

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

July 06, 2020

9:00 a.m.

**Southern University System Board of Supervisors
Committee of the Whole – Virtual Meeting
Monday, July 6, 2020
9 a.m.**

AGENDA

1. Call to Order
2. Invocation
3. Swearing in of New Board Member(s)
4. Roll Call
5. Adoption of the Agenda
6. Public Comments
7. Action Items

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

Name	Position/Campus	Salary	Funding Source
1. Deleso Alford	OCIS Director (Additional Duties) SULC	\$135,000.00	State
2. Manicia Finch	Director of Enrollment Student Services (New Appointment) SUBR	\$67,000.00	State
3. Heather Freeman	Executive Director of Admissions and Recruitment (New Appointment) SUBR	\$75,000.00	State
4. Angela Gaines	OCIS Facilities Coordination (Additional Duties) SULC	\$96,000.00	State
5. Ruby Sheree Miller	Assistant Professor SU School of Nursing (New Appointment) SUBR	\$70,000.00	State
6. Jennifer Page	Instructional Designer (New Appointment) SUBR	\$75,000.00	State
7. Jacqueline Gibson Preastly	VC of Enrollment Management and Student Success (New Appointment) SUBR	\$130,000.00	State
8. Andrienne Shields	OCIS Library Resource Coordination (Additional Duties) SULC	\$90,000.00	State
9. Gregory Speyrer	OCIS Technology Coordination (Additional Duties) SULC	\$87,000.00	State
10. Dr. Cheryl Taylor	Associate Professor of Nursing (Transfer) SUBR	\$80,000.00	State

8. Other Business
9. Adjournment

MEMBERS

Atty. Domoine D. Rutledge - Chair, Rev. Samuel Tolbert - Vice Chair, Mr. John Barthelemy, Dr. Leroy Davis, Mr. Raymond Fondel, Dr. Curman L. Gaines, Mr. Bakari Garvey, Mr. Sam Gilliam, Mr. Richard Hilliard, Atty. Pat Magee, Atty. Ed Shorty, Mrs. Ann Smith, Dr. Leon R. Tarver II, Dr. Rani Whitfield, Ms. Arlanda Williams



OFFICE OF THE CHANCELLOR
(225) 771-2552
FAX (225) 771-2474

SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL
POST OFFICE BOX 9294
BATON ROUGE, LOUISIANA 70813-9294

June 15, 2020

Dr. Ray L. Belton
President/Chancellor
Southern University System and Baton Rouge Campus
J. S. Clark Administration Building
Fourth Floor
Baton Rouge, LA

Re: Off-Campus Instructional Site (OCIS) Working Group Appointments & Salary Adjustments

Dear Dr. Belton:

During the past three months, the Southern University System Board of Supervisors, Louisiana Board of Regents, and Caddo Parish Commission have reviewed the Pathway to Legal Education Opportunities in Shreveport/Northwest Louisiana proposal offered by the Southern University Law Center (SULC). All of the aforementioned governing bodies have signaled approval of the proposed plan developed by SULC. Since there has been approval, SULC must begin a process to execute the steps outlined in the plan to ensure successful implementation.

The first step is to create a SULC OCIS working group that consists of SULC employees and stakeholders from Shreveport community to include Southern University System Board members from the Shreveport area. As to the working group members from the SULC faculty and staff, I am requesting salary adjustments for those individuals to take on additional duties.

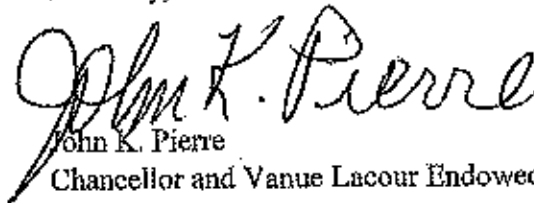
The individuals whose salary adjustments require approval by the Board of Supervisors and the roles are as follows:

Name	Role	Current Salary	Adjustment Propose	Adjusted Salary
Deleso Alford	OCIS Director	\$ 121,000	\$ 14,000	\$ 135,000
Gregory Speyrer	OCIS Technology Coordination	\$ 75,000	\$ 12,000	\$ 87,000
Angela Gaines	OCIS Facilities Coordination	\$ 87,000	\$ 9,000	\$ 96,000
Andrienne Shields	OCIS Library Resource Coordination	\$ 81,000	\$ 9,000	\$ 90,000

While SULC would initially fund the proposed salary adjustments, I have begun engaging in discussions with members of the Caddo Parish Commission for that body to fund the salary adjustments and other associated costs and expenditures as part of that body's January 1, 2021 – December 31, 2021 budget and budgets in future years. I would like these salary adjustments to become effective August 1, 2020.

If you have any questions, please feel free to contact me. I respectfully ask that this request be presented to the Southern University System Board of Supervisors meeting in July 2020.

Sincerely,



John K. Pierre

Chancellor and Vanue Lacour Endowed Law Professor

JOB CLASS 3	8	0	4	0
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 _____ SDLAC X SUAREC _____ SUNO _____ SUSLA _____

EMPLOYMENT CATEGORY: 9-MONTH _____ X 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 08/01/2019 To 05/31/2021
 Effective Date 08/01/2020

Name Deleso A. Alford SS# XXX-XX-2474 Sex M Race* B
(Last 4 digits only)

Position Title: 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 12 Southern University Experience 2
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
B.S. Southern University A&M College, RR., LA 1987
J.D. Southern University Law Center 1998
Master of Laws (L.L.M.) Georgetown University Law Center 2002

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$135,000.00 Salary Budgeted \$135,000.00

Source of Funds General Appropriation

Identify Budget: State _____ Location 311001-32020-61003-31000
 Form Code: BOR10 Page 1 Item # 1

Change of: _____ From _____ To _____

Position _____
 Status _____
 Salary Adjustment \$121,000.00 \$135,000.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-32020-61003-31000	\$121,000.00

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

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

Supervisor Deleso A. Alford 6-26-20
 Vice Chancellor Ronald W. Smith 6-26-20
 Director/Personnel _____ Date _____
 President _____ Date _____
 Dean/Unit Head Cassidy L. Hall 6/26/2020
 V/C for Finance & Admin Deleso A. Alford _____ Date _____
 Chancellor _____ Date _____
 Vice President/Finance Business Affairs/Comptroller _____ Date _____
 Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Pay Adjustments for Southern University Law Center Off-Campus Instructional Site (OCIS) additional duties.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: V/C Shawn Vance

NUMBER OF EMPLOYEES SUPERVISED, (if any) 74

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

ENGUMBERED / FUNDS AVAILABLE

DOC ID #

US

DATE

BY

FI

F1

F0

6-26-2020
Cory R. Hall

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/Pac/Uncl Positions (Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

CONTINGENT UPON AVAILABILITY OF FUNDS



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Interim Vice Chancellor for Student Affairs, Enrollment Management, & Student Success

Baton Rouge, LA 70813
Phone: (225) 771-3922

July 1, 2020

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

**Re: Request for Waiver of Position Vacancy Announcement – Director of Enrollment
Student Services**

Dear Dr. Belton:

I respectfully submit this letter to request approval to waive the search and appoint Dr. Manicia Finch to the role of Director of Enrollment Student Services.

Dr. Finch previously served as the Associate Vice Chancellor of Enrollment Management. In her prior role, she had oversight of Admissions, Recruitment, and Financial Aid which has given her unique insight into the various reasons that an applicant may need additional assistance, in which she would provide in the new role of Director of Enrollment Student Services.

As the Director of Enrollment Student Services, she will work directly with applicants that have experienced any processing delays in these areas and work to provide answers and solutions proactively. Additionally, she will be able to utilize the strong relationships formed with alumni to serve as a liaison to continue to partnership and build the relationship with alumni.

I believe she is qualified and capable to serve the university in this capacity. I recommend a salary of \$67,000.

Sincerely,

A handwritten signature in black ink that reads "Edward M. Willis".

Edward M. Willis

Interim Vice Chancellor
Student Affairs, Enrollment Management, & Student Success

Approvals:

Benjamin Pugh
Vice Chancellor Finance & Administration

Ray Belton, Ph.D.
President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

Profile of Person Recommended

Length of Employment July 2008 To Present
 Effective Date July 1, 2020

Name Manicia Finch, Ed. D. SS# U01311659 Sex F Race* B
 (Last 4 digits only)

Position Title: Director of Enrollment Student Services Department: Enrollment Management

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 13 Southern University Experience 2

Degree(s):	Type/Discipline (BS-Bus Admin):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BA-Communications/Marketing</u>	<u>Alabama A & M</u>	<u>1984</u>
	<u>MS-Higher Education</u>	<u>Capella University</u>	<u>2012</u>
	<u>Ed.D.-Educational Leadership</u>	<u>Capella University</u>	<u>2017</u>

Current Employer Southern University

Personnel Action

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

Recommended Salary \$67,000 Salary Budgeted \$67,000

Source of Funds _____

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

Change of:

	<u>From</u>	<u>To</u>
Position	<u>Associate Vice Chancellor of Enrollment Management</u>	<u>Director of Enrollment Student Services</u>
Status	_____	_____
Salary Adjustment	<u>\$100,000</u>	<u>\$67,000</u>

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

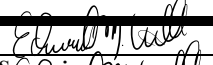
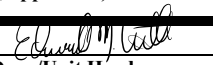
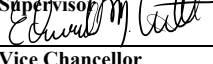
*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
	<u>67,000</u>

*See Reverse Side

Graduate School signature (if, applicable):

	<u>07/01/2020</u>		<u>07/01/2020</u>
Supervisor	Date	Dean/Unit Head	Date
	<u>07/01/2020</u>		
Vice Chancellor	Date	Chancellor	Date
Director/Personnel	Date	Vice President/Finance Business Affairs/Comptroller	Date
President	Date	Chairman/S.U. Board of Supervisors	Date

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino 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.

 X 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: Overall responsibility for the development, implementation, and coordination of the Center for Student Success programs, high impact practices, and its targeted activities to eliminate achievement gaps and improve the academic success, persistence, and completion of participating students.

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

EMPLOYEE DIRECT SUPERVISOR: Executive Director of Admissions & Recruitment

NUMBER OF EMPLOYEES SUPERVISED, (if any) none

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)

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Director of Enrollment Student Services AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Division of Enrollment Management and Student Success
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Director of Enrollment Student Services serves as a leadership team member of the Division of Enrollment Management and Student Success
Reporting directly to the Executive Director of Admissions & Recruitment
See vacancy description attached.

Salary/Range: \$67,000 Previous Incumbent (if replacement): _____

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>Edward M. Galt</u>	<u>07/01/2020</u>
		Department Head	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>Edward M. Galt</u>	<u>07/01/2020</u>
		Dean/Director/Supervisor of Budget Unit	Date

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

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

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	_____	_____
		Vice Chancellor	Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	_____	_____
		Chancellor/Vice President	Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	_____	_____
		President	Date

An Equal Opportunity Employer

Manicia J. Finch, EdD.

Contact Information

Professional Profile

- Enrollment management and student affairs professional with over 13 years of leadership experience bringing strategic focus, vision and coordinated strategy to recruitment, admissions, financial aid, student engagement and retention in support of the academic mission.
- Sustained 3-5% enrollment growth at various private and public institutions by working to attract, select, enroll and retain a diverse and academically talented student body.
- Experience providing strategic direction to institutional image, brand and marketing.
- Experience implementing/working with Radius, Hobson, Jenzabar EX7 to manage student engagement.
- Highly effective leader in data analysis, interpretation of analysis, preparation of reports.
- Experience developing marketing materials and creating and planning high yield events and activities.
- Engages in focused collaboration and teamwork with a wide cross-section of senior administrators, faculty, staff, alumni and students.
- Willing to go the extra mile to manifest the vision of the institution and effectively with academic affairs, student affairs, institutional advancement, and university foundation to accomplish a comprehensive enrollment management plan.

Cell
E-mail:

Technical & Other Skills

Proficiency with a vast array of higher education enrollment procedures.

ARGOS Reporting Tools	Enrollment Management Consulting	Budget Management	Team Management
Banner/Datatel	Data Analytics	Brand Marketing	Retention Strategies
CRM (Radius)	Market Analysis	Stakeholder Relationship Building	Research & Planning
Enrollment Forecasting	Field Recruitment	Conference Planning	Social Media Marketing
Alignment of Resources	Alumni Recruitment	Event Management	Fundraising
			Enrollment Strategic Planning

Enrollment Management & Student Affairs Experience

Southern University and Agricultural & Mechanical College

Associate Vice-Chancellor of Enrollment Management

Baton Rouge, LA

July 2018 to Present

- Lead all aspects of enrollment management areas including admission, recruitment and financial aid and scholarships; achieve the largest first-year and transfer class since 2011 using creative and innovative recruitment and admission strategies, such as engaging students, student organizations and marching band in recruitment.
- Assist the Vice-Chancellor with the leadership and management of the Student Affairs & Enrollment Management.
- Develop an enrollment management committee inclusive of the undergraduate, graduate, online, dual enrollment, specialized programs, academic and student affairs to advance and monitor enrollment goals, initiatives and outcomes. Align housing and other student affairs programs to support student enrollment and engagement.
- Serve on the elearning committee responsible for expanding recruitment, enrollment and graduation of online students.
- Work with Hanover Research to conduct a geomarket analysis to develop next recruitment cycle market targets based on key demographic characteristics. Utilize current trends, best practices and previous experience to target and grow student enrollments.
- Partner with the academic deans to recruit, admit, serve and retain regional, national and international students who are a good institutional fit. Increase high achieving student enrollments, while remaining true to an open access institutional mission.
- Develop and implement a one-stop-shop for centralized admission, recruitment, financial aid, Registrar and bursar operations to enhance the student experience.

Southern University and Agricultural & Mechanical College

Associate Vice-Chancellor of Enrollment Management

Baton Rouge, LA

July 2018 to Present

- Partner with Louisiana State University, Baton Rouge Community College, and East Baton Rouge Parish Schools to develop and implement the Capital Area Promise to create college and career pathways across Baton Rouge.
- Work in partnership with Baton Rouge Community College to create a centralized recruitment hub on campus to increase transfer student enrollment.
- Increase Memorandum of Understanding agreements with California Community Colleges, Maricopa Community College, the Houston Community College system and the Clayton County School District. Revise the California Community College MOU to include new scholarship policies to increase transfer student enrollment.
- Work with student affairs operations to develop a strategic communication plan that utilized technology to enhance media engagement with new, continuing, and transfer students and their families.
- Increase applications by 25%, through strategic communication and engagement with students.
- Develop weekly/monthly state, federal and institutional reports for the Executive Cabinet and Board of Supervisors.
- Partner with the True Blue Foundation to reengineer alumni and academic scholarship awarding to align with recruitment, admission and financial aid cycle.

Bethune-Cookman University

Director of Admissions/Recruitment

Daytona Beach, FL

August 2015 to June 2018

- Manage staff of 15 employees and 40 student ambassadors in the recruitment of the largest classes in a three-year history of the institution.
- Develop an enrollment management committee inclusive of the undergraduate, graduate, online, dual enrollment, specialized programs, academic and student affairs to advance and monitor enrollment goals, initiatives and outcomes. Serve on the e-learning committee and work to expand online recruitment and enrollment.
- Design systems in admissions to align with financial aid to develop leveraging of financial aid and scholarship resources with enrollment goals to support the academic mission of the university.
- Established admissions operational strategies by evaluating trends, managing data, establishing critical measurements. Develop key performance indicators for aligning university mission with enrollment objectives.
- Implement change management strategies focused on communications and process flow, recruitment marketing and branding, increased staff training and development.
- Work to engage high school administrators, non-profit college readiness programs, churches and community affiliates in recruitment and partner with Alumni Affairs and Public Relations Office to coordinate Wildcat Day, BCU Connect Day, Wildcat Bus Tour, Florida Classic Breakfast, Pep Rally.
- Partner and collaborate with internal/external stakeholders to attract new students and retain existing students.
- Retool territory penetration of existing markets and surfacing of new markets through feasibility and viability analysis.
- Developed production, productivity, quality, and customer-service strategies.

Alabama A & M University

Assistant Director of Admissions/Recruitment

Huntsville, AL

September 2010 to July 2015

- Develop and implement strategic marketing plans and target marketing campaigns in multiple states.
- Cultivate professional relationships with counselors, administrators, CEO's of College Readiness Organizations, community college administrators and community leaders.
- Create and implement marketing campaigns that advanced the school's recruitment of prospective students.
- Work in partnership with academic departments, athletic and auxiliary directors, and financial aid to ensure an integrated approach to recruitment and admissions.
- Achieve largest increase in enrollment in traditional and non-traditional programs in all academic disciplines.

Stillman College

Director of Admission

Tuscaloosa, AL

July 2007 to August 2010

- Responsible for the leadership and strategic recruitment of the Office of Admission, including recruitment, selection, hiring and training of staff.
- Develop and implement all admissions goals and recruitment strategies by working in concert with the President, academic administration and enrollment management team.

Stillman College

Director of Admission

Tuscaloosa, AL

July 2007 to August 2010

- Managed a team of admissions officers and worked in conjunction with other school administrators to keep the school's president and other department heads informed about pertinent admissions statistics and updates.
- Develop Recruiter Procedural Manual, Admissions Operations Manual and Recruiter Training Manual.
- Managed annual budget for the Admissions Office of \$250,000.
- Develop and implement Regional and Diversity Recruitment plans focused on theme, "It's a New Day at Stillman."
- Conduct admission programs and Tiger Fest to display the academic and campus life and communicate admission policies and processes to prospective students, their parents and other family members.
- Serve on Admission Committee focused on enrollment management strategies related to admission and financial aid.
- Develop all admissions print media and create marketing campaigns that clearly communicated the image, brand and mission of the College to prospective students and their families.
- Partner with academic departments, Institutional Advancement, and Public Relations to ensure engagement in the admissions and enrollment process.
- Develop and implement alumni recruitment plan and training.
- Evaluate courses offered by other schools to determine their equivalency to courses offered on campus.

Finesse Marketing Group

President/CEO

Smyrna, GA

May 1995 to July 2007

- Responsible for providing strategic leadership for a marketing, sales and inventory logistics company by working with the Board and other management to establish long-range goals, strategies, plans and policies.
- Develop a strategic plan to advance the company's mission and objectives to ensure revenue, profitability and growth as an organization.
- Work 12-15 staff to streamline operations to ensure production efficiency, quality, service, and cost-effective management of resources and logistics and inventory of over \$500,000.
- Build collaborative partnerships with major sponsors for events and engage in strategic planning, project management and fundraising.
- Develop image, brand, media, and sales and marketing consulting for over 75 small businesses, including new product sales for major hair care line.
- Conduct monthly training for small business owners and produce major trade shows.

Education

2017	Capella University Doctorate of Education, Educational Leadership and Management (4.0 gpa)
2012	Capella University Master of Science in Higher Education (4.0 gpa) Specialization: Enrollment Management
2012	Capella University/Noel Levitz Post Masters Certification, Enrollment Management
2012	Harvard Institute on Admissions Certificate of Completion, Admission
1984	Alabama A&M University Bachelor of Arts, Communications/Marketing

Campus Outreach & Engagement

2015-2018 Member, President's Global Task Force Policy and Procedures Development Committee, Bethune Cookman
2015-2018 Member, Athletics Compliance & Grievance Committee, Bethune Cookman University
2015-2018 Member, President's Task for Capacity Building, Bethune Cookman University
2010-2015 Member, Retention Committee, Alabama A & M University
2010-2015 Member, Scholarship Committee, Alabama A & M University
2010-2015 Coordinator, Presidential Bus Tour, Alabama A & M University
2010-2015 Coordinator, High School Senior Day, Alabama A & M University
2007-2010 Member, Scholarship & Retention Committee, Stillman University
2007-2010 Member, Academic Advising & Registration Committee, Stillman University

Accomplishments, Honors & Awards

Manicia Finch, EdD Page 4

2019 Featured in Forbes 2019 College Admission Influencers, High Profile Admission Deans, Unsung Heroes
2019 Featured on LA WBRZ and Good Morning America, 11 Year Old Prodigy Starts Classes at Southern University
2018 Invited Featured Guest on Hot 105 Miami and WKKC 89.3 Chicago
2017 Largest First-Year Class in University History, Bethune Cookman University
2016 Largest First-Year Class w/High ACT/SAT/GPA Profile in University History, Bethune Cookman University
2016 Largest First-Year Class w/Most Accepted Scholarships, Bethune Cookman University
2016 Featured in Diverse Education for California Community Colleges HBCU Initiative
2016 Featured in I Know I Have A Bight Future, Glendale Community College Black Scholars Office
2016 Featured in Homeless Student Goes to College, Charlotte Observer
2016 Featured in Homeless Hardships Didn't Stop North Carolina, Bethune Cookman University Student Newspaper
2016 Featured in HBCU Buzz for 2016 First-Year Class, Bethune Cookman University
2016 Featured in Chronicle for Higher Education for Largest Class in University History, Bethune Cookman University
2010 Staff Member of the Year, Student Choice Awards, Stillman College
2009 Staff Member of the Year, Student Choice Awards, Stillman College
2007-2010 Largest Freshman Class Enrollment, Stillman University

Professional Affiliations

Member, National Association of College Admissions Counselors(NACAC)
Member, Louisiana Office of Student Financial Aid
Member, Southern Association of Colleges and Schools(SACAS)
Member, Zeta Phi Beta Sorority, Inc.



Director of Enrollment Student Services

Job Description:

The Director of Enrollment Student Services reports to the Executive Director of Admissions & Recruitment. This position plays a critical role in the recruitment and application processes initial applicants, serving as the initial point-of-contact for applicants. The Director must be familiar with successful marketing practices, processing a naturally enthusiastic and persuasive manner to recruit applicants. The Director will work closely with the Executive Director and the University academic departments to recruit and admit a robust, diverse pool of applicants to the various degree programs.

Job Responsibilities:

As the first line of contact for prospective students, recruit and engage prospective applicants by responding to all incoming requests (i.e., phone calls, emails, interest forms, etc.). Ensure that targeted response times and accuracy guidelines are consistently met via a multichannel approach. Proactively interact with prospects at every stage of the admissions pipeline, with the goal of transforming prospective learners into quality applicants, and quality applicants into enrolled students.

ESSENTIAL JOB FUNCTIONS

1. Provide strategic performance management for the Enrollment Services Call Center ensuring exceptional service in resolving applicant and student related issues.
2. Provide or facilitate training, guidance, support, and resources for call center personnel; providing, encouraging and ensuring exemplary customer service, across all delivery methods, as well as the use of computer systems and technology in processing, recruiting, communicating, and reporting.

3. Manage and coach the Call Center team and/or others with functions related to assisting and supporting Admissions Operations, Recruitment, International Student Programs, Financial Aid, and/or Events and Tours.
4. Collaborate with the Executive Director and VC on projects and events to recruit and provide enhanced experiences to interested applicants.
5. Facilitate other related projects and/or workgroups, under the guidance of the Executive Director and often in collaboration with other office and/or campus leadership.
6. Serve as a point-of-contact, and maintain updated memberships information, with various professional membership organizations, in collaboration with the Executive Director.
7. Serve as the liaison along with the Executive Director for the Southern University Alumni Federation, alumni chapters and recruiting committees.
8. Understand and use the student information systems, related software and databases, according to applicable practices and guidelines shared in training and documentation and stays current with practices, to facilitate the following: contact/communication, tracking activities, and document/data tracking, record updates, application movement, evaluations, decision-rendering, communications, recruitment efforts, event and tour support, status/progress reporting and monitoring, and more.
9. Correspond effectively and accurately with prospective students, parents, high schools, colleges, alumni, and other appropriate agencies conveying information about the University.
10. Interpret and communicate the University's vision, mission, and philosophies, as well as admission, academic, and student service policies and procedures.
11. Provide a variety of support to the Recruitment team, including maintenance of centralized location for some Recruitment pop-ups, tablecloths, and other items, coordinating a check-in / check-out system, and more.
- 12.

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Assume additional responsibilities and performs special projects as needed or directed.
2. Serve on various committees and workgroups and attends various meetings related to enrollment as assigned.
3. Serve as additional support for Events & Tours to assist with programming, events and/or tours, as needed.
4. Serve in various roles, when warranted, during Events and Tours designed to promote the University.
5. Exhibits student centeredness in performance of all job duties.
6. Demonstrates sensitivity toward colleagues, contacts, and students, their needs, issues, and concerns.

7. Treats all others with respect; understands the impact of culture/background on the behavior of others; respects differences among the Southern University community and demonstrates inclusive behavior.
8. Anticipates, listens to, understands and responds to customer needs. Delivers work products and services to customers in a way that reflects positively upon the department and the University.



Office of the Executive Vice President/
Executive Vice Chancellor

J. S. Clark Adm. Bldg.
P.O. Box 9819
Baton Rouge, LA 70813

June 23, 2020

Bijoy K. Sahoo, Ph.D.
Interim Executive Vice Chancellor/
Senior associate Vice Chancellor for Academic Affairs
J.S. Clark Adm. Bldg., Suite 301
Baton Rouge, LA 70813


Dear Dr. Sahoo:

I am asking that the university waive the search for the executive director of Admission and Recruitment and appointment of Mrs. Heather Freeman to permanently fill the post. Specifically, this action consolidates the Office of Admission and Recruitment and potentially provides a savings of \$45,000 if approved. I believe that Mrs. Freeman will be a great asset to the team and help us increase our student enrollment and customer service while enhancing our overall admission processes. Mrs. Freeman has served as director of Outreach and Engagement for the Division of Student Affairs and has also served the division for six years as director of Student Media. She worked nine years for Cox Communications as a lead supervisor, directing teams of representatives responsible for customer service interaction and initiatives. I have attached her resume so that you can review her achievements and leadership experience.


I am recommending that she receive an annual salary of \$75,000. I am submitting this request for your consideration and consideration of the Board of Supervisors.

Sincerely,

Edward Willis
Interim Vice Chancellor for Student Affairs
And Enrollment Management/ Assistant Vice Chancellor
for Student Success

Approved: 
Bijoy K. Sahoo, Ph.D.
Interim Executive Vice Chancellor
Senior Assoc. Vice Chancellor for
Academic Affairs

Date: June 23, 2020

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

Date:

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	8	9	4	9
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CAMPUS: SUS _____ SUBR SULAC _____ SUARC _____ SUNO _____ SUSA _____

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 Dianna Gilbert Reason Left Appointment to Registrar
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment August 1, 2020 To _____
 Effective Date August 1, 2020

Name Heather Freeman SS# _____ Sex F Race* B

Position Title: Executive Director of Admission and Recruitment Department: Division of Student Affairs

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 defined before processing PAF, if applicable.)

Years Experience 17 Southern University Experience 8

Degree(s): Type/Discipline Institution/Location (SU-Baton Rouge) Year
B.A. in Mass Communication Southern University and A&M College 2008
Master of Public Administration Louisiana State University 2011

Current Employer Southern University and A&M College

Personnel Action

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

Recommended Salary \$75,000 Salary Budgeted \$75,000

Source of Funds State

Identify Budget: Form Code: _____ Page _____ Location _____ 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

*See Reverse Side

Graduate School signature (if applicable):

Supervisor [Signature] Date 4/23/2020
 Vice Chancellor [Signature] Date 4/23/2020
 Director/Personnel [Signature] Date 6/24/20
 President _____ Date _____

Dean/Unit Head _____ Date _____
 Chancellor [Signature] Date _____
 Vice President/Finance Business Affairs/Comptroller _____ Date _____
 Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

- White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East
- Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa
- Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.
- Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaska 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: Effective August 1, 2020, Mrs. Heather Freeman will serve as executive director for Admission and Recruitment.

EMPLOYEE REGULAR WORK SCHEDULE: M-R B-5

EMPLOYEE DIRECT SUPERVISOR: Dr. Bijoy Sahoo

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-5808

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 (see receipt), and a class schedule. All prospective employees/students must bring a picture ID, social security card, birth certificate, certificate of naturalization, resident alien card, E-1-B and J-1 visa passport, and E-1/A-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")	E0	

**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/Exec/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)



Executive Director of Admission and Recruitment

Southern University and Agricultural & Mechanical College is a world class research institution and America's oldest and only historically Black University system. For 138 years Southern has educated, nurtured and empowered citizens of the world focused on global change, leadership and service. Southern University and A& M seeks an Executive Director of Admission and Recruitment to help the Vice Chancellor for Enrollment Management and Student Success establish a framework for meeting institutional recruitment goals.

The Executive Director reports to the Vice Chancellor for Enrollment Management and Student Success and serves as a senior member of the Enrollment Management administrative team and a key representative to constituencies throughout the state and nation. The major responsibilities of the position include:

1. Provides day-to-day oversight of application review and recruitment operations, and directly supervises members of the professional staff.
2. Provide data-informed application and recruitment strategies and acts as a liaison with campus (internal) and community (external) partners.
3. Supervise, hire, mentor, and train all regionally based admissions counselors and recruiters.
4. Work with the V.C. for Enrollment Management and Student Success to develop/implement a recruitment and marketing strategy, determine enrollment goals, and assess progress towards enrollment goals.
5. Plan, implement, and assess all on and off-site recruitment and yield events.
6. Assist the V.C. for Enrollment Management and Student Success with developing a strategy to enhance new and transfer students, including plans for hosting group sessions, special groups, and attendance at college fairs, high school visits, Baton Rouge and other area college events, and other events.
7. Co-coordinate admissions processes for TOPS, SUSLA Connect, and other programs with liaisons.
8. Develop relationships with area principals and external partners.
9. Serve as a liaison to the Director of Strategic Communications for the Division of Student Affairs & Enrollment Management in conjunction with the Vice Chancellor, ensuring timely updates of recruitment materials, the admissions website, admissions emails and other forms of communication.
10. Develop, maintain, and assess a long-term calendar of admissions events, communications, timelines, and processes
11. Serve as the liaison relative to upcoming technology tools in recruitment including a CRM and admissions funnel surveys in conjunction with the Director of Strategic Communications.
12. Use data-driven decision making to assist the Vice Chancellor for Enrollment Management and Student Success in achieving the yearly enrollment goal.
13. Serve as a liaison to special projects with the Office of Admissions and internal and external stakeholders.
14. Coordinate Scholarship Committee with the Vice Chancellor for Enrollment Management and Student Success.
15. Assist with the development and implementation of a one-stop-shop to improve the quality and speed of service to students and stakeholders.

16. **A collegial, friendly, flexible and collaborative approach to student development, leadership and campus culture. Provide a strong commitment to the advancement of student and staff diversity, staff professional development and training.**
17. **Demonstrate an active knowledge of marketing services and research, prospect management, electronic marketing, promotion, events, and the evaluation/tracking of outcomes necessary for the division.**
18. **Knowledge of regulatory and professional and ethical guidelines in enrollment management and financial aid to ensure compliance with college, state, federal, and other outside agency rules and regulations.**
19. **A commitment to shared governance and sensitivity, fairness, compassion, empathy, objectivity, and transparency in decision-making.**
20. **Excellent communication, strategic planning, assessment skills and ability to build and manage budgets and use financial resources wisely.**
21. **A demonstrated passion for students focusing on their well-being, development and learning, and a personal track record of continuous learning to stay current on new ideas and technologies relevant to the position.**
22. **A desire to work in a complex environment that values both data-driven decision making and innovation. Demonstrated ability to understand, evaluate, analyze, interpret, and effectively communicate information on various topics from diverse sources, and to use data and information effectively in planning and decision making.**
23. **Working knowledge of PC and mainframe based information systems and customer relations management (CRM) programs.**



Heather O. Freeman

MPA

CONTACT

████████████████████
████████████████████

✉ hfreem3@gmail.com

EDUCATION

Master of Public Administration,
Louisiana State University
Baton Rouge, LA

Bachelor of Arts, Mass
Communications
Southern University and A&M
College
Baton Rouge, LA

PROFESSIONAL AFFILIATIONS

Associated Collegiate Press
College Media Association
National Association of Student
Affairs Professionals
Student Affairs Administrators in
Higher Education
Women's Leadership Institute

PROFESSIONAL EXPERIENCE

● 10/2018-Present | **Director of Outreach and Engagement**

Southern University and A&M College, Baton Rouge, LA

- Develop and implement overall communications/marketing plan for the Student Affairs & Enrollment Management.
- Maintain and produce artwork for digital signs using PowerPoint and design software.
- Designs and maintains email blast programs to enhance communication to staff, students, parents, and other key stakeholders.
- Provides photography and videography as needed, including editing for a variety of purposes, while maintaining organizational files.
- Must comply with branding guidelines provided by the University, including getting approval for using any trademarked or licensed brand and getting approval for all scripts.
- Write, edit, design and produces articles for print and web publication including press releases, brochures, invitations, advertisements, flyers, and newsletters to promote Student Affairs & Enrollment Management.
- Work with Communications to disseminate press releases, public service announcements, digital advertisements, to print, television, radio and other electronic-based media.
- Arranges media appearances for departmental staff.
- Maintains, proofs, edits, develops and updates Student Affairs & Enrollment Management websites in pursuit of quality comparable to websites of top-tiered higher education institutions.
- Investigates and recommends use of new/emerging technologies to reach local, national and international audiences.
- Manages all departmental social media and is responsible for overseeing student workers and interns participation in social media.
- Assists in grant writing for marketing support.
- Plan, implement and promote special events in coordination with senior administrators as related to major events and programs.
- Assist in donor and supporter cultivation and recognition events.
- Assist in promotion and implementation of educational tours, programs, workshops, other educational events.
- Represents the department at the Division Marketing Committee meetings

ACCOMPLISHMENTS

- Successfully planned and coordinated six "Fireside Chats" between students and Senior Administration
- Coordinated a visit between the President/Chancellor and Scotlandville Magnet High School as a core team member of Capital Area Promise

PROFESSIONAL EXPERIENCE Cont...

● 8/2012-10/2018 | **Director of Student Media Services**

Southern University and A&M College, *Baton Rouge, LA*

- Lead; supervise the execution of high-level institutional collateral.
- Oversee departmental operations managing multiple roles within division.
- Lead 100+ student staff members for execution of student produced print and web-based media.
- Manage half million-dollar budget and payroll, while responsible for all fiscal affairs.
- Develop and maintain short and long-term departmental goals.
- Recruit and train student staff members ensuring execution of institutional wide goals.
- Consult and advise executive leadership on media affairs, evolving trends and university affairs.
- Serve on multiple committees while coordinating advisory board for student media.
- Develop and oversee new revenue initiatives, including media services.
- Analyze trends within department, maintaining expert awareness of program information and change.
- Collaborate across departments to develop new programs, opportunities and enrichment for student growth and development.
- Generate and analyze data for SACS reporting compliance and departmental reports and updates.

ACCOMPLISHMENTS

- Restored yearbook publishing after 5 years of non-production prior to appointment
- Streamlined internal processes and improved recruitment and retention
- Numerous awards for Newspaper and Magazine
- Increased advertising revenue annually

● 10/2003-8/2012 | **Cox Communications, Baton Rouge, LA**

Lead Supervisor

2/2007-8/2012

Technical Support Supervisor

7/2005 to 2/2007

Technical Support Lead

10/2004-7/2005

Technical Support Representative

10/2003-10/2004

- Directed teams of 25+ representatives responsible for customer service interactions and initiatives.
- Conducted, coordinated and executed training and team building activities.
- Developed and monitored the application of policies and procedures within division.
- Managed auditing adjustments averaging \$30k per month.
- Developed, implemented and enhanced processes through operational sales identification.
- Harmonized department budget to ensure cost effective operations were met.
- Managed special projects designed to enhance service.
- Partnered with stakeholders to communicate business observations, feedback and consumer trends.

ACCOMPLISHMENTS

- Maximum Achiever Award-Top Supervisor
 - Sales Blitz Head Coach Award
 - Cox Spirit Award
 - Customer Service 100% Quality Care
 - Top Customer Satisfaction Score
-

TEACHING EXPERIENCE

1/2019-Current | Instructor

Southern University and A&M College, *Baton Rouge, LA*

- Planning and teaching classes as assigned and as outlined in the course descriptions and course syllabi.
- Supervising the study and learning activities of students assigned.
- Submitting requests through the department head, program coordinator, or lead teacher for equipment, supplies, textbooks, and other instructional aids.
- Evaluating the academic progress of students.
- Demonstrating knowledge of services, regulations, and procedures as defined in the Adjunct Faculty Handbook.
- Submitting course grades and performing other administrative duties as required.
- Scheduling office hours.

6/2012-8/2014 | Instructor

Virginia College, *Baton Rouge, LA*

- Developed coursework for assigned courses based on ACICS and department criteria.
- Instructed materials in relation to instruction careers and employer expectations.
- Earned highest review possible through Program Director observation.
- Achieved consistent established results while maintaining collegiate standards of satisfaction.
- Maintained course satisfactory experiences and retention rates.
- Participated in collaborative efforts for department promotion events as required by the College.

ACCOMPLISHMENTS

- Earned highest review possible through observation by Program Director
- 100% positive ratings through student survey responses

COMMITTEES AND APPOINTMENTS

- Co-Chair, Special Events Committee
- Member, Student Technology Fee Committee
- Member, Customer Service Communications Committee
- Core Team Member, Capital Area Promise
- Former Board Member/Public Relations, Upstage Theatre Board of Directors
- Chair, Search Committee for Associate Vice Chancellor of Student Affairs
- Member, Search Committee for Director of Admissions and Recruitment
- Member, Search Committee for Assistant Director of Student Leadership & Engagement
- Former Mentor, Southern University iLead Capstone Project
- Former Member, Southern University Homecoming Planning Committee
- Former Member, Southern University Springfest Planning Committee
- Communications Chair, Louisiana State University PAISA
- Former Member, Employee Relations and Morale Committee, Cox Communications
- Former Mentor, Baton Rouge Area Association of Black Journalist



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

June 15, 2020

Dr. Ray L. Belton
President/Chancellor
Southern University System and Baton Rouge Campus
J. S. Clark Administration Building
Fourth Floor
Baton Rouge, LA

Re: Off-Campus Instructional Site (OCIS) Working Group Appointments & Salary
Adjustments

Dear Dr. Belton:

During the past three months, the Southern University System Board of Supervisors, Louisiana Board of Regents, and Caddo Parish Commission have reviewed the Pathway to Legal Education Opportunities in Shreveport/Northwest Louisiana proposal offered by the Southern University Law Center (SULC). All of the aforementioned governing bodies have signaled approval of the proposed plan developed by SULC. Since there has been approval, SULC must begin a process to execute the steps outlined in the plan to ensure successful implementation.

The first step is to create a SULC OCIS working group that consists of SULC employees and stakeholders from Shreveport community to include Southern University System Board members from the Shreveport area. As to the working group members from the SULC faculty and staff, I am requesting salary adjustments for those individuals to take on additional duties.

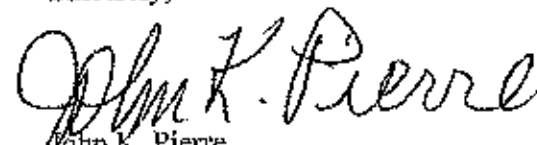
The individuals whose salary adjustments require approval by the Board of Supervisors and the roles are as follows:

Name	Role	Current Salary	Adjustment Propose	Adjusted Salary
Deleso Alford	OCIS Director	\$ 121,000	\$ 14,000	\$ 135,000
Gregory Speyrer	OCIS Technology Coordination	\$ 75,000	\$ 12,000	\$ 87,000
Angela Gaines	OCIS Facilities Coordination	\$ 87,000	\$ 9,000	\$ 96,000
Andrienne Shields	OCIS Library Resource Coordination	\$ 81,000	\$ 9,000	\$ 90,000

While SULC would initially fund the proposed salary adjustments, I have begun engaging in discussions with members of the Caddo Parish Commission for that body to fund the salary adjustments and other associated costs and expenditures as part of that body's January 1, 2021 – December 31, 2021 budget and budgets in future years. I would like these salary adjustments to become effective August 1, 2020.

If you have any questions, please feel free to contact me. I respectfully ask that this request be presented to the Southern University System Board of Supervisors meeting in July 2020.

Sincerely,



John K. Pierre

Chancellor and Vanue Lacour Endowed Law Professor

JOB CLASS 1	1	7	7	6
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	7	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 08/01/2020 To 06/30/2021
 Effective Date 08/01/2020

Name Angela S. Gaines SS# XXX-XX-9246 Sex F Race* B
(Last 4 digits only)

Position Title: Director of Facilities Department: Law Center - Institutional 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 FAF, if applicable.)

Years Experience 28 Southern University Experience 28
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
B.S. - Computer Science Southern University 1993
M.S. - Computer Science University of Phoenix 2008

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$96,000.00 Salary Budgeted \$96,000.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-36210-61002-37000
 Form Code: BORIS Page 1 Item # 1

Change of: From To
 Position _____
 Status _____
 Salary Adjustment \$87,000.00 \$96,000.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-36210-61002-37000	\$87,000.00

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if applicable):

Supervisor [Signature] Date 6-26-2020
 Vice Chancellor [Signature] Date _____
 Director/Personnel [Signature] Date _____
 President [Signature] Date _____
 Dean/Int. Head [Signature] Date 6/26/2020
 V/C for Fin & Admin [Signature] Date 6/26/2020
 Chancellor [Signature] Date _____
 Vice President/Finance [Signature] Date _____
 Business Affairs/Comptroller [Signature] Date _____
 Chairman/S.U. Board of Supervisors [Signature] Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

White, not of Hispanic origin. A person having origins in any of the original peoples 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: Pay Adjustments for Southern University Law Center Off-Campus Instructional Site (OCIS) additional duties.

EMPLOYEE REGULAR WORK SCHEDULE: Daily
EMPLOYEE DIRECT SUPERVISOR: V/C Terry Hall
NUMBER OF EMPLOYEES SUPERVISED, (if any) 10

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, I/I-B and J-I visas, passport, and E-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
DATE: 6-26-2020
BY: Terry R. Hall
RA
HI
JI
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/Pac/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



College of Nursing and Allied Health
Dr. Sandra C. Brown, Dean
J.K. Haynes Building 170
Post Office Box 11794
Baton Rouge, LA 70813
Phone: (225) 771-3266
Fax: (225) 771-2641

DATE: June 22, 2020

TO: Dr. Bijoy Sahoo
Interim Executive Vice Chancellor

FROM: Dr. Sandra C. Brown
Dean, College of Nursing and Allied Health

RE: Request to Waive Advertisement and Hire Assistant Professor for the Graduate Nursing Program,
College of Nursing and Allied Health

This communication serves as a request for permission to waive advertisement and hire Dr. Ruby Sheree Miller as Assistant Professor in the Graduate Nursing Program for the College of Nursing and Allied Health. Prior existing vacancies has left a deficit of graduate faculty to fulfill the teaching requirements for the Graduate Nursing Program, particularly in the Doctor of Nursing Practice (DNP Program). Currently, Dr. Miller serves as an Adjunct Professor in the Graduate Nursing Program and has served in this capacity since Fall 2019. As a doctoral prepared, board certified family nurse practitioner, with extensive clinical and higher education experience, she brings a wealth of knowledge to the program. Her work ethics are commendable, and she fulfilled her teaching responsibilities with excellence, garnering the respect of the faculty who have unanimously recommended to hire Dr. Miller for this faculty position.

In her role as adjunct professor, Dr. Miller has proven herself as a highly intellectual and dependable faculty. I personally mentored her to assume the courses that I had previously taught prior to becoming Dean, and she surpassed my every expectation with her ability to process and learn expediently. Additionally, Dr. Miller is credentialed and has experience with the American Association's Colleges of Nursing's Commission on Collegiate Nursing Education's (CCNE) self-study process of evaluation for academic programs. She is currently serving on the CCNE DNP Self Study for our program.

Dr. Miller has been the lead faculty and course coordinator for several of our courses in the Doctor of Nursing Practice (DNP) Program. The students have given Dr. Miller outstanding course evaluation ratings on her creative teaching learning strategies, her level of enthusiasm and mastery of content, and her ability to teach complex material in a relatable format. Dr. Miller has taught at the graduate level in other universities. She has been approved for Graduate Faculty Status by the SUBR Graduate Council and meets the Louisiana State Board of Nursing requirements for teaching.

Your favorable approval of this request is appreciated. Should you need any additional information, please let me know. Attached is a copy of the Position Vacancy Authorization Form, the Position Vacancy Announcement, curriculum vita and the recommendation for hire by the DNP faculty.

Approved:

Dr. Bijoy Sahoo
Interim Executive Vice Chancellor

Approved:

Dr. Ray Belton
President/Chancellor

CURRICULUM VITAE

Ruby Sheree Miller DNP APRN FNP-BC
Adjunct Faculty



EDUCATION

Loyola University	DNP	2014	Doctorate in Nursing Practice
Loyola University	MSN	2005	MSN/Family Nurse Practitioner
Loyola University	BSN	2003	Bachelor Science in Nursing

Dissertation/Thesis: Implementation of Group Medical Visits in Rural Diabetic Patients

LICENSURE(S)/CREDENTIALING/CERTIFICATION(S)

- 2005-Present **Board-Certified Family Nurse Practitioner/ANCC**
- 2014-Present Quality Matters (QM) Certification for On-Line Teaching
- 1988-Present Registered Nurse (RN)
Louisiana State Board of Nursing

EMPLOYMENT

- 2014 to Present Assistant Professor. Graduate level- Advanced Health Assessment, Family Health I (OB/PEDS), Family Health II (Adult Health).
Southeastern Louisiana University, Hammond, Louisiana
- 2015 to 12/1019 Adjunct Faculty. Graduate level- Advanced Health Assessment, Pediatrics
Herzing University Online
- 2019 to Present Adjunct Faculty. Graduate level- Doctorate in Nursing Practice
Southern University, Baton Rouge, Louisiana
- 2015 to Present Part-time Family Nurse Practitioner. Total Healthcare Associates
Hammond, Louisiana
- 2006 to Present PRN Family Nurse Practitioner. Teche Action Clinic/School Based Clinic
Edgard, Louisiana
- 2010 to 2012 Family Nurse Practitioner. Multipractice Clinic
Independence, Louisiana
- 2008 to 2015 Family Nurse Practitioner. Healthcare Clinic at Walgreens,
Mandeville, Louisiana

2005-2015 Family Nurse Practitioner. Planned Parenthood,
New Orleans & Baton Rouge, Louisiana

HONORS AND AWARDS

- 2019 Delta Sigma Theta Sorority, INC.
Delta Woman in Business Award
- 2014 Sigma Theta Tau International
Xi Psi-at-Large Chapter
- 2010 Nurse Practitioner of the Year
Healthcare Clinic at Walgreens/
New Orleans Market

SCHOLARSHIP

Miller, R. (2017). "An Innovative Approach Utilizing AADE7 and Group Medical Visits",
AADE in Practice, 2017, p 29-32.

Miller, R., Mars, Dell. "Effectiveness of a Diabetic Education Intervention with Faith-Based
Organization utilizing AADE7", *AADE in Practice*, 2019.

Brignac, T., Miller, R., Mars, D. "The effectiveness of diabetes education in rural clinical
practice", *Journal of Education and Practice*, 2020, Vol. 10, No. 9

Research

Funded Grants: Delta Sigma Theta, INC/ North Tangipahoa Area Alumnae Chapter
2019 Diabetic Bootcamp in Rural Louisiana

Other Research Activities

"Perceived stressors of the coronary bypass graft patient in the intensive care unit"-

Research in progress

"Perceived stressors of Nurses during COVID19 Pandemic Crisis"- Research in progress

Supervised Research (Dissertations, DNP Capstones, Theses, and Clinical Research Projects)

PRESENTATIONS

COVID19 Pandemic- Impact and Intervention, May 2020- Tangipahoa Parish Health Coalition

Diabetic Education Intervention with Faith-Based Organization utilizing AADE7, July 2018
Louisiana Conference AMEZion

Implementation of Group Medical Visits in Rural Diabetic Patients
Louisiana Primary Care Association, New Orleans, October 2015

Group Medical Visits: An Innovative Approach to Diabetes Self-Care Management
Poster Presentation- 2016 LANP Annual Primary Care Conference, New Orleans, Louisiana

Group Medical Visits: An Innovative Approach to Improving Diabetes Control
Poster Presentation-October 2016 NCNP Chicago, Illinois

PROFESSIONAL DEVELOPMENT ACTIVITIES:

- 2015 **Bugs and Drugs Pharmacology of
Infectious Disease Management**
- 2015 **Mental Health Medications**
- 2015 **PriMed Southwest Conference
Houston, Texas**
- 2016 **LANP Conference, New Orleans -
NCNP Conference, Chicago Ill.**
- 2017 **Making a Connection: A program
Evaluation Workshop**
- 2017 **Psychopharmacology: A comprehensive
Review**
- 2018 **The Basics of Pharmacology-An Overview
Concerns in the Management of Chronic Heart
Failure**
- 2019 **Biennial Convention November 6-10, 2019**

**PROFESSIONAL
AND PERSONAL
DEVELOPMENT**

2015/2019

Medical Healthcare Consultant
Common Ground Community Health Center
New Orleans, Louisiana

Greater You Counseling LLC
LaPlace, Louisiana

Shoulders of Strength LLC
Baton Rouge, Louisiana

MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS

2000 - present Delta Sigma Theta Sorority, INC.
2013 - present American Association of Diabetic Educators (AADE)

2016 - present Rho Zeta Chapter of Sigma Theta Tau International
Governance Chair 2018-19
President Elect 2019-20

2018 - present Southeastern Louisiana Black Nurses Association
Chartered member & Vice-President

2005 - present Louisiana Nurse Practitioner Association (LANP)
2005 - present American Nurses Association
2005 - present American Association Nurse Practitioner (AANP)

UNIVERSITY COMMITTEES

2016/2018 Graduate Faculty Organization Chairperson
2016-present DNP Curriculum Committee
DNP Evaluation Oversight Committee (Chairman) Fall 2019
Faculty Affairs Committee
ICMSN Curriculum Committee
ICMSN Communication Committee

COMMUNITY SERVICE

- 2020 *“COVID19-Impact and Intervention Symposium”* Webinar, May 10, 2020
- 2019 Diabetes Awareness Month- November 2, 2019
Diabetes Boot Camp- Amite, Louisiana
- 2016/2019 WHOM Healthcare Coordinator
 Health Fairs Feb 2018, March 2018, March 2019
- 2016/2019 Delta Sigma Theta Sorority, Inc/Healthcare Team Director
 Southeastern Louisiana Black Nurses Association - Vice President
- 2018/2020 North Tangipahoa Area Alumnae Chapter of Delta Sigma Theta Inc. –
 (Assistant Treasurer)
- 2017 Stop the Bleed Campaign
 Church Security
 Beacon Light Baptist Church of Hammond
- 2015 Tangi 100 Diabetes 5K Kick Off
 DCS Family Health Center, Hammond, La.
- 2015 Breast Cancer Awareness Expo
 Total Healthcare Associates, Hammond, La

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Assistant / Associate Professor AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR School of Nursing/Graduate Nursing Program
(Department or Unit)

Replacement
 Civil Service
 Tenured

New Position
 Temporary
 Probationary (For Faculty this is same as tenure track)

Unclassified
 Faculty

Source of Funds
 State
 Grant -in-Aid
 System Revenue
 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).

Teaching responsibilities in graduate programs (MSN, DNP, and PhD); maintaining a profile of scholarly productivity including research, publications, professional presentations; active involvement in school of nursing, college, and university committees as well as service activities; advisement, supervision, and mentoring of students; provides quality instruction and utilizes evidence-based, innovative teaching pedagogies to facilitate student learning; participates in design and review of nursing curricula; evaluates student attainment of student learning in classroom and/or clinical setting; maintains life long-learning and has active membership in professional nursing organizations at local, state and national levels.

Salary/Range \$70,000 Previous Incumbent (if replacement): _____ Position # 2F9528

Approved Disapproved _____ Sandra C. Brown _____ June 18, 2020
Department Head Date

Approved Disapproved _____ Sandra C. Brown _____ June 18, 2020
Dean/Director/Supervisor of Budget Unit Date

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

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

Approved Disapproved _____ [Signature] _____
Vice Chancellor Date

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

Approved Disapproved _____ [Signature] _____
President Date

An Equal Opportunity Employer

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: June 18, 2020 Department: School of Nursing Graduate Nursing Program

SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: _____ Date position to be filled: August 2020

Position Title: Assistant / Associate Professor Civil Service Pay Level: _____

Salary (annual): Commensurate with required experience and qualifications or Salary Range: _____ to _____

Please check all categories that apply to this position:

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

Contact Person: Dean Sandra C. Brown Telephone No: 225.771.3266 or 225.771.2660

Contact Email Address: sandra_brown@subr.edu

Contact e-mail address is for:

Human Resources utilization only posting to VAS website

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

Teaching responsibilities in graduate programs (MSN, DNP, and PhD); maintaining a profile of scholarly productivity including research, publications, professional presentations; active involvement in school of nursing, college, and university committees as well as service activities; advisement, supervision, and mentoring of students; provides quality instruction and utilizes evidence-based, innovative teaching pedagogies to facilitate student learning; participates in design and review of nursing curricula; evaluates student attainment of student learning in classroom and/or clinical setting; maintains life long-learning and has active membership in professional nursing organizations at local, state and national levels.

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

Minimal rank at the level of Assistant Professor, hold a terminal degree in nursing. APRN Licensure preferred. Minimum of three years teaching experience at the level of assistant professor, and a current license or certification in the field. Applicant must possess a strong commitment to teaching, scholarship, practice, and service. Demonstrates excellent oral and written communication skills.

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

To apply, send employment application, a cover letter, curriculum vita, official transcripts and three letters of recommendation to Dean Sandra C. Brown. Submit via email to: sandra_brown@subr.edu



Office of E-Learning
J.S. Clark Administration Building
Southern University and A&M College
www.subr.edu
subronline@subr.edu
225-771-2304

June 24, 2020

Bijoy Sahoo, PhD
Interim Executive Vice Chancellor
Southern University and A&M College
801 Harding Blvd.
Baton Rouge, LA 70813

Re: Conditional Offer of Employment to Dr. Jennifer Page

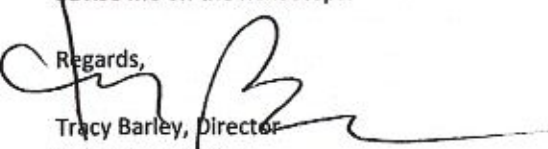
Dear Dr Sahoo,



I am pleased to report that Dr. Jennifer Page has accepted our conditional offer of employment (COE) for the Instructional Designer position, which is assigned to the Office of E-Learning. The offer was extended at the maximum rate of \$75,000 and it includes teaching two online courses per year for SU Online. The teaching requirement satisfied our need for qualified online instructors and provides a mechanism for the candidate to maintain the Quality Matters Peer Reviewer Certification. The Peer Reviewer Certification is necessary for our campus capacity building.

This search proved challenging. There has been an increased demand for instructional designers in response to the COVID-19 mandated shift to online learning at all educational levels. After two attempts, the search failed to identify a candidate who met the originally stated criteria. We reviewed 6 candidates from iteration number one of the vacancy announcement and 4 candidates from iteration number two. We extended invitations to interview to 4 candidates; the top two candidates declined the interview invitation after accepting offers at other institutions. After the interviews on Wednesday, June 3rd, the search committee deemed a revision of the position description was necessary based on the current market and applicant pool. After the revision, Dr. Page emerged as the top candidate.

Dr. Page has the requisite combination of education and experience as an instructional designer. She will bring value to the Office of E-Learning and the university. Please find attached the Revised Instructional Designer Position Description which includes an experience and education combination criteria. If this is acceptable, please advise me on the next steps.

Regards,


Tracy Barley, Director
Office of E-Learning



Approved: Bijoy Sahoo

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	7	9	7	9
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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 Dr. Elizabeth Bergman Reason Left Other Employment
 Date Left October 1, 2010 Salary Paid \$75,000

Profile of Person Recommended

Length of Employment Continuous To ___
 Effective Date August 17, 2020

Name Jennifer K. Page SS# xxx-xx- Sex F Race* W
(Last 4 digits only)

Position Title: Instructional Designer Department: Office of E-Learning

Check One Existing Position 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	Six	Southern University Experience	None
Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.A. - English</u>	<u>Nicholls State University</u>	<u>2006</u>
	<u>M.A. - English</u>	<u>University of Louisiana at Lafayette</u>	<u>2009</u>
	<u>PhD - English</u>	<u>University of Louisiana at Lafayette</u>	<u>2014</u>

Current Employer Edmonds Community College Lynnwood, Washington

Personnel Action

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

Recommended Salary \$75,000 Salary Budgeted \$75,000

Source of Funds Title III

Identify Budget: ___ Location ___
 Form Code: ___ Page ___ Item # ___

Change of: From To

Position ___
 Status ___
 Salary Adjustment ___

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
<u>220403-22002-61000-24100</u>	<u>75,000</u>

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

*See Reverse Side

Graduate School signature (if applicable):

Tracy Barley 6-24-2020
 Supervisor [Signature] Date June 24, 2020
 Vice Chancellor [Signature] Date ___
 Director/Personnel [Signature] Date ___
 President [Signature] Date ___

Dean/Unit Head [Signature] Date ___
 Chancellor [Signature] Date ___
 Vice President/Finance Business Affairs/Comptroller [Signature] Date ___
 Chairman/S.U. Board of Supervisors [Signature] Date ___

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 9:00 AM -- 5:00 PM
EMPLOYEE DIRECT SUPERVISOR: Tracy Barley
SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-2304
NUMBER OF EMPLOYEES SUPERVISED, (if any): None
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, H-1-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):

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- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Employment History

2019-present	Instructional Technology Training & Development Coordinator Edmonds Community College, Lynnwood, WA
2014-2019	Assistant/Associate Professor of English Northwestern Oklahoma State University, Alva, OK <i>2018 Distinguished Teaching & Service Award recipient</i>
2013-2014	Dissertation Editor Graduate School, University of Louisiana at Lafayette
2012-2013	Teaching Assistant Department of English, University of Louisiana at Lafayette
2008-2013	Instructor of Record Department of English, University of Louisiana at Lafayette

Online Courses Designed

Designed/Redesigned: American Political Culture; Elementary Astronomy; Federal, State, and Local Government; General Biology

Designed & Delivered: Composition I & Lab (hybrid), Composition II, Gender in Contemporary Media (hybrid), History of the English Language, Medieval Literature, Renaissance Drama, Renaissance Literature, Restoration & 18th Century Literature

Technical Proficiencies

HTML	
LMS	Blackboard, Canvas, Moodle
CMS	Publishpath, Liquidfish, OU Campus
Ed Tech	Screen-capture (Panopto, Screencast-O-Matic); Synchronous delivery (Google Meet, Zoom, Big Blue Button); Online proctoring (Honorlock); Origination Software (Turnitin, Vericite); Design/editing (Canva, Kami, working knowledge of Photoshop); Presentation (Prezi, PowerPoint, Google Slides); Microsoft Office Suite; G-Suite
Accessibility	Familiar with UDL, WCAG 2.1 guidelines; working knowledge of JAWS, NVDA; Proficient with video captioning (YouTube, Panopto); audio transcription (Soundcloud); style sheets in Microsoft/Adobe; alt text in LMS/CMS; color contrast

Education

2014	Ph.D., English, University of Louisiana at Lafayette
2009	M.A., English, University of Louisiana at Lafayette
2006	B.A., English, Nicholls State University (Thibodaux, LA)

Online Pedagogy Certification

2020	Applying the Quality Matters Rubric <i>Quality Matters, Maryland Online</i>
2020	Quality Matters Coordinator Training <i>Quality Matters, Maryland Online</i>
2019	OER 101: How to Use Open Education Resources <i>Washington State Board for Community & Technical Colleges</i>
2018	Certified Learning Environment Architect program <i>Institute for Learning Environment Design, University of Central Oklahoma</i>

- 2013 "Successful Online Outcomes: Academic Integrity"
Sloan Consortium (now the Online Learning Consortium)
- 2012 "Dismantling the Barriers to Digital Literacy for Students with Disabilities"
Sloan Consortium (now the Online Learning Consortium)
- 2012 "Getting Started: The First Steps in Online Teaching"
Sloan Consortium (now the Online Learning Consortium)

Professional Development Designed & Delivered

- 2020 "Equitable Syllabus Design": using tech to make syllabi accessible, user-friendly
- 2019 "Adapting your Grounded Courses for Hybrid Delivery": special session for international education faculty
- 2019 "Academic Integrity in Online Courses": how to use Vericite and Honorlock to detect and deter academic dishonesty
- 2019 "Promoting Persistence in Online Learning": how to build community and encourage student completion in online classes
- 2018 "Introduction to Blackboard Design and Digital Accessibility": two sessions at new faculty orientation
- 2017 *Accessibility by Design*: a series of three professional development sessions focused on designing accessible online course content
- 2016 "Enhancing the User Experience in Blackboard Courses": a session on Blackboard design tools and tips
- 2016 "Online Teaching and Learning Day": multiple sessions on online academic integrity, user experience, accessibility, and design

Selected Administrative/Committee Experience

- 2019-present Chair, eLearning Strategy Team, EdCC
- 2019-present Quality Matters Coordinator, EdCC
- 2016-19 Chair, NWOSU Honors Program
- 2016-18 Member/Secretary, NWOSU Faculty Senate
- 2015-19 NWOSU English Department Webmaster
- 2015-19 Member, NWOSU Online Education Committee
- 2015-18 Secretary, AAUW—Alva, OK branch
- 2015-16 Member, NWOSU Strategic Planning Steering Committee

Relevant Publications

- 2017 "Digital Tools, New Media, and the Literature Survey." *New Approaches to Teaching the Literature Survey*. James Lang (ed.). Morgantown, WV: West Virginia University Press.
- 2013 Editor, *Media, Technology and the Imagination*. United Kingdom: Cambridge Scholars Publishing.

Relevant Conference Presentations

- 2018 "Teaching Shakespeare in the Age of Fandoms." South Central Modern Language Association, San Antonio, TX.
- 2018 "Do you Even Meme? Decoding the Visual Language of Internet Pop Culture." Curiosity Fest (Oklahoma Humanities), Oklahoma City.
- 2017 "#CompClass: Teaching Creative Research Techniques with Social Media in First-Year Writing." South Central Modern Language Association, Tulsa, OK.

Teaching and Research Interests

Scholarship of teaching and learning; accessible technology; online course design

References available upon request



Office of the Executive Vice President/
Executive Vice Chancellor

J. S. Clark Adm. Bldg.
P. O. Box 9819
Baton Rouge, LA 70813

June 23, 2020

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

Dear Dr. Belton:

We have completed the search and interview processes for the vice chancellor for Enrollment Management and Student Success at Southern University and A&M College. I am recommending that the university appoint Dr. Jacqueline Preastly as the new vice chancellor for Enrollment Management and Student Success based on her experience, background and leadership skills.

Dr. Preastly currently serves as vice president for Student Affairs and Enrollment Management at Mississippi Valley State University where she manages multiple budgets totaling \$13 million. Prior to that appointment, she was assistant vice president of Student Engagement and Leadership Development at Kentucky State University where she collaborated across divisions to implement programs for the enhancement of student success, development, retention and graduation. She served as Dean of Students, director of the Learning Resource Center and director of Student Life at Lincoln University. At Georgia State University, she served as director of the Ronald E. McNair TRIO Program.

Dr. Preastly started her career in higher education in 2000 as an instructor in the Department of Communications at Georgia State University. She has a bachelor's degree in English from Mississippi Valley State University, M.A. in organizational communication and Ed.D. in higher education administration from the University of Akron.

I am recommending a 12-month full-time salary of \$130,000. I am submitting this recommendation for your consideration and for consideration by the Board of Supervisors.

With Kindest Regards,

A handwritten signature in blue ink, appearing to read 'Bijoy K. Sahoo'.

Bijoy K. Sahoo, Ph.D.
Interim Executive Vice Chancellor/
Senior Associate Vice Chancellor for Academic Affairs

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	8	7	4	1
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CAMPUS: S/S _____ 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 Dr. Kimberly Scott, VC Student Affairs/Enrollment Management Reason Left Resigned
 Date Left December 31, 2019 Salary Paid \$140,000

Profile of Person Recommended

Length of Employment July 1, 2020 To _____
 Effective Date July 1, 2020

Name Jacqueline Gibson Preastly SSN _____ Sex F Race* B

Position Title: Vice Chancellor for Enrollment Management and Student Success Department: Division of Student Affairs

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 20 Southern University Experience 0

Degree(s)	Type/Discipline	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.A. in English</u>	<u>Mississippi Valley State</u>	<u>1981</u>
	<u>M.A. in Organizational Comm.</u>	<u>University of Akron</u>	<u>1994</u>
	<u>Ph.D. in Higher Ed. Administration</u>	<u>University of Akron</u>	<u>1998</u>

Current Employer Mississippi Valley State University

Personnel Action

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

Recommended Salary \$130,000 Salary Budgeted \$130,000

Source of Funds State

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

Change of: From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if applicable): _____

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

Source of Funds	Amount

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if applicable): _____

Supervisor <u>[Signature]</u>	Date <u>4/13/2020</u>	Dean/Unit Head <u>[Signature]</u>	Date _____
Vice Chancellor <u>[Signature]</u>	Date <u>4/13/2020</u>	Chancellor <u>[Signature]</u>	Date _____
Director/Personnel <u>[Signature]</u>	Date <u>4/24/2020</u>	Vice President/Finance Business Affairs/Comptroller _____	Date _____
President <u>[Signature]</u>	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 peoples 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 origin, 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: Effective August 1, 2020, Dr. Jacqueline Gibson Preastly will serve as vice chancellor for Enrollment Management and Student Success.

EMPLOYEE REGULAR WORK SCHEDULE: M-F 8-5

EMPLOYEE DIRECT SUPERVISOR: Dr. Bijoy Sahon

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-5808

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
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/Exec/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)

JACQUELINE GIBSON PREASTLY

Education:

1998, Ed.D., University of Akron, Higher Education Administration
1994, M.A., University of Akron, Organizational Communication
1991, B.A., Mississippi Valley State University, English

Professional Experience:

Nov. '13 to present: Vice President of Student Affairs & Enrollment Management, Mississippi Valley State University

- guide strategic planning, administrative direction, and assessment for a comprehensive Student Affairs Division as member of senior leadership team in support the academic mission of the University
- negotiate and forge effective working relationships among University faculty, staff, student body, and community
- organize and execute all matters related to recruitment, enrollment, student success, student behavior/discipline, and program assessment
- foster an environment to ensure all students are prepared mentally, physically, and socially to assume civic responsibility
- administer the implementation of campus activities and programs that foster recruitment and enrollment, student development, community relations, and diversity/inclusion
- partner with Academic Affairs and other campus entities to enhance collaboration ensuring promotion of Student Affairs mission
- direct and supervise the following areas: Admissions, Student Records, Financial Aid, University Band, Career Services, Counseling Services, Health Services, Housing and Residential Life, University Police, Office of Violence Against Women Campus Violence/Prevention and Intervention grant, Student Leadership and Engagement, Intramural Sports, Community Service, Federal TRIO Programs, Judicial Affairs, Financial Aid, Student Records, Admissions, Title IX Compliance, the Behavioral Intervention Team; and the Enrollment Management Task Force
- build and manage multiple budgets totaling \$13,000,000
- teach Public Speaking in the Department of Mass Communication

Nov. '12 – Nov. '13: Assistant Vice President of Student Engagement and Leadership Development, Kentucky State University

- directed and supervised the following areas: New Student Orientation, Student Government Association, Counseling Services, Career Services, Greek Affairs, Judicial Affairs, Residence Life, University Police, and Health Services

- cultivated collaborations across divisions to implement programs for the enhancement of student success, student development, retention, and graduation
- reviewed, revised, and authored policy and procedure manuals for Health Services, Counseling Services, Greek and Student Life, Judicial Affairs, Student Handbook, and Student Government Association
- managed the Division of Student Success and Enrollment Management in the absence of the Vice President

July '10 – Nov. '12: Dean of Students, Lincoln University Of Pa.

- recruited, hired, and supervised directors in the following areas: Upward Bound TRIO Program, Judicial Affairs, Minority Male Health, New Student Orientation, SGA, Counseling Services, Women's Center, Student Life and Development, Greek Affairs, and Religious Activities
- supervised the Division of Student Affairs in the absence of the Vice President
- executed and implemented all major and special projects related to the enhancement and promotion of student services
- modified and implemented the policies of the Student Code of Conduct; and chaired the Judicial Board administering and presiding over sanctions levied
- partnered with community hospital (Jennersville Regional Hospital) on Advisory Board as liaison to ensure effective provision of health care services to students
- administered implementation of CAS (Council for the Advancement of Standards) for all departments in the Division of Student Affairs
- forged relationships with constituent groups, including students, local community, faculty, staff and parents to resolve issues involving one or more offices and/or constituents
- edited and published the Student Handbook for the years 2010-2012

July '09 – July '10: Interim Associate Dean of Students/Director of Student Life, Lincoln University Of Pa.

- facilitated leadership of the following areas: Upward Bound TRIO Program, Health Services, Counseling Services, Women's Center, Minority Male Health Program, Student Life and Development, Greek Affairs, Religious Activities and Chaplain Services
- supervised the Division in the absence of the Vice President and Dean of Students
- resolved conduct violations as member on the Judicial Board and enforced student compliance with the Student Code of Conduct
- administered implementation of CAS (Council for the Advancement of Standards) for all departments in the Division of Student Affairs
- partnered and negotiated dining services for students with Sodexo Food and Dining Services
- navigated relationships between students, community, faculty/staff and parents to resolve student concerns

Aug. '08 – July '10: Director of Student Life and Development, Lincoln University Of Pa.

- succeeded in the development and implementation of all campus life activities and assessment

- planned and assessed seminars for the Freshman Year Experience Program, New Student Orientation, and Sophomore Year Experience Program
- trained Greek Affairs and campus organizations, their executive boards, and student organization advisors
- designed, assessed and evaluated training and development workshops for student leaders
- built and monitored budgets totaling approximately \$400,000
- served as senior level manager for the operation of the University Student Union Building
- administered implementation of CAS (Council for the Advancement of Standards) for all departments in the Division of Student Affairs
- developed and implemented Student Leadership Model for student leaders

Oct. '06 – Aug. '08: Director of Learning Resource Center, Lincoln University Of Pa.

- directed tutoring, advising, and counseling services in the Learning Resource Center and Act 101 Program to enhance retention strategies for student athletes, students in developmental English and Education courses, students on probation, and the general Lincoln University student populace
- collaborated with Academic Department Chairs/Deans, Office of Student Services, Women's Center, Office of Admissions, and Athletic Departments to implement retention strategies
- developed, implemented, and conducted student development workshops
- monitored 2 program budgets totaling approximately \$618,000
- supervised 7 full time staff, 12 part time staff, and 3 student workers
- resolved conduct violations as member on the Judicial Board and enforced student compliance with the Student Code of Conduct
- partnered with Academic Affairs as member of Academic Standing Committee Board and Middle States Task Force Accreditation Committee
- secured Act 101 Program Grant for \$208,000 for 2007-2008 & 2008-2009 academic years
- edited policies and procedures manual; defined and assessed Student Learning Outcomes; and developed mission and vision statements
- spear-headed implementation of Level I and Level II Certification of the Reading, Math, and Writing Tutoring Program through the College Reading and Learning Association

Nov. '01 – Oct. '06: Director of Ronald E. McNair TRIO Program, Georgia State University

- assessed program goals/objectives; prepared and managed the program budget
- facilitated partnerships with the Program Advisory Board, Vice President for Student Services, Dean of Students, Academic Department Chairs and Deans, Director of Admissions, Director of Financial Aid, faculty, staff, and community leaders
- assessed and evaluated program effectiveness and outcomes
- mentored and advised program participants

- secured a 4 year, multi-million dollar grant - funded 2005 through 2008
- authored Student Handbook and policies/procedures manual for the program

Jan. '06 – Oct. '06: Instructor, Emerging Leaders Program, Georgia State University

- programmed leadership development for freshmen students
- monitored retention of new students helping them make successful transition into university life
- promoted student involvement in extra-curricular, intellectual, and cultural activities
- coordinated Emerging Leaders Panther Camp and taught the course with emphasis on understanding multicultural issues of diversity and an appreciation of others

Jan. '00 – Dec. '01: Instructor, Department of Communication, Georgia State University

- taught Human Communication and Business and Professional Communication

Faculty Teaching Experience:

- 3 years, Mississippi Valley State University, Department of Mass Communication
- 3 years, University of Akron, Department of Communication
- 1 year, Morris Brown College, Department of Journalism
- 1 year, DeVry University, Business Writing
- 2½ years, Georgia State University, Department of Communication/Student Life & Leadership, Emerging Leaders Program
- 5 years, Shorter College, Basic Speech and Theories of Communication

Fundraising/Grant Proposal Accomplishments:

- Greenwood Chamber of Commerce Leadership Greenwood 2015 Fundraising
- MVSU 2nd Annual First Lady's Scholarship Luncheon (Honorary Chair)
- National Council of Negro Women's 1st Annual Scholarship Beautiflora
- McNair TRIO Program 4 year Grant secured (2002-2006) approximately \$1,044,000; named Principal Investigator
- Secured \$208,000 for Act 101 Program Annual Grant (2006-2007, 2008-2009); and named Principal Investigator

Professional Organizations, Committees, Board Memberships:

- 2019 NASPA "Phenomenal Woman" Recognition
- 2019 Board Member, Greenwood Leflore County Chamber of Commerce
- 2018 Community Ambassador, Greenwood Leflore County Chamber of Commerce
- 2018 Women in Business Council Member, Greenwood Leflore County Chamber of Commerce
- Mississippi Economic Council's Leadership Mississippi Class of 2017
- Member of the American Association of State Colleges and Universities Millennium Leadership Initiative's Class of 2016

- Chair of Student Services Subcommittee, Mississippi Valley State University - SACSCOC 5th Year Interim Review Committee (2016-present)
- Peer Evaluator on the Off-Site Reaffirmation Committee for the Southern Association of Colleges and Schools (2015-2016; 2017-2018, 2019-2020)
- President, Class of 2015 Leadership Greenwood – Greenwood Leflore County Chamber of Commerce
- Program Board Member, National Council of Negro Women (2015-present)
- Member, Parents for Public Schools of Greenwood & Leflore County, MS (2015-present)
- Chair/Founder, Enrollment Management Task Force (Mississippi Valley State University, 2014-present)
- Chair/Founder, Title IX Compliance Committee (Mississippi Valley State University, 2013-present)
- Board Member, Itta Bena Community Project (2013-present)
- ACE Women's Leadership Forum (2012)
- NASPA/SACSA Mid-Manager's Institute (2006)
- Member, NASPA (2001-present)
- Member, Association for Student Conduct Administration (2006-2012)
- Member, Middle States Commission on Higher Education Committee (Lincoln University, 2006-2008)
- Jennersville Regional Hospital Advisory Board (Jennersville, PA, 2008-2012)
- Act 101 Advisory Board (PA Department of Education, 2006-2008)
- Health and Safety Committee (Lincoln University, 2006-2012)
- Academic Standing Committee (Lincoln University, 2006-2012)

Professional Awards:

- New Professional of the Year Award (2008)
- Counseling Services Phenomenal Leader Award (2011)
- Women's Center and Counseling Services Leadership Award (2012)
- Student Affairs Commitment and Service Award (2012)
- Student Leaders Outstanding Support Award (2013)
- Student Leadership and Engagement Support Award (2014)
- Men and Women of Color Leadership Summit Award (2015)
- Itta Bena Baseball League Sponsorship Award (2014, 2015, 2016, 2017, 2018)



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

June 15, 2020

Dr. Ray L. Belton
President/Chancellor
Southern University System and Baton Rouge Campus
J. S. Clark Administration Building
Fourth Floor
Baton Rouge, LA

Re: Off-Campus Instructional Site (OCIS) Working Group Appointments & Salary
Adjustments

Dear Dr. Belton:

During the past three months, the Southern University System Board of Supervisors, Louisiana Board of Regents, and Caddo Parish Commission have reviewed the Pathway to Legal Education Opportunities in Shreveport/Northwest Louisiana proposal offered by the Southern University Law Center (SULC). All of the aforementioned governing bodies have signaled approval of the proposed plan developed by SULC. Since there has been approval, SULC must begin a process to execute the steps outlined in the plan to ensure successful implementation.

The first step is to create a SULC OCIS working group that consists of SULC employees and stakeholders from Shreveport community to include Southern University System Board members from the Shreveport area. As to the working group members from the SULC faculty and staff, I am requesting salary adjustments for those individuals to take on additional duties.

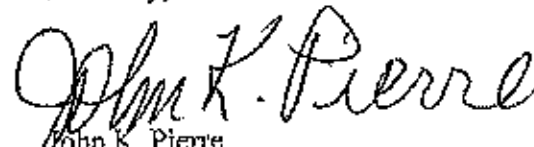
The individuals whose salary adjustments require approval by the Board of Supervisors and the roles are as follows:

Name	Role	Current Salary	Adjustment Propose	Adjusted Salary
Deleso Alford	OCIS Director	\$ 121,000	\$ 14,000	\$ 135,000
Gregory Speyrer	OCIS Technology Coordination	\$ 75,000	\$ 12,000	\$ 87,000
Angela Gaines	OCIS Facilities Coordination	\$ 87,000	\$ 9,000	\$ 96,000
Andrienne Shields	OCIS Library Resource Coordination	\$ 81,000	\$ 9,000	\$ 90,000

While SULC would initially fund the proposed salary adjustments, I have begun engaging in discussions with members of the Caddo Parish Commission for that body to fund the salary adjustments and other associated costs and expenditures as part of that body's January 1, 2021 – December 31, 2021 budget and budgets in future years. I would like these salary adjustments to become effective August 1, 2020.

If you have any questions, please feel free to contact me. I respectfully ask that this request be presented to the Southern University System Board of Supervisors meeting in July 2020.

Sincerely,



John K. Pierre

Chancellor and Vanue Lacour Endowed Law Professor

JOB CLASS				
JOB CODE	M			
CAL ID	L			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	9	6
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUND _____ SUSLA _____

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

_____ Academic	<u>X</u> 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 08/01/2020 To 06/30/2021
 Effective Date 08/01/2020

Name Adrienne Shields XXX-XX-0791 Sex F Race* B
(Last 4 digits only)

Position Title: Associate Librarian of Reference & Faculty Services Department: Law Center - Instructional Support

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 21 Southern University Experience 16
 Degree(s): Type/Discipline (BA-Education): B.A. Institution/Location (SI-Baton Rouge): Southern University A&M College Year: 1994
JD Southern University Law Center 2002

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$ 90,000.00 Salary Budgeted \$ 90,000.00

Source of Funds General Appropriation

Identify Budget: State BOR10 Location 311001-32050-61002-34500
 Form Code: _____ Page 1 Item # 1

Change of: _____ From _____ To _____
 Position _____
 Status _____
 Salary Adjustment \$81,000.00 \$90,000.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-32050-61002-34500	\$81,000.00

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

*See Reverse Side

Graduate School signature (if applicable):

John K. Pierre 6/26/2020 Ann K. Hall 6/26/2020
 Supervisor Date Assoc. VC for Fin. Affairs Date
Donald W. Holtz 6-26-2020 John K. Pierre 6/26/2020
 Vice Chancellor Date Chancellor Date
 _____ Date _____ Date
 Director/Personnel Date Vice President/Finance Business Affairs/Comptroller Date
 _____ Date _____ Date
 _____ Date _____ Date
 _____ Date _____ Date
 _____ Date _____ 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.

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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: Pay Adjustments for Southern University Law Center Off-Campus Instructional Site (OCIS) additional duties.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Phobe Poydras

NUMBER OF EMPLOYEES SUPERVISED, (if any) 15

IIR 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

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- H-1 Visa (Distinguished Merit & Ability)
- I-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. # _____
CODE _____
DATE 6-26-2020 EXPIRES _____
FMS Cery K. Hall
RA _____
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):

- 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/Incl Positions (Civil Service Application for classified employees)
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- Exemptions Survey Form (signed by employee and budget head)
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- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

CONTINGENT UPON AVAILABILITY OF FUNDS



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

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June 15, 2020

Dr. Ray L. Belton
President/Chancellor
Southern University System and Baton Rouge Campus
J. S. Clark Administration Building
Fourth Floor
Baton Rouge, LA

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Dear Dr. Belton:

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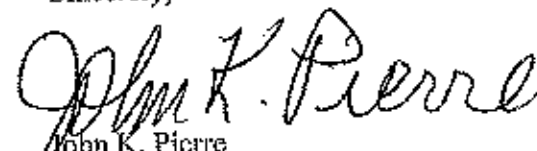
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While SULC would initially fund the proposed salary adjustments, I have begun engaging in discussions with members of the Caddo Parish Commission for that body to fund the salary adjustments and other associated costs and expenditures as part of that body's January 1, 2021 – December 31, 2021 budget and budgets in future years. I would like these salary adjustments to become effective August 1, 2020.

If you have any questions, please feel free to contact me. I respectfully ask that this request be presented to the Southern University System Board of Supervisors meeting in July 2020.

Sincerely,



John K. Pierre
Chancellor and Vanue Lacour Endowed Law Professor

JOB CLASS 3	6	7	0	5
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	2	8
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CAMPUS: SUS _____ SUDR _____ 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 08/01/2019 To 09/30/2021
 Effective Date 08/01/2020

Name Gregory P. Speyrer SS# XXX-XX-2635 Sex M Race* W
(Last 4 digits only)

Position Title: System Analyst Department: Law Center - II

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 30 Southern University Experience 6

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	B.S. Computer Science	Tulane University	1986
	B.A. History	University of New Orleans	1982
	M.B.A. Technology Management	University of Phoenix	2000

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$87,000.00 Salary Budgeted \$87,000.00

Source of Funds Strengthening HBGI

Identify Budget: State Location 320146-36301-61002-36000
 Form Code: BOR18 Page 1 Item # 1

Change of: _____
 From _____ To _____
 Position _____
 Status _____
 Salary Adjustment \$75,000.00 \$87,000.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
320146-36301-61002-36000	\$75,000.00

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

*See Reverse Side

Graduate School signature (if applicable):

Supervisor Chuck Pierre Date 6/26/2020
 Vice Chancellor Bernadette Roth Date 6-26-2020
 Director/Personnel _____ Date _____
 President _____ Date _____
 Dean/Unit Head _____ Date _____
 VC for Finance & Admin Chuck Pierre Date 6/26/2020
 Chancellor _____ 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.

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RACE (Please check all that apply):

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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 Phillipine 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: Pay Adjustments for Southern University Law Center Off-Campus Instructional Site (OCIS) additional duties.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Lata Johnson

NUMBER OF EMPLOYEES SUPERVISED, (if any) 3

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER

ENCUMBERED / FUNDS AVAILABLE

DOC. ID. #

US 6-26-2024
 RA _____
 HWI 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/C/S Rule 6.5g Letter of Justification (for classified, if applicable)

CONTINGENT UPON AVAILABILITY OF FUNDS



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

College of Nursing and Allied Health

Dr. Sandra C. Brown, Dean

J.K. Haynes Building 170

Post Office Box 11794

Baton Rouge, LA 70813

Phone: (225) 771-3266

Fax: (225) 771-2641

Date: April 16, 2020

To: Dr. Bijoy Sahoo
Interim Executive Vice Chancellor

From: 
Dr. Sandra C. Brown
Dean, College of Nursing and Allied Health

RE: Change in Position Status for Dr. Cheryl Taylor

Based on Dr. Taylor's performance evaluation, it is my recommendation that effective May 31, 2020 her position status officially changes from a 12-month Chair of the Graduate Nursing Program position to a 9-month faculty position at her current rank of Associate Professor with a salary adjustment from \$107,299 to \$80,000.



 X Approve 4/17/2020 Date

Dr. Bijoy Sahoo
Interim Executive Vice Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	F	9	7	J	1-00
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CAMPUS: SUS _____ SUBR SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment June 1, 2020 To _____
Effective Date June 1, 2020

Name Cheryl Taylor SS# U01775010 Sex Female Race* Black
(Last 4 digits only)

Position Title: Associate Professor Department: School of Nursing

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

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

Years Experience 43 Southern University Experience 19

Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
<u>PhD</u>		<u>Texas Women's University</u>	<u>1989</u>
<u>MN</u>		<u>University of Washington</u>	<u>1980</u>
<u>BSN</u>		<u>Dillard University</u>	<u>1977</u>

Current Employer Southern University and A&M College

Personnel Action

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

Recommended Salary _____ Salary Budgeted _____

Source of Funds State

Identify Budget: 211001 22406 61003 21000 Location _____
Form Code: _____ Page _____ Item # _____

Change of: _____
Position Chairperson, Graduate Program Associate Professor
Status _____
Salary Adjustment \$107,299 \$80,800

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

*See Reverse Side

Graduate School signature (if, applicable):

<u>Jane C. Bran</u> 5/28/2020 Supervisor Date 05/29/2020	<u>Jane C. Bran</u> 5/28/2020 Dean/Unit Head Date
<u>Benjamin Pugh</u> 5/28/2020 Vice Chancellor Date	<u>William McClinton</u> 5-28-20 Chancellor Date
<u>[Signature]</u> 5/28/2020 Director/Personnel Date	<u>[Signature]</u> Vice President/Finance Date
<u>[Signature]</u> President Date	<u>[Signature]</u> 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:

Change in Position Status from a 12 month Chair of the Graduate Nursing Program position to a 9 month faculty position at current rank of Associate Professor with a salary adjustment from \$107,299 to \$80,000.

EMPLOYEE REGULAR WORK SCHEDULE: 9 Month Faculty
EMPLOYEE DIRECT SUPERVISOR: Dean Sandra C. Brown
SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225.771.3266
NUMBER OF EMPLOYEES SUPERVISED, (if any): 0

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

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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
I certify that the above purchase(s) is (are) allowed under the terms and conditions of the appropriation budget or award agreement and in accordance with federal, state, local, and university policies and procedures required for fiscal compliance (Allowability/Compliance Verified) By: *[Signature]*
Funds Available By: *[Signature]*
Date: 5/29/20
Doc. ID # _____

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/Incl 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)

CHERYL TAYLOR, PHD, RN, MN, BSN, FAAN



EDUCATION (PhD, MN, BSN)

<i>Texas Woman's University</i>	<i>PhD</i>	<i>1989</i>	<i>Nursing Theory & Research</i>
<i>University of Washington</i>	<i>MN</i>	<i>1980</i>	<i>Systems-Oriented Community Mental Health: minor Business Administration</i>
<i>Dillard University of New Orleans</i>	<i>BSN</i>	<i>1977</i>	<i>Nursing</i>

Doctoral Dissertation:

Life Is Hard : A Phenomenological Study of Homeless Women Diagnosed with Mental Illness
1989 Dissertation — Texas Woman's University

Master's Thesis:

Psychiatric Patients in Nursing Homes : A study of staff's opinions of the mental health services they receive
1980 Thesis (M. Nur.) — University of Washington

LICENSURE(S)/CREDENTIALING/CERTIFICATION(S)

1977- current Registered Nurse (RN)
Louisiana State Board of Nursing

EMPLOYMENT

<i>2001-current</i> Associate Professor	Southern University and A&M College, School of Nursing <i>Baton Rouge, Louisiana</i>	Chair, Graduate Programs, 2013-current Interim Dean, School of Nursing, 2012 Director, Office of Nursing Research Graduate Programs in Nursing (Tenured) Interim Chair, Graduate Nursing Programs Director
<i>2001-2007</i> Principal Investigator	REACH@Heart of New Orleans Community-Based	Reducing CVD Risk Factors among African- Americans; Black Women Health Imperative

	Participatory Research	Washington, DC and Centers for Disease Control, Atlanta, Georgia
1998–2000 Associate Professor	The University of Alabama Capstone College of Nursing Tuscaloosa, Alabama	Clinical and classroom instruction in Nursing 451, Community health & leadership in practice.
Scholar In-Residence Life		Faculty development; Academic Scholar in University Residence Life assisting students of all majors with academic progression.
1994–1998 Interim Assistant Dean & Associate Professor (Tenured)	North Carolina Agricultural Technical State University Greensboro, North Carolina	Coordinator Upper Division & faculty senior-level Nursing
1992–1994 Adjunct Assistant Professor	Tulane University School of Public Health and Tropical Medicine	Maternal Child Health Programs . Developed and taught the first women's health courses offered.
1983–1994 Instructor Associate Professor	Louisiana State University Medical Center New Orleans, Louisiana	School of Nursing Clinical and Classroom Instructor in Medical Surgical Nursing Maternal—Child Nursing (Tenured) and Psychiatric Nursing, and Coordinator of Grants for Contracts.

HONORS, AWARDS AND LEADERSHIP

HONORS AND AWARDS

2017	HBCU Female Faculty of the Year	<i>Hbcudigest.com</i>
2012	Inductee Fellow	<i>American Academy of Nursing</i>
2011	Inductee Nightingale Nurses Hall of Fame	<i>Louisiana State Nurses Association</i>
2010	Nightingale Award: Outstanding Nurse Researcher of the Year in Louisiana	<i>Louisiana State Nurses Association</i>
2009–2013	National League of Nursing Consultant to the National Student Nurses Association	<i>National Student Nurses Association, Inc. Mid-Year and Annual Conventions</i>
2009	Sigma Theta Tau International Honor Society Daniel J. Pesut Spirit of Renewal Award.	<i>Sigma Theta Tau International Honor Society of Nursing</i>

2008-- 2011	National League of Nursing Ambassador to School of Nursing	<i>National League of Nursing</i>
2007	National Black Nurses Association past Presidents Pfizer Inc. Leadership Award.	<i>National Black Nurses Association</i>
2006	Katrina National Justice Hearings: Commissioner	<i>Houston, Texas; New Orleans, Louisiana</i>
2006	Black Bag Medicine Foundation "Doing What It Takes to Eliminate Health Disparities Award" Xavier University	<i>Xavier University New Orleans, Louisiana</i>
2004	Howard University School of Nursing: Emerging Nursing Star in Health Disparities Research, Washington, DC	<i>Howard University Washington, DC</i>
2003 – 2004	Southern University and A&M College, Baton Rouge: Outstanding Mentor Award.	<i>Southern University and A&M College Baton Rouge, Louisiana</i>
2002	Phi Delta Kappa Outstanding Educator Award Recipient	<i>Southern University and A&M College Baton Rouge, Louisiana</i>
2000	Atherine Lucy Foster Award for Mentoring Undergraduate Students. Award Recipient	<i>University of Alabama Tuscaloosa, Alabama</i>
1994	New Orleans District Nurses Association – J.B. Hickey Memorial Community Service Award	<i>New Orleans District Nurses Association New Orleans, Louisiana</i>
1990	The Louisiana Association of Student Nurses: Leaders and Leaders Awards.	<i>Louisiana State Association of Student Nurses</i>
1986– 1989	Louisiana State Board of Regents Graduate Fellowship Award	<i>Louisiana Board of Regents Baton Rouge, Louisiana</i>

LEADERSHIP

- **Faculty leader for PhD & DNP programs & Faculty Mentor National Student Nurses' Association**, involved in curriculum design; mentoring students, teaching methods and collaborative research partners with Pennington Biomedical Research Center and University of Pittsburgh School of Nursing, Chronic Disease Center. Supervising PhD student research internships. NLN Consultant and Mentor to undergraduate nursing students elected annually by NSNA Board, Leadership University faculty mentor to chapter advisors/consultants.
- **Director-at-large**, Louisiana Council of Administrators of Nursing Education (LACANE), 2018-current
- **Research Consultant**, Our Lady of the Lake Regional Medical Center Research Council and Reviewer for staff and students research proposals involving human subjects 2016-current.
- **Chair Person**, University Graduate Council, 2013-2018, led graduate faculty representatives in collaborative, shared governance model in graduate programs policy review, development, and implemented to support

graduate mission. Participated on appeals committee and development of graduate faculty status criteria for levels one and two.

- **Member Appointed by the Governor Louisiana Department of Health and Hospitals Institutional Review Board 2012–current**
- **Community-Based Health Policy Leadership** Louisiana State Health Commissions' Nursing Supply and Demand Council 2008–current.
- **Research Consultant, 2010–2012, Gulf Coast Trans-disciplinary Research Recovery Center for Community Health, Mehary Medical College, <http://www.gulfcoasthealthport.com>**
- **Senior Producer of School of Nursing, 2001–2014, Annual Health Disparities Research Symposia in Partnership with Tau Pi Chapter of Sigma Theta Tau International and Regional Hospitals, Baton Rouge, Louisiana**
- **Research Leadership** Principal Investigator 2000–2007 Black Women's Health Imperative REACH 2010@ the Heart of New Orleans, a community based participatory research study in 40 African American Churches focused on designing and testing interventions to reduce cardiovascular health disparities. Principal Investigator—Bless Your Heart: Health Education and Risk Trial for Black Women: Intervention Study in Five Cities 2007–2009, Black Women's Health Imperative, Washington, DC www.blackwomenshealth.org
- **Academic policy refinement and implementation**—review and implementation of master's and doctoral program policies concerning programs of study, development of clinical and research proposals, and evaluation and implementation of graduate nursing program curricula, MSN, PhD and DNP.
- **Faculty development and director of Office of Research** leads students and faculty in research methods, proposal development, collaborative partnership initiating mentors new and continuing faculty for continuing faculty development initiatives, annual research symposia and initiatives that involve improving and promoting graduate faculty growth, development, accomplishments and productivity. Two graduate faculty serve as NLN Health Information Technology scholars on several faculty national boards and participated in collaborative research.

SCHOLARSHIP

PUBLICATIONS

- | | |
|--|--|
| Taylor, C. & Mpofo, F. (2010). Embracing mentors and facing tormentors | <i>Imprint November/December 2010, p. 17.
(Official Publication of the National Student Nurses Association).</i> |
| Ferdinand, K.; Taylor, C. (2009) The Management of Hypertension with Angiotension Receptor Blockers in <i>Special Populations, Co-author</i> | <i>Clinical Cornerstone Elsevier Publishers Bridgewater, New Jersey, pp. 5–16</i> |
| Ferdinand, K.; Taylor, C. (2009) Advances in the Treatment of Hypertension and Stroke: <i>A Primary Care Medicine Update</i> | <i>A Primary Care Medicine Update; Elsevier Publishers</i> |
| Taylor, C. (2009) "Living Well with Diabetes Resource and Referral Guide" | <i>Baton Rouge, July 2009</i> |

- Taylor, C.; Cole, Ferdinand D., Cost-effective, community-based strategies targeting cardiovascular disease and diabetes risk factors among women *Preventing Chronic Disease: Public Health Research Practice and Policy, Volume 2, Heart & Soul Magazine 2004*
- Taylor, C., REACH 2010 Coalitions: Reaching for Ways to Prevent Cardiovascular Disease and Diabetes *Journal of Women's Health 2002-2003*
- Taylor, C., Desperately Seeking a Sound Body? Preventing Chronic Disease: *Public Health Research Practice and Policy, Volume 2* *Heart & Soul Magazine December/January 2003*
- Taylor, C. (1999) Nurse Expert Contributor to *Components of Psychiatric-Mental Health and Addictions* *Nursing Workforce Washington DC, ANA. 1999*
- Taylor, C. (1993) The Challenge of Diversity in Mental Health Reform. *Journal of Psychosocial Nursing (31) 8: 25-27* *August, Slack, Inc., New Jersey. 1993*

BOOKS/BOOK CHAPTERS

- Bator, S., Taylor, C., Catalano, Krentz, C., Ream, D., Webb, K. (2019 in press). Chapter 24: Nursing research and evidence-based practice. *Nursing now! Today's issues, tomorrow's trends (8th ed.)* *Edited by J. Catalano. Philadelphia: FA Davis.*
- Taylor, C., Bator, S., Hull, E. Hill, J., Spurlock, W. (2019 in press). Chapter 18: Incivility: The antithesis of caring. *Nursing now! Today's issues, tomorrow's trends (8th edition).* *Edited by J. Catalano. Philadelphia: FA Davis.*
- Bator, S., Taylor, C. & Catalano, J. (2015) *Nursing Research and Evidence-based Practice in Catalano, J. Nursing Now: Today's Issues, Tomorrow's Trends, 6th edition.* *Edited by J. Catalano. Philadelphia: FA Davis.*
- Taylor, C.; Bator, S.; Hull, E.; Hill, J. & Spurlock, W. (2015, 2012) *Incivility: The Antithesis of Caring in Catalano, J. Nursing Now: Today's Issues, Tomorrow's Trends, 6th edition.*
- Taylor, C.; Langley, M. & Jack, L. (2010) Chapter 17, *Church-based Health Promotion to Address Chronic Diseases among s in* *Edited by L. Jack Roscoe, Illinois: Hilton Publishing Company*

Diabetes in Black America: Public Health and Clinical Solutions to a National Crisis
Taylor, C. (1998) Psychiatric Mental Health Nursing. In Mental Health Care for the Homeless Mentally Ill
Boyd, M.A. & Nihart, M.A. Lippincott Publishing Company 1998

Taylor, C. (1998) Fundamentals of Nursing. In Foundations of Caring for Culturally Diverse Clients
Delaune, S.C. & Ladner, P.K. Lippincott Publishing Company 1998

Taylor, C. (1998) Mental Health Care for the Mentally Ill, Psychiatric-Mental Health Nursing
Boyd, M.A. & Nihart, M.A., (Eds.) Philadelphia: Lippincott

Taylor, C. (1996) Treating Schizophrenia Among the Homeless. Current Approaches Psychoses, *Experpta Medica* 2(5)
New Jersey, Princeton

Taylor, C. (1995) Homeless Families: Families in Transition. Child Adolescent Family Psychiatric Nursing.
B.S. Johnson (ed.), Philadelphia, Lippincott

ABSTRACTS – NATIONAL CONFERENCES

National Student Nurses Association (NSNA) Leadership University Presenter at Mid-Year and Annual Conventions Faculty Advisors and Consultants Workshops, 2009–2015.

NSNA CONFERENCES AND LEADERSHIP UNIVERSITY CERTIFICATE PROGRAM

Senior faculty advisory for faculty development teaching over 100 faculty shared governance and fiduciary responsibility skills for effective student organization management and building leadership capacity through formal educational session at mid-year and annual conferences for continuing education credits.

Mississippi Freedom Summer 1964–2014, 50th Anniversary Conference: "The Faith-Based Communities Role in Addressing Health Disparities: Shining a Light on the Mississippi Model". June 25–29, 2014, Tougaloo College, Tougaloo Mississippi.

April 4-8, 2019	<i>NSNA 66th Annual Conference Get Hooked Incite Inspiration Ingenuity Nashville, TN</i>
April 3-7, 2019	<i>NSNA 67th Annual Conference Ignite Your Passion: Lighting the Way for Excellence Salt Lake City, UT</i>
November 1-3, 2018	<i>American Academy of Nursing Conference Transforming Health, Driving Policy Conference Washington D.C.</i>
April 5-9, 2017	<i>NSNA 65th Annual Conventions Think Big: Nursing on A Global Scale Dallas, TX</i>
March 30-April 3, 2016	<i>NSNA 64th Annual Convention Where Imaginations and Journeys Meet Orlando, FL</i>
April 8-12, 2015	<i>NSNA 63rd Annual Convention Bright Horizons: Rising to New Opportunities Phoenix, AZ</i>

April 11-13, 2014 *NSNA 62nd Annual Convention Strong Voices and Big Dreams Influencing the Future* Nashville, TN

April 3-7, 2013 *NSNA 61st Annual Convention Health Campaign – Healing, Enlightening, and Loving the Health You* Charlotte, NC

"Faith-Based Innovations to Reduce Cardiovascular Risk Factors Among Us." Evidence-Based Processes and Outcomes of REACH 2010 at the Heart of New Orleans CBPR (Community Academic Partnership and Engagement) Abstract 12th Annual Health Disparities Conference. 2019. National.

"Exemplary Faith Based Connections That Work: Harmonizing Health Education Practice and Research to Advance Health Equity: Sponsored by Society for Public Health Education, May 6-9, 2010, National.

"Black Women and HIV/AIDS Confronting the Crisis and Planning for Action: National Alliance of State and Territorial Directors," March 22-25, 2010 Regional.

"Two Strokes and You're Out. How New Orleans' Community Health Advocates Championed Acute Stroke Care Harmonizing Health Education Practice and Research to Advance Health Equity," Sponsored by Society for Public Health Education, May 6-9, 2009, National.

"Surviving Stress and the Impact on Patients and Providers Post Disaster," 23rd Annual Interdisciplinary Conference: American Society of Hypertension and the International Society of High Blood Pressure and the International Society of High Blood Pressure, July 2008. National.

"Lessons Learned from Community Lifeguards of Black Women's Health in the Aftermath of the 2005 Disasters," National Conference on Health Education and Health Promotion, Seattle Washington, June 6-9, 2007. National.

"Barriers to Health in Communities of Color," The Regions VI Conference Weighing Down Obesity New Orleans, LA, August 7-8 2003. Regional.

"REACH 2010 @ the Heart of New Orleans Research Demonstration for CVD/ Pre-Diabetes Risk Reduction." The National Black Nurses Association 31st Annual Institute & Conference: Emerging Health Threats: Nursing Solutions in New Era. Diabetes Institute New Orleans, Louisiana, July 30-August 3, 2003. National.

"Emerging Opportunities for Health Promotion and Education: Community Lifeguards of Black Women's Heart Health." The Association of State and Territorial Directors of Health Promotion and Public Health Education San Diego, California. May 21-23 2003. National.

"Advancing Community Based Public Health Strategies." Louisiana Public Health Association, Inc. 55th Annual Education Conference New Orleans, Louisiana. April 9-11 2003. Statewide.

<i>Journal: Progress in Community Health Partnerships: Research Education and Action</i> <i>Associate Guest Editor</i> <i>CDC REACH Special Issue</i>	<i>Editorial Advisory Panel and Guest Editor</i>	2010–2011
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JOURNAL PEER-REVIEWER

Health Promotion Practice	<i>Member: Journal Reviewer</i>	2006–current
Preventing Chronic Disease	<i>Member: Journal Reviewer</i>	2006–current
Health Education and Behavior	<i>Journal Reviewer</i>	2006–2010
Health Promotion Practice Member	<i>Journal Reviewer</i>	2006–2009
Health Education and Behavior	<i>Member: Journal Reviewer</i>	2006–2008

GRANT PEER-REVIEWER

Louisiana DHHS Bureau of Primary Care and Rural Health	<i>Member: Grant Reviewer</i>	2009
United States Department of Health and Human Services, Health Resources and Services Administrator, Bureau of Health Professions, Division of Nursing Special Projects Sections.	<i>Peer Grant Reviewer</i>	1999

RESEARCH

a. Funded Grants – Research Grants, Contracts, and Cooperative Agreements

- 1. *All of Us: Precision Medicine Research Program***
Date: 2018-2019
Amount of Funds: \$9,000
Role -- Principle Investigator
- 2. *Jonas Scholars Mentors Program: Support for PhD students***
Date: 2016-present
Amount of Funds:
Role – Jonas Scholar Mentor Advisor
Source: AACNNLN Jonas Scholars program

- 3. Louisiana Action Coalition: Primary Care Family Nurse Practitioner Tuition Reimbursement Grant for Minority NPs**
Date: 2014–2015
Funding: Louisiana State Board of Regents
Amount of Funds: \$15,000
Role – Program Director
- 4. SDS-Scholarships for Disadvantaged Students**
Date: 2012
Funding: US DHHS
Amount of Funds: \$2,200,000.00
Role – Principal Investigator
- 5. Family First Responders: Community Based Health Education Intervention**
Date: 2008
Funding: NIH, National Library of Medicine
Amount of Funds: \$15,000
Role – Principal Investigator
- 6. Bless Your Heart: Health Education & Risk Tests for Black Women: A National Community Cardio Prevention Plan**
Date: 2007/2008
Funding: USDH Office of Women's Health
Amount of Funds: \$200,000 annually
Role – Principal Investigator
- 7. Reducing Cardiovascular Health Risk Factors in African American Women Community-Based Participatory Research**
Date: 2001–2007
Funding: Center for Disease Control and Prevention/Black Women's Health Imperative
Amount of Funds: \$ 950,000/per year
Role – Principal Investigator
- 8. Southern University System REACH for Health Online with the National Library of Medicine**
Date: 2005/2004
Funding: United Negro College Fund Special Programs in Cooperation with National Library of Medicine
Amount of Funds: \$20,000
Role – Principal Investigator

b. Other Research Activities

DISSERTATION CHAIR FOR THE FOLLOWING PhD STUDENTS

Student	Date	Title of Dissertation
Pamela R. Potter, PhD, RN	Fall 2018	A Correlational Study of Self-Efficacy and Supportive Factors Among Licensed Practical Nurses Pursuing RN Education

<i>Tania Hicks, PhD</i>	<i>Spring 2017</i>	<i>Acceptability of Microbicides as a Means of HIV Prevention Among Women: A Cross-Sectional Research (Environmental Toxicology Department)</i>
<i>Terrelle Foster, PhD, RN</i>	<i>Spring 2015</i>	<i>Evidence-based Mentoring Practices in Nursing Organizations: A Descriptive Study (Proposal Development and Defense Stage)</i>
<i>Sharon Bator, PhD, RN, PNP</i>	<i>Summer 2011</i>	<i>Adoptive Parents' Lived Experience of Bonding with Their Adopted Infants: A Phenomenological Study</i>
<i>Vonda Gaitor, PhD, RN, FNP</i>	<i>Summer 2011</i>	<i>African American Adolescents Dimensions of Family Functioning and Body Mass Index</i>
<i>Betty Bennett, PhD, RN</i>	<i>Spring 2008</i>	<i>Relationship between African American Women's Symptom Experience with Myocardial Infarction and Perceptions of Menopause</i>
<i>Lenetra Jefferson, PhD, RN</i>	<i>Spring 2008</i>	<i>Exploring Effects of Therapeutic Massage and Patient Teaching in the Practice of Diaphragmatic Breathing on Blood Pressure, Stress, and Anxiety in Hypertensive African Women: An Intervention</i>
<i>Staci Anderson, PhD, RN</i>	<i>Fall 2007</i>	<i>Knowledge, Spirituality, and Cancer Fatalism as Predictors of Breast Cancer Screening Practices for African American and Caucasian Women</i>

DISSERTATIONS COMMITTEE MEMBERSHIPS

Student	Date	Title of Dissertation
<i>Lanique Rouseff-Sheppard, LMSW, MPH</i>	<i>2019</i>	<i>Implementation of PPACA for Louisiana's Medicaid Expansion Population: Analyzing Health Outcomes Among Beneficiaries 2019</i>
<i>Michael Celestin, MPHCHES</i>	<i>2018- 2019</i>	<i>Improving Clinical Practice Examining Factors Influencing Treatment of Tobacco Use Among Clinicians in Louisiana's Public Hospital System</i>
<i>Twila Sterling Guillory, PhD, RN</i>	<i>Spring 2011</i>	<i>The Influences of Dietary Patterns, Physical Activity, and Self Perception on Health-Related Quality of Life in Overweight and Normal-Weight, Adolescent Females</i>
<i>Wendi Palermo, PhD, RN</i>	<i>Spring 2011</i>	<i>An Examination of Factors Which Impact Infant Mortality Rates among Louisiana Parishes</i>
<i>Mary Meg Brown, PhD, RN</i>	<i>Fall 2009</i>	<i>Perceived Stress, Social Support, and Health Promoting Behaviors among African American and Caucasian Women with Type 2 Diabetes Living in a Rural Community in Southwest Mississippi</i>

<i>Gwenneth Simmonds, PhD, RN</i>	<i>Fall 2008</i>	<i>Sexual Refusal/Negotiation Skills, Educational Aspirations, and Intent to be Sexually Active: Is There a Difference between Southern and Midwestern Adolescents?</i>
<i>Charlene Smith, PhD, RN</i>	<i>Fall 2008</i>	<i>Evaluating the Effectiveness of a Culturally Sensitive Educational Program in Increasing Breast Cancer Knowledge and Screening Practices among African American Women</i>
<i>Faye Cady, PhD, RN</i>	<i>Spring 2006</i>	<i>Perceived Caregiver Burden and Coping Strategies Used by Informal Caregivers of Adults with Developmental Disabilities</i>
<i>Kim Brannagan, PhD, RN</i>	<i>Spring 2006</i>	<i>Roles of Event-Related Stress, Perceived Exertion, Exercise Self-Efficacy and Demographic Factors in Predicting Physical Activity Among College Freshmen: A Path Analysis</i>

CAPSTONE PROJECT COMMITTEE MEMBER FOR THE FOLLOWING STUDENTS

<i>Ghenet Ghebretatios, MSN, FNP, DNP</i>	<i>Fall 2014</i>	<i>Design of an Evidence-Based Breast Cancer Survivorship Plan of Care after Completion of Primary Care Treatment</i>
<i>Michelle Robins Nelson, MSN, FNP, DNP</i>	<i>Fall 2014</i>	<i>Information Technology and Social Media among Nurse Practitioner Students in Accessing Health Care Information: Impact on Patient Safety and Quality of Health Care</i>
<i>Mandy Ball, MSN, DNP</i>	<i>December 2013</i>	<i>The DNP Nurse Practitioner as Entrepreneur Leader: An Evidence-Based Guide to Establishing a Primary Health Care Clinic in Rural Louisiana</i>
<i>Grace Dinvaut, MSN, DNP</i>	<i>Fall 2013</i>	<i>The Design of an Evidence-Based Asthma Protocol for Rural School-Based Health Clinic Children</i>

DOCTORATE IN NURSING PRACTICE

DNP CAPSTONE PROJECT CHAIR FOR THE FOLLOWING STUDENTS

<i>Angelina Honora, MSN, DNP</i>	<i>Fall 2018</i>	<i>Evaluation Knowledge, Attitudes and Barriers among Primary Care Providers in the Management of Childhood and Adolescent Obesity</i>
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<i>Nina Jackson Batiste, MSN, DNP</i>	<i>Fall 2014</i>	<i>Teaching African-American College Students to protect Themselves from Sexually Transmitted Disease: An Educational Intervention</i>
<i>Staci Bland, MSN, DNP</i>	<i>December 2013</i>	<i>Designing an Emergency Preparedness Guide for Primary Care Providers Managing Patients with Hypertension and Diabetes</i>

DISSERTATION CHAIR FOR THE FOLLOWING PhD STUDENTS

Student	Date	Title of Dissertation
<i>Tania Hicks, PhD</i>	<i>Spring 2017</i>	<i>Acceptability of Microbicides as a Means of HIV Prevention Among Women: A Cross-Sectional Research (Environmental Toxicology Department)</i>
<i>Terrelle Foster, PhD, RN</i>	<i>Spring 2015</i>	<i>Evidence-based Mentoring Practices in Nursing Organizations: A Descriptive Study (Proposal Development and Defense Stage)</i>
<i>Vonda Gaitor, PhD, RN, FNP</i>	<i>Summer 2011</i>	<i>African American Adolescents Dimensions of Family Functioning and Body Mass Index</i>
<i>Sharon Bator, PhD, RN, PNP</i>	<i>Summer 2011</i>	<i>Adoptive Parents' Lived Experience of Bonding with Their Adopted Infants: A Phenomenological Study</i>
<i>Lenetra Jefferson, PhD, RN</i>	<i>Spring 2008</i>	<i>Exploring Effects of Therapeutic Massage and Patient Teaching in the Practice of Diaphragmatic Breathing on Blood Pressure, Stress, and Anxiety in Hypertensive African Women: An Intervention</i>
<i>Betty Bennett, PhD, RN</i>	<i>Spring 2008</i>	<i>Relationship between African American Women's Symptom Experience with Myocardial Infarction and Perceptions of Menopause</i>
<i>Staci Anderson, PhD, RN</i>	<i>Fall 2007</i>	<i>Knowledge, Spirituality, and Cancer Fatalism as Predictors of Breast Cancer Screening Practices for African American and Caucasian Women</i>
<i>Yolanda M. Pouxell-Young, PhD, RN, PNP</i>	<i>Fall 2005</i>	<i>Self-Perception, Obesity, and Health Promoting Behaviors among African American Adolescent Females: A Predictive Equation</i>

<i>Daphne Ferdinand, PhD, RN</i>	<i>Spring 2004</i>	<i>Obesity, Psychological Factors, and the Metabolic Syndrome in African American Women: A Correlational Study</i>
<i>Cynthia Bienemy, PhD, RN</i>	<i>Spring 2004</i>	<i>Chronic Stress Antecedents to Depression in Hypertensive Women: Role of Social Support and Spiritual Well-Being</i>

DISSERTATIONS COMMITTEE MEMBERSHIPS

Student	Date	Title of Dissertation
<i>Lanique Rousell-Sheppard, LMSW, MPH</i>	2019	<i>Implementation of PPACA for Louisiana's Medicaid Expansion Population: Analyzing Health Outcomes Among Beneficiaries 2019</i>
<i>Michael Celestin, MPHCHES</i>	2018-2019	<i>Improving Clinical Practice Examining Factors Influencing Treatment of Tobacco Use Among Clinicians in Louisiana's Public Hospital System</i>
<i>Wendi Palermo, PhD, RN</i>	Spring 2011	<i>An Examination of Factors Which Impact Infant Mortality Rates among Louisiana Parishes</i>
<i>Twila Sterling Gullory, PhD, RN</i>	Spring 2011	<i>The Influences of Dietary Patterns, Physical Activity, and Self Perception on Health-Related Quality of Life in Overweight and Normal-Weight, Adolescent Females</i>
<i>Mary Meg Brown, PhD, RN</i>	Fall 2009	<i>Perceived Stress, Social Support, and Health Promoting Behaviors among African American and Caucasian Women with Type 2 Diabetes Living in a Rural Community in Southwest Mississippi</i>
<i>Gwenneth Simmonds, PhD, RN</i>	Fall 2008	<i>Sexual Refusal/Negotiation Skills, Educational Aspirations, and Intent to be Sexually Active: Is There a Difference between Southern and Midwestern Adolescents?</i>
<i>Charlene Smith, PhD, RN</i>	Fall 2008	<i>Evaluating the Effectiveness of a Culturally Sensitive Educational Program in Increasing Breast Cancer Knowledge and Screening Practices among African American Women</i>
<i>Kim Brannagan, PhD, RN</i>	Spring 2006	<i>Roles of Event-Related Stress, Perceived Exertion, Exercise Self-Efficacy and Demographic Factors in Predicting Physical Activity Among College Freshmen: A Path Analysis</i>
<i>Faye Cady, PhD, RN</i>	Spring 2006	<i>Perceived Caregiver Burden and Coping Strategies Used by Informal Caregivers of Adults with Developmental Disabilities</i>
<i>Shirleen Trabeaux, PhD, RN</i>	Spring 2005	<i>Effects of Age, Physical Health and Social Resources on Self-Care capacity among Community-Dwelling Older Women</i>

CAPSTONE PROJECT COMMITTEE MEMBER FOR THE FOLLOWING STUDENTS

<i>Ghenet Ghebretatios, MSN, FNP, DNP</i>	Fall 2014	<i>Design of an Evidence-Based Breast Cancer Survivorship Plan of Care after Completion of Primary Care Treatment</i>
<i>Mandy Ball, MSN, DNP</i>	December 2013	<i>The DNP Nurse Practitioner as Entrepreneur Leader: An Evidence-Based Guide to Establishing a Primary Health Care Clinic in Rural Louisiana</i>
<i>Grace Dirvaut, MSN, DNP</i>	Fall 2013	<i>The Design of an Evidence-Based Asthma Protocol for Rural School-Based Health Clinic Children</i>

Institution /Journal / Organization	Role / Task	Date
National Student Nurses Assn., Inc. Mid-year and Annual Conventions	<i>Career Counselor for Undergraduate Student Nurses</i> <i>Faculty Member, Leadership University</i>	2009-current
Health Promotion Practice	<i>Member: Journal Reviewer</i>	2006-current
Preventing Chronic Disease	<i>Member: Journal Reviewer</i>	2006-current
National Institutes of Health, National Library of Medicine, Environmental Health Information Project https://sis.nlm.nih.gov/outreach/enhip.html	<i>Official SUBR Representative</i>	2003-current
National Student Nurses Assn., Inc. Senior Faculty Member: Leadership University, National Student Nurses Assn., Inc. www.nsnaleadershipu.org	<i>National League of Nursing Consultant to the National Student Nurses Association</i> <i>Coordinator / Teacher</i>	2009-2013
Bristol Meyer Squibb Foundation	<i>Expert Consultant, Together on Diabetes Grantee Summit: Communities Uniting to Meet America's Diabetes Challenge</i>	2012
Louisiana DHHS Bureau of Primary Care and Rural Health	<i>Member: Grant Reviewer</i>	2009
Health Education and Behavior	<i>Member: Journal Reviewer</i>	2006-2008

CLINICAL RESEARCH PROJECTS CHAIR

<i>Sang Huynh</i>	<i>Fall 2018</i>	<i>Evidence Based Outcomes of Family Visitation for ICU Patients: A Literature Review</i>
<i>Brandon Campbell</i>	<i>Fall 2018</i>	<i>Family Presence During Resuscitation: An integrated Literature Review</i>

<i>James Thomas</i>	<i>Fall 2018</i>	<i>Evidence Based Practices for Managing Osteoporosis Among Women: An Integrated Literature Review</i>
<i>Shonte Daniels</i>	<i>Spring 2018</i>	<i>Evidence Based Practices to Manage and Reduce Caregiver Stress: A Review of Literature</i>
<i>Germaine Thurmond</i>	<i>Fall 2017</i>	<i>Evidence Based Practices in Early Education for Cancer Patients</i>
<i>Emma Wicker</i>	<i>Fall 2017</i>	<i>Novice Transition: The Efficacy of Nurse Internship and Residency Programming</i>
<i>Jornel Dixon</i>	<i>Fall 2017</i>	<i>Evidence Based Practices in Early Education for Cancer Patients</i>
<i>Brittany Bell, RN, MSN</i>	<i>Spring 2013</i>	<i>Best Practice Models for Caregivers of People with Dementia</i>
<i>Deborah Romero Ashford, RN, MSN</i>	<i>Spring 2011</i>	<i>Nursing Analysis of Use of Diabetes "Apps" for Mobile Technology: A Comprehensive Review</i>
<i>Brice Sylvas, RN, MSN</i>	<i>Spring 2011</i>	<i>An Analysis of Gulf Coast Hospitals' Readiness to Treat Acute Stroke Patients: A Systematic Review</i>
<i>LaKesha Thomas, MSN</i>	<i>Spring 2011</i>	<i>Diabetes Management and Prevention: A Review of Promising Interventions Targeting African Americans</i>

MARGARET RICHARD SPIKES HONORS COLLEGE HONORS THESIS ADVISOR / CHAIR

<i>Jaylin Myles</i>	<i>Fall 2016 – Spring 2017</i>	<i>A Systematic Review of Compassion Fatigue Among Emergency Room Nurses</i>
<i>Taylor Baker</i>	<i>Fall 2016 – Spring 2017</i>	<i>"Evidence-Based Practices of Health Care Professionals' Use of Complementary and Alternative Therapies for Patients with Chronic Conditions: A Systematic Review"</i>

PRESENTATIONS

"How to Take Care When Your Plate is Full." The National Black Women's Health Project First Ladies Health Advisory Council, May 19, 2003. Local.

"End of Life Initiatives Stakeholders Collaborative." The CDC Chronic Disease and Health Care and Aging Studies Branch Chicago, Illinois. May 4-6 2003. National.

"Public Health Implications of Obesity in African Americans." American Public Health Association Society for the Analysis of African American Public Health Issues. November 2002. National.

"Promising Practices in Eliminating Health Disparities Cardiovascular Disease." U.S. Department of Health and Human Services, Office of Minority Health Washington, D.C. July 10-12, 2002. National.

CREATIVE CONTRIBUTIONS TO NURSING AND PUBLIC HEALTH

Work	Date	Dissemination
<i>Embracing Mentors and Facing Tormenters in Nursing (Article in Imprint)</i>	<i>2010</i>	<i>NSNA Members and Website</i>
<i>Senior Student Nurse to Senior Citizen Nurse (Article in Imprint)</i>	<i>2010</i>	<i>NSNA Members and Website</i>
<i>Videography Television Productions:</i>	<i>June 2009</i>	<i>New Orleans, LA</i>
<i>Co-Produced and Featured in Thirteen (13)</i>	<i>November 2008</i>	
<i>Television Productions—Health Issues 2000 and</i>	<i>May 2007</i>	<i>Over 30,000</i>
<i>Health Issues 2010 Designed to Promote</i>	<i>February & November</i>	<i>residents per episode</i>
<i>Healthy Literacy</i>	<i>2006</i>	
	<i>July 2005</i>	
	<i>February & November</i>	
	<i>2004</i>	
	<i>May & November 2003</i>	
	<i>November 2002</i>	
	<i>March 2002</i>	
	<i>July 2001</i>	
<i>Created Spirit of Health Living well with Diabetes program Design, Developed and Tested Church Profile</i>	<i>2009-2010</i>	<i>New Orleans, LA</i>
<i>Co-Developed "Ten Commandments of Heart Health" Church Fan: Disseminated heart health promotion messages to over 10,000 African-Americans in Faith-based Communities</i>	<i>2006</i>	<i>New Orleans, LA</i>
<i>Developed Piloted Research Evaluation Protocols Pre-and Post-Disaster</i>	<i>2001-2007</i>	<i>New Orleans, LA</i>
<i>Developed & Replicated Annual CPR Training Day for Church Ushers</i>	<i>2002-2006</i>	<i>New Orleans, LA</i>
<i>Developed Health Empowerment Education Manual</i>	<i>2001-2004</i>	<i>New Orleans, LA</i>

CONFERENCE PARTICIPANT: LIFELONG TEACHING AND LEARNING ACTIVITIES

- 2014 *Sigma Theta Tau International Nursing Honor Society Biennial Conference, Indianapolis, Indiana*
- 2012 *Sigma Theta Tau International Nursing Honor Society Biennial Conference, Grapevine, Texas*
- 2011–2014 *NLN Nursing Education Summits, Orlando Florida, Philadelphia Penn, Washington, DC, Phoenix, Arizona*
- 2010 *NLN Nursing Education Summit: Shaping History, Reforming Health Care: September 27–October 12, Las Vegas, Nevada*
- 2010–2014 *National Student Nurses Association Annual and Mid-Year Conventions, Orlando, Florida; Cincinnati, Ohio; Nashville, Tennessee; Portland, Oregon*
- 2009 *NLN Faculty Research Conference: Building the Science of Nursing Education: Attaining Excellence through Scholarship, New Orleans, Louisiana*
- 2009 *National League for Nursing Education Summit, Exploring Pathways to Excellence in Clinical Education, Philadelphia, Pennsylvania*
- 2008 *NIH Summit: The Science of Eliminating Health Disparities, National Institutes of Health Center on Minority Health Disparities, December 16–18, 2008, National Harbor, Maryland*
- 2008 *National League for Nursing Education Summit, The power of Diversity in Nursing Education, San Antonio, Texas*
- 2007 *Southern Nursing Research Society 21st Conference: Translational Research: Bridge or Destination, Galveston, Texas*
- 2003 *UNC-Chapel Hill Song School of Nursing Continuing Education Program, "Writing for Publication", Chapel Hill, North Carolina*
- 2002 *Prayer Clinic 2002, "Joy: The Spirit of the Believer" Wells Memorial Church of God in Christ*
- 2000 *Sigma Theta Tau Postdoctoral Institute of Knowledge Base Building*
- 1999 *Management of Organization Behavioral, Diversity, Authority and Leadership in the Community from a Social Systems Perspective, A.K. Rice Group Relations Conference, Delray Beach, Florida*

- 1998 *Authority & Leadership in Organizational Life, A.K. Rice Institute, Group Relations Conference, Howard University, Washington, DC*
- 1997 *Organizational Behavior & the Consultants Role, A.K. Rice Institute, Group Relations Conference, Delray Beach, Florida*

PROFESSIONAL DEVELOPMENT ACTIVITIES

ONGOING TEACHING AND MENTORING ACTIVITIES FOR ACADEMIC PROGRESSION

Theory	Research Methodology	Service Learning, Internships & Graduate Student Development led by Dr. Taylor
<ul style="list-style-type: none">▪ <i>N700 History and Philosophy of Science and Nursing Science</i>▪ <i>N704 Health Policy</i>▪ <i>N732 Issues in Health care</i>▪ <i>N733 Policy and Strategies</i>▪ <i>N604 Issues in Advanced Practice</i>	<ul style="list-style-type: none">▪ <i>N712 Advanced Nursing Research</i>▪ <i>N714 Application of Research Methods</i>▪ <i>N720 Research Practicum</i>▪ <i>N799 Advanced Research</i>▪ <i>N800 Dissertation Research</i>▪ <i>N696 Clinical Research Project</i>	<ul style="list-style-type: none">▪ <i>NLN Jonas Scholar Mentor for Doctoral Students</i>▪ <i>SUBR D. M. Richard Spikes Honors College, Specialized Instructor</i>▪ <i>Pennington Biomedical Research Institution, Baton Rouge, Louisiana, Mentor</i>▪ <i>Black Women's Health Imperative Research Mentor</i>▪ <i>Tulane University, School of Public Health Capstone Student, Preceptors</i>▪ <i>Shiloh Missionary Baptist Church, Summer Enrichment Program for high school students, Mentor</i>▪ <i>National Student Nurses Board of Directors Orientation, and student leadership development, New York, New York, Advisor Consultant</i>▪ <i>Leadership University of the National Student Nurses Association, Senior Faculty www.nsnleadershipu.org</i>

MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS

- *American Academy of Nursing*
- *Louisiana State Nurses Association*
- *American Holistic Nurses Association*
- *American Nurses Association*
- *National League for Nursing*

- *National Black Nurses Association*
- *Sigma Theta Tau International Honor Society, Tau Pi Chapter*
- *Society for Public Health Education*
- *Southern Nursing Research Society*
- *Dillard University Professional Organization of Nursing*
- *Baton Rouge District Nurses Association*

ELECTED POSITIONS/OFFICES HELD IN PROFESSIONAL ORGANIZATION(S) SERVICE ON A COMMITTEE(S)

2011–2014	President	<i>Tau Pi Chapter of Sigma Theta Tau International</i>
2010–2015	Expert Translation/Dissemination Consultant	<i>Sister REACH US: Breast and Cervical Cancer Intervention</i> <i>Black Women's Health Imperative</i>
2010	Interdisciplinary National Membership	<i>Society for Public Health Education Annual Conference Planning Committee</i>
2009–current	National League for Nursing Consultant to NSNA	<i>National Student Nurses Association, Inc.</i>
2008–current	Appointed Representative Member	<i>State of Louisiana: Nursing Supply and Demand Council of the Health-Works Commission</i>
2009–current	Career Counselor for Undergraduate Student Nurses Faculty Member, Leadership University	<i>National Student Nurses Assn., Inc.</i> <i>Mid-year and Annual Conventions</i>
2004–current	Institutional Representative	<i>Environmental Health Information Partnership</i> <i>National Institutes of National Library of Medicine</i>
2003–current	Official SUBR Representative	<i>National Institutes of Health, National Library of Medicine, Environmental Health Information Project</i> https://sis.nlm.nih.gov/outreach/enhip.html

2012	Expert Consultant, Together on Diabetes Grantee Summit: Communities Uniting to Meet America's Diabetes Challenge	<i>Bristol Meyer Squibb Foundation</i>
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2009-2010	Member	<i>National Alliance of State and Territorial AIDS Directors (NASTAD) Women's Regional Forums</i>
2009-2011	Chair, Member, Nominating Council	<i>Tau Pi Chapter, Sigma Theta Tau International Honor Society of Nursing</i>
2009-2011	Leadership Progression Chairperson	<i>Southern University School of Nursing Tau Pi Chapter Sigma Theta Tau International Honor Society of Nursing</i>
2009-July	Resource Referral Guide	<i>"Living Well with Diabetes Resource and Referral Guide"</i>
2009	Principal Investigator	<i>"Outcomes of National Community Organization Cardiovascular Prevention Programs for High-Risk Women" in Journal of Cardiovascular Translational Research, 2009, 2 PI acknowledged on page 318 for Substantive Role in "Bless Your Heart"</i>
2005-2009	Graduate Counselor	<i>Tau Pi Chapter, Sigma Theta Tau International Honor Society of Nursing</i>
2008-2009	Facilitator	<i>Community/ Public Health Nursing Online Forum, Sigma Theta Tau International Nursing Honor Society</i>
2008	Consultant	<i>Community Program Development, Community Health Advocate Training Programs, Association of Black Cardiologists Inc, Atlanta, Georgia</i>
2007-2009	Consultant	<i>Health Wise Women Diabetes Prevention and Education Initiative – Black Women's Health Imperative, Washington DC</i>
2006-2009	Graduate Faculty Advisor	<i>Southern University School of Nursing, Tau Pi Chapter</i>
2005-2006	NIH/NLN Website Worldwide	<i>U.S. National Library of Medicine National Institutes of Health: Charting a Course for the 21st Century 2006-2016 NLM Long-Range Planning Panel</i>
2001 – 2007	Developer	<i>Wellness / Self Help Facilitation and Trainer for Monthly Women's Self-help Groups</i>
2000 – 2007	Chairperson	<i>Community Advisory Board REACH@ The Heart of New Orleans Coalition to Reduce Cardiovascular Risk Factors</i>

1997	Contributing Consultant/Member	<i>National panel on managed mental health services for consumers of African Descent. Consumer-Driven Standards and guidelines in managed mental health for populations of African Descent</i>
1994-1995	First Alternate	<i>Institute of Medicine of the National Academy of Sciences. Office of Health Policy Programs and Fellowships First Alternate; Robert Wood Johnson Health Policy Fellows Program</i>
1991-1993	President	<i>President -- Epsilon Nu Chapter of Sigma Theta Tau, International Nursing Honor Society</i>

UNIVERSITY COMMITTEES

NATIONAL, STATE, AND UNIVERSITY COUNCILS / COMMITTEES / BOARDS

2019	Member of Planning Committee	<i>Xavier University College of Pharmacy 12th Health Disparities Conference</i>
2019	Educator of The Year Award	<i>Louisiana State Nurses Association Louisiana State Nurses Foundation</i>
2009-2019	NLN Consultant to NSNA Certificates of Recognition 10 Annual Conventions	<i>National Student Nurses Association</i>
2009- current	Career Counselor for Undergraduate Student Nurses Faculty member, Leadership University	<i>National Student Nurses Assn., Inc. Mid-Year and Annual Conventions</i>
2008- current	Appointed Representative Member	<i>State of Louisiana: Nursing Supply and Demand Council</i>
2012- current	Member	<i>State of Louisiana, DHHS Institutional Review Board</i>
2011-2014	President	<i>Tau Pi Chapter of Sigma Theta Tau International</i>
2011-2012	Interim Dean	<i>College of Nursing & Allied Health, Southern University & A&M College, Baton Rouge</i>
2012	Inductee Fellow	<i>American Academy of Nursing</i>

2012	Expert Consultant, Together on Diabetes Grantee Summit: Communities Uniting to Meet America's Diabetes Challenge	<i>Bristol Meyer Squibb Foundation</i>
2011	Inductee Nightingale Nurses Hall of Fame	<i>Louisiana State Nurses Association</i>
2010	Nightingale Award: Outstanding Nurse Researcher of the Year in Louisiana	<i>Louisiana State Nurses Association</i>
2010–2011	Expert Reviewer: Grant Proposals Together on Diabetes, National Initiative	<i>Bristol Meyers Squibb Foundation, Inc.</i>
2010	CDC National Racial and Ethnic Approaches to Community Health (REACH) Coalition: Dr. C. Taylor Leadership and Vision Pearlmaker Award”	<i>CDC National REACH Coalition</i>
2009	Sigma Theta Tau International Honor Society Daniel J. Pesut Spirit of Renewal Award.	<i>Sigma Theta Tau International Honor Society of Nursing</i>
2009–2013	National League of Nursing Consultant to the National Student Nurses Association	<i>National Student Nurses Association, Inc. Faculty Member: Leadership University, National Student Nurses Assn. Inc.</i>
2008–2011	National League of Nursing Ambassador to School of Nursing	<i>National League of Nursing</i>
2008	National League of Nursing Diversity Think Tank (Taskforce) Member	<i>National League of Nursing</i>
2007	National Black Nurses Association past Presidents Pfizer Inc. Leadership Award.	<i>National Black Nurses Association</i>
2006	Katrina National Justice Hearings: Commissioner	<i>Houston, Texas; New Orleans, Louisiana</i>
2006	Black Bag Medicine Foundation “Doing What It Takes to Eliminate Health Disparities Award” Xavier University	<i>Xavier University New Orleans, Louisiana</i>
2004	Howard University School of Nursing: Emerging Nursing Star in Health Disparities Research, Washington, DC	<i>Howard University Washington, DC</i>
2003 –2004	Southern University and A&M College, Baton Rouge: Outstanding Mentor Award.	<i>Southern University and A&M College Baton Rouge, Louisiana</i>

2002	Phi Delta Kappa Outstanding Educator Award Recipient	<i>Southern University and A&M College Baton Rouge, Louisiana</i>
2001–Present	Member: CDC's Racism and Health Work Group	<i>Center for Disease Control Atlanta, Georgia</i>
2000	Aurtherine Lucy Foster Award for Mentoring Undergraduate Students—Award Recipient	<i>University of Alabama Tuscaloosa, Alabama</i>
1994	New Orleans District Nurses Association – J.B. Hickey Memorial Community Service Award	<i>New Orleans District Nurses Association New Orleans, Louisiana</i>
1990	The Louisiana Association of Student Nurses: Leaders and Leaders Awards	<i>Louisiana State Association of Student Nurses</i>
1986–1989	Louisiana State Board of Regents Graduate Fellowship Award	<i>Louisiana Board of Regents Baton Rouge, Louisiana</i>
1989–1990	Congressional Science Fellowship Senator D.K. Inouye, Hawaii	<i>American Nurses Association Ethnic Minority Fellow, Washington, DC</i>

NURSING EDUCATION / FACULTY / STUDENT DEVELOPMENT

Institution/Organization	Location	Titles
National Student Nurses Association Leadership University	2009-current	<i>Faculty Consultant / Advisor</i>
Southern University and A&M College, School of Nursing, Baton Rouge, LA	2000–current 2002–2016	<i>Associate Professor Director of the Office of Research</i>
University of Alabama, Capstone College of Nursing	1998–2000 Tuscaloosa, Alabama	<i>Visiting Associate Professor</i>
North Carolina A&T State University, School for Nursing	1994–1998	<i>Associate Professor (Tenured)</i>

	Greensboro, North Carolina	
Tulane University School of Public Health and Tropical Medicine Maternal Child Health Programs	1992–1994 New Orleans, Louisiana	<i>Adjunct Assistant Professor</i>
Louisiana State University, Health Sciences Center, School of Nursing	1983–1994 New Orleans, Louisiana	<i>Assistant /Associate Professor (Tenured) Coordinator of Grants and Contracts</i>
University of Georgia, Valdosta State College, Division of Nursing	1980–1981 Valdosta, Georgia	<i>Lecturer Instructor / Course Coordinator</i>
University of Washington School of Nursing	1976–1978 Seattle, Washington	<i>Lecturer, Academic Advisor</i>

COMMUNITY SERVICE

- *Community mobilization of AACN's All of Us / Precision Medicine Research Nov 2018–Feb 2019*
- *Louisiana Action Coalition Future of Nursing Campaign for Action 2013–current*
- *Jaguar Nation Safe Water Donation for the children of Tensas Parish, Louisiana 2019*
- *Shiloh Missionary Baptist Church Summer Youth Enrichment Camp, 2010–current*
- *Mississippi Freedom Summer, 50 years 1964–2014 Intergenerational Action Volunteer*
- *Community Service Volunteer: Health Recovery Week, New Orleans, Louisiana*
- *Faith-Based Community Health Screenings and Counseling Consultant*
- *Louisiana Association of Student Nurses Mentor*
- *Spirit of Health Diabetes Screening and Counseling*
- *Southern University Alumni Federation Health Workshops*
- *The Louisiana Diabetes Coalition*
- *East Baton Rouge Public Library, Scotlandville Branch Community Partner for Health Programs*