of the color pigment profile from the hibiscus plant and wild-collected mushrooms on human cancer cell growth.

The next scheduled seminar will be held on October 26th, with College of Agricultural, Family and Consumer Sciences alumnus Dr. LaPorchia Collins. Dr. Collins will present on her successful journey since Southern University.

Dr. James Henson, Professor of Agronomy and Statistician for the On September 11, 2017, the



Dr. Kit Chin on the effects of roselle hibiscus and wild-collected mushrooms on the growth of human cancer cells.

ALGC, will also present a seminar on “Experimental Plan and Design” on November 16th.

Both seminars will be held at 3 p.m. in A.O. Williams Hall (Ag Center).

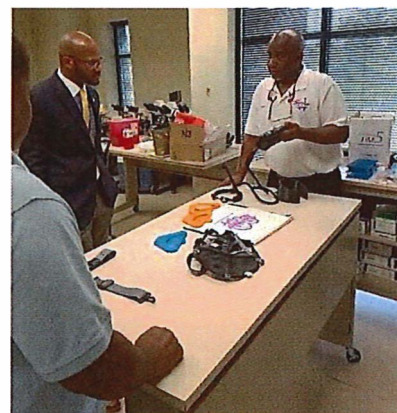


Highly Favored Creations team interacts with Dr. Renita Marshall in the lab at SUALGC

The Southern Institute for One Health, One Medicine (SIOHOM) is an institute that serves as an umbrella organization that promotes interdisciplinary research, teaching, and outreach/extension to improve the lives of all species—animal, human, and plants. One of the goals is to develop and transfer enhanced health system technologies, with impacts at local, state, regional, national, and international levels.

Southern Institute for One Health One Medicine hosts Shreveport pet product specialist

institute hosted Highly Favored Creations, a Shreveport-based company that specializes in pet products. The CEO, Dexter Blanche, brought prototypes for two new inventions for pets. One is a pet anti-breeding device (PABS) and another is a dog leash and collar that delivers water to the dog while walking. SIOHOM is in the process of assisting Highly Favored Creations with Phase 1 trials of their new sterile urine collection system. The group also spoke to the Reproductive Physiology class about entrepreneurship and some possible collaborative opportunities on future inventions of animal technology.



CEO of Highly Favored Creations Dexter Blanche, explains his plans to Dr. Andra Johnson, Vice Chancellor for Research and Technology Development at the LGC

SUALGC staff holds lecture at Angola Prison

Senior Research Associate, Mila Berhane and Extension Associate, Stephanie Elwood, held a lecture at Angola State Penitentiary on Sept. 20.

The two were invited to speak to nearly 40 agricultural sciences students by Delane Ross with the Baton Rouge Community College's Louisiana Federal Prison Program.

During the presentation, Elwood spoke about her experience

working with incarcerated youth while Berhane spoke about non-traditional uses of traditional crops.

After the lecture, Berhane and Elwood were provided with a tour of the facilities trade school.

The SU Land-Grant Campus will continue to partner with other educational institutions and agencies in an effort to provide opportunities to the incarcerated community.



Mila Berhane and Stephanie Elwood pose with Delane Ross outside the Angola State Penitentiary.

Small Farmer Agricultural Leadership Institute Class VI

North Carolina A&T State University and University of Arkansas at Pine Bluff hosted 25 participants of the Small Farmer Agricultural Leadership Institute Class VI, Session 4: **"Promoting Yourself and the Business"** Participants from North Carolina, South Carolina, Virginia, Georgia and Kentucky attended the session in Greensboro, North Carolina on September 17-19, 2017.

Participants from Louisiana, Mississippi, Alabama, Arkansas, and Texas attended the session hosted by UAPB in Pine Bluff, Arkansas. The sessions included topics such as Farm Management, Alternative Crops, Agro Tourism, Media Marketing, and Advocacy. Participants were also able to enjoy farm tours, hands-on experiences and heard testimonials from past participants.

The Small Farmer Agricultural Leadership Institute, which began in October of 2005, now offers leadership development training to small and minority farmers in the 17 states where 1890 institutions are located. The overall goal is to

promote small and family farm sustainability through enhanced business management skills and leadership development. Our goal of helping farmers become better leaders while enhancing their business and farm management skills will remain.



Participants of the leadership class pose for a group photo.

SUALGC Professor Emeritus on Land Justice Book Tour



Dr. Bandele pictured with Author and Editor of Land Justice

Dr. Owusu Bandele, Professor Emeritus, has been on a book tour with authors and editors of the book *Land Justice*. The first three chapters involve Black Agrarianism and Dr. Bandele co-authored the book's first chapter with Dr. Gail Myers. The most recent book stops have been at the

Baltimore Book Festival (September 24) and the Busboys and Poets Bookstore in Washington, D.C (September 25).

Combating Foodborne Illness/Building Healthy Futures

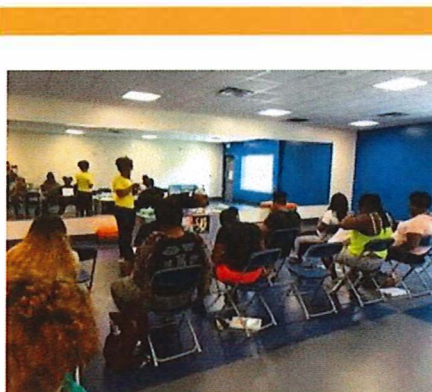
Foodborne illnesses caused by over 30 major pathogens are estimated to affect approximately over 9 million people in the United States every year. Educating the public about following proper food safety practices is crucial. Food safety is a critical necessity for any dining and serving food experiences and anybody who is interested in opening any type of food service business must receive the ServSafe certification as well.

ServSafe is a food and beverage safety training and certificate program administered by the National Restaurant Association. The program is accredited by American National Standards Institute (ANSI) and the Conference for Food Protection.

Southern University Agricultural Land Grant Campus offers the food safety (ServSafe) certification program to the public.

On October 2nd 2017, Dr. Fatemeh Malekian, ServSafe Instructor/Proctor, conducted an all-day ServSafe training for Southern University Dietetic interns, Food System Management students, faculty and staff. The training was held at the Ag Center in room 138. After the completion of training the participants were administered an

exam and those who passed the test received a certificate from ServSafe which is valid for 5 years.



Participants in Capacity Building Grant Study

Dr. Fatemeh Malekian and LAsia George conduct educational classes for Freshman students participating in the “University freshmen moving toward becoming ambassadors for healthy communities and future generations” Capacity Building Grant funded by USDA/NIFA. The goal of this project is to determine the effect, of consumption of whey protein (WP) and resistant starch (RS) JagBars on the body weight of College Freshmen. This semester, 14 African American freshmen students of both genders with 30-40 BMI were recruited for the

study. Half of students (7) have been consuming JagBars with WP and RS for breakfast, while the other half (7) have not been receiving JagBar. Both groups have been taking nutrition education intervention once a week on Fridays From 1:00 to 4:00 pm. A certified exercise trainer has been working with students to guide them in proper physical activities after the nutrition education session. The results so far has been promising and a new food products has been developed.

Participants who follow the guidelines have been losing body weight and their knowledge and awareness about healthy eating and physical activity have been increased. As future parents and caregivers, these students will be ambassadors for healthy communities and future generations.



Students receive fitness training.



Produce Safety Alliance Training held at SU Ag Center

On September 25, 20 people participated in Produce Safety Alliance Training at SU Ag Center. This training is necessary for farmers who grow and sell produce. Under the Food Safety Modernization Act (FSMA), regulations at the farm level have been

developed by the Food and Drug Administration to prevent foodborne illness outbreaks in the U.S.

Participants learned about on-farm food safety practices as the training focused on ways to reduce or prevent contamination of produce with pathogens that cause foodborne illness. Presenters discussed worker health and hygiene, soil amendments, agricultural water, domesticated and wild animals, post-harvest handling and developing a farm food safety plan.

Trainers included Dr. Fatemeh Malekian, lead trainer, Mila Berhane and Burnell Muse of SUALGC, Audrey Carrier and Allison Dumas from the Louisiana Department of Agriculture and Forestry, and Kranti Yemmireddy from LSU AgCenter, Emily King of SUALGC served as event coordinator.

At the end of the day, eleven farmers qualified for certificates, which verify that they have completed food safety training approved by FDA.

"Grandparents Raisings Grandchildren Conference"



participants with grandchildren attended the

The first annual "Grandparents Raisings Grandchildren Conference" was held on Friday September 15, 2017. The conference was held on the campus of Donaldsonville High School and was hosted by Family Facilitator, Wanda August of the Ascension Parish School Board. Over 50

conference. Pictured is Lisa Weber, Nutrition Agent, St. James Parishes/Ascension parishes assisting an attendee visiting her table to collect handouts about ways to prepare tasty food without salt. Others visiting the table gathered additional information and were also provided a healthy snack. At the event, door prizes were raffled for gifts that included tickets to Southern University Homecoming Game, a free tour of the city of Donaldsonville limousine style, decorative plants, dinner for two, t-shirts and more.

Southern University Land-Grant Campus Hosts Successful St. Landry Community Focus Group at SARDI

SUALGC hosted a community focus group at the Sustainable Agriculture and Rural Development Institute (SARDI) office in Opelousas on September 19, 2017, to uncover a range of ideas, insights, and solutions to support economic development in St. Landry Parish. This new Community Engagement project was developed to improve the quality of life for parish residents and strengthen the relationship of the Land-Grant Campus with stakeholders within the community.

Stakeholders within the parish participated in the focus group to

share ideas, stories, experiences, and input, while discussing and co-creating the future vision for the community. Participants began by collectively answering questions on a Focus Group Instrument titled, “Integrating Methods of Economic Development Analyses for Economically Distressed Communities in Louisiana”, participants were then separated into four (4) smaller groups, and collaborated with university representatives to discuss ways to improve the community, identify issues, and discuss alternative solutions, plans, resources and assets needed to better the community.

The focus group was comprised of elected officials, clergy, teachers (current and retired), medical professionals, youth, and others who serve the community in various capacities. SARDI’s office serves as the headquarters for this new framework of University-Community Engagement. Along

with the Project Director and Co-Directors, Director Antonio Harris (SARDI) and his staff was involved in planning the focus group discussion. For additional information on how you can assist in the implementation and execution of future focus groups; please contact, Dr. O.E. Ben Lukongo (Project Director), Dr. Tiffany Wilkerson-Franklin (Co-Project Director), or Dr. Kenyetta Nelson-Smith (Co-Project Director). The SULGC research team will go back to present the results of the focus group discussions to the St. Landry Parish economic development stakeholders, to train and to map St. Landry Parish assets.



Dr. Lukongo speaks to focus group

SUAGLC Sends Care Packages for Harvey Victims

On September 23, 2017, 4H LIFE participants and SUALGC staff members along with ROTC, Sergeant Jerrod Webb and students of Mentorship Academy of Baton Rouge, prepared care packages for Texas victims of hurricane Harvey.

The care packages were to help young children to better deal with the stress they may have been experiencing. The care packages included educational materials, art and craft, stuffed animals, and snack.



Figure Volunteers make care packages for Hurricane Harvey victims.

SAVE THE DATE



Kickoff the Fall Season with the...

Fall Garden Workshop

Tuesday, November 21, 2017
Registration: 8:00am (9:00am - 2:00pm)

TOPICS

- Greenhouse Tour
- Garden Tour
- Plant and Seed Swap
- Herbs (Medicinal, Culinary)
- Fall Vegetables
- Garden Resources
- Research Sharing

RSVP by November 15, 2017
SU Ag Land Grant Campus
5 U Ag Center
Baton Rouge, LA

For more information,
Contact us at 225-771-2242
Kelli Hollins - kelli_hollins@suagcenter.com

WISTERIA
Women in
Agriculture
ALLIANCE

SOUTHERN SARE
Sustainable Agriculture
Research & Education

SAVE THE DATE

SU Agricultural Land-Grant Campus
Holiday Christmas Scholarship Gala
December 16, 2017



SUALGC Homecoming Highlights





CHANCELLOR'S REPORT

Faculty & Staff Receive Recognition for Grant writing

The annual Breakfast of Champions, sponsored by the Office of Grants and Sponsored Programs and led by Dr. William Belisle, was Sept. 27 in the Leonard S. Washington Memorial Library. The purpose of this event was to recognize those faculty and staff who were engaged in proposal/grant writing activities during the 2016-17 academic year as well as to applaud others for their outstanding and successful grantsmanship. The faculty and staff members who received recognition are:



Dr. Rachid Belmasrour
Most Outstanding Grant Writer

SEE GRANT WRITING, PAGE 2

Amazing Knight
for September



Shannon Jones, an academic coach/instructor in Student Support Services, received the Chancellor's "Amazing Knight Award" for September. She was recognized for working tirelessly to make sure SUNO students achieve good academic standing, persist, and graduate from SUNO within six years. Her success is attributed to having excellent time management skills, paying attention to detail, planning and participating in professional development and training seminars, being self-motivated, keeping accurate records and believing all students can and will graduate from SUNO.

Mardi Gras Indian Hall of Fame Exhibit Opens in SUNO Library

The M.A. Museum Studies Program worked closely with Ms. Cherice Harrison-Nelson and Ms. Herreast Harrison to plan and present the Mardi Gras Indian Hall of Fame's exhibition "On Their Shoulders We Stand." The exhibition opening and reception were Sept. 25, 2017. The event started with a spe-

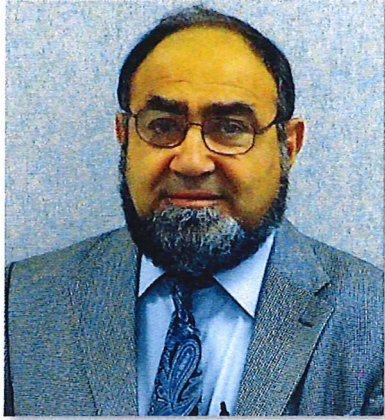
SEE HALL OF FAME, PAGE 3

CAAAS Hosts Harambee Event

The Center for African and African American Studies coalesced with the African Music Heritage Festival to sponsor a Harambee Celebration and African Expo Sept. 15. This event celebrated the new academic year by exploring: *The Dynamics of African Identity: The Diversity of African Expressions*. This event featured a panel discussion exploring the meaning and depth of one's African identity and heritage. The panelists

SEE HARAMBEE, PAGE 3

Grant Writing Continued



Dr. Mostafa Elaasar
Most Outstanding Researcher

**MOST OUTSTANDING
GRANT WRITER**

Dr. Rachid Belmasrou

**MOST OUTSTANDING
RESEARCHER**

Dr. Mostafa Elaasar

MILLION DOLLAR CLUB

Dr. Rebecca Chaisson
Dr. Shrylin Davis
Ms. Ava Foy
Dr. Brenda Jackson
Mrs. Ruth Johnson

**EXCEPTIONAL SPONSORED PRO-
GRAMS**

Dr. Robert Azzarello
Dr. Haitham Eid
Ms. Ava Foy
Dr. Simeon Okpechi

**OUTSTANDING
CONTRIBUTION TO GRANTSMAN-
SHIP**

Mrs. Linda Frederick
Mrs. Ruth Johnson

**THE MOST FUNDED GRANT
AWARDS**

Dr. Rachid Belmasrou
Dr. Rebecca Chaisson
Dr. Shrylin Davis

WINNING GRANT AWARDS

Dr. Biruk Alemayehu
Dr. Faisal Al-Khateeb
Dr. Bashir Atteia
Dr. Robert Azzarello
Dr. Sherry Bachus
Mrs. Cynthia Beaulieu

Dr. Rachid Belmasrou
Dr. Diane Bordenave
Dr. Rebecca Chaisson
Dr. Christian Clement
Dr. Shrylin Davis
Dr. Haitham Eid
Dr. Mostafa Elaasar
Dr. Robert Elliott
Ms. Ava Foy
Dr. Evelyn Harrell
Dr. Adrine Harrell-Carter
Dr. Jenita Hegwood
Dr. Brenda Jackson
Mrs. Ruth Johnson
Dr. Travis Johnson
Dr. Willie Jones
Dr. Murty Kambhampati
Dr. Heon Kim
Dr. Pamela Marshall
Dr. Joe Omojola
Dr. Simeon Okpechi
Dr. Krishna Poudel
Dr. Patricia Robertson
Dr. Harry Russell
Dr. Cynthia Singleton
Dr. Illya Tietzel
Dr. Gail Wise
Dr. Yi Zhen

**THE MOST SUBMITTED
PROPOSALS**

Dr. Illya Tietzel
Dr. Rachid Belmasrou (Honorable Men-
tion)
Dr. Shrylin Davis
(Honorable Mention)
Dr. Willie Jones
(Honorable Mention)
Mrs. Ruth Johnson
(Honorable Mention)

SUBMITTED PROPOSALS

Dr. Biruk Alemayehu
Dr. Faisal Al-khateeb
Dr. George Amedee

Dr. Bashir Atteia
Dr. Robert Azzarello
Dr. Sherry Bachus
Dr. Rachid Belmasrou
Mrs. Timotea Bailey
Mrs. Cynthia Beaulieu
Dr. Rachid Belmasrou
Dr. Diane Bordenave
Dr. Alvin Bopp
Dr. Rebecca Chaisson
Dr. Zheng Chen
Dr. ChristianClement
Dr. Shrylin Davis
Dr. Haitham Eid
Dr. Mostafa Elaasar
Dr. Robert Elliott
Ms. Ava Foy
Mrs. Linda Frederick
Dr. Evelyn Harrell
Dr. Adrine Harrell-Carter
Dr. Jenita Hegwood
Mr. Matthew Higgins
Dr. Brenda Jackson
Dr. Carl Johnson
Mrs. Ruth Johnson
Dr. Travis Johnson
Dr. Willie Jones
Dr. Murty Kambhampati
Dr. Heon Kim
Dr. Pamela Marshall
Dr. Joseph Olubadewo
Dr. Joe Omojola
Dr. Simeon Okpechi
Dr. Krishna Poudel
Dr. Patricia Robertson
Dr. Harry Russell
Dr. Cynthia Singleton
Dr. Nebiat Sisay
Dr. Delin Tan
Dr. Illya Tietzel
Dr. Igwe Udeh
Dr. Gail Wise
Dr. Yi Zhen



Dr. Shrylin Davis, from left, Ms. Ava Foy, Dr. Rebecca Chaisson and Dr. Brenda Jackson
Million Dollar Club

Hall of Fame Continued



cial ceremony where the Indians paid homage to their ancestors. Chancellor Lisa Mims-Devezin, Arts & Sciences Dean Evelyn Harrell, Museum Studies Director Haitham Eid and Dr. Sara Hollis represented the campus during the Program. The exhibit opening was well attended by the community as well as SUNO students, faculty and staff. The exhibition is located on the second floor of the Leonard S. Washington Memorial Library.

Harambee Continued



St. Mary's Academy High School students celebrate Harambee with Dr. Clyde Robertson, director of the Center for African and African American Studies



Eritrean, East African Fashions

probing this issue were: Helena Francis (SUNO), Hakim Kashif (SUNO), Danielle L. Richards (SUNO), Berhane Teclé (Eritrea), and Amaniel Tewele (Eritrea). The moderator was Mr. Michael Tosin Gbogi, a Ph.D. candidate, Tulane University. Later on Sept. 15, the African Expo in the Conference Center highlighted African fashions from Nigeria, West Africa and Eritrea, East Africa. West and East African music and dances also were featured. The afternoon culminated with an Eritrean Feast prepared by the Greater New Orleans Eritrean community.

The Harambee Celebration concluded Sept. 16 with an African Dashiki Dress Party. In total, this cognitive and cultural program positively impacted approximately 380 people, including 58 members of St. Mary's Academy High School, whose students and staff attended the panel discussion. Through this program, Mr. C. Maxile Moultrie, Admissions director, received 23 completed admissions applications from St. Mary's seniors.

On Sept. 22, the CAAAS sponsored a storytelling and literacy program at Martin Behrman Elementary/Middle Charter School. This project was done in conjunction with our cadre teacher and school librarian, Mr. Michael "Quess" Moore. The morning activity featured Phyllis "Mama SaBa" Jason.

College of Arts & Sciences

Dr. Evelyn Harrell, Dean

The Addictive Behaviors Counseling and Prevention (ABCP) Program and the Students for the Prevention and Education of Substance Abuse (SPECA) hosted Substance Abuse Awareness Week Sept. 18 -22. This year's theme was "Join SPESA and the Voices of Recovery: Strengthen our Families and Communities."



Members of the SPESA Club



Mr. Leon Jackson, from left, Dr. John Penny, Dr. Travis Johnson, Dr. Evelyn Harrell, Keynote Speaker Cornell Manuel and Chancellor Lisa Mims-Devezin

Certificates were awarded to fifteen students for completing the Certificate Program. Seven of which are currently enrolled in Graduate School in the School of Social Work at SUNO, the Criminal Justice Program at SUNO, Nichols State University, LSU Allied Health, and Holy Cross College. The event featured SUNO graduate Cornell J. Manuel, a U.S. probation officer, as keynote speaker; Red Ribbon Day; and guest lectures in ABCP classes from Dr. Derrick Freeman, Mr. Leon Jackson, Mr. Christopher Collins and Dr. Deidra Lewis. Mr. Leon Jackson received a certificate of acknowledgement for his annual contributions to SPESA and the ABCP Program

Drs. Evelyn Harrell and Travis Johnson attended the monthly meeting of the New Orleans Addiction Professionals Association. The Aug. 26 meeting included a workshop on "Traumatic Stress, Marginalization and Substance Abuse," which was presented by Dr. Cirecie A. West-Olatunji. Dr. West-Olatunji is the director of the Center for Traumatic Stress Research at Xavier University. Dr. Harrell also attended a workshop at Xavier University, "The Genetic Puzzle of Opiate Dependency: A New Path to Recovery" Sept. 21. The workshop featured the research of a panel of local and national experts.

► NATURAL SCIENCES

Tchavar Marinov published "Solitary wave solutions with non-monotone shapes for the modified Kawahara equation" (DOI: 10.1016/j.cam.2017.08.027) authored by T. T. Marinov and R. S. Marinova, in the Journal of Computational and Applied Mathematics, September 2017.

On Aug. 25, Principal Investigator Dr. Wei Xu of the LSU Aquaculture Research Station and Co-PI **Dr. Illya Tietzel** were conditionally recommended for their proposal entitled "Impacts of Marine Bacterial Biofilm Dynamics to the Development of Oyster Larvae under the Stress of Ocean Acidification." Their proposal will be included in the Louisiana Sea Grant Omnibus Bill to the National Sea Grant Office.

On Sept. 13, **Dr. Tietzel** attended the TopHat workshop that introduced a type of Bring Your Own Synchronous Student Response System, hosted by the Director of eLearning, Ms. Shelia Wood.

A research paper by **Ms. Roshaun Mitchell-Cleveland**, a Biology-Mathematics major, entitled "Measuring the Effects of Radiation and Changes in DNA in *Caenorhabditis elegans*," was accepted for the 2017 Annual Biomedical Research Conference for Minority Students (ABRCMS). The conference is Nov. 1-4 at the Phoenix Convention Center in Phoenix, AZ. Ms. Mitchell-Cleveland is a research mentee of **Dr. Mostafa Elaasar** and funded by a

Arts & Sciences Continued



National Nuclear Security Agency grant. **Dr. Tietzel** assisted as co-mentor. Dr. Elaasar and Dr. Tietzel will be co-authors on this paper.

Dr Pamela Marshall hosted Charlene Shunick as a guest speaker Sept. 20. Ms. Shunick spoke on "Fighting for the Missing: An Insider's perspective." She is the founder of Resource Association for Missing People and sister of Mickey Shunick, who was abducted and murdered in Lafayette in 2012. At the end of her presentation, Ms. Shunick was presented a Certificate of Appreciation for her visit.

On Sept. 22, Dr. Marshall visited Nicholls State University as a National FRSC Week Outreach activity and spoke to 200 students and faculty about forensic science.

LS-LAMP STEM Scholarships and MSEIP STEM stipends were recommended to approximately 40 students in fall 2017 (\$63,000) in recognition of student's academic excellence. The scholarships and stipends were sponsored by the National Science Foundation and the U.S. Department of Education. The department has received a second year MSEIP grant of \$216,410 for the 2017-18 fiscal year from the U.S. Department of Education. **Drs. Murty Kambhampati** and **Joe Omojola** are PI's on the MSEIP grant. The annual external evaluation meeting of the MSEIP program was Sept. 15. The report was comprehensive and valuable.



Ms. Precious Williams, biology major and a summer 2017 Brookhaven National Laboratory-CRTP intern sponsored by LS-LAMP, presented her poster "The relationship between the meteorological variables and the behavior of eastern box turtles (*Terrapene carolina carolina*)" at Xavier University of Louisiana Sept. 27. In recognition of her presentation, Precious received an Honorable Mention Certificate from the Local Louisiana Chapter of American Chemical Society (ACS).

► HEALTH INFORMATION MANAGEMENT SYSTEMS

On Sept. 27, Pharissa Robinson established and entered into an articulation agreement with SUSLA's HIT Program. Under this agreement, SUSLA will encourage its graduating two-year associate-level students to complete their 4-year baccalaureate degree through SUNO's HIMS Program. The agreement provides that SUNO will accept SUSLA credits.

On Sept. 28, Pharissa Robinson had a meeting with Landry-Walker High School to establish an early start HIMS Program on the high school's campus. On Sept. 27, she also met with GNO, Inc. to identify available funding for HIMS Program community course offerings. On the same day, she was a guest speaker for General Studies GNST 400 Seminar for Majors Class.

On Sept. 25, John Barrilleaux attended a Career and College Day for the Plaquemine Parish School System to speak to students about the HIMS Program. On Sept. 5, he attended a webinar on Fiscal Year 2018 Inpatient Rehabilitation Facility Prospective Payment Systems Final Rule for updates to reimbursement policy from CMS. Updates are made yearly by the Centers for Medicare and Medicaid Services that effect the content of courses for coding and reimbursement.

MUSEUM STUDIES PROGRAM

Dr. Hollis is planning an exhibition of her artwork to open Jan. 13, 2018 at the 2nd Story Gallery in the New Orleans Healing Center. She also will have one work included in the Group Show at the 2nd Story Gallery as part of

Arts & Sciences Continued

Prospect 4, an international citywide art exhibition. The exhibition opens to the public Nov. 11 and runs through Feb. 25, 2018, aligning with New Orleans' Tricentennial celebration.

Dr. Eid and Hollis have been elected to the Faculty Senate.

College of Business & Public Administration

Dr. Igwe Udeh, Dean

► ACADEMIC EXCELLENCE INITIATIVES

Dean Udeh Provides AACSB Accreditation Training in Pittsburgh, PA

Dr. Igwe E. Udeh, Alvin James Lawson Endowed Professor of Business and Dean of the College of Business and Public Administration, was invited by the premier business schools and programs accreditation agency, AACSB International, to make a presentation, titled **Initial Accreditation: Critical Issues, Facts and Fiction**, during the AACSB Annual Accreditation Conference (AAC) in Pittsburgh, Pennsylvania, Sept. 24-26. His co-presenter was Dr. Jacob Chacko, dean of Clayton State University in Georgia. The presentation was designed as an interactive session for schools that are considering or are in the process of initial accreditation. The presenters shared the dos, don'ts, must haves and what works during initial accreditation process. Dr. Udeh shared the unique strategies and operational procedures that led to the SUNO College of Business' accreditation by AACSB International in 2012. The session encouraged questions and concerns related to initial accreditation. More than 500 deans, associate deans, professors, as well as others associated with business education attended the conference.

SBDMI to Offer Compressed Claims Adjuster Licensure Training Program on SUNO Campus

Mr. Byron Lee, Adjuster Resource, LG Claims Group, LLC. met with the CBA Dean Igwe Udeh, and the SBDMI Director Cynthia Beaulieu Sept. 19 to discuss providing a comprehensive three-day, 40-hour claims adjuster licensure-training program to Metro New Orleans residents. The SBDMI has been working with the Louisiana Insurance Commission to increase the capacity of Louisiana residents that are licensed to assist policyholders and insurance agencies in filing and processing claims after a major natural disaster.

LG Claims Group offers Claims Adjuster Training program courses in multiple states that lead to licensure as a claims adjuster. Working with LG Claims Group offers the following advantages: Fast-track adjuster training & pre-licensing course at a reasonable cost; property field adjuster 101 w/tx pre-licensing; wind, hail and water damage claims; introductory to *Xactimate 28*; sketch measuring of rooms, roofs & siding; licensing exam; and licenses adjusters for Texas all-lines adjuster license that offers reciprocity in 36 states. These advantages enable SBDMI to provide quality claims adjuster training to clients without burdensome overhead costs. The first session was scheduled 8 a.m.- 6 p.m. (daily) Oct. 20-22 in Room 100, College of Business Building.



Rodney Frazier Wins 2017 HP HBCU Elevator Pitch Video Contest

Rodney Frazier, a May 2017 St. Augustine High School graduate and first-time freshman majoring in Computer Information Systems (CIS), was one of the winners of the 2017 HP HBCU Elevator Pitch Video Contest. His mentor and coach for this project was Dr. Nabie Conteh, assistant professor of Computer Information Systems. Rodney enrolled at SUNO in August 2017 and within his first month in college, he has already distinguished himself in a national contest.

Rodney is well versed in video editing, iMovie, Camtasia, Studio 9, and Sony Vegas. He is currently working on an app for SUNO called *MySUNO*. His ambition is to one day create his own operating system and a platform that will transform ecommerce. Rodney's motivation is his desire "to prove everyone wrong and to show them that I can and will achieve greatness."

Business Continued

The CBA is very proud of this up-and-coming computer geek!



CBA and School of Graduate Studies Host Recruiter from PMF

On Sept. 27, the CBA hosted Ms. Cheron Collins, a recruiter from the U. S. Office of Personnel Management. She was on campus to recruit graduate students for the Presidential Management Fellows (PMF) Program. The PMF is a "highly selective, rigorous leadership program that recruits graduates (who completed an advanced degree two years prior to the application opening date) and current graduate students (who will complete an advanced degree by August 31st the following year) annually in the fall." If selected into the program, the candidate receives a two-year paid fellowship, competitive pay and benefits, training and development, and an expedited permanent employment with the U.S. Government. Although the opportunity is available to majors from business, engineering, public administration, biological sciences, medicine and law, the U.S. Government is in dire need of individuals with advanced degrees in cybersecurity and privacy.

The speaker shared with the participating students the minimum requirements for application, the application review process, the potential compensations and career ladders available to successful applicants. More than the benefits one would expect from U.S. governmental employment, the speaker emphasized the reward one gets from serving and ensuring that taxpayers and citizens are professionally provided service by public sector employees.



SBDMI & CBA host the "Innovations Summit II"

The SUNO Small Business Development & Management Institute (SBDMI) in collaboration with the College of Business & Public Administration and Woodforest National Bank hosted the 2017 HBCU Coalition's "Innovations Summit II" in New Orleans Sept. 7-8, at the Hilton Garden Inn. Professionals from around the country attended the summit, which featured cutting-edge conversations with Small Business Incubator managers, students, researchers, innovators, experts, business leaders, developers and technologists.

The focus was on how to improve the quality of life on and around HBCU campuses. Covered topics included developing talent pipelines; using technology to galvanize support for change; creating deeper connections between campuses and communities; linking investors and developers in the real estate development space; understanding how clean energy strategies can strengthen communities; merging various organizations into transformation eco-systems that produce broad, deep and high quality results; and using mapping technologies to organize advocacy and develop strategies. Among the panelists were Mrs. Cynthia Beaulieu, director of SUNO's Small Business Development & Management Institute; Ms. K. Lavon Burbank, Community Development Relationship Manager, Woodforest National Bank. Also in attendance were Dr. Igwe E. Udeh, Alvin James Lawson Endowed Professor of Business & Dean, College of Business & Public Administration; Mrs. Timotea Bailey, director of CBA's Office of Student Services; and Mrs. Diana Thomas, Small Business Advisor, SUNO's SBDMI.



OSS Hosts Fall 2017 Orientation for New and Transfer CBA Students

The CBA Office of Student Services (OSS), under the leadership of Director Timotea Bailey, hosted the Fall 2017 Orientation for New and Transfer CBA Students Sept. 14. During the session, students were introduced to the CBA leadership and faculty; and empowered with information to guide them in navigating their curriculum and academic life by repre-

Business Continued

representatives from the Center for Comprehensive Communication (tutoring), the Leonard S. Washington Memorial Library, Office of Student Activities & Organizations and the E-Learning Department. Several questions were fielded along with valuable tips for dealing with recurrent issues. The CBA Dean used the opportunity to share with the students the uniqueness of the CBA as an AACSB International accredited program, and to inform them of their important roles in ensuring the sustainability of that accreditation. The Dean and all the CBA employees present encouraged the students to leverage the value of AACSB accreditation as well as the knowledge and expertise of their faculty and staff into successful careers and a great quality of life.



CBA Students and Staff Attend SUBR Career Fair

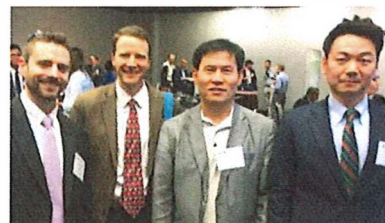
In an attempt to broaden the career and internship prospects available to its majors, the CBA faculty and staff took a busload of students to the Southern University at Baton Rouge (SUBR) Career Fair Sept. 20. The faculty and staff members who took part in the trip were members of CBA's SARPD Committee, an AACSB accreditation subcommittee, and included Dr. Biruk Alemayehu, Mrs. Timotea Bailey, Dr. Robert Elliott, Dr. Adrine Harrell-Carter, Dr. Samuel Eweni and Dr. Yanjun Yu. The decision to attend the SUBR Career Fair was based on the number of firms/organizations and recruiters registered for the fair. In addition to receiving materials explaining what each firm/organization is looking for, several participating students reported scoring interview and follow-up contacts with the recruiters. The faculty reported gaining direct input from current employers about the skill sets and work ethos they expect from their new hires.

► Journal Publication & Papers Under Review

Faisal Alkhateeb, "Exploration of Success Factors in Information System Outsourcing Management: International Perspective", *International Journal of Business Research and Information Technology (IJBRIT)*, Volume 4, Number 1, Fall 2017.

► Professional Conference Attendance & Paper Presentation

Dr. Yun Doo Lee, Assistant Professor of Finance, *Academy of Finance Service Annual Conference*, Nashville, TN, Sept. 30 - Oct..



► SBDMI Workshops/Seminars/Trainings/Meetings (September 2017)

Met with Notary Instructors to outline upcoming curriculum; Sept. 1; Mr. Craig Duronslet, Ms. Suzan Henry, Ms. Diana Thomas and Ms. Cynthia Beaulieu.

Louisiana Notary Prep Classes; Sept. 5, 7, 12,14,10,21, 26 and 28; Small Business Incubator Shared Use Space; Classes started Sept. 5-Nov. 30; classes meet every Tuesday and Thursday 6-9 p.m. to prepare participants to take the Louisiana Notary Examination at LSU in Baton Rouge Dec. 2; six participants; Ms. Suzan Jackson, Mr. Craig Duronslet, Diana Thomas & Ms. Cynthia.

Live Broad Cast of WBOK Radio Program; Sept. 7, 14, 21, & 28, 2017; "SUNO Small Business Institute Network", sponsored by SUNO Small Business Incubator. The show offers valuable tools and information designed to help New Orleans' small business owners take their business to the next level as well as assisting those individuals wishing to start a business. The show provides resources and information essential to small businesses. The show broadcast every Thursday 2:30-3 p.m. hosted Ms. Cynthia Beaulieu and co-host Ms. Terrie Guerin, Co-Host.

Quick Books Training; Sept. 11 & 13; Small Business Incubator Conference Room; eight participants; each partic-

Business Continued

Participant received two additional hours of one-on-one training from instructor.

Louisiana Economic Development (LED) Peer-to-Peer Roundtable; Sept. 12; Second of 10 sessions; CBA Executive Conference Room; 12 participants; business owners met for peer-to-peer learning, brainstorming and problem solving. The Business owner safely explored business and personal issues in a supportive, confidential and trusting environment. The roundtables are problem-solving sessions that address issues important to the business owner. Invited Industry guest discussed access to new and innovative business and business growth; Ms. Irma Dixon, Facilitator and Ms. Cynthia Beaulieu.

Conference Call; HBCU-CDAC; Aug. 17; Clean Entergy Project; Natasha Campbell, HBCU-CDAC, Darrin Dixon and Cynthia Beaulieu.

Received Funding from Louisiana Business Incubation Association (LBIA) "Business Support Program"; Sept. 8; Ms. Cynthia Beaulieu.

Interview with consultant for City of New Orleans Disparity Study; Sept. 18; Small Business Incubator Conference Room; Mr. Spears and Ms. Cynthia Beaulieu.

Next Level Entrepreneurial Training Classes; First session of 6 week training, every Monday and Wednesday; Sept. 18 & 25; Small Business Incubator Conference Room; three participants; 10 classes to teach individuals how to write a business plan; Ms. Terrie Guerin and Ms. Karen Burk.

Meeting for possible Claims Adjuster training; Sept. 19, 2017; CBA Executive Conference Room; Mr. Byron Lee, Trainer, Dr. Udeh, Dean and Ms. Cynthia Beaulieu.

► Office of Student Services (OSS)

Updated the retention/graduation rate data for active CBA cohort students, in which 55 percent of 2017 CBA cohort students are retained and 22 percent of 2012 cohort students are expected to graduate. Twelve cohort students from 2011, 2012, and 2013 are expected to graduate.

Participated in the HBCU CDAC Summit in New Orleans, LA

Revised the CBA advisee list and assigned faculty advisors to each CBA student.

Pre-screened approximately 250 students for potential graduation and prepared graduation application packets for approximately 85 eligible graduates.



Represented CBA at the recruitment activity with Hazlehurst, MS High School students.

College of Education & Human Development

Dr. Willie Jones, Interim Dean

► GRANTS SUBMISSIONS

Dr. Diane Bordenave participated in a phone interview with the La. Board of Regents and State Department of Education Sept. 6 for the application for Believe and Prepare Cohort 3. She received notification that the Believe and Prepare Cohort 3 application was funded on Sept. 18.

Dr. Bordenave hosted a meeting with Dr. Marva Lewis and Maureen Joseph, Tulane University, regarding the IMH grant on Sept. 19.

Dr. Bordenave attended the Believe and Prepare: Early Childhood Cohort 3 Kick-Off meeting in Baton Rouge Sept. 28.

Dr. Sherry Bachus prepared research for the Social Worker and College of Education & Human Development's Multidisciplinary Board of Regents Grant. She researched and reviewed literature on family and consumer science, child development, early childhood education, parenting and family relations, family therapy and behavioral health.

► WORKSHOPS, CONFERENCES AND SCHOLARLY ACTIVITIES

Dr. Bordenave reviewed Article No: ARJHSS2017022 "Student Presentation Based Effective Teaching (SPET) Approach: A Multiple Instructors Perspective" for American Research Journal of Humanities and Social Sciences Sept. 8 and an article for Race, Class and Gender requested by Dr. George Amedee Sept. 18.

On Sept. 28, Dr. Bachus attended the Cultural Competency Training Workshop, UnitedHealthcare Behavioral Health Community Plan in New Orleans.

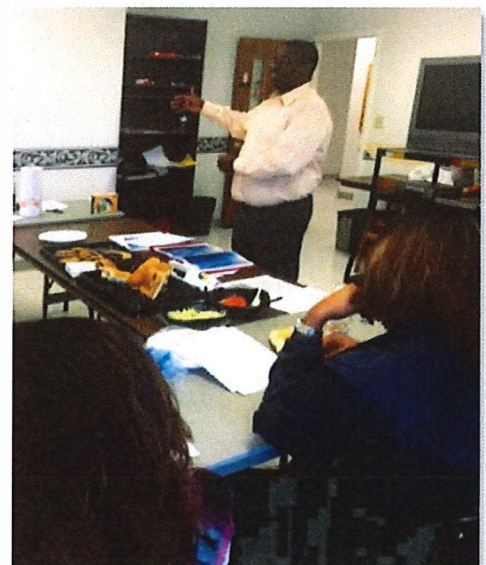
School of Social Work

Rebecca Chaisson, Dean

The School of Social Work welcomed two new faculty members, **Dr. Hyacinth McKee** and **Dr. Holly McKenney**.

This fall, the school is preparing approximately 450 undergraduate and graduate students for careers in social work, with the assistance of nearly 200 intern sites in and around the New Orleans region.

Dr. Torin Sanders, **Dr. Derrick Freeman** and **Dr. Gail Wise** facilitated "Self-Care" training workshops to the State of Louisiana's Department of Children and Family Services (DCFS) child welfare employees (case managers, supervisors, program specialist, etc.). They addressed self-care to help the workers recognize stress and ways that stress impacts their daily functioning as well as their professional work. Intervention strategies and methods to alleviate the negative effects of stress were presented. Drs. Sanders and Freeman also provided tips on burnout prevention and self-care plans, while teaching about compassion fatigue, which creates burnout in child welfare workers. The workshops, funded



Social Work Continued

by an Amerigroup (Healthy Blue) grant, were conducted in New Orleans, Hammond and Lafayette.

Dr. Derrick Freeman conducted a training for the Senior Companion Program (New Orleans Council on Aging) – management staff. Senior Companions are volunteers age 55 and over who provide assistance and friendship to adults who have difficulty with daily living tasks, such as shopping or paying bills. They help these adults remain independent in their homes instead of having to relocate to more costly institutional care. Senior Companions give families or professional caregivers a much-needed time off from their duties as they run errands, and often provide friendship for their clients. The training session focused on performance management, motivation, team development, interpersonal and communication skills, supervisory skills training and time management skills.

Dr. Freeman presented on The Importance of Clinical Documentation and Compliance to students in the Addictive Behaviors Counseling Program during Substance Abuse Awareness Week. During his presentation, Dr. Freeman focused on client/patient care, compliance, quality measures, coding, reimbursements and clinical data/information integrity.

Dr. Patricia Guillory and **Dr. Jill Murray** conducted a Louisiana Social Work Licensing Board approved workshop entitled *LCSW Supervision: Assess Supervisee Needs for an Effective Supervision Plan* Sept. 22. The workshop is required by the state of Louisiana for all social workers who hold the Board Approved Clinical Supervisor (BACS) certification. The workshop was well received and will be offered through the School of Social Work Community Resource Center (CRC) twice a year.

Dr. Sam Odom coordinated presentations by two guest speakers. The first speaker, Sandra Wheeler Hester, was a guest lecturer in the School of Social Work Sept. 13. Mrs. Hester addressed students in four classes, at



Sandra Wheeler Hester at podium surrounded by students.

both graduate and undergraduate levels. Students from courses taught by Drs. Freeman, Odom, Schroeder, and Professor Ron McClain were inspired to hear about Mrs. Hester's work in and for the community. During the lectures, Mrs. Hester discussed her work as a community activist from a micro, mezzo and macro level covering two decades of interfacing, interacting and engaging with the Orleans Parish School Board and New Orleans

Social Work Continued

City Council under the leadership of several Mayors including Sidney Barthelemy, Marc H. Morial and C. Ray Nagin.



Dr. Odom organized a second guest lecture featuring New Orleans City Councilman James Gray. Councilman Gray discussed the concept of Social Work practice with communities from the perspective of a legal advocate. He spoke about his role as a mentor, coach and community organizer for more than 35 years working with communities on issues related to fair housing, athletics and education. Additionally, Councilman Gray discussed the importance of empowering constituents to take ownership of their communities and some of the perils of organizing while advocating for social change within neighborhood communities.

Dr. Gail Wise consulted with the Department of Children and Family Services (DCFS) on its Documentation Training in St. John Parish, and she completed the Board Approved Clinical Supervisor's (BACS) certification with the Louisiana Board of Social Work Examiners.



The School of Social Work hosted Dr. Rhea Almeida and social work practitioner, Diana Melendez Sept. 28. Dr. Almeida is founder of the Institute for Family Services in New Jersey and Ms. Melendez is on the faculty at the Institute. Dr. Almeida and Melendez provided a presentation on decolonizing social work practice using liberation healing processes and methods. Their presentation is a sneak preview for the School of Social Work's Liberation Healing Conference scheduled Nov. 3-4 in the Conference Center.

Pictured are Dr. Rhea Almeida, seated, and from left, Diana Melendez, Dr. Ben Robertson, Dean Rebecca Chaisson and Dr. Jill Murray

Student Affairs

Donna Grant, Vice Chancellor

A group of students, led by SGA President Erica Jefferson and Vice President Warren Thompson, and a few faculty and staff gathered on the Park and Lake campuses for Cleanup Day Sept. 30.



Student Affairs Continued



The Student Government Association hosted Town Hall meetings Sept. 3 in the Conference Center to allow students to ask questions and express their concerns to the Chancellor and the Executive Cabinet.

Chancellor's Corner

Chancellor Lisa Mims-Devezin has instituted weekly sessions for students, faculty and staff to "Chat with the Chancellor." Individual or group "chats" are Wednesdays from 11 a.m.-2 p.m. and Thursdays from 5-7 p.m.

Harry J. Doughty, Executive Associate to the Chancellor, represented the University during the **47th Congressional Black Caucus Foundation's Annual Conference** in Washington, D. C., Sept. 19 -22. **Congresswoman Alma S.**

Adams, Ph. D., (D-NC) recognized the **Historical Black College and Universities' (HBCUs)** integral role in contributing to a diverse workforce. The recognition of HBCUs had an inaugural theme of Celebrate HBCU Week by Connecting Public and Private Partners with HBCUs."



Dr. Rodney A. Ellis
CHANCELLOR



CHANCELLOR'S REPORT

A Monthly Publication from the Office of the Chancellor
OCTOBER 2017 • VOL. 2 - NO. 10

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- Frank Williams, Jr.
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SOUTHERN UNIVERSITY AT SHREVEPORT CELEBRATES 50 YEARS

Southern University at Shreveport entered its golden year on September 19, celebrating 50 years as an institution of higher learning in the Shreveport/Bossier community. Southern University at Shreveport (formerly known as SUSBO) opened for instruction on September 19, 1967. The primary focus of SUSLA was to serve the Shreveport-Bossier City area as a two-year comprehensive community college.

SUSLA celebrated with a week of activities that started with a press conference to reflect on the theme and announce the celebration events. Among the speakers were: Chancellor Rodney A. Ellis, Zakiya Chambers, Miss SUSLA Elect, 2017-2018, Karen Austin White, the first student to register at SUSLA, Councilman Willie Bradford District A, Caddo Commissioner Steven Jackson, and Dr. Tuesday Mahoney, Director of Career Services / "Spirit Week" Chairperson.

1967 SUSBO STUDENTS



(L to R): Henry Price, Beverly Parker, Karen Austin White, (first student to register) and Dr. Rodney Ellis



Students join Dr. Ellis and Willie Bradford, City Councilman - District A to cut the 50th Year cake.

As the University continues to serve this area, the reach has expanded to include Northern and Central Louisiana, and East Texas. There is also a growing population of international students. Today, SUSLA serves a more diverse student population than ever before, as students from various races and nationalities make their way to SUSLA to receive associate degrees, certificates and technical diplomas in high demand, high wage-paying careers.



(L to R): Members of the 50th Year Committee: Marci Collins, Stephanie K. Rogers, Dr. Tuesday Mahoney, Chair - "Spirit Week" Dr. Rodney A. Ellis, Dr. Melva Williams, Chair - 50th Celebration, Angelique Feaster-Evans, Angela Thomas and Shannon McCowan



Brenda Wimberly, Miss SUSBO 1974-75 sings her rendition of the Alma Mater and Happy Birthday to SUSLA.

Inside This Edition...

- Spirit Week of Activities
- SUSLA Received Proclamation
- Tina Lifford Convocation Speaker
- Alumni Meeting and Mixer
- Scholarship Recipients
- Hurricane Relief Efforts
- "Student of the Month"
- "Jaguar of the Month"

Following the press conference was the kick-off of "Spirit Day" activities on the main campus.



BATTLE of the BANDS

The campus came alive with a High School Battle of the Bands. Students performed from Woodlawn High School "Knights" (top) and Huntington High School "Raiders".



Spirit Day GREEK SHOW

Faculty/Staff Greek Show and a campus-wide SU Shuffle line dance.



Kappas
Alywin Holman and Dr. Ellis



Ladies of Zeta Phi Beta Sorority



Ladies of Delta Sigma Theta Sorority



Ladies of Alpha Kappa Alpha Sorority



Dr. Albert Jackson, Director of Band introduced first members of the SUSLA Band.

.....
“As we continue with our vision of transforming lives and the community through a commitment to excellence and a spirit of service, we will continue to honor the past, celebrate the present and soar into the future,” stated Dr. Ellis.



.....
SUSLA RECEIVES PROCLAMATION FROM CITY OF SHREVEPORT



Southern University at Shreveport received special 50th Year recognition and a proclamation from the Caddo Parish Commission at Government Plaza during the Commissioners Meeting on Thursday, September 21, 2017. Chancellor Dr. Rodney A. Ellis was joined by Miss SUSLA, Zakiya Chambers, SUSLA’s Student Government Association, Staff and Administrators.

SUSLA WELCOMED 50th YEAR CONVOCATION SPEAKER TINA LIFFORD, AUTHOR, MOTIVATIONAL SPEAKER AND ACTRESS

Southern University at Shreveport celebrated its 50th Birthday while welcoming new and returning students at the Fall Convocation on Wednesday, September 20, 2017. The keynote speaker was actress Tina Lifford, from the hit television show “Queen Sugar.”



(L to R): Dr. Melva Williams - VC for Student Affairs and Enrollment Management, L'Marquis Dupree-SGA President, Zakiya Chambers-Miss SUSLA Elect 2017-18, Tina Lifford-Convocation Speaker and Dr. Rodney, A. Ellis, Chancellor

Chicago born, Tina Lifford emerged on the scene over 20 years ago. Her debut role was as a series lead in the 1994 critically acclaimed FOX comedy-drama *South Central*. Though the show was short-lived, the impact she made on television screens left a lasting impression. Since then, she has been living her artists’ dream starring in roles alongside such Hollywood icons as Clint Eastwood, Danny Glover, Steve Martin, Bruce Willis, Sydney Poitier, Michael Caine and Jennifer Lopez. Her credits include roles in NBC’s series *Parenthood*, VH1’s *Single Ladies*, *CSI*, *Cold Case*, *Criminal Minds*, *Nip/Tuck*, and *Heroes*. Lifford portrayed the iconic Winnie Mandela in the Showtime biopic *Mandela and de Klerk*. Today, the veteran actress currently stars on hit shows *Queen Sugar* airing on OWN and ABC’s hit show *Scandal*.



SGA Student Representatives with Miss SUSLA and her Royal Court

Lifford delivered a powerful message by bringing her work and purpose together, focusing on her story, on and off screen, to inspire the audience to take the stage in their own lives.

“To get to where you want to be, you must recognize that the starting point is now, and however it’s been, from this point on, it can only get better,” stated Lifford. She continued to inspire the audience stating: “You are creative, you are resilient, you are empowered, and you are worthy”.

Dual Enrollment Students from Woodlawn High School



AN HOUR OF REFLECTIONS

The Inter-Faith Hour of Reflection, during the 50th Birthday week, was a night for all religions and dominations to come together to remember and give respect to the great people and experiences that helped to shape individual lives. Reflections were given by students, faculty, and staff.



Jade Edgefield
Traditional Sophomore student at SUSLA
"It took being surrounded by new people at SUSLA for me to find my way back to God."



Oluwatoba Owolabi
International Sophomore from Nigeria
"It wasn't easy making the transition to SUSLA, but SUSLA has helped me to become an independent person, the person God intended me to be."



Dr. Tuesday Mahoney
Director of Career Services
"I was told that I wouldn't amount to anything, but SUSLA transformed my life."



Matt Hines
Administrative Residential Advisor
"SUSLA is more than a logo to me. It's where I received my education and started my career."



Elijah Teh-Teh
Computer Network Technician
"This is a time to remember those who came before us; believing that their faith in God helped us to reach this milestone in which we celebrate today."



MEET KAREN AUSTIN WHITE FIRST SUSBO STUDENT TO REGISTER



KAREN AUSTIN WHITE was the the first student to register at Southern University at Shreveport, (SUSBO) in 1967.

Mrs. White studied Secondary Education and English at Southern and went on to enroll at Southern University in Baton Rouge in 1969; where she majored in English Education. Mrs. White retired after 29 years of teaching in Caddo Parish and 4 years as an Administrative Assistant.

.....
"Southern University gave me the best of two worlds," stated Mrs. White. "It gave me a chance to be close to home, but gave me the foundation and preparation needed for the challenges I would face at any university away from home."
.....

Mrs. White had three sons and a host of other relatives who also attended SUSLA.

Chancellor Dr. Rodney A. Ellis remarked,

"We know where we've been. Where we are now will set the foundation for our future, and faith sets our journey."





Alumni Mixer & Meeting

The Alumni Chapter of Southern University at Shreveport met on Friday, September 22, 2017 at the Downtown Metro Center.



(L to R): Alums: James Brown and Tony Williams

During the meeting, SU Alums Tony Williams and James Brown traveled from their homes in Phoenix, AZ and Houston, TX (respectively) to help Mr. Charles Johnson and other loyal Alumni launch the SUSLA Alumni Chapter at its first official meeting. Mr. Williams and his family have provided a generous donation to SUSLA to establish the Williams Center for Undergraduate Achievement.

Also at the meeting, SUSLA's Chief Advancement Officer Stephanie K. Rogers introduced the soft launch of the University's 50/50 Campaign. The **50/50 CAMPAIGN** is a way for all stakeholders to give to SUSLA in increments of \$50 with the goal of raising \$250,000.00 from September 19, 2017 to September 19, 2018; commemorating the first 50 years of establishment for SUSLA. The money will be used for scholarships and student success. A mid-point report will be provided at the **"Golden Gala"** on **MAY 5, 2018**.

SUSLA hosted an Alumni Mixer immediately following the meeting at the Southern University Museum of Art Shreveport (SUMAS).



SUSLA faculty, staff, alumni supporter, partners and friends during Alumni Mixer



(L to R): Former Miss SUSBO/SUSLA: Marci Siglar (2002-03), Brenda Wimberly (1974-75), Tichina Williams (1987-88) and Sharon Moore (1981-82)



(L to R): Alum Members: James Brown, Tony Williams, Tina Williams and Dr. Ellis



(L to R): Brandy Jacobsen and Angelique Feaster Evans viewing 50th Year Memories exhibit



Dr. Tuesday Mahoney, Chair - Spirit Week with Former State Sen. Lydia Jackson



(L to R): 1967 Class Members: Henry Price, Karen Austin, Lonnie Hamilton and Dr. Ellis

Dr. Ellis thanked friends, partners and supporters and recognized past SUSLA leaders. *"We hope to continue to bridge our leaders of the past with our present leaders to ensure the future success of our students and University,"* stated Dr. Ellis.



For more information about the 50/50 CAMPAIGN and how to maximize your gift to SUSLA, contact - Stephanie K. Rogers at (318) 670-9244 or email: srogers@susla.edu

SCHOLARSHIP AWARD RECIPIENTS

SUSLA RECEIVES SCHOLARSHIP FUNDS FROM COMMUNITY HEALTH CENTER

David Raines Community Health Center presented Southern University at Shreveport with a \$10,000 check during their annual meeting and 25th Anniversary Celebration and Scholarship Banquet. The event was held at the Shreveport Convention Center on August 24, 2017.

The DRCHC started their partnership with SUSLA in 2011; establishing a scholarship fund to support the educational careers of students in the areas of Allied Health and Nursing. The check will benefit four SUSLA students. This donation brings the total investment to \$60,000.00.



Rebecca Brennan
(Dental Hygiene)



Chelsey Fountain
(Nursing)



Jessica Lowery
(Radiologic Technology)



Shalondra Perkins
(Nursing)

Dr. Rodney Ellis, Chancellor of SUSLA received the check on behalf of the university and stated, *“We are excited about our partnership with the David Raines Community Health Center, and appreciate their continuous support toward the success of our students and programs.”*



SUSLA ALLIED HEALTH PROGRAMS HELD ANNUAL MIXER

SUSLA's annual Allied Health Mixer was held on Wednesday, September 7, 2017 at Riverview Hall in Downtown Shreveport with the theme: 'Road to Success'. Along with refreshments and fellowship, LifeShare presented a blood drive. The participants also received knowledge on fitness, dressing for success, and self-defense. The motivational speaker was Napoleon Player, a Surgical Tech graduate of SUSLA and Director of Surgical Services at Medical City Arlington. Mr. Player had the opportunity to plan the perioperative care for Congresswoman Gabrielle Gifford, President Barack Obama, and many other celebrities.

Pictured left: SUSLA Surgical Technology graduate (2002) - Napoleon Player and JoAnn Brown, Dean of Allied Health & Nursing



DR. NASHAWNA JOSEPH ANNOUNCED AS 40 UNDER 40 HONOREE

Dr. Nashawna Joseph, BSTEM faculty member, was selected as an honoree for the 11th Annual Northwest Louisiana Young Professionals Initiative “40 Under 40.” Dr. Joseph was selected for her work as an Assistant Professor of Human Anatomy & Physiology at Southern University at Shreveport, where she has been employed since 2010; and her entrepreneurial work as the founder of the Centre 4 M.O.R.E.. LLC. (Moving Obstacles and Reaching Empowerment).



The class of 2017 had a record-breaking 264 nominations of diverse leaders from across Shreveport-Bossier. The honorees were announced in a traditional ceremony this month, but will be honored at the annual Young Professionals Initiative Gala in December.

Congratulations to Dr. Nashawna Joseph, who joins SUSLA colleagues and previous honorees Dr. Joslin Pickens, class of 2013; and Dr. Melva Williams, class of 2014.



In response to the urgent flooding crisis caused by Hurricane Harvey, the Southern University System Office issued a call to action to support our neighbors in South Louisiana and Houston, Texas. In a display of unity with our sister campuses within the system, Southern University at Shreveport begin collecting items to send toward the relief effort.



(L to R): Pamela LeBrane, Bobby Brown and Dea. Clark Booker



(L to R): Prof. Sonya Hester and Dr. Lonnie McCray

Pleasant Hill Baptist Church through the Division of AHSSE partnered with SUSLA to collect items for the victims of Hurricane Harvey. The donations were received on Wednesday September 13th. In addition, SUSLA received donations from the Ark-La-Tex region and communities in Oklahoma. Chancellor Rodney Ellis would like to thank the entire SUSLA family and the community for donations and support during this effort.

For those wishing to make a monetary contribution, the Southern University System Foundation has established a special 2017 Texas Flood Fund to accept donations that will go directly to support victims of the devastating flooding in Texas and Southwest Louisiana.

Contributions can be made at: <https://foundation.sus.edu/texas-flood-relief/>.



(Pictured left)
Hurricane relief items
from Bethel's Heavenly Hand

CONGRATULATIONS

Student of the Month

GREGORY JOHNSON is a sophomore majoring in Mass Communications with an emphasis on graphics and video editing. You can catch Gregory Johnson any day of the week taking pictures around campus. He volunteers to take pictures at events such as basketball games, coronation, and just recently the 50th Birthday Celebrations.

“I decided to attend SUSLA as a quick last minute decision and it’s been one great decision. My experiences as a student have been challenging but rewarding. The faculty and staff are very helpful in helping me remain focused and on task.”



I decided to major in Mass Communications because I love taking pictures and making videos.

We are working on editing now in Mr. Fred Moss’ class. I’m very excited about that! I take pictures and videos as a side job outside of college, but I would also like to run multiple businesses after graduating from a four year college. I would tell any student interested in going to college to make sound decisions and that SUSLA is a great place to start.”

JAGUAR OF THE MONTH



CHANCELLOR RODNEY ELLIS RECOGNIZES SIMONE COCHRAN

SUNO Campus Liaison for the SUSLA College Connect Program

SIMONE COCHRAN has been employed with the SU College Connect Program offered by SUSLA since 2013. As the Connect Coordinator of Enrollment Management on the SUNO campus, she is responsible for providing excellent customer service and support to ensure the academic success of students enrolled in the program. She is helping to make

the transition to college life easier for students. *“I thought the program would be stressful, but with the assistance of Mrs. Cochran, everything was handled professionally and in a timely manner. I had a great experience,”* stated one student on a recent Customer Service Survey.

Great job! Your efforts have not gone unnoticed!

Mark Your Calendar

OCTOBER

Breast Cancer Awareness Month Resource Health Fair

OCTOBER 31, 2017

11:00 am - 2:00 pm

Downtown Metro Center • 610 Texas Street (Atrium)

For more information, contact -

Urina F. Holt, Regional Coordinator - Communities of Color Network

(318) 670-9633 or email: uholt@susla.edu



Save the Date

**MAY
5 • 2018**

*Black Tie
EVENT*

SUSLA
Dedication • Integrity • Accountability • Service • Diversity

SOUTHERN UNIVERSITY AT SHREVEPORT
50th
YEAR 1967-2017
CELEBRATION

**GOLDEN
Gala**

For more information, contact -
Angelique Feaster-Evans, Gala Chair
(318) 670-9631 or email: afeaster@susla.edu

*Southern University at Shreveport does not discriminate on the basis of race, color, age, national origin, gender or disability in any other prohibited class.
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*The Chancellor's Report is a monthly publication from the Office of the Chancellor
Rodney A. Ellis, Ed.D., Chancellor
Leslie R. McClellon, Chief Administrative Officer*

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