

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

Committee of the Whole

Board of Supervisors' Meeting Room
J. S. Clark Administration Bldg. 2nd Floor
Baton Rouge, LA.
December 10, 2021
1:00 p.m.

**SOUTHERN UNIVERSITY BOARD OF SUPERVISORS MEETING
 COMMITTEE OF THE WHOLE
 Board of Supervisors' Meeting Room
 J. S. Clark Administration Bldg. 2nd Floor
 Baton Rouge, LA.
 December 10, 2021
 1:00 p.m.**

AGENDA

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Adoption of the Agenda
6. Public Comments
7. Action Items
 - A. Approval of Minutes of the November 26, 2021 SUS Board of Supervisors Meeting
 - B. Request Approval for Internal Audit Items (SUS)
 1. Charter for the Internal Audit Department
 2. Audit Schedule
 3. Internal Audit Quality Improvement Plan
 - C. Request Approval for Memorandum of Understanding between Southern University at Baton Rouge and Southern University Ag Center and Terra Vega, Inc. (SUBR/SUAREC)
 - D. Request Approval of Cooperative Endeavor Agreement Between the Southern University Law Center, the Louisiana Housing Cooperation, and the Office of Community Development (SULC)
 - E. Request Approval to Utilize Prior Year Funds for Student Transit (SUBR)
 - F. Request Approval of Head Football Coach Contract (SUBR)
 - G. One-Year Salary Adjustment for Additional Duties Assigned through the Housing Eviction and Diversion Project Funded by the LCH and DOA Grant (SULC)

Name	Position/Campus	Salary	Funding Source
1. Marla Dickerson	Project Director Additional Duties (SULC)	\$151,000.00	State
2. Alycia Grace-O'Bear	Project Manager Additional Duties (SULC)	\$109,900.00	State

3. Keegel Henderson	Administrative Additional Duties (SULC)	\$61,000.00	State
4. Jasmine Hunter	Public Relations Additional Duties (SULC)	\$85,000.00	State
5. Gloria Jones	Administrative Additional Duties (SULC)	\$61,000.00	State
6. Paula Matthews	Administrative Additional Duties (SULC)	\$91,000.00	State
7. Alvin Washington	Attorney Additional Duties (SULC)	\$119,800.00	State

H. Request Approval of Personnel Action on Positions equal to or greater than \$60,000

Name	Position/Campus	Salary	Funding Source
1. Krystle Allen	Assistant Specialist/Program Leader (CED) Salary Adjustment (SUAREC)	\$68,000.00	Federal
2. Zanetta Augustine	Assistant Specialist/Program Leader (ANR) Salary Adjustment (SUAREC)	\$70,000.00	Federal
3. Tambria Bradford	Associate Director of Academics New Appointment (SUBR)	\$65,000.00	State/NCAA Grant
4. Phillippe Carter	Director of Athletic Compliance New Appointment (SUBR)	\$75,000.00	State
5. Ajeanne Dillon	Director of Student Athlete Academic Services Additional Duties (SUBR)	\$68,165.00	NCAA Grant
6. Allison Ezidore-Tassin	Graphic Artist and Web Content Specialist Salary Adjustment (SUAREC)	\$60,000.00	Federal
7. Marlin Hollins	Director of Development New Appointment (SUBR)	\$75,000.00	State
8. Tamika Porter	Program Manager Salary Adjustment (SUAREC)	\$65,000.00	Federal
9. Jeremiah Sams	Associate General Counsel for Procurement, Contracts, Leases and Public Records New Appointment (SUS)	\$80,000.00	State

I. Clarification of Personnel Action for Charles Rice, SULC Program Manager and Consultant (\$119,700.00)

J. Clarification of Personnel Action for Samantha Thompson, SULC Analyst for Institutional Effectiveness (72,000.00)

8. Informational Item(s)

A. President's Report

B. Chancellor's Reports

9. Other Business

10. Adjournment

**SOUTHERN UNIVERSITY BOARD OF SUPERVISORS MEETING
COMMITTEE OF THE WHOLE**

**Hyatt Regency Hotel
601 Loyola Ave. | New Orleans, La 70113
Friday, November 26, 2021
9:00 a.m.**

Minutes

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Atty. Domoine Rutledge. The invocation was given by Dr. C. S. Gordon, Pastor of New Zion Baptist Church in New Orleans, LA. Pledge of Allegiance was led by Board Member Jody Amedee.

AGENDA ITEM 3: ROLL CALL

PRESENT

Atty. Domoine Rutledge, Mr. Jody, Amedee, Mr. John Barthelemy, Dr. Leroy Davis, Mr. Raymond Fondel, Mr. Sam Gilliam, Mr. Richard Hilliard, Mr. Myron Lawson, Ms. Christy Reeves, Atty Edwin Shorty, Mrs. Ann A. Smith, Dr. Leon R. Tarver II, Mr. Kevin Taylor-Jarrell II, Rev. Samuel Tolbert, Dr. Rani Whitfield, and Ms. Arlanda Williams,

ABSENT

NONE

AGENDA ITEM 5: ELECTION FO BOARD OFFICERS FOR 2022

A. Chairman – Nominations for Chairman was opened. Dr. Leon Tarver nominated Atty Edwin Shorty. There were no additional nominations. The nominations were closed, and a motion was made by Ms. Arlanda Williams and second by Ms Christy Reeves for Atty Edwin Shorty as Chairman.

Motion Approved.

B. Vice Chairman - Nominations for Vice Chairman was opened. Mr. Sam Gilliam nominated Dr. Rani Whitfield. There were no additional nominations. The nominations were closed, and a motion was made by Mr. Myron Lawson and second by Ms. Arlanda Williams for Dr. Rani Whitfield as Vice Chairman.

Motion Approved.

Chairman Rutledge congratulated both Atty Shorty and Dr. Whitfield. They both gave brief comments and thanked everyone for their support, and they are looking forward to the new year.

AGENDA ITEM 6: ADOPTION OF THE AGENDA

Chairman Rutledge mentioned the agenda will be amended. Action Item 10(L-10) Derrick Warren Salary should be \$150,256.00. Upon the motion by Dr. Rani Whitfield and second by Mrs. Christy Reeves, the agenda was recommended for adoption with amendment.

Motion passed.

AGENDA ITEM 7: PUBLIC COMMENTS

None

AGENDA ITEM 8: GREETINGS FROM DR. RICK GALLOT, PRESIDENT OF GRAMBLING STATE UNIVERSITY

Dr. Gallot thanked Dr. Belton and the Board of Supervisors for the invite. He mentioned he was accompanied by members of his leadership team. He asked them to stand to be recognized. Dr. Belton and Chairman Rutledge thanked Dr. Gallot for attending the meeting. Dr. Belton gave a few comments.

AGENDA ITEM 9: SPECIAL PRESENTATIONS

- A. Above and Beyond Award
Dr. James Ammons introduced Dr. Adriel Hilton who presented the above and beyond award to Mr. Jamaal K. Williams. He is the administrative assistant to the Vice Chancellor for Student Affairs and Enrollment Management at SUNO. Mr. Williams thanked SUNO and the Board of Supervisors for the award.
- B. SHE-CAN (McBride Sisters) Check Presentation to the Southern University Agricultural Research and Extension Center and the College of Agricultural, Family and Consumer Sciences (SUAREC)
Dr. McMeans introduced Dr. Renita Marshall who introduced the SU Alum Agnes who is CEO for McBride Sisters.
She gave brief background about the McBride Sisters and all the support to the black owned women businesses. She mentioned how they plan to support SU Ag and presented a check in the amount of \$50k.
- C. Diageo Learning Skills for Life and Entrepreneurship Partnership with SULC and SUSLA (SULC and SUSLA)
Chancellor Pierre introduced Ms Monica Hawkins who presented a check in the amount of \$200k.
- D. Sons and Daughters Special Visionary Award (SUS)
Award was presented to Board Member Raymond Fondel.
- E. STRADA Education Network Presentation to Southern University at New Orleans (SUNO)
Dr. Ammons introduced Dr. Kim Rugon who presented checks for Items 9E – 9G
- F. Sarah Conn Presentation to Southern University at New Orleans (SUNO)
Check amount \$25k

- G. CMC Contractors Presentation to Southern University at New Orleans (SUNO)
Check amount \$10k

AGENDA ITEM 10: ACTION ITEMS

Motion was made by Dr. Rani Whitfield and second by Mr. John Barthelemy that Action Item 10A be approved

Motion was approved.

- A. Approval of Minutes of the October 22, 2021, SUS Board of Supervisors Meeting

Motion was made by Ms. Christy Reeves and second by Mr. John Barthelemy to approve Action Item 10B and 10C in global.

Motion was approved.

- B. Request Approval of SUBR Facilities Master Plan (SUBR)
- C. Southern University System Strategic Plan 2020-2021 Accountability Scorecard – (Informational Item) (SUS)

Motion was made by Mr. John Barthelemy and second by Mrs. Christy Reeves to approve Action Items 10D and 10L in global.

Motion Approved.

- D. Ratification for the Reduction in Housing Rate for the Spring 2021 Semester (SUBR)
- E. Request Approval of MOU Between the Institute for Law Reform (ILR) and the Southern University Law Center and Scholarship Grant donation from the US Chamber of Commerce Foundation (SULC)
- F. Request Approval of Certification of SUBR Candidates for Graduation (Fall 2021)
- G. Request Approval of the Dinisa Hardley Folmar Impact Endowed Scholarship and Scholarship Presentation (SULC)
- H. Request Approval of Retirement Incentive Plan for Tenured Faculty and Unclassified Employees (SUNO)
- I. Request Approval of Graduate Placement Student Policy (SUS)
- J. Request Approval of Honorary Doctorate of Humane Letters for Irving Matthews (SUBR)

- K. Request Approval of SUSLA Assignment and Interim Appointment of Chancellor of Southern University at Shreveport (SUSLA)
 L. Request Approval of Personnel Action on Positions equal to or greater than \$60,000

Name	Position/Campus	Salary	Funding Source
1. Wayne Bryant	Director of Human Resources and Professional Development Title Change and Additional Duties (SUSLA)	\$75,225.28	State
2. Harry Doughty	Chancellor's Executive Associate/ Senior Athletic Administrator Additional Duties (SUNO)	\$90,340.00	State
3. Joseph LaCour, Jr.	Director of Facilities and Risk Management New Position (SUSLA)	\$65,000.00	State
4. James Matthews, III	Athletic Director/ Head Men's Basketball Coach New Position (SUNO)	\$75,000.00	State
5. Lee Melancon	Senior Program Manager / Special Asst. to the Exec Director - Facilities New Position (SUBR)	\$72,000.00	State
6. Charles Rice	Program Manager and Consultant Additional Duties (SULC)	\$74,700.00	State
7. Theresa Rogers	Comptroller New Position (SUBR)	\$95,000.00	State
8. Kelly Smith	Assistant Professor Nursing New Position (SUNO)	\$75,000.00	State
9. Samantha Thompson	Analyst for Institutional Effectiveness and Accreditation Additional Duties (SULC)	\$74,700.00	State
10. Derrick Warren	Associate Dean/ MBA Director New Position (SUBR)	\$139,256.00 \$150,256.00	State
11. Florence Regine Williams	Director of Information and PR/ Sports Information Director Additional Duties (SUNO)	\$64,000.00	State

- M. Request Approval of Sabbatical Leave for Dr. Yaser Banadaki (SUBR)

Motion was made by Mr. John Barthelemy and second by Dr. Rani Whitfield that Action Item 10M be approved

Motion was approved.

AGENDA ITEM 12: RESOLUTIONS

Dr. Katara Williams, Chief of Staff read resolutions and commendations for November for the following:

- Dr. James Fortenberry
- Mr. Freddie “Juman” Smith

Upon Motion from Ms. Ann Smith to approve the read resolutions and additions and Ms. Christy Reeves second the motion.

Motion approved

AGENDA ITEM 13: INFORMATIONAL ITEM(S)

A. Southern University Semester-in-Shreveport Update (SULC)

Chancellor Pierre introduced Professor Deleso Alford who gave a high level update.

B. Medical Marijuana Update

Brief update provided by Dr. Janna Snowden. She mentioned the new product which is now available.

Chairman Rutledge asked when the Valera contract was up for renewal? Dr. Snowden mentioned, “2023 is the year for renewal.”

C. Facilities and Property Update

Mr. Maurice Pitts gave a Facilities and Property Update for each campus. Mr. Pitts answered some questions from Dr. Tarver and Ms. Ann Smith.

D. Interim Financial Reports

Mr. McClinton gave a summary for each campus. The detail information is in the packet.

E. President’s Report

Dr. Belton gave a brief report. He thanked Chairman Rutledge for his leadership and congratulated the new leadership.

F. Chancellor’s Reports

All chancellor’s gave brief report. (Detail report is in the board packet)

Dr. Ammons presented brief report on behalf of SUNO.

Dr. Appeaning presented brief report on behalf of SUSLA.

Dr. McMeans presented brief report on behalf of SUAREC.
Chancellor Pierre presented brief report on behalf of SULC.
Dr. Sahoo presented brief report on behalf of SUBR

Each chancellor thanked Chairman Rutledge for his leadership and congratulated the new chairman and vice chairman.

AGENDA ITEM 14: OTHER BUSINESS

Dr. Rani Whitfield and Chairman Rutledge acknowledged the athletic department on the Baton Rouge campus and AD Roman Banks for being in full compliance with NCAA.
Chairman Atty Domoine Rutledge acknowledged elected officials, other dignitaries and alums who were in attendance for the meeting. He thanked everyone who come to meetings regularly.

AGENDA ITEM 15: ADJOURNMENT

Motion was made by Rev. Samuel Tolbert to adjourn the meeting.



Office of Internal Audit
J.S. Clark Administration Building
4th Floor, Suite 427
Baton Rouge, Louisiana 70813

December 8, 2021

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

Dear Dr. Belton,

I am submitting for your consideration, the following items be placed on the agenda for the Southern University Board of Supervisors meeting on December 10, 2021, in order to obtain the Board's approval. The items are listed below and attached:

1. The Internal Audit Committee Charter
2. The Southern University System Audit Plans
3. The Internal Audit Quality Assurance and Improvement Plan.

Sincerely,

A handwritten signature in black ink that reads 'Brian D. Adams'.

Brian D. Adams
Executive Director of Internal Audit
Southern University System

INTERNAL AUDIT CHARTER

INTRODUCTION

The Southern University System (SUS or System) Internal Audit (IA) function is an objective assurance and consulting activity that is independently managed within the Southern University System and guided by a value-driven philosophy to improve the (SUS) operations and help management accomplish its objectives by bring a systematic disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

There are three components of IA's mission:

- To audit the governance around risk management and system of internal controls,
- To audit the system of internal controls itself, and
- To audit the risk management of operation.

Internal Audit is centrally managed by the Southern University System Internal Audit Executive Director (Executive Director for the System).

ROLE

Management of each of the System's component institutions has the responsibility to ensure that assets are properly safeguarded, internal controls are established and sufficient to ensure compliance with applicable laws and regulations, and procedures are sufficient to detect errors and fraud in a timely manner. Campus management is also responsible for providing input into the annual risk assessment and audit plan and for establishing and enforcing a policy to ensure effective and timely resolutions of all audit findings.

Internal Audit's role is to measure and evaluate the effectiveness of internal controls within accounting, financial and operating systems of the Southern University System. Internal Audit provides and an independent analyses, appraisals, recommendations, and pertinent comments on the business activities of the institution.

ORGANIZATION

The Southern University System Internal Audit Executive Director will continue to directly report administratively to the System President and functionally to the Chair of the Audit Committee. Campus internal audit directors will report to the System Executive Director with informational disclosure to the campus chancellors, unless directed by the System Executive Director, System President, and/or the

Audit Committee Chair. Hiring, promotion, and other related personnel decisions regarding campus audit directors and staff shall be made jointly with the System President, Audit Committee Chair, and System Audit Executive Director after appropriate consultation with the affected campus chancellor.

PROFESSIONAL STANDARDS

Professionalism and commitment to excellence are facilitated by operating within a framework of professional practice. Our internal audit activity will govern itself by adherence to the Institute of Internal Auditor's Mandatory Guidance, which includes the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the International Standards for the Professional Practice of Internal Audit, and the Definition of Internal Auditing. The IIA's Mandatory Guidance constitutes the fundamental requirements for the professional practice of internal auditing and the principles against which to evaluate the effectiveness of the internal audit activity's performance.

In addition, Government Auditing Standards promulgated by the Comptroller General of the United States will be followed when required by law, regulation, agreement, contract, or policy. Also, Internal Audit staff members have a responsibility to act in the best interest of those they serve and should refrain from entering into any activity that may create a conflict of interest and should disclose any potential conflicts of interest to the System Executive Director. They have an obligation of self-discipline above and beyond the requirements of laws and regulations. They should demonstrate qualities to include integrity, objectivity, confidentiality, and competency consistent with the Institute of Internal Auditors Code of Ethics.

AUTHORITY

The Southern University System Internal Audit office is authorized full and unrestricted access to all areas and information sources (i.e. records, property, and personnel, etc.) within the entire Southern University System. Documents and information given to the Internal Audit staff during and engagement are handled in the same prudent manner as by those employees normally accountable for them. The confidential and privileged character of the documents and information is not affected solely by disclosure to the Audit Staff.)

Acting in the capacity of an Internal Auditor, audit staff should not perform any operational duties for the Southern University System or its component institutions, initiate or approve accounting transactions external to Internal Audit, or direct the activities of any Southern University employee not employed by Internal Audit, except to the extent such employees have been appropriately assigned to auditing teams or otherwise assist the internal auditors.

RESPONSIBILITIES

The System Executive Director with the assistance of campus directors has a responsibility to:

- Develop a flexible audit plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the President and Audit Committee for review and approval, as well as periodic updates.

- Implement the audit plan, as approved, including as appropriate any special tasks or projects requested by management and the Board of Supervisors.
- Maintain a professional audit staff with sufficient knowledge, skills, and experience,
- Issue periodic reports to the Board of Supervisors and management summarizing results of audit activities.
- Keep the Board of Supervisors and President informed of emerging trends and successful practices in internal auditing.
- Implement a follow-up process to monitor and ensure that management actions have been effectively implemented or that management has accepted the risk of not taking action.
- Determine if SUS controls are adequate, effective, and functioning by conducting audits on a periodic basis so that all major systems are reviewed.
- Determine reliability and accuracy of accounting, financial, and reporting systems and procedures.
- Determine on a test basis, grants and contracts received are made in conformance with University policies and procedures, state and federal laws and regulations, contractual obligations, Board Rules, and good business practices.
- Determine if assets are accounted for and safeguarded against losses of all kinds and as appropriate verify on a test basis the existence of such assets.)
- Evaluate operational procedures to determine whether results are consistent with established objectives and goals and whether the procedures are being carried out as planned.
- Evaluate the design of major electronic data processing systems and major modifications to existing systems.
- Perform consulting services beyond the traditional assurance services provided by Internal Audit to assist management in meeting objectives. Examples may include facilitating process design, training advisory service, etc. (Standard 1000C.1)
- Conduct investigations as required or directed related to the general objective previously stated.
- Create continued awareness for employees and senior management regarding risks and controls by actively participating in discussions with senior management, new employee orientation training, convocations, and various other employee training.

IRREGULARITIES, ILLEGAL ACTS AND OTHER NONCOMPLIANCE

The responsibilities of IA for these areas are clearly defined in the professional standards, previously mentioned in this document.

IA has the responsibility for assisting in the deterrence of fraud by examining and evaluating the adequacy and the effectiveness of control, commensurate with the extent of the potential exposure/risk in the various systems of operations. In carrying out this responsibility, we will determine whether the Southern University System and its component institutions:

- Organizational environment fosters control consciousness.
- Realistic organization goals and objectives are set.
- Written policies (code of conduct) exist that describes prohibited activities and the action required whenever violations are discovered.
- Appropriate authorization policies for transactions are established and maintained.
- Policies, practices, procedures, reports, and other mechanisms are developed to monitor activities and safeguard assets, particularly in high risk areas.
- Communication channels provide management with adequate and reliable information.

- Recommendations are made for the establishment or enhancement of cost-effective controls to help deter fraud.

If our investigations should reveal dishonest or fraudulent activities, reports will be issued to the System President and the appropriate campus chancellor. In addition, through coordination with Southern University System Legal Counsel (internal and external), the appropriate law enforcement and/or regulatory agencies will be notified for their independent investigation and final determination. The University is required to immediately notify the Louisiana Legislative Auditor of any occurrence of suspected and/or know fraudulent activity.

All employees of IA will be expected to adhere to the professional standards. This will provide reasonable assurance of detecting irregularities, illegal acts, or other noncompliance which are material to the financial statements of Southern University System.

MANAGEMENT REQUEST

IA is expected to be a constructive service engaging in activities which will be of measurable benefit to the Southern System. Consequently, sufficient flexibility is to be maintained to be responsive to management requests for services that are consistent with the objectives and priorities of IA.

PLANNING

An internal audit plan based on a facilitated risk assessment process shall be systematically developed annually for the System as a whole. The risk assessment shall consider risks within and across all components of the System. Each campus audit director is responsible for soliciting input from appropriate members of management at their respective campus for this purpose. The data will be used to develop a risk-based audit plan for each campus. Each campus plan will be reviewed and approved by the System Executive Director and incorporated into the System plan. The System plan will be submitted to the President and Executive Officers for review and additional input. The System plan will then be submitted to the Audit Committee for review and approval and reported to the Board of Supervisors. The objective is to continually assess all high-risk areas of the Southern University System and to evaluate critical business processes throughout the System as resources permit. When special projects are requested by campus management, the campus internal audit director shall notify the System Executive Director who will consult with the affected campus chancellor in establishing the scope, objectives, and methodology to be employed related to the proposed special project.

When demands for services exceed available resources that would significantly impact the approved work plan, each director will establish project priorities subject to the approval of the System Executive Director or, if the changes to the plan are substantial, the approval of the System President and Audit Committee.

REPORTING

Internal Audit ensures that the results of audits and other services are properly communicated to the appropriate management or operating personnel in the form of written reports, consultation advice, or any other means. Written reports include, or will be followed by, management comments itemizing specific actions taken or planned to resolve the reported finding and to ensure that operational

objectives are achieved. All internal audit reports will be issued by the authorization of the System Executive Director. The System Executive Director shall distribute copies of all reports issued to the Southern University Board of Supervisors Chair, Audit Committee Chair, and the Southern University President upon initial release.

RELATIONSHIPS WITH EXTERNAL AUDITORS AND CONSULTANTS

Internal Audit works cooperatively with external auditors and consultants to avoid duplication of efforts to ensure optimum audit coverage is obtained.

CONTINUING PROFESSIONAL DEVELOPMENT

Audit work will be conducted by a staff of recognized professional auditors who possess a high level of technical knowledge of, or experience in, internal auditing techniques. Professional development activities will be planned and carried out by both Internal Audit offices and the auditor. In addition to on-the-job guidance, each director will provide for training through courses offered by internal and external sources, in appropriate circumstances. Also, auditors with professional certifications should obtain sufficient continuing professional education to satisfy requirements related to the professional certification(s) held. Those auditors not presently holding appropriate certifications are encouraged to pursue an educational program that supports efforts to obtain professional certification(s).

STAFFING

The administrative office of the Internal Audit Services will be located on the 4th floor of the J. S. Clark Administration building on the Baton Rouge campus. The exception being the New Orleans and Shreveport campuses, where the primary auditor will continue to be domiciled. Based on specific audit engagement, auditors may be assigned to the various campuses within the System that may not be their primary domiciled.

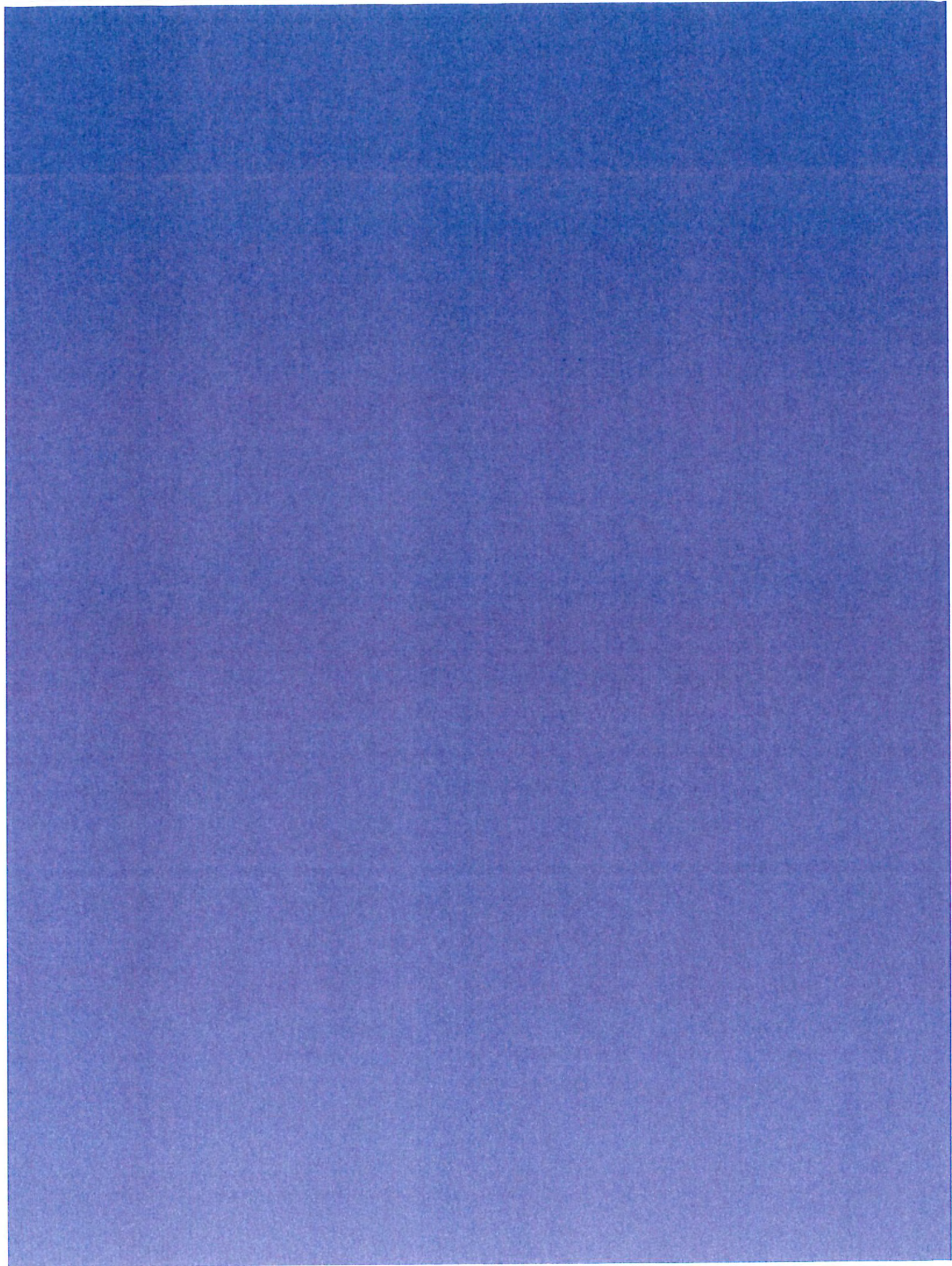
QUALITY ASSURANCE AND IMPROVEMENT PROGRAM

Internal Audit will maintain a quality assurance and improvement program that covers all aspects of the internal audit activity. The program will include an evaluation of the internal audit activity's conformance with the Definition of Internal Auditing and the Standards and an evaluation of whether Internal Audit applies the Code of Ethics. The program also assesses the efficiency and effectiveness of the internal audit activity and identifies opportunities for improvement. The System Executive Director will communicate to management and the Board on the internal audit activity's quality and improvement plan.

Date Approved: _____

Dr. Ray Belton
President-Chancellor
Southern University System

Mr. Richard Hillard
Chairman of the Audit Committee
Southern University Board of Supervisor





Southern University and A & M College Audit Plan

20-month Audit Plan covering period November 1, 2021 – June 30, 2023

	Hours Budgeted	Approximate Start Date	Approximate End Date
AUDIT(s) in PROCESS			
1. Accounts Payable	350 hours	10/13/2021	12/13/2021
AUDITS PLANNED			
2. Travel	350 hours	12/17/2021	3/3/2022
3. Motor Pool	350 hours	3/7/2022	5/27/2022
4. LOSFA Follow-up	200 hours	6/1/2022	7/14/2022
5. Payroll	350 hours	7/20/2022	10/31/2022
6. Banner Access	350 hours	11/4/2022	1/30/2023
7. TBD	350 hours	3/15/2023	6/30/2023
TOTAL HOURS BUDGETED	2,300 hours		



Southern University at Shreveport Audit Plan

20-month Audit Plan covering period November 1, 2021 – June 30, 2023

	Hours Budgeted	Approximate Start Date	Approximate End Date
AUDIT(s) in PROCESS			
1. Review of Purchasing Process	350 hours	11/1/2021	1/20/22
AUDITS PLANNED			
2. LOFSA Review	350 hours	2/1/2022	5/2/2022
3. CARES Act COVID-19 HBCU Funding	350 hours	5/9/2022	7/29/2022
4. Review of SUSLA Financial Aid Policies & Procedures	350 hours	8/5/2022	11/10/2022
5. Review of Dual Enrollment Process	350 hours	11/30/2022	3/17/2023
6. Review of SUSLA Banner Access	350 hours	3/24/2023	6/30/2023
7. Travel – Follow up of DOA Audit	75 hours	TBD	TBD
8. P-Card – Follow up of DOA Audit	75 hours	TBD	TBD
TOTAL HOURS BUDGETED	2,250 hours		



Southern University at New Orleans Audit Plan

20-month Audit Plan covering period November 1, 2021 – June 30, 2023

	Hours Budgeted	Approximate Start Date	Approximate End Date
<u>AUDIT(s) in PROCESS</u>			
1. Financial Aid	350 hours	6/11/2021	12/17/21
<u>AUDITS PLANNED</u>			
2. LOFSA Review	350 hours	1/1/2022	3/31/2022
3. CARES Act COVID-19 HBCU Funding	350 hours	4/1/2022	6/30/2022
4. Payroll	350 hours	7/1/2022	9/30/2022
5. Banner Access	350 hours	10/1/2022	10/31/2022
6. Travel – Follow-up of DOA Audit	75 hours	11/1/2022	11/30/2022
7. P-Card – Follow-up of DOA Audit	75 hours	12/1/2022	1/30/2023
8. Self-Generate Revenue	350 hours	2/1/2023	3/30/2023
TOTAL HOURS BUDGETED	2,250 hours		



**Southern University Agriculture, Research and Extension
Center
Audit Plan**

20-month Audit Plan covering period November 1, 2021 – June 30, 2023

	Hours Budgeted	Approximate Start Date	Approximate End Date
AUDIT(s) in PROCESS			
1. Accounts Payable ***	350 hours	11/22/2021	3/11/2022
AUDITS PLANNED			
2. Medical Marijuana	350 hours	TBD	TBD
3. USDA Funding	350 hours	TBD	TBD
TOTAL HOURS BUDGETED	1,050 hours		

*** - Assigned to Southern University A & M College)



Southern University Law Center Audit Plan

20-month Audit Plan covering period November 1, 2021 – June 30, 2023

	Hours Budgeted	Approximate Start Date	Approximate End Date
AUDIT(s) in PROCESS			
1. Grade Changes	350 hours	11/1/2021	12/15/2021
AUDITS PLANNED			
2. CARES Act COVID 19 HBCU Funding	350 hours	TBD	TBD
3. TBD	350 hours	TBD	TBD
4. TBD	350 hours	TBD	TBD
TOTAL HOURS BUDGETED	1,400 hours		



Southern University Information Technology Audit Plan

20-month Audit Plan covering period November 1, 2021 – June 30, 2023

	Hours Budgeted	Approximate Start Date	Approximate End Date
<u>AUDIT(s) in PROCESS</u>			
<u>AUDITS PLANNED</u>			
TOTAL HOURS BUDGETED			

Note: The Audit Plan will be developed during the fiscal year with input from the Associate Vice President of Information Technology.



Southern University Laboratory School Audit Plan

20-month Audit Plan covering period November 1, 2021 – June 30, 2023

	Hours Budgeted	Approximate Start Date	Approximate End Date
AUDIT(s) in PROCESS			
AUDITS PLANNED			
TOTAL HOURS BUDGETED		-----	-----

NOTE: This Audit Plan will be developed during the fiscal year with input from the Director of the Laboratory School.



Available Audit Hours for 20 months = 2,500 hours (based on average of 1,500 hours per year or 125 hours per month)

Follow-ups will be scheduled 6 months after completion of all internal and external audits and will be incorporated into this annual audit plan.

NOTE: This updated plan was prepared according to risk assessments based on budget impact, compliance with legal and regulatory agencies, auditor observations and judgement, and management requests. All engagements are tentatively budgeted for 350 hours, with the exception of follow up engagements. This updated plan is tentatively accounting for holiday leave of about 250 hours and auditor personal time (sick, vacation, etc.) of about 80 hours as well as professional development time and administrative time. The dates and engagements are subject to change based upon special requests, need, and unanticipated interruptions, etc.

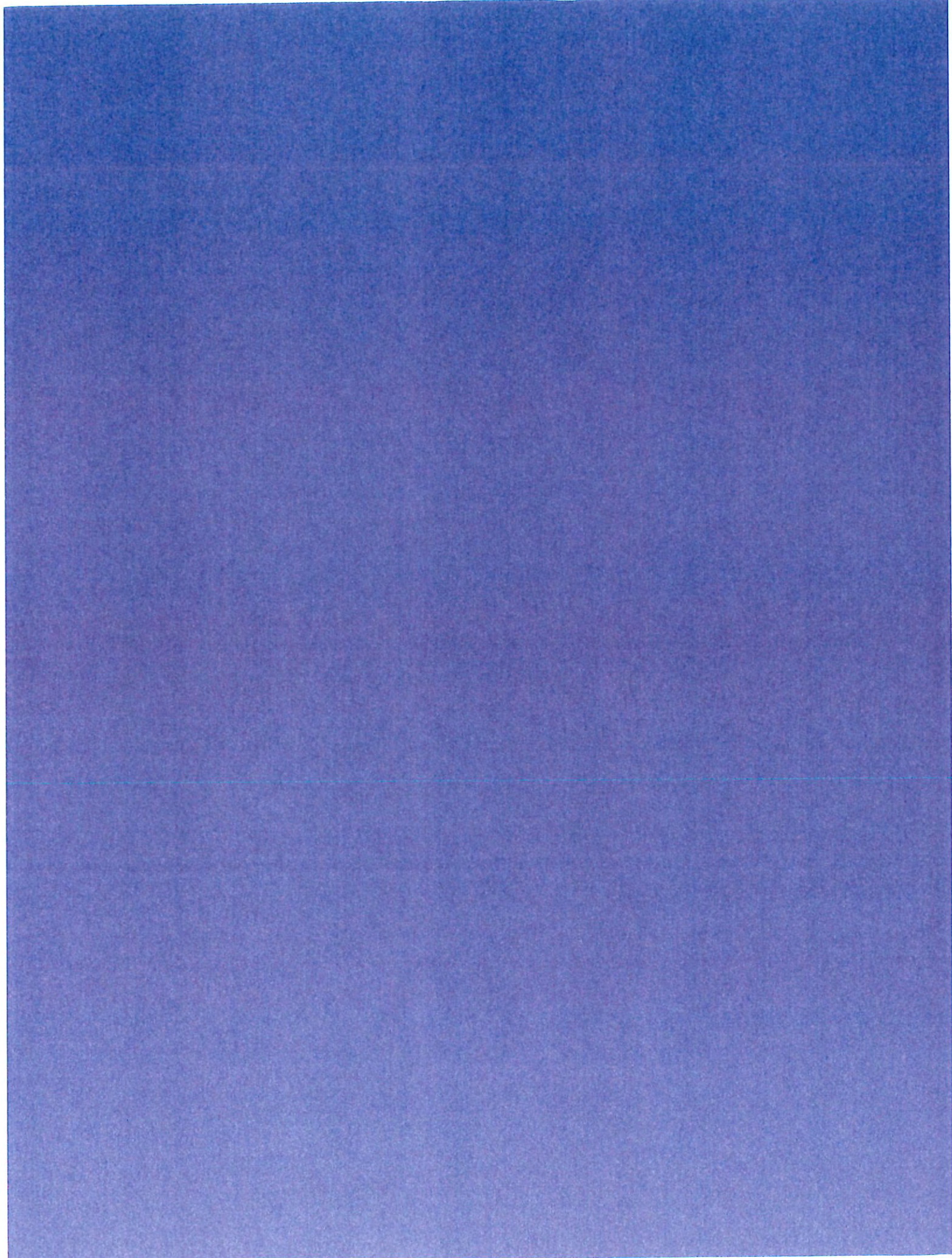
Approved:

Ray Belton
President-Chancellor

Richard Hillard
Chairman – Internal Audit Committee

Date: _____

Date: _____





QUALITY ASSURANCE AND IMPROVEMENT PROGRAM (QAIP) UPDATE DECEMBER 1, 2021

The Southern University System Office of Internal Audit's Quality Assurance and Improvement Program is designed to provide reasonable assurance to the stakeholders of the Internal Audit Department and assures that the Department:

1. Performs its work in accordance with its Charter, which is consistent with The Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing (Standards), Definition of Internal Auditing, and the Code of Ethics;
2. Operates in an effective and efficient manner; and
3. Is perceived by stakeholders as adding value and improving Internal Audit's operations.

The Office of Internal Audit continues to implement changes and monitor its performance to create an atmosphere of continuous improvement. Shown below are a few of the modifications that have been implemented into our processes.

1. We continue to move to full implementation of our automated workpapers.
 - a. The "Action Plan" module is a requirement for all audits. This module allows us to send audit findings to auditees. When the auditee completes the Management Response section of the Action Plan, the information is entered directly into our workpapers, eliminating the need to re-type the information. This also allows for speedier responses from the units being audited.
 - b. Surveys are now being sent out at the end of each audit. Our automated workpapers has a module that allows us to easily send out the surveys and the responses are incorporated directly into our workpapers.
2. We conduct weekly staff meeting and if there are any changes that are needed in our process they are discussed with the team. In addition, the auditors discuss their current audit project and solicit input from other team members when necessary.
3. The Audit Manual is reviewed annually for possible modifications.
4. An internal quality control review process was discussed with the staff and will be fully implemented into every audit going forward.
5. We annually discuss our audit plans with senior management and solicit feedback and input.

Memorandum of Understanding (MOU) between Southern University Baton Rouge Campuses (SUBR and SUAG) and Terra Vega Inc. to Conduct Vertical Farming Research

WHEREAS Southern University and Agricultural & Mechanical College ("SUBR") and Southern University Agricultural Research and Extension Center ("SUAG Center") possess adequate, conveniently located space that may be used for the purpose of agriculture research for vertical farming;

WHEREAS Terra Vega Inc. ("TV Inc.") is a corporation, specializing in Vertical Farming that is seeking agriculture research for vertical farming; and is interested in pursuing research to enhance the growing conditions and quality of vertically farmed food through this collaboration and pursuant to the terms of this Memorandum of Understanding (MOU);

WHEREAS Terra Vega Inc. is also partnering with the National Association for Equal Opportunity in Higher Education (NAFEO) in identifying and advancing mutually beneficial HBCU and PBI partnerships to advance the agricultural research for vertical farming and any mutually agreed upon attendant endeavors. NAFEO is the 52-year-old membership and advocacy association of all HBCUs and PBIs, founded and governed by HBCU and PBI presidents and chancellors; and

WHEREAS the Southern University system is a founding and sustaining member of NAFEO, whose presidents and Chancellors have served as Chair of the Board and otherwise been actively engaged in NAFEO since its founding; and

WHEREAS it is the desire of Southern University Baton Rouge and SUAG Center that the Southern University-Terra Vega Vertical Farming research and any associated initiatives, will serve as the premier and flagship HBCU Vertical Farming & Research Center; and

WHEREAS Terra Vega Inc. ("TV inc.") will provide all required equipment and needed resources to execute the agriculture research for vertical farming; and

WHEREAS SUAG Center and TV Inc. agree to complete agriculture research at SUAG's Greenhouse facilities, described in more detail below; and

WHEREAS SUAG Center agrees to provide use of its Greenhouse unit as described in subsequent sections below.

NOW, THEREFORE, this MOU is voluntarily entered between SUBR, SUAG Center and TV Inc. (collectively referred to as "Parties") to allow for the use of SUBR's facilities and SUAG's Greenhouse unit to complete the proposed agriculture research.

I. Purpose

Both Parties acknowledge that food grown vertically and indoors can help minimize food deserts and provide food access to populations locally and around the world. The Parties also agree that exposing students to the technologies for growing food indoors, HVAC, Sensor Technology, Robotics, and automated cloud applications will make students more competitive in the job market. TV Inc. has concluded that SUBR and SUAG Center possess the expertise and facilities that are adequate to complete research for vertical farming. SUBR and SUAG Center agree to make their facilities available for purposes of completing the proposed research for vertical farming under the terms set out below.

II. Enactment of this MOU

TV Inc, SUBR and SUAG Center voluntarily enter in this MOU to allow TV Inc. the use of SUBR's expertise and facilities and SUAG's Greenhouse unit to complete agriculture research for vertical farming. This agreement becomes effective at the time the MOU is duly executed by all parties.

III. Obligations of Terra Vega Inc.

- A. Terra Vega Inc. will design and provide a list of experiments to SUAG Center's faculty lead, including crop conditions and observations to be recorded. SUAG faculty lead and technical staff will have the option to provide input and advice during the life of the experiment(s). A detail representation of these planned experiments are provided in exhibit A.
- B. Terra Vega Inc. will provide environment control equipment including, Heating Ventilation Air Conditioning, pumps for maintaining fertilizer and pH levels, LED lighting and Water Temperature.
- C. Terra Vega Inc. will also provide all sensors and required equipment to automatically monitor the environmental conditions around the plants.
- D. For each experiment Terra Vega Inc. will set environment control equipment to settings defined for that experiment (see item A., above).
- E. Terra Vega will provide annually, during the life of this agreement, at least 2 (two) research assistantships in support of graduate students who will conduct research related to this theme. The students' theses will acknowledge support from TV Inc. This support will be visited annually between the parties to determine the level of support and final number of students; and will be contingent upon TV Inc. budget feasibility.
- F. Terra Vega Inc. will report environment conditions gathered by the Sensor Equipment over the Internet to SUAG Center's Faculty lead and technical staff. Terra Vega Inc. Equipment will in turn alert SUAG Center's Faculty lead and technical staff when environment conditions fall outside of conditions defined for the current experiment.

IV. Obligations of SUBR and SUAG Center

- A. SUBR and SUAG Center agree to make available a portion of one of its Greenhouses located at B.A. Little Drive, H St. Baton Rouge LA 70813 at Coordinates: 30DEG 31'48.5" North, 91DEG 11'31.1" W.
- B. SUBR will secure the facility and provide the necessary utilities, such as, but not necessarily limited to electric, water, and telecommunications normally associated with the greenhouse's use as a school facility.
- C. SUBR will ensure that the location space is built out to the specifications required/approved by TV Inc.
- D. SUBR and/or SUAG Center will assign a faculty lead and a technical staff to be on-site and monitor the research during the period of this MOU, including access to the facility, fixtures, and equipment.
- E. SUBR and/or SUAG may invite students access to the Greenhouse for academic purposes.

V. Severability

In the event that any provision of this MOU shall be deemed invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

VI. Conditions of Termination

Either party may terminate this MOU without cause upon delivery of prior written notice to the other party at least 30 (thirty) days before the effective date of such withdrawal. Either party may immediately terminate upon written notice to the other party if circumstances arise that make it impossible for the terminating party to carry out its responsibilities under this MOU.

VII. General Terms and Conditions

- A. This MOU becomes effective when signed by authorized SUBR and SUAG representative(s) and the TV Inc CEO.
- B. This MOU represents the complete agreement between the parties regarding the use of SUBR and SUAG's facilities for services and may only be amended in writing signed by both parties.
- C. This agreement is effective for the period of 2 years following signature from the parties unless extended by mutual agreement.
- D. The parties shall comply with all applicable federal and state laws and regulations in the performance of their responsibilities under this MOU.
- E. Any notice, request, demand or other communication required to be given or made in connection with this MOU shall be: (1) in writing, (2) delivered, (3) sent by the following means: (a) evidenced by a signed, dated receipt, (b) postage prepaid via certified mail, return receipt requested, or (c) overnight delivery via a nationally recognized courier service
- F. The notice will be effective upon receipt by the individuals identified in Section IX, below.
- G. It is specifically understood and agreed that nothing herein shall be construed to create a joint venture, partnership, agency, or similar relationship. SUBR, SUAG Center or TV Inc. shall not have the power to act for or bind the other.
- H. Any publicity or written materials which require the logo of the Parties shall not be published unless prior written request and permission has given by the Parties.
- I. All experimental data collected through this endeavor will be the property of SUBR and SUAG Center and will be publishable and used for academic purposes. TV Inc. will have the right to obtain the data firsthand and inspect the data before is published.

VIII. Contacts

The Parties agree to appoint the following individuals as direct contacts for technical implementation of services as designated below:

SUAG Center Contact: Dr. Marlin Ford,
Research Assistant Professor and Urban Agricultural Specialist
(225) 771-5164

TV Inc. Contact: Justin Edwards,

CEO
443-839-4866

IX. Authority

The persons executing this MOU on behalf of their respective entity hereby represents and warrants that they have the power, right and legal capacity and appropriate authority to enter this MOU on behalf of the entity for which they sign.

Southern University Baton Rouge (SUBR):
Ray L. Belton, Ph.D.; President-Chancellor

Signature

Date

Address:

J.S. Clark Administration Building 4th Floor
Baton Rouge, LA 70813

SUAG Center:
Orlando F. McMeans, Ph.D.; Chancellor

Signature

Date

Address:

B.A. Little Drive, H St.
Baton Rouge LA 70813

Terra Vega Inc.:
Justin Edwards; CEO

Signature

Date

Address

1001 3rd St. SW
Washington DC 20024

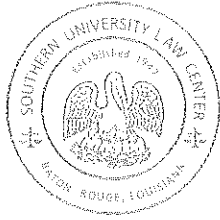
Exhibit A

Experimental Design

Experiments listed below: will take place in the controlled environment room located at Southern University in the Greenhouse at B.A. Little Drive, H St. Baton Rouge LA 70813. Experiments will consist of growing a crop under different conditions at different grow areas Each grow area will be occupied by a certain crop until that crop is harvested. -Terra Vega Inc. will set conditions on electronic equipment (highlighted in blue below) -Southern University will record observations

Month	Grow Area 1		Grow Area 2		Grow Area 3		Grow Area 4		Light Hrs.	Air Temp
	Crop	Conditions	Crop	Conditions	Crop	Conditions	Crop	Conditions		
Mo 1	Lettuce	EC-MID PH-MID	Lettuce	EC-UPPR LIMIT PH-MID	Lettuce	EC-LWR LIMIT PH-MID	Dwarf Corn	EC-UPPR LIMIT PH-MID	16 Hours	Day: 70 DEG Night: 55 DEG
Mo 2	Okra	EC-MID PH-MID	Okra	EC-UPPR LIMIT PH-MID	Dwarf Corn	EC-MID PH-MID	Dwarf Corn	EC-UPPR LIMIT PH-MID	Okra- 10 Hours Corn -12 Hours	Day: 80 DEG Night: 65 DEG
Mo 3	Okra	EC-MID PH-MID	Okra	EC-UPPR LIMIT PH-MID	Dwarf Corn	EC-MID PH-MID	Dwarf Corn	EC-UPPR LIMIT PH-MID	Okra- 10 Hours Corn -12 Hours	Day: 80 DEG Night: 65 DEG
Mo 4	Tomato	EC-MID PH-MID	Tomato	EC-UPPR LIMIT PH-MID	Dwarf Corn	EC-MID PH-MID	Dwarf Corn	EC-UPPR LIMIT PH-MID	Tomato-18 Hours Corn -12 Hours	Day: 77 DEG Night: 65 DEG

Mo 5	Tomato	EC-MID PH-MID	Tomato	EC- UPPR LIMIT PH-MID	Dwarf Corn	EC- MID PH- MID	Dwarf Corn	EC- UPPR LIMIT PH- MID	Tomato- 18 Hours Corn -12 Hours	Day: 77 DEG Night: 65 DEG
Mo 6	Tomato	EC-MID PH-MID	Tomato	EC- UPPR LIMIT PH-MID	Dwarf Corn	EC- MID PH- MID	Dwarf Corn	EC- UPPR LIMIT PH- MID	Tomato- 18 Hours Corn -12 Hours	Day: 77 DEG Night: 65 DEG
Mo 7	Tomato	EC-MID PH-MID	Tomato	EC- UPPR LIMIT PH-MID	Dwarf Corn	EC- MID PH- MID	Dwarf Corn	EC- UPPR LIMIT PH- MID	Tomato- 18 Hours Corn -12 Hours	Day: 77 DEG Night: 65 DEG
Mo 8	Soybean	EC-MID PH-MID	Soybean	EC- UPPR LIMIT PH-MID	Dwarf Corn	EC- MID PH- MID	Dwarf Corn	EC- UPPR LIMIT PH- MID	Soybean - 12 Hours Corn -12 Hours	Day: 77 DEG Night: 65 DEG
Mo 9	Soybean	EC-MID PH-MID	Soybean	EC- UPPR LIMIT PH-MID	Dwarf Corn	EC- MID PH- MID	Dwarf Corn	EC- UPPR LIMIT PH- MID	Soybean - 12 Hours Corn -12 Hours	Day: 77 DEG Night: 65 DEG
Mo 10	Soybean	EC-MID PH-MID	Soybean	EC- UPPR LIMIT PH-MID	Dwarf Corn	EC- MID PH- MID	Dwarf Corn	EC- UPPR LIMIT PH- MID	Soybean - 12 Hours Corn -12 Hours	Day: 77 DEG Night: 65 DEG



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

November 30, 2021

Dr. Ray Belton
President/Chancellor
Southern University System and Baton Rouge Campus
J.S. Clark Administration Building
4th Floor
Baton Rouge, Louisiana 70813

RE: Cooperative Endeavor Agreement Between Southern University Law Center, The Louisiana Housing Corporation, and The Office of Community Development

Dear Dr. Belton:

Evictions and foreclosures have surged during the pandemic as a result of housing instability, shortage of affordable and available rental housing. The Southern University Law Center (SULC) The Louisiana Housing Corporation (LHC) and The Office of Community Development (DOA) wish to engage in a collaborative working relationship to help remedy legal issues associated with evictions and foreclosures while providing experiential learning to SULC students.

LHC and DOA will provide \$210,000 for the establishment of a pilot program to help carry out the objectives listed in the Cooperative Endeavor Agreement.

I hereby request that this proposed Cooperative Endeavor Agreement is presented for approval to the Southern University System Board of Supervisors at its December 2021, board meeting. If you have any questions, please feel free to contact me.

Sincerely,

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

A COOPERATIVE ENDEAVOR AGREEMENT

This Cooperative Endeavor Agreement is entered into by and between:

THE LOUISIANA HOUSING CORPORATION, a public body corporation and politic constituting an instrumentality of the State of Louisiana represented by its Interim Executive Director, Bradley R. Sweazy, its duly authorized agent (hereinafter, “**LHC**”);

THE SOUTHERN UNIVERSITY LAW CENTER, a public law school domiciled in East Baton Rouge Parish, Louisiana, represented herein by John Pierre, its Chancellor, (hereafter referred to as “**SULC**”); and

THE OFFICE OF COMMUNITY DEVELOPMENT, part of the Division of Administration, leading the state’s disaster recovery and long-term community resilience planning efforts with a great sense of urgency through innovation, partnerships and best practices, represented herein by Assistant Commissioner Desiree Honore (hereafter referred to as “**DOA**”).

LHC, SULC, and DOA shall be hereinafter collectively referred to as the “Parties” who declare and agree as follows:

WHEREAS, Article VII, Section 14(C) of the 1974 Constitution of the State of Louisiana and LSA-R.S. 33:1324, et seq. provide that, for a public purpose, public entities, parishes, municipalities and political subdivisions may engage in and make cooperative endeavor agreements/intergovernmental agreements between themselves for specific purposes;

WHEREAS, LHC is an instrumentality of the State of Louisiana whose mission is to ensure that every Louisiana resident is granted an opportunity to obtain safe, affordable, energy-efficient housing; and

WHEREAS, housing instability, shortage of affordable and available rental housing, distressed economy and communities, and increase in the number of extremely low income and uninformed renters are the chief causes for the major surge in evictions and foreclosures;

WHEREAS, heirship, abandoned, and adjudicated properties are a major impediment to the current and future economic development of both rural and urban neighborhoods in the State of Louisiana;

WHEREAS, SULC is an institution of higher education governed by the Board of Supervisors of Southern University and Agricultural and Mechanical College pursuant to the authority granted under the Louisiana Constitution Article 8, §7; whose primary mission is the preparation of law students for practice in the legal profession;

WHEREAS, LHC desires to cooperate with SULC and agrees the obligations and terms of this Agreement will further the purposes of LHC and SULC;

WHEREAS, LHC and SULC desire to engage SULC students in endeavors that advance their educational pursuits through the remediation of legal issues that 1) create housing instability and increases housing loss (evictions and foreclosures), or that hinder heirship, resulting in abandoned, and adjudicated properties for low-income communities and/or those negatively impacted by economic stressors; 2) negotiate overhead costs on a project by project basis; and 3) develop planning and legal skills in law students by providing educational opportunities for supervised student representation in consumer and legal protections, education and outreach in both rural and urban communities of the State of Louisiana.

WHEREAS, the Parties have also determined that it is necessary to address the access to and handling of data electronically acquired by SULC from the LHC and data electronically transmitted from SULC to LHC; and

WHEREAS, the actions and services required of the LHC, SULC, and DOA pursuant to this Agreement will result in a public benefit to citizens of the State of Louisiana described herein.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the mutual benefits to be derived here from, the public purpose and public benefit, and the adequacy of which is hereby acknowledged, the Parties hereto each agree, contract, and covenant as follows:

SCOPE OF AGREEMENT

The term of this Agreement shall commence upon the signature of all parties to the Agreement, and the term period shall be from execution of this agreement until May 31, 2022. At the option of LHC and SULC, this Agreement may be extended on the same terms and conditions as the original Agreement, or upon such terms and conditions as the parties agree, for three (3) additional one-year periods.

1. OBLIGATION OF THE PARTIES: LHC and SULC shall agree to collaborate on planning, research, and implementation of project that reduce home instability and evictions, through eviction diversion and counseling, as well as bring eviction back into commerce (“Projects”). These Projects will:

- A. Educate through the preparation and distribution of informative materials related to the problems associated with leases and evictions.
- B. Educate through the preparation and distribution of informative materials through outreach and other mass media related to evictions, extremely low-income renters, and other issues associated with affordable and available housing, and overall housing insecurity.
- C. Facilitate the mentorship of law students through internships with LHC.

2. PLAN ADMINISTRATION: Plan, grant, and fiscal administration shall be handled by LHC and SULC respectively, with each entity responsible for following its own internal procedures, while cooperating with one another to streamline costs and maximize efficiencies. Upon execution of this Agreement, representatives from each party shall work collectively to develop one or more projects to accomplish one or more of the above stated goals. Each program shall be created with the goals and milestones necessary to ensure proper compliance with all grant funding opportunities or other statutory or regulatory requirements, as well as to create a framework for evaluating the effectiveness of each program. Reports shall be provided to both SULC and LHC for analysis and review and shall be in a format sufficient to share with key stakeholders.

3. INDEMNIFICATION: To the extent allowed under any policy of liability insurance and to the fullest extent permitted by law, SULC shall indemnify and hold harmless the LHC, its respective officials, employees, insurers and agents from and against any claims, liabilities, injuries, damages and costs (including reasonable attorney's fees and costs of defense) arising out the actions of SULC its officials, employees and agents undertaken pursuant to this Agreement.

To the extent allowed under any policy of liability insurance and to the fullest extent permitted by law, the LHC shall indemnify and hold harmless SULC, its respective officials, employees, insurers and agents from and against any claims, liabilities, injuries, damages and costs (including reasonable attorney's fees and costs of defense) arising out the actions of the LHC, its officials, employees and agents undertaken pursuant to this Agreement.

4. COMPENSATION AND MAXIMUM AGREEMENT AMOUNT: In consideration of the services required under this Agreement, LHC hereby agrees to pay SULC a maximum fee not to exceed two hundred ten thousand dollars (\$210,000.00).

LHC will pay to SULC the funds available under this Agreement based upon information submitted by SULC and consistent with the budget for the Project, as approved by the Office of Community Development and attached hereto as Exhibit A, entitled "*Proposed Budget for Eviction Diversion Programs Between Louisiana Housing Corporation and Southern University Law Center*", and incorporated herein by reference and for all other purposes. Payments will be made for eligible expenses on a cost reimbursement basis for actual costs incurred in accordance with the aforementioned budget.

Prohibitions.

1. *Prohibition Against Advance Payments.* No compensation or payment of any nature will be made in advance of services performed and/or deliverables furnished.
2. Funds cannot be used to substitute funding for personnel already on staff nor can it be used to hire staff not working specifically on this Project or to pay for additional administrative costs.

Project Cost Exceeding the Total Agreement Amount.

If SULC determines that the price and cost of the Project which is designed in connection with the Agreement will exceed the amount allocated for this Project, then LHC will be given notice of this projected cost overrun and shall be given an opportunity to agree to pay these additional cost overruns. If LHC does not elect to pay this cost overrun, the Project will be reduced or revised to a price and cost in compliance with the amount granted for the Project. In no case shall the LHC be liable or responsible for any cost overrun more than the funds allotted for this project.

5. TERM OF AGREEMENT: This Agreement shall be effective beginning the November 1, 2021 and shall terminate on May 31, 2022 unless otherwise extended by the parties through the execution of an amendment to this Agreement.

6. TERMINATION: Notwithstanding anything contained herein to the contrary, either LHC or SULC may terminate this Agreement at any time by giving ninety (90) days prior written notice to the other party. Upon termination by either party, any materials related to particular properties held by the LHC or its affiliates shall be returned to the LHC.

7. STORAGE AND DISTRIBUTION OF MATERIALS: LHC and SULC, and/or other assignees shall serve as archival repositories for information gathered through these projects as agreed by the participating parties. Materials related to property owned or controlled by the LHC shall be considered the property of the LHC, regardless of where or how such information is stored. No materials shall be distributed to parties not subject to this Agreement without the express written consent of each party hereto. The parties agree to mark confidential or proprietary information clearly to avoid distribution of such materials.

8. MAINTENANCE OF RECORDS: LHC and SULC and/or other assignees, upon agreement of all parties, shall maintain and keep the necessary financial records and other documentation pertaining to costs associated with the aforementioned projects in accordance with all federal and state regulations and laws, and in compliance with the bookkeeping and accounting policies of the parties. Such records shall be safeguarded and treated as confidential and shall not be distributed to any party not subject to this Agreement without express written consent from all parties.

9. ASSIGNMENT: No party to this Agreement shall assign any interest in this Agreement by assignment, transfer, or novation, without prior written consent of the other party.

10. APPROVAL OF ADDITIONAL PARTIES: Upon express written consent of each party, other parties may enter into this Agreement by executing an instrument where such additional party agrees and obligates itself to be bound hereby. Other parties may include entities other than municipalities and educational institutions.

11. AMENDMENTS: Upon agreement of the parties, individual provisions of this Agreement may be deleted, modified, or amended as required to meet changing conditions.

12. NOTICE: All notices and other communications pertaining to this CEA shall be made in writing and shall be transmitted either by personal hand delivery and receipted for or shall be deposited in the United States Mail, as certified mail, return receipt requested and postage prepaid, to the other party, addressed as follows:

TO THE LHC:

Louisiana Housing Corporation
2415 Quail Drive
Baton Rouge, Louisiana 70808

TO SULC

Chancellor John Pierre
Southern University Law Center
2 Roosevelt Steptoe Dr.
Baton Rouge, LA 70813

12. DISCRIMINATION CLAUSE: LHC and SULC agree to abide by the requirements of the following as applicable: The contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Parties agree not to discriminate in its employment practices and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, disabilities. Any act of discrimination committed by Parties, or failure to comply with these statutory obligations will result in termination of the Agreement.

13. NON-ASSIGNABILITY

No Party to this CEA shall assign any interest or duty to any third party without the prior written consent of the other.

14. PRIVACY: Any records, data, or information regarding students provided by SULC to the LHC will be subject to and protected by the Family Educational Rights and Privacy Act (FERPA).

- A. **Maintenance of Privacy and Security.** LHC and SULC hereby agree to maintain the privacy and security of all Program applicants' confidential data within the restraints of the COVID-19 Emergency Rental Assistance and Housing Stability Programs. Security breaches of any type involving shared data shall be reported to the other party as soon as

possible. Security breaches may include, but are not limited to, lost or stolen storage media containing shared data and unauthorized access to or distribution of the shared data.

1. The Parties recognize and agree that data collected and shared under this CEA is generally confidential and shall not be released to the general public or other entities not a part of this CEA.
2. The Parties and their agents, including staff members, contractors and any third party providers with access to the shared information will be obligated to follow confidentiality regulations imposed by this Agreement. Any and all contracts and other procurement agreements relating to this data sharing protocol shall explicitly note this obligation.
3. All the data sharing confidentiality requirements will include explicit limitations on searching for and viewing homeowner information on a need-to-know basis directly related to service delivery for that particular homeowner. The Parties and their agents will take reasonable precautions to maintain the security and confidentiality of shared data at all times.

B. Frequency of Delivery

SULC will provide the LHC with the data described above, at minimum, on a monthly basis. Data should be provided to LHC in a secured transmission and responded to in the format as sent by LHC. Urgent data requests can be made as needed and should be responded to as soon as possible within two (2) working days of the request.

15. ENTIRE AGREEMENT: This Agreement shall constitute the entire agreement between the parties and shall be effective as of the date that this Agreement is fully executed; all prior agreements between the parties, whether written or oral, are merged into this Agreement and shall have no force and effect with regard to this Agreement.

16. SURVIVAL: All obligations to be performed after the term of this Agreement shall survive this Agreement.

17. SEVERABILITY: The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

This agreement will become effective upon the approval of the Southern University System Board of Supervisors and upon execution by the LHC and DOA.

THUS, DONE AND SIGNED, this _____ day of October 2021.

BY: _____
John K. Pierre
Chancellor,
Southern University Law Center

BY: _____
Bradley R. Sweazy
Executive Director,
Louisiana Housing Corporation

BY: _____
Desiree Honore
Assistant Commissioner
Division of Administration



Division of Student Affairs
801 Harding Blvd
BATON ROUGE, LA 70813

November 30, 2021

Benjamin Pugh
Vice Chancellor for Finance and Administration
3rd Floor, J.S. Clark Administration Building
SUBR Campus

RE: REQUEST FOR PRIOR YEAR FUNDS

Dear Mr. Pugh:

This letter is a written request and letter of justification for the use of prior year funds in the amount of **\$540,000**. We are requesting these funds be added to the Student Transit (292019) and Twenty for Twenty account (292049) to cover a purchase of the University Charter Bus for the 2021-2022 fiscal year.

The requested funds will be used to purchase the new university charter bus. Due to the pandemic, there is a need for more space to accommodate students who travel on and off campus. Student affairs' priority is to promote safety as we continue to follow the COVID-19 protocols. We are currently unable to fulfill the daily travel needs our students and other University departments that give our students the best experience possible. Due to our firm commitment to the students we serve, it is necessary to make this request as we manage the on-going global pandemic.

If you should have any questions, please contact me at 771-5812 and thank you for your cooperation.

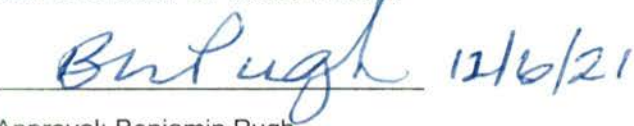
Sincerely,


Anthony T. Jackson



Approval: F. Carl Walton, Ph.D.

Vice Chancellor for Student Affairs

 12/6/21

Approval: Benjamin Pugh

Vice Chancellor for Finance and Administration

 12/8/21

Approval: Ray L. Belton, Ph.D.

President/ Chancellor



**SOUTHERN UNIVERSITY SYSTEM
REQUEST FOR USE OF PRIOR YEAR FUND BALANCE**

2021-2022 FISCAL YEAR


ORGANIZATION NAME Shuttle Bus Carrier
 BANNER FUND 292019-27154-29000


ACTIVITY	ACTIVITY CLASSIFICATION	BUDGET AMOUNT
61000	SALARIES	
61201	STUDENT WAGES	
61301	GRADUATE ASSISTANT	
62000	FRINGE BENEFITS	
61040	WAGES	
71000	TRAVEL	
72000	CONTRACTUAL SERVICES	
73000	SUPPLIES	
73055	LACARTE	
74000	PROFESSIONAL SERVICES	
75000	OTHER CHARGES	
76300	EQUIPMENT	270,000.00
76500	MAJOR REPAIRS	
78000	SCHOLARSHIPS	
78200	PARICIPANTS TRAINING	
77010	INDIRECT COST	
	TOTALS	\$270,000


FOR COMPTROLLER OFFICE USE ONLY

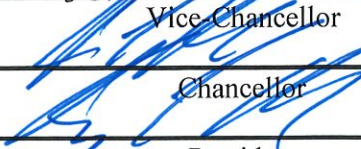
Claim on Cash \$ _____
 Fund Balance \$ _____
 Validator: _____

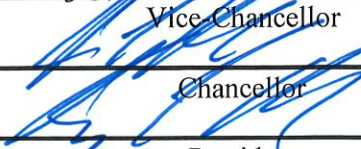
APPROVALS:



 Project Director
 11-30-21

 Unit Head/College Dean
 11-30-21

 Vice-Chancellor


 Chancellor


 President
 Bus 12/2/21

Chart: C Fiscal Year: 22 Fund: 292019 Shuttle Bus Carrier Account: Account Type: ADD RETRIEVE RELATED TOOLS

Start Over

GENERAL LEDGER TRIAL BALANCE						
Account	Description	Beginning Balance	Debit/Credit	Current Balance	Debit/Credit	
11100	Claim On Cash	358,005.61	Debit		428,699.35	Debit
11135	Beginning Balance Cash Clearing	0.00	Debit		0.00	Debit
12300	Student Accounts Receivable	16,021.95	Debit		15,331.70	Debit
12350	Nonstudent Receivables Agency	0.00	Debit		0.00	Debit
12362	Other Advance Payments	0.00	Debit		0.00	Debit
12308	Reserve for Doubtful Accounts	4,116.89	Credit		4,116.89	Credit
12399	Accounts Receivable SUSLA Connect	4,820.50	Debit		4,820.50	Debit
21100	Accounts Payable Control	2,575.07	Credit		0.00	Credit
21212	State Retir Employee Share	0.00	Credit		0.00	Credit
21330	State Retir Employer Share	0.00	Credit		0.00	Credit
23167	Deferred Revenues	9,806.40	Credit		0.00	Credit
31110	Revenue Control	0.00	Credit		128,636.40	Credit
31210	Expenditure Control	0.00	Debit		48,651.44	Debit
31230	Budgeted Expenditure Control	0.00	Credit		179,884.00	Credit
31410	Encumbrance Control	0.00	Debit		0.01	Debit
31430	Reserve for Encumbrance	0.00	Credit		0.01	Credit
31510	Reservation Control	0.00	Debit		0.00	Debit
31520	Reservation Control Reserve	0.00	Credit		0.00	Credit
31530	Budgeted Change to Fund Balance	0.00	Debit		179,884.00	Debit
41100X	Unrestricted Fund Bal YE Control	0.00	Credit		0.00	Credit
Total ALL ACCOUNTS		0.00			0.00	

Record 1 of 21

* - denotes amount is opposite of Normal Balance



**SOUTHERN UNIVERSITY SYSTEM
REQUEST FOR USE OF PRIOR YEAR FUND BALANCE**


2021-2022 FISCAL YEAR


ORGANIZATION NAME Twenty for Twenty
 BANNER FUND 292049-27051-25000


ACTIVITY	ACTIVITY CLASSIFICATION	BUDGET AMOUNT
61000	SALARIES	
61201	STUDENT WAGES	
61301	GRADUATE ASSISTANT	
62000	FRINGE BENEFITS	
61040	WAGES	
71000	TRAVEL	
72000	CONTRACTUAL SERVICES	
73000	SUPPLIES	
73055	LACARTE	
74000	PROFESSIONAL SERVICES	
75000	OTHER CHARGES	
76300	EQUIPMENT	270,000.00
76500	MAJOR REPAIRS	
78000	SCHOLARSHIPS	
78200	PARICIPANTS TRAINING	
77010	INDIRECT COST	
	TOTALS	\$270,000

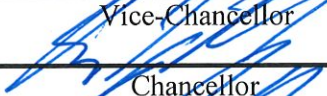
FOR COMPTROLLER OFFICE USE ONLY	
Claim on Cash \$	_____
Fund Balance \$	_____
Validator:	_____


APPROVALS:



 Project Director
 11-30-21

 Unit Head/College Dean
 11-30-21

 Vice-Chancellor


 Chancellor


 President

General Ledger Trial Balance FGITBAL 9.3.7 (SUSPROD)

Chart: C Fiscal Year: 22 Fund: 292049 Twenty for Twenty Account: Account Type: Start Over

Account	Description	Beginning Balance	Debit/Credit	Current Balance	Debit/Credit
11100	Claim On Cash	321,210.59	Debit	404,283.85	Debit
12300	Student Accounts Receivable	16,788.77	Debit	18,014.82	Debit
12382	Other Advance Payments	0.00	Debit	0.00	Debit
12398	Reserve for Doubtful Accounts	5,285.89	Credit	5,285.89	Credit
12399	Accounts Receivable SUSLA Connect	4,591.00	Debit	4,591.00	Debit
15640	Prepayments	0.00	Debit	0.00	Debit
21100	Accounts Payable Control	2,371.40	Credit	0.00	Credit
23167	Deferred Revenues	7,926.91	Credit	0.00	Credit
31110	Revenue Control	0.00	Credit	109,914.05	Credit
31210	Expenditure Control	0.00	Debit	15,314.43	Debit
31230	Budgeted Expenditure Control	0.00	Credit	250,640.00	Credit
31410	Encumbrance Control	0.00	Debit	13,282.02	Debit
31430	Reserve for Encumbrance	0.00	Credit	13,282.02	Credit
31510	Reservation Control	0.00	Debit	0.00	Debit
31520	Reservation Control Reserve	0.00	Credit	0.00	Credit
31530	Budgeted Change to Fund Balance	0.00	Debit	250,640.00	Debit
41100X	Unrestricted Fund Bal YE Control	0.00	Credit	0.00	Credit
41200	Expendable Fund Balance	327,004.16	Credit	327,004.16	Credit
Total ALL ACCOUNTS			0.00		0.00

Record 1 of 18

* - denotes amount is opposite of Normal Balance



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

SOUTHERN JAGUARS | PO BOX 9942 | BATON ROUGE, LA 70813
GOJAGSPORTS.COM | [/SOUTHERNUJAGUARS](#) | [#SOUTHERNUSPORTS](#)

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

CAMPUS

Dear Dr. Belton—

We are requesting that the position announcements are waived at this time for the positions below. In addition, please accept this memorandum as a request and formal justification to amend the hiring process due to a necessary emergency hire. This request comes as an emergency as the Department of Athletics personnel would have to be hired as soon as possible in order to satisfy the NCAA mandates.

Therefore, there is heightened urgency to fill this position as soon as possible. Thank you for your consideration.

- Head Football Coach- Eric Dooley

If you have any questions germane to this request, please contact me as soon as possible. Thanks so much.

Best,

Roman P. Banks
Director of Athletics
Southern University and A&M College
Baton Rouge Campus

Dr. Ray L. Belton
President-Chancellor
Southern University and A&M College
Baton Rouge Campus

Mr. Roman P. Banks
Director of Athletics
Southern University and A&M College
Baton Rouge Campus

**EMPLOYMENT CONTRACT OF FOOTBALL'S HEAD COACH
ERIC DOOLEY**

This agreement is made and entered into on the ___ day of December, 2021 between Southern University at Baton Rouge ("SUBR"), through its management board, the Southern University Board of Supervisors ("Board") and Eric Dooley ("Head Football Coach"). This agreement constitutes the employment contract and appointment of the Head Football Coach at Southern University in Baton Rouge, Louisiana. This agreement shall be effective on January 1, 2022 and shall remain in effect through December 31, 2025.

I. Employment

- a. Board does hereby employ Head Football Coach as the head football coach, and Head Football Coach does hereby accept employment and agrees to perform all of the services pertaining to football program that are required of Head Football Coach as well as other services as may be contemplated hereunder. All appointments are subject to applicable policies and regulations of the Board, and all employees are required to adhere to Board and/or administrative policies as they relate to them.
- b. Head Football Coach shall be responsible to, and shall report, directly to SUBR's Athletic Director.
- c. Head Football Coach shall supervise and manage the football team and shall perform such other duties in SUBR's athletics department as the Athletic Director and/or President-Chancellor may assign, provided such other services are consistent with the services and duties of a NCAA Division I Head Football Coach.
- d. Head Football Coach agrees to represent Southern University System positively in public and private forums and shall perform his duties and personally handle himself in a manner consistent with good sportsmanship and in accordance with high moral, ethical and academic standards of the Southern University System and its athletic programs.

II. Term

- a. The term of this agreement is for four (4) years commencing on January 1, 2022, and terminating on December 31, 2025. The Board shall have the option to extend this agreement for one (1) additional year (i.e., through 2026).
- b. All options to extend and/or renew this agreement must be approved by the Board based upon the recommendation of the Director of Athletics and SUBR Chancellor. Head Football Coach shall have the option to accept/reject such an extension/renewal. Such extensions/renewals shall be in writing and signed by both parties.

III. Compensation and Employment Benefits

- a. For services and satisfactory performance of all terms of this agreement, SUBR shall pay Head Football Coach an annual base salary of three hundred ten thousand dollars (\$310,000.00). The salary shall be paid in equal amounts monthly or such other regular pay periods used for administrative employees.
- b. SUBR will provide Head Football Coach the opportunity to participate in the benefit plans for health insurance, dental insurance, retirement, disability, and life insurance, subject to eligibility requirements, normally provided by SUBR to its regular non-academic unclassified full-time employees.

IV. Outside Income - Subject to Compliance with Board Rules

- a. Head Football Coach shall be permitted to earn other revenue while employed by SUBR with the understanding that 1) SUBR-sponsored media events and/or obligations are primary and 2) such activities are independent of his SUBR employment and SUBR shall have no responsibility for any claims arising therefrom. All outside income opportunities will be subject to approval of the Athletic Director and handled in accordance with the Board’s policies.
- b. Head Football Coach shall report annually in writing to the Athletic Director and President-Chancellor all income received from athletically related sources outside of SUBR including but not limited to income from sports camps, housing benefits, television and radio programs, endorsement or consultation contracts with athletic shoe, apparel or equipment manufacturers or sellers, and SUBR shall have reasonable access to records of Head Football Coach to verify this report.

V. Performance Incentives

- a. As an incentive for exemplary performance and in acknowledgement of the additional work that is required during the season, post-season games and events, SUBR agrees to pay the following performance incentives subject to the limitations contained within subsections V(b) and (c) herein.

i.	<u>SWAC West Division Champion</u>	
	Head Coach	\$10,000.00
	Full Time Assistant Coach	\$ 1,500.00
	Part Time Assistant Coach	\$ 750.00
ii.	<u>Undefeated SWAC Western Division Champions</u>	
	1. Head Football Coach	\$10,000.00
	2. Full-Time Assistant Coaches	\$ 1,500.00
	3. Part-Time Assistant Coaches	\$ 750.00
iii.	<u>SWAC Overall Champion</u>	
	1. Head Football Coach	\$20,000.00
	2. Full-Time Assistant Coaches	\$ 2,500.00

	3. Part-Time Assistant Coaches	\$ 1,000.00
iv.	<u>Undeclared SWAC Overall Champion</u>	
	1. Head Football Coach	\$20,000.00
	2. Full-Time Assistant Coaches	\$ 2,500.00
	3. Part-Time Assistant Coaches	\$ 1,000.00
v.	<u>Defeats an FBS Opponent</u>	
	1. Head Football Coach	\$10,000.00
	2. Full-Time Assistant Coaches	\$ 1,500.00
	3. Part-Time Assistant Coaches	\$ 750.00
vi.	<u>Bayou Classic Victory</u>	
	1. Head Football Coach	\$10,000.00
	2. Full-Time Assistant Coaches	\$ 2,500.00
	3. Part-Time Assistant Coaches	\$ 1,000.00
vii.	<u>National Coach of the Year¹</u>	
	1. Head Football Coach	\$12,500.00 (maximum per year)
viii.	<u>Net University Season Tickets Sales above \$750,000.00/ \$1,000,000.00²</u>	
	1. Head Football Coach	\$5,000.00/\$10,000.00
	2. Full-Time Assistant Coaches	\$ 1,500.00/\$2,000.00
	3. Part-Time Assistant Coaches	\$ 750.00/\$1,000.00
ix.	<u>HBCU/Celebration Bowl Appearance/Victory</u>	
	1. Head Football Coach (Appearance)	\$25,000.00
	2. Head Football Coach (Victory)	\$50,000.00
	3. Full-Time Assistant Coaches	\$15,000.00 ³
x.	<u>APR Incentive</u>	
	1. Head Football Coach	\$10,000.00

The University will pay Head Football Coach for maintaining a single year APR score at or above 950, or any comparable academic benchmark used by the NCAA in place of APR in the future (the “APR Incentive”). It will

¹ as determined by Sheridan Poll of Historically Black Colleges and Universities and/or ESPN/USA Division 1 Football Championship Subdivision Poll, or, LSWA, SWAC Coach of the Year, or Regional Coach of the Year Award.

² The calculation for net University ticket sales above \$750k/\$1.0M shall be gross season book sales plus University home game gates sales, less expenses to Ticket Master, Inc., less expenses to reduce athletic department debt. This calculation shall not include any ticket sales from Bayou Classic, Atlanta Classic or any University game played on neutral setting. Calculation is determined once per season.

³ Head Football Coach has the discretion to divide the incentive amount among Full-Time Assistants in accordance with NCAA Bylaw 11.7.5 FCS and with approval from the Athletic Director.

be determined each contract year based on the APR issued for the Program in June following the year, beginning with the APR issued in June 2022.

xi. **Fundraising Incentives**

If the Head Football Coach can assist the Director of Athletics in fundraising a minimum of Five Hundred Thousand Dollars (\$500,000.00) Head Football Coach will receive 5% of the total amount raised which can be used as additional income for himself or for any other purpose within the discretion of the Head Football Coach.

- b. In order for Head Football Coach to receive the above-mentioned performance incentives, Football Team shall meet all NCAA APR standards (including maintaining at least a 930 APR) and Football Team shall be eligible for post-season play.
- c. Within forty-five (45) days of the last contest, Head Football Coach shall be provided an annual report of all performance incentives attained and private donations collected by the Foundation designated for football. All incentive payments earned and salary supplements shall be paid not later than sixty (60) days following the last contest of the season, including post-season play.

VI. Compliance with NCAA, Conference and University Rules

- a. Head Football Coach shall be responsible for being knowledgeable of and in compliance with all rules and regulations of the NCAA, SWAC and SUBR. If Head Football Coach or the Football Program is found to be in violation of NCAA regulations, Head Football Coach shall be subject to disciplinary action or termination for cause as defined below. Head Football Coach may be suspended for a period of time, without pay, if Head Football Coach is found to be personally guilty of deliberate and serious violations of NCAA, SWAC or SUBR regulations.
- b. Head Football Coach shall abide by state and federal laws, including but not limited to laws regarding Power-Based Violence and Title IX, the State of Louisiana Code of Governmental Ethics, and the policies and regulations of Southern University System.

VII. Coaching Staff

Head Football Coach shall have the authority to recommend an offer of employment to Assistant Coaches subject to approval by the Athletic Director and President-Chancellor.

VIII. Termination

- a. **For Cause-** The Board shall have the right to terminate this agreement for cause prior to its expiration, and such right shall exist notwithstanding any rights available

under Section VI hereof, and in addition to the examples listed in SUBR Personnel Handbook, the termination for cause shall include but not be limited to any one or more of the following:

- i. Negligent or inattention by Head Football Coach of the standards, duties, or responsibilities expected by Southern University System employees, after written notice thereof has been given to Head Football Coach by Athletic Director and Head Football Coach has continued such neglect or inattention during a subsequent period for not less than thirty (30) days;
- ii. Material, intentional, or reckless breach or violation by Head Football Coach of the agreement, including without limitation governing athletic rules and Southern University System rules;
- iii. Conviction of Head Football Coach of any criminal violation (does not include minor traffic offenses or non-criminal offenses);
- iv. Fraud or dishonesty of Head Football Coach in the performance of his duties or responsibilities hereunder;
- v. Actively engaging in any conduct or committing any act that brings SUBR, Southern University System and Head Football Coach into public disrepute, contempt, embarrassment, scandal or ridicule and that negatively impacts the reputation or the high moral or ethical standards of the Southern University System;
- vi. Conduct of Head Football Coach constituting a major violation or a pattern of conduct that may constitute or lead to a major violation, of any NCAA or other governing athletic association rule or Southern University System interpretation thereof, that may, in the reasonable and good faith judgment of the Southern University System negatively and significantly impact and reflect adversely upon the Southern University System or its athletic programs;
- vii. Any NCAA or SWAC rules violation by the football program that results or could result in the University being placed on probation by the NCAA or the SWAC;
- viii. Conduct by members of Head Football Coach's coaching or football staff or others under his supervision or subject to his control or authority that may constitute a major violation or a pattern of conduct that may constitute or lead to a major violation of any NCAA or other governing athletic rule or Southern University System interpretation thereof of which Head Football Coach had knowledge and failed to act reasonably to prevent, limit or mitigate, which may, in the reasonable and good faith judgment of the

Southern University System negatively and significantly impact and reflect adversely upon SUBR or its athletic program;

- ix. Conduct that the Athletic Director, President-Chancellor and/or Board agree is not the best interest of SUBR and Southern University System and such conduct would be detrimental to the SUBR and Southern University System; or
- x. Failure of the football program to meet the academic benchmarks established by the NCAA (including Academic Progress Rate (APR) benchmarks) which results in penalties or sanctions being imposed by the NCAA or other athletic governing authority.

In the event this Agreement is terminated for cause in accordance with the provisions of Section VIII hereof, then effective as of the termination date, Head Football Coach shall not be entitled to receive any further payments of base salary, and any other compensation or benefits otherwise payable under Section III hereof, except Head Football Coach will be entitled to continue such life or health insurance benefits at Head Football Coach's expense as required by law; and subject to any deductions. Head Football Coach will be paid any earned outstanding payments owed by SUBR as of the effective termination date pursuant to the terms of the Agreement. Head Football Coach will be given notice of the cause and an opportunity to appeal the termination before the Board's Athletic Committee. The Athletic Committee will make a recommendation to Board on whether to uphold or rescind the termination of the Head Football Coach.

- b. **Without Cause-** In the event this agreement is terminated without cause, Head Football Coach and SUBR will be required to provide thirty (30) days written notice to the other party. However, Head Football Coach may not terminate this agreement thirty (30) days prior to the first scheduled football game of the football season through the date of the last game of the football season. In the event the agreement is terminated without cause, Head Football Coach will be paid any earned outstanding payments owed by SUBR as of the effective termination date pursuant to the terms of the agreement. The parties agree that if this agreement is terminated without cause, Head Football Coach may be given a hearing at the sole discretion of the Board's Athletic Committee. If SUBR terminates the agreement without cause, as permitted by Section VIII hereof, SUBR shall pay, and Head Football Coach agrees to accept as liquidated damages, an amount equal to the sum of the annual base salary for the remaining term of the agreement. If Head Football Coach terminates this agreement, the Head Football Coach will not be entitled to liquidated damages.

IX. Miscellaneous

- a. This agreement may be amended at any time only by a written instrument duly signed by SUBR through its designated representative and Head Football Coach. All amendments must be in writing.

- b. The agreement shall be governed by and construed in accordance with the laws of the State of Louisiana.
- c. Head Football Coach's rights and interests under this Agreement may not be assigned, pledged or encumbered by Head Football Coach.
- d. The agreement constitutes the full and complete understanding and agreement of the parties with respect to the employment of Head Football Coach by SUBR and supersedes all prior understandings and agreements, oral and written, regarding Head Football Coach's employment by SUBR.
- e. Head Football Coach acknowledges that he has read and understands the foregoing provisions are reasonable and enforceable, and Head Football Coach agrees to abide by this agreement and the terms and conditions set forth herein.
- f. All notices, requests, demands and other communication hereunder may be given by personal delivery, delivery via expedited delivery or mail service such as Federal Express and United States mail with first class postage prepaid. Notices shall be sent to the names below:

If to Head Football Coach

Eric Dooley
Head Football Coach
[REDACTED]@yahoo.com

If to SU-Baton Rouge

Roman Banks
Athletic Director
Southern University – Baton Rouge
F. G. Clark Activity Center
Harding Boulevard
Baton Rouge, LA 70813

With copies to:

Dooley's address on file with HR

With copies to:

General Counsel
Office of President
J. S. Clark Administration Bldg.
4th Floor
Baton Rouge, LA 70813

- g. The invalidity or enforceability of any provision of this agreement has no effect on the validity or enforceability of any other provisions.

IN WITNESS WHEREOF, the parties hereto have executed this agreement, or caused this agreement to be executed on the date shown below.

Head Football Coach,
Eric Dooley

Date

Athletic Director,
Roman Banks

Date

System President-Chancellor,
Dr. Ray L. Belton

Date

System Board Chairman,
Domoine D. Rutledge

Date

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	6	9	5
-----------------	---	---	---	---	---	---

CAMPUS: SUS ___ SUBR X SULAC ___ SUAREC ___ SUNO ___ SUSLA ___

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

TYPE OF APPOINTMENT:

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

Previous Employee James Rollins Reason Left Position Change
 Date Left December 31, 2021 Salary Paid \$210,000

Profile of Person Recommended

Length of Employment July 1, 2021 To June 30, 2022
 Effective Date of Employment January 1, 2022

Name Eric Dooley SS# *2483 Sex M Race* B
 (Last 4 digits only)

Position Title: Head Football Coach Department: Athletics

Check One 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 30+years Southern University Experience 14+ years
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
BA-Arts and Science, English Southern University at New Orleans 1999
MS-Education, Admin and Supervision Southern University- Baton Rouge 2005

Current Employer _____

Personnel Action

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

Annual Salary \$310,000 Salary Budgeted \$310,000 Hourly Rate, if applicable: _____

Pay Cycle: Biweekly Monthly Faculty

Source of Funds: State Identify Budget: 218900-21802-61002-29000 Location: _____

Change of:

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

List total funds currently paid this employee by Southern University:

Source of Funds (Current)	Amount
218900-21802-61002-29000	\$310,000.00

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

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

Poman Barry / [Signature] 12/8/21 Supervisor Date
[Signature] 12/8/21 Vice Chancellor Date
Poman Barry / [Signature] 12/8/21 Dean/Unit Head Date
[Signature] 12/8/21 Chancellor Date

Director/Personnel

Date

Vice President/Finance

Date

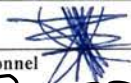
Business Affairs/Comptroller

President

Date

Chairman/S.U. Board of Supervisors

Date



12/8/2021

[Signature]

[Signature]

12/31/21

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:

Eric Dooley will be the Head Football coach receiving the salary of \$310,000 effective January 1, 2022.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM M-S

EMPLOYEE DIRECT SUPERVISOR: Roman Banks

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5908

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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):

<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 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



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

November 9, 2021

Dr. Ray Belton
President/Chancellor
Southern University System and Baton Rouge Campus
J.S. Clark Administration Building
4th Floor
Baton Rouge, Louisiana 70813

RE: One – Year Salary Adjustment for Marla Dickerson, Alycia Grace O’Bear, Alvin Washington, Gloria Jones, Paula Matthews, Keegel Henderson and Jasmine Hunter

Dear Dr. Belton:

Evictions and foreclosures have surged during the pandemic because of housing instability, shortage of affordable and available rental housing. The Southern University Law Center (SULC), The Louisiana Housing Corporation (LHC), and The Office of Community Development (DOA) wish to engage in a collaborative working relationship to help remedy legal issues associated with evictions and foreclosures while providing experiential learning to SULC students.

The LHC and DOA have agreed to provide an initial grant of \$210,000.00 for the establishment of a pilot program to help reduce housing insecurity by providing legal assistance to tenants affected by the pandemic.

SULC will be engaged in planning, research, and implementation activities that will reduce housing instability and evictions through a housing eviction and diversion project that will:

- (1) Educate landlords and tenants about the problems associated with leases and evictions;
and
- (2) Educate low-income renters through mass media about ways to avoid evictions and other means to access affordable and available housing.


To achieve the goals of the grant and to have proper administrative oversight and management of the grant, I am requesting salary adjustments for one year beginning December 1, 2021, through November 30, 2022 using funds from the grant. It is anticipated that additional grant

funding may be garnered for two subsequent years. The adjustments are outlined in the chart below:

Name	Title	Base	Adjustment	Total
Marla Dickerson	Project Director	\$ 126,000.00	\$ 25,000.00	\$ 151,000.00
Alycia Grace - O'Bear	Project Manager	\$ 74,900.00	\$ 35,000.00	\$ 109,900.00
Alvin Washington	Attorney	\$ 109,800.00	\$ 10,000.00	\$ 119,800.00
Keegel Henderson	Administrative	\$ 54,000.00	\$ 7,000.00	\$ 61,000.00
Gloria Jones	Administrative	\$ 51,000.00	\$ 10,000.00	\$ 61,000.00
Paula Matthews	Administrative	\$ 81,000.00	\$ 10,000.00	\$ 91,000.00
Jasmine Hunter	Public Relations	\$ 78,000.00	\$ 7,000.00	\$ 85,000.00

I respectfully ask that the requested one-year salary adjustments be presented for approval to the Southern University Board of Supervisors at its November 26, 2021, meeting. If you have any questions, please feel free to contact me.

Sincerely,



John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

JOB CLASS				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	5	9
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CAMPUS: SUS ___ SUBR ___ SULAC X SUAREC ___ SUNO ___ SUSLA ___

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

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

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

Profile of Person Recommended

Length of Employment 12/01/2021 To 11/30/2022
 Effective Date 12/01/2021

Name Marla Dickerson SS# S01463836/6870 Sex* F Race* B
(Last 4 digits only)

Position Title: Associate Vice Chancellor for Innovation and Strategic Partnerships & Initiatives Department: Law Center – Academic Support

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

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

Years Experience 14 Southern University Experience 8
 Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: 2007
M.S. Agricultural Economics Texas A&M University, College Station, TX 2003
B.S. North Carolina A&T State Univ., Greensboro, NC 2001

Current Employer Southern University Law Center

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) Eviction Diversion Project Grant

Recommended Salary \$151,000.00 Salary Budgeted \$151,000.00

Source of Funds General Appropriation/Grant

Identify Budget: State Location 311001-31710-61002-33000
 Form Code: 1 Page 1 Item # 1

Change of: From To
 Position Eviction Diversion Project Grant
 Status
 Salary Adjustment \$126,000.00 \$126,000.00+\$25,000.00=\$151,000.00

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
311001-31710-61002-33000	\$126,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor John K. Pierce Date 11/10/2021
 Vice Chancellor [Signature] Date 12/8/2021
 Director/Personnel [Signature] Date
 President [Signature] Date
 V/C for Finance and Admin. Gerry R. Hall Date 11/10/21
 Chancellor John K. Pierce Date
 Vice President/Finance [Signature] 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: One – Year Salary Adjustment for the Eviction Diversion Project Grant, effective December 01, 2021 through November 30, 2022.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) 200

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
 CODE _____ EXPIRES _____
 DOC I.D. # _____
 US _____
 DATE RA 11-10-21
 BY Gerry R. Hall
 J1 _____
 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)

Marla Dickerson

EDUCATION

Louisiana State University, Department of Education, Baton Rouge, LA

Ph.D. Student in Higher Education Administration, Expected May 2022

Southern University Law Center, Baton Rouge, LA

Juris Doctor, Cum Laude, May 2007

GPA 3.35 ♦ Rank 34/145

Texas A&M University, College Station, TX

M.S., Cum Laude, Agricultural Economics, December 2003

Thesis: Analysis of Farm-to-Retail Price Spread for Whole and Two Percent Milk in Seven Selected Cities

North Carolina A&T State Univ., Greensboro, NC

B.S., Summa Cum Laude, Agricultural Economics, December 2001

TEACHING EXPERIENCE

Southern University Law Center

Baton Rouge, LA

Director of CLE, Instructor of Law, and Managing Fellow of Cannabis Compliance

Law and Policy Institute

09/19 – Present

- Develop and implement continuing legal education programming
- Launched the Continuing Legal Education “Becoming Fierce in the Practice of Law Series”
- Develop and implement programming pertaining to education and research of cannabis regulations
- Coordinated partnership with the Cannabis Health Equity Alliance (CHEM)
- Coordinate and implement personal wellness events
- Instructor for Lawyering Process I and Lawyering Process II
- Instructor of Law and Medicine (Medical Marijuana)
- Developed and Implemented Cannabis and Hemp Symposium
- Developed and Implemented Sports and Entertainment Symposium
- Coordinated the SULC Esports Summit
- SULC Team member that coordinated a \$10,000 scholarship for SUBR Computer Science student from Electronic Arts
- Coordinated implementation of virtual platforms for continuing education, distance education, and virtual innovation.
- Coordinated logistics for on-site and virtual SACSCOC accreditation visit

Southern University Law Center

Baton Rouge, LA

Director of Pre-Law Academic Counselor, Instructor of Law, and ADA Coordinator

12/12 – 12/19

- Instructor for Lawyering Process I and Lawyering Process II
- Instructor for Law and Medicine (Medical Marijuana)
- Developed and implemented 2016 - 2019 Summer Pre-Law Program
- Help students identify learning styles
- Instruct students on academic skills
- Develop and implement academic action plans
- Provide feedback regarding writing samples
- Conduct individual and group workshops and tutorial sessions

- Coordinate ADA Services
- Created SULC ADA Policy
- Assess ADA Accommodations application
- Proctor students with testing accommodations
- Provide course planning guidance
- Pre-Law Instructor – Academic Skills
- Coordinate and implement personal wellness events

Southern University Law Center

Baton Rouge, LA

Teaching Assistant

07/05-04/06

- Assisted professors and conducted review sessions with students

TAMU Agricultural Econ. Dept.

College Station, TX

Teaching Assistant

01/02-05/03

- Assisted students through one-on-one sessions and organized group study sessions
- Taught classes in basic microeconomic principles pertaining to agriculture

WORK EXPERIENCE

The Law Offices Dickerson, Leblanc, and Woods

Addis, LA

Managing Partner

02/11 – 01/19

- Perform day-to-day management of all aspects of law practice
- Interview clients and perform in depth analysis of claims
- Research issues of family law, personal injury, contract disputes, and disputed ownership
- Prepare pleadings for family and civil cases
- Engage in negotiations in both family and civil cases with opposing counsel
- Successfully negotiated a community settlement
- Attend status conferences and hearings on both family and civil cases

The Law Office of Victor J. Woods, Jr.

Baton Rouge, LA

Associate

10/07 – 02/11

- Represented clients and perform in depth analysis of claims
- Researched issues and prepare pleadings for family and civil cases including petitions, answers, reconventional demands, interrogatories, answers to interrogatories, judgments

Louisiana Department of Justice

Baton Rouge, LA

Law Clerk (Criminal Division)

05/06-05/07

- Assisted attorneys with research pertaining to criminal and Medicaid fraud
- Prepared pleadings, memoranda, and summary judgment motions

Louisiana Dept. of Agriculture & Forestry

Baton Rouge, LA

Agricultural Specialist

12/03-07/04

- Performed routine inspections of scales used for trade to ensure calibration
- Conducted price verification and retail meter inspections

BAR ADMISSIONS

Louisiana, 2007

PRESENTATIONS

- “Increasing the Effectiveness of Law School Pedagogy by Incorporating Mandatory Sustained Professional Development Seminars.” (May 2016). Presented at the annual conference of the Association of Academic Support Educators, New York, New York.
- “Bridging the Gap: Determining the Effect of a Summer Law School Bridge Program for

JOB CLASS 3	2	5	0	0
JOB CODE	F			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	F	9	9	6	4
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

- | | | |
|--|--|------------------------|
| <input checked="" type="checkbox"/> Academic | <input checked="" type="checkbox"/> 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 12/01/2021 To 11/30/2022
 Effective Date 12/01/2021

Name Alycia Grace O'Bear xxx-xx-7557 Sex F Race* B
(Last 4 digits only)

Position Title: Assistant Professor of Clinical Education Department: Law Center-Institutional Support
/Disaster Relief

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 22 Southern University Experience 2
 Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: 1977
B.A. Tulane University, New Orleans LA 1993

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$109,900.00 Salary Budgeted \$109,900.00

Source of Funds General Appropriation/Grant

Identify Budget: Grant Location 311001-31240-61003-34100
 Form Code: BOR10 Page 1 Item # 1

Change of: _____ From _____ To _____
 Position _____ Eviction Diversion Project Grant
 Status _____
 Salary Adjustment \$74,900.00 \$74,900.00+\$35,000.00 = \$109,900.00

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
320174-31240-61003-34100	\$74,900.00

*See Reverse Side

Graduate School signature (if, applicable):

<u>Marda Dickerson</u> 11/10/21 Supervisor Date	<u>John K. Pierre</u> 11/10/21 Dean Date
<u>[Signature]</u> 11/10/21 Vice Chancellor Date	<u>[Signature]</u> 11/10/21 WC for Fin. and Administration Date
<u>[Signature]</u> 12/16/2021 Director Personnel Date	<u>[Signature]</u> 11/10/21 Chancellor Date
_____ Date	<u>[Signature]</u> _____ Vice President/Finance Date
_____ Date	_____ Date Business Affairs/Comptroller
_____ Date	_____ Date Chairman/S.U. Board of Supervisors

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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: One – Year Salary Adjustment for the Eviction Diversion Project Grant, effective December 01, 2021 through November 30, 2022.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am -5:00pm Monday thru Friday

EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) 200

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.

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CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE
EXPIRES
DOC I.D. #
US
DARA 11-10-21
BY: *Gerry R. Hall*
H1
J1
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):

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- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
- 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

CURRICULUM VITAE
ALYCIA GRACE-O'BEAR

ALYCIA GRACE-O'BEAR, ATTORNEY

PROFESSIONAL COMPETENCIES:

- Practice Specialties include Administrative Law, Civil Law, Criminal Law, Employment Law, Education Law, Family Law, and Government and Public Policy.
- *Louisiana State-Certified Mediator* – Civil, Commercial and Employment.
- Skilled/Experienced in Louisiana Succession Law and Matrimonial Regimes.
- *Skilled Criminal Trial Attorney* - Served as a Louisiana State Criminal Prosecutor.
- *Skilled/Experienced Mass Tort Litigator*
Successfully represented over 450 litigants in a mass tort action, multi-million-dollar recovery
- Skilled/Experienced in Commercial Law, Labor and Worker's Compensation claims/adjudications, and Social Security Administration adjudications.
- *Contract Law* - contract negotiations, contract drafting, contract management services, non-disclosure agreements and standard/non-standard business agreements.
- *Town Attorney*, Town of Lutchet (2005-2006) – Lutchet, Louisiana
Louisiana City and Municipal Government Management Experience
- *Legal Consultant* - Grants and Federal Funding, Town of White Castle (2004-2008)
Secured over \$1 million in federal funding (USDA) for Town of White Castle.

CERTIFICATIONS AND LICENSES:

- *Attorney*
Louisiana State Supreme Court, December 17, 1999
- *Notary Public*
Louisiana Secretary of State, January 3, 2000
- *Certified Mediator - Civil, Commercial and Employment Law*
Louisiana State Bar Association, Alternative Dispute Resolution Section
- *Public Administration Certification, 2018*
Villanova University – Villanova, Pennsylvania
- *Special Education Law and Policy, 2015 - 2018 Certifications*
National Academy for IDEA Administrative Law and Impartial Hearing Officers
American University, Washington College of Law - Seattle, Washington
- *Administrative Law - Advanced, 2009 Certificate*
University of Nevada, National Judicial College - Reno, Nevada
- *Administrative Law: Fair Hearings, 2008 Certificate*
University of Nevada, National Judicial College – Reno, Nevada

SELECT HONORS AND ACTIVITIES:

- *Presiding Judge*, Louisiana Ethics Adjudicatory Board, 2016 - 2018
Louisiana Board of Ethics
- *2014 Recipient, Charles E. Dunbar, Jr. Career Service Award*
Louisiana Civil Service League's 55th Annual Charles E. Dunbar Award Ceremony
- *2012 Federal Commendation, "Best Practices Unemployment Insurance: Handling and Conducting Unemployment Insurance Hearings"*

- United States Department of Labor (USDOL)
- 2012 Member, Louisiana Ethics Adjudicatory Board
Louisiana Board of Ethics
- 2011 Federal Commendation, "Best Practices Unemployment Insurance: Handling and Conducting Unemployment Insurance Hearings"
United States Department of Labor (USDOL)

SELECT SPEAKING ENGAGEMENTS:

- 2021 Presenter, "Becoming Fierce in the Practice of Law: Public Policy and Disaster Relief"
Southern University Law Center, Baton Rouge, Louisiana
- 2020 Presenter, "Louisiana Family Law: Practicing Law in a Pandemic"
Southern University Law Center, Baton Rouge, Louisiana
- 2020 Lecturer, "Louisiana Succession Law: Current Trends"
Continuing Legal Education
Southern University Law Center, Baton Rouge, Louisiana
- 2019 Presenter, "Administrative Law and Elderly Services"
Louisiana Governor's Office of Elderly Affairs, Baton Rouge, Louisiana
- 2018 Presenter, "Federal Disaster Benefit Programs: Policy and Procedure" Government and Public Policy Review, Seattle, Washington
- 2016 Presenter, "Best Practices in Administrative Law"
Law and Government Review – 19th Judicial District Court, Baton Rouge, Louisiana
- 2015 Presenter, "Preserving the Case Record: Making Coherent, Cogent Decisions"
National Association of Administrative Law Judges, Indianapolis, Indiana
- 2015 Presenter, "Exception to the Rule: Handling Exceptionalities in Education Law"
American University, Washington College of Law - Seattle, Washington
- 2014 Presenter, "Federal Benefits Programs: Avoiding Federal Disallowances" National Association of Administrative Law Judges, Memphis, Tennessee

SELECT LEGISLATION:

Involved with drafting, consulting and/or committee testimony:

- Act 10 of 2018, Insurance
- Act 423 of 2017, Children/Care
- Act 354 of 2015, Child Daycare
- Act 364 of 2015, Education/Early Childhood
- Act 868 of 2014, Early Childhood Education
- Act 656 of 2014, Ethics/Financial Disclosures

PROFESSIONAL EXPERIENCE

SOUTHERN UNIVERSITY LAW CENTER

2019 – PRESENT

A A LENOIR HALL
2 ROOSEVELT STEPTOE DRIVE
BATON ROUGE, LOUISIANA 70813
agrace-obear@sulc.edu
TELEPHONE: (225) 771-3333
FACSIMILE: (225) 771-2474

ASSISTANT PROFESSOR, CLINICAL EDUCATION

- Louisiana Family Law
- Louisiana Successions and Donations
- Louisiana Civil Law Property

- Disaster Law Clinic (Government Policy Implementation), Clinical Education
- Legal Writing and Analysis

LEBLANC, ROBERTSON, CHISHOLM & ASSOCIATES, LLC

2020

5555 HILTON AVENUE, SUITE 605
BATON ROUGE, LOUISIANA 70808

Service Dates: July 2018 – December 2019

IN-HOUSE COUNSEL

- Represents the organization in complex and important litigation, engages and monitors outside counsel as needed or required.
- Acts as agency liaison with federal and state agencies, legislative bodies, and third-party contractors, service providers.
- Develops, implements, and monitors programs, policies, and procedures for the organization.
- Handles employment law issues with current and prospective personnel.

LOUISIANA DIVISION OF ADMINISTRATIVE LAW

2018

1020 FLORIDA STREET BATON ROUGE, LOUISIANA 70802

Service Dates: December 2006 - October 2018

DEPUTY GENERAL COUNSEL

(March 2011- October 2018)

- Represented the division in complex and important litigation.
- Drafted and reviewed new legislation, testified before legislative committees and other tribunals.
- Prepared and reviewed the preparation and negotiation of division contracts, requests for proposals and other legal documents.
- Developed or assisted in development of budget recommendations for the division.
- Prepared fiscal notes for legislative committee review.
- Developed, implemented and monitored programs, policies and procedures for the division.
- Acted as agency liaison with federal and state agencies to develop policy and program implementation.
- Resolved issues related to handling of cases, new legislation, policy and procedures.
- Supervised a group of administrative law judges, and support staff.
- Ensured that duties, responsibilities, authority and accountability of all direct subordinates were defined and understood.
- Identified, recommended training needs, assisted with production of in-house trainings for subordinate employees.
- Served on the Louisiana Ethics Adjudicatory Board.
- Served as an administrative law judge for the division.

ADMINISTRATIVE LAW JUDGE

(December 2006 - March 2011)

- Conducted over 4,000 quasi-judicial public, adversarial, evidentiary hearings throughout the state involving various and complex legal issues;
- Ruled on the admissibility of evidence and procedural matters;
- Issued formal written opinions containing findings of fact, conclusions of law, the rationale for the decision and the judgment.

HONORABLE RICHARD J. WARD, JR., DISTRICT ATTORNEY'S OFFICE **2006**
18TH JUDICIAL DISTRICT COURT
58050 MERIAM STREET PLAQUEMINE, LOUISIANA 70764
Service Dates: December 2000 – December 2006

ASSISTANT DISTRICT ATTORNEY

- Prosecuted criminal misdemeanors, felonies and sex crimes.
- Prosecuted/handled juvenile criminal matters and adjudications of "child in need of care" cases.
- Drafted various pleadings and briefs.
- Handled assigned docket, made all court appearances, argued procedural motions, participated in all aspects of pre-trial discovery process, including developing case strategy and theory.
- Drafted and assisted with pre-trial preparation in capital cases; assisted with drafting and preparing of appellate briefs; analyzed and interpreted state statutes and criminal code.
- Acted as a quasi-supervisor for the administrative staff members in the Iberville parish office.

ALYCIA GRACE-O'BEAR, ATTORNEY **1999 - PRESENT**
GRACE-O'BEAR PROFESSIONALS, LLC
8550 UNITED PLAZA BLVD, SUITE 702 BATON ROUGE, LOUISIANA 70809
aobearlaw@gmail.com
TELEPHONE: 225-922-4245
FACSIMILE: 225-922-4550

- Manages a boutique law practice specializing in several practice areas, including administrative law and procedure, civil litigation, criminal law, employment law, education law, family law (matrimonial regimes), succession law, tort law, and government and public policy.
- Handles legal matters from inception to final deposition, which includes pre-trial and status matters, discovery, depositions, hearings, motions, trial, and appellate level litigation.
- Practices and maintains good standing in all Louisiana state courts and federal courts over the past twenty years.

HONORABLE SHARAH HARRIS, JUDGE **1999**
18TH JUDICIAL DISTRICT COURT, DIVISION C
POST OFFICE BOX 626 PLAQUEMINE, LOUISIANA 70764
Service Dates: July 1997-December 1999

JUDICIAL ADMINISTRATOR/LAW CLERK

- Acted as judicial administrator for 18th Judicial District Court, Division C, serving the parishes of Iberville, West Baton Rouge, and Pointe Coupee.
- Handled and supervised all of the docketing, scheduling and hearing/trial preparation for the tri-parish district, Division C.
- Prepared all of the judicial administrative documents for Louisiana Supreme Court reporting requirements for judicial district court judges.
- Budgeted all of the judicial travel and expense accounts, prepared quarterly audit reports for the respective parish's governing authorities.

- Conducted extensive research on various legal issues to draft written reasons and judgments.
- Supervised a staff of six professionals.

EDUCATION

SOUTHERN UNIVERSITY LAW CENTER – BATON ROUGE, LOUISIANA	1997
<i>JURIS DOCTORATE DEGREE</i>	
TULANE UNIVERSITY, NEWCOMB COLLEGE – NEW ORLEANS, LOUISIANA	1993
<i>BACHELOR OF ARTS, COMMUNICATIONS – RHETORIC AND PUBLIC DISCOURSE</i>	

CERTIFICATIONS AND LICENSES

- *Attorney*, Louisiana State Supreme Court
- *Notary Public*, Louisiana Secretary of State
- *Certified Mediator - Civil, Commercial and Employment Law*
Louisiana State Bar Association, Alternative Dispute Resolution Section
- *Public Administration*, 2018 Certificate Villanova University – Villanova, Pennsylvania
- *Special Education Law and Policy*, 2015 - 2018 Certifications
National Academy for IDEA Administrative Law and Impartial Hearing Officers
American University, Washington College of Law - Seattle, Washington
- *Administrative Law - Advanced*, 2009 Certificate
University of Nevada, National Judicial College - Reno, Nevada
- *Administrative Law: Fair Hearings*, 2008 Certificate
University of Nevada, National Judicial College – Reno, Nevada

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	8	9	4
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CAMPUS: SUS ___ SUBR ___ SULAC X SUAREC ___ SUNO ___ SUSLA ___

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

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

Previous Employee N/A Reason Left N/A
 Date Left N/A Salary Paid _____

Profile of Person Recommended

Length of Employment 12/01/2021 To 11/30/2022
 Effective Date 12/01/2021

Name Keegel Carter Henderson xxx-xx-6230 Sex F Race* B
 (Last 4 digits only)

Position Title: CLE Coordinator Department: Law Center-Institutional Support

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 22 Southern University Experience 22
 Degree(s): Type/Discipline (BA-Education): _____ Institution/Location (SU-Baton Rouge): _____ Year: _____

Current Employer Southern University Law Center

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) Eviction Diversion Project Grant

Recommended Salary \$61,000.00 Salary Budgeted \$61,000.00

Source of Funds General Appropriation/Grant

Identify Budget: State Location 311001-31710-61002-36000
 Form Code: BOR10 Page 1 Item # 1

Change of: _____
 Position From _____ To Eviction Diversion Project Grant
 Status _____
 Salary Adjustment \$54,000.00 \$54,000.00+\$7,000.00=\$61,000.00

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
311001-31710-61002-36000	\$54,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Marla Dickerson 11/10/2021 Supervisor Date
[Signature] 11/10/2021 Vice Chancellor Date
[Signature] 12/8/2021 Director/Personnel Date
[Signature] President Date
John R. Pierre 11/10/21 Dean/Chair Head Date
[Signature] VC for Fin. and Administration Date
John R. Pierre 11/10/21 Chancellor Date
[Signature] 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: One – Year Salary Adjustment for the Eviction Diversion Project Grant, effective December 01, 2021 through November 30, 2022.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Assoc. V/C Marla Dickerson

NUMBER OF EMPLOYEES SUPERVISED, (if any) 5

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. #

US 11-10-21

DATE

BY Gerry R. Hall

J1

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

Keegel C. Henderson

Objective

To secure a challenging position in the Southern University Law Center (SULC), Clinical Legal Education Department, which will utilize my event planning skills and abilities, and foster new career opportunities while enhancing current skills!

Education

**Baton Rouge Community College, Baton Rouge, LA
Attended 1999**

**Southern University and A & M College, Baton Rouge, LA
Attended Academic Year 1993-1994 and Summer 1996**

**Baton Rouge Technical College, Baton Rouge, LA
Attended 1994 – Certificate of Completion – Word Perfect 5.1**

**Capitol Senior High School, Baton Rouge, LA
High School Diploma - 1993**

Work Experience

**Southern University Law Center (SULC) – Office of Innovation and Strategic Partnerships and Initiatives
Clinical Legal Education (CLE) Coordinator (July 2019 – Present)**

- **Maintains track of budgets for all CLE**
- **Contacts all CLE crediting bodies for pertinent information relative to applicable credit(s)**
- **Helps supervisor to organize all CLE events**
- **Helps to keep supervisor's, and personal, offices organized**

**Southern University Law Center (SULC) – Financial Affairs
Accounting Technician (July 2018 – June 2019)**

LaCarte Card Program Administrator:

- Responsible for issuing all LaCarte cards to SULC employees. LaCarte cards were only issued to employees who had been certified and followed established state guidelines of the LaCarte program;
- Loaded all monies to LaCarte cards, after appropriate signature forms had been received and approved;
- Upon receipt of all expenditures from cardholders, completed monthly/yearly reports and submitted same to the State Purchasing Office; and
- Successfully passed quarterly evaluations administered by the Coordinator of the State LaCarte Card Program. These evaluations were given to ensure SULC's compliance with the guidelines established for the state's LaCarte Card Program.

(IN ADDITION TO COMPLETING THE DUTIES AND RESPONSIBILITIES OF THE LACARTE CARD PROGRAM ADMINISTRATOR, I CONTINUED TO PERFORM ALL OF THE DUTIES AND RESPONSIBILITIES OF THE ACCOUNTING SPECIALIST I POSITION, WHICH ARE LISTED BELOW)

**Southern University Law Center – Financial Affairs
Accounting Specialist I (2008 - 2018)**

- Reviewed Vendor Invoices and Purchase Orders issued and received; certified that payments complied with the policies and procedure of the University as applicable (Funds Available); and verified and validated extensions and footing.
- Processed Vendor Invoice payments utilizing the Financial Records System Accounts Payable Modules; reviewed and edited payment documents; verified input documents to Financial Reports generated by the Financial Records System to ensure correctness of payments; and took appropriate corrective action.
- Processed on-demand checks for Southern University Law Center; ensured that all request for manual checks were justified, documented, and complied with written System policies and procedures; prepared vouchers for payment request; and typed manual checks and posted to the Financial Records System.
- Maintained Check/Voucher Control Report, validating all checks processed manually; and coordinated control activities with Operational Auditing to ensure compliance with internal controls governing the release of manually typed checks.
- Compiled documents related to check payments for Batch auditing and maintenance; and ensured support documentation for all checks written was available and

submitted to the Voucher Auditing Division to validate disbursement prior to check distribution.

- Coordinated all activities related to processing Stop Payment Re-issuance and Receiving Reports.
- Interacted with customers to identify problems and resolved issues that impeded the payment process.

**Southern University and A & M College
Office of the Comptroller – Accounts Payable Section
Accounting Specialist I (2001 – 2008)**

- Reviewed Vendor Invoices and Purchase Orders issued and received; certified that payments complied with the policies and procedure of the University as applicable (Funds Available); and verified and validated extensions and footing.
- Processed Vendor Invoice payments utilizing the Financial Records System Accounts Payable Modules; reviewed and edited payment documents; verified input documents to Financial Reports generated by the Financial Records System to ensure correctness of payments; and took appropriate corrective action.
- Processed on-demand checks for Southern University System; ensured that all request for manual checks were justified, documented, and complied with written System policies and procedures; prepared vouchers for payment request; and typed manual checks and posted to the Financial Records System.
- Maintained Check/Voucher Control Report, validating all checks processed manually; and coordinated control activities with Operational Auditing to ensure compliance with internal controls governing the release of manually typed checks.
- Compiled documents related to check payments for Batch auditing and maintenance; and ensured support documentation for all checks written was available and submitted to the Voucher Auditing Division to validate disbursement prior to check distribution.
- Coordinated all activities related to processing Stop Payment Re-issuance and Receiving Reports.
- Interacted with customers to identify problems and resolved issues that impeded the payment process.

**Southern University and A & M College
Office of the Comptroller – Accounts Payable Section
Accounting Specialist/Data Entry Clerk (1999 - 2001)**

- **Examined voucher documentation to verify agreement with vendor invoice prior to entering data into the Financial Record System.**
- **Assisted with gathering data for requested financial reports and obtaining codes and transmittal of incoming checks.**
- **Extracted information from various financial reports to assist Accounts Payable Supervisor with special projects.**
- **Prepared and maintained Receiving Reports file for all University-issued Purchase Orders.**
- **Researched and resolved problems associated with outstanding indebtedness to vendors by the University.**

Special Skills

- **Operates/Operated: 1) Banner System/Banner 9; 2) Financial Records and Human Resources System; 3) IBM Personal Computer; and 4) 10-Key Calculator/Adding Machine**
- **Proficiency: 1) MS Excel; 2) MS Word; and 3) WordPerfect 5.1**

Special Awards

- **Donated 120 hours of volunteer service to Baton Rouge General Medical Center - Emergency Room Department**
- **2017 - 2018 Appreciation Award from SULC - Student Bar Association**
- **2018 - 2019 Appreciation Award from SULC - Student Bar Association**

References

Available upon request.

JOB CLASS 3	2	5	0	0
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	5	8
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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 12/01/2021 To 11/30/2022
 Effective Date 12/01/2021

Name Jasmine Hunter xxx-xx-4408 Sex F Race* B
 (Last 4 digits only)

Position Title: Director of Communications Department: Law Center-Institutional Support

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 6 Southern University Experience 2

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.A.</u>	<u>Alabama State University</u>	<u>2012</u>
	<u>M.S.</u>	<u>Troy University, Troy, Alabama</u>	<u>2015</u>

Current Employer Southern University Law Center

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) Eviction Diversion Project Grant

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

Source of Funds General Appropriation/Grant

Identify Budget: State & Grant Location 311001-31610-61002-36000
 Form Code: BOR10 Page 1 Item # 1

Change of: From To
 Position _____ Eviction Diversion Project Grant
 Status _____
 Salary Adjustment \$78,000.00 \$78,000.00+\$7,000.00=85,000.00

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
311001-31610-61002-36000	\$78,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Maria Ackerson _____ Date _____
 Supervisor
[Signature] _____ Date 11/10/2021
 Vice Chancellor
[Signature] _____ Date _____
 Director Personnel
[Signature] _____ Date _____
 President _____ Date _____

[Signature] _____ Date 11/10/21
 Dean/Unit Head
[Signature] _____ Date _____
 V/C for Fin. and Administration
[Signature] _____ Date 11/10/21
 Chancellor
[Signature] _____ Date _____
 Vice President/Finance
[Signature] _____ 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):

B _____ 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 One – Year Salary Adjustment for the Eviction Diversion Project Grant, effective December 01, 2021 through November 30, 2022.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am -5:00pm Monday thru Friday

EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) 200

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

CODE _____ EXPIRES _____
 DOC I.D. # _____

US DATE 11-10-21
 RA _____
 H1 Gary R. Hall
 J1 _____
 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

JASMINE D. HUNTER, M.S.

Strategic Communications

Southern University Law Center
Baton Rouge, LA

Professional Profile

Through innovative techniques, I help foster collaborative environments, providing tools and resources necessary for my team to effectively communicate and achieve partnership goals. Having developed solid skills in public relations, marketing, and communications, my focus is to continually advance strategies necessary to build awareness of organizational objectives and advancements within higher education.

Educational Background

M.S Troy University, Troy, Alabama 2015
Emphasis: Strategic Communications

B.A. Alabama State University, Montgomery, AL 2012
Emphasis: Communications
Minor: English Writing

Professional Certifications

Sales and Marketing – Sandler Training
Microsoft Office 365- Skylark Services
Microsoft Outlook 2013 – Lantec of LA

Administrative Experience & Accomplishments

Director of External Affairs - Southern University Law Center, Baton Rouge, LA
(2019- present)

As the director of external affairs, it is my duty and responsibility to create and maintain a positive image for the Law Center through traditional and new media channels. I oversee the writing and editing of event scripts, speeches, shareholder documents and reports, advertising and promotional materials, press releases, interviews and any other external communications. In addition, I also serve as a manager for the external affairs staff which includes a communications specialist, creative services coordinator and website content manager. With this responsibility, I coordinate work schedules, assign staff to projects, direct market research and industry trend analysis, manage communications budgets and oversee the creation of public relations strategies. In addition to the above duties, I also develop cooperative relationships with business contacts, external stakeholders, journalists, public officials, government regulators and investors to maintain the company's reputation, while paving the way for future business partnerships and opportunities. While being the director, I serve on the Chancellor's leadership team and on numerous committees for the campus and System.

Core Proficiencies

- ▶ Digital Marketing
- ▶ Advertising
- ▶ Public Relations
- ▶ Social Media
- ▶ Print Publications
- ▶ Strategic Development
- ▶ Grant Writing
- ▶ Market Trend Research
- ▶ Press Release
- ▶ Feature Story Writing
- ▶ Editing
- ▶ AP Style Writing

Accomplishments

- Planned and executed Fall 2020 virtual commencement ceremony
- Served on the COVID-19 System task force
- Increased social media followers and engagement over 50% since assuming role
- Assist the Chancellor with speech and statement writing
- Created the Law Center's communications and visual identity guide
- Secured feature articles and advertisements in national diversity and legal publications
- Collaborated with colleagues to secure scholarships and grants for diversified programming
- Directed and produced various video commercials for promotional and marketing usage

Communications Specialist - *Southern University A&M College, Baton Rouge, LA* (2017-2019)

As a communications specialist, my work is centrally focused on building and fostering collaborative relationships with internal departments and external partners. I am responsible for developing effective communication strategies, handling public relation matters, and securing solid relationships with prospective donors for upcoming events and marketing campaigns. I track and review social media analytics and trends to further growth and brand visibility while writing feature stories, coordinating interviews and publishing content for weekly newsletter and social media platforms. In this capacity, I also respond to media inquiries, craft press releases, track internal and external news wires.

Accomplishments

- Increased social media followers by 40% within 4-month period; Facebook increased 2,500 followers. Overall social media following has increased 100% during my tenure
- **Secured \$3200 grant** for social media marketing through Southern University System Foundation.
- Created 30-60 second testimonial commercials used to promote university.

Communications Specialist – *Girl Scouts Louisiana East, Baton Rouge, LA* (2016-2017)

Created awareness of Girl Scouts Louisiana East through a variety of marketing campaigns, including public service announcements, press releases, developing media kits, designing signage, and special promotions for websites and social media platforms. Public appearances by council representatives were important to our overall objective. I coordinated media coverage for such public appearances while serving as contributing writer for council newsletters.

Accomplishments

- Featured as finalist - Baton Rouge Social Media Association 2017 Social Media Awards
- Achieved unprecedented media success, allowing Girl Scout Cookie sales initiative to gain coverage on seven (7) television stations and twelve (12) radio stations
- Increased social media followers by 34% within 6-month period
- Gained six-time council national recognition in organizational newsletter from Girl Scouts of the United States (GSUSA)

Membership Specialist – *Girl Scouts Louisiana Pines to Gulf, Lake Charles, LA (2015-2016)*

Appointed, supervised and evaluated 40+ volunteers to ensure consistent messaging and organizational vision was implemented throughout assigned territories. I often identified needs for crisis prevention and resolved conflict when appropriate to volunteers and troops. As Communications Manager for nation-wide customer engagement initiative, I designed and distributed quarterly newsletter to volunteer-oriented teams and staff members. Together with my team, we created marketing material to promote membership, fundraising and partnerships with local and national brands.

Accomplishments

- Added over 10 troops within my parishes during tenure
- Recognized for developing content for newsletter and drawing engagement from community residents and business owners.

District Recruiter – *Alabama State University, Montgomery, AL (2012-2015)*

Managed official admissions and recruitment social media accounts while providing information on the educational programs at Alabama State university through public announcements, speeches, and interaction with potential students. Connection Day was an annual event aimed at attracting students to the University. While serving as District Recruiter, I focused on educating potential students on campus culture, educational programs and resources available to help further their career objectives.

Accomplishments

- Achieved 43% recruitment yield rate within first year of employment; Three percent above desired outcome.
- Successfully launched the “We Want You” digital media and marketing campaign, drawing hundreds of students to learn more about University offerings.

Teaching Experience

Adjunct Professor – Alabama State University, Montgomery, AL (2017-2020)

Teaching Style

We communicate with people in a variety of ways, all of which can immediately impact future outcomes. When I teach my students about public relations and communication, they understand the overall objective when delivering content, whether written or verbally. The goal is to deliver effective communication by understanding it is more than its delivery; it's also the discovery of how we receive and process information that comes from others.

My courses include group, lecture and interactive sessions all focused on various elements related to public relations and communication. Students engage in group analysis, brainstorming and creative ideas linked to public speaking, and intercultural communications. Students are encouraged to expand and offer new ideas they believe will improve communication when faced with public relations crisis's or conflict. Students have an opportunity to share thoughts on possibilities and impossibilities based on assumed truths. We offer case studies and apply techniques learned to real life events to demonstrate the importance of communication within business relations and across several industries.

Book Chapter

Byrd, Leslie Simone. (2021). 9: "Reimagining the Internship and Practicum Program: Using Innovative Social Entrepreneurship Applications to Shape Personal Brands". IGI Global, Hershey, Pennsylvania, United States of America.

Professional Affiliations

Zeta Phi Beta Sorority, Inc., 2015-present

- Serves as Public Relations and Scrapbooking Committee Chair

Public Relations Society of America, 2019- present

Public Relations Association of Louisiana, 2016-present

American Association of Blacks in Higher Education, 2017-present

Southern Public Relations Federation, 2016-present

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	8	9	4
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CAMPUS: SUS ___ SUBR ___ SULAC X SUAREC ___ SUNO ___ SUSLA ___

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

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

Previous Employee N/A Reason Left N/A
 Date Left N/A Salary Paid _____

Profile of Person Recommended

Length of Employment 12/01/2021 To 11/30/2022
 Effective Date 12/01/2021

Name Gloria Jones xxx-xx-4126 Sex F Race* B
 (Last 4 digits only)

Position Title: Financial Affairs Technical Coordinator Department: Law Center-Institutional Support

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 32 Southern University Experience 10
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
B.S. Southern University and A&M College 2019
M.S. Southern University and A&M College 2020

Current Employer Southern University Law Center

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) Eviction Diversion Project Grant

Recommended Salary \$61,000.00 Salary Budgeted \$61,000.00

Source of Funds General Appropriation/Grant

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

Change of: From To
 Position Eviction Diversion Project Grant
 Status _____
 Salary Adjustment \$51,000.00 \$51,000.00+\$10,000.00=\$61,000.00

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
311001-36110-61002-36000	\$51,000.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Marla Dickinson 11/10/21 Supervisor Date
[Signature] 11/10/2021 Vice Chancellor Date
[Signature] 12/8/2021 Director/Personnel Date
[Signature] President Date
John K. Pierre 11/10/21 Board Chair Head Date
[Signature] W/C for Fin. and Administration Date
John K. Pierre 11/10/21 Chancellor Date
[Signature] 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: One – Year Salary Adjustment for the Eviction Diversion Project Grant, effective December 01, 2021 through November 30, 2022.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Assoc. V/C Marla Dickerson

NUMBER OF EMPLOYEES SUPERVISED, (if any) 5

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

CODE _____ EXPIRES _____
 DOC I.D. # _____
 DATE 11-10-21
 BY Kerry R. Hall
 J1 _____
 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

Gloria Jones

EDUCATION

Southern University and A&M College Baton Rouge, LA
Master's Degree-Criminal Justice
Graduation Date: December 2020

Southern University and A&M College Baton Rouge, LA
Bachelor of Science in Sociology
Graduation Date: May 2019

MILITARY AND LEADERSHIP EXPERIENCE

United States Air Force Belle Chase, LA
Inventory Management Specialist
1985-1989 United States Air Force Reserve

Relevant Coursework: Social Statistics, Marriage and Family, Social Research, Social Theory, Juvenile Delinquency

SKILLS AND SOFTWARE PROFICIENCIES

Microsoft Office • QuickBooks • Banner • 10-Key • 60 WPM • Excellent Customer Service skills

WORK EXPERIENCE

March 2020 – present **Southern University Law Center** Baton Rouge, LA

Accounting Specialist II, Financial Affairs Technical Coordinator

- Process all vendor invoices, including professional service contracts, faculty and staff reimbursements
- Run and reconcile outstanding encumbrance report, quarterly
- Settled vendor payable disputes, while maintaining exceptional working rapport with Purchasing and Receiving departments
- Accurately enter journal vouchers
- Periodic Loading of Grant Budgets
- PCard Program Administrator

August 2018 – February 2020 **Southern University and A&M College** Baton Rouge, LA

Accounting Specialist II

- Assist with Office of Group Benefits Employee Account Discrepancies via OGB Monitoring Reports
- Managed, Verified, and Corrected two thousand leave slips and Time Sheets within 3 Months
- Maintained Excellent Customer Service skills while acting as Receptionist, periodically

November 2007 – January 2018

Southern University and A&M College

Baton Rouge, LA

Accounting Specialist II

- Processed high volume of Vendor Invoices, including Insurance Claims, Professional Service Contracts (60-100), University monthly Utility Bills
- Settled vendor payable disputes, while maintaining exceptional working rapport with Purchasing and Receiving departments
- Periodic training of new specialists (3); Initiated Bank Transfers
- Researched and Analyzed monthly payables reports; Acted as temporary Specialist Supervisor (2)
- Monitored Agency, General Funds, Auxiliary, Grant accounts for accurate purchase order processing
- Acted as Travel CBA Administrator

July 1996 – July 2007

Rockin' W Trucking

Humble, TX

Office Clerk, Office Manager

- Provided Administrative support to the President and Terminal Manager
- Dispatched 8-10 Owner/Operators and Hot Shot drivers
- Excellent customer service
- Assisted with Accounts Payable/Receivable duties, payroll, billing via QuickBooks

August 1989 – December 1994

LA Department of Social Services

Baton Rouge, LA

Secretary I, II

- Performed Trainer/Liaison Duties for the Establishment of New Child Care Assistance Program clerical staff
- Provided administrative support to 2 Program Managers, which included purchasing and general office duties
- Supervised 2 student workers and 1 Secretary I
- Temporarily processed childcare assistance applications

January 1986 – March 1989

American Medical International

Baton Rouge, LA

Electronic Calling System Collector/Biller

- Delivered outstanding collection services for outstanding private pay hospital bills via calling system
- Electronically billed insurance claims for Alabama, Georgia and Arkansas
- Performed skip tracing for private pay hospital bills

ACTIVITIES & HONORS

Southern University Dean's List: Fall and Spring 2018; Chancellors Scholar Award Spring 2018

REFERENCES AVAILABLE UPON REQUEST

Underperforming Students.” (October 2017). Presented at the inaugural Association of Academic Support Educators Diversity Conference, Baltimore, Maryland.

- “Social Justice Panel and Cannabis Education Panel.” (October 2018). Presented at Diasporic Alliance for Cannabis Opportunities Conference, Philadelphia, Pennsylvania.
- “The Legal and Business Case for Diversity in the Industry: The Prospects for Women, Minorities, Veterans and Social Justice in Cannabis.” (September 2019). Presented at ABA/TIPS From Regs to Riches: Navigating the Rapidly Emerging Fields of Cannabis and Hemp Law, Chicago, IL.
- “A Discussion on Marginalized Individuals through the Lens of ASPers at HBCU and PWI Law Schools.” (September 2019). Presented at AASE Bi-Annual Diversity Conference, Chicago, IL.
- “Cannabis and Hemp.” (November 2019). Presented at Annual Bayou Classic CLE, New Orleans, LA.
- “Legal Issues in Cannabis.” (December 2020). Presented at 2020 SULC End of Year CLE, Virtual.

PROFESSIONAL AFFILIATIONS, ACADEMIC SERVICE, AND COMMUNITY SERVICE

- Delta Sigma Theta Sorority, Incorporated
- Association of Academic Support Educators (AASE)
- AASE Diversity Committee Co-Chair (2016 – 2017) for Inaugural Diversity Conference
- AASE Diversity Committee Chair (2017 – Present)
- AASE Vice President of Diversity (2018 –2020)
- Southern University System Grievance Committee Member
- Southern University System Grievance Committee Chair (January 2019 – 2020)
- Southern University System Sexual Awareness Response Team (SART) Member
- ABA/TIPS Diversity Vice Chair for Cannabis Law and Policy General Committee (2019-Present)
- ABA Council for Diversity in the Educational Pipeline Member (2019-Present)
- ABA/TIPS Co-Chair for Standing Committee on Diversity and Inclusion (2020 – Present)

AWARDS, FELLOWSHIPS, HONORS, GRANTS

- The Socially Disadvantaged Farmers and Ranchers Policy Research Center at Alcorn State University, “Research Grant” \$20,000 Fall 2020
- Council on Legal Education (CLEO), “2018 Pre-Law Summer Institute Grant” \$100,000 Summer 2018
- Council on Legal Education (CLEO), “2019 Pre-Law Summer Institute Grant” \$105,000 Summer 2019
- Southern University Law School Scholarship 2004 -2007
- 2005-2006 SULC SBA Elections Committee Member
- 2006-2007 SULC Moot Court Board (Treasurer)
- Heap Fellowship 2002 -2003
- Association of Former Students Fellowship 2002 -2003
- North Carolina A&T State University Dean’s List (7 semesters) 1998 -2001
- Gamma Sigma Delta Agricultural Honor Society 1998 -2001
- Golden Key National Honor Society 1998 - 2001
- Alpha Lambda Delta Honor Society 1998 - 2001
- USDA/1890s Scholarship 1998 – 2001

REFERENCES

Available Upon Request

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 X SUAREC _____ SUNO _____ SUSLA _____

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

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

Previous Employee N/A Reason Left _____
 Date Left N/A Salary Paid _____

Profile of Person Recommended

Length of Employment 12/01/2021 To 11/30/2022
 Effective Date 12/01/2021

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

Position Title: Business Affairs Manager & Title IX Confidential 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 42 Southern University Experience 11
 Degree(s): Type/Discipline (BA-Education): B.S. Institution/Location (SU-Baton Rouge): Southern University New Orleans, LA Year: 1980

Current Employer Southern University Law Center

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) Eviction Diversion Project Grant

Recommended Salary \$91,000.00 Salary Budgeted \$91,000.00

Source of Funds General Appropriation/Grant

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

Change of: _____ From _____ To _____
 Position _____ Eviction Diversion Project Grant
 Status _____
 Salary Adjustment \$81,000.00 \$81,000.00+10,000.00=\$91,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-36110-61002-36000	\$81,000.00

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

*See Reverse Side

Graduate School signature (if, applicable):

Manla Dickerson 11/10/21
 Supervisor Date

[Signature] 11/10/2021
 Vice Chancellor Date

[Signature] 12/8/2021
 Director/Personnel Date

[Signature]
 President Date

[Signature] 11/10/21
 Dean/Chair Date

[Signature]
 VC for Finance & Admin Date

[Signature] 11/10/21
 Chancellor Date

[Signature]
 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 America, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

One – Year Salary Adjustment for the Eviction Diversion Project Grant, effective December 01, 2021 through November 30, 2022

EMPLOYEE REGULAR WORK SCHEDULE:

Daily

EMPLOYEE DIRECT SUPERVISOR:

Assoc. V/C Demetria George

NUMBER OF EMPLOYEES SUPERVISED, (if any)

6

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
CODE _____ EXPIRES _____
DOC ID # _____

US DATE 11-10-21
RA _____
B/H1 Gerry R. Hall
J1 _____
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

PAULA W. MATTHEWS

Resourceful allocation of time and energy utilized in numeracy and business literacy for overall organizational effectiveness

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
- Human Resources
- Analytical Reporting
- Computer Proficiency in Banner, Excel, Oracle & Word

PERSONAL PHILOSOPHY

The difficult I do immediately, yet the impossible takes but a second longer.

PROFESSIONAL EXPERIENCE

Business Affairs Manager/Title IX Confidential Advisor 2010 - Present
Southern University Law Center, Baton Rouge, LA

Manage and engage various funding agencies personnel, Southern University Law Center (SULC) department, and program managers to coordinate to program activities. Serve as liaison between the SULC and Human Resources Department on all personnel matters for Faculty, Staff and Students. Administer personnel functions for the SU Law Center which include the following: (1) Processing all Personnel Action Forms, both electronic and hard-copy (2) Generates all new/returning student employee(s) and job assignment termination(s) and Manages Electronic Personnel Action Forms (EPAF) (3) Council/train employees and supervisors on policy and procedures regarding the Human Resources process. (4) Assist supervisors and director with guidelines as it relates to Web-Time entry (5) Troubleshoot all personnel issues. Administrator of the SULC Travel Card and CBA, Prepare SULC 1099's. Prepare Authorization for Disbursement to the Foundation. Maintain files for ACH payment(s) prepared by the Foundation, which includes obtaining authorizing signatures and ensuring proper invoice documentations. Title XI Confidential Advisor; Individuals designated, to the extent authorized under law, to provide confidential services to students.

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

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

Minimum Foundations Specialist 2001-2002
Orleans Public School Board (OPSB), New Orleans, LA
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

Itinerant Business Manager 1998 to 2001
Orleans Public School Board (OPSB), New Orleans, LA
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 1978 - 1996
The Louisiana Land & Exploration Company, New Orleans, LA,

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

*ORGANIZED * DISCIPLINED * METICULOUS*

JOB CLASS 3	8	0	3	0
JOB CODE	F			
CAL ID	M			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	F	9	9	4	7
-----------------	---	---	---	---	---	---

CAMPUS: SUS ___ SUBR ___ SULAC X SUAREC ___ SUNO ___ SUSLA ___

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

X 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 ___

Profile of Person Recommended

Length of Employment 12/01/2021 To 11/30/2022
 Effective Date 12/01/2021

Name Alvin R. Washington SS# S00016985/8802 Sex M Race* B
 (Last 4 digits only)

Position Title: Professor of Clinical Education Department: Law Center - Instruction

Check One X 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 28 Southern University Experience 15

Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: 1987

Current Employer Southern University Law Center

Personnel Action

Check One ___ New Appointment ___ Continuation ___ Sabbatical ___ Leave of Absence
 ___ Transfer ___ Replacement X Other (Specify) Eviction Diversion Project Grant

Recommended Salary \$119,800.00 Salary Budgeted \$119,800.00

Source of Funds General Appropriation/Grant

Identify Budget: State/Grant Location 311001-31240-61003-34100
 Form Code: BOR10 Page 1 Item # 1

Change of: From To
 Position Eviction Diversion Project Grant
 Status ___
 Salary Adjustment \$109,800.00 \$109,800.00 + \$10,000.00 = \$119,800.00

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
320174-31240-61003-34100	\$109,800.00

*See Reverse Side

Graduate School signature (if, applicable):

Marla Dickerson 11/10/21
 Supervisor Date
[Signature] 11/19/2021
 Vice Chancellor Date
[Signature] 12/8/2021
 Director/Personnel Date
 President _____ Date

Gerry K. Hall
 V/C for Fin and Administration Date
[Signature] 11/10/21
 Chancellor Date
[Signature]
 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: One – Year Salary Adjustment for the Eviction Diversion Project Grant, effective December 01, 2021 through November 30, 2022.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Virginia Listach

NUMBER OF EMPLOYEES SUPERVISED, (if any) 6

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
CODE _____ EXPRES _____
DOC I.D. # _____
US DATE 11-10-21
RA _____
BY Gerry R. Hall
J1 _____
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)

ALVIN R. WASHINGTON

.....

EXPERIENCE:

**Professor; Mediation Clinic, Southern University Law Center
January 2007 to present**

Co-wrote a proposal with the director to establish the mediation clinic at the law center.

**Adjunct Professor; Southern University Graduate School
January 2006 to present**

**Director; Louisiana Agricultural Mediation Program, Southern University Law Center
August 2003 to December 2006**

Mediated disputes between the USDA and its program participants involving governmental loans and disaster relief. Program participants included individuals, businesses, rural governing bodies and other organizations. Performed various administrative tasks to maintain grant funding including preparing annual narrative reports and budgets. The USDA awarded nearly one million dollars to the program during a five-year fiscal period.

Taught legal negotiations and alternative dispute resolution courses with the Chancellor at the law center.

**Section Chief, Civil Rights Litigation Division; Louisiana Department of Justice
December 1998 to August 2003**

Supervised the personnel assigned to the section; assigned cases to attorneys; reviewed pleadings and briefs; consulted with individual attorneys to develop case defense strategies; and made recommendations on requests for settlement authority.

**Director, Southern University Law Center, Placement and Career Services Office
November 1995 to December 1998**

Counseled students; conducted seminars and workshops; identified employment opportunities for students; administered campus interview program; prepared reports; and supervised office staff.

**Assistant Attorney General, State of Louisiana, Louisiana Department of Justice
February 1991 to November 1995**

Represented the State of Louisiana in civil law suits

**Lieutenant, U.S. Navy Judge Advocate General Corps
August 1987 to February 1991**

Alvin R. Washington

Resume

-2-

**Department Head, Claims Division, Navy Legal Service Office-Long Beach, CA
March 1990-February 1991**

Was responsible for the supervision and operation of a four division claims department; supervised attorneys, paralegals, and other staff personnel; negotiated claims settlements with insurance companies and attorneys; assisted United States Attorney's office in civil litigation by preparing litigation reports.

**Claims Officer, Navy Legal Service Office
September 1989 to February 1990**

Asserted claims on behalf of the United States Navy to recover for damage to government property or for reimbursement for medical services provided by the United States; Adjudicated claims filed against the United States for losses due to the alleged negligent conduct of federal employees.

**Special Assistant to the United States Attorney, United States District Court for the
Central District of California
March 1989 to June 1990**

Prosecuted civilian defendants in the United States District Court for the Central District of California for offenses committed on military installations.

**Legal Assistance Officer, Navy Legal Service Office
April 1989 to August 1990**

Assisted military members, dependents, and retirees with adoptions, divorces, child custody and paternity matters

**Defense Attorney, Navy Legal Service Office
April 1988 to March 1990**

Represented military members in court or at administrative hearings

EDUCATION:

Louisiana real estate license – August 2003

Admitted to practice law in Louisiana in October 1987

Southern University Law Center, Juris Doctor, May 1987

University of Nebraska, summer pre-law program, 1984

Grambling State University, BS Marketing, 1983



"Linking Citizens of Louisiana with Opportunities for Success"

Southern University and A & M College System
AGRICULTURAL RESEARCH AND EXTENSION CENTER
and the COLLEGE OF AGRICULTURAL, FAMILY AND CONSUMER SCIENCES

Ashford O. Williams Hall
P. O. Box 10010
Baton Rouge, LA 70813
(225) 771-2242
(225) 771-2861 Fax
www.suagcenter.com

OFFICE OF THE CHANCELLOR-DEAN

November 30, 2021

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

Dear President Belton,

RE: SUAREC/CAFCS – DECEMBER 2021 BOARD PACKAGES SUBMISSION

Enclosed herewith are the following items from the Southern University Agriculture Research and Extension Center and the College of Agricultural, Family and Consumer Sciences for inclusion in the **DECEMBER 2021 BOARD PACKAGE**.

- Request for Approval for an equity increase for Mrs. Krystle Allen.
- Request for Approval for an equity increase for Mrs. Zanetta Augustine.
- Request for Approval for a salary increase for Allision Ezidore-Tassin.
- Request for Approval for a salary increase for Tameka Porter.
- Request for Approval – Memorandum of Understanding between Southern University Baton Rouge Campuses (SUBR and SUAG) and Terra Vega Inc.

Please let me know if you need further information or have any questions. Thank you for your consideration to this request.

Sincerely,

A handwritten signature in black ink, appearing to read 'Orlando F. McMeans'.

Orlando F. McMeans, Ph.D
Chancellor-Dean

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	6	M	9	9	5	9
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CAMPUS: SUS _____ SUBR _____ SULAC _____ SUAREC X SUNO _____ SUSLA _____

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

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

Previous Employee _____ Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment 10/01/2021 To 09/30/2022
 Effective Date January 1, 2022

Name Krystle J. Allen SS# XXX-XX-6960 Sex F Race* AA
 (Last 4 digits only)

Position Title: Asst. Specialist/Program Leader, CED Department: SU-CEP

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 8 Southern University Experience 8

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>MS-Leadership Development</u>	<u>LSU-Baton Rouge</u>	<u>2013</u>
	<u>MS-Public Administration</u>	<u>LSU-Baton Rouge</u>	<u>2011</u>
	<u>BS-Criminal Justice</u>	<u>SU-Baton Rouge</u>	<u>2009</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 68000 Salary Budgeted 68000

Source of Funds Federal Funds

Identify Budget: 622305-62065-63000 Location A.O. Williams Hall
 Form Code: US Page _____ Item # _____

Change of: _____ From _____ To _____

Position _____
 Status _____
 Salary Adjustment 63,000 _____ 68,000

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
622305-62065-61002-63000	68,000

*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 11/18/20 _____ Date
 Supervisor
[Signature] 11/18/21 _____ Date
 Vice Chancellor
[Signature] 11/20/21 _____ Date
 Director/Personnel
[Signature] 12/8/21 _____ Date
 President
[Signature] 11/18/21 _____ Date
 Dean/Unit Head
[Signature] 11/22/2021 _____ Date
 Chancellor
[Signature] 11/30/2021 _____ Date
 Vice President/Finance
 Business Affairs/Comptroller
 _____ 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 REGULAR WORK SCHEDULE: 8:00 AM-5:00 PM

EMPLOYEE DIRECT SUPERVISOR: De'Shoim York

NUMBER OF EMPLOYEES SUPERVISED, (if any) 32

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	

FUNDS AVAILABLE
 OFFICE OF THE AGRICULTURAL RESEARCH AND EXTENSION
 SOUTHERN UNIVERSITY SYSTEM
 1/20/2021
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)



KRYSTLE J. ALLEN

PERSONAL PROFILE

I utilize a practical approach to problem-solving and possess a drive to see things through to completion. I am detail-oriented and a team player.

EDUCATION HISTORY

SOUTHERN UNIVERSITY

Bachelor of Criminal Justice, 2009

LOUISIANA STATE UNIVERSITY

Master's of Public Administration (MPA), 2011

Master's of Human Resource Education and Workforce Development (M.S.), 2013
-Concentration: Leadership Development

Ph.D., Agriculture Education, Extension, and Evaluation, ABD (in progress)

PROFESSIONAL CERTIFICATION



GET IN CONTACT

Krystle.Washington@ymail.com

WORK EXPERIENCE

Southern University Agricultural Research and Extension Center |
2014 – Present

Position: Asst. Specialist, Community and Economic Development,
Program Leader, Family and Consumer Sciences

- Develop resources and programs for youth and adult clientele to address issues and needs while enhancing their knowledge, skills, and abilities
- Build partnerships with public agencies and the private sector
- Prepare grants and reports
- Engage with stakeholders (local, state, and national levels) to develop impactful and sustainable programs
- Design, facilitate/coach, and lead national programs, webinars, and training for Cooperative Extension Professionals (CEP) from 1862 and 1890 Universities
- Provide overall leadership, execution, promotion, and coordination for the delivery of Extension Emergency Preparedness, Rural and Small Business Development, and Vaccination Education Programs

Louisiana State University Research Assistant
(2011–2014)

- Performed research under the direction of a faculty member
 - Co-authored scholarly articles with faculty and fellow colleagues
 - Completed data entry and analysis for research studies
-

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	6	M	9	9	3	8
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CAMPUS: SUS ___ SUBR ___ SULAC ___ SUAREC X SUNO ___ SUSLA ___

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

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

Previous Employee _____ Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment 10/01/2021 To 09/30/2022
 Effective Date January 1, 2022

Name Zanetta N. Augustine SS# XXX-XX-6394 Sex F Race* AA
(Last 4 digits only)

Position Title: Asst. Specialist/Program Leader, ANR Department: SU-CEP

Check One Existing Position New Position *Visa Type (See Reverse Side):
 Expiration Date: _____
(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 29 Southern University Experience 29

Degree(s): Type/Discipline (BA-Education): MS-Ag Mgmt./Business Institution/Location (SU-Baton Rouge): Alabama A&M University-Norman, AL Year: 1997
BS-Ag. Econ/Business Mgmt. SU-Baton Rouge 1987

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 70,000 Salary Budgeted 70,000

Source of Funds Federal Funds

Identify Budget: 622296-62100-63000 Location A.O. Williams Hall
 Form Code: US Page _____ Item # _____

Change of: From _____ To _____

Position _____
 Status _____
 Salary Adjustment 65,000 70,000

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
622296-62100-63000	70,000

*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 11/18/21 Date
 Supervisor
[Signature] 11/18/21 Date
 Vice Chancellor
[Signature] 11/30/21 Date
 Director/Personnel
[Signature] Date
 President

[Signature] 11/18/21 Date
 Dean/Unit Head
[Signature] 11/22/2021 Date
 Chancellor
[Signature] 11/30/2021 Date
 Vice President/Finance
 Business Affairs/Comptroller
 _____ 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 REGULAR WORK SCHEDULE: 8:00 AM-5:00 PM
EMPLOYEE DIRECT SUPERVISOR: De'Shoyn York
NUMBER OF EMPLOYEES SUPERVISED, (if any) 11

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 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)

11/30/2021

Zanetta N. Augustine

EDUCATIONAL BACKGROUND

MS: Agricultural Management / Business, (1997) Alabama A&M University

- Concentration: Farm Management

BS: Agricultural Economic / Business Management, (1987)
Southern University and A&M College

- Concentration: Agricultural Economics

EXPERIENCES AND PROFESSIONAL ASSIGNMENTS

Southern University Agricultural Research and Extension Center (2018 – Present)
Specialist – Agriculture

Southern University Agricultural Research and Extension Center (2020 – Present)
Program Leader-Agriculture and Natural Resources

Southern University Agricultural Research and Extension Center
(September 2020 – Present) Positioning Louisiana Small Farms for Higher Level
of Success
Director

Southern University Agricultural Research and Extension Center (March 2021 –
Present), Enhancing Capacity of Louisiana Small Farms and Business
Director

Southern University Agricultural Research and Extension Center (2018 – Present)
Cultivating Leadership Innovative by Motivating Agriculture Talent through
Education (CLIMATE)
Director

Southern University Agricultural Research and Extension Center (2009 - 2018)
Extension Associate

Southern University Agricultural Research and Extension Center
(Summer 2013 – 2015), Food and Agricultural Sciences Leadership Academy
Director

Southern University Agricultural Research and Extension Center
(Summer 2011 – 2012) Food and Agricultural Sciences Leadership Academy)
Co-Director

Southern University Agricultural Research and Extension Center
(Summer 2002-2009)
Research Associate

Southern University and A&M College (Summer 2002 - 2005 -Release Time)
BAYOU- Beginning Agricultural Youth Opportunity Unlimited Program
EOAFCS- Exploring Opportunities in the Agricultural, Family and Consumer Sciences

The Academy Program: Academic Enhancement of High School Students in the Food & Agricultural Sciences

Program Coordinator

10th Louisiana Small Farmer Conference, Southern University Agriculture Center, Southern University Baton Rouge, LA (December 2021)

Conference Program Chair

Annual Louisiana Small Farmer Conference Small Farmer Conference Southern University Agriculture Center, Baton Rouge, LA (2001 – 2020)

Conference Program Co-Chair

Southern University College of Agricultural, Family and Consumer Sciences (1993- 2001) Louisiana Family Farm Technical Assistance Project:

Marketing Specialist

PROFESSIONAL PRESENTATIONS (INVITED / PEER REVIEWED)

Enhancing Capacity of Louisiana Small Farms and Businesses Certification Program, Presenter, (2016 – Present), Southern University Agriculture Center, State Wide

Wisteria Alliance – Women in Agriculture Program, Co-Presenter, 2015 Extension Risk Management Education National Conference, (April 2015) Minneapolis, Minnesota

Small Farmer Agricultural Leadership Institute, Presenter, Professional Agricultural Workers Conference, (December 2012), Tuskegee, Alabama

RESOURCE PROCUREMENT / GRANTSMANSHIP

Project Director, Enhancing Capacity of Small Farms and Businesses- Certification Program, Louisiana Office of Community Development – Disaster Recovery (Grant 2021 -2022) 1.5M

Project Director, CLIMATE – Cultivating Leadership Innovation by Motivating Agriculture Talents through Education, USDA-National Institute of Food and Agriculture, 1890 Capacity Building Extension Grant (Competitive Grant 2019 – 2022), 250,000

Project Director, Small Farmer Agricultural Leadership Institute Class VII, USDA-Office of Advocacy and Outreach, (Competitive Grant 2017 – 2021) \$199,998

Co-Project Director, Small Farmer Agricultural Leadership Institute Class VI, USDA-Office of Advocacy and Outreach, (Competitive Grant 2016 – 2017) \$199,999

Co-Project Director, Enhancing Profitability of Louisianan’s Small Family Farms, USDA – Office of Advocacy and Outreach, (Competitive Grant 2015 – 2016) \$200,000

Co-Project Director, Small Farmer Agricultural Leadership Institute Class V, USDA-Office of Advocacy and Outreach, (Competitive Grant 2014 – 2015) \$198,517

Project Director, Enhancement of High School Students in the Food & Agriculture Sciences, USDA- National Institute of Food and Agriculture, 1890 Capacity Building Extension Grant (Competitive Grant 2013 – 2015) \$243,249



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

SOUTHERN JAGUARS | PO BOX 9942 | BATON ROUGE, LA 70813
GOJAGSPORTS.COM | /SOUTHERNUJAGUARS | @SOUTHERNUSPORTS

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

CAMPUS

Dear Dr. Belton—

We are requesting that the position announcements are waived at this time for the positions below. In addition, please accept this memorandum as a request and formal justification to amend the hiring process due to a necessary emergency hire. This request comes as an emergency as the Department of Athletics personnel would have to be hired as soon as possible in order to satisfy the NCAA mandates.

Therefore, there is heightened urgency to fill this position as soon as possible. Thank you for your consideration.

- Associate Director of Academics- Tambria Bradford
- Director of Athletics Compliance- Phillippe Carter

If you have any questions germane to this request, please contact me as soon as possible. Thanks so much.

Best,

Roman P. Banks
Director of Athletics
Southern University and A&M College
Baton Rouge Campus

Dr. Ray L. Belton
President-Chancellor
Southern University and A&M College
Baton Rouge Campus

Mr. Roman P. Banks
Director of Athletics
Southern University and A&M College
Baton Rouge Campus

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	7	2	3
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CAMPUS: SUS _____ SUBR SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

TYPE OF APPOINTMENT:

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

Previous Employee Ventric Fletcher Reason Left Relocated
 Date Left _____ Salary Paid \$53,560

Profile of Person Recommended

Length of Employment July 1, 2020 To June 30, 2021
 Effective Date of Employment November 1, 2021

Name Tambria Bradford SS# [REDACTED] Sex F Race* B
 (Last 4 digits only)

Position Title: Associate Director of Academics Department: Athletics

Check One 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 12+ Southern University Experience 0

Degree(s)	Type/Discipline (BA-Science):	Institution/Location	Year:
	<u>B.S Biology</u>	<u>Jackson State University/ Jackson, MS</u>	<u>2005</u>
	<u>M.S Secondary Education, Health Physical Education and Recreation</u>	<u>Jackson State University, Jackson, MS</u>	<u>2009</u>
	<u>Doctor of Education-EdD, Higher Education/ Higher Education Admin</u>	<u>University of Louisiana Lafayette, Lafayette, LA</u>	<u>Projected 2024</u>

Current Employer Academic Counselor, Student Athlete Academic Services- University of Louisiana Lafayette

Personnel Action

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

Annual Salary \$65,000 Salary Budgeted \$65,000 Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly Monthly _____ Faculty _____

Source of Funds: State Identify Budget: 293132-21801-61002-25000 Location: _____
21101-21816-61002-26000

Change of:

From Associate Director of Academics To Associate Director of Academics
 Status: _____
 Salary Adjustment: \$65,000 \$65,000

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Financial Aid signature (if applicable):

Source of Funds (Current)	Amount
<u>293132-21801-61002-25000</u>	<u>\$20,000</u>
<u>21101-21816-61002-26000</u>	<u>\$45,000</u>

*See Reverse Side

Graduate School signature (if applicable):

Roman Bains / 11/12/21
Supervisor _____ Date
Vice Chancellor _____ Date
Director/Personnel _____ Date
President _____ Date

Roman Bains / 11/12/21
Dean/Unit Head _____ Date
Chancellor _____ Date
Vice President/Finance _____ Date
Business Affairs/Comptroller _____ Date
Chairman/S.U. Board of Supervisors _____ Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

REC'D VP FIN&BUS AFFAI
21 NOV 11 PM 4:41

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM M-S
EMPLOYEE DIRECT SUPERVISOR: Roman Banks
SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5908
NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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):

<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 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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SUAC SUAREC SUNO SUSLA

2021 SEP POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Associate Director of Academics AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Athletics

(Department or Unit)

- | | | | |
|---|--|---------------------------------------|--|
| <input checked="" type="checkbox"/> Replacement | <input type="checkbox"/> New Position | <input type="checkbox"/> Unclassified | Source of Funds |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Temporary | <input type="checkbox"/> Faculty | <input 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

(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).

Associate Director of Academics, Budget #
 293132-21801-61002-25000
 211001-21816-61002-26000

2M9723-02

Salary/Range: \$45,000-60,000 65,000 Previous Incumbent (if replacement): Ventric Fletcher

Approved Disapproved Romon P. Bandy 8/23/21
 Department Head Date

Approved Disapproved Stevens 8/23/21
 Dean/Director/Supervisor of Budget Unit Date

2M9723

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>293132-21801-25000</u>	<u>#15,900</u>
<u>211001-21816-61002-26000</u>	<u>85.72%</u>
<u>Cay Ebel</u>	<u>8/26/21</u>
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>21860</u>
<u>Mikhael Williams</u>	<u>8/23/21</u>
Verified By:	Date:

11/11/21
 2114286465K
 9/17/21
 11/11/21
 2114286465K

Approved Disapproved Blair Pugh 9/7/21
 Vice Chancellor Date

Approved Disapproved _____
 Chancellor/Vice President Date

Approved Disapproved _____
 President Date

An Equal Opportunity Employer



TAMBRIA BRADFORD

Higher Education Professional

PROFESSIONAL PROFILE

Open minded and innovative leader dedicated to the development, retention, and academic success of student-athletes. Seeking a position that will allow me to utilize my background in education, student support, student development and leadership capabilities.

SKILLS

- Higher Education Instruction
- Academic Advising
- Community Outreach
- Curriculum and Course Development
- Staff Development
- Program Development
- Student Professional Development
- NCAA Certification

PROFESSIONAL REFERENCES

- Dr. Ryan Westman, Director Academic and Student-Athlete Support Services & Compliance Officer, New York University
 - Email: rw110@nyu.edu
- Phillip Pinkston, Assistant Athletic Director for Academics
 - Email: ppinksto@uno.edu
- Dr. Dewayne Bowie, VP Enrollment University of Louisiana Lafayette
 - Email: dewayne.bowie@louisiana.edu

CONTACT INFORMATION

Email: tambriabradford@gmail.com
 LinkedIn: [linkedin.com/in/tambria-neal-bradford](https://www.linkedin.com/in/tambria-neal-bradford)
 Twitter: [@tambriabradford](https://twitter.com/tambriabradford)

EXPERIENCE

Academic Counselor, Student-Athlete Academic Services
University of Louisiana Lafayette | July 2012- present

- Guide student-athletes with initial adjustment to university academic life and interpret institution policies and requirements.
- Academic advisement services for student-athletes to maintain educational progression.
- Facilitate academic and cognitive assessments to provide resource referrals according to individualized needs.

Adjunct Instructor, Kinesiology/Office of First Year Experience
University of Louisiana Lafayette | June 2013- present

- Teaching diverse population of traditional and online students
- Develop class design and syllabus, plan lectures, assignments, and service project experiences.

Academic and Compliance Assistant
Jackson State University | June 2011- June 2012

- Monitoring eligibility, playing and practice season, official and unofficial visits, and telephone and recruiting logs
- Assisted in implementation of APR improvement plan
- Maintenance of grade reports on class attendance and academic progress

Biology Instructor and Head Coach (W. Basketball/Cross Country
Terry High School, Terry MS | August 2005- May 2011

- Developed content to achieve student-centered learning and monitored student progress.
- Evaluated individual knowledge, skills and strengths and assigned team positions to maximize talent areas.

EDUCATION, TRAINING, AND AFFILIATIONS

Doctor of Education - EdD, Higher Education/Higher Education Administration
University of Louisiana Lafayette, Projected May 2024

M.S. Secondary Education, Health Physical Education and Recreation
Jackson State University, August 2009

B. S. Biology
Jackson State University, May 2005

- 2021 Leadership Team: Ethnic Concerns Committee, N4A
- 2021 Diversity, Equity and Inclusion in the Workplace Certification - University of South Florida Muma College of Business
- Quality Matters (QM) Certified for Online Instruction
- 2021 N4A National Conference Session Facilitator
- 2017 ESPN MEAC/SWAC Challenge Sports Career Seminar Panelist

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

NUMBER	2	M	8	9	7	6
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

TYPE OF APPOINTMENT:

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

Previous Employee Karmen King Reason Left Job Offer
 Date Left July 30,2021 Salary Paid \$69,697.00

Profile of Person Recommended

Length of Employment July 1, 2020 To June 30,2021
 Effective Date of Employment 11/01/2021

Name Phillippe Carter SS# [REDACTED] Sex M Race* B
 (Last 4 digits only)

Position Title: Director of Athletics Compliance Athletics

Check One Existing Position New Position *Visa Type (See Reverse Side):
 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 10 years Southern University Experience _____
 Degree(s): Type/Discipline (BA-Science): Institution/Location Year:
BS- Marketing Grambling State University 1991
MS- Sports Administration Grambling State University 1996
JD- Law Southern University Law Center 2010

Current Employer Grambling State University

Personnel Action

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

Annual Salary \$75,000 Salary Budgeted \$75,000 Hourly Rate, if applicable: _____

Pay Cycle: Biweekly Monthly Faculty

Source of Funds: State Identify Budget: 211001-21816-61002-26000 Location: _____

Change of: _____ **From** _____ **To** _____

Position: _____
 Status: _____
 Salary Adjustment: _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds (Current)	Amount
211001-21816-61002-26000	\$75,000

*See Reverse Side

Graduate School signature (if, applicable):

<u>Roman Banks</u> ^(MIA) <u>10/27/21</u> Supervisor Date	<u>Roman Banks</u> ^(MIA) <u>10/27/21</u> Dean/Unit Head Date
<u>Benjamin W. Pugh</u> <u>11/08/21</u> Vice Chancellor Date	<u>Ray S. Belton</u> Chancellor Date
<u>Jamelle Davis</u> <u>10/27/21</u> Director/Personnel Date	<u>Sharon McCent</u> Vice President/Finance Date
	Business Affairs/Comptroller

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws a 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:

Phillippe Carter will be receiving a salary of \$75,000 effective November 1, 2021.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM

EMPLOYEE DIRECT SUPERVISOR: Roman Banks

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5908

NUMBER OF EMPLOYEES SUPERVISED, (if any) None 211001-21816-61002-2600

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 Resources before any employment is offered and before starting to work. All students are to bring with them clearan Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a picture certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94/I-20. The latter 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	

Do Not Write Below This Area - For Human Resource Use

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below, the forms are located at D 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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Director of Athletics Compliance AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Athletics
 (Department or Unit)

- | | | | |
|---|--|---|--|
| <input checked="" type="checkbox"/> Replacement | <input type="checkbox"/> New Position | <input 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).

Director of Athletics Compliance
Budget # 211001-21816-61002-26000

Salary/Range: \$60,000-\$80,000 Previous Incumbent (if replacement): Karmen King

Approved Disapproved Roman P. Bann 7/29/2021
 Department Head Date

Approved Disapproved J. Stigler 7/29/21
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>2M8974</u>	
<u>C. Joseph (G. Fonly)</u>	<u>8/6/21</u>
Signature	Date
Budget Number <u>211001-21816-61002-26000</u>	

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
Employee Class:	<u>MU</u>	Job Class:	<u>22840</u>
Verified By: <u>Michelle Williams</u>			Date: <u>7/30/21</u>

Approved Disapproved _____ Vice Chancellor Date

Approved Disapproved _____ Chancellor/Vice President Date

Approved Disapproved _____ President Date

An Equal Opportunity Employer

GF

PHILLIPPE C. CARTER, J.D

Email: carter.philippe@yahoo.com

PROFESSIONAL PROFILE/OBJECTIVE

Objective

- To obtain a position that will allow me to demonstrate my work experience and training and skills to enhance student's abilities to meet their personal and professional goals.

Qualifications

- I have a working knowledge of the generally accepted legal principles and procedures for NCAA Division I Compliance. I am a self-starter with the following attributes:
 - Strong business writing and verbal communication skills.
 - Strong interpersonal relations and teamwork orientation.
 - High level of professionalism, integrity and commitment to quality.
 - Organizational skills and ability to multi-task, organize, prioritize.
 - Desire to maintain applicable professional development and certifications.
 - Demonstrated initiative and positive can-do attitude.

EDUCATION

- J.D., Law, Southern University Law Center
- M.S., Sports Administration, Grambling State University, Grambling, LA
- B.S., Marketing, Grambling State University, Grambling, LA

ACADEMIC/ATHLETIC HONORS AND AWARDS

- **Southwestern Athletic Conference (SWAC) Champions/ Coach of the Year Women's Tennis** (1991-'92, 1992-'93, 1994-'95)
- **SWAC Champions /Coach of the Year Men's Tennis** (1993-'94, 1994-'95)
- **Provost Academic Award** (for athletic teams with the highest GPA) (1991-'92, 1992-'93, 1993-'94, 1994-'95, 1995-'96)
- **Southwestern Student-Athlete (Men's Tennis); SWAC Team Champions** ('87, '88, 89)

ACADEMIC/TEACHING EXPERIENCE

- **Assistant Professor (Tenure Track)**, Grambling State University, College of Business, Department of Management and Marketing, Grambling, LA, 2018 – present
- **Assistant Professor (Tenure Track)**, Grambling State University, College of Education, Department of Kinesiology, Sport and Leisure Studies, Grambling, LA, 2014-2018
- **Adjunct Professor**, Grambling State University, College of Education, Department of Kinesiology, Sport and Leisure Studies, Grambling, LA, 2012-2013

- **Adjunct Professor**, Grambling State University, College of Education, Department of Kinesiology, Sport and Leisure Studies, Grambling, LA, 2004 – 2006
- **Temporary Instructor**, Alma J Brown Laboratory High School, Grambling, LA 1992

Coaching Experience

- Graduate Assistant – Tennis Men & Women, 1990 – 1991, Grambling State University
- Head Tennis Coach – Men & Women, 1991-1996; 2000–2006, Grambling State Univ.

Administrative Experience

- **Assistant Athletic Director for Compliance**, 2012 – 2014, Grambling State University
- **Interim Athletic Director**, 2011-2012, Alabama A & M University, Normal, AL
- **Assistant Athletic Director for Compliance**, 2011, Alabama A & M, Normal, AL
- **Legal Clerk**, 2009-2010, Matthews & Matthews Law Offices, Baton Rouge, LA
- **Legal Recorder**, 2008 – 2009, Leader Title, Zachary, LA
- **Graduate Assistant for Athletic Compliance**, 2006 – 2008, Southern University Baton Rouge, LA
- **Athletic Compliance-Academic Liaison**, 2000 – 2006, Grambling State University
- **Director of Admissions**, 1998 – 2000, Paul Quinn College, Dallas, TX
- **Center Supervisor II**, Department of Parks & Recreation, 1996 -1998, Biloxi, MS

COURSES TAUGHT

Undergraduate

- Legal Environment
- Business Law
- Legal Liability in Recreation
- Governance & Ethics in Sports
- Event Management

Graduate

- * Legal Aspects
- * Marketing in Sports Administration
- * Financial Accounting in SPA
- * Ethics in Sports Administration
- * Intro to Personal Administration
- * Technical Writing
- * Telecommunications
- * Governance

TEACHING INTEREST

- Business Law
- Sports Law/Legal Aspects of Sport
- Ethics in Business

RESEARCH INTEREST

- Using the legal system to create a model to pay student athletes in the lucrative college sport landscape beyond Name, Image & Likeness.

UNIVERSITY SERVICE

- Faculty Senate Member, Grambling State University, College of Education, Department of Kinesiology, Sport and Leisure Studies. 2014-2018
- Search Committee Member, Director of Athletics, Alabama Agricultural and Mechanical University, 2012
- Search Committee Member, Head Football Coach, Grambling State University, 2013
- Chair, Judicial Hearing Committee
- Chair, University Grievance Committee, 2013
- Chair, Southwestern Athletic Conference Head coaches Committee, 2000-2006

COMMUNITY SERVICE

- Omega Psi Phi Fraternity Incorporated
- National Association for the Advancement of Colored People (NAACP)

PROFESSIONAL AFFILIATIONS

- National Association of Collegiate Directors of Athletics (NACDA)
- National Association of Athletic Compliance (NAAC)
- United States Professional Tennis Association (USPTA)
- United States Professional Tennis Registry (USPTR)
- United States Tennis Association (USTA)
- Phi Epsilon Kappa Professional Fraternity (PEK)

PROFESSIONAL DEVELOPMENT

Classes Attended

- Quality Matters Workshop; Designing Your Online Course (DYOC)
Participated in designing an online course by mastering the eight General Standards of the Quality Matters Rubric.

Educational Workshops Attended

- March 14, 2019, *Instructional Practices That Can Lead to Positive Student Learning Outcomes*, College of Business professional development workshop, conducted by Dr. Kathryn Newman and Ms. Tiffany Jackson of the College of Education, Grambling State University, Grambling, LA.

PROFESSIONAL EXPERIENCE

CEO or Other Executive in Position In Companies

- **Division I Interim Athletic Director, 2011-2012**, Alabama Agricultural and Mechanical University, Normal, Alabama

Responsible for overseeing all aspects of the athletic programs sponsored by the institution, including hiring of staff and coaches, ordering equipment for teams, promoting events, matches, games and meets. Allocated funds for team budgets and facilitating operations. Participated in fundraising for teams and provided guidance to students in the sports programs. Supervised sports personnel and resolved administrative issues in addition to scheduling games, practices and events in collaboration with coaching staff(s) throughout the sports seasons ensuring no scheduling conflicts between different teams for use of shared equipment like weight rooms and athletic trainers' attention and facility use. Maintain compliance with current and new policy changes from the institution, the Southwestern Athletic Conference, the State of Alabama and the National Collegiate Athletic Association including but not limited to student-athlete well being, eligibility, recruiting, & fund allocation.

Position in Companies That are Related To Teaching Field

- **Law Clerk, 2009 – 2010**, Matthews & Matthews Law Offices, Baton Rouge, LA.
Responsible for researching case law in preparation for helping Attorneys develop solid arguments; Assisted clients in filling out forms, responding to Attorney requests and navigating the legal system; Communicated with clients and their families when necessary to facilitate a positive working relationship; Review and interpret legal documents, including affidavits and sworn testimony; Reviewed and filed all documentation for easy retrieval at a later date; Created schedules for Attorneys' appointments; and Assisted Attorneys in preparing and writing briefs and opinions; helped Attorneys prepare for depositions.

Faculty Research Seminar (Symposium)

- Faculty Research and Creative Works Symposium, Grambling State University, November, 2018. *How college athletics positively and negatively impacts college academics.*

Research in progress

- Duress & Undue Influence When Signing a Contract:
Does the disparate character of institutions or industry customs create undue influence or duress when signing sporting contest contracts?

Other

- **Presentations and Workshops**
Southern Sports Management Association Conference 2015, Presenter
- **Rebranding an Iconic Image: Grambling State University Football.** Dr. E. Newton Jackson, Jr., University of North Florida; Dr. Annette Jackson, Florida A & M University, Phillippe C. Carter, J.D., Grambling State University, Dr. Melissa Noland-Chester, Florida A & M University



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

SOUTHERN JAGUARS | PO BOX 9942 | BATON ROUGE, LA 70813
GOJAGSPORTS.COM | /SOUTHERNUJAGUARS | @SOUTHERNUSPORTS

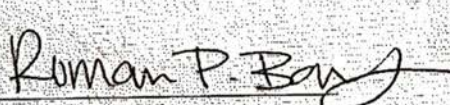
To Whom This May Concern:


Please accept this memorandum as a request and formal justification to amend the salaries of the individuals noted below effective November 1, 2021. Please be advised that this individual is receiving a salary adjustment because of the ongoing commitment as the Operation Manger as well as being assigned additional duties inside of the department.

- Ajeanne Dillon \$68,165

If you have any questions germane to this request, please contact me as soon as possible.
Thanks so much.

Best,


Roman P. Banks
Director of Athletics
Southern University and A&M College
Baton Rouge Campus


Dr. Ray Belton
President Chancellor
Southern University and A&M College
Baton Rouge Campus

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	2	8	9-01
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CAMPUS: SUS _____ SUBR SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

TYPE OF APPOINTMENT:

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

Previous Employee _____ Reason Left _____
Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment July 1, 2020 To June 30, 2021
Effective Date of Employment July 1, 2021

Name Ajeanne Dillion SS# U01632783 Sex F Race* B
(Last 4 digits only)

Position Title: Director of Academics Department: Athletics

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

--	--	--

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 7+ years Southern University Experience 8 years
Degree(s): Type/Discipline (BA-Science): B.S in Criminal Justice Institution/Location: Southern University/Baton Rouge Year: July 2011
M.S in Criminal Justice Southern University/ Baton Rouge May 2013

Current Employer Southern University

Personnel Action

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

Annual Salary \$68,165 Salary Budgeted \$68,165 Hourly Rate, if applicable: _____

Pay Cycle: Biweekly Monthly Faculty

Source of Funds: State Identify Budget: 293132-21801-61002-25000 Location: _____

Change of:

Position:	From <u>Director of Student Athlete Academic Services</u>	To <u>Director of Student Athlete Academic Services</u>
Status:	_____	_____
Salary Adjustment:	<u>\$68,165</u>	<u>\$68,165</u>

List total funds currently paid this employee by Southern University:

Source of Funds (Current)	Amount
293132-21801-61002-25000	\$68,165

*See Reverse Side

Comments: (Use back of form) _____

*See Reverse Side

Graduate School signature (if, applicable): _____

<u>Roman Baus</u> Supervisor	<u>11/11/21</u> Date	<u>Roman Baus</u> Dean/Unit Head	<u>11/9/21</u> Date
<u>Bruce Pugh</u> Vice Chancellor	<u>11/11/21</u> Date	<u>Bruce Pugh</u> Chancellor	<u>11/11/21</u> Date

Director/Person



Date

4/10/2021

President

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 _____ X _____ 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:

Ajeanne Dillion will be receiving a salary increase of \$3,000 which will make her salary \$68,165.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM M-S

EMPLOYEE DIRECT SUPERVISOR: Roman Banks

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5908

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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):

<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 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

SUMMARY OF QUALIFICATIONS

Multi-faceted, efficient, and reliable administrative professional with almost 10 years of experience in education, student-athlete relations, budgeting and various other duties as needed within the realm of collegiate administration. Flexible personality with the ability to work in either a team or individual setting.

EDUCATION

Southern University
M.A. in Criminal Justice

Baton Rouge, LA
May 2013

Southern University
B.A. in Criminal Justice

Baton Rouge, LA
July 2011

RECENT PROFESSIONAL EXPERIENCE

SOUTHERN UNIVERSITY

Baton Rouge, LA

Director of Student Athlete Academic Services

May 2018-Present

- Manage Academic staff, graduate assistants, tutors, and learning specialist
- Manage academics for all sports, more specifically Football, cheer, Women's Basketball and Volleyball.
- Assist Compliance Office with eligibility and APR
- Assist with game-day ticket operations for Football and Basketball season
- Maintain relationships with Chairs and Deans to ensure academic success for student-athletes
- Assist with Student-athlete Development and Athlete community service

Academic Support

November 2014 – May 2018

- Assist with the certification process for all Southern University student-athletes.
- Work along with faculty representatives to evaluate and organize student-athlete progress toward degree documents
- Facilitate the process of placing student athletes with the proper tutors for various degree programs and with placement in the proper classes for accurate degree matriculation.
- Organize and chair the Southern university SAAC Committee

Adjunct Professor of Corrections

August 2014 – Present

- Educate 30-40 young men and women on the basics of Criminal Justice Corrections
- Work with students from a variety of backgrounds in a program designed to prepare them for a 4 year degree program in Criminal Justice.

Assistant to Athletic Director for Budget & Finance

August 2011 – November 2014

- Analyzed a variety of financial information (budgets, travel planning / reimbursements etc.) for the purpose of providing direction and support to our coaches and administrators.
- Collaborated and compiled a variety of documents and information from various on campus and state

A'JENNAE L. DILLON

REFERENCES

LaShonda Stirgus
Chief Financial Officer – Southern University
1 Swan Street
Baton Rouge, La 70816
Lashonda_stirgus@subr.edu
(225)771-3046

Trayvean Scott
Deputy Athletic Director – Southern University
1 Swan Street
Baton Rouge, La 70816
lasandra_pugh@subr.edu
(225) 771- 5930

Anna Jones
State Farm Insurance Agent
4811 Harding Blvd
Baton Rouge, La 70816
anna.jones.b237@statefarm.com
(225) 356-1241

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	6	M	9	7	5	0
-----------------	---	---	---	---	---	---

CAMPUS: SUS ___ SUBR ___ SULAC ___ SUAREC X SUNO ___ SUSLA ___

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

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

Previous Employee _____ Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment 10/01/2021 To 09/30/2022
 Effective Date January 1, 2022

Name Allison Ezidore-Tassin SS# XXX-XX-6620 Sex F Race* AA
(Last 4 digits only)

Position Title: Graphic Artist and Web Content Specialist Department: SU-CEP

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

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

Years Experience 20 Southern University Experience 2

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	MBA-Business Administration	SU-Baton Rouge	2021
	BS-Computer Science	SU-Baton Rouge	2007
	Graphic Communications	Louisiana Technical College-Baton Rouge	2001

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 60,000 Salary Budgeted 60,000

Source of Funds Federal Funds

Identify Budget: 624079 & 622310 Location A.O. Williams Hall
 Form Code: US Page _____ Item # _____

Change of: _____
 Position _____
 Status _____
 Salary Adjustment 54,079 60,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
624079-62250	36000
622310-62050	24000

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

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

W. Shoaib 11/18/21 Supervisor Date
W. Shoaib 11/18/21 Vice Chancellor Date
W. Shoaib 11/18/21 Director/Personnel Date
W. Shoaib 11/18/21 President Date
W. Shoaib 11/18/21 Dean/Unit Head Date
W. Shoaib 11/22/2021 Chancellor Date
W. Shoaib 11/30/2021 Vice President/Finance Date
W. Shoaib 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:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM-5:00 PM

EMPLOYEE DIRECT SUPERVISOR: De'Shoyn York

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	

**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)

COPIES AVAILABLE
 OFFICE OF THE AGRICULTURAL
 RESEARCH AND EXTENSION
 SOUTHERN UNIVERSITY SYSTEM
 11/20/2021



ALLISON EZIDORE-TASSIN

Art • Design • Technology • Advertising • Business Management • Teaching • Music Composition • Event Decor & Planning

Contact Info



aetassin@rtconline.com

allison_ezidore-tassin@suagcenter.com



PROFESSIONAL PROFILE

- Successful 20-year track record in the Graphics Communications and Desktop Publications Industry
- Enjoy instructing Visual Arts classes and teaching students graphic design methods
- Proficient with MACs & PCs; Adobe Products and Microsoft Office Products
- Fast & versatile in deadline-driven environments
- Experienced in branding and packaging
- Builds custom WordPress websites
- Providing strong design, layout, print production, and computer technology skills
- Excellent organizational and computer skills
- Detail oriented, dependable, reliable, and multi-tasking



www.linkedin.com/in/aetassin



www.de-dieu.com

Skills

Advertising
Communication
Creativity
Organization
Customer Satisfaction
Print Production
Computer Technology
Layout & Design
Web Development & Design
Desktop Publications
Freehand Sketches
Photography
Photo Manipulation
Websites
Branding
Writing Editorials
Event Decor & Planning
Business Management
Networking
Teaching
Attention to Detail
Multitasking
Deadline-Driven Environments
Team Leadership
Versatility & Reliability
Fast Turnarounds
Music Composition/Recording/Editing
MACs & PCs
Adobe & Microsoft Products



WORK EXPERIENCE

Southern University Agricultural Research & Extension Center

Currently Employed
Present – 2020

Ashford O. Williams Hall • 181 B.A. Little Dr.
Baton Rouge, LA 70813
(225) 771-3388 | www.suagcenter.com



Graphic Artist and Web Content Specialist

Responsible for producing graphics, publications, branding and website designs for the SNAP-ED Program and Cooperative Extension Programs. Also rebranded and redesigned the SNAP-ED logo, print material and website (www.suagnutrition.com). Redesigned and developed the Enhancing Capacity of Louisiana's Small Farms & Businesses logo and website (www.suagcertify.com).

Bio link: <https://suagcertify.com/administrators/allison-ezidore-tassin-web-developer-graphics/>

Creations de Dieu

Present – Est. 2010

8191 Mill St., Saint. James, LA 70086
www.de-dieu.com

Licensed Business Owner

Créations de Dieu ("Creations for God") provides multi-media graphic design, web and print services to personal clients, businesses, churches, organizations and desiring top-quality advertising products: Event Decor & Planning, Vinyl T-Shirts, Business Cards, Promotional Items, Heat Transfer T-Shirts, Sports Graphics, Personalized Glasses, Photo Manipulation and Catalogs & Brochures. Please visit this website to see samples of my work.



Awards (Work Related)

Louisiana Press Association Awards 2013



- **1st Place – Best Staff Generated Color**
(Destrehan Plantation Ad)
- **1st Place – Best Services Ad, Non-Retail**
(Cornerstone Chemicals Ad)
- **1st Place – Best Classified Section**
(Classified Pages)
- **1st Place – Best Retailer Ad**
(Cornerstone Chemicals Ad)
- **2nd Place – Best Services Ad, Non-Retail**
(Terre Haute Ad)
- **2nd Place – Best Retailer Ad**
(Cajun Village Ad)
- **2nd Place – Staff Generated B/W**
(Roussel's Jewelers Ad)
- **2nd Place – Multiple Advertiser Page**
(Football Fever Double Truck)
- **2nd Place – Best Non-Traditional Use of Ad Space** (Earth Day Coloring Page)

LaPlace Rotary Club



Honored "Employee of the Quarter" in the city of LaPlace by the Rotary Club of LaPlace



WORK EXPERIENCE CONTINUED

St. Charles Printing & Fast Signs

2020 – 2019

13413 US-90 • Boutte, LA 70039

(985) 785-0122

www.stcharlesprinting.com

Graphic Specialist

St. Charles Printing and Fast Signs, located in Boutte La., is a proud to serve you for all your printing and signage needs. We also have two other Fast Signs franchise locations in Gonzales (Burnside) and in Baton Rouge (Essen Lane). We specialize in: Large format printing, Trade Show Exhibits, Banners, Commercial Signs, Vehicle Graphics, Decals, Magnetic Signs, Floor Displays, Lighted Signs, Yard Signs, Business Cards, Brochures, Color Copies, Door Hangers, DVD Covers, Envelopes, Flyers, Sales Sheets, Letterhead, Newsletters, Postcards, Posters, Presentation Folders, Rack Cards, Signs & more.

Bayou Signs Outdoor

2019 – 2014

1305 Ridgefield Rd. • Thibodaux, LA 70301

(985) 446-1183

www.bayousignsoutdoor.com

Billboard Creative Developer

Creative Designer of 500+ billboards and commercial signs for Bayou Signs Outdoor. It is one of the largest billboard companies serving the parishes of southeastern Louisiana. Also the promotional designer for Off the Hook Restaurants located in Thibodaux and Houma, LA. Visit www.de-dieu.com to see portfolio of billboard and sign designs.

L'Observateur Newspaper

2014 – 2011

116 Newspaper Dr. • Laplace, LA 70068

(985) 652-9545

www.lobserveur.com

Newspaper Paginator & Ad Designer

The L'Observateur newspaper is published and distributed throughout the River Parishes area covering St. John the Baptist, St. Charles and St. James Parishes. Designed covers and ads for newspapers, special sections and web. Constructed and designed newspaper page layouts and stories for A-Section and Lifestyles B-Section Coordinator. Also paginated for the L'Observateur's sister papers: The Daily News of Bogalusa, and the St. Tammany Scene.



Community Service

Krewe of Hambonz Music Scholarship Foundation

Raise funds to awards college students music scholarships. Served as the organization's reporter and designer.

Sigma Gamma Rho Sorority Beta Alpha Chapter

The mission of Sigma Gamma Rho Sorority, Inc. is to enhance the quality of life for women and their families in the U.S. and globally through community service, civil, and social action. Our goal is to achieve greater progress in the areas of education, health awareness, and leadership development. Our members, affiliates, staff, and community partners work to create and support initiatives that align with our vision.

Angelic Sacrifices for Christ

Founder of this religious charity. Produce hand-crafted religious items to donate to churches and other religious organizations to help raise funds. These items consist of custom shirts and candles, religious jewelry, and other graphic design services to the church.



WORK EXPERIENCE CONTINUED

The Enterprise Newspaper

2011 – 2010

2677 Highway 20 • Vacherie, LA 70090

(225) 265-2120

www.stjamesparishtoday.com

Assistant Manager

The Enterprise newspaper is published and distributed in West St. James Parish. Managed office and helped in publication distribution and collections. Captured stories, paginated layout of newspaper and design of ads and special sections.

ITT Technical Institute

2010 – 2008

140 James Dr. East • St Rose, LA 70087

(504) 463-0338

Visual Communications Instructor (Adjunct)

Instructed the following classes to students:

- VC100 – Introduction to Design (Adobe Photoshop)
- VC110 – Typography (Adobe InDesign)
- VC130 – Digital Type & Image Manipulation (Adobe Photoshop)
- VC220 – Graphic Design & Production Process (Adobe InDesign /Illustrator)
- VC240 – Visual Design for the Web (Adobe Dreamweaver)
- CD140 – Rapid Visualization (Drawing/Sketching Concepts)
- TB133 – Strategies for the Technical Professional (Microsoft Office Applications)
- TB150 – Computing & Productivity Software (Microsoft Office)
- IT107 – Instructional Design (Adobe Dreamweaver)

Plain Jane, Inc.

2007 – 2001

9170 S Choctaw Dr. • Baton Rouge, LA 70815

(225) 927-7800

Product Designer and Web Designer

Lead Designer for majority of the company's ceramics and slate products: clocks, wall plaques, ceramic plates, pitchers, cups, bowls, butter knives. Responsible for the company's quarterly catalog design, and layout. Designed all company's marketing ads for magazine. Designed and maintained company's official website.



References



Norman Brown

Retired Multimedia Instructor at Capitol Area Technical College, Baton Rouge, LA
(225) 268-0799



Charlotte Lewis

Retired Bindery Expert
LaPlace, LA
(337) 351-8740



Troy Brown

Business Owner & Former State Senator
LaPlace, LA
(337) 351-8740



Regina Burrell

Retired Senior Sales Representative
LaPlace, LA
(504) 228-1387



Gabriella Celestine

Baton Rouge General Hospital Accountant
Thibodaux, LA
(985) 228-4330



Denise Knox

Sales Rep for Bayou Signs Outdoor
Thibodaux, LA
(985) 209-4573



Jane Chapman

Business Owner/Former Employer
Baton Rouge, LA
(225) 413-9637



CONTRACT WORK EXPERIENCE

Network Communications

2006-2002

544 N Foster Dr, Baton Rouge, LA 70806

Contract Web Developer

Designed sites for local businesses in the Baton Rouge area.

Virgin, Saints & Sinners

2010-2007

8431 Airline Hwy, Baton Rouge, Louisiana 70815

Contract Catalog Designer

Designer of semi-annual catalogs for the company, wholesale products such as clocks and wall plaques, and marketing ads when requested.



EDUCATION

Southern University and A&M College

801 Harding Blvd. • Baton Rouge, LA
(225) 771-4500

Masters of Business Administration

• Working on MBA with a concentration in Entrepreneurship

Southern University and A&M College

801 Harding Blvd. • Baton Rouge, LA
(225) 771-4500

Bachelor of Science Computer Science

- Received BS in Computer Science-Business Option (Marketing) in 2007
- Member of Sigma Gamma Rho Sorority, Beta Alpha Chapter
- Participated as a member in Southern University's Concert Choir
- Obtained music education credits specializing in vocal performance and piano.

Louisiana Technical College

(Now known as Capital Area Technical College)
3250 N Acadian Thruway • Baton Rouge, LA
(225) 359-9201

Graphic Communications & Desktop Publishing

• Received Technical Diploma in Graphic Communications & Desktop Publications in 2001



EDUCATION CONTINUED

D'Jay's School of Beauty

10120 Red Oak Dr. • Baton Rouge, LA 70815
(225) 272-6595

Nail Technician

- Received Certificate and State Licensed in 1999

Ascension Catholic High School

311 St Vincent St. • Donaldsonville, LA
(225) 473-9227

- Received Diploma in 1996



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

SOUTHERN JAGUARS | PO BOX 9942 | BATON ROUGE, LA 70813
GOJAGSPORTS.COM | [f](#) /SOUTHERNUJAGUARS | [t](#) @SOUTHERNUSPORTS

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

CAMPUS

Dear Dr. Belton—

We are requesting that the position announcements are waived at this time for the positions below. In addition, please accept this memorandum as a request and formal justification to amend the hiring process due to a necessary emergency hire. This request comes as an emergency as the Department of Athletics personnel would have to be hired as soon as possible in order to satisfy the NCAA mandates.

Therefore, there is heightened urgency to fill this position as soon as possible. Thank you for your consideration.

- Director of Development- Marlin Hollins

If you have any questions germane to this request, please contact me as soon as possible. Thanks so much.

Best,

Roman P. Banks
Director of Athletics
Southern University and A&M College
Baton Rouge Campus

Dr. Ray L. Belton
President-Chancellor
Southern University and A&M College
Baton Rouge Campus

Mr. Roman P. Banks
Director of Athletics
Southern University and A&M College
Baton Rouge Campus

DEFENDERS OF THE GOLD AND BLUE

SOUTHERN UNIVERSITY
THE WILSONS

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS 2021 NOV 30 P 3:15 SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Director of Development AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR Athletics
(Department or Unit)

- | | | | |
|---|--|---------------------------------------|--|
| <input checked="" type="checkbox"/> Replacement | <input type="checkbox"/> New Position | <input 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).

Director of Development, Budget # 218900-21801-61002-29000

Salary/Range: \$35,000-\$50,000 Previous Incumbent (if replacement): Taylor Stewart UO1856230

Approved Disapproved Korem P. Barua 7/29/21
Department Head Date

Approved Disapproved [Signature] 7/29/21
Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>[Signature]</u>	<u>8/12/21</u>
Signatures	Date
Budget Number	<u>218900-21801-29000</u>

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>22840</u>
<u>[Signature]</u>	<u>7/30/21</u>
Verified By:	Date:

Approved Disapproved [Signature] [Date]
Vice Chancellor Date

Approved Disapproved [Signature] [Date]
Chancellor/Vice President Date

Approved Disapproved [Signature] [Date]
President Date

An Equal Opportunity Employer

7/30/21 [Signature]

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	8	8	6	2
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

TYPE OF APPOINTMENT:

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

Previous Employee Taylor Stewart Reason Left Relocation
 Date Left July 30, 2021 Salary Paid \$54,350.00

Profile of Person Recommended

Length of Employment July 1, 2021 To June 30, 2022
 Effective Date of Employment December 13, 2021

Name Marlin Hollins SS# 9209 Sex M Race* B
 (Last 4 digits only)

Position Title: Director of Development Department: Athletics

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 5+ Southern University Experience 0

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.S-Business Management - Human Resources</u>	<u>Southern University A&M College</u>	<u>May 2012</u>
	<u>B.S - Marketing-Sales</u>	<u>Southern University A&M College</u>	<u>May 2012</u>
	<u>Juris Doctor</u>	<u>Southern University Law Center</u>	<u>May 2015</u>

Current Employer Urban League of Louisiana

Personnel Action

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

Annual Salary \$75,000 Salary Budgeted \$75,000 Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly X Monthly _____ Faculty

Source of Funds: State Identify Budget: 218900-21801-61002-29000 Location: _____

Change of: _____ From _____ To _____

Position: _____
 Status: _____
 Salary Adjustment: _____

List total funds currently paid this employee by Southern University: *See Reverse Side	Financial Aid signature (if, applicable):	
	Source of Funds (Current)	Amount
	<u>218900-21801-61002-29000</u>	<u>\$75,000</u>
Comments: (Use back of form)		

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

J. Sturgis Supervisor 11/30/21 Date
Barry Dean/Unit Head 11/30/21 Date

Barry Vice Chancellor 12/8/21 Date
Barry Chancellor 12/8/21 Date

Director/Personnel

Date

Vice President/Finance

Date

Business Affairs/Comptroller

President

Date

Chairman/S.U. Board of Supervisors

Date

12/8/2021

Alondra McClure
12/8/21

[Signature]

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:

Marlin Hollins will be hired as the Director of Marketing with a salary of \$75,000. Effective December 13,2021.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM M-S

EMPLOYEE DIRECT SUPERVISOR: Roman Banks

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5908

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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):

<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 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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	6	M	9	7	5	1
-----------------	---	---	---	---	---	---

CAMPUS: SUS ___ SUBR ___ SULAC ___ SUAREC X SUNO ___ SUSLA ___

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

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

Previous Employee _____ Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment 10/01/2021 To 09/30/2022
 Effective Date January 1, 2022

Name Tamika M. Porter SS# XXX-XX-2821 Sex F Race* AA
(Last 4 digits only)

Position Title: Program Manager Department: SU-CEP

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 23 Southern University Experience 17

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>MA-Ag. Econ/Business Mgmt.</u>	<u>SU-Baton Rouge</u>	<u>2022</u>
	<u>BA-Accounting</u>	<u>University of Phoenix</u>	<u>2005</u>
	<u>Associate Degree-Accounting</u>	<u>LA Technical College</u>	<u>1998</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 65000 Salary Budgeted 65000

Source of Funds Federal Funds

Identify Budget: 624079 & 622310 Location A.O. Williams Hall
 Form Code: US Page _____ Item # _____

Change of: _____ From _____ To _____

Position _____
 Status _____
 Salary Adjustment 61,467 _____ 65,000

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
624079-62250-63000	39000
622310-62050-63000	26000

*See Reverse Side

Graduate School signature (if, applicable):

<u>W. Shora Jr</u> Supervisor	<u>11/18/21</u> Date	<u>W. Shora Jr</u> Dean/Unit Head	<u>11/18/21</u> Date
<u>W. Shora Jr</u> Vice Chancellor	<u>11/18/21</u> Date	<u>W. Shora Jr</u> Chancellor	<u>11/22/2021</u> Date
<u>W. Shora Jr</u> Director/Personnel	<u>11/30/2021</u> Date	<u>B. Ambler-Dillard</u> Vice President/Finance	<u>11/30/2021</u> Date
<u>W. Shora Jr</u> President	_____ Date	_____ Chairman/S.U. Board of Supervisors	_____ Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM-5:00 PM
EMPLOYEE DIRECT SUPERVISOR: De'Shoin York
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>	<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)
- 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)

FUNDS AVAILABLE
OFFICE OF THE AGRICULTURAL
RESEARCH AND EXTENSION
SOUTHERN UNIVERSITY SYSTEM
SP 11/30/2024
FINANCE & ADMINISTRATION SECTION

TAMIKA PORTER

Baton Rouge, Louisiana • tporter@gmail.com • (225) 239-XXXX

QUALIFICATIONS PROFILE

- ✦ **Program Management:** Experienced in policy and program development, contract, and organizational management, monitoring and evaluation. Plans and implements projects in line with project requirements and budget constraints.
- ✦ **Accounting:** Proficiency in financial forecasting and reporting, budget management and control, auditing, research and internal control processes.
- ✦ **Human Resources Administration:** Experience in Human Resource practices including full cycle recruitment, benefits and compensation, compliance, policy and procedure development. Promote and build organizational agility.
- ✦ **Leadership:** Influential leader with the ability to train and engage individuals and groups on strategic initiatives and goals, to increase awareness and achieve ambitious results. Actively foster team synergy, vision, and stimulate innovation. Coach/mentor, develop, and support team members.
- ✦ **Communications:** Exceptional verbal, written and interpersonal communication talents to concisely convey information using audience-specific terminology. Communicates effectively with all levels of personnel.
- ✦ **Key Strengths:** Process-oriented strategist. Technically competent and detailed-oriented with exceptional analytical, organizational, and problem-solving skills. Proven ability to coordinate multiple and complex projects. Ability to efficiently organize and manage resources. Interpersonal skills to interact with a wide range of constituencies. Flourishes in challenging, demanding environments.

EDUCATION

EXECUTIVE MASTERS OF PUBLIC ADMINISTRATION

SOUTHERN UNIVERSITY AND A&M COLLEGE
BATON ROUGE, LOUISIANA
(DEC 2022)

BACHELOR OF SCIENCE IN ACCOUNTING

UNIVERSITY OF PHOENIX
PHOENIX, ARIZONA
(2005)

ASSOCIATE DEGREES: ACCOUNTING & OFFICE SYSTEMS MANAGEMENT

LOUISIANA TECHNICAL COLLEGE
BATON ROUGE, LOUISIANA
(1998)

PROFESSIONAL EXPERIENCE

SOUTHERN UNIVERSITY AG CENTER- Baton Rouge, Louisiana

Program Manager

November 2016-Present

- Assist the Vice Chancellor for Extension & Outreach by supplying support to the Extension State & Field staff inclusive of special projects, grant-funded staff, and cooperatives
- Collaborates with the Project Directors, PI's, Extension Specialists to develop contracts, budgets. Analyzes financial data (revenue, expenditures, payroll) to ensure operations are kept within the budget. Reviews budget requests, first line screening and review of all budgets, grants, etc. prior to approval of Vice Chancellor
- Reviews expenditures, payables and fiscal transactions for proper recording and compliance with funders, following applicable federal and state standards.
- Acts as the liaison between funding agencies, Fiscal, Payroll, Procurement, and Human Resources Departments for all Cooperative Extension program-related matters.
- Serves as the point of contact for staff about travel, procurement, reimbursements, and other related matters.
- Management of Nutrition Programs operations, budget, and fiscal transactions, audits & program compliance

✦ Key Achievements

- Implementation of New-Hire Orientation Program

TAMIKA PORTER

Baton Rouge, Louisiana • tporter@gmail.com • (225) 239-XXXX

- Fostering innovation to broaden and enhance kid-focused SNAP-Ed Program initiatives

Project Manager- SUAg Enhancing Capacity Certification Programs

May 2018-August 2021

- Provides project management and leadership oversight of four programs in the Cooperative Extension Department, including the Food & Farm Food Safety, Master Small Ruminant, Small Business Development, and Sustainable Urban Agriculture training and certification programs.
- Develops full-scale project plans. Directs, coordinates, and executes of all program goals and deliverables. Leads project implementation and facilitates the project scope, goals, and deliverables of all projects.
- Ensures project quality by monitoring progress, conducting team-building exercises, SWOT analyses, and establishing performance measures.
- Manages the project budget, conducts need assessments, and resource allocation. Approves financial acquisitions and purchases. Collaborates with the Finance, HR, and Comptroller departments for all matters pertaining to the project's budget, transactions, vendor payments and billing invoices.
- Provides direction and support to the project team which consists of Project Assistant, Project Coordinator, I.T. Assistant, and 14 program trainers including college professors, extension specialists, and community experts.
- Delegates tasks to employees best positioned to perform and complete them. Leads the team through project changes by effectively communicating and facilitating training, as necessary.
- Manages project changes and interventions to achieve successful outputs.
- Develops, monitors, and maintains program schedules and activity to ensure project goals remain on track.
- Prepares and presents reports defining progress, problems, and solutions.
- Serves as the point of contact for stakeholders, project funders, and executive management of the SUAg Center for all matters relating to project-reporting to the Vice Chancellor.

Key Achievements:

- Established new and advanced existing program operations, which was in existence for over two years prior, by establishing community outreach activities that increased engagement and program participation by more than 50%.
- Mobilized staff productivity by 90%, through inclusion and collaboration of cross-programming initiatives, defining duties, identifying areas of improvement and strategic planning.
- Provided oversight of the budget and resources to improve operational efficiencies, which enhanced the technical skills training.
- Successfully developed instructor led mobile programming to Virtual-Online Educational Training programs amidst pandemic

SOUTHERN UNIVERSITY SYSTEM- Baton Rouge, Louisiana

Accountant II/Human Resources

November 2011- October 2016

Accountant I- SUBR Human Resources

November 2007- October 2011

- Assisted the Vice President with policy and procedural manuals. Reviewed and assessed these documents for efficiency of internal/external policies and processes and recommend proper changes.
- As a Member of the Human Resources Management Team, collaborated across campuses to conduct training, establish department procedures, and coordinate and implement innovative ideas.
- Maintained, compiled, and collated all fiscal and budgetary data relevant to health and supplemental insurance accounts. Team-lead and training for staff in benefits & compensation unit with recommendation to hire and end employment. Provide oversight of special projects.
- Management and reconciliation of health and supplemental insurance implementation and account administration
- Performed in-house audits and reconciliation of financial records. Collaborated with Comptroller for rectification and year-end closing of account ledgers. Managed the administration of all benefit plan enrollments, reviewed, and provided guidance for all inquiries, and ensured the timely and accurate processing of data.

TAMIKA PORTER

Baton Rouge, Louisiana • tporter@gmail.com • (225) 239-XXXX

- Evaluated and recommend updates to Plan Documents and Summary Plan Descriptions, benefit summaries, new hire orientation, open enrollment materials, and marketing material.

✦ **Key Achievements:**

- Development and implementation of Human Resources benefits, policies, and employee manual.
- HR liaison on Business & Industry Cluster Board, developed Unclassified Employee Evaluation & Performance Module
- Coordination of Annual Health and Benefits Fair. Building corporate sponsorship. Program remarked phenomenally successful by employees and Executive Administrators.

Grant Accountant- SUBR Sponsored Programs

February 2007- October 2007

- Prepared all applicable fiscal reports for sponsored programs and ensured their prompt submissions.
- Prepared invoices and collected funds for the support of restricted fund expenditures. Prepare monthly budget-versus-actual status reports for use by program officers and Grants Compliance Manager. Approve/disapprove invoices and expenses related to various programs managed.
- Reconciled monthly general ledger account. Setup budgets in FRS system and monitor budget activity for grants
- Consulted with all stakeholders, including program managers, vendors, and federal administrators about sponsored programs and other restricted accounts relative to fiscal grant administration. Interpreted federal grant requirements and funding agency guidelines.
- Performing grant close-out procedures, fiscal year-end financial activities and assisting with the year-end Annual Reports

✦ **Key Achievements:**

- Recognized for rapid turnaround of large volume of grants invoiced and receivables, which contributed to an accelerated month-end closing process.

Accountant I- SUBR Human Resources

January 2005- January 2007

- Responsible for reconciliation of health and supplemental insurance accounts. Determine monthly accounts payable and university liability amounts
- Training other staff about billing, eligibility, and administrative matters
- Establish and overseeing bookkeeping, disbursement of funds
- Posting details, logs check receipts
- Decide reimbursement and collections, types, and files departmental invoices

✦ **Key Achievements:**

- Completed audit and collection of 60% of account receivables
- Resolved long-standing issues of outstanding errors
- Implemented processes that increased efficiencies
- Discovered errors of financial data that reduced University liabilities of 300k

Other Employment

Executive Services Assistant (2002-2005)
Louisiana Workforce Development Programs
LA Workforce Commission

Legal Secretary II (2001-2002)
Assistant Attorney General's Office
LA Workforce Commission

Accounting Clerk (1999-2001)
Second Injury Fund Accounting
LA Workforce Commission



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J.S. CLARK ADMINISTRATION BUILDING
4TH FLOOR
BATON ROUGE, LOUISIANA 70813

OFFICE OF THE
PRESIDENT - CHANCELLOR
(225) 771-4680

FAX NUMBER
(225) 771-5522

November 22, 2021

VIA HAND DELIVERY

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

Re: Position Authorization and Search Waiver - Associate General Counsel

Dear Dr. Belton:

Previously, you approved in separating the Associate General Counsel position into two and waiving the search for both. We've hired Ms. Ashley Butler as the Associate General counsel over Civil Rights, Employment Law, and Policies and Procedures. I have identified an exceptional candidate to fill the position of AGC over Procurement, Contracts, Leases, and Public Records. This letter is submitted to request authorization to appoint Jeremiah J. Sams to the position of AGC over Procurement, Contracts, Leases, and Public Records.

Mr. Sams has been a practicing attorney for over seven years. His experience includes the preparation, review and negotiation of contracts and other legal documents for the Department of Public Safety and Corrections, investigate equal employment opportunity claims, respond to agency public records request, and supervise compliance programs. Mr. Sams's substantive knowledge of state and federal laws as it relates to contracts, public records, and compliance will be an added benefit to the System. Mr. Sams would be AGC over Procurement, Contracts, Leases, and Public Records.

Approving this position now will allow Mr. Sams time to acclimate himself to the office prior to the beginning of the spring semester.

Considering the foregoing, I request that you appoint Jeremiah Sams as Associate General Counsel at a salary of \$80,000. As such, I am also requesting this matter be place on the Board of Supervisors' agenda for approval at its December 2021 meeting. All applicable application materials are attached to this request. I would appreciate your consideration and approval.

Sincerely,

A handwritten signature in blue ink, appearing to read "C. Blache".

Corinne M. Blache
General Counsel

APPROVED: _____

A handwritten signature in blue ink, appearing to read "R. Belton".
Dr. Ray L. Belton, President/Chancellor

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

WWW.SUS.EDU

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	1	M	0	9	2	5
-----------------	---	---	---	---	---	---

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 Jeremy R. Gathe Reason Left Resigned
 Date Left 07/05/2021 Salary Paid \$95,000

Profile of Person Recommended

Length of Employment _____ To _____
 Effective Date 12/20/2021

Name Jeremiah J. Sams SS# _____ Sex M Race* B
 (Last 4 digits only)

Position Title: AGC - Procurement, Contracts, Leases, and Public Records Department: SUS - Office of the President/Chancellor

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

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

Years Experience 7 Southern University Experience 0

Degree(s): Type/Discipline (BA-Education): BA - History & Political Science Institution/Location (SU-Baton Rouge): Louisiana State University Year: 2010
JD - Law Southern University Law Center 2014

Current Employer State of Louisiana- Department of Public Safety and Corrections

Personnel Action

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

Recommended Salary \$80,000 Salary Budgeted \$80,000

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

Comments: (Use back of form)

Source of Funds	Amount
111005-11157-61002-10000	80,000

*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 12/1/21
 Supervisor Date

[Signature] 12/1/21
 Dean/Unit Head Date

[Signature] 12/6/21
 Vice Chancellor Date

[Signature] 12/1/21
 Director/Personnel Date

[Signature]
 Chancellor Date

[Signature]
 Vice President/Finance
 Business Affairs/Comptroller

[Signature]
 President Date

[Signature]
 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 REGULAR WORK SCHEDULE:	<u>8:00 am – 5:00 pm Monday thru Friday</u>
EMPLOYEE DIRECT SUPERVISOR:	<u>Corinne M. Blache, General Counsel</u>
SUPERVISOR/DEPARTMENT CONTACT NUMBER	<u>225-771-4093</u>
NUMBER OF EMPLOYEES SUPERVISED, (if any)	<u>0</u>

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

CODE	EXPIRES
SOUTHERN UNIVERSITY SYSTEM	
BUDGET OFFICE	
US	111005-11157-10000
RA	DEC 08 2021
H1	
J1	<i>Upd/mes</i>
F1	
F0	FUNDS AVAILABLE

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

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE AGC- Procurement, Contracts, Leases, and Public Records AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Office of General Counsel
 (Department or Unit)

- | | | | |
|--|--|---------------------------------------|--|
| <input type="checkbox"/> Replacement | <input checked="" type="checkbox"/> New Position | <input 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).

See attached job description and responsibilities.

Salary/Range: \$75,000 – 85,000 Previous Incumbent (if replacement): Jeremy R. Gathe

Approved Disapproved C. Blache 12/1/21
 Department Head Date

Approved Disapproved _____
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>1M8925</u>	
<u>Ydames</u>	<u>12.6.21</u>
Signature	Date
Budget Number	<u>N1005-11157-16000</u>

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input checked="" type="checkbox"/> Yes			<input type="checkbox"/> No
Employee Class:	<u>MU</u>	Job Class:	<u>11880</u>
<u>Mikhael Williams</u>			<u>12/6/21</u>
Verified By:			Date:

Approved Disapproved _____
 Vice Chancellor Date

Approved Disapproved _____
 Chancellor/Vice President Date

Approved Disapproved _____
 President Date

An Equal Opportunity Employer

Associate General Counsel

To support Southern University and A&M College System's leadership in fulfilling its mission and commitments to the highest standards of ethics and integrity and to the principles of equal access and equal opportunity. To that end, the candidate will work cooperatively with campuses within the system to:

1. Promote and enhance a climate that ensures equal access and equal opportunity for all members of the University community and participants in its activities and service.
2. Promote and enhance a culture of ethical behavior and compliance with applicable policies, laws and regulations.
3. Reduce liabilities and losses associated with failures to comply with applicable laws and regulations.

Reporting to the General Counsel, the position is responsible for overseeing and coordinating system-wide compliance activities, including the evaluation and monitoring of the university's operational and strategic risks, as well as seeking to ensure that the university and its employees are complying with federal regulatory requirements, as well as internal policies and procedures.

Minimum Qualifications:

1. Juris Doctorate degree
2. 2+ years of relevant experience as inside or outside counsel, ideally supporting universities or boards/commissions.
3. Experience in structuring, drafting, and negotiating a wide variety of commercial contracts.
4. Demonstrated ability to prioritize and handle multiple tasks, and deliver results in a fast-paced, deadline-driven environment.
5. Experience working on compliance and regulatory requirements in a higher education and government environments will be considered highly valuable.
6. Investigatory experience, excellent verbal and written communication skills required, as are strong presentation, interpersonal skills, and an ability to work collaboratively with various campus representatives.
7. Member in good standing of the Louisiana Bar Association.
8. Energetic, self-starting problem-solver who can work collaboratively and autonomously.

Compensation:

\$75,000 - \$85,000 - Based on a review of similarly situated universities, both in size and scale of operations.

Job Duties and Responsibilities:

1. Review contracts, leases and procurement and public records request to ensure compliance with local, state, and federal rules.
2. Draft terms and conditions in agreements.
3. Research legal issues impacting the organization by identifying applicable statutes, judicial decisions, and codes.
4. Perform pre-litigation work to minimize risks and maximize legal rights.
5. Develop solutions to legal questions.
6. Provide training to university and its affiliates on substantive legal topics.
7. Anticipates, listens to, understands and responds to the needs of members of the University community.
8. Deliver quality work product and services in a way that reflects positively upon the system.
9. Keep abreast of higher education laws and regulations, including Title IX, FERPA, Clery Act, and ADA.
10. Monitor and implement as necessary policies and procedures in compliance with state and federal regulatory oversight.
11. Monitor risk assessments and as appropriate, develop solutions to ensure compliance and minimize risk.
12. Foster a university culture that does not tolerate illegal or unethical behavior and prompts faculty and staff to consider the potentially adverse consequences of unethical conduct.
13. Build collaborative relationships with personnel across the university system and foster a collegially through excellent written and verbal communication skill.
14. Meet system needs by demonstrating an ability to multi-task, organize, and plan in accordance to the task assigned.
15. Meet system needs by demonstrated fiscal responsibility.
16. Reduce the risks of non-compliance, while increasing the likelihood of early detection and correction.
17. Provide a source of best practices and assistance for the entire university community.
18. Assumes additional responsibilities and performs special projects as needed or requested.

JEREMIAH J. SAMS, ESQ.

EDUCATION

Southern University Law Center, Baton Rouge, LA *Doctorate of Jurisprudence, July 2014*

GPA: 3.424, *Cum Laude*

- Dean's List, *Fall 2012, Spring 2013, Fall 2013, and Spring 2014*
- Orientation, Community Service, Fall Fest, and Law Week Committees, *August 2012 to May 2013*
- Participant, Bankruptcy Clinic, *Fall 2013*, Domestic Violence/ Divorce Clinic, *Spring 2014*, Elder Law Clinic, *Summer 2014*

Louisiana State University, Baton Rouge, LA *Bachelor of Arts, History and Political Science, May 2010*

- LSU in London, a study abroad program; *Participant, Summer of 2007*
- Louisiana State University Judicial Board; *Justice, August 2006 through May 2007*

BAR ADMISSIONS

- All Louisiana State District Courts, State Appellate Courts, and State Supreme Court
- U.S. District Court, Middle District of Louisiana
- U.S. District Court, Western District of Louisiana
- U.S. Court of Appeals for the Fifth Circuit

CERTIFICATIONS

- Notary Public

HONORS AND AWARDS

- CALI Award for Excellence recipient in Legal Writing, Fall 2011
- CALI Award for Excellence recipient in Legal Research, Fall 2011
- Louisiana State University Academic Excellence Award, Fall 2006

EXPERIENCE

**Louisiana Department of Public Safety and Corrections,
Public Safety Services, Office of Legal Affairs**, Baton Rouge, LA

Attorney 4, June 2021 to Present

Attorney 3, April 2020 to June 2021

Attorney 2, April 2019 to April 2020

- Respond to agency public records requests and subpoenas duces tecum
- Represent Louisiana State Police and its personnel at court hearings
- Research legal issues in relation to law enforcement
- Draft and file pleadings on behalf of the Sex Offender and Child Predator Registry
- Draft and file expungement responses on behalf of Louisiana State Police
- Participate as advisory counsel on interviewing boards
- Advise agency on proposed legislation
- Investigate equal employment opportunity claims
- Supervise the compliance programs section
- Advise on human resource and personnel matters
- Develop and revise policies and procedures
- Participate as advisory counsel in disciplinary matters

Louisiana Department of Justice, Lafayette, LA

Assistant Attorney General, July 2016 to April 2019

- Defended the interests of the State of Louisiana and its employees or agents in civil tort litigation involving civil rights, general liability, road hazards, and medical malpractice
- Gathered evidence to formulate defense, by such means as utilizing investigators and interviewing clients and witnesses to ascertain the facts of a case
- Developed trial and case defense strategies, by such means as legal research and expert witnesses

- Prepared liability exposure evaluations
- Drafted responsive pleadings, discovery, and briefs
- Motion practice including drafting, preparation, and argument
- Drafted and argued for discovery protective orders regarding sensitive and non-public governmental records
- Deposed parties and lay and expert witnesses
- Trial preparation
- Defended medical professionals and organizations throughout medical review panels including drafting panel submissions
- Negotiated settlements

Ninth Judicial District Court, Alexandria, LA

Judicial Law Clerk to Judge George C. Metoyer Jr., July 2014 to July 2016

- Researched and drafted judicial opinions, written reasons, and jury instructions
- Prepared daily orders, legal memoranda, and statements of issues involved in domestic and civil cases, including appropriate suggestions and recommendations
- Managed the daily docket, including scheduling of conferences, motions, hearings, and trials
- Assisted the Judge in courtroom proceedings including pretrial conferences, status conferences, motion sessions, hearings, trials, and jury selections
- Served as liaison between chambers, counsel, pro se litigants, and the public
- Kept abreast of changes in the law and inform Judge when cases are affected by such changes
- Stood before the Court to assist in confirmation of defaults for divorce proceedings
- Volunteered at the Rapides Parish Self-Help Desk by assisting indigent litigants with domestic matters

TH Montano Development Consultants, Baton Rouge, LA

Senior Director of Operations, September 2013 to July 2016

Senior Development Intern, January 2011 through June 2012

Junior Development Intern, March 2010 through December 2010

- Assisted with project management, planning committees, and client development
- Developed policy and procedures to assist the staff with client development
- Completed applications for the formation of small businesses and nonprofit organizations
- Researched laws governing the formation of small businesses and nonprofit organizations
- Supervised junior development interns in client development and coordinated staff meetings

Cassie Felder & Associates, L.L.C., Baton Rouge, LA

Law Clerk, March 2012 to April 2015

- Instituted, prepared for, and conducted biweekly client case review meetings for all active client files
- Conducted legal research via Westlaw and LexisNexis
- Drafted case correspondence, petitions, answers, motions, discovery requests and responses, demand letters, articles of organization, operating agreements, affidavits, and transfer agreements
- Assisted with office calendar management by calendaring time delays, hearings, and deadlines
- Reviewed abstracts and drafted title opinions
- Trained new hires in title closing and law firm processes
- Filed pleadings with the clerk of court and recorded cash sales and mortgages with the clerk of court

ASSOCIATIONS AND ORGANIZATIONS

A.P. Tureaud, Sr. Black Alumni Chapter of the LSU Alumni Association, Baton Rouge, LA

Secretary, January 2018 to Present

Chair of Membership and Ambassador Committee, January 2020 to Present

Chair of Constitution and Bylaws Committee, January 2018 to December 2019

Focus Clubhouse, Inc., Lafayette, LA

Director, April 2019 to June 2021

Treasurer, April 2019 to September 2020

SMILE Community Action Agency, Lafayette, LA
Member of Board of Directors, October 2018 to December 2019
Parliamentarian, January 2019 to December 2019

Lafayette Parish Community Advisory Council, Lafayette, LA
Parliamentarian, January 2018 to December 2019

Lafayette Bar Association, Lafayette, LA
Community Service & Outreach Committee Chair of the Young Lawyers Section, August 2018 to July 2019
Community Service & Outreach Committee Member of the Young Lawyers Section, August 2017 to July 2018

COMMUNITY INVOLVEMENT

- Region II Mock Trial Competition, *Judge*- February 2018
- University of Louisiana-Lafayette Moot Court Competition, *Judge*- February 2017
- Ninth Judicial District Court Self-Help Center, *Volunteer*- July 2014 to July 2016

PROFESSIONAL MEMBERSHIPS

- Louisiana Bar Association, American Bar Association, Baton Rouge Bar Association, LSU Alumni Association, Club Blue, and National Society of Leadership and Success

PRESENTATIONS

- Sams, J. & Torres, J. (2018, December). *Suits Against the State*. CLE presented at the Lafayette Bar Association's CLE by the Hour.



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

November 30, 2021

Dr. Ray Belton
President/Chancellor
Southern University System and Baton Rouge Campus
J. S. Clark Administration Building
4th Floor
Baton Rouge, LA 70813

RE: Salary adjustment for additional duties related to the SULC Minority Business Development Center for SULC Professor Charles Rice as Program Manager/Consultant

Dear Dr. Belton:

The attached was approved by the Board in their November 26, 2021, Board of Supervisors' meeting. However, the salary was incorrect. The salary shown was \$72,700, the salary should have been \$119,700.00. Professor Rice current salary was \$74,700 with an increase of \$45,000 due to a grant, and this increased his total salary to \$119,700. The salary adjustment is retroactive to September 1, 2021.

Should you have any questions, please let me know.

Sincerely,

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor



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 25, 2021

Dr. Ray Belton
President/Chancellor
Southern University System & Baton Rouge Campus
J. S. Clark Administration Building
4th Floor
Baton Rouge, LA 70813

RE: Salary adjustment for additional duties related to the SULC Minority Business Development Center for SULC Professor Charles Rice as Program Manager/Consultant

Dear Dr. Belton:

SULC Professor Charletta Fortson has secured a historic grant in the amount of \$1,875,000 over a five-year period from the Minority Business Development Agency (MBDA), a bureau of the U. S. Department of Commerce. This grant will be used to create a minority Business Development Center (MBDC) at the Southern University Law Center. Under the provisions of the grant and the budget approved by the MBDA, Professor Charles Rice has been approved by the federal agency to be the Program Manager and Consultant with compensation of \$45,000 per year as additional compensation for him to assume additional duties as the Program Manager and Consultant.

The grant period is from July 1, 2021, through June 30, 2026. The purpose of the MBDC is to provide technical assistance and business development services to minority business enterprises (MBEs) with gross revenue of \$500,000 or more. The MBDC is housed in the Innovation Center on the Baton Rouge Landmass and is the only MBDC in the State of Louisiana, and the only MBDC on an HBCU campus. The MBDC will provide an array of services to MBEs which include entrepreneurship training, business development, capacity building, legal consultations, and access to global markets.

I hereby request that the salary adjustment approved by the MBDA be authorized for Professor Charles Rice by the Southern University Board of Supervisors at its November 26, 2021, board meeting. The salary adjustment would be retroactive to September 1, 2021, and would end on June 30, 2026, or earlier if the grant is terminated.

If you have any questions, please feel free to contact me.

Sincerely,

John K. Pierre
Chancellor and Vanue B. Lacour Endowed Law Professor

JOB CLASS 3				
JOB CODE	F			
CAL ID	M			

/SOUTHERN UNIVERSITY SYSTEM/

Personnel Action Form

POSITION NUMBER	3	F	9	9	4	6
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CAMPUS: SUS ___ SUBR ___ SULAC X SUAREC ___ SUNO ___ SUSLA ___

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

<input checked="" type="checkbox"/> 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 09/01/2021 To 06/30/2026
 Effective Date 09/01/2021

Name Charles Rice Jr. SS# [REDACTED] Sex M Race* B
 (Last 4 digits only)

Position Title: Visiting Professor Department: Law Center - Instruction

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 30 Southern University Experience -0-

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.S.</u>	<u>Howard University, Washington, D.C.</u>	<u>1986</u>
	<u>M.B.A.</u>	<u>Tulane University, New Orleans, LA</u>	<u>2012</u>
	<u>J.D.</u>	<u>Loyola University, New Orleans, LA</u>	<u>1995</u>

Current Employer Southern University Law Center

Personnel Action

Check One ___ New Appointment ___ Continuation ___ Sabbatical ___ Leave of Absence
 ___ Transfer ___ Replacement ___ Other (Specify) ___ Salary adjustment/Minority Grant

Recommended Salary \$119,700.00 Salary Budgeted \$ 119,700.00

Source of Funds Grant # (1)320919-32030-61003-34100 and Grant #(2) 327575-31120-61003-34100

Identify Budget: Grant Location _____
 Form Code: BOR10 Page 1 Item # 1

Change of: _____
 Position From Visiting Professor To Visiting Professor
 Status _____ Program Manager/Consultant
 Salary Adjustment \$74,700.00 \$74,700.00 plus \$45,000.00= \$119,700.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
320919-32030-61003-34100	\$74,700.00
327575-31120-61003-34100	\$45,000.00
Total	\$119,700.00

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Salary adjustment for additional duties related to the SULC Minority Business Development Center for SULC Professor Charles Rice as Program Manager/Consultant.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) 220

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
CODE _____ EXPIRES _____
ENCUMBERED / FUNDS AVAILABLE
DOCS.D. # _____
DATE RA _____
DATE HI _____
BY JI _____
F1 _____
F0 _____

11/30/21
J. Pierre

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)



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

November 30, 2021

Dr. Ray Belton
President/Chancellor
Southern University System and Baton Rouge Campus
J. S. Clark Administration Building
4th Floor
Baton Rouge, LA 70813

RE: Salary Adjustment for Dr. Samantha Thompson for Additional Duties

Dear Dr. Belton:

The attached letter along with the PAF was approved by the Board in their November 26, 2021, Board of Supervisors' meeting. However, when placed on the agenda there were two incorrect items, (1) the salary shown was \$74,700, but should have been \$72,000, and (2) Dr. Thompson's title should be Analyst for Institutional Effectiveness. Therefore, to make these corrections, it was necessary to resubmit to the board for approval. The effective date will remain as December 1, 2021.

Should you have any questions, please let me know.

Sincerely,

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL
POST OFFICE BOX 9294
BATON ROUGE, LOUISIANA 70813-9294

November 9, 2021

OFFICE OF THE CHANCELLOR
(225) 771-2552
FAX (225) 771-2474

Dr. Ray Belton
President/Chancellor
Southern University System and Baton Rouge Campus
J. S. Clark Administration Building
4th Floor
Baton Rouge, LA 70813

RE: Salary Adjustment for Dr. Samantha Thompson for Additional Duties

Dear Dr. Belton:

Currently, Dr. Samantha Thompson serves as an Analyst for Institutional Effectiveness. The accreditation processes with SACSCOC and the ABA have become more complex, and Dr. Thompson has assumed extra duties that entail monitoring, coordinating, and communicating objectives related to the Law Center's faculty governance, compiling necessary reports, and collecting and analyzing data for continuous improvements.

As part of her additional duties within the Law Center Office of Institutional Accountability and Accreditation, Dr. Thompson will assist in training Law Center administrators and acclimating Law Center employees to new Annual Unit Planning (AUP) procedures, which will play an integral role in the Law Center's updated institutional effectiveness process. The institutional effectiveness cycle is a critical component utilized to ensure that the Law Center is in compliance with all regulatory and accrediting bodies including the Louisiana Board of Regents, SACSCOC and the ABA.

Dr. Thompson's current salary is \$59,700, and I would like to adjust her annual salary to \$72,000, an increase of \$12,300. I hereby ask that this request be presented to the Southern University System Board of Supervisors for consideration at its November 26, 2021, board meeting. The requested effective date for this adjustment is December 1, 2021.

If you have any questions, please feel free to contact me. Thanking you in advance.

Sincerely,

John K. Pierre
Chancellor and Vanue B. Lacour Endowed Law Professor

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	8	9	4
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

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

Previous Employee N/A Reason Left N/A
 Date Left N/A Salary Paid _____

Profile of Person Recommended

Length of Employment 12/01/2021 To 06/30/2022
 Effective Date 12/01/2021

Name Samantha Thompson Sex F Race* B
 (Last 4 digits only) _____

Position Title: Analyst for Institutional Effectiveness Department: Law Center-Institutional Support

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 14 Southern University Experience 2
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
PH.D Southern University and A&M College 2018
M.S. Southern University and A&M College 2014
B.S. Southern University and A&M College 2007

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$72,000.00 Salary Budgeted \$72,000.00

Source of Funds General Appropriation/Grant

Identify Budget: State Location 311001-31120-61002-36000
 Form Code: BOR10 Page 1 Item # 1

Change of: From To
 Position _____
 Status _____
 Salary Adjustment \$59,700.00 \$72,000.00

Financial Aid signature (if, applicable): _____

List total funds currently paid this employee by Southern University:

*See Reverse Side

Source of Funds	Amount
311001-31120-61002-36000	\$72,000.00
Total	\$72,000.00

Comments: (Use back of form)

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Salary Adjustment for additional duties, effective date, December 01, 2021.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: V/C Regina James

NUMBER OF EMPLOYEES SUPERVISED, (if any) 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):

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
CODE _____ EXPIRES _____
ENCUMBERED / FUNDS AVAILABLE
DOC US # _____
DATE RA 11/30/21
HI _____
BY J1 DM George
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)