

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

9:00 a.m.

November 20, 2020

Smith-Brown Student Union
Cotillion Ball Room
Baton Rouge, LA

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS MEETING

Committee of the Whole

Friday, November 20, 2020

9:00 a.m.

Smith-Brown Student Union ~ Cotillion Ball Room

Baton Rouge, Louisiana

AGENDA

1. Call to Order and Invocation
2. Pledge of Allegiance
2. Roll Call
3. Election of Board Officers for 2021
 - A. Chairman
 - B. Vice Chairman
4. Adoption of the Agenda
5. Public Comments
6. Above and Beyond Award
7. Special Presentations:
 - A. Microsoft Corporation (SUBR)
 - B. Verizon (SUBR/SULC)
8. Action Item(s):
 - A. Request Approval of the Minutes from October 23, 2020 meeting of the Board of Supervisors
 - B. Request Approval of Revised Spring 2021 Academic Calendar
 1. Southern University at Baton Rouge
 2. Southern University at New Orleans
 3. Southern University at Shreveport
 - C. Request Approval of Faculty Tenure and Promotion Recommendations for the 2019-2020 Academic Year – See enclosed chart- (SUBR)
 - D. Request Approval of Resolution to Certify Fall 2020 Graduates
 1. Southern University at Baton Rouge
 2. Southern University Law Center
 - E. Request Approval of Revised SUSLA Connect / Cross Enrollment Agreements (SUSLA/SUNO/SUBR)

- F. Request the Adoption of Reorganization Plan in Lieu of the Consolidation of Two Departments (SUSLA)
- G. Request Adoption of Reorganization Plan for the Division of Enrollment Management and Student Success (SUBR)
- H. Request Approval of Corona Virus Pandemic Special Grading Policy (SULC)
- I. Request Approval to Award a Posthumous Bachelor's Degree - Miesha Melton (SUBR)
- J. Request Approval to Initiate a Fee for Integrated Reading and Writing Course (SUSLA)
- K. Request Approval to Establish a Distance Education Learning Fee
 - 1. Southern University at Baton Rouge
 - 2. Southern University at New Orleans
 - 3. Southern University at Shreveport
 - 4. Southern University Law Center
- L. Request Approval of Policy for Additional Compensation Limitations for Faculty and Staff for Sponsored Projects (SUNO)
- M. Request Approval of Prior Learning Assessment Policy (SUSLA)
- N. Request Approval for Return of Unearned Military Tuition Assistance Policy (SUSLA)
- O. Request Approval of Internal Audit Charter (SUS)
- P. Request Approval of Two-Year Audit Plan (SUS)
- Q. Request Approval of Internal Audit Self-Assessment and Independent Validation (SUS)
- R. Request Approval for Salary and Wage Increases – Faculty and Unclassified Employees (subject to the approval of the appropriate funding agency)
 - 1. Southern University System
 - 2. Southern University at Baton Rouge
 - 3. Southern University at New Orleans
 - 4. Southern University Law Center
 - 5. Southern University Agricultural Research and Extension Center
- S. Request Approval of One-Time Salary and Wage Adjustment for Unclassified Faculty and Staff (SUSLA)
- T. Request Approval of Civil Service Wage Increases (SUS)
- U. Request Approval of Revised Budget Adjustment - BA-7 (SUBR/SUSLA)
- V. Acceptance of Interim Financial Reports (SUS)
- W. Acceptance of Facilities Planning Project Updates (SUS)

X. Acceptance of Capital Enhancements Presentation (SUBR)

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

Name	Position/Campus	Salary	Funding Source
1. Tracie Abraham	Director of Housing (Additional Duties) SUBR	\$80,000.00	State
2. Tracey Barley	Assoc. V.P. for Online and Distance Education/Director of E-Learning (New Appointment) SUBR	\$120,000.00	State/Federal
3. Tyra Davis-Brown	Assistant Professor / Veterinarian Agricultural Sciences (Replacement) (SUBR)	\$85,000.00	State
4. Anthony Jackson	Associate Vice-Chancellor of Student Affairs (New Appointment) SUBR	\$90,000.00	State
5. Zackeus Johnson	Dean of University College Division of Enrollment Management and Student Success (New Appointment) SUBR	\$80,000.00	Federal
6. Terry T. Kidd	Vice-Chancellor of Academic Affairs and Workforce Development/ Professor of Computer Information Systems/Joint Appointment in Education (Title Change/New Appointment) SUSLA	No Change	--
7. Runnell J. King	Director of Data and Assessment Division of Enrollment Management and Student Success (New Appointment) SUBR	\$64,000.00	State
8. Janice Sneed	Associate Vice Chancellor of Academic Affairs and Workforce Development/Assistant Professor of Human Services/ Joint Appointment in Business Studies (Title Change/New Appointment) SUSLA	No Change	--
9. Michael Taylor	Associate Vice Chancellor for Enrollment Management Division of Enrollment Management and Student Success (New Appointment) SUBR	\$90,000.00	State/Federal

Z. Annual Evaluation of Southern University System President-Chancellor Dr. Ray L. Belton
(*Executive Session may be Required)

AA. Request to officially name the Southern University at New Orleans Museum of Art (SUNOMA) (SUNO)

BB. Request Approval of Agreement between Southern University Board of Supervisors, a Louisiana public corporation (“Owner”) and Premium Parking Service, L.L.C., a Louisiana limited liability company (“Operator”) for Southern University at Shreveport parking (SUSLA)

CC. Resolutions

9. Informational Items

A. President’s Report

B. Chancellors’ Reports

10. Other Business

11. Adjournment

**Southern University and A&M College System
BOARD OF SUPERVISORS MEETING**

Smith-Brown Memorial Union
Cotillion Ballroom
Baton Rouge, Louisiana
Friday, October 23 2020
9:00 a.m.

MINUTES

The meeting of the Southern University Board of Supervisors was called to order by Board Chairman Atty. Domoine Rutledge.

Pledge of Allegiance: Miss Brooklyn Alexis Chisley, a student at Southern University Laboratory School.

The Invocation was given by Rev. Samuel Tolbert

Roll Call by Dr. Ray L. Belton

PRESENT

Atty. Domoine Rutledge – Chairman
Dr. Samuel C. Tolbert, Jr. – Vice Chairman
Atty Jody Amedee
Mr. John Barthelemy
Dr. Leroy Davis
Mr. Raymond Fondel
Dr. Curman Gaines
Mr. Bakari Garvey
Mr. Sam Gilliam
Mr. Richard Hilliard
Atty. Patrick Magee
Atty Edwin Shorty
Mrs. Ann A. Smith
Dr. Leon R. Tarver II
Mrs. Arlanda Williams

ABSENT

Dr. Rani Whitfield

UNIVERSITY PERSONNEL ATTENDING

System President, Ray Belton

Interim Executive Vice President/Executive Vice Chancellor Bijoy Sahoo (SUBR)
Systems Vice Presidents Flandus McClinton (Finance and Business Affairs), Vladimir Appeaning
(Strategic Planning, Policy and Institutional Effectiveness), and Robyn Merrick (External Affairs)
Chancellors Dr. James Ammons (SUNO), Dr. Orlando F. McMeans (SUAREC), Dr. Rodney Ellis
(SUSLA), and Atty. John Pierre (SULC).

BOARD COUNSEL

Attys. Brandon DeCuir, Corrine Blache, and Jeremy Gathe

Chairman, Atty Domoine Rutledge announced the convening of the Academic Affairs Committee. Chair Curman Gaines called the committee meeting to order.

Roll Call by Dr. Ray L. Belton

PRESENT

Dr. Curman Gaines - Chair
Dr. Leon Tarver II – Vice-Chair
Mr. John Barthelemy
Dr. Leroy Davis
Mr. Sam Gilliam
Rev Samuel C. Tolbert
Atty. Domoine D. Rutledge-- Ex Officio

ABSENT

None

AGENDA ITEM 4: ADOPTION OF THE AGENDA

Upon the motion by Rev. Samuel Tolbert and second by Atty Domoine Rutledge, the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 5: PUBLIC COMMENTS

Name: Mostafa Elaasar

Email Address: melaasar@suno.edu

Department: Natural Sciences

Summary of Public Comment: We don't have the trained IT staff to support the faculty effort. Online degrees are important, but we need the trained IT staff.

AGENDA ITEM 6: ACTION ITEM(S):

- A. Consideration of Appeal for Denial of Tenure- Dr. Keytunda Ogunkoya (SUBR)** (***denotes executive session may be required*)

Dr. Belton introduced SU General Counsel, Attorney Corinne Blache who will give summary and overview of the Appeal for Denial of Tenure and she will also facilitate the discussion.

Atty Blache explained the process of appeal and allowed Dr. Keytunda Ogunkoya's attorney to present the appeal to the Board. Atty Chris Shows made his presentation and provided a packet of information that supported his contention that Dr. Ogunkoya's appeal should be granted.

Before any questions, Atty Blache mentioned the appeal of denial is before the Board and Dr. Ogunkoya must prove that the denial was arbitrary and capricious, meaning there was no reasonable basis for denial."

Dr. Leon Tarver had several questions regarding whether Dr. Ogunkoya's tenure application would have met the requisite amount of points without the inclusion of the lab manual and if the inclusion of the lab manual was inappropriate why no reprimand was there.

Dr. Sahoo was asked to give his response to Dr. Tarver. Dr. Tarver thanked Dr. Sahoo for his response.

Sam Gilliam asked question regarding due process

Based on the Expectation and obligation – peer review model – nothing arbitrary and capricious and he made a motion to deny the appeal – motion was seconded by Mr. John Barthelemy and Rev. Samuel Tolbert.

Mr. Raymond Fondel questioned what was Dr. Ogunkoya's intent? Dr. Sahoo said Dr. Ogunkoya intended to have the manual considered as her publication because it was listed in her dossier.

Mr. Shows spoke to the matter of her having no intent to deceive. He indicated that she was requested to include the manual. Atty Blache clarified that at no point would Southern have requested that Dr. Ogunkoya include a document in her dossier that she had not authored and if it was provided, one can only assume she wanted it considered in the determination.

Point of order – Mr. Sam Gilliam –There is a Motion and second on floor

Dr. Sahoo stated “the importance of faculty input; to build up solid base. The question is not for or against Dr. Ogunkoya, but policies must be enforced, and the Board should not substitute its decision for what the faculty did.”

Chairman Atty Rutledge asked to make a statement and comment – he gave his response and comments on the appeal and tenure.

“He is uncomfortable with this matter being before the Board when there was the peer review process. He recognized a conflict in policy and the need for clarity.”

“Ask that we Vote – Dr. Belton called the roll, and everyone said yes to the motion.
Motion Passed.

AGENDA ITEM 7: INFORMATIONAL ITEM(S):

Chairman Rutledge asked Dr. Belton to discuss the update on online learning degree program. Dr. Belton mentioned that each campus is ready to speak on behalf of their respective campus.

A. Update on Online Learning Degree Programs

1. **Southern University at Baton Rouge** – Ms. Tracy Barley made presentation. (if requested, she will provide presentation)

Mr. Bakari Garvey asked question about budget and marketing for targeting students – faculty needed? Is there one?

Ms. Barley responded, “Yes, there is a budget – first year cost is higher. After which it will decrease. She has discussed the marketing plan with everyone. Spoke on other universities nationally and what they are doing. – significant cost.

Mr. Bakari Garvey questioned in state vs out of state. Ms. Tracy responded and discussed in state cost vs out of state.

Atty Jody Amedee – asked question about 500 students – is it a goal?

Ms. Barley responded.

Atty Amedee discussed the need to attack the enrollment now. He thanked her for her work.

Chairman Atty Rutledge commented – He thanked Ms. Barley for her presentation. He asked her to give him information about the program the last three years. He mentioned the need for investment. He asked if the Personnel was in alignment with student population? What is the Difference in delivery online vs virtual?

Attorney Barley explained the difference. She discussed outsourcing.

Chairman Rutledge apologize for his passion – he wants her to be successful in program – want to give her the tools to be successful. He Don’t feel she has all the tools to be successful. She agreed.

Chairman Rutledge had a Question for Dr. Belton –as it relates to priority?

Asking him to apply financial resource to show this program is a priority. – he

asks him to apply the remaining CARES ACT to appropriate to this program. Empower them to be successful.

Dr. Belton thanked Ms. Tracy Barley.

2. **Southern University at New Orleans** – Dr. Ammons made presentation(if requested, he will provide presentation).

Dr. Gaines thanked him. Asked if there were any questions.

Mr. Bakari Garvey – 2022 – master programs? How did you get to those programs?

Dr. Ammons mentioned “he talked to faculty. They also saw in the market and the enrollment pattern – global programs – those programs are popular. There was a Demand – he believes it will be successful.”

Mr. Bakari Garvey - spoke about the dynamics of moodle and blackboard – he feels blackboard is better. As for training for faculty – how do you mandate that the faculty are proficient in the platforms?

Dr. Ammons responded, Quality matters – there’s a gold standard for certification. (competency) Have given incentives. Will use adjuncts with skill if necessary.

Ms. Tracy Barley commented on the training as well. And online competency. Funding is important.

Mr. Bakari Garvey thanked them.

Atty Rutledge commented on how Great the presentation was– thanked Dr. Ammons for including the budget.

Chairman Rutledge and Atty Amedee – asked if we benefit from the centralization from this effort. Can All campuses benefit from effort?

Dr. Ammons – said yes – he discussed with President Belton – they have talked about it.

Dr. Belton responded – there are opportunities for the learning management system. All campuses can utilize the system.

Dr. Belton gave insight on discussions with Dr. Ammons and Chairman Rutledge. Agree there must be an investment – Ensured the board – “we will do so – we will diligently make this happen.”

3. **Southern University at Shreveport** – Dr. Veronica McEachin made presentation

Atty Rutledge asked How many people working?

Dr. McEachin Response – there are two of them.

Mr. Sam Gilliam – gave background on Dr. McEachin. He commented that they Overperformed with those two employees – but they need additional resources

Atty Jody Amedee – asked how many students – her response - 84 students – 578 all online – 923 one online

How do you recruit? Response - They are their own recruiter. She mentioned they Need assistance for the campus.

Atty Amedee commented to president on how to reach students in these times.

Dr. Belton commented on how he plans to construct this with all campuses. He said it will get done.

Mr. Raymond Fondel inquired about SUSLA connect. Dr. McEachin explained how the SUSLA connect students get acclimated to the system.

Dr. Gaines thanked her for the report

4. **Southern University Law Center** - Chancellor Pierre made presentation.

Atty Amedee asked Chancellor to explain the cost. Chancellor Pierre mentioned it was \$3million dollars over three years.

Dr. Gaines thanked Chancellor Pierre.

B. **Update on Executive Ph.D. Program in Public Policy** – Dr Sahoo

introduced Dean Ejigiri – he gave a few commented on program before inviting him to the mic to make brief presentation.

Dean Ejigiri gave presentation on program. How it will advance mission of SU – Jaguar nation. Thanked SU Board and Board of Regents for allowing this program. He mentioned June 12, 2020 the program was approved by SU Board. Dr. Robyn Merrick campaigned aggressively –the program received over 45 applications in one month.

The program operates under the cohort model – accept certain number of students each time. First cohort began in August 2020 started and will graduate August 2022. The market is promising for program.

Gave history of program. Extension of traditional program with same content but will meet only on weekends. PhD weekend.

Strong weekend – gave handout – strong foundation to build upon.

As of today, each graduate has a great background.

Dean Ejigiri mentioned he will come back and give an update throughout the program.

He mentioned he provided the board members with a handout and ask that they read it. There are benefits.

Dr. Ejigiri thanked Atty Rutledge who was a strong recruiter.

In closing he extend thanks to Dr. Belton for supporting the program and his leadership and thanked Mr. Ben Pugh and Dr. Katara Williams for all their assistance. Thanked everyone for opportunity. He asked if there were any questions.

Dr. Leon Tarver commented on Dean Ejigiri presentation – stressed on significant on market for future. Complimented him and his staff for all that he does. He thanked him for his leadership.

Dr. Belton – thanked Dean Ejigiri. Several board members thanked Dean Ejigiri for all his work.

Mr. John Barthelemy thanked Dean Ejigiri.

Dr. Leroy Davis congratulated Dean Ejigiri and President Belton.

Mr. Bakari Garvey thanked Dean Ejigiri and he spoke on faculty. He wants to see the program grow. Thanked Dean and Chancellor Pierre for all the great opportunities.

Mr. Sam Gilliam thanked Dean Ejigiri for all work.

AGENDA ITEM 8: OTHER BUSINESS

None

AGENDA ITEM 9: ADJOURNMENT:

Upon the motion by Chairman Atty Rutledge and seconded by Rev. Samuel Tolbert the meeting was adjourned.

Motion Passed

FACILITIES AND PROPERTY COMMITTEE

(following the Academic Affairs Committee)

Friday, October 23, 2020

Smith-Brown Student Union

Cotillion Ball Room

Baton Rouge, Louisiana

AGENDA

Board Chair Atty. Domoine Rutledge announced the convening of the Facilities and Property Committee. Facilities and Property Committee Vice Chair Mrs. Ann Smith called the committee meeting to order.

Present: Mrs. Ann Smith, Atty Jody Amedee, Mr. John Barthelemy, Dr. Leroy Davis, Mr. Richard Hilliard, and Atty. Domoine Rutledge

Absent: Dr. Rani Whitfield

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Chairman Atty Domoine Rutledge and seconded by Dr. Leroy Davis the agenda was recommended for adoption.

Motion passed.

AGENDA ITEMS 4: PUBLIC COMMENTS

NONE

AGENDA ITEM 5: ACTION ITEMS

- A. Request Approval of the Southern University System Five-Year Capital Outlay Plan (SUS)

Mr. McClinton gave information for 2021-2022.

Upon the motion by Chairman Atty Rutledge and seconded by Dr. Leroy Davis the SUS Five-Year Capital Outlay Plan was recommended for approval.

Motion Approved.

AGENDA ITEM 6: INFORMATIONAL ITEMS

A. Facilities Planning Project Updates

Mr. McClinton provided information on behalf of Mr. Eli Guillory, System Director of Facilities who had a written report that was included in the packet. Reviewed the status of projects at each campus. Progress on each campus is positive and are on schedule.

AGENDA ITEM 7: OTHER BUSINESS

None

AGENDA ITEM 8: ADJOURNMENT

Upon the motion by Chairman Atty Rutledge and seconded by Mr. Richard Hilliard the meeting was adjourned.

Motion Passed

FINANCE COMMITTEE

(following the Facilities and Property Committee)

Friday, October 23, 2020

Smith-Brown Student Union

Cotillion Ball Room

Baton Rouge, Louisiana

AGENDA

Board Chair Atty. Domoine Rutledge announced the convening of the Finance Committee. Finance Committee Chair Atty Edwin Shorty called the committee meeting to order.

Present: Atty Edwin Shorty, Mr. Richard Hilliard, Dr. Curman Gaines, Dr. Leon Tarver, Mr. Sam Gilliam, Ms. Arlanda Williams, and Atty. Domoine Rutledge

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Chairman Atty Domoine Rutledge and seconded by Mr. Richard Hilliard the agenda was recommended for adoption.

Motion passed.

AGENDA ITEMS 4: PUBLIC COMMENTS

NONE

AGENDA ITEMS 5: ACTION ITEM(S):

Upon the motion by Chairman Atty Rutledge and seconded by Ms. Arlanda Williams, Agenda Items 5A (1-6) was recommended for global approval.

Motion passed

- A. Request approval for FY 2021-2022 Budget Requests and Addenda
 1. Southern University Board and System Administration (SUS)
 2. Southern University and A&M College (SUBR)
 3. Southern University Law Center (SULC)
 4. Southern University New Orleans Campus (SUNO)
 5. Southern University Shreveport Campus (SUSLA)
 6. Southern University Agricultural Research and Extension Center (SUAREC)

AGENDA ITEMS 6: INFORMATIONAL ITEM(S):

A. Interim Financial Report

The Interim Financial Report was given by Mr. McClinton. He informed the board that the detailed campus report was included in the board packet. Mr. McClinton mentioned SUBR and SULC exceeded their budget; SUNO and SUSLA both had shortfalls which they had anticipated. The CFOs and Chancellors had planned for the shortfall and have a plan and have funds set aside. He asked if there were any questions.

Mr. Sam Gilliam asked Mr. Clinton “if the CARES Act Funds been rolled over yet and included in the financial report?” Mr. Clinton said, “no, the funds were restricted and will be rolled over later.” He also mentioned that expenditures had been cut to handle shortfalls and the campuses will need to bring in additional funds.”

Ms. Arlanda Williams did not have a question but commented on the FTE’s and the AI. She mentioned the use of AI will assist the campus.

AGENDA ITEMS 7: OTHER BUSINESS

None

AGENDA ITEMS 8: ADJOURNMENT

Upon the motion by Dr. Leon Tarver and seconded by Mr. Sam Gilliam the meeting was adjourned.

Motion Passed

GOVERNANCE COMMITTEE

(following the Finance Committee)

Friday, October 23, 2020
Smith-Brown Student Union
Cotillion Ball Room
Baton Rouge, Louisiana

AGENDA

Board Chair Atty. Domoine Rutledge announced the convening of the Governance Committee. Governance Committee Chair Sam Gilliam called the committee meeting to order.

Present: Mr. Sam Gilliam, Dr. Leon Tarver, Atty Jody Amedee, Dr. Curman Gaines, Atty Patrick Magee, Rev. Samuel Tolbert, and Atty. Domoine Rutledge

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Atty Jody Amedee and seconded by Atty Pat Magee the agenda was recommended for adoption.

Motion passed.

AGENDA ITEMS 4: PUBLIC COMMENTS

NONE

AGENDA ITEMS 5: ACTION ITEM(S):

- A. Request Approval to Extend COVID-19 Special Grading Policy to 2020-2021 Academic Year (SUS)
- B. Approval of Southern University System Drug-Free Policy (SUS)

Upon the motion by Atty Jody Amedee and seconded by Atty Pat Magee, Agenda Items 5A– 5B was recommended for global approval.

Motion Approved

AGENDA ITEMS 6: OTHER BUSINESS

NONE

AGENDA ITEMS 7: ADJOURNMENT

Upon the motion by Atty Pat Magee and seconded by Atty Jody Amedee the meeting was adjourned. Motion Passed

PERSONNEL AFFAIRS COMMITTEE

(Following Governance Committee)

Friday, October 23, 2020
 Smith-Brown Student Union
 Cotillion Ball Room
 Baton Rouge, Louisiana

AGENDA

Board Chair Atty. Domoine Rutledge announced the convening of the Personnel Affairs Committee. Personnel Affairs Committee Chair Atty Patrick Magee called the committee meeting to order.

Present: Atty Patrick Magee, Mr. John Barthelemy, Dr. Curman Gaines, Mr. Sam Gilliam, Dr. Leon Tarver, Ms. Arlanda Williams, and Atty. Domoine Rutledge

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Before adopting the agenda, Chairman Atty Rutledge announced an amendment to the agenda item 5A (1). There is an increase in the salary from \$66,000 to \$75,000. Upon the motion by Dr. Curman Gaines and seconded by Mr. Sam Gilliam the agenda was recommended for adoption with the amendment.

Motion passed.

AGENDA ITEMS 4: PUBLIC COMMENTS

NONE

AGENDA ITEMS 5: ACTION ITEM(S):

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

Upon the motion by Mr. Sam Gilliam and seconded by Dr. Curman Gaines, Agenda Items 5A (1-4) with amendment to 5A (1) was recommended for global approval.

Motion passed

Name	Position/Campus	Salary	Funding Source
1. Marina Biragova	Executive Director – SULC Technology & Entrepreneurship Clinic (Salary Adjustment) SULC	\$66,000.00 \$75,000.00	State

2.	Taisheika Davis	Director of Financial Aid (New Appointment) SUBR	\$85,000.00	State
3.	Darrin Dixon	Director of Small Business Development Center (New Appointment) SUSLA	\$90,000.00	State
4.	Latonya Wright	Interim Director of Records and Registration (Interim Appointment) SULC	\$79,275.00	State

Upon the motion by Chairman Atty Rutledge and seconded by Dr. Leon Tarver, Agenda Items 5-6 was recommended for global approval.

Motion passed

5. Request Approval of Extended Medical Leave- August 11, 2020 through December 31, 2020 – Ms. D’Andrea Lee (SULC)

6. Request Approval for Extended Annual Leave- Dr. Cheryl Taylor – SU School of Nursing (SUBR)** (***denotes executive session may be required*)

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEMS 7: ACTION ITEM(S):

Upon the motion by Dr. Leon Tarver and seconded by Mr. John Barthelemy the meeting was adjourned. Motion Passed

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS MEETING

(following Personnel Affairs Committee)

Friday, October 23, 2020
Smith-Brown Student Union
Cotillion Ball Room
Baton Rouge, Louisiana

AGENDA

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Atty Domoine Rutledge.

Present: Atty. Domoine Rutledge, Dr. Samuel Tolbert, Atty. Jody Amedee, Mr. John L. Barthelemy, Dr. Leroy Davis, Mr. Raymond Fondel, Dr. Curman Gaines, Mr. Bakari Garvey, Mr. Sam Gilliam, Mr. Richard Hilliard, Atty. Patrick Magee, Atty Edwin Shorty, Mrs. Ann Smith, Dr. Leon R. Tarver II, and Ms. Arlanda Williams.

Absent: Dr. Rani Whitfield

UNIVERSITY PERSONNEL ATTENDING

System President, Ray Belton

Interim Executive Vice President/Executive Vice Chancellor Bijoy Sahoo (SUBR)

Systems Vice Presidents Flandus McClinton (Finance and Business Affairs), Vladimir Appeaning (Strategic Planning, Policy, and Institutional Effectiveness), and Robyn Merrick (External Affairs)
Chancellors Dr. James Ammons (SUNO), Dr. Orlando F. McMeans (SUAREC), Dr. Rodney Ellis (SUSLA), and Atty. John Pierre (SULC).

BOARD COUNSEL

Attys. Brandon DeCuir, Corrine Blache, and Jeremy Gathe

AGENDA ITEM 3: PUBLIC COMMENTS

None

AGENDA ITEM 5: SPECIAL PRESENTATIONS:

A. **The Above and Beyond Award** was presented to Dr. Vladimir Appeaning, Vice President for Strategic Planning, Policy, and Institutional Effectiveness. He was introduced by Dr. Ray Belton, System President-Chancellor. He was presented a plaque and certificate from Board Chair Rutledge and President-Chancellor Belton. He thanked Board members for the honor and stated that he was speechless but was grateful to receive the award.

B. Ray Smith Memorial Fund

Chairman Atty Rutledge introduced Ms. Stacy Smith who is the cousin of Ms. Ann Smith. She is here today to donate to Dr. Sandra Brown, School of Nursing Dean for the Nursing program. Ms. Stacy Smith and Dr. Brown came up and Ms. Stacy mentioned briefly that she felt that she wanted to fund the community. Dr. Brown thanked Ms. Smith for the donation. She informed everyone that the funds will be used to purchase an infant simulator for the student lab.

Dr. Brown thanked Mrs. Ann Smith for connecting her to the family. She thanked the City of Amite. Dr. Brown will take Ms. Smith on a tour when they leave the meeting. Mrs. Ann Smith thanked Ms. Stacy Smith for the donation as well. Chairman Rutledge thanked her for coming.

AGENDA ITEM 6: ACTION ITEMS

Chairman Rutledge informed the board members that there was an item left off the agenda and he would like to add item B.

Upon the motion by Atty Patrick Magee and seconded by Mrs. Ann Smith to add item B to the agenda.

Motion Approved.

Upon the motion by Atty Patrick Magee and seconded by Mr. John Barthelemy items 6A-6I were recommended for global approval.

Motion passed.

- A. Request Approval of the Minutes from September 25, 2020 meeting of the Board of Supervisors
- B. **Request Approval of Committee Reports and Recommendations**
- C. Request Approval of MOU between the Southern University Law Center Technology & Entrepreneurship Clinic and the University of New Orleans Urban Entrepreneurship & Policy Institute (SULC)
- D. Request Approval of MOU between the Southern University Law Center Technology & Entrepreneurship Clinic and Southern University New Orleans through its Small Business Development & Management Institute (SULC/SUNO)
- E. Request Approval of MOU between Synchronicity Unlimited, LLC and the Southern University Law Center (SULC)
- F. Request approval of MOU between SINOMO JV, Southern University Law Center and the Southern University College of Business (SULC/SUBR)
- G. Request approval of MOU between the National Wildlife Federation and the Southern University Law Center (SULC)

- H. Request Approval of Authority to enter into a Cooperative Endeavor Agreement with the Louisiana Department of Transportation and Development (SUBR)
- I. Request approval for the President and legal counsel to negotiate and execute, with the Chairman's concurrence, an opt-in provision in a previously executed Cooperative Endeavor Agreement between LA Energy Partners, LLC and the State of Louisiana through the Division of Administration to provide thermal energy services for the Baton Rouge landmass (SUBR)
- J. Request Approval of 2019-2020 Evaluation of SU Campus Chancellors**
*(**denotes executive session may be required)*

Upon motion by Atty Patrick Magee and second by Atty Jody Amedee, the board will go in an executive session for 2019-2020 Evaluation of SU Campus Chancellors.

Motion Approved.

Upon motion by Atty Patrick Magee and second by Atty Edwin Shorty, the executive session will reconvene.

Motion Approved

AGENDA ITEM 7: INFORMATIONAL ITEMS

A. Legislative Update

Dr. Merrick gave the legislative update. She announced the special session adjourned today. They had been in session from September 28 – October 23. She discussed the bills that were up for discussion at the session. She specific mentioned the SB32 which was set to expire this year. She also mentioned the bills that were introduced. There were no questions.

B. Medical Marijuana Update

Chancellor McMeans introduced Dr. Jana Snowden. Dr. Jana Snowden thanked the board for allowing her to be on the agenda. She gave a recap and update on the products launched in 2020 and informed the board of the new products that will be launched in the coming weeks.

Dr. Davis recommended to Dr. Snowden and Chancellor Mc Means to initiate a research project that will test the impact of the products for COVID-19 patients. They said they would research it.

Chairman Rutledge thanked Dr. Snowden and Chancellor McMeans for all the work that had been done.

C. President's Report

Dr. Belton acknowledged the chancellors for their leadership and all the work done.

D. Chancellor's Reports (see packet for details)

Dr. Sahoo (SUBR) - Southern University was chosen as one of 13 Historically Black Colleges and Universities for IBM's first Quantum education and research initiative for HBCUs. Aimed at driving a diverse and inclusive quantum workforce, the IBM-HBCU Quantum Center will offer access to its quantum computers, as well as collaboration on academic, education, and community outreach programs. Boeing will provide tactical business and technical support to Southern University to improve its ability to win NASA contracts and subcontracts. ExxonMobil was the presenting sponsor for the day of giving, which was also declared the university's official Homecoming event by System President Ray L. Belton. The virtual event featured panel discussions and presentations, and a socially distanced student/alumni staffed call center at the Valdry Center for Philanthropy, located on the Southern University Baton Rouge campus. Supporters were able to make donations for Give Day online. At the end of the day, Southernites and supporters exceeded the goal of \$5 million for students and programs across the system. The gifts will serve thousands of students. Chevron donated \$1 million and the Greater Baton Rouge Pan-Hellenic Council also made a significant gift.

Dr. Ammons (SUNO) – Thanked the Board for allowing him to be at SUNO. He is excited to announce that the students are excelling and achieving. The Faculty are writing grants to get additional funding and support. The announcement for the opening of the museum will be soon.

Chancellor Ellis (SUSLA) – Thanked the board for allowing him to be at SUSLA. He mentioned the new position for the Darrin Dixon which will be approved this month. He spoke great things about Darrin Dixon. Dr. Davis told Chancellor Ellis that he recruited Darrin Dixon and that he as a great guy and he congratulates him.

Chancellor McMeans (SUAREC)– Thanked the board for allowing him to be at SUAREC. He mentioned the ag center will be redeveloping some of the programs and the SUAREC will receive funds from the USDA in DC.

Chancellor Pierre (SULC) – Thanked the board. He mentioned the operations of vulnerable initiatives. This is a great semester for the law center.

AGENDA ITEM 8: RESOLUTIONS

Mr. Bakari Garvey read the SGA Presidents Pledge and Resolution

Ms. Tracey Taylor-Jarrell, Board Staff read resolutions for the following:

Ms. Sheila Augustine Escort Family

Ms. Simone Andrea Kernisant Family

Mrs. Richelle Hammond-Soniat Family

Dr. Leroy Davis added Mr. John Givens to the list – Department of Business and one of the Mayors of Baker

Upon motion from Mr. Fondel to approve the read resolutions with the addition and Dr. Leroy Davis second the motion. Motion approved.

AGENDA ITEM 9: OTHER BUSINESS

Chairman Rutledge announced the next meeting will be in Baton Rouge, La at the same place – Cotillion Ball Room on November 20, 2020.

Mr. Raymond Fondel “thanked the administration of SU, Tamara Banks, and Chief Johnson for all their efforts and all that was donated to the City of Lake Charles during this hurricane season. It was very much appreciated.”

AGENDA ITEM 10: ADJOURNMENT

Upon motion and second the meeting was adjourned.
Motion passed



Office of the Executive Vice President/
Executive Vice Chancellor

J.S. Clark Admin. Bldg.
P.O. Box 9820
Baton Rouge, LA 70813

November 9, 2020

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

Dear Dr. Belton:

The Division of Academic Affairs has developed the following Spring 2021 Academic Calendar for Southern University and A&M College. The start of classes has been pushed back one week as well as other activities such as the opening of the Dining Hall, Spring Orientation, and the Faculty Convocation. Instead of classes beginning Wednesday, January 13, 2020, classes will start on Wednesday, January 20, 2021, in the revised calendar.

We have reduced Spring Break to one day, which is Friday, April 2, 2021. It was originally planned for March 29, 2021 - April 2, 2021. The Mardi Gras Holiday is identical to what was in the original calendar and is scheduled, February 15-16, 2021. We have shared the changes with the Dean's Council and the Southern University and A&M College Transition Committee which all agree that starting one week later will give the campus the much-needed time to prepare for the spring semester in light of COVID-19.

Sincerely,

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

APPROVED: _____

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

DATE: _____

11/09/2020

**SOUTHERN UNIVERSITY AND A&M COLLEGE
ACADEMIC CALENDAR***

**SPRING SEMESTER 2021)
(January 20 – April 28)**

DECEMBER

First Priority Payment Due Date	December 18	Friday by 5:00 P.M.
---------------------------------	-------------	---------------------

JANUARY

Faculty Convocation	January 13	Tuesday
Virtual Spring Orientation	January 14-15	Thursday - Friday
Second Priority Payment Due Date		
Non-Payment Purge	January 15	Friday
Last Day to Register for Spring 2021	January 15	Friday
Martin Luther King Holiday	January 18	Monday
Students Report to Housing	January 19	Tuesday (9am – 5pm)

TUITION AND FEES MUST BE PAID IN FULL FOR MOVE-IN

Dining Hall Opens	January 19	Tuesday
Add/Drop Period Begins	January 20	Wednesday
Classes Begin	January 20	Wednesday
Late Fee Begins (\$100)	January 21	Thursday

***Attendance Reporting Period (NS/SH)**

January 20 – Feb 3 Wednesday – Wednesday

Students who do not report to classes during this period will have their classes removed and financial aid reduced or cancelled.

Deadline for Receiving Applications

For Graduation for Spring 2021	January 29	Friday
--------------------------------	------------	--------

FEBRUARY

Deadline for Paying Tuition and

Fees (including the late fee)	February 3	Monday by 5:00 P.M.
Final Day to Add Classes for Credit	February 3	Wednesday
Final Day to Drop Courses without Receiving a Grade of “W”	February 5	Friday
Last day to receive 100% Refund for Classes Dropped for Spring 2021	February 5	Friday
Mardi Gras Holiday	February 15 – 16	Monday – Tuesday
Classes Resume	February 17	Wednesday
Student Refunds Begin	February 18	Thursday
Career Fair	February 24	Wednesday

MARCH

Mid-Semester Examinations	March 8 – 12	Monday – Friday
Mid-Semester Grades Due	March 16	Tuesday by 5:00 P.M.
Last Day to Withdraw from Courses or the University	March 26	Friday
Spring Break	April 2	Friday

APRIL

Classes Resume	April 5	Monday
Advisement and Registration for Summer 2021 and Fall 2021 Begins	April 7	Wednesday
Concentrated Study Period	April 26 – 27	Monday - Tuesday
No meetings, social activities, athletic events, or other extracurricular activities requiring student participations will be scheduled; no major examinations will be given in academic courses other than labs.		
Last Day of Classes	April 28	Wednesday
Final Examinations for Spring 2020	April 29 – May 5	Thursday - Wednesday

MAY

Non-Graduating Students Depart Housing	May 5	Wednesday by 5:00 P.M.
Final Grades Due (Degree Candidates)	May 6	Thursday by 5:00 P.M.
Final Grades Due (Non-Degree Candidates)	May 13	Thursday by 5:00 P.M.
Graduating Students Depart Housing	May 14	Friday by 5:00 P.M.
Spring 2021 Commencement	May 14	Friday

***The Academic Calendar is subject to change.**



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive
New Orleans, LA 70126
Phone: (504) 286-5311 Fax: (504) 286-5000
www.suno.edu

Office of the Chancellor

November 06, 2020

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

Dear Dr. Belton:

In response to the persistence of the COVID-19 pandemic, Southern University at New Orleans is requesting approval to revise the Spring 2021 Academic Calendar. The goal is to protect the health and safety of the faculty, students and staff, while maintaining compliance with SACSCOC standards. Some of the pertinent revisions to the Calendar are listed below:

- University Professional Conference will be held on Monday, January 11th
- Open Registration processes are scheduled for January 12th- 15th
- Classes will start on Tuesday, January 19th, a day after Martin Luther King holiday
- Observance of Mardi Gras Holidays February 15th - 17th
- Spring Break is shortened to April 1st – 3rd
- Combined Commencement exercises are scheduled for Saturday, May 8th, for degree completers of Summer 2020, Fall 2020 and Spring 2021
- The semester ends on Tuesday, May 11th

I seek your approval and that of the Board of Supervisors of the revised Spring 2021 Academic Calendar. Thank you for your consideration

With kind regards,

James H. Ammons, Jr., Ph.D.
Executive Vice President-Interim Chancellor
Southern University at New Orleans

APPROVED:

Ray L. Belton, Ph.D.
President-Chancellor
Southern University and A&M College System

SOUTHERN UNIVERSITY AT NEW ORLEANS

Spring 2021 Academic Calendar

2021	SPRING SEMESTER
January 7 (Th)	Orientation Clinic for All New Students (9:00 a.m. - 5:00 p.m.)
January 8 (F)	Registration for New Freshmen, Transfer Students, Students with Disabilities and Veterans (8:00 a.m. - 5:00 p.m.)
January 11 (M)	University Professional Conference
January 12-15 (T-F)	Registration for All Returning Students Continued Registration for New Freshman and other student categories (8:00 a.m.-5 p.m.)
January 18 (M)	Martin Luther King Holiday
January 19 (T)	Classes Begin (Day and Evening) Late Registration and Add/Drop begins
January 22 (F)	Final Day to Add Courses for Credit and Change Sections Late Registration Ends (5:00 p.m.)
January 29 (F)	PURGE
February 5 (F)	Final Day to Pay Fees/ Final Day to Apply for Graduation
February 15 - 17 (M-W)	Mardi Gras Holiday
February 18 (Th)	Classes Resume
March 15-20 (M-S)	Midterm Exam Week
March 23 (T)	Midterm Grades Due
April 1 - 3 (Th-S)	Spring Break
April 5 (M)	Classes Resume
April 7 (W)	Honors and Awards Day Program
April 9 (F)	Final Day to Drop Courses or Withdraw from the University
April 5 - 30	Pre-Advisement
April 21 - 23 (W-S)	Final Exams for Graduating Seniors
April 26 (M)	Grades Due for Graduating Seniors in Registrar's Office by 12:00 Noon
May 1 (S)	Last Day of Class
May 3 - 8 (M-S)	Final Exam Week
May 8 (S)	Commencement Exercises
May 11 (T)	Final Grades Due in Registrar's Office Spring Semester Ends

11-02-2020



Dr. Rodney A. Ellis



Office Of The Chancellor

November 11, 2020

Dr. Ray L. Belton, President/Chancellor
Southern University System
4th Floor, J.S. Clark Administrative Building
Baton Rouge, LA 70813

RE: **SUSLA Spring 2021 Academic Calendar – Ms. Modifications**

Dear Dr. Belton:

In response to the persistence of the COVID-19 pandemic, Southern University at Shreveport is requesting approval to revise the Spring 2021 Academic Calendar. The goal is to protect the health and safety of the faculty, students and staff, while maintaining compliance with SACSCOC standards. Some of the pertinent revisions to the Calendar are listed below:

- University Faculty/Staff Institute will be held “Virtually” on Monday, January 4th
- Open Registration processes are scheduled for January 5th - 6th
- Classes will start on Tuesday, January 11th 100% online via remote instruction due to COVID-19
- Classes resume in all traditional formats on January 19th, a day after Martin Luther King holiday
- Observance of Mardi Gras Holidays February 15th - 17th
- Spring Break, originally scheduled for March 22-28, is moved to March 29-April 1
- Classes will resume 100% Online on April 6, 2021
- Commencement exercises will be held at an outdoor facility on Wednesday, May 12th
- The semester ends on Monday, April 29th

I seek your approval and that of the Board of Supervisors of the revised Spring 2021 Academic Calendar. Thank you for your consideration.

Respectfully submitted,

Rodney A. Ellis, Ed.D.
Chancellor

Dr. Ray L. Belton, President-Chancellor

11/19/2020

Date **Approved**

RAE/lw

Dr. Ray L. Belton, President-Chancellor

Date **Disapproved**



SPRING 2021 ACADEMIC CALENDAR

January 4, 2021	Monday	Faculty/Staff Institute	
January 5, 2021	Tuesday	9:00 a.m. - 6:00 PM	Testing and Registration for Freshmen and First-Time Transfer Students; REEL (Registered Early Express Line) registration for students who participated in early registration only
January 6, 2021	Wednesday	9:00 a.m. - 6:00 p.m.	Registration for Returning Students (Open to all Students)
January 7, 2021	Thursday	Last Day for Division Dean and Chairs to Recommend Class Closures Due to Low Enrollment. Low Enrollment Classes are Cancelled and moved to B-Term	
January 11, 2021 (Last Day to Apply for Spring 2020) (16-week courses)	Monday	Classes Begin 100% online via remote instruction due to COVID-19; Add/Drop Period Begins; First Purge for ALL Students with Unpaid Fees; Late Registration (apply fee) Begins	
January 18, 2021	Monday	Martin Luther King Holiday	
January 19, 2021	Tuesday	Classes Resume in traditional operational format	
January 20, 2021	Wednesday	Attendance Reporting Period (NS/SH) Students who do not report to classes during this period will have their financial aid reduced or cancelled.	
January 22, 2021	Friday	Last Day to Add Credit Courses and Change Class Sections	
January 25, 2021	Monday	Final Day to Pay Fees	
February 2, 2021	Tuesday	Purge ALL Students with Unpaid Fees - 14 th Class Day (Census Date) Attendance Reporting Period (NS/SH) Students who do not report to classes during this period will have their financial aid reduced or cancelled.	
February 2, 2021	Tuesday	Deadline for Graduation Application for Fall 2021	
February 15-16, 2021	Monday-Tuesday	Mardi Gras Holiday - University Closed	
(Feb 22-26) 2021	Saturday -Thursday	Mid-Semester Examination Period	
March 5, 2021	Friday	Priority Registration for Veterans and Veterans' Benefit Recipients (for Summer and Fall 2021)	
(March 8, 2021) B-Term Classes Begin	Monday	Mandatory Registration and Advising Period Begins for Summer and Fall 2021 for Currently Enrolled Students: B-Term Classes Begin	
(March 4, 2021)	Thursday	Mid-Semester Grades Due in Registrar's Office	
(March 15, 2021)		Last Day to Register for B-Term, Courses (Second 8 Week Courses) Attendance Reporting Period (NS/SH) Students who do not report to classes during this period will have their financial aid reduced or cancelled.	
(March 17, 2021)	Wednesday	Final Day to Pay Fees; Purge ALL Students with Unpaid Fees-7 th Class Day (Census Date for B-Term)	
March 29-April 1, 2021	Monday-Thursday	SPRING BREAK	

SPRING 2021 ACADEMIC CALENDAR

April 2, 2021 (Return 4-6)	Friday	Good Friday- University Closed
April 6, 2021	Tuesday	Classes Resume but will be 100% Online via Remote Instruction due to COVID-19
April 7, 2021	Wednesday	Deadline for Dropping Courses with a Withdrawal ("W") Grade (Full term-16 Week Courses and Second 8 Week Courses)
(April 1, 2021)	Thursday	Honors and Awards Convocation ; Deadline to Withdraw from the University (Full term -16 Week courses and Second 8-week courses)
(April, 17-22)	Saturday-Thursday	Final Examination Period for Graduates (Full term -16-week courses and Second 8 Week courses)
(April 22, 2020)	Thursday	Last Day of Classes (Full Term -16 Week Courses and Second 8 Week Courses)
(April 24-29)	Saturday-Thursday	Final Examination Period for Non-Graduates (Full term -16-week Courses and Second 8-week Courses)
(April 29)	Saturday-Thursday	Final Grades Due for Graduation Candidates by 4:00 p.m. (Full term-16 Week courses and Second 8 Week Courses)
(April 29,2020)	Monday	Spring Semester Ends
May 12, 2021 (TBA)	Wednesday	Commencement
May 14, 2021	Friday	Final Grades Due in Registrar's Office for Non-Graduates

NOTE: The University reserves the right to amend the calendar when necessary and will make every effort to notify the campus community should this occur.



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Interim Executive Vice-Chancellor□

J. S. Clark Administration Building, Third Floor
Baton Rouge, LA 70813
Phone: (225) 771-4095

November 6, 2020

Dr. Ray Belton, President/Chancellor
Southern University and Agricultural &
Mechanical College
Baton Rouge, LA 70813

Dear Dr. Belton:

The Retention, Tenure, and Promotion (RTP) Committees of the respective departments, colleges, chairs, and deans have reviewed submitted applications for Faculty Tenure and Promotion for the academic year 2019-2020. The attached chart, "Faculty Tenure and Promotion Request," reveals the recommendations at each level.

I recommend the approval of the listed applicants for the 2019-2020 academic year. The review was slowed by onset of the COVID-19 pandemic. The benefits from promotion and tenure will be retroactive and will begin from the start of the 2020-2021 academic year.

Your kind consideration and approval are kindly requested.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bijoy Sahoo", with a long horizontal flourish extending to the right.

Bijoy Sahoo, Ph.D.
Interim Executive Vice-Chancellor

Attachment(s)

SOUTHERN UNIVERSITY and A&M College ~ Baton Rouge
 FACULTY TENURE and PROMOTION REQUESTS
 Academic Year 2019-2020

Name	Dept.	Highest Degree	Current Rank	Requested Action Tenure	Requested Action Promotion	Actions Affirmed or Denied				
						Department Committee	Chair	College/School Committee	Dean	VCAA Committee
College of: Agricultural, Family & Consumer Sciences										
Seo, Jung I	Family & Consumer Sciences	Ph.D	Assistant Professor	Yes	Yes	Affirmed	Affirmed	Affirmed	Affirmed	Affirmed
Twumasi, Yaw	Urban Forestry & Natural Resources	Ph.D	Associate Professor	Yes	No	Affirmed	Affirmed	Affirmed	Affirmed	Issues relating to Teaching Excellence Cited * **

* The Committee pointed to missing data regarding peer evaluation of teaching. Peer Evaluation data has not been available since 2015. This was the only subcategory not meeting the minimum number of points for favorable consideration. All other required subcategories met the minimum requirements.

** The faculty member has been reviewed based on the offer letter given to him by the College.

SOUTHERN UNIVERSITY and A&M College ~ Baton Rouge
 FACULTY TENURE and PROMOTION REQUESTS
 Academic Year 2019-2020

Name	Dept.	Highest Degree	Current Rank	Requested Action Tenure	Requested Action Promotion	Actions					
						Department Committee	Chair	College/School Committee	Dean	VCAA Committee	Executive Vice Chancellor
College of: Sciences and Engineering											
Yin, Hang	Civil Engineering	Ph.D	Associate Professor	Yes	No	Affirmed	Affirmed	Affirmed	Affirmed	Issues relating to Teaching Excellence Cited *	Affirmed

* The Committee pointed to missing data regarding peer evaluation of teaching. Peer Evaluation data has not been available since 2015. This was the only subcategory not meeting the minimum number of points for favorable consideration. All other required subcategories met the minimum requirements.

SOUTHERN UNIVERSITY and A&M College ~ Baton Rouge
 FACULTY TENURE and PROMOTION REQUESTS
 Academic Year 2019-2020

Name	Dept.	Highest Degree	Current Rank	Requested Action Tenure	Requested Action Promotion	Actions Affirmed or Denied					
						Department Committee	Chair	College/School Committee	Dean	VCAA Committee	Executive Vice Chancellor
College of: Business											
Chigurupati, Vasantharao	Finance and Economics	Ph.D	Assistant Professor	Yes	Yes	Affirmed	Affirmed	Affirmed	Affirmed	Issues relating to Teaching Excellence Cited *	Affirmed

* The Committee pointed to missing data regarding peer evaluation of teaching. Peer Evaluation data has not been available since 2015. This was the only subcategory not meeting the minimum number of points for favorable consideration. All other required subcategories met the minimum requirements.

SOUTHERN UNIVERSITY and A&M College at Baton Rouge

Resolution

Whereas, Fall Commencement Exercises are scheduled for the campus of Southern University and A&M College at Baton Rouge on Friday, December 11, 2020 at 12:00 p. m. in the Ace W. Mumford Stadium; and

Whereas, there are approximately **423** prospective graduates at Southern University at Baton Rouge, who are to receive Bachelor's degrees, Master's degrees and Ph.D. degrees.

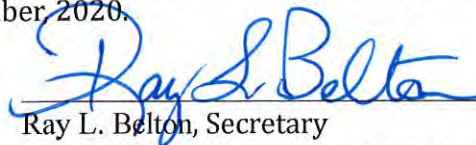
Now, therefore be it resolved that the degrees conferred upon the candidates for graduation at the Commencement Exercises at Southern University and A&M College at Baton Rouge submitted by President-Chancellor Ray L. Belton, upon the approval and recommendation of the Faculty, Council of Academic Deans, and appropriate administration be, and they are hereby approved.

Be it further resolved that the list of graduates may be supplemented or modified as is necessary to carry out the intent of this resolution.

Certificate

We, the duly qualified and acting officers of the Board of Supervisors of the Southern University and Agricultural and Mechanical College, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University Board of Supervisors at its regular meeting on the 20th day of November 2020.





Ray L. Belton, Secretary
Board of Supervisors, Southern University
and Agricultural and Mechanical College

Domoine D. Rutledge, Chair
Board of Supervisors, Southern University
and Agricultural and Mechanical College



The Southern University Law Center

Resolution

Whereas, due to the COVID-19 pandemic the fall in-person Commencement exercises which would normally be scheduled for the campus of the Southern University Law Center in Baton Rouge, Louisiana in mid-January, 2021, will not take place but the graduates will have their degrees conferred.

Whereas, there are approximately 16 candidates for graduation, whose names are attached, who are to receive a Juris Doctor Degree from the Southern University Law Center in Baton Rouge, Louisiana.

Now, therefore be it resolved, that the degrees conferred upon the candidates for graduation by the Southern University Law Center in Baton Rouge, Louisiana, submitted by Chancellor John K. Pierre and his administration upon the recommendation and approval of the Faculty be and they are hereby approved.

Be it further resolved, that the list of candidates for graduation may be supplemented or modified as is necessary to carry out the intent of this resolution.

Certificate

We, the duly qualified and acting officers of the Board of Supervisors of the Southern University and Agricultural and Mechanical College, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University Board of Supervisors at its regular meeting on the ____ day of _____, 2020.

Ray L. Belton, Secretary
Board of Supervisors, Southern University and
Agricultural and Mechanical College

Domoine Rutledge, Chair
Board of Supervisors, Southern University and
Agricultural and Mechanical College

SULC Perspective Graduates - Fall 2020

<u>First Name</u>	<u>Last Name</u>	<u>Middle Initial</u>	<u>Hometown</u>
Abigael	Foster	L.	Mansura, LA
Derrick	Johnson	J.	Cheneyville, LA
Desiree	Cotton	C.	Monroe, LA
Diamonique	Whaley	L.	Baton Rouge, LA
Jabril	Toney		Memphis, TN
Jory	White	D.	Grand Cane, LA
Kevin	Barnes	M.	Madisonville, LA
Mieka	Forestal	S.	Fort Lauderdale, FL
Mikel	Marish	S.	Dallas, TX
Precious	Jackson	M.*	Carencro, LA
Ryan	Thibodeaux	J.	Baton Rouge, LA
Sabreea	Chatman	S.	Shreveport, LA
Sarah	Pennington	J.	Ponchatoula, LA
Stephanie	Nelson	L.	Central Islip, NY
Terrence	Lockett	D.	New Orleans, LA
Warren	Bates	B.	Plaquemine, LA

Southern University at Shreveport
and
Southern University at New Orleans
SU College Connect Program Memorandum of Understanding

Introduction

This Memorandum of Understanding (MOU) formally recognizes that Southern University at Shreveport, Louisiana, herein referred to as **SUSLA**, and Southern University at New Orleans, herein referred to as **SUNO**, enter into a contractual agreement to provide an educational pathway for underprepared students to obtain an associate degree. This joint resolution outlines the agreement between **SUSLA (Home Institution)** and **SUNO (Host Institution)** to offer the Associate of General Studies (A.G.S.) and the Associate of Arts Louisiana Transfer (A.A.L.T.) degrees on the campus of SUNO. SUSLA will offer a minimum of 25% and a maximum of 49% of the semester credit hours (SCH's) needed to obtain the A.G.S. or the A.A.L.T degree. Students may complete the remaining hours required for attainment of the A.G.S. or A.A.L.T. on the SUSLA main campus, through SUSLA online courses or by transferring credit back to SUSLA as established through a reverse articulation agreement with SUNO. Each institution, furthermore, is dedicated to serving students, regardless of race, ethnicity, religion, sex, disability, color, age, marital status, national origin or other non-merit factors.

Purpose

The SU College Connect Program, herein referred to as **Connect** or **Connect Program**, is designed to provide underprepared students the opportunity to earn an A.G.S. or A.A.L.T. degree from SUSLA. The overarching goal is to assist students not meeting SUNO's minimum admission requirements by offering SUSLA's A.G.S. or A.A.L.T degree programs on SUNO's campus-providing students with on-campus experiences and articulation guarantees. The Connect Program enables students to 1) obtain 25- 49% of the A.G.S. or A.A.L.T. degree from SUSLA while on the SUNO campus; 2) complete the remainder (51- 75%) of the A.G.S. or A.A.L.T. degree from SUSLA or SUNO; and 3) be awarded an A.G.S. or A.A.L.T. degree from SUSLA. Additionally, the Connect Program assists in facilitating the transfer of Connect students who wish to matriculate at SUNO.

SU College Connect Program Objective

To provide a seamless educational pathway for students seeking to earn an Associate of General Studies (A.G.S.) or Associate of Arts Louisiana Transfer (A.A.L.T) degree and who may be interested in matriculating toward a higher-level degree.

This contractual agreement is guided by the Louisiana Board of Regents (BOR) Academic Affairs policy 2.16 (Statewide General Education Requirements).

SU College Connect Procedures

- 1 SUNO first-time freshmen and transfer (with 15 or less college-level credits) applicants ineligible for admission shall be referred to SUSLA to be considered for enrollment in the SU College Connect Program, and if eligible, admitted to pursue the A.G.S. or A.A.L.T degree.
- 2 Students admitted to SUSLA's A.G.S. or A.A.L.T program shall be afforded the academic and student support services at SUNO and SUSLA, including occupancy in residence halls.

- 3 To earn the A.G.S. or A.A.L.T., students will be advised and registered in prescribed courses in accordance with SUSLA's A.G.S. or A.A.L.T. degree requirements (SACSCOC: Undergraduate Program Requirements) (Standard 9.7).
- 4 At the end of each term, a review will be completed to identify students who have successfully completed the requirements to earn an A.G.S. or A.A.L.T. degree from SUSLA.
- 5 Students will be enrolled in SUSLA classes on the SUNO site for a minimum of 25% and a maximum of 49% of the A.G.S. or A.A.L.T. degree (SACSCOC: Institutional Credits for a Degree) (Standard 9.4).
- 6 SUSLA's courses with the exception of Freshman Seminar will be instructed by faculty hired by SUSLA. Instructors will use SUSLA's course syllabi, textbooks, etc.
- 7 The time period allotted for participants to complete the SU College Connect Program shall be no more than eight (8) total regular semesters.

In support of this agreement, SUNO shall:

1. Refer applicants described in the *Procedures* section to SUSLA in a timely manner to provide adequate processing of the applicants for the referral term.
2. Provide classroom space as well as office space for student consultations.
3. Provide SUSLA faculty access to use of instructional support equipment during hours of class instruction.
4. Provide office space for SUSLA Coordinator, Advising Specialist, and Financial Aid Specialist.
5. Provide housing options for Connect students.
6. Provide pertinent data regarding Connect students as requested by SUSLA.
7. Provide student support services to Connect students as offered to students enrolled through regular admissions processes, to include but not be limited to a) library services; b) computer labs; c) health services; d) disability services; and e) student activities.
8. Provide SUSLA with an opportunity to review any materials, publications, or media releases related to the subject of this agreement prior to release of such information.
9. Provide SUSLA with a monthly report identifying SUSLA students having outstanding balances with SUNO.
10. Develop processes that are in the best interest of the student, SUSLA, and SUNO.
11. Admit all Connect Students who elect to pursue the remainder of the A.G.S. or A.A.L.T degree from SUNO and meet the following criteria:
 - a. earned a minimum of 15 (25%) college-level semester credit hours in accordance with the A.G.S. or A.A.L.T. degree requirements, to include a college-level math and a college-level English course with a grade of "C" or better; and
 - b. earned a cumulative GPA of not less than 2.00.
12. Adhere to the stipulations outlined in the SUSLA and SUNO **Reverse Transfer Agreement**.

In support of this agreement, SUSLA shall:

1. Promptly admit students to the SU College Connect Program upon referral by SUNO.
2. Manage the financial aid process in accordance with the institutions' (SUSLA) policies and procedures, to include calculating awards, disbursing aid, monitoring student eligibility, etc. when students are enrolled at SUSLA.
3. Work with Connect students to schedule courses and register students in accordance with the A.G .S. or A.A.L.T degree requirements.
4. Coordinate SUSLA academic offerings as aligned with SUNO's calendar.
5. Provide SUSLA's class schedule to the SUNO Registrar upon publication.
6. Employ and provide qualified faculty members.
7. House the official records for all SU College Connect students.
8. Provide student support services to Connect students as offered to students enrolled through regular admissions processes, to include but not be limited to a) library services; b) computer labs; c) health services; d) disability services; and e) student activities.
9. Assess SUSLA tuition and fees in accordance with published fee schedules.
10. Assess and collect select University fees so that SUNO and SUSLA may provide quality services for students enrolled in the SU College Connect Program. Remit said fees pertinent to SUNO in a timely fashion. A schedule of University service fees shall be developed and reviewed for each semester.
11. Provide pertinent data regarding students enrolled in SU College Connect as requested by SUNO.
12. Provide SUNO with an opportunity to review any materials, publications, or media releases related to the subject of this agreement prior to release of such information.
12. Develop processes that are in the best interest of the student, SUSLA, and SUNO.
13. Adhere to the stipulations outlined in the SUSLA and SUNO Reverse Transfer Agreement.

Joint Obligations

1. SUSLA and SUNO agree to provide direct links between their institutional Web sites, indicating the existence of this Agreement.
2. SUSLA and SUNO agree to exchange data and documents as agreed that will contribute to the maintenance and improvement of this agreement, and promote effective cooperation between the two institutions. The institutions will exchange admissions, grades, and retention data after obtaining appropriate permission from the students involved and in compliance with all federal, state, and local laws.
3. Both institutions will pursue opportunities for collaboration in seeking grants in support of student access and success in higher education.

Course Placement

1. SU College Connect students who score **13 or more on the Math portion of the ACT** (or its SAT equivalent) will be placed in MATH 089/MATH 090/MATH 098 "fast track" courses that are presently offered within the SUSLA Mathematics Department.
2. SU College Connect students who score **11 or more on the English portion of the ACT** (or its SAT equivalent) will be placed in ENG 089/ENG 090 or INRW 098/INRW 099 "fast track" courses as designed by the SUSLA English Department.
3. SU College Connect students may take the ACCUPLACER exam for advanced placement in English and Math.

Tuition and Fees

1. SU College Connect students shall be charged the tuition and fees of SUSLA.
2. SU College Connect students shall be charged the housing, boarding and other designated (i.e., operational, athletic, student activity, technology, university center, utility, building use, student success, and safety/parking) fees of SUNO.
3. **Each course**, offered within the SU College Connect Program, will be charged a fee of \$88.00 for the cost of book rentals through the agreed upon Included Program adopted by SUSLA for ALL participants of the Program.
4. SU College Connect students shall be charged a \$600.00 per semester "Connect" fee by SUSLA.

Cross Enrollment

SU College Connect students are eligible for cross-enrollment at SUNO. SUNO students are eligible for cross-enrollment at SU College Connect.

Evaluation

There will be an annual evaluation process of the partnership supported by this MOU. The information obtained from this evaluation will be used to improve the SU College Connect Program for the benefit of the students.

Longevity of the Agreement

This MOU is in perpetuity or until it is discontinued by either educational partner by submitting written notification to the other partner one year prior to the identified cancellation date in order to protect all students transferring between SUSLA and SUNO.

Signed and agreed to on this day of _____, 20_____

Southern University at Shreveport

Southern University at New Orleans

Dr. Terrence Kidd
Vice Chancellor for Academic Affairs
and Workforce Development

Dr. David Adegboye
Vice Chancellor for Academic, Evening, and Weekend Affairs

Dr. Rodney A. Ellis, Chancellor

Dr. James Ammons, Interim Chancellor

Southern University at Shreveport
and
Southern University at Baton Rouge
SU College Connect Program Memorandum of Understanding

Introduction

This Memorandum of Understanding (MOU) formally recognizes that Southern University at Shreveport, Louisiana, herein referred to as **SUSLA**, and Southern University at Baton Rouge, herein referred to as **SUBR**, enter into a contractual agreement to provide an educational pathway for underprepared students to obtain an associate degree. This joint resolution outlines the agreement between SUSLA (**Home Institution**) and SUBR (**Host Institution**) to offer the Associate of General Studies (A.G.S.) and the Associate of Arts Louisiana Transfer (A.A.L.T.) degrees on the campus of SUBR. SUSLA will offer a minimum of 25% and a maximum of 49% of the semester credit hours (SCH's) needed to obtain the A.G.S. or the A.A.L.T degree. Students may complete the remaining hours required for attainment of the A.G.S. or A.A.L.T. on the SUSLA main campus, through SUSLA online courses or by transferring credit back to SUSLA as established through a reverse articulation agreement with SUBR. Each institution, furthermore, is dedicated to serving students, regardless of race, ethnicity, religion, sex, disability, color, age, marital status, national origin or other non-merit factors.

Purpose

The SU College Connect Program, herein referred to as Connect or Connect Program, is designed to provide underprepared students the opportunity to earn an A.G.S. or A.A.L.T. degree from SUSLA. The overarching goal is to assist students not meeting SUBR's minimum admission requirements by offering SUSLA's A.G.S. or A.A.L.T degree programs on SUBR's campus-providing students with on-campus experiences and articulation guarantees. The Connect Program enables students to 1) obtain 25- 49% of the A.G.S. or A.A.L.T. degree from SUSLA while on the SUBR campus; 2) complete the remainder (51- 75%) of the A.G.S. or A.A.L.T. degree from SUSLA or SUBR; and 3) be awarded an A.G.S. or A.A.L.T. degree from SUSLA. Additionally, the Connect Program assists in facilitating the transfer of Connect students who wish to matriculate at SUBR.

SU College Connect Program Objective

To provide a seamless educational pathway for students seeking to earn an Associate of General Studies (A.G.S.) or Associate of Arts Louisiana Transfer (A.A.L.T) degree and who may be interested in matriculating toward a higher-level degree.

This contractual agreement is guided by the Louisiana Board of Regents (BOR) Academic Affairs policy 2.16 (Statewide General Education Requirements).

SU College Connect Procedures

- 1 SUBR first-time freshmen and transfer (*with 15 or less college-level credits*) applicants ineligible for admission shall be referred to SUSLA to be considered for enrollment in the SU College Connect Program, and if eligible, admitted to pursue the A.G.S. or A.A.L.T degree.
- 2 Students admitted to SUSLA's A.G.S. or A.A.L.T program shall be afforded the academic and student support services at SUBR and SUSLA, including occupancy in residence halls.

- 3 To earn the A.G.S. or A.A.L.T., students will be advised and registered in prescribed courses in accordance with SUSLA's A.G.S. or A.A.L.T. degree requirements (SACSCOC: Undergraduate Program Requirements) (Standard 9.7).
- 4 At the end of each term, a review will be completed to identify students who have successfully completed the requirements to earn an A.G.S. or A.A.L.T. degree from SUSLA.
- 5 Students will be enrolled in SUSLA classes on the SUBR site for a minimum of 25% and a maximum of 49% of the A.G.S. or A.A.L.T. degree (SACSCOC: Institutional Credits for a Degree) (Standard 9.4).
- 6 SUSLA's courses with the exception of Freshman Seminar will be instructed by faculty hired by SUSLA. Instructors will use SUSLA's course syllabi, textbooks, etc.
- 7 The time period allotted for participants to complete the SU College Connect Program shall be no more than eight (8) total regular semesters.

In support of this agreement, SUBR shall:

1. Refer applicants described in the *Procedures* section to SUSLA in a timely manner to provide adequate processing of the applicants for the referral term.
2. Provide classroom space as well as office space for student consultations.
3. Provide SUSLA faculty access to use of instructional support equipment during hours of class instruction.
4. Provide office space for SUSLA Coordinator, Advising Specialist, and Financial Aid Specialist.
5. Provide housing options for Connect students.
6. Provide pertinent data regarding Connect students as requested by SUSLA.
7. Provide student support services to Connect students as offered to students enrolled through regular admissions processes, to include but not be limited to a) library services; b) computer labs; c) health services; d) disability services; and e) student activities.
8. Provide SUSLA with an opportunity to review any materials, publications, or media releases related to the subject of this agreement prior to release of such information.
9. Provide SUSLA with a monthly report identifying SUSLA students having outstanding balances with SUBR.
10. Develop processes that are in the best interest of the student, SUSLA, and SUBR.
11. Admit all Connect Students who elect to pursue the remainder of the A.G.S. or A.A.L.T degree from SUBR and meet the following criteria:
 - a. earned a minimum of 15 (25%) college-level semester credit hours in accordance with the A.G.S. or A.A.L.T. degree requirements, to include a college-level math and a college-level English course with a grade of "C" or better; and
 - b. earned a cumulative GPA of not less than 2.00.
12. Adhere to the stipulations outlined in the SUSLA and SUBR **Reverse Transfer Agreement**.

In support of this agreement, SUSLA shall:

1. Promptly admit students to the SU College Connect Program upon referral by SUBR.
2. Manage the financial aid process in accordance with the institutions' (SUSLA) policies and procedures, to include calculating awards, disbursing aid, monitoring student eligibility, etc. when students are enrolled at SUSLA.
3. Work with Connect students to schedule courses and register students in accordance with the A.G .S. or A.A.L.T degree requirements.
4. Coordinate SUSLA academic offerings as aligned with SUBR's calendar.
5. Provide SUSLA's class schedule to the SUBR Registrar upon publication.
6. Employ and provide qualified faculty members.
7. House the official records for all SU College Connect students.
8. Provide student support services to Connect students as offered to students enrolled through regular admissions processes, to include but not be limited to a) library services; b) computer labs; c) health services; d) disability services; and e) student activities.
9. Assess SUSLA tuition and fees in accordance with published fee schedules.
10. Assess and collect select University fees so that SUBR and SUSLA may provide quality services for students enrolled in the SU College Connect Program. Remit said fees pertinent to SUBR in a timely fashion. A schedule of University service fees shall be developed and reviewed for each semester.
11. Provide pertinent data regarding students enrolled in SU College Connect as requested by SUBR.
12. Provide SUBR with an opportunity to review any materials, publications, or media releases related to the subject of this agreement prior to release of such information.
12. Develop processes that are in the best interest of the student, SUSLA, and SUBR.
13. Adhere to the stipulations outlined in the SUSLA and SUBR Reverse Transfer Agreement.

Joint Obligations

1. SUSLA and SUBR agree to provide direct links between their institutional Web sites, indicating the existence of this Agreement.
2. SUSLA and SUBR agree to exchange data and documents as agreed that will contribute to the maintenance and improvement of this agreement, and promote effective cooperation between the two institutions. The institutions will exchange admissions, grades, and retention data after obtaining appropriate permission from the students involved and in compliance with all federal, state, and local laws.
3. Both institutions will pursue opportunities for collaboration in seeking grants in support of student access and success in higher education.

Course Placement

1. SU College Connect students who score **13 or more on the Math portion of the ACT** (or its SAT equivalent) will be placed in MATH 089/MATH 090/MATH 095 "fast track" courses that are presently offered within the SUSLA Mathematics Department.
2. SU College Connect students who score **11 or more on the English portion of the ACT** (or its SAT equivalent) will be placed in ENG 089/ENG 090 or INRW 098/INRW 099 "fast track" courses as designed by the SUSLA English Department.
3. SU College Connect students may take the ACCUPLACER exam for advanced placement in English and Math.

Tuition and Fees

1. SU College Connect students shall be charged the tuition and fees of SUSLA.
2. SU College Connect students shall be charged the housing, boarding and other designated (i.e., operational, athletic, student activity, technology, university center, utility, building use, student success, and safety/parking) fees of SUBR.
3. **Each course**, offered within the SU College Connect Program, will be charged a fee of \$88.00 for the cost of book rentals through the agreed upon Included Program adopted by SUSLA for ALL participants of the Program.
4. SU College Connect students shall be charged a \$700.00 per semester "Connect" fee by SUSLA.
5. *SUBR will cover the cost of an Academic Advisement Specialist to SUSLA for the Connect Program.*

Cross Enrollment

SU College Connect students are eligible for cross-enrollment at SUBR. SUBR students are eligible for cross-enrollment at SUSLA.

Evaluation

There will be an annual evaluation process of the partnership supported by this MOU. The information obtained from this evaluation will be used to improve the SU College Connect Program for the benefit of the students.

Longevity of the Agreement

This MOU is in perpetuity or until it is discontinued by either educational partner by submitting written notification to the other partner one year prior to the identified cancellation date in order to protect all students transferring between SUSLA and SUBR.

Signed and agreed to on this day of _____, 20____

Southern University at Shreveport

Southern University at Baton Rouge

Dr. Terrence Kidd
Vice Chancellor for Academic Affairs
and Workforce Development

Dr. James Ammons
Executive Vice President/Executive Vice Chancellor

Dr. Rodney A. Ellis, Chancellor

Dr. Ray L. Belton, President-Chancellor

CROSS ENROLLMENT AGREEMENT

BETWEEN

Southern University at Shreveport Louisiana (SUSLA)

AND

Southern University at New Orleans (SUNO)

- Since it is incumbent upon the institutions of higher learning in the State of Louisiana to serve their clients in an efficient manner, and
- **Since the Louisiana Board of Regents has outlined Institutional Responsibilities for the Enrollment of Students Across Multiple Institutions in Academic Affairs Policy 2.19, and**
- Since higher education budgets are limited and resourceful methods must be found to effect economics without affecting quality, and
- Since the mission of both institutions, Southern University at Shreveport Louisiana (SUSLA) and Southern University at New Orleans (SUNO) align with serving the citizens of the State of Louisiana, and
- Since these institutions' geographic locations pose challenges for close cooperation, and since technology and distanced education will bridge the gap between the two institutions, and
- Since cooperation between SUSLA and SUNO will underscore to the State of Louisiana the importance of higher education interaction, therefore:
- Southern University at Shreveport Louisiana (SUSLA) and Southern University at New Orleans (SUNO) hereby enter into this "revised" Cross Enrollment Agreement with the following stipulations:
 1. A part-time student will be eligible to take one course at the Host institution while enrolled full-time at the Home institution.
 2. A full-time student will be eligible to take two courses at the Host institution while enrolled full-time at the Home institution.
 3. The Home institution will be responsible for assuring that the student meets all prerequisites for the course(s) approved for cross-enrollment.
 4. **The Home and Host institutions will be identified on the Cross-Enrollment Survey Form, which must be completed by the 14th day of the enrolled semester by each student.**
 5. **A student may not enroll at the Host institution for any online course offered at the home institution during the academic semester of the cross enrollment unless the course is full at the Home institution and space is available at the Host institution. Further, if courses offered online at the Host institution differ from those offered at the Home institution, students will be permitted to enroll at the Host institution. Exceptions may be made for students participating in Access Programs. Other exceptions to the policy will require the permission of the Chief Academic Officer of the Home institution.**
 6. A cross-enrolled student will follow the academic calendar and academic policies of the Host institution in all matters related to courses at the Host institution. The student will assume responsibility for becoming familiar with the academic calendar and policies of the institution.
 7. A cross-enrolled student will be eligible for access to the library at the Host institution.
 8. **Access to other student resources may be available from the Host institution if there are no additional costs borne by the Host institution to provide such resources.**

9. Parking decals of the Home institution will be honored at the Host institution.
10. A student will register and pay tuition/fees at the Home institution for course(s) taken at both institutions. The student will then register at the Home institution for the approved course(s) using the Cross-Enrollment Form.
11. A student will pay course fees, for the cross enrolled course, at the HOME institution, via Financial Aid, Private Loans, Scholarships, Endowments etc., and will pay no application fee or tuition at the host institution. The HOME institution will pay to the HOST institution any course fees collected.
12. Immediately following the 14th day of the semester, officials of the two institutions will exchange list of the students cross enrolled at their institutions along with the course(s) taken. The Host institution will report final grades(s) and student withdrawals of cross-enrollment students to the student and to the Registrar of the student's home institution at the end of the semester.
13. Financial assistance will be awarded by the student's Home institution based on the hours taken at both institutions.
14. Copies of each institution's semester class schedule will be made available to officials of the cooperating institution once published.
15. This agreement will afford students who participate in Access Programs to enroll in a minimum of 15 credit hours at SUSLA. Students will be encouraged to transfer formally to SUNO after completion of these minimum credit hours.
16. This agreement will afford students, who are fully admitted or participate in Access Programs, an opportunity to receive supplemental support for Developmental Education courses, from the host institution, while fully enrolled at the home institution. Courses will be coded accordingly in the home institution's system. The Host institution will assign Midterm and Final grade.
17. This agreement will afford students an opportunity to receive Concurrent Enrollment Credit from both institutions if a student takes a course for which there is an equivalent course (based on an assessment of course competencies and student learning outcomes) at the other campus.
18. The Home institution will issue the appropriate admission statement to students and students will receive a welcome communication from host institution.
19. Cross-enrolled students will be eligible for student housing on the SUNO campus.
20. This agreement is to be reviewed and evaluated annually.

Signed and agreed to on this _____ day of _____ 2020

 Interim Chancellor
 Southern University at New Orleans

 Chancellor
 Southern University at Shreveport

 President-Chancellor
 Southern University System
 Southern University and A&M College

 Chairman
 Southern University System
 Board of Supervisors

CROSS ENROLLMENT AGREEMENT

BETWEEN

Southern University at Shreveport Louisiana (SUSLA)

AND

Southern University Baton Rouge (SUBR)

- Since it is incumbent upon the institutions of higher learning in the State of Louisiana to serve their clients in an efficient manner, and
- **Since the Louisiana Board of Regents has outlined Institutional Responsibilities for the Enrollment of Students Across Multiple Institutions in Academic Affairs Policy 2.19, and**
- Since higher education budgets are limited and resourceful methods must be found to effect economics without affecting quality, and
- Since the mission of both institutions, Southern University at Shreveport Louisiana (SUSLA) and Southern University Baton Rouge (SUBR) align with serving the citizens of the State of Louisiana, and
- Since these institutions' geographic locations pose challenges for close cooperation, and since technology and distanced education will bridge the gap between the two institutions, and
- Since cooperation between SUSLA and SUBR will underscore for the State of Louisiana the importance of higher education interaction, therefore:
- Southern University at Shreveport Louisiana (SUSLA) and Southern University Baton Rouge (SUBR) hereby enter into this "revised" Cross Enrollment Agreement with the following stipulations:
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 6. A cross-enrolled student will follow the academic calendar and academic policies of the Host institution in all matters related to courses at the Host institution. The student will assume responsibility for becoming familiar with the academic calendar and policies of the institution.
 7. A cross-enrolled student will be eligible for access to the library at the Host institution.
 8. **Access to other student resources may be available from the Host institution if there are no additional costs borne by the Host institution to provide such resources.**
 9. Parking decals of the Home institution will be honored at the Host institution.

10. A student will register and pay tuition/fees at the Home institution for course(s) taken at both institutions. The student will then register at the Home institution for the approved course(s) using the Cross Enrollment Form.
11. A student will pay course fees, for the cross enrolled course, at the HOME institution, via Financial Aid, Private Loans, Scholarships, Endowments etc., and will pay no application fee or tuition at the host institution. The HOME institution will pay to the HOST institution any course fees collected.
12. Immediately following the 14th day of the semester, officials of the two institutions will exchange list of the students cross enrolled at their institutions along with the course(s) taken. The Host institution will report final grades(s) and student withdrawals of cross-enrollment students to the student and to the Registrar of the student's home institution at the end of the semester.
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14. Copies of each institution's semester class schedule will be made available to officials of the cooperating institution once published.
15. This agreement will afford students who participate in Access Programs to enroll in a minimum of 15 credit hours at SUSLA. Students will be encouraged to transfer formally to SUBR after completion of these minimum credit hours.
16. This agreement will afford students, who are fully admitted or participate in Access Programs, an opportunity to receive supplemental support for Developmental Education courses, from the host institution, while fully enrolled at the home institution. Courses will be coded accordingly in the home institution's system. The Host institution will assign Midterm and Final grade.
17. This agreement will afford students an opportunity to receive Concurrent Enrollment Credit from both institutions if a student takes a course for which there is an equivalent course (based on an assessment of course competencies and student learning outcomes) at the other campus.
18. The Home institution will issue the appropriate admission statement to students and students will receive a welcome communication from host institution.
19. Cross-enrolled students will be eligible for student housing on the SUBR campus.
20. This agreement is to be reviewed and evaluated annually.

Signed and agreed to on this _____ day of _____ 2020

 President-Chancellor
 Southern University System
 Southern University and A&M College

 Chancellor
 Southern University at Shreveport

 Chairman
 Southern University System
 Board of Supervisors



Dr. Rodney A. Ellis
Chancellor

November 6, 2020

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

RE: Reorganization for Two Departments

Dr. Belton,

This communication is to request a reorganization of three departments. Due to the retirement of Dr. Regina Robinson and several resignations, SUSLA will be able to better serve the campus and students by consolidating departments. This consolidation will improve the efficiency and effectiveness of our processes and services while providing an institutional savings of more than \$70,000.

The first reorganization is demonstrated on the organization chart for the Chancellor and includes the following:

- Dissolve the Vice Chancellor for Research, Sponsored Programs, Institutional Effectiveness (RSPIE) position due to retirement of Dr. Regina Robinson and the division to separate departments
- Rename the RSPIE divisional departments to Outcomes Assessment & Quality Management, Research & Assessment, and Sponsored Programs
- Realign Outcomes Assessment & Quality Management, Research & Assessment, and Sponsored Programs to report to the Chief of Staff and Special Assistant for Strategic Initiatives
- Create the position of Professional Development Coordinator and place Academy of Excellence and Employee Training under the supervision of this position
- Place Professional Development Coordinator under Human Resources

The second reorganization is demonstrated on the organization chart for the Director of Recruitment and Enrollment Services. This department reports to the Vice Chancellor of Student Affairs and Enrollment Management and is reflected on the Chancellor's organization chart. The reorganization includes the following:

- Combine financial aid department with recruitment and admissions

3050 MARTIN LUTHER KING, JR. DRIVE,* SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9312 * FAX (318) 670-6374
TOLL FREE: 1-800-458-1472, EXT 6312
www.SUSLA.BDU

Southern University at Shreveport does not discriminate on the basis of race, color, age, national origin, gender, disability or any other protected class in its programs and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator: Dr. Tuesday Mahoney, College Success Ctr. (318) 670-9201. Section 504 Coordinator: Jerushka Ellis, Behavioral Science, (318) 670-9367

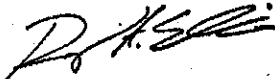
Approved
[Signature]
11/6/2020

- Create the position of Director of Recruitment and Enrollment Service that provides oversight and supervision to the Admissions, Recruitment, Financial Aid and Service Engagement Specialist
- Create the positions of Financial Aid Coordinator and Admissions Coordinator to provide supervision to Admissions and Financial Aid

I request your endorsement of this reorganization structure and that of the Southern University Board of Supervisors at their next meeting.

Thank you in advance for your kind consideration.

Respectfully submitted,

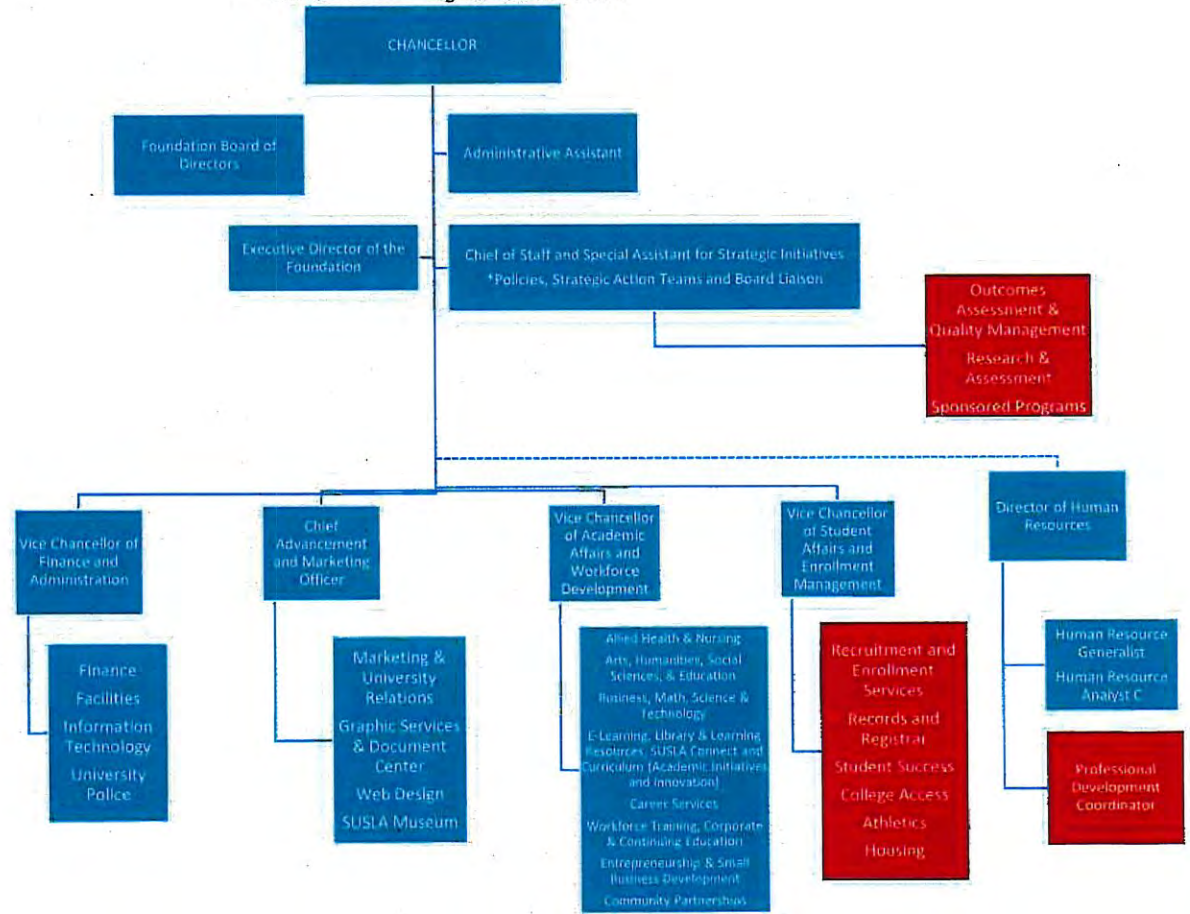
A handwritten signature in black ink, appearing to read "R. A. Ellis".

Rodney A. Ellis, Ed.D.
Chancellor

RAE/lrm

Attachments

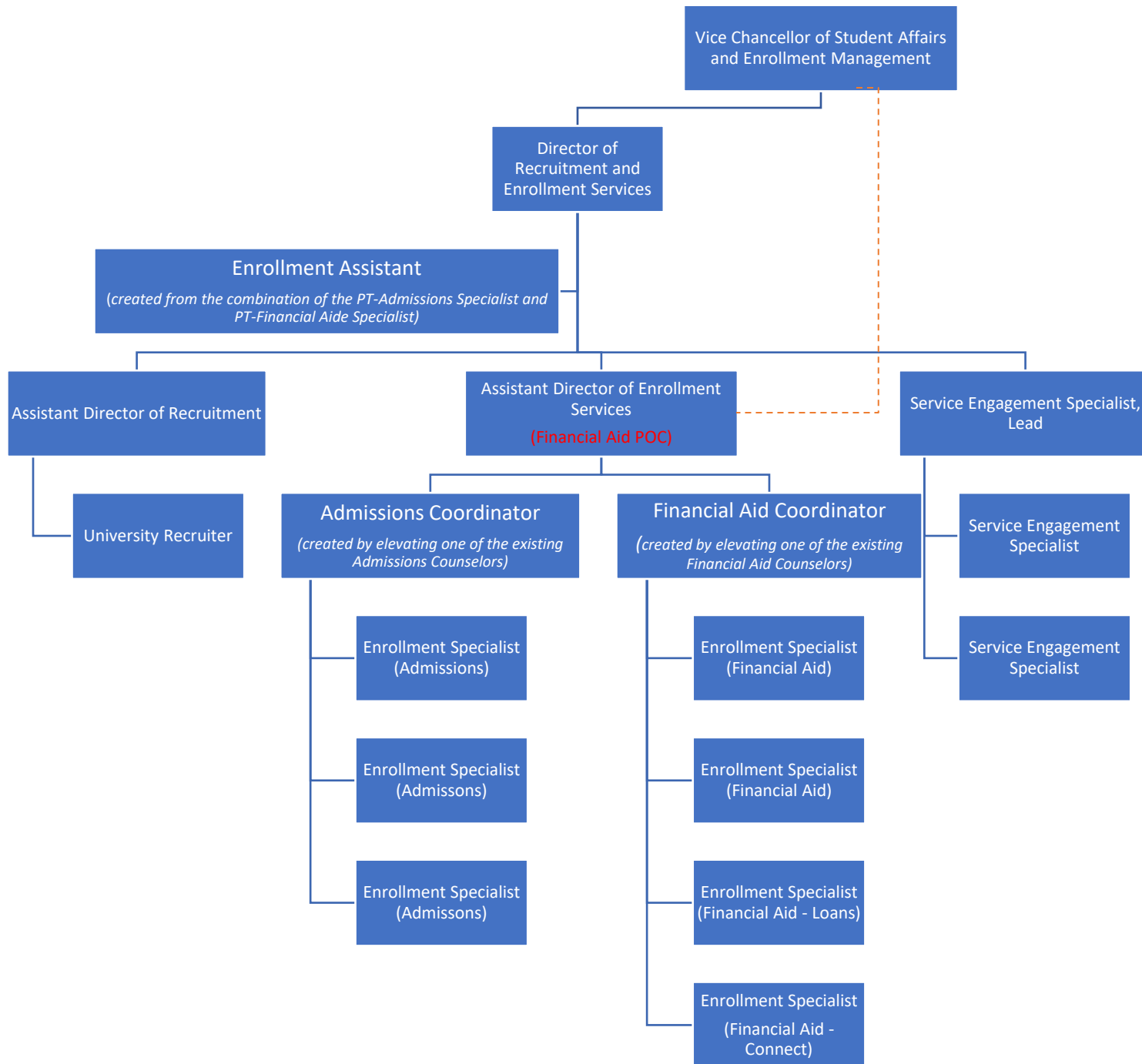
CHANCELLOR - Organizational Chart



* Functions

~Individuals

 - Indicates change in line of reporting for reorganization





Southern University and A&M College

Division of Enrollment Management & Student Success

T.H. Harris Annex, Second Floor
P.O. Box 9455, Baton Rouge, LA 70813
Office: 225-771-2300

Reorganization of the Division of Enrollment Management & Student Success (EMSS)

The Division of EMSS at Southern University consists of the following units: Admissions and Recruitment, Pre-College/Outreach Programs, Financial Aid, University College, and Career Services. The main reorganization takes place in the development of Enrollment Management functions and the implementation of the University College model.

Reorganization of these 2 units is focused on 3 three key goals: (1) enhancing enrollment strategies, (2) increasing retention, and (3) increasing graduation rates.

ENROLLMENT MANAGEMENT - a coordinated effort that advances and tracks students from prospect to enrolled student and beyond.

- **Goal 1 – To enhance Enrollment Strategies:** This function interacts strategically with the functions of admissions and recruitment, financial aid, registration, orientation, retention and graduation. Enrollment strategies involve coordinating these critical areas as described below:
 - Enrollment Management - a research-based process that creates a synergy among recruitment, financial aid, academic affairs, student life, finance, and constituent relations. In essence, it is a crucial element of planning strategies that focuses on new enrollment growth at the university among the following enrollment populations: dual enrollment, online, new first time, continuing, transfer, graduate, and adult students.
 - Data Assessment is necessary for collecting and analyzing data on internal and external factors affecting enrollment, student success (including retention), and graduation. Ultimately, data enable us to make appropriate adjustments on an as-needed basis to critical areas that affect our enrollment processes.
 - Admissions and Recruitment – a process where-by our strategies help to brand the university to current and prospective students, parents, alumni, faculty, and donors who visualize our story, invest in that story, want to be part of it, and want to tell that story to others. Recruitment strategies are designed to maximize the student and family's lifelong connection with the university to help ensure their continued enthusiasm in the university and to cement our brand.
 - Financial Aid – provides federal, state, and campus-based need-based financial aid that enable our students to attend Southern utilizing campus-based financial aid to reward academic merit and other special talents to attract a desired number of students.



Southern University and A&M College

Division of Enrollment Management & Student Success

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Office: 225-771-2300

UNIVERSITY COLLEGE – The University College model provides our freshmen and sophomore students with the services found to be necessary for retention and academic success: effective, intrusive advisement, intense academic enhancement, accessible, centralized support services. Southern’s University College is focused on the following tenets:

- **Goal #2 – To increase Retention (persistence):** This goal focuses on Southern’s ability to keep and re-enroll students from one year to the next – as we intend for our entering students to remain, re-enroll, and continue their undergraduate education. This is accomplished through the **University College** model using the following best practices:
 - First Year Experience (FYE) program consists of each participant enrolling in a maximum of 15 credit hours. As well, FYE participants are assigned a mentor during JAG 365 Orientation.
 - Academic Advising is designed for students with 0-30 credit hours and ensures that students succeed. In doing so, we collaborate with programs and community members (i.e., faculty, administrators, advisors, student life, and student services) who are effectively aligned to coordinate services that students need. Academic Advisors are responsible for assisting students with choosing appropriate majors based on ACT/SAT scores. They are also responsible for engaging with their students at least 3 times per semester to monitor progress; and 4 times per semester with students who are deemed “high risk” or “at-risk.”
 - Peer Mentoring monitors behavior both inside and outside of the classroom, provides spontaneous feedback and ensures first year, second year and first-time transfer students a seamless experience and transition to the university. Students who participate in the mentoring program are paired by Academic College. Mentoring services are offered to SUSLA Connect scholars as well. In addition to mentoring, this group of leaders also serve as Orientation ambassadors and Registration Leads.

- **#3 Increasing Graduation Rates**
 - Identifying At-Risk Students helps to monitor students’ academic performance, using programs such as Early Alert. This strategy ensures that we identify students who are struggling in their classes, pinpoint the specific areas where they need extra attention, and intervene early on with services that help to keep them on track, such as the following:
 - Peer Tutoring is designed to help students who seek to improve or maintain their knowledge base in first year to fourth year courses, with an emphasis on Developmental Math and English in the first year. In conjunction with Learning Centers, it also reinforces class material to students and provides innovative strategies to ensure they comprehend and apply concepts.
 - Implementation of Degree Planning is designed in collaboration with the Faculty Advisors in our 6 academic colleges. These advisors ensure a smooth



Southern University and A&M College

Division of Enrollment Management & Student Success

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P.O. Box 9455, Baton Rouge, LA 70813
Office: 225-771-2300

transition after the student successfully completes 30 credit hours. Faculty advisors help students set goals, develop academic plans and direct students to the campus services that are most beneficial to them. In this process, we give every student the personalized attention they need during their matriculation.

- Supplemental Instruction assists students in high failure rate courses, including Math, English, and Biology. Supplemental Instruction (SI) is a nontraditional form of tutoring by peers or doctoral students; and it focuses on collaboration, group study, and interaction for assisting students in undertaking "traditionally difficult" courses. This component of the University College meets specifically on Monday, Tuesday, and Wednesday of every week for students who participate in Access Programs (SUSLA and Emerging Jaguars). Mentors and Peer Tutors who are qualified volunteer to assist in this effort also.



Southern University and A&M College

Division of Enrollment Management & Student Success

T.H. Harris Annex, Second Floor
P.O. Box 9455, Baton Rouge, LA 70813
Office: 225-771-2300

Position Requests (as a result of the reorganization)

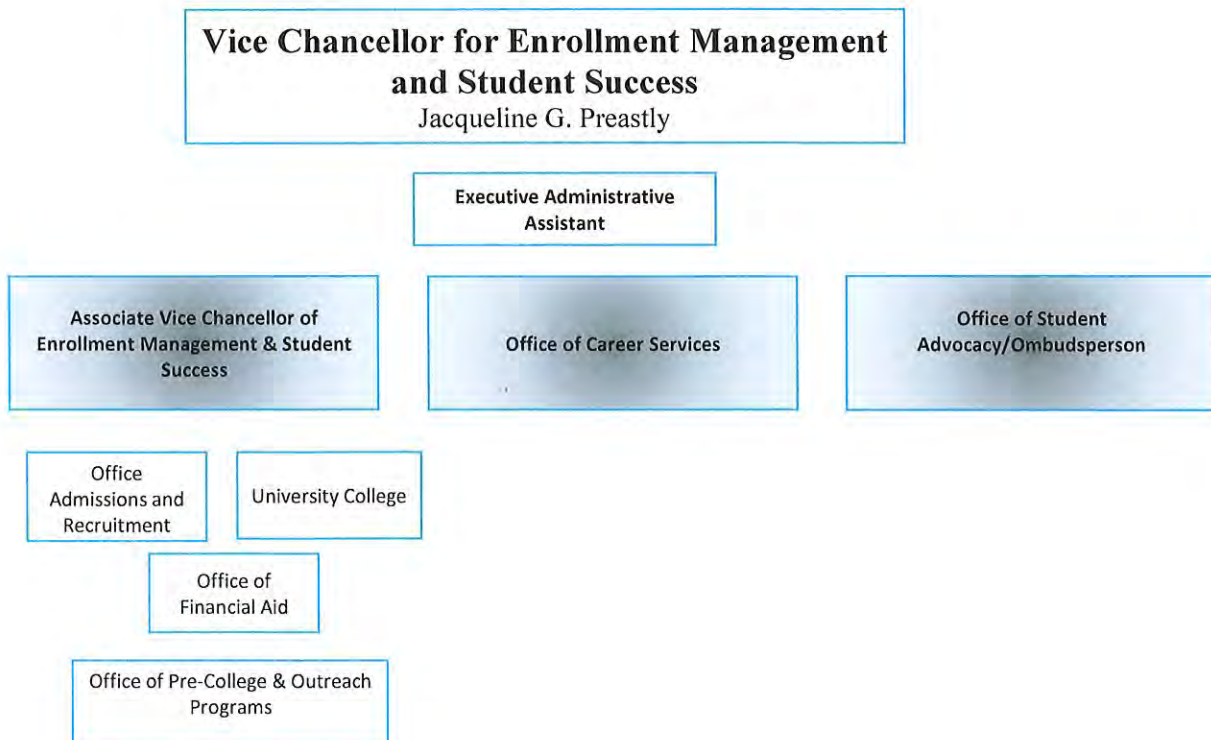
ENROLLMENT MANAGEMENT

With regard to the Office of Enrollment Management, part of the reorganization involves the addition of a major leadership position, Associate Vice Chancellor of Enrollment Management and Student Success, which requires Board approval:

- **Associate Vice Chancellor for Enrollment Management and Student Success, *Michael Taylor*:** reports directly to the Vice Chancellor for Enrollment Management and Student Success; plays a critical leadership role within the Division of Enrollment Management and Student Success by serving as second in command for the division and as the primary leader in the absence of the Vice Chancellor. In partnership with the Vice Chancellor, the Associate Vice Chancellor will lead the development, execution, and assessment of enrollment management strategies in Admissions & Recruitment, Financial Aid, and Outreach Programs; and will serve as liaison between Academic Affairs and University College on retention and graduation initiatives.

As outlined in the chart below, the Associate Vice Chancellor will assume direct oversight of Financial Aid, Admissions & Recruitment, Pre-college/Outreach Programs, and University College.

Enrollment Management and Student Success Organization Chart





Southern University and A&M College

Division of Enrollment Management & Student Success

T.H. Harris Annex, Second Floor
P.O. Box 9455, Baton Rouge, LA 70813
Office: 225-771-2300

UNIVERSITY COLLEGE

Another focus in the reorganization involves the realignment of the 5 leadership positions listed below- ultimately folding the Student Success Center into University College, and centralizing all support services under the umbrella of University College. Two of the positions require Board approval:

- **Dean of University, Zackeus Johnson (requires Board approval):** Overall responsibility for the supervision, development, implementation, and coordination of high impact practices in University College and its targeted activities to eliminate achievement gaps and improve the academic success, persistence, and completion of participating students.
- **Executive Director Student Success, LaTrina Collins:** Responsible for managing Tutoring, Supplemental Instruction, Academic Appeal, monitoring high risk students, Accuplacer Testing and other duties as assigned. Also charged with integration, coordination and fostering of outcomes-driven efforts in academic support for student success (e.g., retention, persistence and graduation).
- **Director of Academic Advising, Jovan Thomas:** Responsible for closely collaborating with faculty academic advisors, which includes all aspects of student-centered undergraduate advising from first-time enrollment to degree attainment. Also responsible for the integration, facilitation, coordination, synthesizing, enabling, and fostering of outcomes driven efforts in academic advising that support student success (e.g., retention, persistence and graduation).
- **Director of Emerging Jags & First Year Programming, Avis Chaney:** Oversee gateway course redesign including co-requisites and learning outcomes to align with the QEP and for collaboration with Academic College's First-Year Instructors.
- **Director of Data and Assessment, Runell King (requires Board approval):** Responsible for assessing all components of the University College. In collaboration with Institutional Effectiveness, tracks student enrollment and retention statistics, gathers data, and writes reports regarding University College program success and impact. Evaluates progress of Emerging Jaguars program to ensure continuous improvement and growth. Streamline data collection and analysis procedures to ensure fast access to University College metrics. Responsible for compiling the units annual and quarterly reports, assessing the success of collaborative intervention efforts, reviewing student data/reports, and analyzing information according to subgroups.

The following chart outlines the organization and the roles in the University College Model – with each component being led by a Director to ensure each area has dedicated and intentional services available for students.

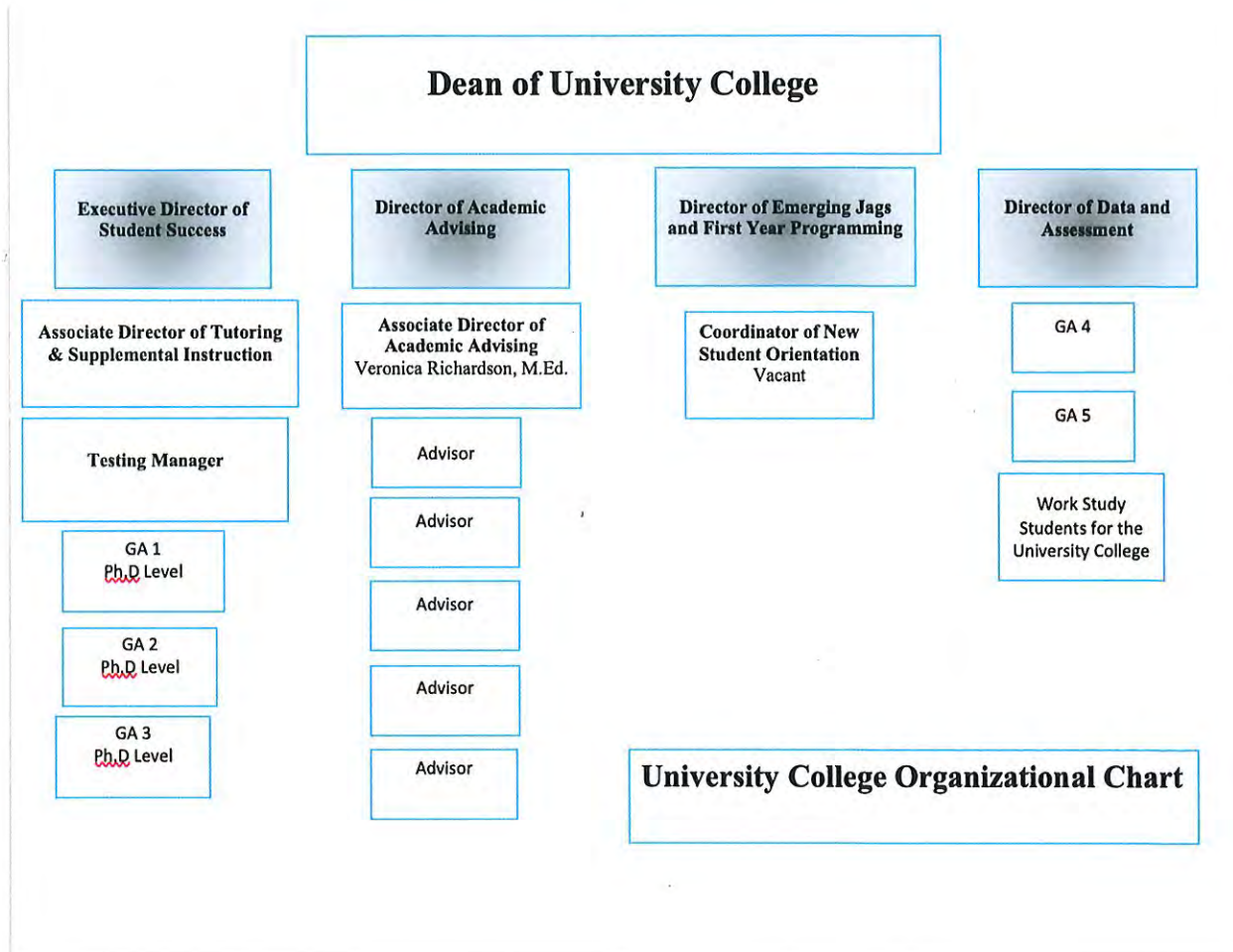


Southern University and A&M College

Division of Enrollment Management & Student Success

T.H. Harris Annex, Second Floor
P.O. Box 9455, Baton Rouge, LA 70813
Office: 225-771-2300

University College Organization Chart





SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

November 17, 2020

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

RE: SULC fall 2020 semester Corona Virus Pandemic Special Grading Policy

Dear Dr. Belton:

The Corona Virus Pandemic could have a potentially detrimental effect on the performance of law students at the Southern University Law Center on final examinations and the performance of law students on those final examinations. Final examinations account for 75% or more of the grade earned by law school students at the Law Center, which is in line with the practices of the other 200 ABA accredited law schools in the United States.

After doing research on trends related to grading policies adopted by an overwhelming majority of ABA accredited law schools in the U. S., affected by the Corona Virus pandemic. After consulting with the SULC Vice Chancellor for Academic Affairs, and the Director of Career Services, I have developed a fall 2020 semester Corona Virus pandemic special grading policy. I have attached the proposed policy and respectfully request that it be presented to the Southern University Board of Supervisors for consideration and approval at its November 2020 Board of Supervisors meeting.

If you have any questions, please feel free to contact me.

Sincerely,

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor



Policy Title

Corona Virus Fall 2020 Special Grading Policy

Policy Number

1-411-A

Responsible Unit: Southern University Law Center	Effective Date: November __, 2020
Responsible Official: Vice-Chancellor for Academic Affairs	Last Reviewed Date: N/A
Policy Classification: Academic Affairs	Origination Date: November __, 2020

I. Policy Purpose

The purpose of this policy is to inform SULC faculty, staff, and students of the manner in which final grades will be awarded during the fall 2020 academic semester that has been interrupted or impacted by the Corona Virus pandemic.

II. Policy Scope

This policy applies to full-time faculty, adjunct faculty, staff, and students.

III. Policy Compliance

This policy will affect how the final grades are recorded on a transcript of a student in response to the Corona Virus pandemic for the fall 2020 semester.

IV. Policy Definitions

Fall 2020 Academic Semester/Session Interrupted or Impacted by the Corona Virus Pandemic

The fall 2020 academic semester or session during which the delivery of the program of legal education is modified due to the corona virus pandemic refers to the fall 2020 academic semester that began on August 11, 2020 and ends on December 12, 2020

Student Grade Election Procedures

The procedures which a student must use to have grades awarded by their professors changed to a different grade of “W.”

Grades Available Due to Student Grade Election Procedure

A letter grade of “W” will appear if a student decides to withdraw from a course. Such a course must be taken over by the student and passed in order to earn course credit.

A letter grade of “F” is considered a failing grade.

Student Grade Election Form

A grade election form must be completed by a student in order to change a grade pursuant to this policy.

V. Policy Development and Implementation Procedure

The policy was created as a response to Corona Virus Academic Guidelines originally issued by the Southern University System on April 3, 2020, as well as the Discretionary Authority Granted to Campus Chancellors to extend Corona Virus Academic Guidelines approved by the Southern University System on October 23, 2020. The policy was developed by the Vice Chancellor for Academic Affairs, and discussed with the faculty on November 18, 2020. As an Administrative policy, the policy was implemented by the Chancellor on November 23, 2020. The Vice Chancellor for Academic Affairs will be charged with implementing and enforcing this policy.

VI. Policy and Applicable Procedures

- A. The Fall 2020 semester has been designated herein as a semester interrupted or impacted by the COVID-19 pandemic.
- B. All SULC courses will be graded using the normal grading system for the fall 2020 semester.
- C. The date to withdraw from a course, during the fall 2020 semester without earning a failing grade, has hereby been extended until November 25, 2020.
- D. During the Fall 2020 semester, once final grades are awarded and posted, the following Student Grade Election Procedures are available to students:
 - 1) A student can elect to keep each grade originally awarded by a professor.
 - 2) A student may elect to withdraw from any class wherein the student earned a letter grade of “D” or “D-“ or “F” irrespective of the student’s grade point average in the immediately preceding semester.
 - 3) A student electing to withdraw from any class under these procedures will have the grade originally awarded in that course by the professor removed from the student’s transcript and replaced with the letter grade of “W.” A student must repeat a course from which he/she elects to withdraw under these procedures, unless that course is not required for graduation.
 - 4) If a student is awarded an incomplete grade during the Fall 2020 semester, such student will have until February 28, 2021 to satisfy the incomplete grades, unless additional time is granted by the Vice Chancellor for Academic Affairs.

s/ Ray L. Belton
Ray L. Belton, Ph.D.
President-Chancellor – Southern University and A&M College System

Effective Date of Policy

s/ Domoine D. Rutledge
The Honorable Attorney Domoine D. Rutledge
Chairman – Southern University System Board of Supervisors

Effective Date of Policy

DEPARTMENT OF REHABILITATION AND
DISABILITY STUDIES
230 Blanks Hall
Baton Rouge, Louisiana 70813

PHONE: 225-771-2390
225-771-2667
FAX: 225-771-2293

November 8, 2020

Dr. Ray Belton
Chancellor and President
Campus:

Subject: Posthumous BS Degree for Late Mieisha Betty Melton

Dear Dr. Belton:

Ms. Mieisha Betty Melton, a Rehabilitation Services major, died on March 5, 2020. It was a great shock to her family and friends, church, classmates, and the department. Her family requested a posthumous degree in her memory. I am attaching her obituary for your information.

Dr. Derek Ruiz, the Academic Adviser; Dr. Carliss Washington, Coordinator of the BS Rehabilitation Services Program; and I as Chair of the Department; we find the following from her transcript:

1. At the time of her death on March 5, 2020, she had earned 107 hours with an acceptable GPA of 2.663.
2. In addition to the above, during Spring 2020, she was enrolled for 18 hours of coursework. Had she been alive, she would have earned those hours, a total of 125 hours.

Given the above scenario, the faculty strongly recommend that a Bachelor of Science Degree be awarded to Late Mieisha Betty Melton posthumously. We believe that a posthumous degree will provide the family a measure of comfort and solace, and will aid in the grieving process.

With regards,



Madan M. Kundu, Ph.D., FNRCA, CRC, NCC, LRC
Chair and Professor

Approve Disapprove Signature Sandra C. Braun Date 11/9/2020
Dr. Sandra Brown, Dean

Approve Disapprove Signature [Signature] Date 11/9/2020
Dr. Bijoy Sahoo, VC, Academic Affairs

Approve Disapprove Signature [Signature] Date 11/10/20
Dr. Ray Belton, Chancellor & President

Celebrating THE Life AND Memory

Sunrise
January 4, 1997

Sunset
March 5, 2020



Mieisha Betty Melton

The LORD is my shepherd; I shall not want. He maketh me to lie down in green pastures: he leadeth me beside the still waters. He restoreth my soul: he leadeth me in the paths of righteousness for his name's sake. Yea, though I walk through the valley of the shadow of death, I will fear no evil: for thou art with me; thy rod and thy staff they comfort me. Thou preparest a table before me in the presence of mine enemies: thou anointest my head with oil; my cup runneth over. Surely goodness and mercy shall follow me all the days of my life: and I will dwell in the house of the LORD for ever.

Psalm 23 KJV

Turner Chapel A.M.E. Church

875 Turner Chapel Road
Greensburg, Louisiana 70441

Rev. Dr. Moses Simms, Pastor

Saturday, March 14, 2020 @ 11:00 a.m.

Rev. Percy McGee, Officiating



Obituary



Remembering the Life and Love of Mieisha Betty Melton

"There's an open gate at the end of the road, through which each must go alone, and there, is light we cannot see. Our father calms His own, beyond the gate our loved one finds happiness and rest and there is comfort in the thought that a loving God knows best."

On Thursday, March 5, 2020, at approximately 5:15 p.m. God's chariot of Angels descended to carry our beloved Mieisha Betty Melton home. She heard the voice of God saying, "You have traveled and maintained your journey, but now it is time to come home and rest.

Mieisha was born to Melvin Hurst and Toni Melton on January 4, 1997 at Earl K. Long Hospital in Baton Rouge, Louisiana. Shortly after her birth, she was warmly welcomed, loved and guided by the motherly wisdom of the late Sis. Betty Jean Brown Melton.

Sis. Mieisha Betty Melton joined the Greater Matthew Chapel AMEC at an early age under the leadership of Rev. Fredrick Crayton. She was so excited and joined /participated in the youth choir, liturgical dance team, girl scout, and was currently a member of the Young People Department.

During her time here on earth, she finished top of the eighth-grade class at St. Helena Parish Middle School. Mieisha also, graduated from St. Helena College Career Academy as valedictorian of the class of 2015. Mieisha enjoyed serving as captain of the basketball team and dancing doll at SHCCA. She attended Southern University in Baton Rouge, Louisiana pursuing a career in nursing. While in school she worked at Walmart and McDonalds. In her spare time, she enjoyed spending time with family, friends, and using her God given talents in culinary arts and cosmetology.

"*Mi,*" as she was affectionately called by most who knew her, leaves to cherish her memories: her devoted parents - Melvin Hurst and Toni Melton, both of Greensburg, Louisiana; a special friend - Johnathan Butler of Greensburg, Louisiana; six sisters, Renekia Melton of Greensburg, Louisiana; Sonji Hurst and Waukessia Baker of Baton Rouge, Louisiana; Rhonda Hurst and Tonnnett (Jessie) Wallace of Jonesboro Georgia, and Georgia (John) Ensley of DeSoto Texas; five brothers, Travers Hurst of Greensburg, Louisiana, Melvin J. Hurst, Derrick Hurst, Derwin Hurst and Johnathan Hurst all of Baton Rouge, Louisiana; four aunts - Eloise Melton and Ora Avery of Greensburg, Louisiana; Veronica Melton-Reese of Longview, Texas; Velma Hurst of New Orleans, Louisiana; eleven uncles - Michael (Sandra) Melton, Alcee (Viola) Hurst, Walter (Gale) Hurst, Rev. Mack (Brenda) Hurst, Hollis Hurst, Fred Hurst, Marshall (Helen) Hurst, Thomas (Shirley) Hurst all of Greensburg, Louisiana; Isiah Melton and Lawrence

Hurst of Baton Rouge, Louisiana, Dr. Frank Brown of Indiana; best friends – Ravan Jackson, Kevon Johnson, Kambria James, Precious Brumfield, Brianna Chaney and Shir' Miracle James. She also leaves to cherish her memories a host of nieces, nephews, cousins, and friends.

Mieisha was preceded in death by her maternal grandparents Isiah and Betty Melton; paternal grandparents Fred and Georgia Mae Hurst; Uncles- Calvin Melton and Kenneth Ray Melton; Aunt- Ethel Dunn.



Always in our Hearts!

We'll always remember that special smile, that caring heart, that warm embrace, you always gave us. We wished you could have stayed forever, but we will never forget you, oh not ever. A special smile, a special face, a special someone we can't replace, we love and always will.



Dr. Rodney A. Ellis
Chancellor



November 6, 2020

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

RE: Integrated Reading and Writing Fee

Dr. Belton,

This communication is to request a fee for our Integrated Reading and Writing course. The course will enhance the teaching and learning for SUSLA students in these areas. Reading and Writing are also part of SUSLA's QEP (Quality Enhancement Program) for SACSCOC (Southern Association of Colleges and Schools Commission on Colleges).

Dr. Terry Kidd and the division of Academic Affairs and Workforce Development will lead this initiative with support from Student Affairs and Enrollment Management. Dr. Kidd has recommended a fee of \$65 and I concur with his recommendation. I therefore request your endorsement of this fee and that of the Southern University Board of Supervisors at their next meeting.

Thank you in advance for your kind consideration.

Respectfully submitted,

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

Rodney A. Ellis, Ed.D.
Chancellor

RAE/lrm

Attachments

3050 MARTIN LUTHER KING, JR. DRIVE, * SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9312 * FAX (318) 670-6374
TOLL FREE: 1-800-458-1472, EXT 6312
WWW.SUSLA.EDU

"Southern University at Shreveport does not discriminate on the basis of race, color, age, national origin, gender, disability or any other protected class in its programs and activities". The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator: Dr. Tuesday Mahoney, College Success Ctr. (318) 670-9201. Section 504 Coordinator: Jerushka Ellis, Behavioral Science, (318) 670-9367



OFFICE OF THE VICE CHANCELLOR OF ACADEMIC AFFAIRS AND WORKFORCE DEVELOPMENT

November 6, 2020

Dr. Rodney Ellis
Chancellor
Southern University at Shreveport
3050 Dr. Martin Luther King, Jr. Drive
Shreveport, LA 71107

RE: INTEGRATED READING AND WRITING FEE

Dr. Ellis,

The purpose of this communication is to request a fee to be implemented in Reading and Writing. After a review of the current needs in these areas and our concentrated efforts around Reading and Writing, it is necessary to implement a fee of \$65 to ensure that all appropriate supplies and materials are purchased for all students. These efforts are a direct correlation with our current Quality Enhancement Project (QEP) for SACSCOC (Southern Association of Colleges and Schools Commission on Colleges). I am recommending this fee to begin in the Spring 2021 semester.

Thank you for your support and approval of this fee.

Sincerely,

Dr. Terry Kidd, Ph.D.
Vice Chancellor of Academic Affairs and Workforce Development

- Approved
- Not Approved

- Approved
- Not Approved

Terry T. Kidd, Ph.D.,
Vice Chancellor for Academic Affairs
and Workforce Development

Dr. Rodney Ellis, Chancellor



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

November 5, 2020

Ray L. Belton, Ph.D.
President of the Southern University System
Chancellor of Southern University and A&M College
Southern University and A&M College
801 Harding Blvd.
Baton Rouge, LA 70813

RE: Request for Approval to Establish a Distance Education Learning Fee

Dear Dr. Belton:

The purpose of this letter is to request Board of Supervisors approval to establish a \$30 per semester credit hour (SCH) Distance Education Learning Fee. The fee will be assessed to all online courses offered at Southern University Online and the Southern University and A&M College main campus, effective Summer Semester 2021. Notwithstanding assessment of the additional fee, there will be a net savings for all Southern University Online students as evidenced by the tuition and fee schedules for Summer 2021, which are attached hereto as Attachments B-C.

This proposed new fee is reasonable and necessary. It is reasonable because it is a customary fee charged by other four-year institutions throughout the state of Louisiana to offset distance learning operational expenses. It is also well within the range of the amounts charged by other Louisiana schools. A table of fees charged by Louisiana institutions is attached to this request (see Attachment A). The fee is necessary to offset the operational costs associated with the current demand for more online and hybrid courses at Southern University. The costs include faculty training, academic support services, student identity verification, and student support services. These services are essential and required to maintain safety for students and faculty, as well as instructional integrity.

Given the projected increase in online course offerings, online enrollment growth, and new online degree programs, the revenue from the Distance Learning Fee will help defray the expenses related to increased access and opportunity. This fee will offset the costs of

administering the distance learning degree programs, maintaining the instructional quality of all online courses, and provide academic and student support services.

The Office of E-Learning is requesting that the \$30.00 per semester credit hour fee be established and assessed to every online course offered on campus and at Southern University Online, effective in the summer term of 2021. The fee assessment shall be capped at \$500 per student, per semester. The revenue generated from the fee will be allocated to the Office of E-Learning for operational expenses and academic support services.

Thank you in advance for considering this request. I am available at your convenience to answer additional questions.

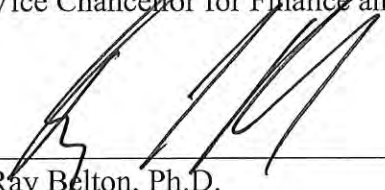
Respectfully Submitted,

Tracy Barley

Tracy Barley, Director
Office of E-Learning
Southern University and A&M College

APPROVED:  DATE: 11/05/2020
Bijoy Sahoo, Ph.D.
Interim Executive Vice Chancellor

APPROVED:  DATE: 11/5/20
Benjamin Pugh,
Vice Chancellor for Finance and Administration

APPROVED:  DATE: 11/06/20
Ray Belton, Ph.D.
President-Chancellor

Attachment A

Table of Colleges and Universities with Distance Learning Fees

Institution	Title	Amount	Conditions
Southern University at Shreveport	Course Fee	<ul style="list-style-type: none"> \$10 per credit hour 	Assessed to all hybrid and online courses
University of Louisiana -Lafayette	Distance Learning Fee	<ul style="list-style-type: none"> Undergraduate \$30 per credit hour. Graduate \$50 per credit hour. 	Assessed to all hybrid and online courses Included in 2020 Flat Rate but appears as a separate charge
Grambling State University	Distance Learning Fee	<ul style="list-style-type: none"> \$80 per course 	Distance Learning fee assessed per course only
Dillard University	DEAL Course Fee	<ul style="list-style-type: none"> \$50 per online course \$30 per hybrid course 	Assessed per course for hybrid and online
LSU- Alexandria	Electronic Media Fee	<ul style="list-style-type: none"> \$7 per credit hour 	All online courses
Southeastern Louisiana University	Online Learning Program Fee	<ul style="list-style-type: none"> Graduate \$50 per credit hour Undergraduate \$30 per credit hour 	Applies to courses in fully online degree programs
Northwestern Louisiana State University	Electronic Learning Course Fee	<ul style="list-style-type: none"> \$50 per course 	Applies at all campuses
Nichols State University	Course Fee	<ul style="list-style-type: none"> \$50 per course 	Fees assessed for online and hybrid courses.
McNeese State University	Electronic Learning Fee	<ul style="list-style-type: none"> \$20 per credit hour 	All online and hybrid courses

Attachment B Undergraduate Tuition and Fee Schedule

SU Online Spring 2021 Tuition and Fee Schedule				
SCH	Undergraduate Degree Programs			
	Per CSCH Rate	Total	Ed Tech Fee	Grand Total
1	495	495	5	500
2	495	990	10	1000
3	495	1485	15	1500
4	495	1980	20	2000
5	495	2475	25	2500
6	495	2970	30	3000
7	495	3465	35	3500
8	495	3960	40	4000
9	495	4455	45	4500
10	495	4950	50	5000
11	495	5445	55	5500
12	495	5940	60	6000
13	495	6435	65	6500
14	495	6930	70	7000
15	495	7425	80	7505
16	495	7920	90	8010
17	495	8415	100	8515
18	495	8910	100	9010

SU Online Proposed Summer 2021 Tuition and Fee Schedule					
SCH	Undergraduate Degree Programs				
	Per SCH Rate*	Total	DL Fee***	Ed Tech Fee	Grand Total
1	395	395	30	5	430
2	395	790	60	10	860
3	395	1185	90	15	1290
4	395	1580	120	20	1720
5	395	1975	150	25	2150
6	395	2370	180	30	2580
7	395	2765	210	35	3010
8	395	3160	240	40	3440
9	395	3555	270	45	3870
10	395	3950	300	50	4300
11	395	4345	330	55	4730
12	395	4740	360	60	5160
13	395	5135	390	65	5590
14	395	5530	420	70	6020
15**	100	5630	30	80	5740
16	100	5730	480	90	6300
17	100	5830	500	100	6430
18	100	5930	500	100	6530

*Reduced tuition and fee approved I Fall 2019
 **Tuition Reduction Plateaus at 15 SCH
 *** Proposed DL Fee to be capped at 500.00

Attachment C Graduate Tuition and Fee Schedule

SU Online Spring 2021 Tuition and Fee Schedule				
Graduate Degree Programs				
SCH	Per SCH Rate	Total	Ed Tech Fee	Grand Total
1	660	660	5	665
2	660	1320	10	1330
3	660	1980	15	1995
4	660	2640	20	2660
5	660	3300	25	3325
6	660	3960	30	3990
7	660	4620	35	4655
8	660	5280	40	5320
9	660	5940	45	5985
10	660	6600	50	6650
11	660	7260	55	7315
12	660	7920	60	7980
13	660	8580	65	8645
14	660	9240	70	9310
15	660	9900	80	9980
16	660	10560	90	10650
17	660	11220	100	11320
18	660	11880	100	11980

SU Online Proposed Summer 2021 Tuition and Fee Schedule					
Graduate Programs					
SCH	Per SCH Rate*	Total	DL Fee**	Ed Tech Fee	Grand Total
1	475	475	30	5	510
2	475	950	60	10	1020
3	475	1425	90	15	1530
4	475	1900	120	20	2040
5	475	2375	150	25	2550
6	475	2850	180	30	3060
7	475	3325	210	35	3570
8	475	3800	240	40	4080
9	475	4275	270	45	4590
10*	100	4375	30	50	4455
11	100	4475	330	55	4860
12	100	4575	360	60	4995
13	100	4675	390	65	5130
14	100	4775	420	70	5265
15	100	4875	450	80	5405
16	100	5975	480	90	6545
17*	100	6075	500	100	6675
18	100	6175	500	100	6775

*Reduced Tuition Rate (approved Fall 2019)

**Reduced Tuition Rate plateaus at 10 SCH

***Proposed Per SCH DL Fee of \$30 capped at \$500

Attachment D MBA Program Tuition and Fee Schedule

SU Online Spring 2021 Tuition and Fee Schedule					
MBA Program					
SCH	Per SCH Rate	Total	Ed Tech Fee	Grand Total	
1	675	675	5	680	
2	675	1350	10	1360	
3	675	2025	15	2040	
4	675	2700	20	2720	
5	675	3375	25	3400	
6	675	4050	30	4080	
7	675	4725	35	4760	
8	675	5400	40	5440	
9	675	6075	45	6120	
10	675	6750	50	6800	
11	675	7425	55	7480	
12	675	8100	60	8160	
13	675	8775	65	8840	
14	675	9450	70	9520	
15	675	10125	80	10205	
16	675	10800	90	10890	
17	675	11475	100	11575	
18	675	12150	100	12250	

MBA Students who take 12 SCH pay a \$1000.00 Program Fee

SU Online Summer 2021 Tuition and Fee Schedule					
MBA Program					
SCH	Per SCH Rate*	Total	DL Fee**	Ed Tech Fee	Grand Total
1	475	475	30	5	510
2	475	950	60	10	1020
3	475	1425	90	15	1530
4	475	1900	120	20	2040
5	475	2375	150	25	2550
6	475	2850	180	30	3060
7	475	3325	210	35	3570
8	475	3800	240	40	4080
9	475	4275	270	45	4590
10	100**	4275	300	50	4625
11	100	4475	330	55	4860
12	100	4575	360	60	4995
13	100	4675	390	65	5130
14	100	4775	420	70	5265
15	100	4875	450	80	5405
16	100	5975	480	90	6545
17	100	6075	500***	100	6175
18	100	6175	500	100	6775

***Reduced tuition and fee approved I Fall 2019**
****Tuition Reduction Plateaus at 9 SCH**
***** Proposed DL Fee to be capped at 500.00**
MBA Students who take 12 SCH pay a \$1000.00 Program Fee



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive
New Orleans, LA 70126
Phone: (504) 286-5311 Fax: (504) 286-5000
www.suno.edu

Office of the Chancellor

November 6, 2020

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

RE: Request for Board of Supervisors' Approval to Establish a Distance Education Learning Fee

Dear Dr. Belton:

The purpose of this letter is to request your approval for Southern University at New Orleans (SUNO) to establish a distance education fee. This proposed new fee would be imposed on all online courses offered at SUNO to help defray some of the costs of building, implementing, and supporting our upcoming online programs. We are proposing that a fee of \$30.00 per course be established and assessed beginning Summer Semester, 2021.

As you know, there are a host of costs associated with establishing online programs and there is no specific budget allocation that we can access to offset those costs. Implementing a distance education fee is one way that institutions fund some of the costs. The typical costs elements associated with implementing online programs include:

- Technical infrastructure upgrades (network capacity, wiring, wireless access enhancements, etc.)
- Learning management system (LMS) upgrades
- Instructional design and course development costs
- Licensing fees for digital content and software (publisher course material, licenses for test proctoring, lockdown browsers, online tutoring, etc.)
- Smart classroom technology and distance education capabilities (video conferencing, web cams, etc.)
- 24/7 helpdesk support for the LMS and associated faculty/student support

These are some of the services that are necessary elements for launching and maintaining successful online programs. While we expect to leverage as many internal resources as we can for startup, we must also prepare for ongoing maintenance and support costs. Having a dedicated source of funding that is directly related to services that we will be providing is a way to generate additional funding to help support online programs.

I, therefore, request your approval and the subsequent approval of the Board of Supervisors to implement this fee. I am available to answer any questions you may have relative to this request.

Thank you for your consideration.

With kind regards,



James H. Ammons, Jr., Ph.D.
Interim Chancellor

APPROVED:

Ray L. Belton, Ph.D.
President-Chancellor
Southern University and A&M College System



Rodney A. Ellis, Ed.D.
Chancellor



Office of the Chancellor

November 9, 2020

Dr. Ray L. Belton, President/Chancellor
Southern University System
4th Floor, J.S. Clark Administrative Building
Baton Rouge, LA 70813

RE: Request for Approval to Increase the Distance Education Learning Fee

Dr. Belton:

The purpose of this letter is to request Board of Supervisors approval to increase our current Distance Education fee from \$10 to \$15 per semester credit hour (SCH) Distance Education Learning Fee. The fee will be assessed to all online and hybrid courses offered at SUSLA Worldwide and the Southern University Shreveport main campus, effective *Summer Semester 2021*.

This proposed new fee is reasonable and necessary. It is reasonable because it is a customary fee charged by other four-year institutions throughout the state of Louisiana to offset distance learning operational expenses. It is also well within the range of the amounts charged by other Louisiana schools. A table of fees charged by Louisiana institutions is attached to this request (see Attachment A). The fee is necessary to offset the operational costs associated with the current demand for more online and hybrid courses at Southern University at Shreveport. The costs include faculty training, academic support services, student identity verification, and student support services. These services are essential and required to maintain safety for students and faculty, as well as instructional integrity. This fee is also needed for personnel to assist with the online operations, support, course construction, review, faculty development, and evaluation. Distance Education fee of \$10 also covers the current two staff salaries. Additional staff is needed for the exponential growth and development of online and hybrid courses at SUSLA.

Given the projected increase in online course offerings, online enrollment growth, and new online degree programs, the revenue from the Distance Learning Fee will help defray the expenses related to increased access and opportunity. This fee will offset the costs of administering the distance learning degree programs, maintaining the instructional quality of all online courses, and provide academic and student support services.

The Office of E-Learning is requesting an increase for every online course offered on campus and at SUSLA World Wide, effective in the summer term of 2021. The fee assessment shall be capped at \$250 per student, per semester. The revenue generated from the fee will be allocated to the Office of E-



Rodney A. Ellis, Ed.D.
Chancellor

Office of the Chancellor

Learning for operational expenses and academic support services, and to the SUSLA General Fund to support the college-level functions that insure the success of this department.

Thank you in advance for considering this request. I am available at your convenience to answer additional questions.

Respectfully Submitted,

Rodney A. Ellis, Ed.D.

APPROVED: _____ DATE: _____

Dr. Ray Belton
President/Chancellor
Southern University System
Southern University and A&M College

DISAPPROVED: _____ DATE: _____

Dr. Ray Belton
President/Chancellor
Southern University System
Southern University and A&M College

Attachment A

Table of Colleges and Universities with Distance Learning Fees

Institution	Title	Amount	Conditions
Southern University at Shreveport	Course Fee	<ul style="list-style-type: none"> \$10 per credit hour 	Assessed to all hybrid and online courses
University of Louisiana -Lafayette	Distance Learning Fee	<ul style="list-style-type: none"> Undergraduate \$30 per credit hour. Graduate \$50 per credit hour. 	Assessed to all hybrid and online courses Included in 2020 Flat Rate but appears as a separate charge
Grambling State University	Distance Learning Fee	<ul style="list-style-type: none"> \$80 per course 	Distance Learning fee assessed per course only
Dillard University	DEAL Course Fee	<ul style="list-style-type: none"> \$50 per online course \$30 per hybrid course 	Assessed per course for hybrid and online
LSU- Alexandria	Electronic Media Fee	<ul style="list-style-type: none"> \$7 per credit hour 	All online courses
Southeastern Louisiana University	Online Learning Program Fee	<ul style="list-style-type: none"> Graduate \$50 per credit hour Undergraduate \$30 per credit hour 	Applies to courses in fully online degree programs
Northwestern Louisiana State University	Electronic Learning Course Fee	<ul style="list-style-type: none"> \$50 per course 	Applies at all campuses
Nichols State University	Course Fee	<ul style="list-style-type: none"> \$50 per course 	Fees assessed for online and hybrid courses.
McNeese State University	Electronic Learning Fee	<ul style="list-style-type: none"> \$20 per credit hour 	All online and hybrid courses



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

November 3, 2020

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

**RE: Request for Board of Supervisors' Approval to Establish a Distance
Education Learning Fee**

Dear Dr. Belton,

The purpose of this letter is to request Board approval for the establishment of a \$100 per credit hour *Distance Education Learning Fee*, which will be assessed to cover all costs for remote, virtual, hybrid, and online courses offered at the Southern University Law Center. Other institutions charge similar fees and Attachment A provides a list of schools in Louisiana that charge a similar fee.

This new fee is necessary primarily for two reasons. First, it is necessary to offset the costs associated with the current demand for more online and hybrid courses because of the pandemic. There was a dramatic increase in the need for faculty training to teach remote, virtual, and/or online classes, student identity verification (proctoring), and student support services. These services are essential and required to maintain safety for students and faculty as well as instructional integrity. Second, with the anticipated enrollment increases in online, remote, virtual, and hybrid courses and fully online credential programs, the Law Center will incur more operational costs.

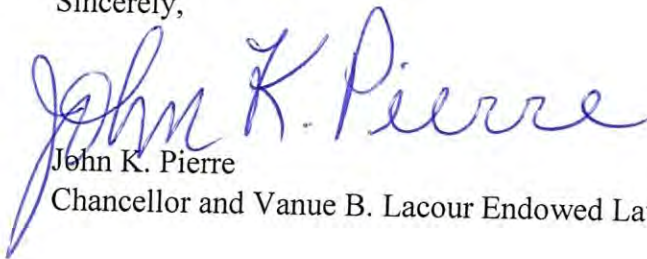
Given the anticipated increases in online courses, and new credential programs, the revenue generated from the proposed fee will defray expenses. This fee will help offset the costs of administering the distance learning credential programs, maintaining the instructional quality of all online courses, and provide academic and student support services. The operational costs include, but are not limited to, credential program development, course development, marketing, recruitment, faculty professional development, academic support programs and software, student

support programs and software, students support staff, faculty equipment, online staff, and other miscellaneous fees.

The Law Center is requesting that the \$100.00 per credit hour fee be established and assessed beginning in the summer session 2021. I am seeking approval of this request by the Board of Supervisors at its November 2020 meeting.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "John K. Pierre". The signature is fluid and cursive, with the first name "John" and last name "Pierre" clearly legible.

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

Attachment A

Table of Colleges and Universities with Distance Learning Fees

Institution	Title	Amount	Conditions
Southern University at Shreveport	Online/Hybrid Fee	<ul style="list-style-type: none"> \$10 per credit hour 	Assessed to all hybrid and online courses
University of Louisiana -Lafayette	Distance Learning Fee	<ul style="list-style-type: none"> Undergraduate \$30 per credit hour. Graduate \$50 per credit hour. 	<p>Assessed to all hybrid and online courses</p> <p>Included in 2020 Flat Rate but appears as a separate charge</p>
Grambling State University	Distance Learning Fee	<ul style="list-style-type: none"> \$80 per course 	Distance Learning fee assessed per course only
Dillard University	DEAL Course Fee	<ul style="list-style-type: none"> \$50 per online course \$30 per hybrid course 	Assessed per course for hybrid and online
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McNeese State University	Electronic Learning Fee	<ul style="list-style-type: none"> \$20 per credit hour 	All online and hybrid courses



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Office of the Chancellor

November 6, 2020

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

Dear Dr. Belton:

Attached is an updated policy on the Extra Compensation and Implementation Plan for the Southern University at New Orleans campus. The purpose of this Plan is to update the existing policy to provide an allowable extra compensation rate increase from 20% to 25% for our faculty and unclassified staff. This Plan further specifies the policies governing allowable extra compensation for the eligible individuals and determines the processing period and instruments used to award Extra-Compensation.

Please note that this updated Policy adheres to the Southern University at New Orleans Strategic Plan, Goal 3: Continuing to Build Institutional Capacity to support Teaching, Research and Service. It also accomplishes the Strategies identified under Objectives 3.1, 3.2, 3.3, and 3.4 which are to develop a plan to incentivize faculty and staff research productivity by increasing the threshold in the extra-compensation policy from 20% to up to 25%.

I fully support the recommended policy which was submitted by the Vice Chancellor for Research and Strategic Initiatives and reviewed by the SUNO Research Council as well as the Executive Committee of the Faculty Senate.

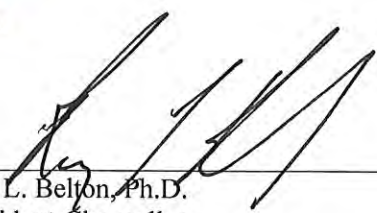
I, therefore, request your approval to place this policy on the November 2020 agenda of the SUS Board of Supervisors. Thank you for your consideration

With kind regards,

James H. Ammons

James H. Ammons, Jr., Ph.D.
Interim Chancellor

APPROVED:



Ray L. Belton, Ph.D.
President-Chancellor
Southern University and A&M College System

SOUTHERN UNIVERSITY AT NEW ORLEANS

POLICY TITLE **Additional Compensation Limitations for Faculty and Staff** **(Extra Compensation Policy and Implementation Plan)**

POLICY NUMBER

SUNO-0001

Responsible Unit: Office of Research, Strategic Initiatives & Title III Programs	Effective Date: 12/01/2020
Responsible Official: Vice Chancellor for Research, Strategic Initiatives & Executive Director of Title III Programs	Last Reviewed Date:
Policy Classification: Research Expenditures & Sponsored Funds Administration	Origination Date: 06/01/2020

I. POLICY STATEMENT AND RATIONALE

“The Board of Supervisors is committed to the principle of academic freedom” (Bylaws and Regulations of the Board of Supervisors, Article VIII, Section 1, Academic freedom; URL <http://www.sus.edu/page/bylaws-and-regulations-of-the-board-of-supervisors>, accessed 06/09/2020). “Academic freedom is perceived as the right of members of the academic community freely to study, discuss, investigate, ... conduct research...” (Bylaws and Regulations of the Board of Supervisors, Article VIII, Section 1, Academic freedom; URL <http://www.sus.edu/page/bylaws-and-regulations-of-the-board-of-supervisors>, accessed 06/09/2020). In this context extra compensation as part of the academic freedom and research activities of faculty need to be treated as a protected privilege and treated differently from extra compensation policies for non-academic employees or roles. Likewise, the faculty handbook of Southern University at New Orleans (SUNO) states that “Members of the academic community have the right to freely study, discuss, investigate, teach, conduct research, ...” (SUNO faculty handbook 2018, IV.4.4 Academic Freedom;). SUNO is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Thus, SUNO has to demonstrate compliance of the standard 6.4 “The institution publishes and implements appropriate policies and procedures for preserving and protecting academic freedom.” (SACSCOC. RESOURCE MANUAL for the Principles of Accreditation: Foundations for Quality Enhancement Third edition, 2018. Decatur, Georgia). Therefore, the Extra Compensation Policy and Implementation Plan is part of the institution publishing and implementing appropriate policies and procedures for preserving and protecting academic freedom.

The purpose of the Extra Compensation Policy and Implementation Plan is to update the existing policy to provide an allowable extra compensation rate increase from 20% to up to 25% and to further specify the Southern University at New Orleans (SUNO) policies governing faculty allowable Extra Compensation for faculty and staff [unclassified employees]. This policy also determines the processing period and instruments used to award Extra-Compensation. SUNO emphasizes that work on a Grant or Sponsored Program should be performed via release time efforts when feasible. Requests for additional compensation [extra compensation] on Grants or Sponsored Programs will be allowed for classified employees in special or extreme circumstances. Requests for additional compensation [extra compensation] on Grants or Sponsored Programs will be allowed for unclassified faculty under reasonable circumstances and in order to protect academic freedom. Extra-work must not be allowed before final approval by the Office of the Chancellor.

II. POLICY SCOPE AND AUDIENCE

This policy applies to all Sponsored Projects administered by the Office of Grants and Sponsored Programs (OG&SP) under the authority of the Office of Research, Strategic Initiatives & Title III Programs. SUNO will recognize Extra Compensation for Grants and Sponsored Programs only as those activities that are beyond the faculty or staff member's regular assigned load and responsibilities. Individuals and offices responsible for affecting this policy include:

- **Principle Investigator/Project Director** - prepares either a Priority Ordering Test (POT) form to initiate a request for extra compensation approval at the time of proposal submission. Written justification and a sample work schedule must be submitted as attachments to the POT.
- **Deans/Chairs/Program Directors/Supervisor of non-faculty employees** – review requests for Extra Compensation and endorses only those that have exceptional circumstances and potential benefits that are compelling and well-justified. Endorsed requests for Extra Compensation will be forwarded to the Vice Chancellor for Academic Affairs (for faculty), Director of Grants and Sponsored Programs and the Post Award Administrator for review and approval to move forward.
- **Office of Grants and Sponsored Programs (OG&SP) (including the Pre Award and Post Award Administrators as applicable)** – reviews requests for Extra Compensation to ensure costs are allowable by the funding agency and that they meet the University's definitions of allowable compensation and exceptional circumstances. Approves and forwards the endorsed requests to the VC for Research/Strategic Initiatives for final approval (prior to funding by agency).
- **Vice Chancellor for Research/Strategic Initiatives** – reviews requests for Extra Compensation and provides final approval to only those requests that 1) meet the guidelines of the funding agency and/or 2) have reasonable circumstances and potential benefits that are justified by academic freedom.

- **Chancellor** – has final authority over all requests and can override a decision made by any supervisor in the initiate's (PI/SUNO employee submitting request) chain of command to deny said request for extra compensation.

III. POLICY COMPLIANCE

Compliance with this policy ensures that the faculty and staff receive compensation for their efforts and adhere to federal cost accounting practices as stipulated in the Office of Management and Budget Cost Principles for Educational Institutions OMB Circular A-21 (2 CFR Part 220).

IV. POLICY DEFINITIONS

Academic Year: The nine (9) month period covering the Fall and Spring Semesters.

Academic Year Employee (9-month): Faculty employed during the Academic or nine-month term. These employees can be considered for Extra Compensation.

Administrative Personnel: Those persons who are charged with administering the University affairs and its ancillary units at all levels. This classification includes the chancellor, vice chancellors, deans, departmental chairpersons/program directors and other staff.

Extra Compensation: Defined as an unusual, nonrecurring, and extraordinary payment for SUNO grants and sponsored programs work that falls entirely beyond the normal, regular job assignment. Extra Compensation should not be used as a regular supplement to an individual's salary *nor as a means to pay overtime**. However, the principle of academic freedom needs to guide assessment decisions for faculty. Repeated requests for Extra Compensation for the same activity may be denied. All requests for Extra Compensation must be approved by the Offices listed and defined as "Approvers" in Section II. Allowable costs for Fiscal Year employees (July 1-June30) will be calculated at a rate of up to 25% annual (12-month salary rate) and up to 25% of the academic (9-month base salary rate) for Academic Year employees.

***Note. Charging overtime to federal funds for employees whose regular duties are related to and paid through state, university, or other non-sponsored program funds is a violation of cost accounting (2 CFR Part 220) standards.**

Explicitly excluded from this definition are earnings that may be paid to an employee from a SUNO source and from the following:

- (1) Patent, copyright, licensing right, or royalty as stipulated by La.R.S. 42:1123 (9) (a); Supplements to salary paid from private funds for which retirement contributions may not be payable.

- (2) One-time supplements to salary as dictated by State Law (i.e. the one-time cost of living salary increase paid to SUNO employees as per an Act of the Louisiana Legislature); or that
- (3) Fall in an exceptional category, partly specified by a grant or contract instrument, govern contract instrument, where the nature of site of performance of a grant or sponsored work may lead to payments to an employee from SUNO sources that are not comparable to the regular SUNO salaries and that generally are governed by special instruments. Known exceptional categories currently include long time (usually a month or more) offsite research and federal or state agencies fellowship placements. In these cases, affected employees are generally placed on leave of absence relative to their regular employment at SUNO. In this way, they may enter into another employment or contractual agreement with the University that allows for the payment of a salary whose rate is unrelated to the Regular Salary Rate defined below and for which other payments (stipends, fees) may be paid (for hardship, housing assistance, etc.).

Extra-Work: Defined as work assigned to (or duties and responsibilities assumed by) an employee [faculty or unclassified staff] and that is unrelated to, or independent of, **and** in excess of his/her normal workload (nature, quantity, separate operation, remote site of execution, etc.) as specified in the basic employment contract or agreement with SUNO. Instances where such work is performed are expected to be incidental and hence not part of a routine practice that continues over years – for a given employee and a given task or assignment. However, the principle of academic freedom needs to guide assessment decisions for faculty.

Fiscal Year: The twelve (12) month period (i.e., July 1st of a year to June 30th) of the following, consecutive year; a continuous twelve-month period (with about 365 consecutive days.)

Fiscal Year Employee (12 month): Faculty or staff employed during the Annual or 12-month term. These employees are only eligible to be considered for Extra Compensation.

Fringe Benefits: Employment benefits made available to employees through the Southern University System and considered to be of particular interest and benefit to its employees. These benefits include retirement, workman's compensation, unemployment compensation, etc.

Full Time Workload (Classified or Unclassified): Defined as 40 hours per week for full time employees. However, there is no requirement for academic personnel (instructor; assistant, associate, and full professors; teachers; associates) to be physically present in their classrooms, laboratories or offices where their duties are performed for a period of 40 hours per week. It is also not regulated by a 8 a.m. to 5 p.m. time- frame, as faculty may have evening and night classes or work on weekends.

Priority Ordering Test (POT) Form: Form used to determine an employee's eligibility to receive Extra Compensation through a grant or sponsored program activity account.

Regular Salary (or Compensation) Rate (RSR or RCR): The amount of compensation paid to an employee per unit time (i.e. month) and that is based solely on the compensation in the basic contract or employment agreement between that employee and SUNO. For a one-month period, this rate will be computed as 1/9th of the nine-month Academic Year salary for faculty members and 1/12th of the fiscal year salary for employees whose employment contracts or agreements cover a twelve-month period. Regular, hourly compensation rates shall be based on 1,560 hours for 9-month employees and 2,080 hours for 12-month employees. All salary information must be verified with the Office of Human Resources.

Research Activities: Those activities engaged in or by an employee for the primary purpose of investigating or experimenting, aimed at the discovery of new knowledge, the interpretation of acts, the practical application of new or revised facts; and the opportunity to be creative and stay abreast in the employee's field or discipline.

Research Agreement: An agreement between the University and a funding agency for supporting research and the related activities during a designated period. The basic instruments for research agreement include a grant, contract, cooperative agreement or others.

Sponsored Project/Program: Defined as a project/program whose implementation is paid entirely or in part, by funds awarded to SUNO from public (federal, state, city, etc.) and/or private (industry, private foundations, etc.) sources. Externally funded research or instructional projects are typical sponsored projects.

Sponsored Project/Program Instrument: Defined as the complete collection of all written agreements between SUNO and an awarding or funding agency relative to a project. It includes the approved proposal and its budget, the award agreement (contract, grant, cooperative agreement, etc.), and any subsequent written agreement*-pertaining to the fiscal operations of a project or program – between the funding agency and SUNO.

**Note. For this definition, employees who assign or review extra-work assignments must understand that a letter from an agency director or a program officer, while generally relevant for programmatic activities, does not generally have budget (fiduciary) implications or authorities. In particular, for federal agencies, a written agreement that can alter a budget or allow an extra-work assignment that was not in the initial project instrument must generally be from a "contracting officer or similar." Contracting officers are generally the same individuals that sign the award letter, contract, or agreement.*

Total Allowable Compensation: Defined as the total amount of compensation that can be earned by an employee from SUNO and/or sponsored programs sources. It is the sum of the regular compensation possible pursuant to the regular (or basic) employment of a faculty or staff member over a twelve-month period, and of the *maximum extra-compensation* that an employee can earn over the same twelve-month period. This period is ordinarily defined as in any fiscal year [July 1st – June 30th]. Excluded from this definition of "total allowable compensation" are earnings that fall in one of the four exceptions delineated above in the definition of extra-compensation.

V. POLICY IMPLEMENTATION PROCEDURE General Policy for Extra Compensation and Applicable Rate

The extra compensation application process should not exceed ten (10) days in the total from submission to final approval. All applications will initially be submitted on paper form until such time as an electronic processing procedure has been fully developed and implemented (similar to Human Resources' electronic personnel action form processing). The electronic extra compensation submission process will allow for a streamlined system with checks and balances for accountability.

As per the Code of Federal Regulation (**2 CFR Part 220**), the rate at which an unclassified employee is compensated for extra-work cannot exceed the regular salary rate or compensation rate (RSR or RCR) for that employee for the period of performance of the extra-work. If the regular salary rate of an employee changes during the period of execution of an assigned extra-work, the rate for extra-compensation may be changed in such a way that it does not exceed, for any given time period, the regular rate of compensation for that time period. The monthly regular salary rate of a faculty member whose contract covers the nine-month period of the academic year is simply his/her academic year salary divided by nine. Further definition of extra-compensation follows:

1. It is general policy of SUNO that a sponsored program activity be performed on a basis of release-time. When release-time activity for work performed on a sponsored program has been approved, the grant account shall be charged for that portion of an employee's time devoted to the project (provided it is compatible and approved under the funding agency's grant award term). The rate of compensation charged to the grant account will be the same as that paid by SUNO and include the approved SUNO fringe benefits rate as well as the SUNO approved indirect cost rate.
2. In those instances, where it is not possible for 9-month faculty to be released from his/her regular University duties [or in the instance of staff, who are ineligible for release-time] to undertake sponsored programs activities, extra compensation may be permitted up to 25% (gross) of an academic year or 9-month salary rate. Additional earnings of 9-month faculty during the summer, do not count for the 25% gross of the 9-month academic year, as those faculty are not getting paid by the university for these 3 months. In those instances, where it is not possible for 12-month faculty to be released from his/her regular University duties [or in the instance of staff, who are ineligible for release-time] to undertake sponsored programs activities, extra compensation may be permitted up to 25% (gross) of a fiscal year or 12-month salary rate. The 25% allowable compensation will be charged during the sponsored program's period of performance and follow the University's fiscal year beginning July 1st and ending June 30th. It is understood that extra compensation will be approved only when the additional duties of the sponsored program do not interfere with the employee's regular duties as assigned by the University/Dean/Chair/Director and are clearly defined in the funding agency's award document and/or the funded proposal's budget justification. The rate of pay for extra compensation shall not exceed the approved extra compensation of 25% during any given month.
3. The 25% limitation also applies to the total amount of extra compensation awarded per fiscal year as well as each separate (monthly or semester) disbursement.

4. For employees, the maximum amount of extra-compensation an employee may earn in a month (i.e., 30 days) is generally his/her regular monthly salary multiplied by 0.25. This represents a one-quarter (1/4) increase in effort level over a month. It is estimated that an extra-work assignment over one-fourth (1/4) effort level will generally result in a decrease in the quantity and/or the quality of regular work.

Application of Extra-Compensation

Occasionally, academic, professional, and other employees are asked to assume responsibility for additional duties unrelated to, or independent of, their normal work. The need for allowing extra-work and the related extra-compensation will always be evaluated in view of the advantages to SUNO and the conformity of same to applicable laws, regulations, and policies. When such assignments are clearly not a part of the employee's normal assignment, extra-compensation may be permitted if the extra-work is explicitly provided for the Sponsored Agreement or approved in writing by the awarding federal agency.

Approval Process (follows chain as stipulated in Section II)

1. If the prospective university employee determines that he/she may be eligible for extra-compensation for the proposed extra-work to be done on a sponsored project, a request (with prior extra-compensation documentation for the fiscal year) should be made to the head of their unit, who will apply the Priority Ordering Test (POT). This should be done simultaneously with the proposal submission to a funding agency.
2. If it is determined by the unit head that the request passes the POT, then a request should be made by the unit head to the Dean of the College. If the Dean approves the request, then it is forwarded to the Vice Chancellor for Academic Affairs, if applicable and then to the Director of Grants and Sponsored Programs, who will review the POT (with the assistance of the Post Award Administrator) for compliance. Next, it is forwarded to the Vice Chancellor for Research and Strategic Initiatives/ Executive Director for Title III Programs, who will review the request along with justifications and approve or disapprove. For new proposals with extra-work-extra-compensation, it must be stated explicitly on: (a) the proposal routing cover, and (b) the budget figures and explanation section. The Director of Grants and Sponsored Programs will check proposals to make sure that these provisions are appropriately stated and that the POT requirement has been met as evidenced by a transmittal letter from the Dean to the Office of the Vice Chancellor for Research and Strategic Initiatives, requesting approval of the proposed work.
3. Once the project is funded, the POT form is then forwarded to the Chancellor for final approval. The Chancellor has final authority on all extra compensation requests.
4. The approved POT form is returned to the Office of Grants and Sponsored Programs who sends it to the recipient for formal processing.
5. The recipient must submit a copy of the approved POT form to Human Resources and the Post Award Administrator to begin an employment personnel action form (ePAF).

Monitoring Responsibility

1. A **unit head** (Chair/Director) should maintain a log of all faculty or personnel receiving extra-compensation in his/her area and submit same as part of the unit's annual report.
2. For each ePAF that entails an extra-work assignment for extra-compensation, the responsibility for verifying that extra-compensation is allowable, as per the instrument of a sponsored project, if any is involved, will rest with the Office of Grants and Sponsored Programs (OG&SP) and the Post Award Administrator who normally receives the award letter. *As a rule, an extra-work assignment involving a sponsored project has to be allowable as per the award instrument, before the ePAF approval is granted.* The sponsored project instrument includes the approved proposal and budget for the applicable sponsored project, the award letter (or contract, agreement, etc.) accompanying regulations or documents, and any subsequent written agreement between SUNO and the funding organization.
3. Offices in charge of the computerized ePAF-tracking system at the campus level (including **Human Resources** and the **Post Award Administrator**) will track the instances of extra-work assigned and the amounts of extra-compensation paid to any SUNO employee. The resulting data that will be compiled by Human Resources in an annual report will allow the documentation of compliance with limits and rates of extra-compensations and will also assist the University in avoiding routine involvement in extra-work by any employee from one year to the next. This is beyond that which is permitted by this Plan or by **29 CFR Part 516** of the Fair Labor Standards Act. Similar data will be collected by Human Resources pursuant to the implementation of **29 CFR Part 516**, even though some instances of this implementation may be unrelated to extra-work and extra-compensation as defined here.

VI. POLICY RELATED INFORMATION

2 CFR Part 220 of the OMB Circular A-21 established principles for determining costs applicable to grants, contracts, and other agreements with educational institutions (<https://www.govinfo.gov/content/pkg/CFR-2012-title2-vo11/pdf/CFR-2012-title-2vo11-part220.pdf>)

The 2 CFR Part 220 is the basis for the “determination” of the SUNO approved MTDC indirect cost rate at SUNO for all sponsored grants. The 25% extra compensation rate should be used for calculating the charges of the sponsored program budget (as per submitted proposal).

La. R.S. 42:1123 (9) (a) establishes principles for the receipt or sharing in proceeds such as any patent, copyright, licensing right, or royalty by faculty or staff members of a public higher education institution (<https://law.justia.com/codes/louisiana/2011/rs/title42rs42-1123>)

A copy of the University's current Priority Ordering Test Form can be found on SUNO website. www.suno.edu

VII. POLICY HISTORY AND REVIEW CYCLE

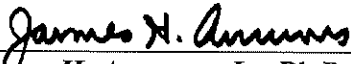
This Extra Compensation Policy is submitted to the Southern University System Board of Directors for approval – September 2020. A Chancellor appointed, ad-hoc Committee, shall revisit the policy every two years. The ad-hoc Committee will include representation from the following office:

- a. Academic Affairs or any Dean/Director
- b. Budget Office
- c. Faculty Researchers
- d. Faculty Senate
- e. Office of Research, Strategic Initiatives/ Title III Programs Executive Director
- f. Director of Grants and Sponsored Programs, and
- g. Human Resources (HR), hereby charged with providing to the Committee all applicable state laws and regulations, particularly as they pertain to the Louisiana Code of Government Ethics and Classified Employees;

VIII. POLICY URL

Upon approval, this Extra Compensation Policy will be maintained in the Office of Research and Strategic Initiatives and the Office of Grants and Sponsored Programs. It will also be posted on the SUNO website at www.suno.edu/grants.

IX POLICY APPROVAL



James H. Ammons, Jr., Ph.D.
Interim Chancellor, Southern University at New Orleans

12/1/2020
Effective Date of Policy

Ray L. Belton, Ph.D.
President-Chancellor, Southern University and A&M System

12/1/2020
Effective Date of Policy

The Honorable Attorney Domoine D. Rutledge
Chairman-Southern University System Board of Supervisors

12/1/2020
Effective Date of Policy



POLICY TITLE
Prior Learning Assessment

POLICY NUMBER
1-005

Responsible Unit: <i>Office of Academic Affairs and Workforce Development</i>	Effective Date: <i>11/20/2020</i>
Responsible Official: <i>Vice Chancellor for Academic Affairs and Workforce Development</i>	Last Reviewed Date:
Policy Classification: <i>Academic Affairs</i>	Origination Date: <i>10/30/2020</i>

I. POLICY STATEMENT AND RATIONALE

The purpose of this policy is to provide guidance to Southern University at Shreveport (SUSLA) faculty, staff, and students regarding the assessment, implementation and evaluation of prior learning and awarding of grades based on evidence prior learning. The policy establishes guidelines for faculty, staff, and students. Prior Learning is a term use to describe learning and experience that an individual acquires outside of a traditional academic environment. This nontraditional learning is typically not indicated on a college or university transcript and can be acquired through: extensive work experience, workshop participation, in-service training, certification, licensure or involvement in professional organizations. Credit may be awarded for verifiable learning gained through experience—not for the experience itself. Alternatively, students may opt to pursue credit by examination options. This policy pertains to Prior Learning that is not available from one of the credit-by-exam options.

This policy offers a response to the challenges faced by students, while maintaining academic integrity, quality instruction, and student completion agenda in accordance with Complete College America. This policy establishes grading guidelines that will facilitate student academic progress and completion. The Faculty, Academic Advisors, Department Chairs, and Academic Deans, the

Registrar and other support staff will provide guidance to students as they consider these options and assess their impact on their academic progression.

II. POLICY SCOPE AND AUDIENCE

This policy applies to full-time faculty, adjunct faculty, staff, and students.

III. POLICY COMPLIANCE

This policy will impact how the final grades are recorded on a transcript of a student in response to the Academic Guidelines issued by the Southern University System. The policy will impact students enrolled for the full-term of the fall, spring and summer semesters as well as the B Term semester.

IV. POLICY DEFINITIONS

Prior Learning Assessment: PLA is a term used to describe learning gained outside a traditional academic environment. Put another way, it's learning and knowledge students acquire while working, participating in employer training programs, serving in the military, studying independently, volunteering or doing community service, and studying open source courseware. In short, PLA is the evaluation and assessment of an individual's life learning for college credit, certification, or advanced standing toward further education or training.

PLA may include options such as:

1. Portfolio-based Assessments—Evaluations of student portfolios.
2. American Council on Education (ACE) Guides—Published credit recommendations for formal instructional programs offered by non-collegiate agencies, both civilian employers and the military
3. College Level Examination Program (CLEP) Exams—Tests of college material offered by the College Board
4. DSST Credit by Exam Program—Formerly known as the DAN TES Program, owned and administered by Prometric, tests knowledge of both lower-level and upper-level college material through 38 exams
5. Evaluation of Local Training—Program evaluations done by individual departments of non-collegiate instructional programs

V. POLICY IMPLEMENTATION PROCEDURES

Students must meet the following standards if they are interested in receiving credit for prior learning:

1. Must be admitted to the University
2. Enrolled in a degree program
3. Complete residency requirement
4. Need the credit to satisfy a degree requirement

Student Grade Election & Transcription Procedures

The procedures which a student must use to have grades awarded by prior learning assessment will follow current transcription procedures set forth by the Office of the Registrar. Grades earned through PLA will be available once students have met the criteria for awarding credit. Due to Student Grade Election Procedure A letter grade of "P" will result in a student passing the course. A "P" grade is not factored into the student's grade point average. In some cases, the letter grade of "CR" will be record indicating credit. A "CR" grade is not factored into the students grade point average.

Students may receive up to 32 credits maximum, as determined by the appropriate department faculty program coordinator, Dean, and or Vice Chancellor of Academic Affairs and Workforce Development. In addition, the prior learning credit must be deemed college level by the faculty evaluating the course, and must meet or exceed "C" level work. The credit for prior learning will not be calculated in the student's GPA, cannot duplicate any previously awarded credit, and cannot be used to satisfy University residency requirements.

Further restrictions on prior learning credit:

- PLA cannot be used to satisfy course or program pre-requisites or General Education requirements.
- In general, credit for prior learning completed over eight (8) years ago may not apply to a student's current degree program unless otherwise approved by the major department
- Students interested in receiving credit for prior learning must first consult with their major Academic Advisor for degree applicability and complete an application for Prior Learning Assessment. Students are also encouraged to speak with the Instructional Dean of the division in which the course application for PLA is being considered. Prior learning materials (proof of verifiable learning) should be submitted to the department for evaluation of credit by the faculty and program coordinator in an appropriate department or college. Prior learning materials should detail the content learned (i.e. hours, subjects, texts, relevant documents, completed work, etc.). The faculty and program coordinator will notify the student on the outcome of the evaluation process.
- If awarded, credit for prior learning will be transcribed, as explained on the Southern University at Shreveport grade policy
- Prior Learning Application fee is \$25 dollars per course

- Students are responsible for paying 30% of the course tuition for each course PLA is granted. PLA credit will not be granted until fees are paid.

The PLA manual contains the CALE (Council of Adult and Experiential Learning) standardized rubric. This rubric will be used to assess students wanting PLA options using the workforce portfolio.

VI. POLICY RELATED INFORMATION

Southern University at Shreveport utilizes the credit recommendations from the American Council on Education (ACE) and the Council of Adult and Experiential Learning (CALE). Prior Learning will be assessed using the following methods:

- Workforce training documentation
- Work experience portfolios, or Certification
- Credit by Exam (Internal departmental exam or AP, SAT II, CLEP)
- Military Credit and Experience
- Continuing Education Articulation Agreement

VII. POLICY HISTORY AND REVIEW CYCLE

This is a newly created policy and is subject to a five-year policy review cycle.

VIII. POLICY URL

www.susla.edu

IX. POLICY APPROVAL

Rodney A. Ellis, Ed.D.
Chancellor, Southern University at Shreveport

Effective Date of Policy

Ray L. Belton, Ph.D.
President-Chancellor, Southern University and A&M College System

Effective Date of Policy

The Honorable Attorney Domoine D. Rutledge
Chair - Southern University System Board of Supervisors

Effective Date of Policy



POLICY TITLE

Return of Unearned Military Tuition Assistance (TA)

POLICY NUMBER

5-002

<p>Responsible Unit: <i>Finance</i></p> <p>Responsible Official: <i>Vice Chancellor for Finance and Administration</i></p> <p>Policy Classification: <i>Finance, Audit, & Budget</i></p>	<p>Effective Date: <i>11/20/2020</i></p> <p>Last Reviewed Date:</p> <p>Origination Date: <i>10/30/2020</i></p>
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I. POLICY STATEMENT AND RATIONALE

To publish and fully inform students receiving military tuition assistance (TA) of the required actions the Southern University at Shreveport (SUSLA) must take to comply with the Department of Defense (DOD) Memorandum of Understanding Return Policy for Military Tuition Assistance (TA) funds rules and align with the return of unearned student aid rules applicable to the Federal Student Aid as required under section 484B of the Department of Education Title IV of the Higher Education Act of 1965.

II. POLICY SCOPE AND AUDIENCE

This policy applies to all students receiving Military Tuition Assistance (TA) for the U.S. Army, Navy, Air Force, Marines, and Coast Guard will be processed by the Business Office and are subject to approval. The Business Office staff, in collaboration with the Registrar's Office, is responsible for executing this policy in accordance with FERPA guidelines.

III. POLICY COMPLIANCE

To comply with the Department of Defense policy, SUSLA will return any unearned TA funds on a prorate basis through at least the 60% portion of the term for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when the student stops attending as outlined below.

IV. POLICY DEFINITIONS

Tuition Assistance (TA) – a benefit paid to eligible members of the Army, Navy, Marines, Air Force and Coast Guard. Congress has given each service the ability to pay up to 100% for the tuition expenses of its member. Each service has its own criteria for eligibility, obligated service, application processes and restrictions. This money is usually paid directly to the institution by the individual services. This policy only applies to this type of educational benefit. The TA program is a benefit that is available only while the student is in the service.

This policy does not apply to Veterans or Veterans benefits.

V. POLICY IMPLEMENTATION PROCEDURES

- a. Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.
- b. To comply with the Department of Defense (DOD) policy, Southern University at Shreveport (SUSLA) will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.
- c. In instances when a Service member stops attending due to a military service obligation, SUSLA will work with the affected service member to identify solutions that will not result in a student debt for the returned portion in compliance with the DOD policy. It is the student's responsibility to notify the University's Registrar's Office in writing regarding an intended Military Withdrawal and to complete the Registrar's Office required procedures in accordance with the [Louisiana Board of Regents Uniformed Service Mobilization Policy](#).

Student Fee Responsibility

- a. To remain in compliance with the Department of Defense's (DoD's) policy, SUSLA will return any unearned TA funds through at least 60% of the semester on a prorated basis. The amount of unearned TA that is returned is based on the date of withdrawal from the course.

- b. After 60% of the semester has passed, TA will not be evaluated for a return to the DoD.
- c. In any instance where unearned TA funds are deemed unearned, the College will return the funds based on the schedule below.

16-Week Course: withdrawal submitted

Day 1 – 14	100% return
Day 15 – Week 4	75% return
Week 5 – Week 8	50% return
During Weeks 9 – 10	40% return (60% of course is completed)
During Weeks 11 – 16	0% return

8-Week Course: withdrawal submitted

Day 1 – 7	100% return
Day 8 - Week 2	75% return
During Weeks 3 – 4	50% return
During Week 5	40% return (60% of course is completed)
During Weeks 6 – 8	0% return

- d. For courses that have durations differing from those listed above, unearned TA funds will be returned on a prorated basis, depending on the length of the course. To determine the amount of TA that needs to be returned, SUSLA will determine the date the withdrawal was submitted, and then divide that by the number of days in the term to determine the percentage of TA that was earned by the student.

Example: The student enrolled in the Spring Semester which began on January 19 and ended on May 16 which included 117 days. The withdrawal was submitted on March 15 and the student completed 55 days. SUSLA would perform the calculation to determine how much TA was earned by the student's attendance: (55 divided by 117 equals 47.01%. 47% of the TA authorized was earned by the student, which means 53% of what was authorized will be returned to the DOD).

<i>Semester</i>	<i>Start Date</i>	<i>End Date</i>	<i>#Days</i>
Enrollment Period	1/19/YR	3/15/YR	55 Days

Earned Portion = 47.01%

Unearned Portion = 52.99%

VI. POLICY RELATED INFORMATION

This policy is required to comply with the Department of Defense Memorandum of Understanding.

VII. POLICY HISTORY AND REVIEW CYCLE

This is a newly created policy and is subject to a five-year policy review cycle.

VIII. POLICY URL

www.susla.edu

IX. POLICY APPROVAL

Rodney A. Ellis, Ed.D.
Chancellor, Southern University at Shreveport

Effective Date of Policy

Ray L. Belton, Ph.D.
President-Chancellor, Southern University and A&M College System

Effective Date of Policy

The Honorable Attorney Domoine D. Rutledge
Chair - Southern University System Board of Supervisors

Effective Date of Policy

SOUTHERN UNIVERSITY and A&M COLLEGE SYSTEM

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

Office of the
Internal Auditor
(225)771-2520

November 6, 2020

Fax
(225) 771 - 5522

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

RE: Request for a Meeting of the Internal Audit Committee

Dear Dr. Belton,

I would like to request a meeting of the Internal Audit Committee during the November 2020 Board of Supervisors meeting. The purpose of the request is to seek approval from the Internal Audit Committee and the Board of Supervisors on the following items:

1. Internal Audit Charter
2. Audit Plans
3. Independent Validation and Self Assessment

I will schedule a meeting with you on Monday, November 9th to discuss in more details.

Sincerely,



Brian Adams, MBA, CIA, CMA, CFM
Executive Director, Office of Internal Audit
Southern University System

Attachments: Internal Audit Charter
Audit Plans
Independent Validation and Self Assessment



SOUTHERN UNIVERSITY and A&M COLLEGE SYSTEM

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

Office of the
Internal Auditor
(225)771-2520

Fax
(225) 771 - 5522

Internal Audit Charter

Approved:

Dr. Ray Belton
President-Chancellor

Dr. Leroy Davis
Chairman – Internal Audit Committee

Date: _____

Date: _____



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INTERNAL AUDIT CHARTER

INTRODUCTION

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

There are three components of IA's mission:

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

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

ROLE

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

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

ORGANIZATION

The Southern University System Internal Audit Executive Director will continue to directly report administratively to the System President and functionally to the Chair of the Audit Committee. Campus

internal audit directors will report to the System Executive Director with informational disclosure to the campus chancellors, unless directed by the System Executive Director, System President, and/or the Audit Committee Chair. Hiring, promotion, and other related personnel decisions regarding campus audit directors and staff shall be made jointly with the System President, Audit Committee Chair, and System Audit Executive Director after appropriate consultation with the affected campus chancellor.

PROFESSIONAL STANDARDS

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

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

AUTHORITY

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

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

RESPONSIBILITIES

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

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

IRREGULARITIES, ILLEGAL ACTS AND OTHER NONCOMPLIANCE

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

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

- Organizational environment fosters control consciousness.
- Realistic organization goals and objectives are set.
- Written policies (code of conduct) exist that describes prohibited activities and the action required whenever violations are discovered.

- Appropriate authorization policies for transactions are established and maintained.
- Policies, practices, procedures, reports, and other mechanisms are developed to monitor activities and safeguard assets, particularly in high risk areas.
- Communication channels provide management with adequate and reliable information.
- Recommendations are made for the establishment or enhancement of cost-effective controls to help deter fraud.

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

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

MANAGEMENT REQUEST

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

PLANNING

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

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

REPORTING

Internal Audit ensures that the results of audits and other services are properly communicated to the appropriate management or operating personnel in the form of written reports, consultation advice, or any other means. Written reports include, or will be followed by, management comments itemizing specific actions taken or plan to resolve the reported finding and to ensure that operational objectives are achieved. All internal audit reports will be issued by the authorization of the IA System Executive Director. The IA System Executive Director shall distribute copies of all reports issued to the Southern University Board of Supervisors Chair, Audit Committee Chair, and the Southern University President upon initial release.

RELATIONSHIPS WITH EXTERNAL AUDITORS AND CONSULTANTS

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

CONTINUING PROFESSIONAL DEVELOPMENT

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

STAFFING

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

QUALITY ASSURANCE AND IMPROVEMENT PROGRAM

Internal Audit will maintain a quality assurance and improvement program that covers all aspects of the internal audit activity. The program will include an evaluation of the internal audit activity's conformance with the Definition of Internal Auditing and the Standards and an evaluation of whether Internal Audit complys with the Code of Ethics. The program also assesses the efficiency and

effectiveness of the internal audit activity and identifies opportunities for improvement. The IA System Executive Director will communicate to management and the Board on the internal audit activity's quality and improvement plan.



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

Office of the
Internal Auditor
(225)771-2520

Fax
(225) 771 - 5522

Audit Plan 2020-2021 & 2021-2022

Approved:

Dr. Ray Belton
President-Chancellor

Dr. Leroy Davis
Chairman – Internal Audit Committee

Date: _____

Date: _____



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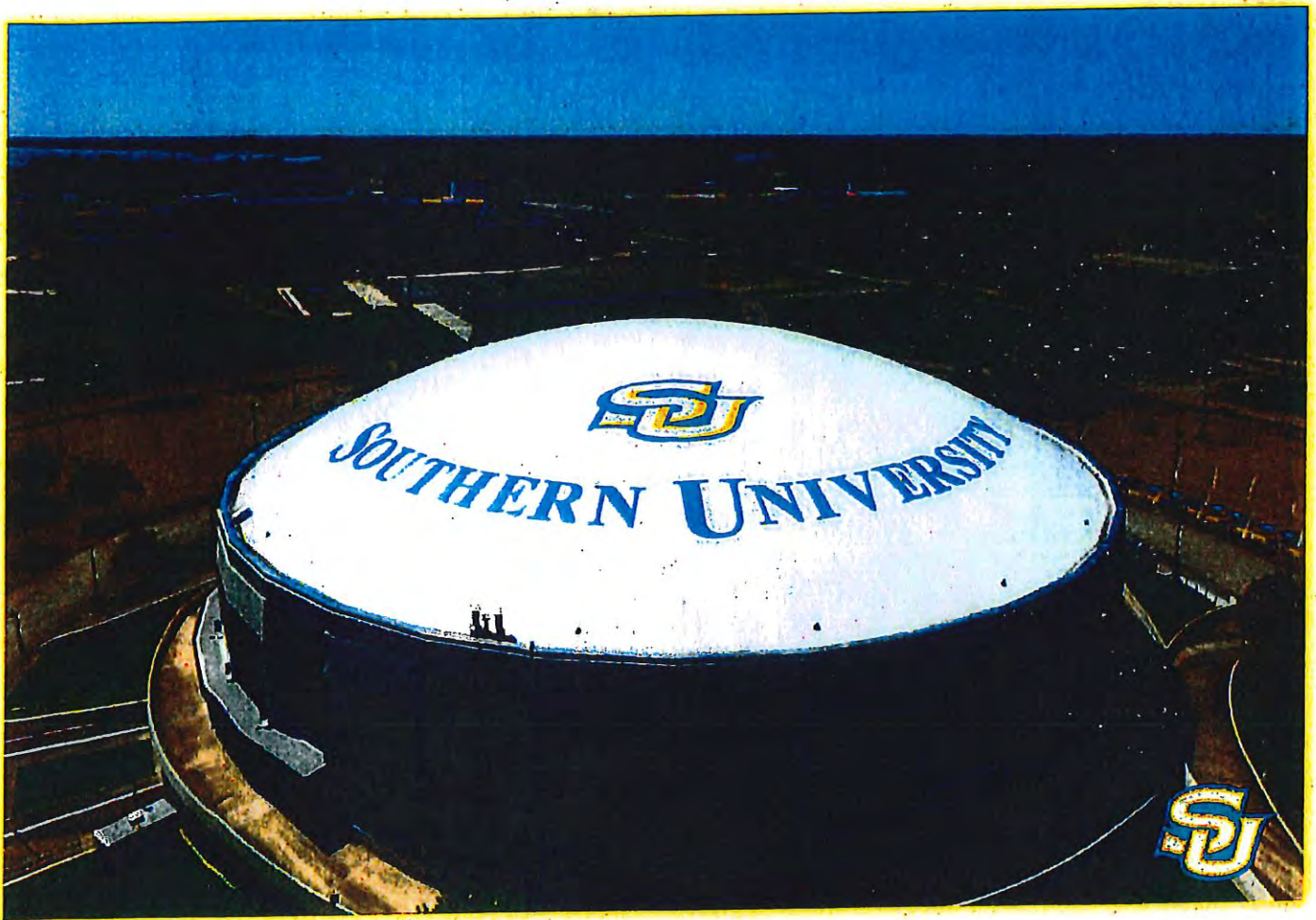
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OFFICE OF INTERNAL AUDIT

AUDIT PLAN



STUDENT CENTERED • ACADEMIC EXCELLENCE • ACCESS • INTEGRITY •
RESEARCH AND SCHOLARSHIP • INNOVATION • DIVERSITY • COMMUNITY

Southern Univ. Baton Rouge- Audit Plan

Area(s)	Function(s)	Engagement Title	Description	Fiscal Year
Enrollment Management	Registrar's Office	Grade Changes	Assess compliance with policies and procedures	19-20
Enrollment Management	Office of Admission	Out of State Fee Waivers	Determine compliance with outlined policies and procedures	19-20
Enrollment Management	Financial Aid	Financial Aid	Review of SUBR Financial Aid Policies and Procedures and compliance with Title IV Regulations	20-21
Finance and Administration	Accounts Payable	Accounts Payable	Determine compliance with outline policies and procedures, and State Regulations	20-21
Human Resources	Admission Office	Tuition Waivers	Determine adequacy of compliance with IC over Tuition Waivers	20-21
Enrollment Management	Registrar's Office	Graduation Management	Assess compliance with policies and procedures used to determine degree completion	20-21
Finance and Administration	Travel	Procurement - Travel	Determine compliance with University policies and procedures and State Regulations	20-21
Finance and Administration	Purchasing	Purchasing Expenditures	Determine compliance with policies and procedures, and State Regulations	20-21
Finance and Administration	Fleet Management	Fleet Management	Determine adequacy of compliance with IC over fleet management	20-21
Internal Audit	Follow-Up	Follow-up on Audit Findings	Determine the status of corrective actions	20-21
Finance and Administration	Payroll	Payroll Expenditures	Determine the effectiveness of processes for management payroll.	21-22

Southern Univ. Baton Rouge- Audit Plan

Area(s)	Function(s)	Engagement Title	Description	Fiscal Year
Enrollment Management	Admission Office	Admissions Policy	Determine compliance with University Policies and Procedures	21-22
Information Technology	System Security	Banner Access	Determine effectiveness of the ICS that ensures appropriate access	21-22
Finance and Administration	Accounts Payable	Covid-19 Expenditures	Determine if expenditures complied with regulations.	20-21
Human Resources	Human Resources	Benefits Review	Assess the adequacy of the ICS surrounding processes (i.e. benefits, deductions, etc.)	21-22
Academic Affairs	Adjunct Faculty	Adjunct Faculty	Assess effectiveness and efficiencies of the ICS.	21-22
Finance and Administration	Facility Rentals	Facility Rentals	Assess effectiveness and efficiencies of the ICS and compliance with policies and procedures.	21-22

*** Rows highlighted in yellow are of audit projects currently in progress



OFFICE OF INTERNAL AUDIT

AUDIT PLAN



EXCELLENCE • INTEGRITY • ACCOUNTABILITY • SERVICE • DIVERSITY

Southern Univ. Shreveport- Audit Plan

Area(s)	Function(s)	Engagement Title	Description	Fiscal Year
Finance & Administration	Travel	Travel	Assess the adequacy and compliance of ICs over travel policies, procedures, and regulations (See PPM 49); Follow-up on previous reviews	19-20
Finance & Administration	Purchasing	Purchasing/Purchasing Card	Review and testing of procurement processes, controls, and transactions; Follow-up on previous reviews	19-20
Academic Affairs & Workforce Development		SUSLA Community Development Corporation	Determine the purpose, process, and financial reporting requirements, as it relates to the University.	20-21
Student Affairs/Enrollment Management	Registrar's Office	Graduation Management	Assess adequacy of ICs & policies and procedures surrounding graduation.	21-22
Academic Affairs & Student Affairs/Enrollment Management	Registrar's Office	Grade Changes	Assess compliance with ICs over grade changes.	20-21
Student Affairs/Enrollment Management	Financial Aid	Title IV Funding	Determine efficiency & effectiveness of the financial aid process and procedures. Determine compliance with Title IV regulations.	20-21
Student Affairs/Enrollment Management	Financial Aid	TOPS Funding	Determine if processes and results are consistent with established criteria and compliance with state regulations.	20-21

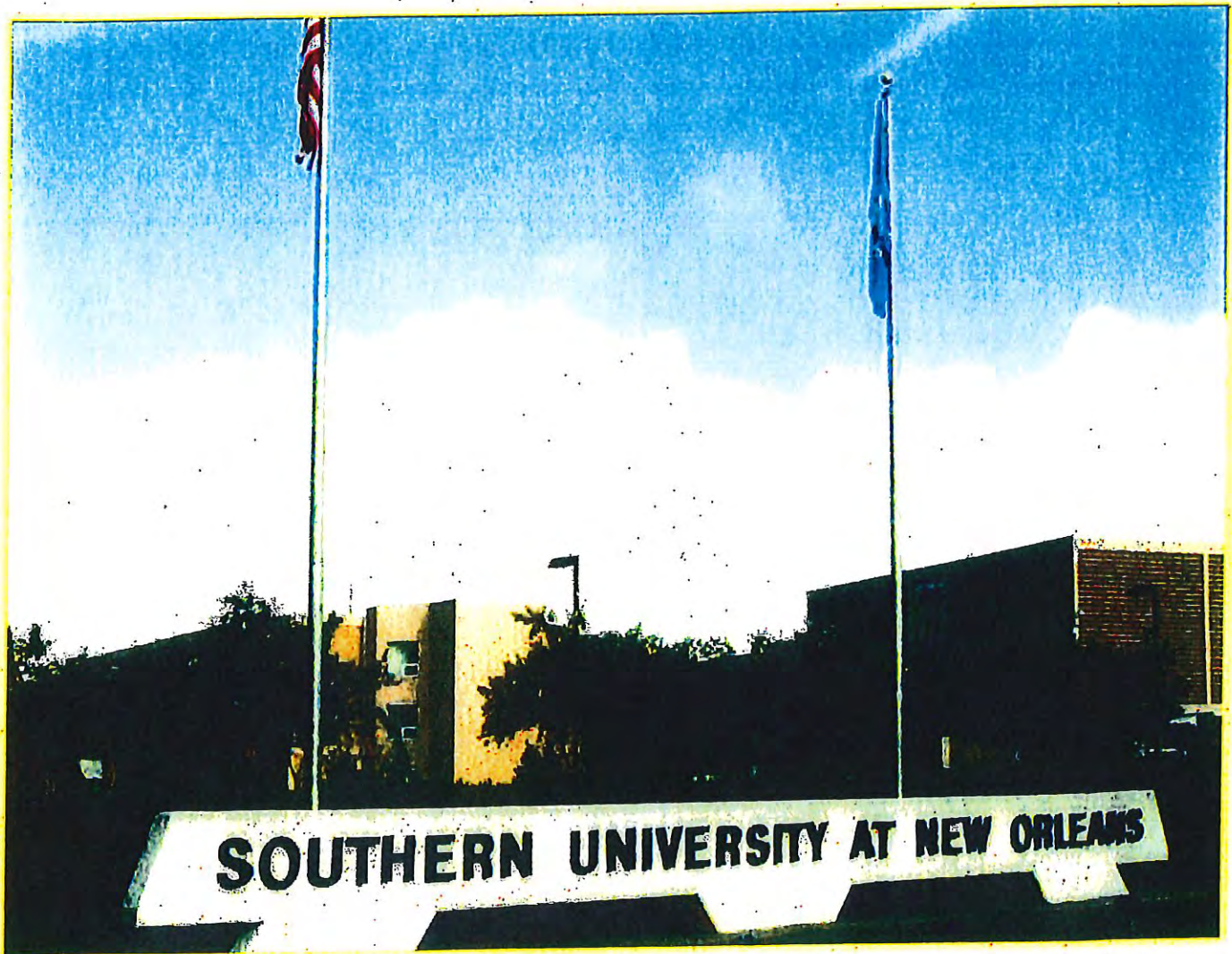
Southern Univ. Shreveport- Audit Plan			
Area(s)	Function(s)	Engagement Title	Description
			Fiscal Year
Student Affairs/Enrollment Management	Admission Office	Review of the Admissions Process	Determine efficiency & effectiveness of the admissions process and whether results consistent with established criteria, goals, and objectives.
			21-22
Student Affairs/Enrollment Management & Administration	Housing	Residency Fees	Determine accurate coding and fee application of student residency.
			21-22
Student Affairs/Enrollment Management	Student Fees	Student Fees	Assess adequacy and criteria for assessment of student fees.
			21-22
Information Technology	Security Access	Banner Access	Determine if adequate ICs exist surrounding BANNER access and security.
			20-21
Finance & Administration	Fleet Management	Fleet Management	Determine adequacy of IC's and compliance with IC's over fleet management.
			20-21
RSPIE	Grants Management	Grants Review	Determine adequacy of ICs over grants for assurance of proper operation according to issuing agency stipulations.
			21-22
Internal Audit	Internal Audit	Follow-Up on Previous Audits/Findings	Determine the status/resolution of previous audit findings.
			20-21 & 21-22
Various	Various	Special Requests	Respond to special requests noted by management.
			20-21 & 21-22
*** Rows highlighted in yellow are of audit projects currently in progress			

SUNO

SOUTHERN UNIVERSITY *at* NEW ORLEANS

OFFICE OF INTERNAL AUDIT

AUDIT PLAN



RESPECT • ACADEMIC EXCELLENCE • ACCOUNTABILITY • INTEGRITY •
TRANSPARENCY • SERVICE • INCLUSION AND DIVERSITY

Southern Univ. New Orleans- Audit Plan

Area(s)	Function(s)	Engagement Title	Description	Fiscal Year
Finance and Administration		Payroll Expenditures	Control/Compliance Review	20-21
Student Affairs	Financial Aid	Financial Aid	Control/Compliance Review	20-21
Information Technology	System Security	Banner Access	Determine if adequate IC's exist surrounding Banner access and security and if finding was properly resolved	20-21
Academic Affairs	Controller	Self-Generated Revenues	Control/Compliance Review	20-21
Finance and Administration	Controller	Travel	Control/Compliance Review	20-21
Finance and Administration	Controller	COVID-19	Control/Compliance Review	21-22
F & A and Student Affairs	Student Fees	Student Fees	Compliance Review	21-22
Finance and Administration Housing	Housing	Housing Management	Control/Compliance Review	20-21
Student Affairs	Registrar's Office	Grade Changes	Control/Compliance Review	20-21
F & A and Student Affairs	Grants	Grants Management	Determine adequacy of IC's over grants for assurance of proper operation according to issuing agency stipulations	21-22

*** Rows highlighted in yellow are of audit projects currently in progress

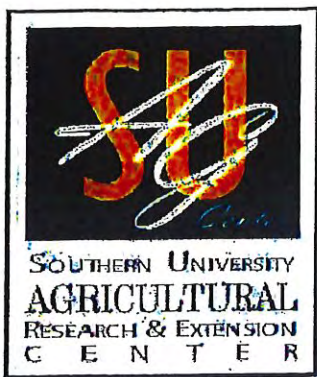


OFFICE OF INTERNAL AUDIT

AUDIT PLAN

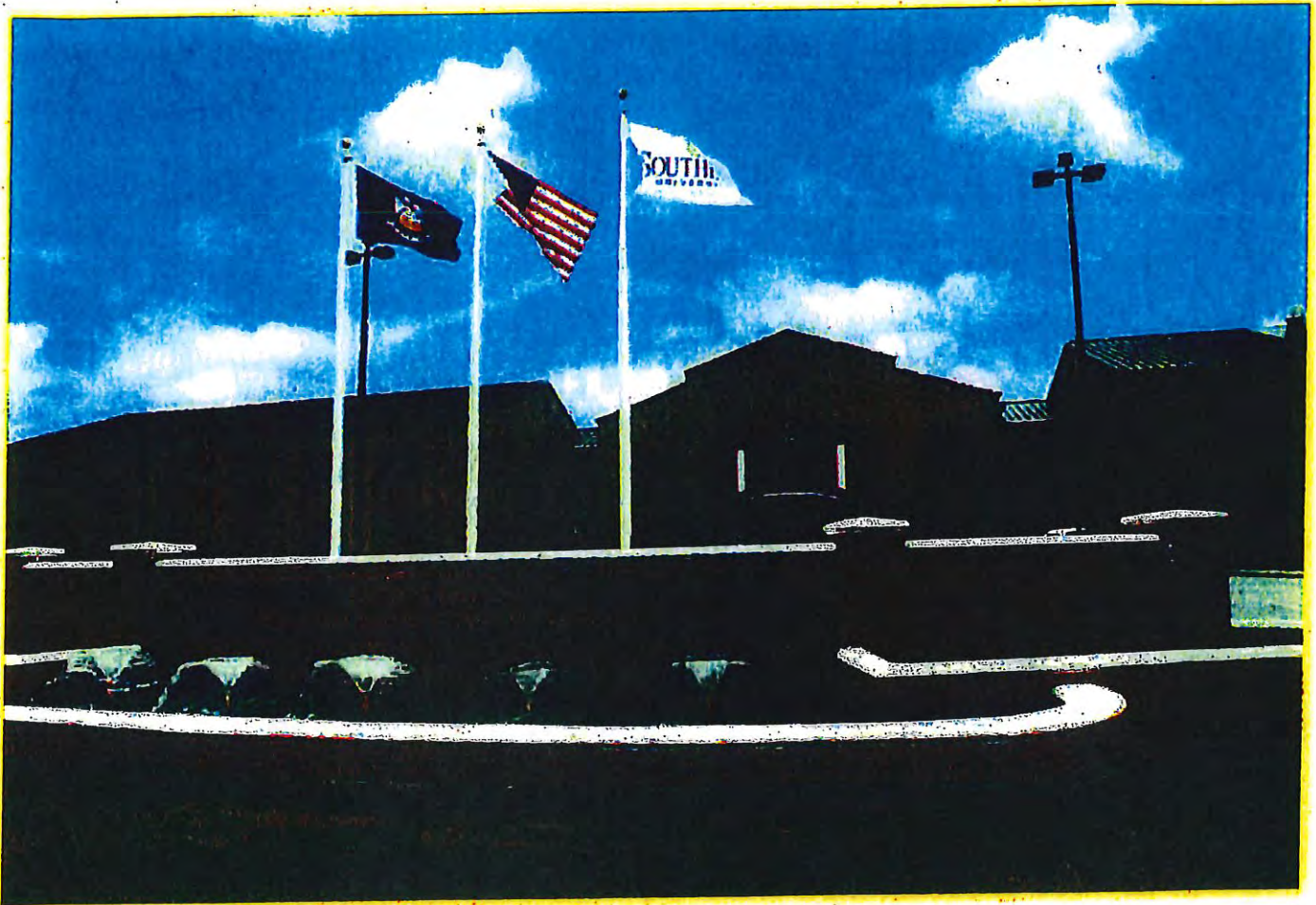


Southern Univ. Law Center- Audit Plan					
Campus Area(s)	Function(s)	Engagement Title	Description	Fiscal Year	
SULC	Finance and Administration	Finance and Budget	Travel	Review of SULC Administrative and Internal Accounting Controls Over Travel Expenditures	20-21
SULC	Finance and Administration	Finance and Budget	Payroll	Review of SULC; Administrative and Internal Accounting Controls Over the Payroll Cycle	20-21
SULC	Finance and Administration	Finance and Budget	Accounts Receivable	Review of SULC Administrative & Internal Accounting Controls Over Accounts Payable	20-21
SULC	Finance and Administration	Finance and Budget	Purchasing	Review of SULC Administrative and Internal Accounting Controls Over Purchasing	21-22
SULC	Academic Affairs	Law Clinics	Law Clinics	Review of SULC Administrative and Internal Accounting Controls Over the Law Clinics	21-22
*** Rows highlighted in yellow are of audit projects currently in progress					



OFFICE OF INTERNAL AUDIT

AUDIT PLAN



**LIFELONG LEARNING • COMMUNITY ENGAGEMENT • HIGH
STANDARDS • DIVERSITY • EXCELLENCE • ACCOUNTABILITY • STUDENT
CENTERED • COLLABORATION AND TEAMWORK**

Southern AG Center- Audit Plan

Area(s)	Function(s)	Engagement Title	Description	Fiscal Year
Financial Management		Grant Management	Review of SUAREC Administrative and Internal Accounting Controls Over Grant Management	21-22
Financial Management		Medical Marijuana and Hemp Programs	Review of SUAREC Policies, Procedures, Administrative and Internal Accounting Controls Over The Marijuana Project	20-21
Financial Management		Accounts Payable	Review of SUAREC Administrative & Internal Accounting Controls Over Accounts Payable	20-21
Financial Management		Sales of Goods	Review of SUAREC Internal Accounting Controls Over the Annual Livestock Show	21-22
Financial Management		Self-Generated Revenue	Review of SUAREC Internal Accounting Controls Over Self-Generated Revenue	21-22

*** Rows highlighted in yellow are of audit projects currently in progress



SOUTHERN UNIVERSITY and A&M COLLEGE SYSTEM

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

Office of the
Internal Auditor
(225)771-2520

Fax
(225) 771 - 5522

Independent Validation and Self Assessment

Approved:

Dr. Ray Belton
President-Chancellor

Dr. Leroy Davis
Chairman – Internal Audit Committee

Date: _____

Date: _____

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

Office of the
Internal Auditor
(225)771-2520

November 6, 2020

Fax
(225) 771 - 5522

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

RE: Internal Audit Self-Assessment and Independent Validation

Dear Dr. Belton,

The International Standards of the Professional Practice of Internal Audit requires that an external quality assessment (QA) of an internal audit activity must be conducted at least once every five years by a qualified independent assessor or assessor team from outside the organization. The three possible ratings that the internal audit department can receive are:

1. Generally Conforms – the assessor concluded that the relevant structure, policies, and procedures of the activity, as well as the processes by which they are applied, comply with the requirements of the individual standard or element of the Code of Ethics in all material
2. Partially Conforms – the assessor concluded that the activity is making good faith efforts to comply with the requirements of the individual standard or elements of the Code of Ethics, but falls short of achieving some major objectives.
3. Does Not Conform – the assessor concluded that the internal audit activity in not aware of, is not making good-faith efforts to comply with, or is failing to achieve many or all of the objectives of the individual standard or element of the Code of Ethics, or a section or major category.

The ratings from the self-assessment and independent validation were Generally Conforms. The qualified Independent Validator was Theresa Broussard. Ms. Broussard is the Chief Audit Executive (CAE) for the Department of State (Secretary of State). She is a Certified Fraud Examiner and Certified Internal Auditor with over 13 years of audit experience.

As a result of the self-assessment and independent validation we have identified some areas of improvement. These areas along with our improvement plans are included in the attached Quality Assurance and Improve Program. We have acquired Auto Audit which is a automated audit process/workpaper software system. Fully implementing this software will address the areas of improvement identified during the self-assessment and independent validation.

Attached are the reports of the Independent Validator and Self-Assessment, and the Quality Assurance and Improvement Program.

Sincerely,

A handwritten signature in cursive script that reads "Brian Adams". The signature is written in black ink and is positioned above a horizontal line.

Brian Adams, MBA, CIA, CMA, CFM
Executive Director, Office of Internal Audit
Southern University System

Attachments: Independent Validator's Report
Self-Assessment
Quality Assurance and Improvement Program

**Independent Validation by
Teresa J. Broussard, CFE, CIA**
**Report on Self-Assessment of the Southern University System
Internal Audit Activity**
October 7, 2020

Contents	Page
Executive Summary	2-6
<ul style="list-style-type: none"> • Opinion as to Conformance with the <i>Standards</i> and the Code of Ethics • Objectives, Scope, and Methodology • Summary of Observations 	
Detail – Successful Internal Audit Practices	6-7
Detail – Gaps to Conformance with the <i>Standards</i> or the Code of Ethics	N/A
Detail – Opportunities for Continuous Improvement	N/A
Attachment A	8-12
<ul style="list-style-type: none"> • Evaluation Summary • Rating Definitions 	
Attachment B	13
<ul style="list-style-type: none"> • Independent Validation Statement (appendix F-4) 	

EXECUTIVE SUMMARY

The *International Standards for the Professional Practice of Internal Auditing* requires that an external quality assessment (QA) of an internal audit activity must be conducted at least once every five years by a qualified, independent assessor or assessment team from outside the organization. The qualified assessor or assessment team must demonstrate competence in both the professional practice of internal auditing and the QA process. The QA can be accomplished through a full external assessment or a self-assessment with independent validation.

The chief audit executive (CAE) discussed the form and frequency of the QA, as well as the independence and qualifications of the external assessor or assessment team from outside the organization, including any potential conflicts of interest with the board. Upon consultation and agreement by the board, the Southern University System (SUS) conducted a self-assessment of its internal audit activity (IA) and selected Teresa J. Broussard (TJB) as the qualified, independent external assessor to conduct a validation of the self-assessment of IA of SUS.

The IA has a CAE, an Audit Director covering the Southern University Law Center (SULC) and Southern University Agricultural Research and Extension Center (SUAREC), and an Associate Director and Staff Auditor covering the Southern University Baton Rouge (SUBR). The IA has two internal audit vacancies which once filled would cover Southern University New Orleans (SUNO) and Southern University at Shreveport (SUSLA). The IA reports administratively to the President/Chancellor and functionally to the Board of Supervisors/Internal Audit Committee.

Opinion as to Conformance with the *Standards* and the Code of Ethics

It is my overall opinion that IA generally conforms with the *Standards* and the Code of Ethics. A detailed list of conformance with individual standards and the Code of Ethics is shown in attachment A.

The IIA's *Quality Assessment Manual for the Internal Audit Activity* suggests a scale of three rankings when opining on the internal audit activity: "Generally Conforms," "Partially Conforms," and "Does Not Conform." The ranking of "Generally Conforms" means that an

internal audit activity has a charter, policies, and processes that are judged to be in conformance with the *Standards* and the Code of Ethics. "Partially Conforms" means that deficiencies in practice are noted that are judged to deviate from the *Standards* and the Code of Ethics; however, these deficiencies did not preclude the internal audit activity from performing its responsibilities in an acceptable manner. "Does Not Conform" means that deficiencies in practice are judged to deviate from the *Standards* and the Code of Ethics, and are significant enough to seriously impair or preclude the internal audit activity from performing adequately in all or in significant areas of its responsibilities. A detailed description of conformance criteria can be found in attachment A.

Objectives, Scope, and Methodology

Objectives

- The principle objective of the QA was to assess IA's conformance with the *Standards* and the Code of Ethics.
- IA also evaluated its effectiveness in carrying out its mission (as set forth in the internal audit charter and expressed in the expectations of the SUS's management); identified successful internal audit practices demonstrated by IA; and identified opportunities for continuous improvement to enhance the efficiency and effectiveness of the infrastructure, processes, and the value to their stakeholders.
- An external independent assessor validated the results of IA's self-assessment. The main focus was to validate the conclusion of IA related to conformance with the *Standards* and the Code of Ethics. They also reviewed IA observations related to successful internal audit practices and opportunities for continuous improvement. They offered additional observations as they deemed appropriate.

Scope

- The scope of the QA included IA, as set forth in the internal audit charter and approved by the board, which defines the purpose, authority, and responsibility of IA.

- The QA was concluded on October 7, 2020, and provides senior management and the board with information about IA as of that date.
- The *Standards* and the Code of Ethics in place and effective as of October 19, 2019, were the basis for the QA.

Methodology

- IA compiled and prepared information consistent with the methodology established in the *Quality Assessment Manual for the Internal Audit Activity*. This information included completed and detailed planning guides, together with all supporting documentation; an evaluation summary, documenting all conclusions and observations; and the self-assessment report by the IA.
- IA identified key stakeholders (IA staff, senior management and the board, and the external auditors) and sent surveys to each individual identified. The results were tabulated by IA staff, and TJB is to maintain confidentiality in responses. Survey results were shared with IA during their self-assessment process.
- Due to the COVID-19 pandemic, no on-site validation was performed. All documents were provided via email and the review took place at TJB's office located in the Department of State.
- To accomplish the objectives, TJB reviewed information prepared by IA and the conclusions reached in the QA report. TJB reviewed a sample of audit projects and reports; reviewed survey data received from SUS stakeholders and IA management and staff; and prepared diagnostic tools consistent with the methodology established for a QA in the *Quality Assessment Manual for the Internal Audit Activity*.
- The validators prepared an "Independent Validation Statement" (appendix F-4) to document conclusions related to the validation of IA's self-assessment. This statement is included as attachment B to this report.

Summary of Observations

IA believes that the environment in which we operate is well structured and progressive, where the *Standards* are understood, the Code of Ethics is being applied, and management endeavors to provide useful audit tools and implement appropriate practices. Consequently, our comments and recommendations are intended to build on this foundation.

Observations are divided into three categories:

- **Successful Internal Audit Practices** – Areas where IA is operating in a particularly effective or efficient manner when compared to the practice of internal auditing demonstrated in other internal audit activities. The identification of these items is intended to provide IA stakeholders with a view on things IA is doing in a leading practice manner when compared to other internal audit activities. Successful internal audit practices identified are summarized and detailed in the following section(s) of this report:
 - Standard 1000 – Purpose, Authority, and Responsibility – The internal audit charter is comprehensive and contains the mandatory elements of the International Professional Practices Framework.
 - Standard 1200 – Proficiency and Due Professional Care – IA staff members bring different knowledge and skills needed to perform their individual responsibilities and apply these attributes when performing each audit.
- **Gaps to Conformance** – Areas identified where IA is operating in a manner that falls short of achieving one or more major objectives, and attains an opinion of “partially conforms” or “does not conform” with the *Standards* or the Code of Ethics. These items will include recommendations for actions needed to be “generally in conformance,” and will include an IA response and an action plan to address the gap. Gaps to conformance with the *Standards* or Code of Ethics identified are summarized and detailed in the following section(s) of this report:
 - No gaps to conformance were found.
- **Opportunities for Continuous Improvement** – Observations of opportunities to enhance the efficiency or effectiveness of IA’s infrastructure of processes. These items do not indicate a lack of conformance with the *Standards* or the Code of Ethics, but rather offer suggestions on how to better align with

criteria defined in the *Standards* or Code of Ethics. They may also be operational ideas based on the experiences obtained while working with other internal audit activities. A management response and an action plan to address each opportunity noted are normally included. Opportunities for continuous improvement identified are summarized and detailed in the following section(s) of this report:

- The IA is aware of the opportunities for improvement as noted in the self-assessment. No other opportunities for improvement were found.

DETAIL – SUCCESSFUL INTERNAL AUDIT PRACTICES

1. Standard 1000 – Purpose, Authority, and Responsibility – The internal audit charter is comprehensive and is consistent with the Mission of Internal Audit and the mandatory elements of The IIA’s International Professional Practices Framework. Especially noteworthy:
 - There is specific language that recognizes the mandatory nature of the Core Principles for the Professional Practice of Internal Auditing, the Definition of Internal Auditing, the Code of Ethics, and the *Standards*.
 - The charter is reviewed and approved annually by the audit committee. As a result, the charter is updated in a timely manner when changes in the IPPF become effective. Additionally, this demonstrates an appropriate “tone at the top” related to audit committee fiduciary OA.
 - The charter appropriately establishes the functional and administrative reporting relationship of the CAE, and specifically describes the nature of this functional relationship.
 - The charter requires the CAE to confirm the organizational independence of IA to the audit committee annually.
 - The charter describes the responsibility of the CAE to report results of the established QAIP.
2. Standard 1200 – Proficiency and Due Professional Care – IA staff members

bring different knowledge and skills needed to perform their individual responsibilities and apply these attributes when performing each audit. Especially noteworthy:

- IA staff members have obtained master degrees in accountancy and business administration.
- IA staff members have continued their education by obtaining professional certifications in accounting and auditing.
- The Associate Director, Audit Director, and Staff Auditor each have over 20 years audit experience.
- IA staff members complete the required number of hours of continuing professional development annually.
- IA staff members utilize Auto Audit to assist them in their engagements.

ATTACHMENT A – EVALUATION SUMMARY AND RATING DEFINITIONS

	GC	PC	DNC
Overall Evaluation	√		

Attribute Standards (1000 through 1300)		GC	PC	DNC
1000	Purpose, Authority, and Responsibility	√		
1010	Recognizing Mandatory Guidance in the Internal Audit Charter	√		
1100	Independence and Objectivity	√		
1110	Organizational Independence	√		
1111	Direct Interaction with the Board	√		
1112	Chief Audit Executive Roles Beyond Internal Auditing	√		
1120	Individual Objectivity	√		
1130	Impairment to Independence or Objectivity	√		
1200	Proficiency and Due Professional Care	√		
1210	Proficiency	√		
1220	Due Professional Care	√		

1230	Continuing Professional Development	√		
1300	Quality Assurance and Improvement Program	√		
1310	Requirements of the Quality Assurance and Improvement Program	√		
1311	Internal Assessments		√	
1312	External Assessments			√
1320	Reporting on the Quality Assurance and Improvement Program			√
1321	Use of "Conforms with the <i>International Standards for the Professional Practice of Internal Auditing</i> "	√		
1322	Disclosure of Nonconformance	√		

Performance Standards (2000 through 2600)		GC	PC	DNC
2000	Managing the Internal Audit Activity	√		
2010	Planning	√		
2020	Communication and Approval	√		
2030	Resource Management		√	
2040	Policies and Procedures		√	
2050	Coordination and Reliance	√		
2060	Reporting to Senior Management and the Board	√		
2070	External Service Provider and Organizational Responsibility for Internal Auditing	N/A		

21000	Nature of Work	√		
2110	Governance	√		
2120	Risk Management	√		
2130	Control	√		
2200	Engagement Planning	√		
2201	Planning Considerations	√		
2210	Engagement Objectives		√	
2220	Engagement Scope	√		
2230	Engagement Resource Allocation	√		
2240	Engagement Work Program	√		
2300	Performing the Engagement	√		
2310	Identifying Information	√		
2320	Analysis and Evaluation		√	
2330	Documenting Information	√		
2340	Engagement Supervision			√
2400	Communicating Results	√		
2410	Criteria for Communicating	√		
2420	Quality of Communications	√		
2421	Errors and Omissions	N/A		

2430	Use of "Conducted in Conformance with the <i>International Standards for the Professional Practice of Internal Auditing</i> "	√		
2431	Engagement Disclosure of Nonconformance	√		
2440	Disseminating Results	√		
2450	Overall Opinions	N/A		
2500	Monitoring Progress		√	
2600	Communicating the Acceptance of Risks	√		

Code of Ethics		GC	PC	DNC
	Code of Ethics	√		

RATING DEFINITIONS

GC – "Generally Conforms" means that the assessor or the assessment team has concluded that the relevant structures, policies, and procedures of the activity, as well as the processes by which they are applied, comply with the requirements of the individual standard or elements of the Code of Ethics in all material respects. For the sections and major categories, this means that there is general conformity to a majority of the individual standard or element of the Code of Ethics and at least partial conformity to the others within the section/category. There may be significant opportunities for improvement, but these should not represent situations where the activity has not implemented the *Standards* or the Code of Ethics and has not applied them effectively or has not achieved their stated objectives. As indicated above, general conformance does not require complete or perfect conformance, the ideal situation, or successful practice, etc.

PC – "Partially Conforms" means that the assessor or assessment team has concluded that

the activity is making good-faith efforts to comply with the requirements of the individual standard or elements of the Code of Ethics, or a section or major category, but falls short of achieving some major objectives. These will usually represent significant opportunities for improvement in effectively applying the *Standards* or the Code of Ethics and/or achieving their objectives. Some deficiencies may be beyond the control of the internal audit activity and may result in recommendations to senior management or the board of the organization.

DNC – “Does Not Conform” means that the assessor or assessment team has concluded that the internal audit activity is not aware of, is not making good-faith efforts to comply with, or is failing to achieve many or all of the objectives of the individual standard or element of the Code of Ethics, or a section or major category. These deficiencies will usually have a significantly negative impact on the internal audit activity’s effectiveness and its potential to add value to the organization. These may also represent significant opportunities for improvement, including actions by senior management or the board.

ATTACHMENT B

Independent Validation Statement

Teresa J. Broussard was engaged to conduct an independent validation of Southern University Systems IA self-assessment. The primary objective of the validation was to verify the assertions and conclusions made in the attached self-assessment report concerning adequate fulfillment of the organization's basic expectations of IA, its conformity to The IIA's *International Standards for the Professional Practice of Internal Auditing*, and successful internal audit practices and opportunities for continuous improvement noted. Other matters that might have been covered in a full external assessment, such as an in-depth analysis of successful practices based on benchmark data, governance activities, consulting services, and use of advanced technology, were excluded from the scope of this independent validation by agreement with the chief audit executive.

In acting as the qualified, independent external assessor from outside the organization, Teresa J. Broussard is fully independent of Southern University Systems and has the necessary skills to undertake this engagement. The validation, concluded on October 7, 2020, consisted primarily of a review and a test of the procedures and results of IA's self-assessment.

Teresa J. Broussard concurs with IA's conclusions and observations documented in the self-assessment report attached. Implementation of the recommendations contained in the self-assessment report will improve the effectiveness, enhance the value, and support IA's conformity with the *Standards* and the Code of Ethics.

Teresa J. Broussard, CFE, CIA

Name

Independent External Assessor Performing the Validation

10.21.2020

Date

Appendix E-2

Evaluation Summary

Page Break

Organization Name:	SOUTHERN UNIVERSITY SYSTEM
Date Prepared:	2/27/2020
Prepared By:	Linda G. Carr
Reviewed By:	Brian Adams

Instructions for Completion

1. Complete this form for a full external assessment and a self-assessment with independent external validation. This form may be completed as a component of a periodic internal assessment.
2. The objective of appendix E-2, "Evaluation Summary" is to accumulate the results of all programs as support for the assessment report.

	GC	PC	DNC
Overall Evaluation	X		

Attribute Standards (1000 through 1300)		GC	PC	DNC
1000	Purpose, Authority, and Responsibility	X		
1010	Recognizing Mandatory Guidance in the Internal Audit Charter	X		
1100	Independence and Objectivity	X		
1110	Organizational Independence	X		
1111	Direct Interaction with the Board	X		
1112	Chief Audit Executive Roles Beyond Internal Auditing	X		
1120	Individual Objectivity	X		
1130	Impairment to Independence or Objectivity	X		
1200	Proficiency and Due Professional Care	X		

1210	Proficiency	X		
1220	Due Professional Care	X		
1230	Continuing Professional Development	X		
		GC	PC	DNC
1300	Quality Assurance and Improvement Program	X		
1310	Requirements of the Quality Assurance and Improvement Program	X		
1311	Internal Assessments		X	
1312	External Assessments			X
1320	Reporting on the Quality Assurance and Improvement Program			X
1321	Use of "Conforms with the <i>International Standards for the Professional Practice of Internal Auditing</i> "	X		
1322	Disclosure of Nonconformance	X		

Performance Standards (2000 through 2600)		GC	PC	DNC
2000	Managing the Internal Audit Activity	X		
2010	Planning	X		
2020	Communication and Approval	X		
2030	Resource Management		X	
2040	Policies and Procedures		X	
2050	Coordination and Reliance	X		
2060	Reporting to Senior Management and the Board	X		
2070	External Service Provider and Organizational Responsibility for Internal Auditing	N/A		
2100	Nature of Work	X		
2110	Governance	X		
2120	Risk Management	X		
2130	Control	X		
2200	Engagement Planning	X		
2201	Planning Considerations		X	
2210	Engagement Objectives		X	
2220	Engagement Scope	X		
2230	Engagement Resource Allocation	X		
2240	Engagement Work Program		X	
2300	Performing the Engagement	X		

2310	Identifying Information	X		
2320	Analysis and Evaluation		X	
2330	Documenting Information			X
2340	Engagement Supervision			X
2400	Communicating Results	X		
2410	Criteria for Communicating	X		
2420	Quality of Communications	X		
2421	Errors and Omissions	N/A		
2430	Use of "Conducted in Conformance with the <i>International Standards for the Professional Practice of Internal Auditing</i> "	X		
2431	Engagement Disclosure of Nonconformance	X		
2440	Disseminating Results	X		
2450	Overall Opinions	N/A		
2500	Monitoring Progress		X	
2600	Communicating the Acceptance of Risks	X		

Code of Ethics	GC	PC	DNC
Code of Ethics	X		

QUALITY ASSURANCE AND IMPROVEMEN PROGRAM

1. The Internal Audit Department will fully implement the Auto Audit Software (automated workpapers and processes). Full implementation of the software will address areas of improvements identified during the reviews. Some of these areas included engagement supervision, monitoring progress, and policies and procedures. The software allows real time review of workpapers. Since the auditors are spread across the system being able to review their work online will enhance and expedite the review process. Full implementation of the Auto Audit software will be completed by December 31, 2020, creating a paperless environment for the audit process.
2. Creating a customer/auditee survey that will sent to out at the end of each audit. This survey process will begin with all audits completed beginning fiscal 2020 -- 2021.
3. Creating a project quality review assessment that will be completed at the end of each project. This process will begin will audits beginning in fiscal 2020 – 2021 and will include all of the components included in the International Standards self-assessment process.
4. The internal audit department will perform a formal self-assessment and independent validation every three years. The next evaluation will be completed in fiscal year 2023 – 2024.

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

Office of the
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(225)771-2520

Fax
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4. The internal audit department will perform a formal self-assessment and independent validation every three years. The next evaluation will be completed in fiscal year 2023 – 2024.



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J.S. CLARK ADMINISTRATION BUILDING
4TH FLOOR
BATON ROUGE, LOUISIANA 70813

OFFICE OF THE
PRESIDENT - CHANCELLOR
(225) 771-4680

FAX NUMBER
(225) 771-5522

November 10, 2020

Honorable Members of the Board
Office of the Board of Supervisors
Southern University System
4th Floor, J.S. Clark Administration Building
Baton Rouge, LA 70813

Honorable Members of the Board:

I am requesting your approval to provide a 3% across-the-board pay increase to all full-time permanent Southern University Board and System unclassified employees. The estimated annual cost of the increase including fringe benefits is \$160,369. I am recommending that the 3% increase becomes effective December 1, 2020 at an estimated cost of \$93,549 for the 2020-2021 fiscal year.

The system finance staff has reviewed the 2020-2021 budget for the Southern University System and determined that funds are available to grant the 3% pay increase.

If you have any questions or need additional information, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Ray L. Belton", written over a white background.

Ray L. Belton
President – Chancellor
Southern University System

“Five Campuses, One Vision... Global Excellence”

WWW.SUS.EDU

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

November 10, 2020

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

Dear Dr. Belton:

Per your request, the Southern University – Baton Rouge campus has reviewed financial projections for FY 20-21 in an effort to support full-time permanent faculty and unclassified employees pay increases of three (3%) percent.

We have reviewed finance and budget data and determined that annual general fund and auxiliary fund salary increases will be approximately \$1,280,100 including fringe benefits.

The Baton Rouge campus is requesting that the pay increase become effective December 1, 2020 with an approximate cost of \$745,443 for the 2020-2021 fiscal year.

Please note that all grants must have the requisite funding and grantor approval (if necessary) to support this initiative.

Your approval and subsequent approval of the Southern University Board of Supervisors is requested at its November 2020 meeting.

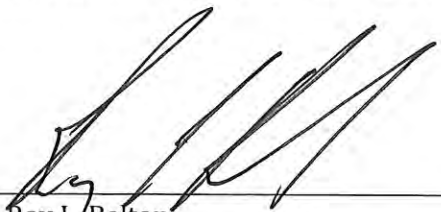
If you have any questions or require additional documentation, please feel free to call.

Sincerely,



Benjamin Pugh
VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

APPROVED: _____



Dr. Ray L. Belton
PRESIDENT-CHANCELLOR



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive
New Orleans, LA 70126
Phone: (504) 286-5311 Fax: (504) 286-5000
www.suno.edu

Office of the Chancellor

November 9, 2020

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

RE: Request for Board of Supervisors' Approval of Salary Adjustment for Faculty and Unclassified Staff at Southern University at New Orleans

Dear Dr. Belton:

The purpose of this letter is to request your approval and that of the Board of Supervisors for Southern University at New Orleans (SUNO) to allocate a salary adjustment to the faculty and unclassified staff. SUNO's University Budget Committee (UBC) established the guidelines and methodology to be used in allocating salary increases.

This recommendation is the culmination of a collaborative effort between the administration and the stakeholders of the university that exemplifies our commitment to shared governance. We believe that implementing this current year request and commencing a follow-on salary study will strengthen SUNO's ability to attract, motivate, and retain qualified faculty and staff while ensuring that the budget remains balanced.

After discussing various salary adjustments scenarios, i.e., across-the-board, salary increase, equity, merit, compression, market, competitive, inversion and tenure and promotion, we are recommending a three percent (3%) increase. The annual cost to fund the 3% increase is \$233,538. However, we are requesting to make the increase retroactive to October 1, 2020 at a cost of \$194,615. We have also asked the UBC to continue this work and recommend an overarching salary plan for the next three years that considers all of the other salary adjustments that could be applied in the event that additional resources become available that can be applied to fulfill the salary plan.

As part of our due diligence, we have considered all potential funding sources and have identified the recipients of the proposed salary increase. Accordingly, non-General Fund faculty and some Unclassified Staff will receive their increases from grants and auxiliaries. The salary increase will be awarded to all faculty and Unclassified Staff employed before July 1, 2020.

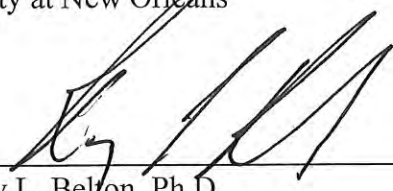
As Interim Chancellor, I respectfully request that this salary increase be approved. Thank you for your consideration.

With kind regards,

James H. Ammons

James H. Ammons, Jr., Ph.D.
Executive Vice President-Interim Chancellor
Southern University at New Orleans

APPROVED



Ray L. Belton, Ph.D.
President-Chancellor
Southern University and A&M College System



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

November 9, 2020

VIA HAND DELIVERY

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

RE: Salary and Wage Increases

Dear Dr. Belton:

The Southern University Law Center desires, in accordance with your initiative to provide Salary and Wage (S&W) increases to Southern University employees, to award an average four percent (4%) S&W increase to its employees. Where applicable, the increase will be computed and applied in accordance with Louisiana State Civil Service rules. We have reviewed our finance and budget data and determined that the proposed S&W increase will have an annual cost of approximately \$340,406, including fringe benefits. The Law Center is requesting that the S&W increase be effective December 1, 2020, with an approximate cost of \$198,570, for the 2020-2021 fiscal year.

The Law Center's Budget for the fiscal year 2020-2021 and for future years will be sufficient to fund the proposed S&W increase.

I respectfully ask that this request be presented to the Southern University Board of Supervisors, at its November 2020 Board Meeting.

Thank you and with kind regards, I am

Respectfully submitted,

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



"Linking Citizens of Louisiana with Opportunities for Success"

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

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

OFFICE OF THE CHANCELLOR-DEAN

MEMORANDUM

TO: President Ray L. Belton

FROM: Orlando F. McMeans, Ph.D. *OLF*
Chancellor-Dean

DATE: November 10, 2020

SUBJECT: SUAREC Raise Request

Please allow this memo to serve as a request to implement an across the board raise in the amount of 3.5% for all Southern University Agricultural Research and Extension Center unclassified employees, effective December 1, 2020. The impact of this proposed increase equates an annual cost of \$260,447. For the remaining seven months of this current fiscal year of 2020-2021, the impact of this requested raise would be \$151,927.

In accordance to the fiscal year 2020-2021 budget for the Southern University Agricultural Research and Extension Center, it has been determined that there are sufficient resources to satisfy this proposed raise for this year and in subsequent fiscal years.

Thank you in advance for your consideration.

Approval:

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



Dr. Rodney A. Ellis

November 9, 2020

Dr. Ray L. Belton, President/Chancellor
Southern University System
4th Floor, J.S. Clark Administrative Building
Baton Rouge, LA 70813

RE: ONE-TIME ADJUSTMENT AND MARKET VALUE RAISES

Dear Dr. Belton:

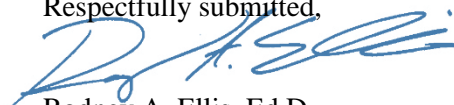
In an effort to assist our employees at this time, Southern University at Shreveport (SUSLA) requests to offer our unclassified faculty and staff a one-time adjustment not to exceed \$500 and market value raises for February 2021. The SUSLA budget is sufficient to fund the proposed adjustment. If approved, this adjustment will be processed for December 2020.

This will impact SUSLA in the following manner:

Fiscal Year Costs	FY 20-21 impact	FY 21-22 impact
One-time payment	\$100,000.00	
<i>Market adjustments-Salary (grant)</i>	<i>29,553.75</i>	<i>59107.50</i>
<i>Market adjustments-Benefits (grant)</i>	<i>12,560.35</i>	<i>25120.70</i>
<i>Market adjustments-Salary (state)</i>	<i>69,176.25</i>	<i>138352.50</i>
<i>Market adjustments-Benefits (state)</i>	<i>29,399.90</i>	<i>58799.80</i>
Market adjustments (total)	\$140,690.25	\$281,380.00
Total fiscal year costs	\$240,690.25	\$281,380.00

I respectfully request your consideration of this request and that of the SU Board of Supervisors for the November 2020 meeting.

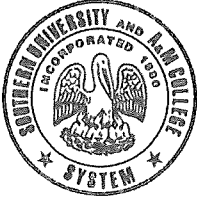
Respectfully submitted,


Rodney A. Ellis, Ed.D.
Chancellor

Dr. Ray L. Belton, President-Chancellor Date **Approved**

Dr. Ray L. Belton, President-Chancellor Date **Disapproved**

RAE/lw



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J.S. CLARK ADMINISTRATION ANNEX BUILDING
1ST FLOOR
BATON ROUGE, LOUISIANA 70813

HUMAN RESOURCES OFFICE
P. O. Box 10400
BATON ROUGE, LA 70813

OFFICE: (225) 771-2680
FAX: (225) 771-5617

November 19, 2020

TO: Dr. Ray Belton, President-Chancellor

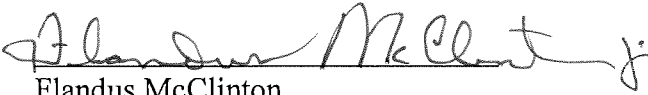
FROM: Tracie J. Woods, Esq.
Associate Vice President for Human Resources

RE: Rate Increase for Southern University Systems Civil Service Employees

Over the last year, the Southern University System Human Resource Department was tasked to do an analysis of how much it will cost the Southern University System to raise all civil service employees making an hourly rate below \$10.00 per hour to an hourly rate of \$10.00 per hour. Last year the cost was approximately \$264.0K. However, due to annual market increases and attrition, the revised total cost to increase these employees to \$10.00 per hour is \$164.8K. Human Resources would also like to request approval to implement additional increases required by the Civil Service Commission.

Please note that even though this is a very important initiative for the Southern University System, the proposed rate increases are subject to approval by the Civil Service Commission.

Thanks.

Approved: 
Flandus McClinton

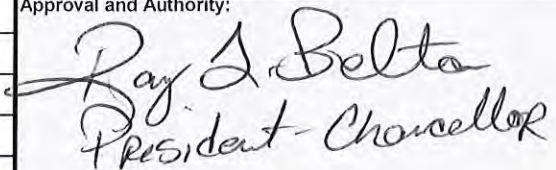
Approved: 
Dr. Ray Belton

Cc: Dawn Harris
Wayne Bryant
Dana Douglas

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STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

DEPARTMENT: Higher Education		FOR OPB USE ONLY				
AGENCY: Southern University Board of Supervisor		OPB LOG NUMBER		AGENDA NUMBER		
SCHEDULE NUMBER: 19-615		Approval and Authority:  President-Chancellor				
SUBMISSION DATE: 11/16/20						
AGENCY BA-7 NUMBER: 1						
HEAD OF BUDGET UNIT: Dr. Ray Belton						
TITLE: System President-Chancellor						
SIGNATURE <small>(Certifies that the information provided is correct and true to the best of your knowledge):</small>						
<i>FMJ</i>						
MEANS OF FINANCING	CURRENT FY 2020-2021	ADJUSTMENT (+) or (-)		REVISED FY 2020-2021		
GENERAL FUND BY:						
DIRECT	\$43,442,284	\$0		\$43,442,284		
INTERAGENCY TRANSFERS	\$3,028,515	\$0		\$3,028,515		
FEES & SELF-GENERATED	\$101,105,493	\$0		\$101,105,493		
STATUTORY DEDICATIONS	\$4,228,516	\$0		\$4,228,516		
Support Education in Louisiana First Fund (G10)	\$2,428,516	\$0		\$2,428,516		
Tobacco Tax Health Care Fund (E32)	\$1,000,000	\$0		\$1,000,000		
Subtotal of Dedications from Page 2	\$800,000	\$0		\$800,000		
FEDERAL	\$3,654,209	\$0		\$3,654,209		
TOTAL	\$155,459,017	\$0		\$155,459,017		
AUTHORIZED POSITIONS	0	0		0		
AUTHORIZED OTHER CHARGES	0	0		0		
NON-TO FTE POSITIONS	0	0		0		
TOTAL POSITIONS	0	0		0		
PROGRAM EXPENDITURES						
PROGRAM EXPENDITURES	DOLLARS	POS	DOLLARS	POS	DOLLARS	POS
PROGRAM NAME:						
Southern University - Board of Supervisors	\$4,399,565	0	(\$1,200,000)	0	\$3,199,565	0
Southern University - Baton Rouge Campus	\$84,078,854	0	\$1,000,000	0	\$85,078,854	0
Southern University - Law Center	\$17,876,002	0	\$0	0	\$17,876,002	0
Southern University - New Orleans Campus	\$23,609,065	0	\$0	0	\$23,609,065	0
Southern University - Shreveport Campus	\$15,129,395	0	\$200,000	0	\$15,329,395	0
Southern University - Agricultural, Research & Extension Center	\$10,366,136	0	\$0	0	\$10,366,136	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
Subtotal of programs from Page 2:	\$0	0	\$0	0	\$0	0
TOTAL	\$155,459,017	0	\$0	0	\$155,459,017	0

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

DEPARTMENT: Higher Education	FOR OPB USE ONLY	
AGENCY: Southern University Board of Supervisor	OPB LOG NUMBER	AGENDA NUMBER
SCHEDULE NUMBER: 19-615		
SUBMISSION DATE: 11/16/20	ADDENDUM TO PAGE 1	
AGENCY BA-7 NUMBER: 1		

Use this section for additional Statutory Dedications, if needed.
 The subtotal will automatically be transferred to Page 1.

MEANS OF FINANCING	CURRENT FY 2020-2021	ADJUSTMENT (+) or (-)	REVISED FY 2020-2021
GENERAL FUND BY:			
STATUTORY DEDICATIONS			
Pari-mutuel Live Racing Facility Gaming Control Fund (G09)	\$50,000	\$0	\$50,000
Southern University AgCenter Program Fund (G12)	\$750,000	\$0	\$750,000
Education Excellence Fund (Z18)	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
SUBTOTAL (to Page 1)	\$800,000	\$0	\$800,000



Use this section for additional Program Names, if needed.
 The subtotal will automatically be transferred to Page 1.

PROGRAM EXPENDITURES	DOLLARS	POS	DOLLARS	POS	DOLLARS	POS
PROGRAM NAME:						
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
SUBTOTAL (to Page 1)	\$0	0	\$0	0	\$0	0

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

Policy and Procedure Memorandum No. 52, Revised, requires that all Requests for Changes in Appropriation be fully documented. At a minimum, the following questions and statements must be answered. Use Continuation Sheets as needed. **FAILURE TO ANSWER ALL QUESTIONS COMPLETELY WILL BE CAUSE TO RETURN THIS DOCUMENT WITHOUT ACTION.**

1. What is the source of funding (if other than General Fund (Direct))? Specifically identify any grant or public law and the purposes of the funds, if applicable. A copy of any grant application and the notice of approved grant or appropriation must accompany the BA-7. What are the expenditure restrictions of the funds?
 The source of funding for this BA-7 is general fund direct. The budget has been amended due to the impact from COVID-19 for the acquisition of leased space and contractual services at the Baton Rouge and Shreveport Campus respectively. The Baton Rouge Campus will be leasing the facility at the Louisiana Leadership Institute, Inc. and the Shreveport Campus will be providing educational resources.

2. Enter the financial impact of the requested adjustment for the next four fiscal years.

MEANS OF FINANCING OR EXPENDITURE	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
GENERAL FUND BY:					
DIRECT	\$0	\$0	\$0	\$0	\$0
INTERAGENCY TRANSFERS	\$0	\$0	\$0	\$0	\$0
FEES & SELF-GENERATED	\$0	\$0	\$0	\$0	\$0
STATUTORY DEDICATIONS	\$0	\$0	\$0	\$0	\$0
FEDERAL	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0

3. If this action requires additional personnel, provide a detailed explanation below:
 The approval of this BA-7 will not require additional personnel.

4. Explain why this request can't be postponed for consideration in the agency's budget request for next fiscal year.
 The funds are generated in this fiscal year and will be spent in this fiscal year.

5. Is this an after the fact BA-7, e.g.; have expenditures been made toward the program this BA-7 is for? If yes, explain per PPM No.52.
 This is not an after the fact BA-7.

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

PERFORMANCE IMPACT OF MID-YEAR BUDGET ADJUSTMENT

1. Identify and explain the programmatic impacts (positive or negative) that will result from the approval of this BA-7.

The impact from the funding will serve to provide adequate and educational resources due to COVID-19 restrictions. Due to COVID-19 restrictions, the facilities is necessary to ensure sufficient space to conduct fall, winter and spring sporting events during the Spring and Summer semesters. Additionally, the facility will accommodate for training space for all intercollegiate sports and provide the opportunity to adequately conduct pre-season conditioning and training. The Shreveport Campus will use the funds to provide educational resources and programs to the community and Senior Citizens about the impact of COVID-19.

2. Complete the following information for each objective and related performance indicators that will be affected by this request. *(Note: Requested adjustments may involve revisions to existing objectives and performance indicators or creation of new objectives and performance indicators. Repeat this portion of the request form as often as necessary.)*

OBJECTIVE:				
LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE STANDARD		
		CURRENT FY 2020-2021	ADJUSTMENT (+) OR (-)	REVISED FY 2020-2021
JUSTIFICATION FOR ADJUSTMENT(S): Explain the necessity of the adjustment(s).				

3. Briefly explain any performance impacts other than or in addition to effects on objectives and performance indicators. *(For example: Are there any anticipated direct or indirect effects on program management or service recipients? Will this BA-7 have a positive or negative impact on some other program or agency?)*

The BA-7 will not impact any other program or agency.

4. If there are no performance impacts associated with this BA-7 request, then fully explain this lack of performance impact.

The BA-7 will not have any performance impact.

5. Describe the performance impacts of failure to approve this BA-7. (Be specific. Relate performance impacts to objectives and performance indicators.)

The BA-7 will not have any performance impact.

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT							
PROGRAM 1 NAME: <u>Southern University - Board of Supervisors</u>							
MEANS OF FINANCING:	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
GENERAL FUND BY:							
Direct	\$4,399,565	(\$1,200,000)	\$3,199,565	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Statutory Dedications *	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$4,399,565	(\$1,200,000)	\$3,199,565	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$1,649,530	\$0	\$1,649,530	\$0	\$0	\$0	\$0
Other Compensation	\$88,000	\$0	\$88,000	\$0	\$0	\$0	\$0
Related Benefits	\$769,942	\$0	\$769,942	\$0	\$0	\$0	\$0
Travel	\$185,000	\$0	\$185,000	\$0	\$0	\$0	\$0
Operating Services	\$171,100	\$0	\$171,100	\$0	\$0	\$0	\$0
Supplies	\$80,000	\$0	\$80,000	\$0	\$0	\$0	\$0
Professional Services	\$94,000	\$0	\$94,000	\$0	\$0	\$0	\$0
Other Charges	\$1,336,993	(\$1,200,000)	\$136,993	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$25,000	\$0	\$25,000	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$4,399,565	(\$1,200,000)	\$3,199,565	\$0	\$0	\$0	\$0
POSITIONS							
Classified	0	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0	0
* Statutory Dedications:							
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 1 NAME: Southern University - Board of Supervisors

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	(\$1,200,000)	\$0	\$0	\$0	\$0	(\$1,200,000)

EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	(\$1,200,000)	\$0	\$0	\$0	\$0	(\$1,200,000)
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	(\$1,200,000)	\$0	\$0	\$0	\$0	(\$1,200,000)

OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
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POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 2 NAME: Southern University - Baton Rouge Campus

MEANS OF FINANCING:	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
GENERAL FUND BY:							
Direct	\$17,275,725	\$1,000,000	\$18,275,725	\$0	\$0	\$0	\$0
Interagency Transfers	\$3,028,515	\$0	\$3,028,515	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$62,181,366	\$0	\$62,181,366	\$0	\$0	\$0	\$0
Statutory Dedications *	\$1,593,248	\$0	\$1,593,248	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$84,078,854	\$1,000,000	\$85,078,854	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$40,450,820	\$0	\$40,450,820	\$0	\$0	\$0	\$0
Other Compensation	\$181,377	\$0	\$181,377	\$0	\$0	\$0	\$0
Related Benefits	\$18,669,613	\$0	\$18,669,613	\$0	\$0	\$0	\$0
Travel	\$268,210	\$0	\$268,210	\$0	\$0	\$0	\$0
Operating Services	\$7,662,277	\$0	\$7,662,277	\$0	\$0	\$0	\$0
Supplies	\$865,911	\$1,000,000	\$1,865,911	\$0	\$0	\$0	\$0
Professional Services	\$1,026,480	\$0	\$1,026,480	\$0	\$0	\$0	\$0
Other Charges	\$10,746,988	\$0	\$10,746,988	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$4,017,497	\$0	\$4,017,497	\$0	\$0	\$0	\$0
Acquisitions	\$189,681	\$0	\$189,681	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$84,078,854	\$1,000,000	\$85,078,854	\$0	\$0	\$0	\$0
POSITIONS							
Classified	0	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0	0
* Statutory Dedications:							
Support Education in Louisiana First Fund (G10)	\$1,593,248	\$0	\$1,593,248	\$0	\$0	\$0	\$0
Education Excellence Fund (Z18)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 2 NAME: Southern University - Baton Rouge Campus

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 3 NAME: Southern University - Law Center

MEANS OF FINANCING:	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
GENERAL FUND BY:							
Direct	\$3,735,319	\$0	\$3,735,319	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$13,967,744	\$0	\$13,967,744	\$0	\$0	\$0	\$0
Statutory Dedications *	\$172,939	\$0	\$172,939	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$17,876,002	\$0	\$17,876,002	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$9,471,530	\$0	\$9,471,530	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$3,609,686	\$0	\$3,609,686	\$0	\$0	\$0	\$0
Travel	\$385,000	\$0	\$385,000	\$0	\$0	\$0	\$0
Operating Services	\$1,690,629	\$0	\$1,690,629	\$0	\$0	\$0	\$0
Supplies	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0
Professional Services	\$1,220,590	\$0	\$1,220,590	\$0	\$0	\$0	\$0
Other Charges	\$632,027	\$0	\$632,027	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$366,540	\$0	\$366,540	\$0	\$0	\$0	\$0
Acquisitions	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$17,876,002	\$0	\$17,876,002	\$0	\$0	\$0	\$0
POSITIONS							
Classified	0	0	0	0	0	0	0
Unclassified	0	46	46	0	0	0	0
TOTAL T.O. POSITIONS	0	46	46	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	46	46	0	0	0	0
* Statutory Dedications:							
Support Education in Louisiana First Fund (G10)	\$172,939	\$0	\$172,939	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 3 NAME: Southern University - Law Center

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0

EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0

OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
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POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
OTHER CHARGES POSITION:	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT							
PROGRAM 4 NAME: <u>Southern University - New Orleans Campus</u>							
MEANS OF FINANCING:	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
GENERAL FUND BY:							
Direct	\$8,158,721	\$0	\$8,158,721	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$14,947,545	\$0	\$14,947,545	\$0	\$0	\$0	\$0
Statutory Dedications *	\$502,799	\$0	\$502,799	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$23,609,065	\$0	\$23,609,065	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$10,111,886	\$0	\$10,111,886	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$4,740,079	\$0	\$4,740,079	\$0	\$0	\$0	\$0
Travel	\$37,000	\$0	\$37,000	\$0	\$0	\$0	\$0
Operating Services	\$2,285,294	\$0	\$2,285,294	\$0	\$0	\$0	\$0
Supplies	\$285,500	\$0	\$285,500	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$5,450,826	\$0	\$5,450,826	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$523,480	\$0	\$523,480	\$0	\$0	\$0	\$0
Acquisitions	\$175,000	\$0	\$175,000	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$23,609,065	\$0	\$23,609,065	\$0	\$0	\$0	\$0
POSITIONS							
Classified	0	38	38	0	0	0	0
Unclassified	0	116	116	0	0	0	0
TOTAL T.O. POSITIONS	0	154	154	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	154	154	0	0	0	0
* Statutory Dedications:							
Support Education in Louisiana First Fund (G10)	\$452,799	\$0	\$452,799	\$0	\$0	\$0	\$0
Parl-mutuel Live Racing Facility Gaming Control Fund (G09)	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 4 NAME: Southern University - New Orleans Campus

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0
EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0
OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
POSITIONS						
Classified	0	38	0	0	0	38
Unclassified	0	116	0	0	0	116
TOTAL T.O. POSITIONS	0	154	0	0	0	154
OTHER CHARGES POSITION:	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	154	0	0	0	154

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT							
PROGRAM 5 NAME: <u>Southern University - Shreveport Campus</u>							
MEANS OF FINANCING:	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
GENERAL FUND BY:							
Direct	\$4,958,497	\$200,000	\$5,158,497	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$10,008,838	\$0	\$10,008,838	\$0	\$0	\$0	\$0
Statutory Dedications *	\$162,060	\$0	\$162,060	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$15,129,395	\$200,000	\$15,329,395	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$7,402,302	\$0	\$7,402,302	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$3,666,095	\$0	\$3,666,095	\$0	\$0	\$0	\$0
Travel	\$38,300	\$0	\$38,300	\$0	\$0	\$0	\$0
Operating Services	\$2,166,888	\$0	\$2,166,888	\$0	\$0	\$0	\$0
Supplies	\$140,200	\$0	\$140,200	\$0	\$0	\$0	\$0
Professional Services	\$19,500	\$200,000	\$219,500	\$0	\$0	\$0	\$0
Other Charges	\$947,487	\$0	\$947,487	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$748,623	\$0	\$748,623	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$15,129,395	\$200,000	\$15,329,395	\$0	\$0	\$0	\$0
POSITIONS							
Classified	0	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0	0
* Statutory Dedications:							
Support Education in Louisiana First Fund (G10)	\$162,060	\$0	\$162,060	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 5 NAME: Southern University - Shreveport Campus

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$200,000	\$0	\$0	\$0	\$0	\$200,000

EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0		\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$200,000	\$0	\$0	\$0	\$0	\$200,000

OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
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POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
OTHER CHARGES POSITION	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 5 NAME: Southern University - Agricultural Research and Extension Center

MEANS OF FINANCING:	CURRENT FY 2020-2021	REQUESTED ADJUSTMENT	REVISED FY 2020-2021	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
GENERAL FUND BY:							
Direct	\$4,914,457	\$0	\$4,914,457	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Statutory Dedications *	\$1,797,470	\$0	\$1,797,470	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$3,654,209	\$0	\$3,654,209	\$0	\$0	\$0	\$0
TOTAL MOF	\$10,366,136	\$0	\$10,366,136	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$5,429,873	\$0	\$5,429,873	\$0	\$0	\$0	\$0
Other Compensation	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$0
Related Benefits	\$2,579,235	\$0	\$2,579,235	\$0	\$0	\$0	\$0
Travel	\$121,000	\$0	\$121,000	\$0	\$0	\$0	\$0
Operating Services	\$343,304	\$0	\$343,304	\$0	\$0	\$0	\$0
Supplies	\$224,289	\$0	\$224,289	\$0	\$0	\$0	\$0
Professional Services	\$44,202	\$0	\$44,202	\$0	\$0	\$0	\$0
Other Charges	\$1,423,883	\$0	\$1,423,883	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$150,350	\$0	\$150,350	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$10,366,136	\$0	\$10,366,136	\$0	\$0	\$0	\$0
POSITIONS							
Classified	0	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0	0
* Statutory Dedications:							
Support Education in Louisiana First Fund (G10)	\$47,470	\$0	\$47,470	\$0	\$0	\$0	\$0
Tobacco Tax Health Care Fund (E32)	\$1,000,000	\$0	\$1,000,000	\$0	\$0	\$0	\$0
Southern University AgCenter Program Fund (G12)	\$750,000	\$0	\$750,000	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 5 NAME: Southern University - Agricultural Research and Extension Center

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0
EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0
OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
OTHER CHARGES POSITION	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0

Southern University System
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of October 31, 2020

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 43,442,284	\$ 17,691,491	\$ 25,750,793	\$ 43,442,284	\$ -	40.7%
Statutory Dedicated	4,228,516	115,238	4,113,278	4,228,516	-	2.7%
Federal	3,654,209	1,057,239	2,596,970	3,654,209	-	28.9%
Self Generated						
Tuition - Fall 2020	34,262,460	32,238,784	796,659	33,035,444	(1,227,016)	94.1%
Tuition - Spring 2021	31,256,081	(46,298)	29,154,280	29,107,983	(2,148,098)	-0.1%
Tuition - Summer	6,993,497	1,884,398	5,173,043	7,057,441	63,944	26.9%
Out-of-State Fees	11,910,932	7,042,906	5,165,430	12,208,336	297,404	59.1%
Other	16,682,523	5,171,609	9,922,896	15,094,505	(1,588,018)	31.0%
Interagency Transfer	3,028,515	234,877	3,300,410	3,535,287	506,772	7.8%
Total Revenues	\$ 155,459,017	\$ 65,390,246	\$ 85,973,758	\$ 151,364,004	\$ (4,095,012)	42.1%
Expenditures						
Salaries	\$ 74,712,941	\$ 24,887,527	\$ 48,765,656	\$ 73,653,183	\$ (1,059,758)	33.3%
Other Compensation	319,377	58,000	261,377	319,377	-	18.2%
Related Benefits	34,139,650	9,406,049	23,859,262	33,265,311	(874,339)	27.6%
Total Personal Services	\$ 109,171,968	\$ 34,351,576	\$ 72,886,295	\$ 107,237,871	\$ (1,934,097)	31.5%
Travel	1,059,510	(1,519)	844,617	843,098	(216,412)	-0.1%
Operating Services	14,339,492	4,901,431	8,545,750	13,447,181	(892,311)	34.2%
Supplies	1,900,900	310,981	1,091,573	1,402,554	(498,346)	16.4%
Total Operating Expenses	\$ 17,299,902	\$ 5,210,893	\$ 10,481,940	\$ 15,692,833	\$ (1,607,069)	30.1%
Professional Services	2,544,772	521,411	1,644,509	2,165,920	(378,852)	20.5%
Other Charges	10,714,822	65,665	7,981,834	8,047,499	(2,667,323)	0.6%
Debt Services						
Interagency Transfers	6,238,234	-	6,238,234	6,238,234	-	0.0%
Total Other Charges	\$ 19,497,828	\$ 587,076	\$ 15,864,577	\$ 16,451,653	\$ (3,046,175)	3.0%
General Acquisitions	785,382	72,980	729,402	802,382	17,000	9.3%
Library Acquisitions	562,649	80,551	482,098	562,649	-	14.3%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 1,348,031	\$ 153,531	\$ 1,211,500	\$ 1,365,031	\$ 17,000	11.4%
Scholarships	8,141,288	5,560,571	5,056,046	10,616,617	2,475,329	68.3%
Total Expenditures	\$ 155,459,017	\$ 45,863,646	\$ 105,500,359	\$ 151,364,005	\$ (4,095,012)	29.5%

Southern University Board and System Administration
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of October 31, 2020

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 3,199,565	\$ 1,736,918	\$ 1,462,647	\$ 3,199,565	\$ -	54.3%
Statutory Dedicated						
Federal						
Self Generated						
Tuition - Fall 2020						
Tuition - Spring 2021						
Tuition - Summer						
Out-of-State Fees						
Other						
Interagency Transfer						
Total Revenues	\$ 3,199,565	\$ 1,736,918	\$ 1,462,647	\$ 3,199,565	\$ -	54.3%
Expenditures						
Salaries	\$ 1,649,530	\$ 534,855	\$ 1,114,675	\$ 1,649,530	\$ -	32.4%
Other Compensation	88,000	41,333	46,667	88,000	-	47.0%
Related Benefits	769,942	180,149	589,793	769,942	-	23.4%
Total Personal Services	\$ 2,507,472	\$ 756,337	\$ 1,751,135	\$ 2,507,472	\$ -	43.2%
Travel	185,000	56	184,944	185,000	-	0.0%
Operating Services	171,100	33,393	137,707	171,100	-	19.5%
Supplies	80,000	8,116	71,884	80,000	-	10.1%
Total Operating Expenses	\$ 436,100	\$ 41,565	\$ 394,535	\$ 436,100	\$ -	10.5%
Professional Services	94,000	-	94,000	94,000	-	0.0%
Other Charges	136,993	-	136,993	136,993	-	0.0%
Debt Services						
Interagency Transfers						
Total Other Charges	\$ 230,993	\$ -	\$ 230,993	\$ 230,993	\$ -	0.0%
General Acquisitions	25,000	1,650	23,350	25,000	-	6.6%
Library Acquisitions		-				
Major Repairs		-				
Total Acquisitions/Major Repairs	\$ 25,000	\$ 1,650	\$ 23,350	\$ 25,000	\$ -	7.1%
Scholarships						
Total Expenditures	\$ 3,199,565	\$ 799,552	\$ 2,400,013	\$ 3,199,565	\$ -	33.3%

**Southern University Baton Rouge Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of October 31, 2020**

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 18,275,725	\$ 6,820,338	\$ 11,455,387	\$ 18,275,725	\$ -	37.3%
Statutory Dedicated	1,593,248	-	1,593,248	1,593,248	-	0.0%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2020	21,709,761	20,391,760	-	20,391,760	(1,318,001)	93.9%
Tuition - Spring 2021	19,487,148	(12,045)	18,364,629	18,352,585	(1,134,564)	-0.1%
Tuition - Summer	4,963,498	1,306,175	3,864,354	5,170,529	207,031	26.3%
Out-of-State Fees	8,349,603	4,574,036	4,393,907	8,967,943	618,340	54.8%
Other	7,671,356	1,877,983	6,662,176	8,540,159	868,803	24.5%
Interagency Transfer	3,028,515	234,877	3,300,410	3,535,287	506,772	7.8%
Total Revenues	\$ 85,078,854	\$ 35,193,124	\$ 49,634,111	\$ 84,827,235	\$ (251,619)	41.4%
Expenditures						
Salaries	\$ 40,572,820	\$ 13,728,495	\$ 25,233,617	\$ 38,962,112	\$ (1,610,708)	33.8%
Other Compensation	181,377	-	181,377	181,377	-	0.0%
Related Benefits	18,747,613	5,181,561	12,482,352	17,663,913	(1,083,700)	27.6%
Total Personal Services	\$ 59,501,810	\$ 18,910,055	\$ 37,897,347	\$ 56,807,402	\$ (2,694,408)	31.8%
Travel	288,210	98	100,000	100,098	(188,112)	0.0%
Operating Services	7,662,277	2,945,763	4,824,972	7,770,735	108,458	38.4%
Supplies	915,911	179,492	312,755	492,247	(423,664)	19.6%
Total Operating Expenses	\$ 8,866,398	\$ 3,125,353	\$ 5,237,727	\$ 8,363,080	\$ (503,318)	35.2%
Professional Services	1,126,480	147,628	600,000	747,628	(378,852)	13.1%
Other Charges	3,805,700	38,304	4,464,398	4,502,702	697,002	1.0%
Debt Services			-			
Interagency Transfers	4,017,497	-	4,017,497	4,017,497	-	0.0%
Total Other Charges	\$ 8,949,677	\$ 185,932	\$ 9,081,895	\$ 9,267,827	\$ 318,150	2.1%
General Acquisitions	582,032	59,429	552,603	612,032	30,000	10.2%
Library Acquisitions	137,649	-	137,649	137,649	-	0.0%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 719,681	\$ 59,429	\$ 690,252	\$ 749,681	\$ 30,000	8.3%
Scholarships	7,041,288	5,071,866	4,567,379	9,639,245	2,597,957	72.0%
Total Expenditures	\$ 85,078,854	\$ 27,352,636	\$ 57,474,600	\$ 84,827,235	\$ (251,619)	32.1%

The Southern University Baton Rouge Campus have allocated \$2.2 million in CARES Act funds to ensure the budget remains balanced and operations continue due to revenue shortfall.

Southern University Law Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of October 31, 2020

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 3,735,319	\$ 1,474,678	\$ 2,260,641	\$ 3,735,319	\$ -	39.5%
Statutory Dedicated	172,939	-	172,939	172,939	-	0.0%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2020	3,823,146	4,583,457		4,583,457	760,311	119.9%
Tuition - Spring 2021	3,499,336	-	3,499,336	3,499,336	-	0.0%
Tuition - Summer	700,000	285,044	414,956	700,000	-	40.7%
Out-of-State Fees	2,658,500	2,112,610	545,890	2,658,500	-	79.5%
Other	3,286,762	1,937,192	1,349,570	3,286,762	-	58.9%
Interagency Transfer						
Total Revenues	\$ 17,876,002	\$ 10,392,981	\$ 8,243,332	\$ 18,636,313	\$ 760,311	58.1%
Expenditures						
Salaries	\$ 9,471,530	\$ 3,269,825	\$ 6,752,655	\$ 10,022,480	\$ 550,950	34.5%
Other Compensation	-	-	-	-	-	-
Related Benefits	3,609,686	1,035,205	2,783,842	3,819,047	209,361	28.7%
Total Personal Services	\$ 13,081,216	\$ 4,305,030	\$ 9,536,497	\$ 13,841,527	\$ 760,311	32.9%
Travel	385,000	(2,770)	387,770	385,000	-	-0.7%
Operating Services	1,690,629	266,809	1,423,820	1,690,629	-	15.8%
Supplies	250,000	32,363	217,637	250,000	-	12.9%
Total Operating Expenses	\$ 2,325,629	\$ 296,402	\$ 2,029,227	\$ 2,325,629	\$ -	12.7%
Professional Services	1,220,590	342,720	877,870	1,220,590	-	28.1%
Other Charges	432,027	-	432,027	432,027	-	0.0%
Debt Services		-	-	-	-	-
Interagency Transfers	366,540	-	366,540	366,540	-	0.0%
Total Other Charges	\$ 2,019,157	\$ 342,720	\$ 1,676,437	\$ 2,019,157	\$ -	17.0%
General Acquisitions	-	-	-	-	-	-
Library Acquisitions	250,000	70,792	179,208	250,000	-	28.3%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 250,000	\$ 70,792	\$ 179,208	\$ 250,000	\$ -	28.3%
Scholarships	200,000	180,317	19,683	200,000	-	90.2%
Total Expenditures	\$ 17,876,002	\$ 5,195,261	\$ 13,441,052	\$ 18,636,313	\$ 760,311	29.1%

Southern University New Orleans Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of October 31, 2020

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 8,158,721	\$ 3,221,006	\$ 4,937,715	\$ 8,158,721	\$ -	39.5%
Statutory Dedicated	502,799	-	502,799	502,799	-	0.0%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2020	4,851,700	3,812,128	796,659	4,608,788	(242,913)	78.6%
Tuition - Spring 2021	4,577,842	(34,253)	4,123,560	4,089,307	(488,535)	-0.7%
Tuition - Summer	429,999	(13,734)	443,733	429,999	-	-3.2%
Out-of-State Fees	352,829	150,633	150,633	301,266	(51,563)	42.7%
Other	4,735,175	1,306,254	1,447,600	2,753,854	(1,981,321)	27.6%
Interagency Transfer	-	-	-	-	-	-
Total Revenues	\$ 23,609,065	\$ 8,442,035	\$ 12,402,699	\$ 20,844,734	\$ (2,764,330)	35.8%
Expenditures						
Salaries	\$ 10,111,886	\$ 3,210,198	\$ 6,901,688	\$ 10,111,886	\$ -	31.7%
Other Compensation	-	-	-	-	-	-
Related Benefits	4,740,079	1,330,081	3,409,998	4,740,079	-	28.1%
Total Personal Services	\$ 14,851,965	\$ 4,540,280	\$ 10,311,685	\$ 14,851,965	\$ -	30.6%
Travel	37,000	-	37,000	37,000	-	0.0%
Operating Services	2,285,294	507,482	1,777,812	2,285,294	-	22.2%
Supplies	285,500	28,074	257,426	285,500	-	9.8%
Total Operating Expenses	\$ 2,607,794	\$ 535,556	\$ 2,072,238	\$ 2,607,794	\$ -	20.5%
Professional Services	-	5,076	(5,076)	-	-	-
Other Charges	4,268,732	3,615	1,500,787	1,504,402	(2,764,330)	0.1%
Debt Services	-	-	-	-	-	-
Interagency Transfers	1,105,574	-	1,105,574	1,105,574	-	0.0%
Total Other Charges	\$ 5,374,306	\$ 8,691	\$ 2,601,285	\$ 2,609,976	\$ (2,764,330)	0.2%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	175,000	9,758	165,242	175,000	-	5.6%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 175,000	\$ 9,758	\$ 165,242	\$ 175,000	\$ -	5.6%
Scholarships	600,000	223,522	376,478	600,000	-	37.3%
Total Expenditures	\$ 23,609,065	\$ 5,317,807	\$ 15,526,928	\$ 20,844,735	\$ (2,764,330)	22.5%

Southern University Shreveport Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of October 31, 2020

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 5,158,497	\$ 1,957,581	\$ 3,200,916	\$ 5,158,497	\$ -	37.9%
Statutory Dedicated	162,060	-	162,060	162,060	-	0.0%
Federal						
Self Generated						
Tuition - Fall 2020	3,877,853	3,451,439	-	3,451,439	(426,414)	89.0%
Tuition - Spring 2021	3,691,755	-	3,166,755	3,166,755	(525,000)	0.0%
Tuition - Summer	900,000	306,913	450,000	756,913	(143,087)	34.1%
Out-of-State Fees	550,000	205,627	75,000	280,627	(269,373)	37.4%
Other	989,230	50,180	463,550	513,730	(475,500)	5.1%
Interagency Transfer						
Total Revenues	\$ 15,329,395	\$ 5,971,740	\$ 7,518,281	\$ 13,490,021	\$ (1,839,374)	39.0%
Expenditures						
Salaries	\$ 7,477,302	\$ 2,558,013	\$ 4,919,289	\$ 7,477,302	\$ -	34.2%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	3,693,095	1,095,414	2,597,681	3,693,095	-	29.7%
Total Personal Services	\$ 11,170,397	\$ 3,653,427	\$ 7,516,970	\$ 11,170,397	\$ -	32.7%
Travel	43,300	501	14,499	15,000	(28,300)	1.2%
Operating Services	2,186,888	947,423	238,696	1,186,119	(1,000,769)	43.3%
Supplies	145,200	45,575	24,943	70,518	(74,682)	31.4%
Total Operating Expenses	\$ 2,375,388	\$ 993,499	\$ 278,138	\$ 1,271,637	\$ (1,103,751)	41.8%
Professional Services	59,500	21,987	37,513	59,500	-	37.0%
Other Charges	647,487	23,746	23,746	47,492	(599,995)	3.7%
Debt Services						
Interagency Transfers	748,623	-	748,623	748,623	-	0.0%
Total Other Charges	\$ 1,455,610	\$ 45,733	\$ 809,882	\$ 855,615	\$ (599,995)	3.1%
General Acquisitions	28,000	-	15,000	15,000	(13,000)	0.0%
Library Acquisitions	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	0.0%
Total Acquisitions/Major Repairs	\$ 28,000	\$ -	\$ 15,000	\$ 15,000	\$ (13,000)	0.0%
Scholarships	300,000	84,866	92,506	177,372	(122,628)	28.3%
Total Expenditures	\$ 15,329,395	\$ 4,777,525	\$ 8,712,496	\$ 13,490,021	\$ (1,839,374)	31.2%

The Southern University Shreveport Campus have allocated \$2.6 million in CARES Act funds to ensure the budget remains balanced and operations continue due to revenue shortfall.

Southern University Agricultural Research and Extension Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2021
As of October 31, 2020

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 4,914,457	\$ 2,480,970	\$ 2,433,487	\$ 4,914,457	\$ -	50.5%
Statutory Dedicated	1,797,470	115,238	1,682,232	1,797,470	-	6.4%
Federal	3,654,209	1,057,239	2,596,970	3,654,209	-	28.9%
Self Generated						
Tuition - Fall 2020						
Tuition - Spring 2021						
Tuition - Summer						
Out-of-State Fees						
Other						
Interagency Transfer						
Total Revenues	\$ 10,366,136	\$ 3,653,448	\$ 6,712,688	\$ 10,366,136	\$ -	35.2%
Expenditures						
Salaries	\$ 5,429,873	\$ 1,586,141	\$ 3,843,732	\$ 5,429,873	\$ -	29.2%
Other Compensation	50,000	16,667	33,333	50,000	-	33.3%
Related Benefits	2,579,235	583,639	1,995,596	2,579,235	-	22.6%
Total Personal Services	\$ 8,059,108	\$ 2,186,447	\$ 5,872,661	\$ 8,059,108	\$ -	27.1%
Travel	121,000	596	120,404	121,000	-	0.5%
Operating Services	343,304	200,561	142,743	343,304	-	58.4%
Supplies	224,289	17,361	206,928	224,289	-	7.7%
Total Operating Expenses	\$ 688,593	\$ 218,518	\$ 470,075	\$ 688,593	\$ -	31.7%
Professional Services	44,202	4,000	40,202	44,202	-	9.0%
Other Charges	1,423,883	-	1,423,883	1,423,883	-	0.0%
Debt Services						
Interagency Transfers	-	-	-	-	-	0.0%
Total Other Charges	\$ 1,468,085	\$ 4,000	\$ 1,464,085	\$ 1,468,085	\$ -	0.3%
General Acquisitions	150,350	11,901	138,449	150,350	-	7.9%
Library Acquisitions						
Major Repairs		-				
Total Acquisitions/Major Repairs	\$ 150,350	\$ 11,901	\$ 138,449	\$ 150,350	\$ -	7.9%
Scholarships						
Total Expenditures	\$ 10,366,136	\$ 2,420,865	\$ 7,945,271	\$ 10,366,136	\$ -	23.4%



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J. S. CLARK ADMINISTRATION BUILDING

3TH FLOOR

166 G. LEON NETTENVILLE DR.
BATON ROUGE, LOUISIANA 70813

OFFICE OF
FACILITIES PLANNING

(225)771-2786 OFFICE

(225) 771-2922 FAX

Eli_Guillory@sus.edu

November 5, 2020

Hon. Dr. Ray L. Belton

President of Southern University System

4th Floor, J. S. Clark Adm. Building

Baton Rouge, Louisiana 70813

RE: Southern University System Office of Facilities Planning Project Updates

Dear Dr. Belton,

We are transmitting the attached updated facilities planning document report for the SU System campuses, which indicates continuous progress of site & building construction, renovations and building upgrades for your files.

Should you have any questions, please don't hesitate to call me. Your approval and sustained support of Southern University System Office of Facilities Planning is greatly appreciated.

Respectfully submitted,

A handwritten signature in blue ink, reading "Eli G. Guillory III", with a stylized flourish extending to the right.

Eli G. Guillory III

Director of Facilities Planning

Attachments enclosed: Progress report and construction pictures

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

WWW.SUS.EDU

Southern University and A&M College System
 Facilities and Property Report
 SU System Campuses Projects

Eli G. Guillory III November 5, 2020

agency	Project Name	Project Budget	Funding Source	Approval Date	Completion Date	Comments
SUAG	SUAG Arena - building exterior painting and wall system/roof canopy repairs	\$ 200,000.00	State	2018		pending FP&C project no. to proceed
SUAG	SUAG - A. O. Williams Hall Renovations - Phase 1, Part 1 Westside Attic & interior moisture control and Mechanical System upgrades	\$ 1,660,400.00	State	2019		FP&C contract award to designer (<i>Quebedeaux Eng.</i>) Sept 2020 to proceed with planning (250 days) in Oct 26, 2020 to July 3, 2021. the AFC \$1,184,702
SUAG	SUAG - A. O. Williams Hall Renovations - Phase 2, Part 1 Eastside, ext. wall flashing, de-brick masonry and Mechanical System upgrades	\$ 4,000,000.00	State	2018		FP&C selection of Designer in Nov 18, 2020 to proceed w/ planning
SUAG	SUAG New Mega Disaster Relief Shelter (2,500 beds)	\$ 24,375,000.00	State / Federal	Jan. 2019		pending Fp&c approval of designer- p1_\$1,000,000 p5_\$8,375,000 and GOHSEP / FEMA \$15,000,000
SUAG	SUAG Urban Forestry & Natural Resources Headhouse Renovations	\$ 350,000.00	Fed. Gov.	Jan. 2020		SUBR / Modus Arch & Planners - pending to open bids in Dec. 2020
SUBR	New Science "STEM" Complex Building	\$ 48,000,000.00	State	7/1/2017		FP&C selection of Designer in Jan. 2020 to proceed w/ planning
SUBR	Dehumidifying System Repair- Tourgee A. Debose Music Hall	\$ 225,000.00	State	10/19/2017		Active - GIS Engineers. Construction in progress at 99% complete by Blanchard Mech. Contractors, Inc. \$207,850 - completion is pending Nov/Dec 2020.
SUBR	Ruffin Paul Central Plant - Loop Pumps, Valves and VFDs upgrades	\$ 322,000.00	State	7/27/2018		Active - pre bid meeting by Fp&c Nov 2019, Henry Eyre Engineers - low bidder Gallo Mech. @ \$142,000 - pending completion Dec. 2020
SUBR	ADA Safety Compliance & Drainage Project at the Law Center	\$ 95,400.00	State	7/27/2018		The Luster Group G.C. in progress - 85% completed
SUBR	Repairs of 100ft tower and parking lot lighting upgrades to LED's - West and East of F G Clark Activity Center / Upgrade lighting system for classrooms, exits and stairwells in various buildings (Disaster Relief Shelter) WBS:F.19002290	\$ 291,000.00	State	2018		Planning phase in progress by ADG eng's - bidding by fp&c Nov. 2020
SUBR	J. S. Clark Adm. Building - Upgrade chill water and hot water pumps and install new automated digital controls WBS-F.19002254	\$ 160,000.00	State	2018		Active - designer: Salas O'Brien, LLC in planning phase Nov 2019 - bidding is pending by fp&c Nov. 2020
SUBR	W. W. Stewart Hall Auditorium Mech. HVAC repairs/upgrades WBS-F.19002254	\$ 255,414.00	State	2018		Active - designer: Salas O'Brien, LLC in planning phase Nov 2019 - bidding is pending by fp&c Nov. 2020

SUBR	DOTD - Ravine Erosion Control & Road Improvements	\$ 10,000,000.00	DOTD	5/25/2017	Active - construction / low bid \$5,000,000 by Merrick LLC - pre-const. meeting 3July2019 - installation of Box Culverts in Nov. 2019 - back in progress Aug 1, 2020 and Completion set for April 2021
SUBR	DOTD / FP&C Ravine Utility Line Erosion Control and Relocation	\$ 1,221,407.00	State	2016	Active - in progress - Designer AST Engineers pre-con 24June2019 - G. C. Gallo Mech. bid \$400,000
SUBR	J. W. Fisher Renovations Phase 1 - classroom Labs hoods, lab casework, Mech., Elect, Window sys. Interior finishes upgrades pj# 01-107-18-02 WBS-F.01003868	\$ 8,500,000.00	State / Private	2018 April / approved 2019 June	Active - planning phase - Coleman Partners Architects 6/2019 to 6/2020 planning of Phase 2 (2nd floor). Phase 2 funding approved and proceeding with the 1st floor planning
SUBR	Demolition of Jones Hall Dormitory	\$ 1,620,000.00	State	7/24/2019	Mougeot Architecture - fee \$135,133 planning 9/7/2019 - bidding date-Jan 2020 - Feb. 18, 2020 low bid by Henderson Construction Service at \$1,299,879 Demo in progress w/ completion set for Oct. 31, 2020
SUBR	Demolition of Architecture West & Lottie Anthony Hall	\$681,000.00	State	7/24/2019	BCB Architects (\$96,390 fee) - planning 9/7/2019 contract 10Oct2019 - bidding date 24Mar2020 - bid open Apr. 28, 2020 - General Contractor Gill Industries (\$648,820) to proceed w/ Pre-Constr. Conf. / Demo in progress w/ completion set for Dec. 19, 2020.
SUBR	Demolition of Jesse Owens Hall	\$252,664.00	State	7/1/2019	Active - Dec 2019 fp&c executed contract w/ designer - The Map Design Group, LLC - planning June2020 & bidding set for Oct. 2020
SUBR/SUAG	Demolition of Dairy Barn/Silo(s)/Farm Slab	\$132,548.00	State	7/1/2019	Active - Dec 2019 fp&c executed contract w/ designer - The Map Design Group, LLC - planning June2020 & bidding set for Oct. 2020
SUBR	Demolition of Washington Hall and Collections & Receivables Building	\$368,816.00	State	7/1/2019	Active - Fp&c designer selection - Williams and Williams Architecture, LLC \$23,831 Nov. 4, 2019 - planning date Nov 2019-Feb 2020 & bidding date remain pending for Oct 2020 by fp&c
SUBR	SU Laboratory School Elementary Build-1 Exterior Window & Build-2 Interior, Gym Roof and North Parking Lot upgrades.	\$ 740,000.00	State	11/15/2019	Design planning phase in progress until Dec 2020, Fp&c to authorization for bidding 2Jan21, bid opening 1Feb21, Contract Award 3Mar21, Construction timeline 150 days substantial completion 31Jul21, Lien period for GC to complete punchlist 45 days closeout 14Sept21, 1 year warranty inspection 15Aug22.

SUBR	Navy ROTC (Army ROTC-review 20 year warranty) Roof Replacement	\$ 110,000.00	State	11/15/2019		pending Designer by fp&c
SUBR	J. B. Moore Hall Roof Replacement	\$ 300,000.00	State	11/15/2019		pending Designer by fp&c
SUBR	DOTD - Information Center @ SUBR Campus	\$ 5,625,876.00	State / DOTD	Aug. 1998 / Aug. 2014 / Nov. 2019		Hewitt & Washington Architects in re-planning phase for bidding by DOTD. Bidding set for October 2020 - open bids Nov. 18, 2020
SUBR	Music Building Annex - Music & Recording Studio	\$ 325,000.00	Title 3	2018		Active - planning CD's Construction Bid Documents, out for bidding May 2020 - pre-bid conf. July 24, 2020 - rebid in Oct/Nov 2020
SUBR	W. W. Stewart Hall First Floor Renovations - South	\$ 150,000.00	Title 3	Nov-19	Oct-20	Completed - June's Ceiling & Flooring Inc. & Bell's Flooring and SUN Ind.
SUBR	W. W. Stewart Hall Renovations to 3rd floor restrooms	\$ 159,000.00	Title 3	May-20	Jul-20	Completed; project is under construction, 30% complete, scheduled completion date 7/15/2020 Architect – Domain Architects Contractor – Integrity Builders Budget - \$159,000
SUBR	W. W. Stewart Hall Renovations to 3rd floor	\$ 208,000.00	Title 3	Mar-20	Nov-20	Completed - bid documents complete Architect – Williams and Williams Architecture \$25,000 Contractor – Luster Group \$183,000 Budget - \$150,000
SUBR	W. W. Stewart Hall Renovations to 2nd floor Restrooms Renovations	\$ 175,000.00	Title 3	Mar-20		bid documents complete Architect – Modus, Inc. \$25,000 bidding in Dec 2020
SUBR	W. W. Stewart Hall Renovations to 2nd floor - Classrooms, offices and Corridors	\$ 250,000.00	Title 3	Mar-20		50% complete: bid documents complete Architect – Hewitt Washington & Associates \$25,000 AFC Budget - \$150,000 - low bid by Integrity Builders \$213,671
SUBR	W. W. Stewart Hall Auditorium new VCT flooring replacement	\$ 54,000.00	Title 3	May-20	Aug-20	100% completed - scheduled completion date 6/30/2020 Contractor – Bell's Flooring Budget - \$54,000
SUBR	W. W. Stewart Hall Light fixture replacement first floor south wing	\$ 90,433.00	Title 3	Apr-20		92% complete, scheduled completion date 6/30/2020 Contractor – Sun Electric Budget -\$90,433
SUBR	W. W. Stewart Hall 1st floor room signage installation north side	\$ 5,059.46	Title 3	Oct-19	Jun-20	project complete ASI Signage Innovations Budget - \$5,059.46
SUBR	W. W. Stewart Hall Removal/replacement of existing ceiling grid and tiles first floor south wing	\$ 79,998.00	Title 3	Feb-20	Jun-20	Contractor – June's Ceiling and Flooring, project 70% complete, scheduled completion date 6/30/2020 Budget - \$79,998
SUBR	W. W. Stewart Hall Electrical light fixture removal and replacement 2nd and 3rd floors	\$ 145,000.00	Title 3	Jun-20		70% complete, scheduled completion date 7/15/2020 Contractor – Sun Electric Budget - \$145,000

SUBR	W. W. Stewart Hall Ceiling grid and tile removal 3rd floor	\$ 37,000.00	Title 3	May-20	Jul-20	complete, scheduled completion date 6/18/2020 Contractor - June's Ceiling and Flooring Budget - \$37,000
SUBR	W. W. Stewart Hall Classroom and conference room furniture and technology installation 1st floor	\$ 74,000.00	Title 3	Apr-20	Jun-20	complete, scheduled completion date 6/18/2020 Contractor - GoMedia Budget - \$74,000
SUBR	J.B. Cade Library 4th floor Renovations (South/Westside)	\$ 92,000.00	Title 3	Feb-20	Jul-20	construction completed by Chenevert Construction
SUBR	J.B. Cade Library Renovations 4th floor elevator lobby (counter demo/vct removal and replacement)	\$ 12,000.00	Title 3	May-20	May-20	Project is complete Contractor - Bell's Flooring
SUBR	SUBR Campus signage	\$ 50,000.00	Title 3	Jul. 2020		bidding in Oct/Nov. 2020
SULC	Law Center Mechanical HVAC upgrades Phase 1	\$ 350,000.00	Law Center Budget	Oct. 2020		in planning phase for bidding Nov/Dec 2020
SULC	Law Center Mechanical HVAC upgrades Phase 2	\$ 390,000.00	state	Jul. 2020		pending designer to proceed by fp&c
SUNO	Washington Library - Reroofing	\$ 525,000.00	state	Jul. 2020		Manning Architects to proceed with planning Nov 2020
SUNO	Natural Science 1st & 2nd Floors interior build-out spaces Phase 2	\$ 2,700,000.00	FEMA	2015		Active - planning phase by Sizeler Thompson Brown Architects w/ CD's 100% complete - bidding Jan 2020 - lowest bona fide bidder CM Combs Construction, LLC \$1,633,000 - pending completion Nov. 2020
SUNO	ADA Compliant Restrooms and Public accommodations in the Cafeteria, University Center, Health & Physical Education, Library and Administration Building, Planning and Construction	\$ 1,650,000.00	state	Nov. 2019		pending designer to proceed by fp&c after P-2 funding is approved (\$250,000) Nov. 2020
SUNO	Campus Wide Electrical & Lighting Repairs - Phase II - WBS:F.19002262	\$ 475,399.00	State	8/31/2018		Active - GVA Engineering, LLC Designer and bidding (SUN Industries, LLC bid @ \$239,900) pre-const. meeting - const. in progress 85% complete
SUNO	Site Parking Lot Restoration Phase 1 & 2 - Demo of temporary fema trailers on the lake campus (classrooms) and park campus (conf. center).	\$ 2,154,846.00	FEMA	2015		Active - Phase 2 - 75% complete-pending additional planning meeting w/ Fp&c. All South Eng. designer -planning 10june20 w/ afc \$1,709,918
SUNO	Arts & Humanities and Social Sciences; Auditorium Bulldout flooring upgrades (17,533 sf renovated flooring) Project No. 01-107-05B-13, Part No. F.01003889	\$ 400,000.00	FEMA	2019		Active - planning phase (chasm + fusion Architecture) for bidding in Oct. 2019 - L L I Environmental Construction, LLC \$307,300. notice to proceed 6Nov2019 to Feb/Mar/Oct 2020 completion - pending punch list.
SUNO	Arts & Humanities and Social Sciences - Museum Renovation 2nd floor	\$ 522,000.00	FEMA	2019		Active - (chasm + fusion Architecture) planning phase for bidding - (additional displays funding of \$1,200,000 is pending) bidding Jan 2020 - G.C. Industrial Mech. Contractors \$450,000 - pending completion Nov. 2020

SUNO	Campus sidewalk and parking lot upgrades / repairs for various locations on the Park Campus and Lake Campus WBS:F.19002262	\$ 145,000.00	State	2018	Active - planning by Studio Kiro Nov2019, CD planning and bidding Oct 2020
SUNO	Campus wide Mechanical HVAC System Upgrades for various buildings (Bashful Adm. Bldg) on the Park and Lake Campus WBS: F.19002259	\$ 334,307.00	State	2018	Active - planning by David Vivien Eng. and bidding Nov. 2019 - pre bid Jan 6, 2020 - Industrial Mech. Contractors \$213,900 - in progress
SUNO	Demolition of existing Buildings - New Science and Old Science Buildings	\$ 1,393,000.00	FEMA	2015	Active - planning by Manning Architects w/ pre-design meeting Oct. 2019 - bidding date is set for Sept/Oct 2020
SUNO	Administration Building - Roof upgrades	\$ 350,000.00	State	Nov. 2019	Verges Rome Architects in planning phase
SUSLA	Lewis Collier Hall Science Building Renovaion, Planning and Construction	\$ 4,200,000.00	State	Nov. 2019	pending designer to proceed by fp&c and after P-2 funding is approved (\$420,000) Nov. 2020
SUSLA	Gymnasium roof replacement	\$ 400,000.00	State	Nov. 2019	in planning phase by fp&c
SUSLA	Library Building Roof Replacement Building	\$ 160,000.00	State	Nov. 2019	pending proj# to proceed by fp&c
SUSLA	Mechanical/HVAC System Repairs - Controls - WBS:F.19002199	\$ 476,000.00	State	7/27/2018	Active - pending planning & bidding - Purtle & Assoc. Eng. - planning Des. Dev. phase - bid date pending
SUSLA	ADA Restrooms upgrades Downtown Metro 3rd & 4th floors - WBS:F.19002255	\$ 117,873.00	State	2/8/2019	Active - pending planning by Fp&c - Designer McNew Architects (Brian McNew 318-219-7388) - pending completion
SUSLA	Install keyless Entry Locks on MLK, Incubator and Metro Campus'	\$ 50,000.00	Title III	2018	Active - construction in progress
SUSLA	Campus Building Direction Signage	\$ 15,000.00	Title III	2018	Active - planning phase
SUSLA	Adm. Building Admissions Office Renovations	\$ 20,000.00	Title III	2018	Active - Planning Phase
SUSLA	MLK Restrooms Renovations / ADA upgrades	\$ 50,000.00	Title III	2018	Active - construction in progress
SUSLA	Adm. Building Welcome Center Renovations	\$ 125,000.00	Title III	2019	Active - construction pending completion
SUSLA	Louis Collier Hall (Site campus drainage upgrade throughout the main campus) - WBS:F.19002260	\$ 47,828.00	State	2018	Active - planning by The 3-KLW Company Inc. - pending additional funds
SUSLA	Mechanical System - Replace Air Handler Units and Duct system, Fan Coils, Exhaust Fans (Science Building (S07505), (Fine Arts, S07509 & Jesse Stone, S07511) Server Unit Repair (IT, Main Campus, S07503), Replace Fan Coil Unit Motors and (Administration S07503), Replace Pumps (Administration S07503) - WBS:F.19002261	\$ 515,000.00	State	2018	Active - planning by Purtle & Associates Sept 2019 - Pre Bid meeting Sept 11, 2020 and Bid open Sept 24, 2020 low bid by The Payne Company at \$399,000
Total amount		\$ 128,959,268.46			

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SOUTHERN UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE

OFFICE OF VICE CHANCELLOR FOR STUDENT AFFAIRS

November 10, 2020

Dr. Ray Belton, President/Chancellor
Southern University and A&M College
Baton Rouge, Louisiana 70813

Dr. Belton:

Thank you for considering the salary adjustment and title change for Anthony Jackson from Assistant Vice Chancellor for Student Affairs to Associate Vice Chancellor for Student Affairs and the salary adjustment for Tracie Abraham, Executive Director of Housing and Residence Life. Both individuals provide exemplary service to the institution and have been given increased responsibilities over the last year. As we move to implement the goals and objectives of the University Strategic Plan as well as write a plan that specifically addresses the student affairs division, Mr. Jackson and Ms. Abraham are managing areas that will be critical to the implementation of proposed plans. Beyond their day to day managerial responsibilities, both have taken on additional responsibilities relevant strategic planning, and assessment of the activity of the Division of Student Affairs. Ms. Abraham will be taking the lead on writing the crisis management manual for the division and Mr. Jackson will be the lead team member for strategic planning. Additionally, they have both been instrumental in the Division's COVID-19 response.

Regarding their salaries, they have been supplemented in the past via overloads. Mr. Jackson's base salary is currently \$70,000 and he has been given the maximum overload of 20 percent of his salary to bring his yearly earnings to \$84,000. Ms. Abraham has a base salary of \$61,359.96. With the addition of the 20 percent maximum overload, her gross salary is \$73,632. As I move to bring salary equity and stability to the Division of Student Affairs, I want to bring these two senior leaders' salaries into a range that is more compatible with the compensation for the positions at similar institutions. Therefore, I am requesting that Anthony Jackson's salary be adjusted to at least \$90,000 and Tracie Abraham's be adjusted to at least \$80,000.

As I reviewed the salaries for their positions at similar institutions, these adjustments will move us closer to the average at least three peer institutions. The salary for the Director of Residence Life ranges between \$80,000 and \$85,000. When exploring similarly sized institutions, Associate Vice Chancellors with similar responsibilities earn between \$90,000 and \$95,000. Additionally, for the Deputy Chief Student Affairs Officer (Vice Chancellor in our context), HigherEdJobs.com in its 2018-19 salary report, provides the median salaries for various categories of institutions: all institutions \$97,796, Doctoral - 145,328, other Doctoral - \$125,664, and Master's Level - \$91,093.

Thank you for the consideration of my requests for salary adjustments. If you require further information, I will provide it.

Respectfully,

A handwritten signature in black ink that reads "F. Carl Walton". The signature is written in a cursive style with a checkmark at the end.

F. Carl Walton, Ph.D.
Vice Chancellor for Student Affairs

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	4	6	4
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

TYPE OF APPOINTMENT:

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

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

Profile of Person Recommended

Length of Employment JULY 1997 To Current
Effective Date of Employment November 1, 2020

Name Tracie Abraham SS# xxx-xx-5566 Sex F Race* B
(Last 4 digits only)

Position Title: Executive Director of Residential Life and Housing Department: Residential Life and Housing

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

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

Years Experience 25 Southern University Experience 25

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

Current Employer Southern University and A&M College - Baton Rouge

Personnel Action

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

Annual Salary \$80,000 Salary Budgeted _____ Hourly Rate, if applicable: _____

Pay Cycle: Biweekly Monthly Faculty

Source of Funds: 216030-27461-29000 Identify Budget: _____ Location: _____

Change of:
From Director of Residential Life and Housing To Executive Director of Residential life and Housing
Status: _____
Salary Adjustment: \$80,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds (Current)	Amount

*See Reverse Side

Graduate School signature (if, applicable):

J. Carl Nator 11-9-20
Supervisor Date

J. Carl Nator 11-9-20
Vice Chancellor Date

Director/Personnel Date

President Date

Dean/Unit Head 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 American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: M-F 8-5pm

EMPLOYEE DIRECT SUPERVISOR: F. Carl Walton

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-2505

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form-Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
- Reference Check Form (reference check performed by hiring supervisor)
- Authority to Release (signed by employee) (submitted to HR with Verification of Fingerprints form signed by State Police)
- Criminal/Background Check Process (forms completed by employee/ submitted to State Police)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment Form (completed by hiring supervisor)
- Proposed Employee Clearance Form (completed by hiring supervisor)
- Letter of Justification for Restricted/ Job Appointment/Detail/CS Rule 6.5g appointments
- Citizenship/Visa Status Verified, I-20/I-94 provided, if applicable



Executive Director for Residential Life and Housing

GENERAL RESPONSIBILITIES FOR THIS POSITION INCLUDE:

- Serves as SU's senior residential life and housing officer.
- Facilitates short-term and long-term planning, organizational development, and change management.
- Provides leadership and strategic management for a large, multifaceted organization.
- Ensures the quality of all residential facilities, programs, processes, and key relationships.
- Provides strategic direction and oversight for an annual operating budget.
- Develops, reviews, revises, and/or clarifies policies related to residential life.
- Works collaboratively with cross-campus teams to address emerging student issues and solve problems related to the residential student experience.
- Serves as a key member of the Student Affairs Leadership Team, advances the Division of Student Affairs priorities and SU, and aligns Residential Life with SU's objectives.

OPPORTUNITIES FOR LEADERSHIP:

Empower an experienced and talented leadership team

The Executive Director will inherit an experienced team of directors who are ready, willing, and able to lead the department forward. The ability to leverage this leadership capacity, build cohesion between intra-departmental functional areas, eliminate structural barriers, and align more purposefully with divisional priorities and institutional objectives will be key indicators of success.

Steward resources effectively

Like many university housing units across the country, the COVID-19 crisis erased years of progress toward financial sustainability for SU Residential Life. Now, more than ever, we must make the difficult decisions necessary to buttress the financial health of the unit. Doing so requires an honest assessment of programs, services, staffing models, and longstanding practices, with an eye toward ensuring quality and relevance, reducing duplication of effort, and aligning with divisional priorities and institutional objectives.

Bolster SU's ability to respond to uncertainty

The Executive Director will exercise thought leadership related to the shifting economic, demographic, and cultural realities affecting higher education. Working with cross-campus teams, they will design systems, protocols, and contingencies to position the SU residential experience to thrive through an extended period of uncertainty and change.

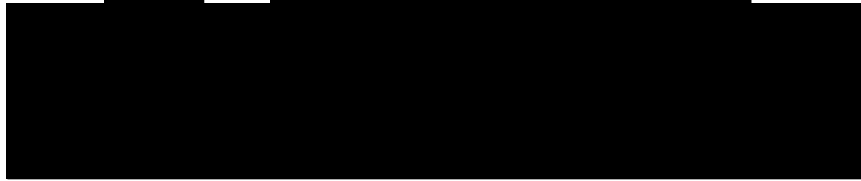
Advance residential master planning

The Executive Director will work closely with campus leadership to assess trends and to provide a world-class, sustainable residential infrastructure to support the needs of a growing and rapidly-changing student population.

Re-invigorate residential colleges

As a high-impact practice, living-learning programs are central to the well-rounded experience a large flagship, land-grant research institution can provide. The Executive Director will have an opportunity to work in partnership with

TRACIE ALCORN-ABRAHAM



OBJECTIVE SUMMARY: My objective is to leverage my experience while continuing to be challenged. I have 20 years of experience working in higher education leadership with successful experience as a university administrator. My background in Enrollment Management, Student Affairs, Alumni Affairs and Institutional Advancement represent a unique combination of disciplines, with proven records for creating a vision, conveying expectations and accomplishing results. Personally, I have the drive and determination to consistently achieve success as a leader in all of the areas that I worked in.

EDUCATION

Southern University and A & M College
Baton Rouge, Louisiana 70813
Master of Public Administration
December 1995

Southern University and A & M College
Baton Rouge, Louisiana 70813
B.S. -Economics/Finance
December 1993

PROFESSIONAL EXPERIENCE

*December
2012 to Present*

Residential Life and Housing
Southern University, Baton Rouge, Louisiana 70813
Director

- Manages the University's housing and residence life operations in the Division For Student Affairs; provides fiscal management for department budget; supervises professional and support staff, ensuring efficient operations and programming, and ensures compliance with all relevant policies, procedures, standards, and laws;
- Evaluates and assesses University housing occupancy, retention, and projection trends; oversees the residential facilities to maintain a safe, secure, and healthy living environment; confirms that all room assignments and billings are completed and communicated to students;
- Ensures the security and safety of students; responsible for crisis and risk management;

- Establishes long range planning mechanisms; represents the department and establishes a collaborative relationship with the University departments;
- Is responsible for ensuring employees are adequately trained with proper oversight to ensure that University policies and procedures, laws and regulations are followed, laws and regulations are adhered to, and that duties are properly segregated for all financial and personnel processes;
- Performs special projects and other duties as assigned.

*September 2012
to December 2012*

Division for Student Affairs

Southern University, Baton Rouge, Louisiana 70813

Executive Assistant to the Vice Chancellor

- Provided research, support in terms of the technological and administrative aspect;
- Assisted the Vice Chancellor with the overseeing the day-to-day operations of the office;
- Assisted the Vice Chancellor with conducting research, collecting data and information, formulating reports and presentations;
- Performed other duties as assigned by supervisor.

*October 2010
to August 2012*

Office of Institutional Advancement

Southern University System, Baton Rouge, Louisiana 70813

Director of Development

- Assisted in developing fundraising strategies and methods or activities to ensure proper acknowledgement, recognition, and stewardship of donors;
- Participated in developing campaign materials, case statements, and brochures;
- Built working relationships and serves as development liaison to schools and colleges, deans, department heads/directors, and other key personnel to achieve successful fundraising; nurtures culture of philanthropic support.
- Participated in professional development organizations, committees, boards, and meetings; travels locally, and out-of-town as necessary; prepares call reports in a timely manner.
- Supervised support staff; participates in special projects and other duties as assigned.

*January 2009
to October 2010*

Office of Alumni Affairs

Southern University System, Baton Rouge, Louisiana 70813

Assistant Director of Alumni Affairs

- Assisted in developing the department's strategic plan and budgeting .
- Assisted with development, planning, and executing workshops, programs, lectures and other activities of interest to students, alumni, and the university community, i.e., homecoming, reunions, golf tournament, Alumni Conference, etc.
- Communicated frequently with alumni, former students and friends of the University through written correspondence and oral interactions.
- Assisted the Assistant VP in planning and implementing strategies and activities to market the Alumni Federation membership to former students of the University.
- Assisted in the development of strategies to maintain the momentum of the Alumni Federation and to achieve its programmatic and financial objectives.
- Interfaced with various University departments in the promotion of alumni affairs.
- Assisted in development and implementation of chapter development.
- Assisted with the needs and requirements of the SU National Alumni Association.
- Served on various campus committees, e.g. homecoming , Founder 's Day.
- Interacted with students in order to facilitate their transition to alumni status through the Student Alumni Association, senior disorientation , new student orientation, scholarship programs, etc. Advisor to the Student Alumni Association
- Oversaw day-to-day activities of the Alumni Affairs including staff supervision, alumni correspondence, and inquiries. Travel and a commitment to working some evenings and weekends .
- Performed other related duties as assigned .

*May 2006
to October 2008*

Office of Admissions and Recruitment
Southern University, Baton Rouge, Louisiana 70813
Executive Director of Admissions and Recruitment

- Developed, planned, managed and evaluated all recruitment activities.
- Served as the senior professional staff member in the admissions area of Enrollment Management.
- Supervised, evaluated and assigned territories to University Recruiters.
- Created and administered recruitment marketing plan targeting select recruitment events and key populations. Closely worked with University Relations and University Marketing to effectively promote Southern University.
- Provided excellence in customer service that involved resolving serious complaints, maintaining key relationships, handling high profile meetings and dealing with very sensitive material.
- Administered/developed effective budget items to facilitate enrollment goals.
- Developed a network of alumni and community leaders to promote the successful recruitment of qualified leaders to promote the successful recruitment of qualified applicants to improve school relations.
- Provided guidance to prospective students and families as well as school administrators regarding academic programs, scholarship programs, support services, and other University initiatives.
- Created various enrollment reports for on-campus, and other demographic areas.
- Developed various strategic recruitment campaigns to target select populations.
- Stayed current on related University policies and procedures.
- Served on University committees as requested, particularly those related to recruitment, retention or marketing.
- Performed other duties as assigned by supervisor.

*April 2005
to May 2006*

Office of Admissions and Recruitment
Southern University, Baton Rouge, Louisiana 70813
Interim Executive Director of Admissions and Recruitment

*October 2004
to March 2005*

*Office of Student Life
Southern University, Baton Rouge, Louisiana 70813
Assistant Director of Student Life*

- Acted as designee for the Director of Student Life and Vice Chancellor for Student Affairs as University Representative during disciplinary hearings.
- Served on the University Screening Committee for Student Judicial Affairs.
- Performed informal dispositions as referred by the screening Committee and Director of Student Life.
- Conducted workshops and training sessions regarding the university's discipline system and topics related to student conduct.
- Assisted in developing posters, pamphlets, handbooks, public service announcements and other material designed to promote the university's student conduct standards.
- Continually evaluates and refines present policies, procedure and systems.
- Certified disciplinary standing prior to a student withdrawing from the university.
- Any other related duties as may be assigned by the Director of Student Life.

*July 2000
to October 2004*

*Office of Admissions and Recruitment
Southern University, Baton Rouge, Louisiana 70813
Recruiter/Program Coordinator*

- Assisted the Director with planning and implementation of special on campus programs.
- Responsible for the marketing of Southern University, that specifically serves to facilitate the recruitment of students for this university.
- Visited high schools, junior colleges and other interested groups assigned to recruit students for the university.
- Conducted campus tours.
- Performed other responsibilities assigned which relates to the recruitment of students.

*July 1997
to July 2000*

*Office of Career Services
Southern University, Baton Rouge, Louisiana 70813
Career Counselor*

- Provided guidance in career planning and development to students of all majors.
- Helped organize job fairs, counsel students, and lead workshops and programs in career-related topics.
- Helped organize the planning, development and implementation of strategies to promote Career Services programs and activities.
- Prepared research and statistical analysis of surveys.

Special Assignments

- Conducted need analysis to determine computer hardware and software for the Division of Student Affairs.
- Developed survey instruments, conducted surveys of students relative to levels of satisfaction and needs assessment.

*July 1996
to January 1997*

*Liberty Bank and Trust Company
Baton Rouge, Louisiana, 70807
Manager Trainee*

- Managed daily operations of office.
- Assisted branch manager with appointments, reports and customer relations.
- Responsible for typing reports, letters, loans, and etc.
- Processed loans.
- Assisted in preparing annual and quarterly reports for the branch.

*January 1994
to December 1995*

*Food Service Department
Southern University, Baton Rouge, Louisiana 70813
Graduate Assistant/Management Intern*

ACADEMIC AND PROFESSIONAL PROJECT

- *A Study of Out-of-School Suspensions and Expulsions in Louisiana Public Schools: Policy Implications* (Master of Public Administration Research Project 1995)

AWARDS AND HONORS

- People Choice Award for Community Service, 1994
- Alpha Kappa Alpha Sorority, Inc. -Distinguish Service Award, 1993
- Alpha Kappa Alpha Sorority, Inc. -Distinguish Service Award, 1992

ORGANIZATIONS & COMMITTEES

- Louisiana Association Of Collegiate Registrars and Admissions Officers (LACRAO)
- Alpha Kappa Alpha Sorority, Inc.
- Southern University National Alumni Federation
- Blue and Gold Alumni Recruitment, Committee Co-Chairperson
- S.O.S/ Save Our Southern University Campaign
- The Council for Advancement and Support of Education (CASE)

REFERENCES AVAILABLE UPON REQUEST



Office of the Executive Vice President/
Executive Vice Chancellor

J.S. Clark Admin. Bldg.
P.O. Box 9820
Baton Rouge, LA 70813

November 5, 2020

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

Dear Dr. Belton:

I am asking that the university waive the advertising and search process for the position of Associate Vice President for Online and Distance Education/Southern University and A&M College (SU) Director of e-Learning and appoint Atty. Tracy Barley to that position. Atty. Barley is ready to assume the post if approved and will bring a wealth of knowledge and experience that could elevate our online programs for the Southern University System and the Baton Rouge campus.

Atty. Barley was hired in 2018 to serve as director of e-Learning for SU and has worked to build the infrastructure and put into place practices that have improved online registration, learning outcomes and course structure. With more than 17 years of higher education experience in online and distance education, Atty. Barley has worked as an instructional designer of online courses and as a Quality Matters certified Peer Reviewer. She has received several grants to promote affordable learning for student success.

She earned her bachelor's degree in English from Winston Salem State University, juris doctorate from North Carolina Central University School of Law, a Master of Science in instructional technology and is working toward the completion of her Ph.D. in higher education and African American leadership.

I am recommending that Atty. Barley receive a 12-month full-time salary of \$120,000.

Sincerely,

James H. Ammons Jr., Ph.D.
Executive Vice President/
Interim Chancellor Southern University at New Orleans

APPROVED: _____

DATE: 11/5/2020

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

APPROVED: _____

DATE: 11/09/20

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813
 SUS SUBR SULAC SUAREC SUNO SUSLA

RECEIVED

NOV 10 2020

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Assoc.V.P. Online and Distance Education/SU AS DESCRIBED BELOW
 Dir. of e-Learning Office of the Executive Vice President for Academic Affairs and Provost

BE AUTHORIZED AS A VACANCY FOR EVP/EVC, Office of Academic Affairs

- Replacement New Position Unclassified State
 Civil Service Temporary Faculty Grant-in-Aid
 Tenured Probationary (For Faculty this is same as tenure track) System Revenue

VACANCY DESCRIPTION AND JUSTIFICATION

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

This is a dual role position where the incumbent serves as Associate Vice President for Online and Distance Education and as the Director of eLearning for the Southern University and A&M College (SU). The iperson in this dual position reports to the Executive Vice President for the Southern University System and the Senior Associate Vice Chancellor for Academic Affairs at the SU campus and is responsive for providing leadership for online learning systemwide and on the SU campus.

Salary/Range: \$120,000 Previous Incumbent (if replacement): ~~Dr. Monty Dink~~

X Approved Disapproved *[Signature]* 11/5/2020

Department Head Date

X Approved Disapproved *[Signature]* 11/05/2020

Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY

Funds Available
 Yes 1M8910 2M7980 No

[Signature] 11/9/20
 Signature Date

Budget Number 220425-22002-61002-24100
 11005-11172-61002-16000

HUMAN RESOURCES OFFICE ONLY

Existing/Approved Position
 Yes M.U. 22840 No (SUBR)

Employee Class: M.U. Job Class: 11900 (SUS)

[Signature] 11/9/2020
 Verified By: Date:

X Approved Disapproved *[Signature]* 11/5/2020

Vice Chancellor Date

X Approved Disapproved James H. Annino 11/5/2020

Chancellor/Vice President Date

Approved Disapproved *[Signature]* Date

President Date

[Handwritten initials]

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: Effective December 1, 2020, Atty. Tracy Barley will serve as Associate Vice President for Online Learning and Distance Education and the Director of e-Learning at Southern University and A&M College.

College.

EMPLOYEE REGULAR WORK SCHEDULE:

M-F, 8-5

EMPLOYEE DIRECT SUPERVISOR: James H. Ammons, EVP/Bijoy K. Sahoo, Sr. Assoc. VC. for Academic Affairs

SUPERVISOR/DEPARTMENT CONTACT NUMBER

225-771-4095

NUMBER OF EMPLOYEES SUPERVISED, (if any)

0 for SUS/4 for SUBR

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

~~111005-11172-61002-16000~~
 111005-11172-61002-16000
 \$30,000

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

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

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

Position Description

Southern University System Associate Vice President for Online and Distance Education and Southern University and A&M College Director of eLearning

This is a dual role position where the incumbent serves as Associate Vice President for Online and Distance Education and as the Director of eLearning for the Southern University and A&M College Baton Rouge campus (SU). The incumbent in this dual position reports to the Executive Vice President for the Southern University System and the Senior Associate Vice Chancellor for Academic Affairs at the SU campus.

Associate Vice President for Online and Distance Education Duties and Responsibilities

The Associate Vice President for Online and Distance Education is responsible for establishing and maintaining effective standards, systems, and processes to support the Southern University System's mission in online and distance education. This person's primary responsibilities are to coordinate distance learning strategy, policies, and practices for the Southern University System. The incumbent will be an integral part of the System's strategic agenda to increase enrollment over the next ten years.

Strategic Leadership and Innovation

- Evaluate online and distance education needs for system institutions that reflect and forecast current and future industry demands as well as economic development.
- Recommend new and assistive technologies to support the variety of distance learning strategies needed to meet the diverse needs of students and faculty.
- Represent the Southern University System on statewide, regional, and national bodies to advance the mission and increase awareness of the programs,
- Identify instructional and technology directions, initiatives, and trends that impact online and distance education strategic goals.
- Recommend effective and creative uses of academic computing and technology to enhance program offerings, and students learning experiences systemwide.
- Develop a comprehensive strategic plan for online education that aligns with goals, objectives and strategies of the Fulfilling the Promise Strategic Plan and the individual campus strategic plans.

New Program Development:

- Collaborate with eLearning directors, faculty and internal stakeholders, external review authorities and accreditation bodies, to assist in the development of new online degree programs, credentials and certificate programs that are aligned with the strategic goals.
- Develop a streamlined tracking system to monitor the approval and implementation process for new online programs throughout the Southern University System.

- Ensure that all new programs are consistent with the mission, vision, and values of the Southern University System.

Compliance and Accreditation:

- Recommend and develop online and distance education policies that are required for compliance with regulatory bodies
- Collaborate with the campuses' program directors and faculty to coordinate program reviews and other assessment activities.
- Collaborate with the SACSCOC Liaisons and other campus leaders on distance and online education compliance standards and regulations.
- Provide ongoing training and support for campus leaders to implement established best practices for providing distance and online education, including technology integration, and assessments.

Faculty Professional Development:

- Provide continuous high-quality faculty support, development, and training to promote excellence in online teaching and learning.
- Coordinate with campus eLearning directors to create Campus Quality Matters Plans to ensure continuous improvement in the delivery of online and distance education.

Marketing and Recruitment

- Coordinate with system institutions to develop a coordinated marketing strategy to recruit online and distance learners.
- Work closely with the leaders of academic colleges and programs to promote and market existing programs to undergraduate, graduate, and non-traditional learners.

**Director eLearning for Southern University – Baton Rouge
Duties and Responsibilities**

The Director of eLearning for the Southern University Baton Rouge campus is responsible for strategic planning and coordination of the development and delivery of technology enabled learning environments – online, hybrid, and blended. The duties and responsibilities are as follows:

Administration

- Work across the University to build awareness of the uses of technology to improve online and distance education.
- Lead the expansion of courses and programs delivered wholly or partially online.
- Develop campus online and distance education policies required by regulatory bodies.
- Oversees state, regional, and national regulatory environments associated with web and technology enabled learning environments.

- Collaborate with the Division of Academic Affairs and the Office for Academic Compliance to implement and ensure compliance with regulations and standards promulgated by regulatory bodies.
- Develop a strategic enrollment and marketing plan to ensure the strategic goals for online education are met as outlined in the Imagine 20K Strategic Plan.
- Represent the campus on statewide, regional, and national bodies to advance the mission and increase awareness of the programs
- Identify instructional and technology directions, initiatives, and trends that impact online and distance education strategic goals.
- Serve as a Campus QM Coordinator to develop a Campus Quality Matters Plan for quality assurance and continuous improvement in the delivery of online and distance education.
- Makes decisions or recommendations about workflow processes related to online education that impact all facets of campus operations.
- Plans and manages departmental budget.
- Collaborate with the Division of Information Technology regarding instructional delivery systems, course development software, support services for faculty and students, and provides recommendations as appropriate.
- Coordinate activities of the campus Distance Education Advisory Council to address long-term goals of online and distance education on the campus.

Program Development

- Identify market opportunities for new online degrees, credentials, and certificate programs
- Collaborate with deans and department chairs to assist in the proposal development process for new programs aligned with the strategic goals.
- Develop an internal process for developing and tracking new online programs through the approval and onboarding process.
- Ensure that all new programs are consistent with the priorities of the University and mission, vision, and values of the Southern University System.
- Recommend effective and creative uses of academic computing and technology to enhance program offerings, and students learning experiences systemwide.
- Work collaboratively with SUBR Colleges and across the departments to develop policies and procedures for quality assurance, programs evaluation and reporting.
- Coordinate with the Divisions of Finance and Administration, and Academic Affairs to develop budgets and pricing models for new online programs that are consistent with the strategic goals of the university and needs of the departments.

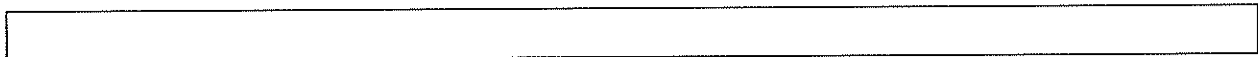
Faculty Recruitment, Retention and Support Services

- Collaborate with the deans and chairs to recruit qualified and credentialed full-time faculty and adjuncts to teach in the Southern University Online degree programs.

- Work with the Division of Finance and Academic Affairs to create dedicated online faculty positions.
- Provide continuous faculty development and training to promote excellence in online teaching and learning.
- Provide support for faculty by streamlining internal processes related to course access, teaching appointments, and compensation.
- Provide ongoing support for faculty and other internal stakeholders to implement best practices for providing distance and online education, including technology integration and effective assessments.
- Recommend technologies to support the variety of distance learning strategies needed to meet the diverse needs of students and faculty.

Student Enrollment Management and Support Services

- Develop a comprehensive enrollment management plan that addresses the strategic goals for online and distance education as outlined in the Imagine 20K Strategic Plan.
- Collaborate with Online Program Coordinators and Department Chairs, to develop annual recruitment strategies designed to increase enrollment in online degree, credentials, and certificate programs.
- Identify and implement academic support services that foster students' academic success, including high level technical support, online tutoring, and access to library services.
- Identify and implement student services that enable a seamless transition to online education, to include academic advisement, registration, transfer credit evaluation, career services, financial aid counseling, and billing and payment.
- Develop advising and retention models that improve retention and graduation rates for online students that align with the strategic goals in the Imagine 20K Strategic Plan.



Tracy Barley
Southern University and A&M College
Tracy_Barley@subr.edu
225-771-2304

Education and Professional Preparation

Winston Salem State University, English, Bachelor of Arts, 1983
North Carolina Central University School of Law, Juris Doctorate, 1993
NC Agricultural & Technical State University, Instructional Technology, M.S., 2013
NC Agricultural & Technical State University, Leadership Studies, PhD, Spring 2021

Summary of Knowledge, Skills and Abilities

- Able to align higher education programs with current and future labor market demands.
- Able to identify technology trends that impact online and distance education.
- Can use decision-science to develop new programs that leverage institutional capacities.
- Can use logic models to evaluate existing programs to develop new programs.
- Can utilize principles of project management to improve operational efficiency.
- Can provide high level faculty support utilizing the Quality Matters standards.
- Can implement comprehensive enrollment management plans for online programs.
- Extensive knowledge of pedagogy best practices for online teaching and learning.
- Extensive knowledge of the state and federal regulatory environment related to distance and online education.

Professional Experience

Director of eLearning

Southern University and A&M College (2019 – Present)

- Lead the expansion of courses and programs delivered wholly online.
- Develop campus online and distance education policies required by regulatory bodies.
- Collaborate with the Division of Academic Affairs and the Office for Academic Compliance to implement and ensure compliance with regulations and standards promulgated by regulatory bodies.
- Develop a strategic enrollment and marketing plan to ensure the strategic goals for online education are met as outlined in the Imagine 20K Strategic Plan.
- Represent the campus on statewide, regional, and national bodies to advance the mission and increase awareness of the programs
- Serve as a Campus QM Coordinator to develop a Campus Quality Matters Plan for quality assurance and continuous improvement in the delivery of online and distance education.
- Manage workflow processes related to online education that impact all facets of campus operations.
- Plan and manage departmental budget.

Distance Education Coordinator

North Carolina Central University (2013 – 2019)

- Conducted in-house peer reviews of online courses for QM compliance.
- Managed the strategic growth of the department's distance education programs, including online, and two site-based programs at local community colleges
- Leveraged financial and academic resources across disciplines and among community college partners to grow the distance education programs.
- Recruited, admitted, and advised students in distance education programs.
- Developed advising and retention models that improved retention and graduation rates for online students
- Built brand recognition for distance education programs through social media and web-based marketing.
- Restructured the department's online program from degree completion to fully online within two years by working with administrators, the chair and faculty to create the vision and meet objectives.
- Coordinated with the Division of Extended Studies to sustain site-based programs by creating academic calendars, creating the curriculum, assessing instructional needs, and reporting on graduation, retention, and enrollment rates.
- Developed strategic plans for the distance education program in conjunction with the strategic growth plans for the department.
- Provided one-on-one training to faculty members in the use of Blackboard, WebEx teleconferencing and other instructional software.
- Maintained records and prepared compliance documents for SACSCOC reports and site visits.

Assistant Professor of Criminal Justice

North Carolina Central University (2013 – 2019)

- Taught two online course each semester based on subject matter expertise.
- Provided guidance and supervision to one distance education graduate assistant.
- Participated in departmental meetings and provided academic support to other faculty members.
- Coordinated and delivered in-house trainings on online teaching best practices to improve faculty self-efficacy to teach online.

Learning Designer and Training Specialist

ABC Solutions (2009 – 2013)

- Recruited employer partners to contract with Vocational Rehabilitation Services to provide employment for disabled individuals.
- Designed and developed instruction and training for individuals with various developmental, emotional, or physical disabilities.

- Provided compliance training to staff and employer partners to remain compliant with local, state, and federal employment and ADA laws.

Program Manager

Operation Breakthrough (2010 – 2011)

- Implemented and managed the *Education and Employment Self Sufficiency Project* funded by a \$750,000.00 grant from the American Recovery and Reinvestment Act.
- Developed and delivered training to staff and participants on legal issues affecting family maintenance, self-sufficiency and support, and employment readiness.
- Created compliance processes to verify credentials of participants and providers and prepared reports for the grant's compliance requirements.
- Developed the agency's privacy and document retention policies as required by state and federal-funding agencies.
- Developed community partnerships for delivery of education and training courses.
- Served as the agency liaison to the North Carolina Department of Health and Human Services for program evaluation and monitoring.
- Evaluated program effectiveness through participant surveys.

Principal, Attorney

Durham NC (1993 – 2011)

- Negotiated and drafted legal documents for parties in civil litigation; made recommendations for alternative dispute resolution and settlement as appropriate.
- Represented defendants in criminal proceedings at various stages and advised of options including pleas for risk management and mitigation.
- Represented juveniles in delinquency proceedings, including education advocacy, and wrap around services. Participated in team meetings and treatment team meetings designed to rehabilitate the juvenile and keep the juvenile in the community when possible.
- Served as appointed counsel in post-conviction capital litigation cases to represented defendants under death sentences; focused on preparing mitigation reports and social history.
- Supervised staff attorneys, paraprofessionals, and interns to achieve office goals and deliver quality services.

Director of Recruitment

North Carolina Central University – School of Law (1994 – 1996)

- Coordinated institutional marketing strategy to recruit students.
- Served on the Admissions Committee to render admissions decisions.
- Participated in faculty and college committee activities.
- Represented the institution at community and campus events during accreditation processes.
- Designed targeted recruitment strategies to meet the vision and goals of the school.

Academic Development Specialist

North Carolina Central University – School of Law (1993 – 1994)

- Taught Legal Writing to first year law students.
- Provided academic support and remediation in Real Property and Contracts to improve retention and Bar passage rates.
- Worked collaboratively with law professors to teach first year students designated substantive concepts in Real Property, Legal Writing, Civil Procedure and Contracts.

Associate Director of Admissions/Transfer Coordinator

Winston Salem State University's 1983 – 1990

- Promoted the university by participating in community, state, and national recruitment events to meet the enrollment goals.
- Developed relationships with businesses, industries and other postsecondary education institutions to create educational partnerships to meet the enrollment goals.
- Negotiated transfer service and articulation agreements with community colleges to increase transfer enrollment in prioritized degree programs.
- Reviewed all applications to determine admissibility and rendered final decisions.
- Developed an alumni recruitment strategy and *Alumni Training Program* to assist and support the university's admissions department.
- Served as the liaison to the athletic department to coordinate student athlete admissions and NCAA compliance.
- Evaluated academic transcripts of all incoming transfer students to determine academic standing.

Professional Presentations, Research and Editorial Work

Amana, C. (1993). Maternal-fetal conflict: A call for humanism and consciousness in a time of crisis. *Columbia Journal of Gender and Law* 3(1) pp. 351 – 373.

Joyner, I. (1999). Criminal Procedure in North Carolina Treatise 2nd and 3rd *Lexis*

- Presentation - Juvenile Justice Delinquency Proceedings: A Primer
- Presentation - Revisiting Child Custody Agreements Under Revised Child Support Guidelines
- Presentation - The Effect of Postsecondary Corrections Education on Recidivism Rates of Gang Involved Females
- Presentation and Paper - African American Students' Perceptions of Teachers' Caring Behaviours and their Effect on Academic Performance
- Paper - Utilizing a Web-Based Job Coach and Task Analyzer Tools for Disabled Adults Receiving Supported Employment Services
- Presentation - Promoting Affordable Learning for Student Success

- Presentation - Digital Inclusion & Equity: A Framework for HBCU Resilience in a Pandemic Environment

Education Certificates and Certifications

- Kagan Cooperative Learning Institute (2018)
- Utilizing Problem-Based Learning for Teaching Critical Thinking in College
- ACUE Certificate in College and University Teaching (2019)
- Certified Quality Matters Peer Reviewer (2015)
- Quality Matters Peer Reviewed Certified Course (2015) – CRJU 4600



"Linking Citizens of Louisiana with Opportunities for Success"

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

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

OFFICE OF THE CHANCELLOR-DEAN

MEMORANDUM

TO: Dr. Ray L. Belton
President-Chancellor

FROM: Orlando F. McMeans, Ph.D. *OLF*
Chancellor-Dean

DATE: November 9, 2020

SUBJECT: Dr. Tyra Davis Brown – Veterinarian and Assistant Professor

Dr. Tyra Davis Brown is being recommended to the Southern University System Board of Supervisors as the new University Veterinarian and Assistant Professor (Animal Sciences) in the Department of Agricultural Sciences at Southern University and A&M College. Dr. Brown will be replacing Dr. Gary Simon who retired in July of 2020 as the University Veterinarian and Professor. The effective date of this appointment, if approved, will be December 1, 2020. The appointment is a nine-month tenure track position at an academic-year salary of \$85,000 plus fringe benefits. All faculty members are encouraged to obtain research funds from external agencies for their summer support, which is paid at the academic year monthly rate. If Dr. Brown receives external funding, additional summer support funds will be paid based on the monthly academic year rate (1/9th of your academic year salary). Summer support will be facilitated through the Southern University Agricultural Research and Extension Center (SUAREC).

The responsibilities associated with this appointment include: veterinary treatment of all university animals (currently 3 animal units on campus), animals on research study, teaching undergraduate courses to support a concentration in pre-veterinary medicine, animal sciences, agriculture business, agriculture economics, and plant and soil sciences; recruiting, advising, and mentoring students; developing curricula including online delivery formats; developing and supervising experiential learning opportunities for students; securing external funding for research and scholarly endeavors in an area of expertise; participating in university service and other professional activities related to the faculty position.

Thank you in advance for your consideration.

Approvals:

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

Tracie Woods, Esq.
Associate Vice President, HR

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	F	9	3	8	2
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CAMPUS: SUS ___ SUBR X SULAC ___ SUAREC ___ SUNO ___ SUSLA ___

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

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

RECEIVED

NOV 04 2020

Office of the Executive Vice President for Academic Affairs and Provost

Previous Employee Gary C. Simon Reason Left Retired
 Date Left June 30, 2020 Salary Paid \$90,511.00

Profile of Person Recommended

Length of Employment December 1, 2020 To ___
 Effective Date December 1, 2020

Name Tyra Davis-Brown SS# xxx-xx-4045 Sex F Race* Black
 (Last 4 digits only)

Position Title: Assistant Professor / Veterinarian Department: Agricultural Sciences

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 17 Southern University Experience 0
 Degree(s): Type/Discipline (BA-Education): BS - Animal Science Institution/Location (SU-Baton Rouge): Southern University A&M College Year: 1999
Doctor of Veterinary Medicine Tuskegee University 2003
Graduate Certificate - Teaching in Healthcare Professions Louisiana State University 2019

Current Employer _____

Personnel Action

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

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

Source of Funds _____

Identify Budget: 211001-22121-61003-21000 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
211001-22121-61003-21000	

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 11-2-2020 Date
 Supervisor _____ Date
[Signature] 10/01/2020 Date
 Vice Chancellor _____ Date
[Signature] 11/4/2020 Date
 Director/Personnel _____ Date
 President _____ Date
[Signature] 11/3/2020 Date
 Dean/Unit Head _____ Date
 _____ Date
 Chancellor _____ Date
 _____ Date
 Vice President/Finance _____ Date
 Business Affairs/Comptroller _____ Date
 _____ Date
 Chairman/S.U. Board _____ Date
 of Supervisors _____ Date

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino _____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 am to 5:00 pm, Monday through Friday
EMPLOYEE DIRECT SUPERVISOR: Dr. Harold Mellieon
SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 771 - 3206
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/Fac/Uncl Positions (Civil Service Application for classified employees)
- _____ Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
- _____ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- _____ Exemptions Survey Form (signed by employee and budget head)
- _____ Proposed Employee Appointment
- _____ Proposed Employee Clearance
- _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

TYRA DAVIS BROWN, D.V.M.

OBJECTIVE | To provide information about my professional background, education, and community involvement to obtain a position as a University Veterinarian and Associate Professor in Animal Science and Pre-Veterinary Studies.

SKILLS & ABILITIES | I have over 17 years of experience in Veterinary Practice. Areas of interest include preventative care, human animal bond, fear free clinical practices, health disparities in veterinary care, health literacy and client education, public health and one health medicine, communication skills and cultural competency. I am highly skilled in creating treatment protocols and medical management of disease. I am passionate about preventative care and reducing the risk of zoonotic disease in the families I serve. I enjoy creating and executing education programs for my clients and patients as well as for local schools and clubs. I have experience as a guest lecturer in Animal and Pre-Veterinary Sciences and have served as a mentor to countless veterinary, pre-veterinary and high school students. I have provided my expertise to the Southern University One Health Institute as a Veterinary Advisor.

EXPERIENCE | **MEDICAL DIRECTOR/PRACTICE OWNER**
HAMMOND ANIMAL HOSPITAL AND PET LODGE
7/2010-PRESENT

Responsibilities include routine patient care and medical management of chronic and acute disease, wellness and preventative care, surgery, radiology, emergency/critical care, euthanasia, and end of life care. Management duties include hiring and training employees, scheduling, and customer care. Other duties include payroll, sales tax preparation, product selection/ordering, and inventory management.

STAFF VETERINARIAN
HAMMOND ANIMAL HOSPITAL AND PET LODGE
11/2003-7/2010

Responsibilities included routine patient care, well visits, surgery, internal medicine, radiology, and emergency care.

CLINICAL LAB ASSISTANT
TUSKEGEE UNIVERSITY CVMNAH -CLINICAL PATHOLOGY/PARASITOLOGY
9/2002- 4/2003

Served as a Lab Assistant in the Clinical Pathology and Parasitology. Assisted Clinicians with receiving and sorting lab samples. Prepared samples for various lab test including CBC/Chemistry, Urinalysis, Heartworm Testing, and Fecal Evaluation. Duties included running chemistry panels and heartworm testing on in-house diagnostic equipment and reporting results to clinicians in the Teaching Hospital. Other duties included assisting foreign graduates with skills training to complete requirements for United States Licensing.

RESEARCHER
TUSKEGEE UNIVERSITY CVMNAH -DEPARTMENT OF MOLECULAR BIOLOGY
5/2002-8/2002

Studied the effects of Mercury on the male reproductive system. Injected laboratory rats with mercury, harvested testicles and extracted DNA to assess damage. Was able to work with PCR and a colony of cloned testicular tissue related to the study.

CLINICAL VETERINARY ASSISTANT
TUSKEGEE UNIVERSITY CVMNAH -LARGE ANIMAL CLINIC
1/2001-1/5/2002

Served as a Veterinary Assistant in the Department of Large Animal Clinical Sciences. Assisted Clinicians with ambulatory care, herd health, internal medicine, and surgery. Duties included blood collection, vaccinations, surgical preparation and assistance, fluid administration, wound care, patient monitoring, and medicine administration for hospitalized patients.

RESEARCHER
USDA/ARS-STARS
6/1999-8/1999

Responsibilities included collecting blood samples from cattle for DNA research, preparing and distributing molasses slurry to research cattle, collecting, and analyzing grass samples and monitoring grazing times of cattle.

RESEARCHER
UNIVERSITY OF MISSOURI COLLEGE OF AGRICULTURE
6/1997-8/1997

Responsibilities included collecting blood samples from research cattle, studying the effects of tall fescue grass on horses, and evaluating the effects of fescue toxins in laboratory rats. The tall fescue research was published.

EDUCATION | LOUISIANA STATE UNIVERSITY, BATON ROUGE, LOUISIANA
GRADUATE CERTIFICATE- TEACHING IN HEALTHCARE PROFESSIONS -2019

TUSKEGEE UNIVERSITY, TUSKEGEE, ALABAMA
DOCTOR OF VETERINARY MEDICINE-2003

SCAVMA Board of Delegates (2 years), Omega Tau Sigma Officer, AAEP Student Member, Large Animal Veterinary Club, Christian Veterinary Fellowship, Class Officer, Large Animal Hospital Student Worker, Clinical/Gross Pathology Student Worker, Food Safety Electives

SOUTHERN UNIVERSITY, BATON ROUGE, LA
BACHELOR OF SCIENCE DEGREE IN ANIMAL SCIENCE-1999

Honors College, Honors Society, Pre-Vet Club Officer, Delta Sigma Theta Sorority 2nd Vice President, Concert Band, Community Tutor

MEMBERSHIPS AND ORGANIZATIONS | Membership includes, Baton Rouge Sigma Chapter of Delta Sigma Theta Sorority Incorporated, Omega Tau Sigma Fraternity, Louisiana Veterinary Medical Association, American Veterinary Medical Association, Baton Rouge Area Veterinary Medical Association, Florida Parishes Veterinary Medical Association, National Association for Black Veterinarians (NABV), Black D.V.M. Network, WVLDI (affiliated) Integrative Veterinary Medical Association (affiliated)

LEADERSHIP | 2009 AVMA/LVMA Emerging Leader
2019-2020 NABV Vice-President

REFERENCES |

KRISTEN ANTOINE-MORSE, PH.D.

[REDACTED]

SASHA BLACK-PERRY, D.V.M.

[REDACTED]

ANNIE DANIEL, PH.D.

[REDACTED]

JONAS VANDERBILT, M.ED.

[REDACTED]

Job Description

University Veterinarian and Assistant/Associate Professor

The position is a 9-month, academic year, tenure-track appointment as the University Veterinarian & Assistant/Associate Professor of Animal Science. University Veterinarian's role is integral to supporting the mission of the Animal Science program as well as other programs that utilize animals for research. The successful candidate will be engaged in teaching undergraduate courses emphasizing care and management of livestock with duties for developing and maintaining the biomedical laboratory animal medicine program. The duties of the successful applicant will include veterinary treatment of all university animals (currently 3 animal units on campus), animals on research study, student advisement, strong commitment to recruitment/retention (off-campus/on-campus), engage in scholarly research/publications, conservation/sharing of resources, extension activities, grant proposal development, securing external funding, curriculum assessment, and perform related duties as assigned.

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	1	0	3
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

TYPE OF APPOINTMENT:

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

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

Profile of Person Recommended

Length of Employment June 30, 2014 To Current
Effective Date of Employment Nov. 1, 2020

Name Anthony Jackson SS# xxx-xx-7847 Sex M Race* B
(Last 4 digits only)

Position Title: Associate Vice Chancellor -- Student Affairs Department: Division of Student Affairs

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

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

Years Experience 17 Southern University Experience 6

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

Current Employer _____

Personnel Action

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

Annual Salary \$90,000 Salary Budgeted _____ Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly X Monthly _____ Faculty

Source of Funds: 216080-27052-29000 Identify Budget: _____ Location: Division of Student Affairs

Change of:
Position: Assistant Vice Chancellor From Associate Vice Chancellor for Student Affairs To
Status: _____
Salary Adjustment: _____ 90,000

Financial Aid signature (if, applicable):

Source of Funds (Current)	Amount

List total funds currently paid this employee by Southern University:
*See Reverse Side
Comments: (Use back of form)

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

<u>J. Carl White</u> Supervisor <u>J. Carl White</u> Vice Chancellor	<u>11-9-20</u> Date <u>11-9-20</u> Date	Dean/Unit Head _____ Date _____
Director/Personnel _____ Date _____	Vice President/Finance _____ Date _____	Business Affairs/Comptroller _____
President _____ Date _____	Chairman/S.U. Board of Supervisors _____ Date _____	

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: M-F, 8-5

EMPLOYEE DIRECT SUPERVISOR: F. Carl Walton

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-2505

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form-Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
- Reference Check Form (reference check performed by hiring supervisor)
- Authority to Release (signed by employee) (submitted to HR with Verification of Fingerprints form signed by State Police)
- Criminal/Background Check Process (forms completed by employee/ submitted to State Police)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment Form (completed by hiring supervisor)
- Proposed Employee Clearance Form (completed by hiring supervisor)
- Letter of Justification for Restricted/ Job Appointment/Detail/CS Rule 6.5g appointments
- Citizenship/Visa Status Verified, I-20/I-94 provided, if applicable



ASSOCIATE VICE-CHANCELLOR FOR STUDENT AFFAIRS

SUMMARY

Southern University and Agricultural & Mechanical College is a comprehensive institution and America's oldest and only historically Black University system of schools offering academic programs at Baton Rouge, Shreveport, and New Orleans. For 138 years Southern has educated, nurtured and empowered citizens of the world focused on global change, leadership and service. The Division of Student Affairs seeks an Associate Vice-Chancellor for Student Affairs and Dean of Students who is able to establish a framework for student success and student leadership in support of the University's student success, retention and graduation goals.

Reporting to the Vice-Chancellor for Student Affairs, the Associate Vice-Chancellor for Student Affairs works collaboratively with academic deans and other university leaders. The Associate Vice-Chancellor for Student Affairs serve as a chief associates for the Vice Chancellor and represents the Vice Chancellor at functions and activities, as needed.

The Associate Vice-Chancellor for Student Affairs oversees Dining Services, Student Leadership & Community Engagement, Student Media, Student Conduct, Smith Brown Memorial Student Union, Intramural Center, and Supervise departmental budgets and salary review within the division by reviewing, allocating, and authorizing expenditures. With direct oversight over all aspects of the Smith Brown Memorial Student Union and Supervise departmental budgets, the Associate Vice-Chancellor for Student Affairs provides the necessary leadership, vision and direction to enhance a student-centered and learning-focused environment for all Southern University students. The Associate Vice-Chancellor for Student Affairs serves on a variety of University committees and task forces, and serves as the lead representative on the Homecoming and Bayou Classic events and programs. The Associate Vice-Chancellor for Student Affairs will serve as a highly engaged and visible advocate for all Southern students: embracing Southern's rich traditions, while providing leadership and guidance to promote the University's initiatives to instill a culture of wellness and self-care.

The ideal candidate will be a committed and experienced student affairs professional who has thrived in complex, highly demanding, fast-paced environments of excellence - where expectations for performance and productivity are high. The Associate Vice-Chancellor for Student Affairs will bring a deep familiarity with trends and challenges in the field of student affairs, a record of successful leadership and consensus-building, and an ability to build sustaining and effective relationships with diverse constituencies - including student organizations, faculty, staff and university leadership.

ESSENTIAL FUNCTIONS

- Manages department leaders, holding them accountable for results of individual and shared goals, coordination and collaboration within Student Services and with community stakeholders
- Coordinate training and education for the University staff and faculty communities and external units to ensure proper understanding of and connection to resources provided by the Division of Student Affairs & Enrollment Management.
- Develop students as global leaders and support student organization or University activities and special events through attendance and/or participation.
- Plan, design, develop and deliver student programs and services that reflect the goals of the University, including the development of New Student Orientation and Parent & Family Programs.
- Provide leadership for ensuring quality in all aspects of the University's non-academic student experience with a clear focus on successful student outcomes.
- Recommend, develop and implement policies, procedures and practices that foster and promote student success; recommend department and operational structures, personnel, and resources to ensure a student-centered environment at all levels.
- Prepare appropriate reports; analyze and evaluate data, outcomes and metrics to be used in strategic decision making.
- Carry out a lead role in planning and executing strategic initiatives related to student well-being, conduct, and crisis, student transitions, and academic support and success. The Associate Vice-Chancellor for Student Affairs will set priorities for related offices and manage specific projects.
- Assist in the coordination of the student services response to major crises and other unusual events impacting students in the College community.
- Ensure financial sustainability. In collaboration with the Vice Chancellor for Student Affairs the division's financial liaison, develop the annual budget, setting appropriate targets for revenue and expenses.
- Engages in ongoing benchmarking of best practices to ensure strong evidence-based services and programs
- Maintains confidentiality, as appropriate according to law or policy, of information acquired in the work of the College

THE SUCCESSFUL CANDIDATE

The successful candidate will be a strong, outgoing, persuasive, charismatic, and articulate leader known for fair-mindedness, consistency, resourcefulness and creativity in developing and presenting sound and well thought out ideas. He or she will be able to function and lead effectively in a climate of continuing change. Excellent interpersonal, verbal and written communication skills are central to this position, particularly in the areas of giving vision and direction to staff and working effectively with students and parents. The successful candidate will also have demonstrated knowledge of, and experience working with student conduct, emergency response and crisis management, and student health services. He or she will have strong collaborative skills, and be an effective manager, an excellent evaluator of staff performance, a resourceful and insightful mentor, and a strategic decision-maker.

The incumbent must have demonstrated substantial, successful experience developing, promoting, and managing student-centered programs, preferably on a residential campus; skill

and accomplishment in the areas of collaborative work with internal and external constituencies, conflict resolution, strategic planning, and sensitivity to issues concerning equal opportunity, advocacy, and student success; have a demonstrated track record of leadership, management, and resource development.

The successful candidate should possess a minimum of ten years of increasing responsibility, with at least five being at the leadership level. A Masters in Education, College Student Personnel, Counseling or related field or in a traditional academic discipline is required; a doctorate is preferred.

RELEVANT FUNCTIONS

1. Ensure compliance with SACSOC and CAS Standards.
2. Serves on University Committees.
3. Assists staff in special project assignments.
4. Travel with students to off campus events.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

1. Knowledge and experience working in HBCU communities.
2. Knowledge of student affairs, student leadership development and student success programs.
3. Working knowledge of National Panhellenic Council and groups.
4. Working knowledge of higher education and diverse student populations.
5. Direct and prior involvement in staff supervision, event planning, and program development.

REQUIRED EDUCATION

1. Master's Degree in student affairs, educational research, or a related field required.

REQUIRED EXPERIENCE

1. Minimum five (5) years of related professional post-masters experience.
2. Direct experience in designing and implementing large scale programs.
3. Understanding of assessment strategies.
4. Must have a valid Louisiana driver's license or ability to obtain within 30 days of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands and arms to reach, and operate the computer and other office equipment; stoop kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

ANTHONY T. JACKSON

Curriculum Vitae
July 2019

EDUCATION

ABD, Educational Leadership & Research: Higher Education Administration (expected 2020)
Louisiana State University | Baton Rouge, Louisiana

M.A., Teaching-Psychology, 2011
Grambling State University | Grambling, Louisiana

B.S., Marketing, 2004
Louisiana Tech University | Ruston, Louisiana

ADDITIONAL STUDIES

2005-2006, Industrial and Organization Psychology | Louisiana Tech University | 36 Credits
2015, Excellence in the "Number Two" Role | NASPA AVP Institute

PROFESSIONAL EXPERIENCES

Southern University and A&M College. Baton Rouge, Louisiana

Southern University and A&M College is a comprehensive institution offering four-year, graduate, professional, and doctorate degree programs, fully accredited by the Southern Association of Colleges and Schools (SACS). The University today is part of the only historically black Land Grant university system in the United States. Southern University and A&M College serves approximately 5,500 students with a rich heritage of producing highly qualified undergraduate and graduate students in thirty-four undergraduate programs and twenty-two graduate programs.

Assistant Vice Chancellor for Student Affairs June 2014 - present
Assistant Vice Chancellor for Student Affairs/Executive Director of Admissions and Recruitment October 2014 – June 30, 2015

Senior Level Administrator reporting to the Vice Chancellor for Student Affairs and Enrollment Management.

Primary Responsibilities

- Acting Vice Chancellor of Student Affairs, 2017
- Serve as Bayou Classic committee member
- Manages department leaders, holding them accountable for results of individual and shared goals, coordination and collaboration within Student Services and with community stakeholders
- Coordinate training and education for the University staff and faculty communities and external units to ensure proper understanding of and connection to resources provided by the Division of Student Affairs & Enrollment Management.
- Develop students as global leaders and support student organization or University activities and special events through attendance and/or participation.

- Plan, design, develop and deliver student programs and services that reflect the goals of the University, including the development of New Student Orientation and Parent & Family Programs.
- Provide leadership for ensuring quality in all aspects of the University's non-academic student experience with a clear focus on successful student outcomes.
- Recommend, develop and implement policies, procedures and practices that foster and promote student success; recommend department and operational structures, personnel, and resources to ensure a student-centered environment at all levels.
- Prepare appropriate reports; analyze and evaluate data, outcomes and metrics to be used in strategic decision making.
- Serve in the On-Call Duty Rotation.
- Assist in the coordination of the student services response to major crises and other unusual events impacting students in the College community.
- Ensure financial sustainability. In collaboration with the Vice Chancellor for Student Affairs and Enrollment Management the division's financial liaison, develop the annual budget, setting appropriate targets for revenue and expenses
- Advise campus activities, student organizations, and Student Government Association to promote and support development, policy interpretation, event management, diversity and inclusion
- Engages in ongoing benchmarking of best practices to ensure strong evidence-based services and programs
- Maintains confidentiality, as appropriate according to law or policy, of information acquired in the work of the College

Selected Highlights & Accomplishments

- Developed and implemented the "20 for 20 Project" for on-campus improvement
- Remodeled the women's gym and created the University Event Center: \$100,000 project budget
- Implemented new enterprises for student programs
- Assisted in chartering a women's organization, *My Sister's Keeper*
- Renovated the Student Union Bowling Alley: \$500,000 project budget
- Introduced new meal options and services for campus dining
- Increased first time Freshmen enrollment by 22%
- Directed the implementation of a new action plan and software for the Department of Admissions as it relates to recruiting and retention
- Revised Admissions and Recruiting Handbook
- Served as liaison with the Microphone Check Live advance team to coordinate logistics, manage volunteers and VIP accommodations

Selected Academic Affairs Collaborations

- Developed relationships with academic areas external to Student Affairs in an effort to develop a bridge to foster student recruitment
- Served as a member on the Annual Strategic Planning, Budget & Assessment committee
- Assisted with the implementation and execution of summer programs

Selected Advancement/Development Collaborations

- Served as committee contact for cross-collegiate MLK Unity Reception with Southern University, Louisiana State University, and Baton Rouge Community College
- Built online facilities usage form for inner-campus use
- Collaborate with Campus Operations for strategic utilization of city building and green space
- Created a student-run University community food pantry

Selected Intercollegiate Athletics Collaborations

- Presented to Department of Athletics on the topic of consent, zero tolerance, and Title IX

Xavier University of Louisiana. New Orleans, Louisiana

Xavier University of Louisiana, founded by Saint Katharine Drexel and the Sisters of the Blessed Sacrament, is Catholic and historically Black. The ultimate purpose of the University is to contribute to the promotion of a more just and humane society by preparing its students to assume roles of leadership and service in a global society. This preparation takes place in a diverse learning and teaching environment that incorporates all relevant educational means, including research and community service. Xavier University serves approximately 3,231 students.

Director, St. Michael Hall

October 2011 - June 2014

Entry-level position reporting to the Director of Residential Life and Housing. This position is responsible for programming, judicial, and administrative coordination.

Responsibilities and Accomplishments

- Lead a staff of Resident Assistants in developing community and responding to the needs of approximately 200 residents
- Conducted weekly staff meetings with the RA staff
- Scheduled and supervise RA duty
- Conducted monthly health and safety inspections with students and staff; follow up and report as necessary
- Participated in the recruitment, selection and training of RA staff
- Evaluated the performance of each staff member at least once a semester
- Rotated on-call duty with other Resident Directors including weekends, vacation periods and holidays
- Responded in emergency situations
- Attended weekly Residential Life meetings
- Coordinated monthly programming within hall
- Decreased incidents of misconduct in the residential hall
- Implemented new programming structure for the hall

Grambling State University. Grambling Louisiana

Grambling State University opened on November 1, 1901 as the Colored Industrial and Agricultural School. It was founded by the North Louisiana Colored Agriculture Relief Association, organized in 1896 by a group of African-American farmers who wanted to organize and operate a school for African Americans in their region of the state. In 1974, the addition of graduate programs in early childhood and elementary education gave the school a new status and a new name – Grambling State University. Several new academic

programs were incorporated and new facilities were added to the 384-acre campus, including a business and computer science building, school of nursing, student services building, stadium, stadium support facility and an intramural sports center. Student population of approximately 4,863.

Director of Residential Life and Housing

July 2008 - October 2011

The Director of Housing and Residential Education at Grambling State University provides day to day leadership and direction the team while ensuring a high quality, holistic and educational experience for the 2,300 students residing in Grambling's residence halls.

Responsibilities and Accomplishments

- Managed daily operations of eighteen on-campus residential halls
- Developed the publication of all policies and procedures for the Residential Life Student Handbook, Resident Assistant Handbook, and Area Coordinator Handbook
- Redesigned the Residential Life program model
- Provided strong management of community development within the residence halls
- Offered strategic facility and occupancy management
- Updated the laundering services by negotiating new contracts with vendors
- Developed and implemented the campus-wide Orientation program
- Managed a partnership with the Community Standards that intentionally supports the institutional and divisional mission
- Managed budget of over 10 million dollars
- Opened six residence hall buildings that housed over 1,200 students

Assistant Director of Residential Life and Housing

July 2007 - July 2008

The position reported to the Director of Residential Life. The role of the Assistant Director of Residential Life is to enhance the living-learning experience by providing a holistic approach to working with staff and residents.

Responsibilities and Accomplishments

- Assisted with all areas of residential and student staff oversight.
- Managed oversight of an on-campus residential area
- Directly supervised Hall Directors
- Worked with on-call crisis response development
- Provided a sense of community and an environment for personal growth
- Fostered leadership for new residential programs and initiatives within the department
- Responsible for the education and daily management of all housing staff and over 2,400 on-campus students
- Implementation of a wide array of programming ranging in topics of diversity, alcohol and drug awareness, values, ethics, Greek-life, staff team-building and conflict resolution for the campus population
- Implemented new university housing structure moving from 18 house parents to 6 Area Coordinators.
- Opened six residential buildings housing 1,200 students.

Louisiana Tech University. Ruston, Louisiana

Louisiana Tech University was founded in 1894, a four-year selective admissions research university awarding bachelors, masters, and doctoral degrees. A comprehensive public

university, Louisiana Tech is committed to quality in teaching, research, creative activity, public service, and economic development. Louisiana Tech maintains as its highest priority the education and development of its students in a challenging, yet safe and supportive, community of learners. Louisiana Tech provides a technology-rich, interdisciplinary teaching, learning, and research environment to ensure student and faculty success. Louisiana Tech University serves approximately 12,873 students from 47 states and US territories and 64 foreign countries.

Coordinator of Student Development

September 2005 - July 2007

The Coordinator of Student Development is a generalist position that provides the opportunity to work on a variety of initiatives.

Responsibilities and Accomplishments

- Administrative coordination of a residence hall and apartment communities, housing 2,500 residents
- Comprehensive implementation of a learning, community-based program
- Served as university hearing officer for the Judicial Review Board
- Provided on-call coverage for after-hours needs
- Responsible for developing and maintaining faculty and staff partnerships
- Work collaboratively with the university's Living and Learning Community Initiative, Retention and Freshman Year Experience.
- Supervised the provision of over 700 programs to approximately 3,200 students throughout the academic year.
- Served on the campus programming committee – a group designed to create and implement fall programs and activities through collaborative methods.
- Trained Judicial Review Board – a student board, which served as a disciplinary unit for the Department of Residential Life in relation to sanction policies, professionalism, procedures, etc.

Admissions Counselor/Recruiter

September 2004 - September 2005

Entry-level position reporting to the Director of Admissions. A recruiter is responsible for contacting students by territory, visiting schools, and informing prospective students about the university programs, culture, mission, and life on campus. The Admissions Counselor/Recruiter assures that enrollment goals are met regarding applications, acceptances, and enrolled students.

Responsibilities and Accomplishments

- Served as advisor to new and enrolled students with regards to course selection and degree requirements for over 800 Basic and Career students
- Increased enrollment for the out-of-state territories
- Maintained contact with potential students and applicants through calling, emails, and postal mail congruent with the Admissions Communications Plan
- Recruited and engage students via college fairs, high school visits, and events/programming in local and regional areas
- Participated in individual discussions and conducted presentations according to Admissions policies

- Conducted campus tours
- Provided overall perspective for potential student recruits

Graduate Assistant

September 2003 - September 2004

Mid-level student position reporting to the Coordinator of Student Development. The Graduate Assistant is responsible for all residential life program coordination and staff meetings. The Graduate Assistant works closely with the Hall Directors to provide leadership to the residence halls.

Responsibilities and Accomplishments

- Responsible for promoting a student-centered campus community environment that supports the personal, social and academic development of all students.
- Provided orientation, training, supervision, and regular evaluations for Hall Directors
- Ordered supplies as needed
- Assisted the Director of Housing in planning for Resident Assistant training and in-service

-

Residential Hall Director

February 2002 - September 2003

The Hall Director position reporting to the Coordinator of Student Development is essential to residential life and housing. Hall Directors provide leadership to the residential operations in a way that maintains positive, multicultural, and learning-centered communities.

Responsibilities and Accomplishments

- Issued student assignments and manage and process room change requests and appeals.
- Mediated roommate conflict
- Coordinated duty schedules for each quarter
- Promoted student involvement in residence hall activities and co-curricular campus life

Senior Resident Assistant

October 2001 - February 2002

Senior Resident Assistant reports to the Hall Director. They are Responsible for implementation of student programs and residential hall sporting programs.

Responsibilities and Accomplishments

- Supervised activities relating to marketing and community development.
- Created program planning sheets for the Department of Residential Life
- Followed Student Affairs emergency protocols and procedures to respond to crisis and emergency situations
- Served as a student member of the Judicial Review Board

Resident Assistant

January 2000 - October 2001

Resident Assistants work and report to the Hall Director. Student staff that work and live in the residence halls and apartments on campus. They are responsible for fostering student development within the residential community.

Responsibilities and Accomplishments

- Created successful residential life programs
- Worked directly with facilities staff to resolve and address maintenance issues or concerns
- Conducted occupancy checks
- Assisted Senior RAs with direct supervision of residents

UNIVERSITY TEACHING EXPERIENCE

Undergraduate Courses

- FRMN110 Freshman Seminar, Southern University and A&M College (August 2016)
- FRMN110 Freshman Seminar, Southern University and A&M College (January 2017)
- EDU222 Educational Leadership, Grambling State University (July 2007-October 2011)
- COUN201 Student Personnel Services, Louisiana Tech University (September 2003-July 2007)

PROFESSIONAL SERVICE

- Southern Association of Colleges and Schools Commission of Colleges (SACSCOC)
- Reaffirmation Steering Committee, Southern University and A&M College
- Strategic Priority Group Committee, Southern University and A&M College
- Graduation Committee, Southern University and A&M College
- University Budget Committee, Southern University and A&M College
- Founder's Days Committee, Southern University and A&M College
- Homecoming Committee:
Southern University and A&M College; Grambling State University;
Xavier University of Louisiana
- Recruitment Committee, Southern University and A&M College
- Emergency Preparedness Steering Committee, Southern University and A&M College
- Facilities Usage Committee, Southern University and A&M College
- Yuletide Committee, Southern University and A&M College
- Compensation Planning Committee, Southern University and A&M College
- Bayou Classic Committee, Southern University and A&M College
- University Website Design Committee, Southern University and A&M College
- Campus Dining Committee, Southern University and A&M College
- 20 for 20 Steering Committee, Southern University and A&M College
- Grievance Committee, Southern University and A&M College
- University National Signing Day Committee, Southern University and A&M College
- Interview Committee, Southern University and A&M College:
Director of Communication; Admission Recruiter; Assistant Director for Admissions; Director of Student Success; Director of Student Union; Director of Human Resources; Associate Vice Chancellor for Enrollment Management
- Laundry RFP Committee, Southern University and A&M College
- Campus Life Task Force Committee, Southern University and A&M College

- University Housing Programming Committee, Xavier University of Louisiana
- Peer Dean Interview Committee, Xavier University of Louisiana
- Residents Assistant Training Committee, Xavier University of Louisiana
- Boys to Men Mentoring Committee, Xavier University of Louisiana
- Southern Association of Colleges and Schools Accreditation Committee/Student Life:
Grambling State University; Louisiana Tech University
- Residents Assistant Training Committee, Grambling State University
- Energizing Resident Assistants Training Committee, Grambling State University
- Behavior Standards/Judicial Affairs Committee:
Grambling State University; Louisiana Tech University
- Emergency Preparedness Steering Committee:
Grambling State University; Southern University and A&M College
- University Finance Committee:
Grambling State University; Southern University and A&M College
- Founders Day Committee, Grambling State University
- Greek Life Planning Committee, Louisiana Tech University
- Orientation Committee, Louisiana Tech University
- Southern Association of Colleges and Schools Accreditation/Student Life, Louisiana Tech University
- Martin Luther King Jr. Ecumenical Committee, Louisiana Tech University
- Multicultural Affairs Committee, Louisiana Tech University
- Recruitment and Retention Committee, Louisiana Tech University

PROFESSIONAL PRESENTATIONS, WORKSHOPS, LECTURES, & KEYNOTES

- Jackson, Anthony (2019). *Careers in Student Affairs*. Panelist. National Association of College & University Residence Halls (NACURH 2019). Baton Rouge, Louisiana
- Jackson, Anthony (2015 -19). *Student Affairs Overview*. Presenter. Jaguar 365 Orientation. Baton Rouge, Louisiana
- Jackson, Anthony (2017). *How to be Men in the World Today*. Keynote Speaker. New Zion Baptist Church Laymen's Day. New Orleans, Louisiana
- Jackson, Anthony (2016). *This is My Life!* Career Day Speaker. Baton Rouge, Louisiana
- Jackson, Anthony (2008). Keynote Speaker. Alpha Phi Alpha Fraternity Inc. Epsilon Delta Lambda Founders Day Banquet. Monroe, Louisiana.

PROFESSIONAL CONSULTATIONS

Resident Assistant Consultant. Grambling State University. Grambling, Louisiana (2008)

COMMUNITY AND PROFESSIONAL ENGAGEMENT

- Member, National Association of Student Personnel Administrators
- Member, National Association of Student Affairs Professionals
- Member, Louisiana Association of Housing Officers:
Past President, 2010-2011;
Past President, 2009-2010;

- Past President Elect, 2008-2009
- Member, Louisiana Association of College & University Student Personnel Administrators:
President Elect, 2010-2011;
Four-Year (Public) Institution Representative, 2009-2010
- Member, Association of College and University Housing Officers International:
Volunteer Coordinator Chair for 2011 Conference
- Member, National Association for College Admissions Counseling, 2014-2017
- Board Member, CB Pennington YMCA, 2016-2018
- Board Member, Advantage/ Willow Charter Academy School, 2016-Current
- Life Member, Alpha Phi Alpha Fraternity Inc., 2001-Current
- Member, Louisiana Baptist Laymen, 2012-Current
- Past Member, Ruston Jaycees, 2005-2011
- Assistant Scout Master, Boy Scouts of America, 2014-Current
- Assistant Den Leader, Boy Scouts of America, 2014-2018

SELECTED AWARDS & HONORS

- Southern University, Student Government Association Appreciation Award, 2019
- Southern University, Student Government Association Presidents Appreciation Award, 2018
- Southern University, Leadership Development, 2018
- Southern University, Student Government Association Appreciation Award, 2018
- Southern University, Student Government Association Appreciation Award, 2015
- Southern University, Student Government Association Appreciation Award, 2016
- Association of College and University Housing Officers International, Co-Chair for Conference Logistics, 2011
- United African American Men Inc., Leadership Award 2010
- Louisiana Tech University, Society of Distinguished Black Women Participation Award, 2007
- Alpha Phi Alpha Fraternity Inc., Louisiana District Conference Chair Award, 2007
- LACUSPA Board Member Certificate of Appreciation Award 2006
- Ruston Jaycees, Jaycee of the Quarter Award, 2007
- City of Grambling, Grambling Summer Youth League Appreciation Award 2006
- Ruston Jaycees, Jaycee of the Quarter Award, 2006
- Ruston Jaycees, Tonie Cox Memorial Award, 2005
- Alpha Phi Alpha Fraternity Inc., Espirit De Fraternite Brotherhood Award, 2004
- Louisiana Association of College and University Student Affairs Professionals,
- Alpha Phi Alpha Fraternity Inc., Neophyte of the Year Award, 2001

SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Interim Vice Chancellor for Student Affairs and Enrollment Management
Assistant Vice Chancellor for Student Success

J. S. Clark Administration Building, Third Floor
Baton Rouge, LA 70813
Phone: (225) 771-2360

September 28, 2020

Bijoy K. Sahoo, Ph.D.
Interim Executive Vice Chancellor
Southern University System
3rd Floor, J.S. Clark Administration Bldg. Room 301
Baton Rouge, Louisiana 70813

Re: Request for Waiver on Position Vacancy Announcement- Dean The University College

Dear Dr. Sahoo:


I respectfully submit this letter to request authorization to waive the vacancy announcement for the position of Dean of the University College because we have a highly qualified leader, Dr. Zackeus Johnson, on campus who can fill the post immediately.

Dr. Johnson has devoted his time to Southern University within the Division of Student Affairs as a Graduate Assistant for the Office of the Dean of Students and Student Life while pursuing his Master's Degree in Educational Leadership. Additionally, he has dedicated his time to the Division of Student Success. Dr. Johnson was hired as an Academic Advisor for the College of Nursing and Allied Health and the College of Agriculture, Family and Consumer Sciences. Under Dr. Johnson's leadership, 75% of his first cohort of students were accepted into Southern University's Nursing program. While Advising within the Center for Undergraduate Student Experience, Dr. Johnson served as a co-manager for New Student Orientation and First Year Experience Programs. He assumed leadership positions within leadership development programs and focused on developing student leaders to be globally competitive, post-graduation. Also, Dr. Johnson served as Co-Lead for Academic Advising services. In this role, he was able to provide leadership and progressive direction of the Academic Advising unit with innovative program development/staff development and supervision; fiscal management and increased staff morale.

For the past two years, Dr. Johnson has managed the Freshman Academy and Emerging Jaguar access programs. Under his leadership he has (a) increased the passage rate of Developmental Courses and fall to fall retention, (b) increased student academic and social engagement, (c) implemented an effective Peer Mentoring Program, (d) implemented an improvement plan for at risk students and (e) implemented Franklin Covey 7 Habits of Highly Effective College students to shift the mindset of incoming first year students and to increase their institutional commitment. Dr. Johnson also developed integrated platforms, both face to face and virtually, with a focus on student success by creating cohesive student learning outcomes that aligned with the Strategic Plan and Quality Enhancement Plan.

Dr. Johnson is an outstanding academician who is consistently organized and humble. He has displayed growth, professional maturity, self-motivation and a seriousness of purpose. He is motivated and always eager to collaborate. The need to advertise for the position of Dean for The University College is not necessary as Dr. Johnson can best serve in this capacity. The accompanying resume should serve to give you an idea, not only of his past achievements, but of his potential for making a significant contribution to the success of all undergraduate students. Should you have additional questions or concerns, please contact me at Jacqueline_prestly@subr.edu.

Sincerely,


Jacqueline Prestly, Ed.D.

Vice Chancellor for Enrollment Management and Student Success
Associate Vice Chancellor for Student Success

Approved:  10/1/2020

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

Approved: _____

Bijoy K. Sahoo, Ph.D., Interim Executive Vice Chancellor

Approved: 

Benjamin Pugh, Vice Chancellor for Finance and Administration

Approved: _____

Huey Lawson, Director, Title III Programs

10/06/2020

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Dean, University College AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Title III
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

Please see attached document

Salary/Range: \$85,000-90,000 Previous Incumbent (if replacement): _____

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>Jaqueline P. Preastly</u>	<u>09/16/2020</u>
		Department Head	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>Jaqueline P. Preastly</u>	<u>09/16/2020</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 checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>Jaqueline P. Preastly</u>	<u>10-1-2020</u>
		Vice Chancellor	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>[Signature]</u>	<u>10/1</u>
		Chancellor/Vice President	Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>[Signature]</u>	
		President	Date

An Equal Opportunity Employer

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

Previous Employee ___ Reason Left ___
 Date Left ___ Salary Paid ___

Profile of Person Recommended

Length of Employment 5 years To Present
 Effective Date Oct 1, 2020

Name Zackeus D. Johnson SS# xxx-xx-6873 Sex M Race* Black
 (Last 4 digits only)

Position Title: Dean, University College Department: University College- Title III

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

--	--	--

X New Position Expiration Date: N/A

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

Years Experience 5 YEARS Southern University Experience 5 YEARS

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BS- Agriculture Business Management</u>	<u>Alcorn State University</u>	<u>4</u>
	<u>M.Ed.- Education</u>	<u>Southern University and A&M College</u>	<u>1.5</u>
	<u>Ph.D. - Education Leadership/Research (Higher Education)</u>	<u>Louisiana State University</u>	<u>4</u>

Current Employer _____

Personnel Action

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

Recommended Salary 80,000 Salary Budgeted 85,000

Source of Funds Title III

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

Change of:
 Position Executive Director, University College Dean, University College
 Status Full Time Full Time
 Salary Adjustment 75,000 80,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
<u>Title III</u>	<u>\$75,000</u>

*See Reverse Side

Graduate School signature (if, applicable):

Jaqueline Prestly
 Supervisor Jaqueline P. Prestly 10-1-2020 Date
 Vice Chancellor [Signature] 10/1/20 Date
 Director/Personnel [Signature] Date
 President [Signature] Date

Jaqueline Prestly Jaqueline P. Prestly 10-1-2020 Date
 Dean/Unit Head [Signature] 10/1/20 Date
 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 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: 8AM-5PM
EMPLOYEE DIRECT SUPERVISOR: Jacqueline Preastly
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-2300
NUMBER OF EMPLOYEES SUPERVISED, (if any) 25

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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



ZACKEUS D. JOHNSON

EDUCATION

PhD, Educational Leadership and Research

August 2020

Specialization: Higher Education

Louisiana State University, Baton Rouge, LA

Doctoral Candidate: Dissertation Defense, June 8, 2020

- Dissertation: "Access Granted: The Journey of Conditionally Admitted First Generation Student at an HBCU"
Committee: Jennifer Curry (Chair), Petra Robinson (Co-Chair), Ashley Clayton, Mark Schafer, and Keri Tobin

MEd, Educational Leadership K12

December 2016

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

- Capstone Project: From Failing to Excelling: Esperanza Model School Pre K-5

BS, Agriculture Business Management

May 2015

Alcorn State University, Lorman MS, Cum Laude

ACADEMIC APPOINTMENTS

Adjunct Professor, Higher Education

2016-2017

College of Humanities and Interdisciplinary Studies

Freshman Seminar I and Freshman Seminar II

PROFESSIONAL EXPERIENCE

Executive Director, First and Second Year Experience

2018-Present

Academic Affairs, Southern University and A&M College

Responsible for managing and overseeing an Access Program and directing the efforts of retaining first year students, increasing passage rates in development courses and transitioning students to their academic college. This efforts was in conjunction with student development units including Career Services; Student Life and Leadership Engagement, Center for Student Success, Admissions and Recruitment, Financial Aid and Division of Student Affairs.

Interim Lead, Center for Undergraduate Student Achievement (CUSA)

2017-2018

Academic Affairs, Southern University and A&M College

Facilitated communication and serves as liaison between Academic Vice Provost and Academic College Deans to facilitate strategic alignment of Academic Advising goals with University mission and foster discussion of policies to ensure success. Integrated departmental goals to align with the University's strategic plan, identifies quarterly objectives from baseline data, and evaluates employee tasks to ensure time and efforts align with performance outcomes. Managed Title III Activity, tracks strategic initiatives by monitoring progression towards goal advancement, compiling quarterly reports to demonstrate goal advancement through meeting benchmarks. Facilitated development and implementation of a comprehensive, data driven retention plan to significantly aid in the increase of retention rates. Provided leadership and management of the Unit with innovative program development; staff development and supervision; fiscal management; and partnership building with campus and external constituents. Developed integrated process for planning and analysis with a focus on student success, the expansion of student learning outcomes, and the advancement of teaching and learning. Trained Faculty/Staff on Banner 8-INB.

Academic Advisor, Higher Education

2016-2017

Southern University and A&M College

Served as an ambassador for student needs, utilized case management approach to make referrals to external departments when necessary. Fostered student intellectual stimulation for self-development, career planning and critical thinking skill enhancement. Coached and mentored at risk students for academic success, including academic or degree planning. Collaborated with First Year Experience(FYE) Coordinator to develop effective college success teaching strategies. Utilized Banner INB to input student schedules. Maintained effective communication with newly enrolled and current students utilizing various modes of technology. Analyze and resolve student issues associated with program requirements, course scheduling and degree matriculation. Completed monthly tracking reports. Facilitated class discussion on university policy, useful resources and university history. Discussed self-awareness, self-development and cultural competence with students during visits and within the classroom setting.

Graduate Assistant

2015-2016

Division of Student Affairs and Enrollment Management,
Southern University and A&M College

ACCOMPLISHMENTS

- Active member of the Quality Enhancement Plan (QEP) Development Team that assisted Academic Affairs to identify key issues with first year classroom engagement, retention and institutional belongingness.
- Create a systematic, theory based, comprehensive First Year Experience mentoring program ultimately leading to 1% increase in introductory level courses higher than the University average.
- Improved attendance to academic advising meetings by 5% in one year, through restructuring First Year Experience programs for Case Management.
- Created logo and social media to enhance marketing and branding of events and programs
- Develop strategic and measurable academic and nonacademic unit goals and objectives for FYE's Emerging Jags Access Program, tracked, monitored, and completed reports to measure progression metrics toward project completion.
- Implement student transition protocols to foster interdepartmental collaboration and a seamless student transition.
- Train 65% of Academic College Faculty Advisors on Banner INB to successfully navigate and advise students.
- Facilitate strategic change for Academic Advising and Early Alert technology system integration.

TEACHING EXPERIENCE

Undergraduate Courses, Southern University and A&M College

FRMN 110: Freshman Seminar Part I

FRMN 111: Freshman Seminar Part II

RESEARCH INTEREST

Interests

College access; college advising; college student retention and success; college persistence; first-generation college students; low-income students; high school to college transition; high impact practices; historically black colleges and universities; underserved student populations; LGBTQ+ first generation college students.

1

INVITED GUEST

Guest Speaker Southern University and A&M College-Time Management 101, Baton Rouge, LA	2019
Panelist Exposure 225 for 7 th and 8 th Grade Students- A Leadership Experience	2019
Guest Speaker Mississippi Southwest Youth Conference-Access to College and Universities	2018
Guest Speaker Amite County High School Class of 2016 Commencement, Liberty, MS	2016

CONFERENCE PRESENTATIONS

Johnson, Z.D. (March 2019). The Pursuit of Persisters: The Impact of a Successful First-Year Experience Program for First Generation College Students at an HBCU in Louisiana. Paper presented at the Annual Curriculum Camp, Baton Rouge, LA.	
Johnson, Z. D., Soares, F. (2020, March). Filling the missing pieces: Pursuit of persisters. Paper presented at the 2020 Louisiana Education Research Association, Lafayette, LA.	
Soares, F., Johnson, Z. D., (2020, March). A case study for counseling Centers' Perceptions of Black Student's Mental Health. Paper presented at the 2020 Louisiana Education Research Association, Lafayette, LA.	

INSTITUTIONAL SERVICE

Quality Enhancement Plan Committee Member Southern University and A&M College	2019-Present
SACSCOC Committee Member Southern Association of Colleges and Schools Commission on Colleges Southern University and A&M College	2019-Present
Faculty Advisor The Collegiate 100 (C100) of Southern University and A&M College Southern University and A&M College	2017-Present
Faculty/Founder Peer Mentor Champions Program Southern University and A&M College	2017

COMMUNITY SERVICE AND ENGAGEMENT

Member, 100 Black Men of Metro Baton Rouge	2017- Present
College Mentor Baton Rouge Youth Coalition, Baton Rouge, LA	2017-2018
Alpha Phi Alpha Fraternity, Inc Theta Iota Lambda Chapter	2014-Present

LEADERSHIP

President Student Government Association, Alcorn State University	2014-2015
Treasurer Delta Kappa Chapter of Alpha Phi Alpha Fraternity, Inc	2014
Junior Class President Student Government Association, Alcorn State University	2013-2014
President Student Ambassadors for Admissions and Recruitment, Alcorn State University	2012-2013

CERTIFICATES & TRAINING

Independent Applying the QM Rubric (APPQMR) Fifth Edition Certificate
Banner 9 Training
Navigate Management System

PROFESSIONAL AFFILIATIONS

Higher Education Leadership Foundation (H.E.L.F) Iota Cohort	2019
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Dr. Rodney A. Ellis
Chancellor
10/12/2020

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

RE: Letter of Faculty Appointment for Dr. Terry Kidd

Dear Dr. Belton,

In accordance with the SUSLA Faculty Handbook and system policies, that stipulates all academic affairs officers receive faculty appointments in the area in which they are credentialed, this letter comes as a request to appointment Dr. Terry T. Kidd, Vice Chancellor of Academic Affairs and Workforce Development, to the position of Professor of Computer Information Systems with a joint appointment in Education (tenure track). This letter was not included in the initial hiring paperwork that was approved at the December 2019 Board meeting. This appointment comes with the understanding that tenure at the rank of Full Professor must be earned accordance with institutional and system policy. The effective start date for Dr. Kidd's appointment is retroactive for January 6, 2020, the effective hire date.

Dr. Kidd has worked with STEM workforce development, secured over \$7 million in external funding, published 15 peer reviewed papers in tier one academic journals, authored/co-authored nine books and 20 book chapters and encyclopedic papers related to technology management, informatics, online learning, adult learning, instructional technology, and information security. Further, he has presented at national and international conferences in the areas of e-learning, technology adoption, and STEM education. Dr. Kidd holds a bachelor and master's degree in Information Systems Technology from University of Houston, a master's of education, a PhD in Education from the Texas A&M University, post graduate education from the University of Pennsylvania, post graduate education in technology project management/information systems security, and is a candidate for the master's degree of Technology and Innovation from the Harvard University. Accompanying this request is an offer of an annual faculty salary of \$0.00.

I have included Dr. Kidd's CV for your review. Thank you for consideration and support on my appointment for the position of Professor, tenure track.

Respectfully,

Dr. Rodney Ellis, Chancellor

____ Approved

____ Not Approved

Dr. Ray L. Belton
President, Southern University System

Date:

3050 MARTIN LUTHER KING, JR. DRIVE, * SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9312 * FAX (318) 670-6374
TOLL FREE: 1-800-458-1472, EXT 6312
WWW.SUSLA.EDU

"Southern University at Shreveport does not discriminate on the basis of race, color, age, national origin, gender, disability or any other protected class in its programs and activities". The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator: Dr. Tuesday Mahoney, College Success Ctr. (318) 670-9201. Section 504 Coordinator: Jerushka Ellis, Behavioral Science, (318) 670-9367



OFFICE OF THE VICE CHANCELLOR OF ACADEMIC AFFAIRS AND WORKFORCE DEVELOPMENT

10/12/2020

Dr. Rodney Ellis, Chancellor
Southern University at Shreveport
3050 Martin L. King, Jr. Drive
Shreveport, LA 71107

RE: Letter of Faculty Appointment for Academic Officers

Dear Dr. Ellis,

In accordance with the SUSLA Faculty Handbook and system policies, that stipulates all academic affairs officers receive faculty appointments in the area in which they are credentialed, this letter comes as a request to appointment me, Dr. Terry T. Kidd, Vice Chancellor of Academic Affairs and Workforce Development, to the position of Professor of Computer Information Systems with a joint appointment in Education (tenure track). This letter was not included in the initial hiring paperwork that was approved at the December 2019 Board meeting. This appointment comes with the understanding that tenure at the rank of Full Professor must be earned accordance with institutional and system policy. The effective start date for this appointment is retroactive for January 6, 2020, the effective hire date. I possess 20 years of teaching and leadership experience in public and higher education specifically in organizational change, MIS/IT strategy, data analytics, research, workforce development, E-Instruction and professional learning. My appointment to Vice Chancellor of Academic Affairs and Workforce Development qualifies me for this appointment.

Through my work with STEM workforce development, I have secured over \$7 million in external funding, published 15 peer reviewed papers in tier one academic journals, authored/co-authored nine books and 20 book chapters and encyclopedic papers related to technology management, informatics, online learning, adult learning, instructional technology, and information security. Further, I have presented at national and international conferences in the areas of e-learning, technology adoption, and STEM education. I hold a bachelor and master's degree in Information Systems Technology from University of Houston, a master's of education, a PhD in Education from the Texas A&M University, post graduate education from the University of Pennsylvania, post graduate education in technology project management/information systems security, and is a candidate for the master's degree of Technology and Innovation from the Harvard University. Accompanying this request is an offer of an annual faculty salary of \$0.00.

Thank you for consideration and support on my appointment for the position of Professor, tenure track.

Respectfully,

Dr. Terry Kidd, Vice Chancellor for Academic Affairs and Workforce Development

X Approved

Not Approved

Dr. Rodney Ellis
Chancellor, SUSLA

Terry T. Kidd, Ph.D.

Vice Chancellor of Academic Affairs & Workforce Development
Southern University at Shreveport
3050 Dr. Martin Luther King, Jr. Shreveport, Louisiana 71101
Email: tkidd@susla.edu | Phone: (318) 670-9315

ACADEMIC POSITIONS

Administrative Appointments

Vice Chancellor of Academic Affairs, Southern University at Shreveport (2020-present)
Dean, Division of Extended Learning, Houston Community College (2015 - 2020)
Associate Dean, Workforce Development, Houston Community College (2013-2015)
Coordinator, Curriculum Design and Assessment, Houston Community College (2010-2013)

Faculty Teaching Experience

Faculty (tenure track), Computer Information Systems, Southern University at Shreveport (2020-present) Joint Appointment in Urban Education emphasis in STEM
Computer Information Systems, Houston Community College (2010 - 2020)
Management Information Systems, University of Houston-Downtown (2005 - 2016)
Information Systems Technology, University of Houston Main Campus (2000-2004)

Previous Professional Experience

Technology Project Supervisor & Curriculum Training Specialist, Houston ISD (2008 - 2010)
Director, Office of Instructional Development, University of Texas Health Science Center, School of Public Health (2007 - 2008)
College Web & Technology Support, University of Houston-Downtown (2005 - 2007)
Coordinator, Campus Programs, Sam Houston High School Houston ISD (2002-2004)

EDUCATION

- Ed.M.** Harvard Graduate School of Education - Harvard University, *Technology and Innovation* (2020-2022).
Certificate University of Pennsylvania- (2017). *Culturally Responsive Leadership in Higher Education* - Center for the Study of Race & Equity in Education
- Ph.D.** Texas A&M University (2011). *Dissertation: Experience, adoption, and information technology: Exploring the phenomenological experiences of faculty involved in online teaching at one school of public health. Fields of Study: Social Science Research Methods, Digital Humanities, Curriculum*
- M.Ed.** University of Houston, *Instructional Technology* (2003).
- M.S.** University of Houston (2002). *Project Thesis: Establishing a decision support information system for executive decision making: Implications for training and development in the oil and gas industry. Fields of Study: Information Systems Technology*
- B.S.** University of Houston (2001). *Information Systems Technology Minor in History.*

Certifications Certified Program Planner (2019) LERN
Program Evaluation, (2017) Kirkpatrick Training Institute
Change Management, (2016) Prosci
Conflict Mediation & Dispute Resolution, (2015) Texas Mediator Credentialing Association
Workforce Development, (2015), National Assoc. of Workforce Dev. Professionals
Group Facilitation/CFG Coach (2015) School Reform Initiative
Faculty Development, (2013) LERN Network
DACUM Curriculum Certified, (2013) Ohio State University

LEADERSHIP DEVELOPMENT

- Leadership Houston Fellow Class XXXVII (2018)
- American Council on Education - Spectrum Leadership Development Institute (2017)

RESEARCH AND TEACHING INTERESTS

The role of technology in wide scale organizational change efforts	E-Instruction (online, mobile, distance)
Developing human capital and organizational capacity through technology mediated processes	Social science research methods & data analytics
Attitudinal and behavioral responses to technology innovation	Socio-psychological and cultural aspects of technology adoption and end user support
	Organizational development & change
	Program Evaluation

BOOKS AND EDITED VOLUMES

1. Kidd, T. T. & Bryant, M. (Eds.). (In press). *iTeach: Educators Guide to Teaching with Social Media and Mobile Technology*. Charlotte, NC: Information Age Publishing.
2. Kidd, T. T. & Morris, L. (Eds.). (2017). *Encyclopedia of Instructional Systems and Educational Technology*. Hershey PA: Information Science Reference.
3. Kidd, T. T. & Chen, L. (Eds.). (2011). *Ubiquitous learning: Strategies for pedagogy, course design, and technology*. Charlotte, NC: Information Age Publishing.
4. Song, H. & Kidd, T. T. (Eds.). (2010). *Handbook of research on human performance & instructional technology*. Hershey PA: Information Science Reference.
5. Kidd, T. T. & Keengwe, J. (Eds.). (2009). *Adult learning in the digital age: Perspectives on online technologies and outcomes*. Hershey, PA: IGI Global.
6. Kidd, T. T. (Ed.). (2009). *Online education and adult learning: New frontiers for teaching practice*. Hershey, PA: IGI Global.
7. Kidd, T. T. & Chen, L. L. (Eds.). (2009). *Wired for learning: An educator's guide to web 2.0*. Charlotte, NC: Information Age Publishing.
8. Kidd, T. T. (Ed.). (2009). *Handbook of research on technology planning, management, and operations*. Hershey, PA: Information Science Reference.
9. Kidd, T. T. and Chen, L. L. (Eds.). (2008). *Social information technology: connecting society and cultural issues*. Hershey PA: Information Science Reference.
10. Kidd, T. T. and Song, H. (Eds.). (2007). *Handbook of Research on Instructional Systems & Technology*. Hershey PA: Information Science Reference.

PEER-REVIEWED JOURNAL ARTICLES

1. Martín, A. & Kidd, T. T. (in press). Exploratory study of factors that lead to enterprise system implementation in small businesses. *Journal of End User Computing*.
2. Kidd, T. T. (in press). COVID-19: An exploration of corrections education faculty perceptions toward preparedness for online instruction and accessibility. *Journal of Corrections Education*.
3. Kidd, T. T. & Madsen, J. (in press). iFear: Using psychoanalytic theory to explore psychological constructs of fear that emerge in online teaching spaces. *International Journal of Virtual Communities and Social Networking*.
4. Kidd, T.T. (in press). Psychological, technological, and organizational perspectives of online teaching: A review of the literature. *Journal of Distance Education*.
5. Kidd, T. T., Davis, T. J., Larke, P., J. (2016). Experience, adoption, and information technology: Exploring the phenomenological experience of faculty involvement in online teaching. *International Journal of E-Learning*. 15(1), 71-99.
6. Kidd, T. T. & Carpenter, B.S., II (2014). Rethinking educational spaces: a review of literature on urban youth and social media. *Journal of Educational Multimedia and Hypermedia*. 23(2), 189-208.
7. Kidd, T. T., Ashe, C., & Carroll, N. (2013). A journey through the wilderness: An autoethnographic study of the ERP systems implementation process as created by IT project managers and team members. *International Journal of Information Technology Project Management*. 4(4), 1-34.
8. Keengwe, J., & Kidd, T. T. (2010). Towards best practices in online learning in higher education. *Journal of Online Learning and Teaching*. 6(2), 533-541.
9. Kidd, T. T., & Keengwe, J. (2010). Technology integration and urban schools: Implications for instructional practices. *International Journal of Information and Communication Technology Education*. 6(3), 51-6
10. Keengwe, J., Kidd, T. T., & Kyel-Blankson, L. (2009). Faculty and technology: Implications for faculty training and technology leadership. *Journal of Science Education and Technology*. 18(1), 23-28.
11. Kidd, T. T. (2009). The dragon in the schools backyard: A review of literature examining the influences of technology use in urban schools. *International Journal of Information and Communication Technology Education*. 5(17), 88-102.
12. Kidd, T. T. (2009). Butterfly under a pin: Exploring the voices and stories untold of faculty who adopt ICTs for teaching and learning practices. *Education and Information Technology*. 15 (3), 155-170.
13. Owen, E., Song, H., & Kidd, T. T. (2009). (Re)thinking technology disparities and instructional practices in urban schools. *National Journal of Urban Education and Practice*. 2 (3). 165- 177.
14. Owen, E., Song, H., & Kidd, T. T. (2007). Re-examining the sociocultural factors affecting technology use in mathematic classroom practices. *International Journal of Web-Based Learning and Teaching Technologies*. 2 (4).
15. Owen, E., Song, H., & Kidd, T. T. (2006). Socio-economic disparity and technology use in urban schools. *ACET Journal of Computer Education & Research*. 4(1), 1-5.

16. Song, H., & Kidd, T. T. (2005). Students' perceptions regarding quality of online courses. *Academic Exchange Quarterly*, 9(4), 49-54.
17. Kidd, T. T. (2005). Exploring the instructional quality of online and web based courses in undergraduate education. *International Journal of Instructional Technology & Distance Learning*, 2(11).

RESEARCH ARTICLES IN EDITED VOLUMES

1. Kidd, T. T. (2017). The Rhetoric of Fear: Voices and Stories Told of Faculty Who Engage in Online Teaching. In Kidd, T. T. and Morris, L. (Eds.), *Handbook of Instructional Systems and Educational Technology*. Hershey, PA: Information Science Reference.
2. Kidd, T. T., & Hodges, J. (2017). Social Media, Mobile Technology, and New Learning Opportunities: Implications for Social Justice and Educational Spaces in Schools. In Kidd, T. T. and Morris, L. (Eds.), *Handbook of Instructional Systems and Educational Technology*. Hershey, PA: Information Science Reference.
3. Kidd, T. T., & Roberts, J. (2017). Millennials, Digital Natives, and the Emergence of New Educational Spaces. In Kidd, T. T. and Morris, L. (Eds.), *Handbook of Instructional Systems and Educational Technology*. Hershey, PA: Information Science Reference.
4. Davis, T. J. & Kidd, T. (2014). Technology and African American girls. In Webb-Hasan, G., Young, J., & Larke, P. (Eds.), *Cultivating achievement, respect, and empowerment (care) for African American girls in prek-12 settings: Implications for access, equity and achievement*. Charlotte, NC: Information Age Publishing.
5. Kidd, T. T. (2013). Using the unified theory of acceptance and use of technology (UTAUT) and Dewey's theory of experience to interpret faculty experience of e-learning at one school of public health. In Khan, B. and Ally, M. (Eds.), *International Handbook of B-Learning*: Athabasca University Press, Canada.
6. Kidd, T. T. (2009). A brief history of e-learning? In Kidd, T. T. and Keengwe, J. (Eds.), *Adult learning in the digital age: perspectives on online technology and outcomes*. Hershey, PA: Information Science Reference.
7. Kidd, T. T., & Keengwe, J. (2009). Information literacy in the digital age: Implications for the adult learner? In Kidd, T. T. (Ed.), *Online education and adult learning: New frontiers for teaching practices*. Hershey, PA: Information Science Reference.
8. Kidd, T. T. (2009). My experience tells the story: Exploring technology adoption from a qualitative perspective: A Pilot Study. In Song, H. & Kidd, T. T. (Eds.), *Handbook of research on instructional technology and human performance, second edition*. Hershey, PA: Information Science Reference.
9. Chen, L., & Kidd, T. T. (2009). Wired for learning with web 2.0: Trends, issues, and challenges? In Song, H. & Kidd, T. T. (Eds.), *Handbook of research on instructional technology and human performance, second edition*. Hershey, PA: Information Science Reference.
10. Kang, T. P., Chen, J. V., Kidd, T. T. (2009). The trend of web 1.0, web 2.0, web 3.0, and beyond. In Kidd, T. T. & Chen, I. (Eds.), *Wired for learning: An educators guide to web2.0*. Charlotte, NC: Information Age Publishing.

11. Owens, E., Song, H., & Kidd, T. T. (2008). Technology integration practices within a socioeconomic context: implications for educational disparities and teacher preparation. In Karacapilidis, Nikos (Ed.), *Solutions and innovations in web-based technologies for augmented learning: improved platforms, tools and applications*. *Advances in Web- Based Learning Book Series*. Hershey, PA: IGI Global.
12. Kidd, T. T. (2008). The use of technology in urban populations: Issues, trends, and discussions for schools. In Tomei, Lawrence (Ed.), *Encyclopedia of information technology curriculum integration*. Hershey, PA: IGI Global.
13. Kidd, T. T. (2008). Investing in multimedia agents for elearning solutions. In Pagani, Margherita (Ed.), *Encyclopedia of multimedia technology and networking, second edition*. Hershey, PA: Information Science Reference.
14. Kidd, T. T. (2008). Using sound technology to enhance the learning process in eLearning. In Pagani, Margherita (Ed.), *Encyclopedia of multimedia technology and networking, second edition*. Hershey, PA: Information Science Reference.
15. Kidd, T. T., & Song, H. (2008). Effective integration of multimedia in online learning environment. In Antonio Cartelli (Ed.), *Encyclopedia of information communication and technology*. Hershey, PA: Information Science Reference.
16. Kidd, T. T. (2008). The wireless revolution: Taking schools to the next level. In Cartelli, Antonio (Ed.), *Encyclopedia of information communication and technology*. Hershey, PA: Information Science Reference.
17. Kidd, T. T. & Hiltbrand, R. K. (2007). Intrusion detection and information security audits. In Quigley, (Ed.), *Encyclopedia of Information Ethics and Security*, p. 411-417. Hershey, PA: Information Science Publishing.
18. Chen, I. L., & Kidd, T. T. (2007). The digital divide. In Quigley, Marian (Ed.), *Encyclopedia of Information Ethics and Security*. Hershey, PA: Information Science Publishing.
19. Kidd, T. T., & Song, H. (2007). A case study of the adult learner's perception of instructional quality in web based online courses: Reactions, remarks, and discussion. In Inoue, Yukiko (Ed.) *Online education for lifelong learning*. Hershey, PA: Information Science Publishing.

KEYNOTES ADDRESSES & MAJOR PRESENTATIONS (selected)

- Kidd, T. T., Jackson, D., & Kile, J. (2019). *Defining career pathways*. League for Innovation in Community Colleges 2019. New York, New York.
- Kidd, T. T., & Jackson, D. (2018). *Education pathways and career development: Implications for curriculum development and student advising*. National Association of Workforce Education 2019. Tampa, Florida.
- Hill, J., & Kidd, T. T. (2018). *The role of industry partnership in workforce program and curriculum development: A model for apprenticeship*. National Association of Workforce Education 2019. Tampa, Florida.
- Kidd, T.T. (2018). *Workforce sector development as a mean of curriculum innovation and economic Sustainability*. Innovation in Teaching and Learning Conference. UT School of Public Health. Houston, Texas.

- Kidd, T.T. (2017). Cognitive and social psychology as a mean to advance theoretical and application based inquiry: An equity model. *Innovations in Science Lecture Series*. University of Texas Health Science Center 2017, Houston, Texas.
- Norwood-Todd., & Kidd, T.T. (2016). Soaring with the Eagles: Using academic coaching to improve student success course performance. *Lilly Conference on Evidence Based Teaching and Learning 2016*. Austin, TX.
- Kidd, T. T. & Davis, T. J. (2012). A Framework to analyze faculty involvement in online teaching using UTAUT and Dewey's theory of experience. *In Proceedings of Society for Information Technology In Education 2012*. Norfolk, VA: AACE.
- Kidd, T. T. & Larke, P. J. (2012). Rhetoric of Fear: Exploring the psychological response of faculty involved online teaching through models of technology adoption. *In Proceedings of Society for Information Technology in Education 2012*. Norfolk, VA: AACE.
- Kidd, T. T. & Carpenter, B.S., II. (2012). Engaging youth with social media in the context of play: Implications for further study. *In Proceedings of Society for Information Technology in Education 2012*. Norfolk, VA: AACE.
- Kidd, T., Davis, T., and Larke, P. (2011). Exploring lived experiences of public health faculty who develop and teach online courses. *In Proceedings of the 7th International Congress of Qualitative Inquiry 2011*. University of Illinois at Urbana-Champaign.
- Song, H., and Kidd, T. T. (2006). Effective integration of multimedia in online learning environment. *In Proceedings of World Conference on Educational Multimedia, Hypermedia & Telecommunications 2006*. Norfolk, VA: AACE.
- Kidd, T. (2005). Analysis of the return on investment for e-learning and multimedia in adult learning and training in the business and industry environment. *In Proceedings of World Conference on E-Learning in Corporate, Government, Healthcare, and Higher Education 2005* (pp. 1666-1670). Norfolk, VA: AACE.
- Kidd, T. T. and Song, H. (2005). The use of sound technology to enhance learning in instructional software development. *In Proceedings of World Conference on E-Learning in Corporate, Government, Healthcare, and Higher Education 2005*. Norfolk, VA: AACE.
- Kidd, T. T. & Song, H. (2005). The motivating factors that lead teachers to the success adoption and implementation of computer and multimedia technology? *In Proceedings of World Conference on E-Learning in Corporate, Government, Healthcare, and Higher Education 2005* (pp. 1671-1674). Norfolk, VA: AACE.
- Song, H. & Kidd, T. (2005). Findings of aspects affecting students' perceptions regarding instructional of online courses: An Empirical Study. *In Proceedings of World Conference on E-Learning in Corporate, Government, Healthcare, and Higher Education 2005* (pp. 2402-2407). Norfolk, VA: AACE.

AWARDS, HONORS, AND FELLOWSHIPS

Tom Ahlers System Building Award – National Association of Workforce Development Professionals (2018)
Inducted into International Honor Society for Professions in Technology – Epsilon Pi Tau (2018)
William C. Hines Distinguished Service Award – Alpha Sigma Lambda (2017)
Top 50 Black Professional and Entrepreneurs of Texas (2017)
Outstanding Alumni Award – Texas A&M University (2016)
Houston Business Journal 40 Under 40 (2016)
Phi Kappa Phi: International Honorary Society (2004)
Omicron Delta Kappa: National Leadership Honorary Society (2002)

BOARDS AND ORGANIZATIONAL LEADERSHIP

Member, National Council of Workforce Education (2018 to present).
Conference & Program Planning Committee
Member, Board of Directors, National Council of Continuing Education and Training (2018 to present)
Member, Board of Directors, Alpha Sigma Lambda (2017 to present).
Board Member, Workforce & Continuing Education Negotiating Rules Making Committee - Texas Higher Education Coordinating Board, Appointed by Gov. Greg Abbott (2017-18)

OTHER PROFESSIONAL SERVICE (selected)

Guest Editor International Journal of Information Technology Project Management: Special Issue on the Socio-psychological & Cultural Aspects of Information Technology Project Management (2011-2012)
Technique Program Committee Member International Conference on Education Technology and Management (ETAM2012) November 18-20, 2012 Wuhan, China (2012)
Program Chair Qualitative Inquiry and the Online III 7th International Congress of Qualitative Inquiry 2011. University of Illinois at Urbana-Champaign. (2011)
Program Committee Member 1st International Workshop on Culturally-Aware Tutoring Systems (CATS2008) Emmanuel G. Blanchard, Danielle Allard (Eds), June 2008, Montréal, Québec, Canada. 2008-2009
Assistant Editor, International Journal of Interdisciplinary Research in Social Sciences (2005-2006)
Editorial Board Member/Manuscript Reviewer: *International Journal of Information Systems & Social Change, International Journal of Online Pedagogy & Course Design, International Journal of Socio-technology & Knowledge Development, International Journal of Digital Literacy and Digital Competence International Journal of Mobile and Blended Learning, International Journal of Information Technology Project Management, International Journal of E-Services and Mobile Applications, Journal of Organizational and End User Computing, Information Science Publishing*
Manuscript Reviewer: *Computers in Schools, Education and Information Technology, Urban Education, Association of Information Systems*

GRANTS & FUNDED PROJECTS (Totaling \$7,553,582)

Department of Labor, *Integrated Education and Training Initiative* (2018-2019), \$498,500

Department of Transportation, *Commercial Motor Vehicle Safety Training Initiative* (2018-2019), \$120,000

Department of Labor, *American Apprenticeship Grant Initiative* (2015-2020) \$4.6 million

Texas Workforce Commission, *Advanced Technical Workforce Development: Capacity Building for Information Technology and Health Services* (2017-2018) \$300,250

Texas Workforce Commission, *Career Development and Exploration: Vocational Rehabilitation Summer Camp for Students with Disabilities* (2018) \$31,789

Texas Workforce Commission, *Apprenticeship Training Grant* (2018-2019) \$312,199

Texas Workforce Commission, *Workforce Capacity Building: National Dislocated Worker Disaster Grant Project Tx-32 Disaster-2017 Hurricane Harvey* (2017-2019) \$279,288

Texas Workforce Commission, *Advanced Technical Workforce Development: Capacity Building for Industrial Technology and Energy* (2017-2018) \$381,547

Texas Higher Education Coordinating Board & Texas Workforce Commission, *College for Hero* (2016-2017) \$400,000

Texas Workforce Commission, *Occupational Skill Development: Capacity Building for Veteran Health Care Services Operations* (2015-2016) \$500,000

Department of Energy, *Fueling Diversity of Alternative Fuels Project* (2015-2016) \$150,000

SPECIAL PROJECTS (selected)

Project Lead: Workforce Credit and Continuing Education Program Development. Created and implemented 20 new continuing education certificates programs, 4 workforce credit degree programs and 2 new apprenticeship programs in high growth high demand industry clusters (Construction, Nonprofit Management, Information Technology, Industrial Technology and Energy, Material Science, Logistics and Business 2011-present)

Project Lead: Online Teacher Certification Program Development: Currently serves as project manager and lead for the development of an online teacher certification program. Target certification areas include EC-6, 4-8, Secondary, Bilingual, Special Education, and Reading (2018-present).

Project Lead: Program Accreditation, International Association of Continuing Education and Training, School of Continuing Education (2017-present), Commission on English Language Accreditation, English Language Training/English as a Second Language Discipline (2017-2018), Project Management Institute, Project Management Program (2017-2018)

State Appointed Committee Member: Workforce & Continuing Education Negotiating Rules Making Committee - Texas Higher Education Coordinating Board Governor Appointed Purpose: House Bill 2994 for workforce continuing education programs for public colleges and universities in Texas. (2017-2018)

Project Lead: Advanced College Credit: Prior Learning Assessment: In consultation with the Office of Student Success and Completion and CAEL (Council of Adult Experiential Learning) re-engineered the strategic planning, documentation, and system wide processes for the prior learning assessment (2016-2018)

Project Lead: Accreditation and Re-Affirmation, Corrections Education with Corrections Education Association (2016-2017) and Apprenticeship Programs, Department of Labor (2016-2017), Engineering Technology ABET Reaffirmation (2012-2014)

Chair, Online Learning- Curriculum Council: Created the policy and process for development 100% online degrees at Houston Community College (2016-2017)

Project Lead: Organizational restructuring of continuing education district (college) wide. Led and managed the organizational restructuring and re-engineering of continuing education educational and operational services at Houston Community College (2016-2017)

Project Lead: College Credit for Heroes Veterans Grant Collaborated with Interim Director of Veteran Affairs, Director of Continuing Education to write the College Credit for Heroes Veterans Grant (2016). Grant award \$400,000 to create a one stop shop model of instructional services for Veteran students as well as an accelerated completion model of CE certificates.

Project Lead: Program Accreditation (13 self-studies): Business programs, collaborating with the Accreditation Council for Business Schools and Programs (ACSBP), the Engineering and Computer Science Technology programs, the Accreditation Board for Engineering and Technology (ABET), and Digital Communication, Gaming, Film Making, and Lifestyle and Design with the National Accreditation of Schools of Arts and Design (2011-2013)

Chair, Institutional Effectiveness & Accreditation: Instructional Assessment, SACS Committee: Created the district wide process and practice for instructional program review, program learning assessments, and student learning outcomes evaluation (2011-2014)

Project Lead: Education Pathway and Degree Articulation with 4 Year Institutions including Texas A&M University (Engineering), Texas A&M University at Galveston (Maritime Administration), University of Houston (Logistics and Supply Chain Technology, Computer Information Systems, and Organizational Leadership Studies), Texas Southern University (Maritime Security), University of Texas at Tyler (Bachelor of Applied Arts and Sciences), University of Houston Downtown (Bachelors of Applied Arts and Sciences) (2015-2016)

Co-FI Academic Coach Research Study: Implemented a pilot program and subsequent study to investigate the use and effectiveness of an academic coach in student success courses first year experience course. Study also sought to investigate whether or not transfer of learning skills associated with the use of the academic coach and success course transferred to other courses. Results were presented at the 2015 Lilly Conference in Austin TX (2014-2015)

Project Lead Homeless Education Prevention: Worked with faculty and advising staff in workforce at Southeast to create a homeless education initiative to provide social wrap around services for workforce students. Program included housing, food, medical and financial aid program assistance. Over 300 students were served. (2013-2015)

RELEVANT SKILL SETS (selected)

Education Development & Instructional Management

Instructional Management: Instructional Program Review, Student Learning Outcome Assessment, Program Learning Outcomes, SACS Accreditation, Curriculum Planning, Development and Evaluation, Instructional Evaluation, Program Accreditation, Analysis of Teaching Behavior, DACUM

Human Resources Development: Strategic Planning, Organization Development, Training Development, Faculty Development, Facilitating Group Processes (Critical Friends CFG Coach)

Instructional Design & Theory: Instructional Design (ADDIE, Dick and Carey, Kemp Model) Adult Learning Theory, E-Instruction (mobile, online, distance, MOOC, open courseware), Learning Theory, Instructional Theory, Technology Integration Theory, Online Course Development

Program Evaluation: Kirkpatrick Evaluation, Stufflebeam (CIPP) Model, Connoisseurship Model

Research Design Strong Data Analytics Skills, Strong Qualitative Research Methodology Survey Research Methods, SPSS, Data Mining, Data Modeling, Statistics

Workforce Development: LERN Continuing Education Model, NOVA Model of Workforce Development, US Office of Personnel Management Workforce Planning Model, Strategic Planning, Apprenticeship Programs, Corrections Education, Online Continuing Education, Business Industry Workforce Sector Development, Resource Development

Computer Science/Information Systems Technology

Information Systems Technology: Computer Programming, Web Development, Systems Analysis and Design, Systems Integration & Implementation

Data Analytics with Tableau, End User Support, Technology Adoption Theory, Innovation studies

WORKSHOPS FACILITATED (selected)

Research Design	Introduction to Qualitative Research Methodologies Data Collection and Analysis in Qualitative Research Paradigms of Research Education Research Design Practitioners Inquiry Program Evaluation Social Science Field Based Data Collection Methods
Curriculum & Instruction	Research Based Instructional Strategies for Adult Learners Promoting High Order Thinking with Concept Based Instruction Digital Blooms Taxonomy: Digital Higher Order Thinking Strategies Active Learning Strategies with Blooms Taxonomy
Learning Assessment	Course Learning Objectives Assessment Program Student Learning Assessment 360 Degree Assessment: Closing the Loop How to Write and Measure Learning/Performance Objectives
Online Teaching	Online Teaching and Learning - A step by step guide to course design
Technology Integration	Active Learning with Smart Board Technology Digital Media for Classroom Instruction Cyber Safety Digital Storytelling: An Alternative Learning Assessment Method Teaching with Digital Video Teaching with Instructional Technologies Technology Integration Continuum - Conceptual Model for Teaching Using Social Media to Improve Classroom Engagement
Workforce Development	Business Intelligence & Data Analytics Workforce Partnership Development Workforce Program and Industry Reflectiveness Workforce Planning & Strategic Alignment with Industry Needs
Organizational Leadership	Change Management Strategic Planning Organizational Development Program Development and Evaluation

ACADEMIC REFERENCES

Dr. Fred Bonner II Professor and Endowed Chair & of Educational Leadership and Counseling
Prairie View A&M University 700 University Drive, Prairie View, TX 77446
fabonner@pvamu.edu 936-261-3617

Dr. Trina Davis Associate Professor of Teaching, Learning, and Culture
Texas A&M University College Station, TX 77843
trinadavis@tamu.edu 979-845-8384

Dr. Cheryl Craig, Professor and Houston Endowment Endowed Chair in Urban Education
Department of Teaching, Learning and Culture College of Education and Human Development, Texas
A&M University

Dr. B. Stephen Carpenter II, Dean, College of Arts and Sciences and Professor of Art Education and
African American Studies, Penn State University, bsc5@psu.edu (814) 863-7314

Dr. Katy Greenwood, Associate Professor
Human Development and Consumer Science College of Technology, University of Houston
kgreenwood@uh.edu 713-724-4030

NON ACADEMIC PROFESSIONAL REFERENCES

Dr. Joanna Kile Vice Chancellor of Instruction
Texas Southmost College 80 Fort Brown, Brownsville, Texas 78520
Joanna.kile@tsc.edu 832-315-9530

Dr. Thomas Chesney, President
Brookhaven College, Dallas Community College District
tchesney@dccc.edu 936-860-4806

Dr. Ricardo Solis, President
Laredo College rsolis@laredo.edu 956-501-0204

Dr. Cephas Archie, Chief Diversity Officer
State University of New York at Brockport 350 New Campus Dr. Brockport, NY 14420
carchie@brockport.edu (585) 395-5065

SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Interim Vice Chancellor for Student Affairs and Enrollment Management
Assistant Vice Chancellor for Student Success

J. S. Clark Administration Building, Third Floor
Baton Rouge, LA 70813
Phone: (225) 771-2360

September 28, 2020

Bijoy K. Sahoo, Ph.D.
Interim Executive Vice Chancellor
Southern University System
3rd Floor, J.S. Clark Administration Bldg. Room 301
Baton Rouge, Louisiana 70813

Re: Request for Waiver on Position Vacancy Announcement- Director of Data & Assessment


Dear Dr. Sahoo:

I respectfully submit this letter to request authorization to waive the vacancy announcement for the position of Director of Data & Assessment in the Division of Student Success because we have a highly qualified and skilled statistician and assessment expert, Dr. Runell J. King, on campus who can fill the post immediately. Dr. King has devoted his time to Southern University within the Division of Enrollment Management, previously serving as the Director of Admissions & Recruitment. During his tenure, Dr. King led a highly motivated recruiting team and guided the work of the admissions staff during a global pandemic—COVID-19. As part of his role in recruiting, Dr. King led the Division of Enrollment Management by hosting the annual Jaguar Preview Open House event, which attracted over 2,000 prospective students and parents to Southern University. Dr. King led the partnership 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, LA. Additionally, Dr. King has dedicated his time to the Division of Student Success. Dr. King was recently transferred to the Division of Student Success with responsibilities for leading data and assessment efforts for the University College department. Since his tenure within University College, Dr. King has worked extensively with the Executive Director to create and refine academic programs geared at increasing student retention within University College. Dr. King, is responsible for maintaining the centralized data, measuring the year-to-year retention of New First Time Freshmen and students within the Emerging Jaguar program. While leading efforts related to data and assessment for the University College Department, Dr. King, in collaboration with the Executive Director, develops, implements, and assesses comprehensive academic programs and retention plans within the Division of Enrollment Management.

For the past year and a half, Dr. King has worked extremely hard to recruit and admit a diverse Freshman class by partnering with Community Colleges, High Schools, and various other Universities with efforts to increase persistence and retention at Southern University. As an experienced institutional analyst—to include reporting and assessment on local, state, and federal levels, Dr. King has the comprehensive experience necessary to increase student achievement and retention at Southern University.

Dr. King is an outstanding academic scholar and statistician who is humbly knowledgeable and experienced in data and assessment. He is positive, astute, and has demonstrated amazing leadership skills while at Southern University. Dr. King works extremely well with others and adjusts well in leadership and in supporting roles. The need to advertise for the position of Director of Data & Assessment is not necessary, as Dr. King can best serve in this capacity. The accompanying resume will provide an overview of Dr. King's accomplishments and achievements, those of which will detail and outline his skills and qualifications required to be successful in the role of Director of Data & Assessment. Should you have additional questions or concerns, please contact me at zackeus.johnson@sus.edu.

Sincerely,

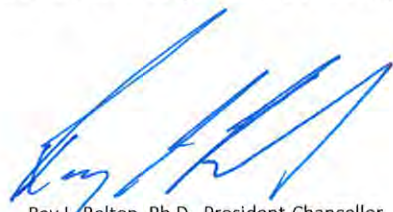

Zackeus Johnson, Ph.D.
Executive Director, University College

Approved:  10/1/2020

Approved: _____

Approved: 

Approved: _____



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

Bijoy K. Sahoo, Ph.D., Interim Executive Vice Chancellor

Benjamin Pugh, Vice Chancellor for Finance and Administration

Huey Lawson, Director, Title III Programs

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	893	8	-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 type="checkbox"/> Tenured	<input type="checkbox"/> Undergraduate Student	<input checked="" 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 Director of Data & Retention Reason Left Still Employed
 Date Left _____ Salary Paid 59,000

Profile of Person Recommended

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

Name DR. RUNELL J. KING SS# xxx-xx- 7245 Sex MALE Race* BLACK
 (Last 4 digits only)

Position Title: DIRECTOR OF DATA & ASSESSMENT Department: UNIVERSITY COLLEGE

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 7 YEARS Southern University Experience 1 YEAR 5 MONTHS

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	B.S.-SOCIOLOGY/MATHEMATICS	DILLARD UNIVERSITY	2013
	M.A.-HIGHER EDUCATION ADMINISTRATION	LOUISIANA STATE UNIVERSITY	2015
	Ph.D.- Educational Leadership	LOUISIANA STATE UNIVERSITY	2016

Current Employer _____

Personnel Action

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

Recommended Salary ~~65,500~~ 64,000 Salary Budgeted ~~65,500~~ 64,000

Source of Funds GENERAL FUNDS

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

Change of: _____ From _____ To _____
 Position _____
 Status _____
 Salary Adjustment _____ 64,000

Financial Aid signature (if applicable): _____

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

Source of Funds	Amount
	59,000

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if applicable): _____

Supervisor [Signature] Date 9/16/2020 Dean/Unit Head [Signature] Date 9/16/2020

Vice Chancellor [Signature] Date 10/1/2020 Chancellor [Signature] Date 10/1/2020

Director/Personnel _____ Date _____ Vice President/Finance _____ Date _____
 Business Affairs/Comptroller _____

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

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino _____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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:

EMPLOYEE REGULAR WORK SCHEDULE: M-F 8:00AM-5:00PM
EMPLOYEE DIRECT SUPERVISOR: DR. ZACKEUS JOHNSON
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225.771.2166
NUMBER OF EMPLOYEES SUPERVISED, (if any) 0

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Director, Data and Assessment AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR University College
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

Please see attached document

Salary/Range: \$60,000-\$65,500 Previous Incumbent (if replacement): _____

Approved Disapproved *[Signature]* **Department Head** 09/16/2020
 _____ **Date**

Approved Disapproved *[Signature]* **Dean/Director/Supervisor of Budget Unit** 09/16/2020
 _____ **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 *Jaqueline G. Priestly* **Vice Chancellor** 10-1-2020
 _____ **Date**

Approved Disapproved *[Signature]* **Chancellor/Vice President** 10/1/2020
 _____ **Date**

Approved Disapproved _____ **President** _____ **Date**

An Equal Opportunity Employer

Runell J. King, Ph.D.

EDUCATION

Doctor of Philosophy (Defended & Approved: September 21, 2016)
December 2016

Educational Leadership & Research Methodology

Cognate: Applied Statistics

Louisiana State University-Baton Rouge, LA

Dissertation: *A Phenomenological Investigation into the Experiences of High Achieving African American Male Student-Athletes at Predominately White Institutions In the Southeastern Region* (Major Professor: Dr. Kenny Fasching-Varner)

National Principal Academy Fellow May 2018
RELAY Graduate School of Education

Master of Science May 2015
Mathematics
Louisiana State University- Baton Rouge, LA

Master of Arts May 2015
Higher Education/Student Affairs Administration
Louisiana State University- Baton Rouge, LA

Bachelor of Arts (Summa Cum Laude) May 2013
Mathematics
Dillard University- New Orleans, LA

ACADEMIC EXPERIENCE

2014-Present Adjunct Instructor
Louisiana State University, Baton Rouge, LA

2016-Present Associate Professor
Xavier University of Louisiana, New Orleans, LA

Course Title	Number
Introduction To Classroom Technology	ELRC 2507
Applied Research In Education	ELRC 4249
Introduction to Applied Statistics	ELRC 4006
Introduction to Student Affairs: Higher Education	ELRC 4364
Educational Statistics	ELRC 7006
Qualitative Methods-Educational Research	ELRC 7243
Leadership in Higher Education	ELRC 7603

College Students In The U.S.	ELRC 7611
Curriculum Progression	EDLD 5060
Management of School Personnel & Finance	EDLD 5570
Visionary Leadership	EDLD 5000
Organizational Leadership	EDLD 5040

RELEVANT EXPERIENCE

Director of Admissions & Recruitment Southern University A&M College

May 19'-Current

- Assist with providing direction, leadership, and professional development to all recruiters.
- Works with the Associate Vice-Chancellor for Enrollment Management to develop, implement and assesses a strategic enrollment management plan and goals in partnership with academic deans, division leaders and administration.
- Establishes and maintains positive working relationships with external community agencies, organizations, service area school districts to promote outreach and facilitate student enrollment.
- Collaborates with other departments/divisions to carry out the philosophy of a student-centered institution within an integrated enrollment services environment.
- Utilizes enrollment and other relevant data for decision-making and planning of recruitment territories.
- Develops metrics and assessment methods to evaluate operations that drive continuous process improvement to optimize services to students and increase enrollment
- Collaborates with the Marketing & Communications to develop image, brand, and appropriate recruiting campaigns and admissions/recruitment materials
- Establishes and maintains positive working relationships with external community agencies, organizations, service area school districts to promote outreach and facilitate student enrollment
- Carries out projects as assigned by the associate vice chancellor; and works to further enrollment management initiatives.
- Develops and monitors annual budget.
- Assesses, develops and recommends policies to appropriate deans, committees, or other entities related to enrollment management functions.
- Currently performing duties of the Executive Director of Admissions while in search to fill the position.

**Executive Director of Data, Assessment, & Accountability- New
Beginnings Schools Foundation**

Dec 17'-Apr 19'

- Creating a safe and enjoyable educational environment that encompasses our social justice model and that ensures every graduate moves on to attend college;
- Providing individualized instruction and enrichment opportunities for students to ensure that gifted students are challenged and struggling students are supported;
- Hiring and growing quality teachers and leaders and empowering them to use their craft to inspire students to achieve at the highest levels.
- Leads and coordinates effective and aligned instructional assessment & accountability across the network.
- Provides data analysis to drive instruction.
- Oversees the administration of assessments, including standardized tests, and coordinates the analysis, interpretation and reporting of the same.
- Coordinates the ordering and use of local and state assessment materials aligned with student growth and network accountability.
- Provides technical assistance for leadership and schools on data and accountability.
- Produces and interprets data analysis, including student achievement data, for review of curriculum/program effectiveness, including for private, state and federal grants.
- Ensures compliance with all testing protocols and requirements.
- Establishes and monitors appropriate assessment calendar for program effectiveness.
- Provides and supports professional development for staff regarding data-driven decision making, assessment, instruction, and compliance.
- Collaborates with Superintendent/CEO and network leadership to establish appropriate qualification criteria for academic support programming (EL, Intervention, Gifted and Talented).
- Oversees report card development, interim assessment reports on student progress across grade-levels, and other instructional projects.
- Oversee all processes ensuring accuracy of federal and state reporting to

the Louisiana Department of Education via state systems (SIS, PEP, HCS, CUR, and STS).

- Researches, implements, directs and oversees the design and development of systems used for managing data across the network.
- Analyzes and produces reports for student achievement and growth for individual Illuminators, Principals, Network Leadership, Boards of Directors, State Authorizers, and Funders.
- Innovates and creates data systems to predict assessment outcomes to provide real-time support for instruction.
- Responds to information requests and reporting obligations, including authorizer data sets across states.
- Compiles and maintains all physical and computerized reports, records and other documents.
- Coordinates with technology service provider on technology planning.
- Displays the highest ethical standards in the performance of job responsibilities.
- Presents to boards of directors, authorizers, funders, leadership, etc. as needed.
- Completes grant applications, charter applications/reports, and all other reporting as required by law or request in a timely and accurate manner.
- Ensures compliance with laws and regulations for data privacy and storage and assessment across the network.
- Participates in budget process across network to ensure compliance with assessment requirements, including materials, technology, assessment/curriculum, etc.
- Coordinates with outside consultants as needed.
- Performs other duties as may be required

Principal- Lake Area High School/Einstein High School

Dec. 14'-Dec'17

- Planned, organized, and directed student recruitment and admissions activities
- Prepared and executed the annual budget for the Office of Student Recruitment and Admissions
- Performed market research analysis and provided enrollment projections
- Participated in and prepared for audits of admissions records
- Coordinated incoming student needs and requirements with the Offices of Financial Aid, Scholarships and Awards, Registrar, Student Accounts Receivable, and other academic and student support units
- Collaborated with the Offices of Planning, Assessment, and Research and Information Technology and Communications in devising and maintaining reporting systems and implementing new programs
- Provided student recruitment and admissions data requested by University officials
- Communicated with other administrators and staff to coordinate student recruitment and admissions related activities
- Resolved issues, conflicts, exchanges information, and served as a resource person for

- student recruitment and admissions
- Updated and maintained the operating procedures manual
- Provided student recruitment and admissions content for the NBSF website
- Supervised student recruitment and admissions staff
- Demonstrated ability to work independently and with minimal supervision
- Able to establish priorities, meet deadlines, and work as part of a well-integrated team
- Working knowledge of university settings and the ability to interpret policies and procedures to prospective applicants and the public
- Ability to maintain cooperative relationships with schools, universities, community organizations, and other institutions
- Ability to communicate effectively orally and in writing
- Strong organizational, analytical, and interpersonal skills
- Outstanding customer service focus and attention to detail
- A high level of professionalism in working with applicants having significant work experience
- Knowledge and experience working with a diverse student population
- Knowledge of applicable laws, codes, regulations, policies, and procedures
- Ability to manage modern office methods and procedures including business correspondence, forms, telephone etiquette, and records management
- Knowledge of data processing systems applications as applied to student recruitment and admissions
- Familiarity with degree programs
- Principles and practices of administration, supervision, and training
- Knowledgeable of and sensitive to diverse backgrounds of staff and students including those with disabilities
- Knowledgeable of and a high comfort level with technology, demonstrating proficiency with Ellucian's Banner system and Microsoft Office applications

HONORS & PROFESSIONAL AFFILIATIONS

- Association of Higher Education Masters Students (AHEMS)
- Black Graduate and Professional Student Association (BGPSA)
- National Association of Student Personnel Administrators (NASPA)
- American Educational Research Association (AERA)
- Alpha Phi Alpha Fraternity, Incorporated
- **National Principal Academy Fellow 2018**
- LSU Most Outstanding Graduate Student 2013
- LSU Graduate Student Leader of the Year 2014
- LSU Graduate Assistant of the Year **2014 & 2015**
- LSU Dean of Students Award 2014
- College of Human Sciences & Education-Most Outstanding Graduate Student 2015

LEADERSHIP & SERVICE

President, Louisiana State University, Baton Rouge, LA

Association of Higher Education Masters Students (AHEMS)

- Plan & implement monthly professional development & business meetings for the organization
- Lead meetings including preparing with student group advisors, executive board, coordinating & introducing guest speakers, & creating meeting agendas
- Designed committee structure to carry out the mission & purpose of the organization, e.g., Mentoring, Outreach, Professional Development, & Socials.
-

Black Male Leadership Initiative (BMLI) Advisor, Louisiana State University, Baton Rouge, LA

- Coordinated process of participant selection & application review
- Recruited, selected, & trained 5 mentors
- Developed a final assessment report for sponsors which summarized Black Male Leadership Initiative outcomes form pre & post tests
- Collaborated with Baton Rouge sponsors & LSU Campus departments to set up facilitators & guest speakers to fulfill BMLI curriculum

Secretary & Mentorship Program Chair- Louisiana State University, Baton Rouge, LA

Black Graduate & Professional Student Association (BGPSA)

- Collaborate with the Black faculty & caucus organization, various campus departments, & LSU's Black Law Student Association to create beneficial programs & support for minority students on campus
- Developed a formal mentoring network process for undergraduate students to be match with graduate students of the minority population

PRESENTATIONS

Regional and Local

- King, Runell J. (Feb 18 2016). Examining Grit Among Student-Athletes: A Proposal To Examine The Concept of Grit Among Student-Athletes. *Curriculum Camp*. Louisiana State University, Baton Rouge, LA
- King, Runell J. (Oct 9 2015). I'm Not Your Average Joe: Perceptions of Student-Athletes Relationships With White Faculty Members at Predominately White Institutions. *Multicultural Student Leadership Conference*. Louisiana State University, Baton Rouge, LA
- King, Runell J. (2013). How Student Affairs Services Can Impact the Overall Academic Experience of Student-Athletes. *Higher Education Scholar Practitioners Leadership Symposium*. University of New Orleans, New Orleans, LA

National

- King, Runell J. (April 2, 2016). "I'm Here To Earn My Degree: An Exploratory Study on Student-Athletes at Division I Predominately White Institutions". *Higher Learning: Race in Post Secondary Education Conference*. Durham, North Carolina.
- King, Runell J. (2013). "Factors Related To Students Transition From High School To College." *Association for the Assessment of Learning In Higher Education*. Elon, North Carolina.

INVITED LECTURES, WORKSHOPS, & PANELS

- King, Runell J. (2016). How College Can Increase Employment Opportunities. Youth Empowerment Project. Southern University A&M College (Baton Rouge, LA).
- King, Runell J. (2016). The Effectiveness of Student Affairs Services for Student-Athletes at Predominately White Institutions. Louisiana State University. (Baton Rouge, LA).
- King, Runell J. (2015). Here On A Wing & A Prayer. Louisiana State University. (Baton Rouge, Louisiana)
- King, Runell J. (2015). Effort Is Everything: A Lesson on Motivation & Persistence Among Black Students at Predominately White Institutions. Dillard University. (New Orleans, LA).
- King, Runell J. (2015). Understanding Self-Efficacy Among Black Male Student Athletes: Texas A&M Commerce (Commerce, Texas).
- King, Runell J. (2015). Establishing Relationships Between Academics and Athletics. Vanderbilt University. (Nashville, Tennessee).

King, Runell J. (2014). *Breaking Barriers: The Real Story of Success*: Howard University (Washington, D.C.).

PUBLICATIONS

Book Chapters

King, Runell J. (2016) *The Fight to Be Free: Exclusionary Discipline Practices and the School-to-Prison Pipeline*. In Varner, K., Martin, L., Mitchell, R., & Daneshzadeh, A. (Eds.), *Dismantling the School To Prison Pipeline*. Maryland: Lexington Press.

King, Runell J. (In Progress). HBCUs in the 21st Century: A Critical Race Analysis. In Robins, A. (Ed.), *Empower Now 2016*, n/a.

King, Runell J. (In Progress). A Phenomenological Investigation Into The Experiences of High Achieving African American Male Student Athletes at Predominately White Institution In The Southeast Region. *Journal of Higher Education*, n/a

Peer-Reviewed Articles

King, Runell J. (2016). An ethnomethodological approach to studying Mexican mothers' national identities and childrearing practices. *The Journal of Critical Scholarship on Higher Education and Student Affairs*, 2(2).

King, Runell J. (2016). Scholar Emcees: Third Root, Black and Brown Hip- Hop Unity, and Critical Performance Pedagogy. *The Journal of Critical Scholarship on Higher Education and Student Affairs*.



Dr. Rodney A. Ellis
Chancellor



10/12/2020

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

RE: Letter of Faculty Appointment for Mrs. Janice Sneed (Non-Tenure)

Dear Dr. Belton,

In accordance with the SUSLA Faculty Handbook and system policies, that stipulates all academic affairs officers receive faculty appointments in the area in which they are credentialed, this letter comes as a request to appointment Mrs. Janice Sneed, Associate Vice Chancellor of Academic Affairs and Workforce Development to the position of Assistant Professor of Human Services with a joint appointment in Business Studies, at Southern University at Shreveport, non-tenure track. The effective start date for Mrs. Sneed's appointment is retroactive to September 1, 2020.

Ms. Sneed is currently pursuing the Doctor of Philosophy degree in Human and Social Services with concentrations in Adult Education and Community Interventions and Leadership from Walden University. She holds a Master of Business Administration from Centenary College of Louisiana and a Bachelor of Science in Computer Science from Grambling State University. Ms. Sneed also possesses certification in workforce and economic development, leaderships, and adult learning. Accompanying this request is an offer of an annual faculty salary of \$0.00.

Thank you for consideration and support on the appointment of Ms. Janice Sneed for the position of Assistant Professor, non-tenure track. I have included her CV for your review.

Respectfully,

Dr. Rodney Ellis, Chancellor

____ Approved

____ Not Approved

Dr. Ray L. Belton
President, Southern University System

Date:

3050 MARTIN LUTHER KING, JR. DRIVE, * SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9312 * FAX (318) 670-6374
TOLL FREE: 1-800-458-1472, EXT 6312
WWW.SUSLA.EDU

"Southern University at Shreveport does not discriminate on the basis of race, color, age, national origin, gender, disability or any other protected class in its programs and activities". The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Title IX



OFFICE OF THE VICE CHANCELLOR OF ACADEMIC AFFAIRS AND WORKFORCE DEVELOPMENT

10/21/2020

Dr. Rodney Ellis, Chancellor
Southern University at Shreveport
3050 Martin L. King, Jr. Drive
Shreveport, LA 71107

RE: Letter of Faculty Appointment for Mrs. Janice Sneed

Dear Dr. Ellis,

In accordance with the Faculty Handbook, that stipulates all academic affairs officers receive faculty appointments in the area in which they are credentialed, this letter comes as a request to appointment Ms. Janice Sneed, Associate Vice Chancellor of Academic Affairs and Workforce Development to the position of Assistant Professor of Human Services with a joint appointment in Business Studies, with a start date of September 1, 2020 at Southern University at Shreveport. Currently, Ms. Sneed serves as the Associate Vice Chancellor of Academic Affairs and Workforce Development and possess over 25 years of experience in management, community development, grant writing, economic development and business incubation. She has served in the role of Vice Chancellor of Community and Workforce Development and Interim Vice Chancellor of Academic Affairs and Workforce Development. Sneed has been instrumental in working with faculty and business stakeholder to create programs in academic affairs, continuing education, adult education, corporate and incumbent worker training. She has pioneered the work of the culinary business incubator and secured over \$50 million in grants and external funding over the years. Her appointment to Associate Vice Chancellor of Academic Affairs and Workforce Development qualifies her for this appointment.

Ms. Sneed is currently pursuing the Doctor of Philosophy degree in Human and Social Services with concentrations in Adult Education and Community Interventions and Leadership from Walden University. She holds a Master of Business Administration from Centenary College of Louisiana and a Bachelor of Science in Computer Science from Grambling State University. Ms. Sneed also possesses certification in workforce and economic development, leaderships, and adult learning. Accompanying this request is an offer of an annual faculty salary of \$0.00.

Thank you for consideration and support on the appointment of Ms. Janice Sneed for the position of Assistant Professor, nontenure.

Respectfully,

Dr. Terry Kidd
Vice Chancellor for Academic Affairs and Workforce Development

Approved

Not Approved

Dr. Rodney Ellis
Chancellor, SUSLA

JANICE B. SNEED

EDUCATION

Walden University
Ph.D.- Human and Social
Services (*pursuing, 2022*)

Centenary College of LA
Shreveport, LA
Masters of Business
Administration, 2004

Grambling State University
Grambling, LA
B.S. - Computer Science
Minor: Military Science, 1986

PROFESSIONAL CERTIFICATIONS/ LICENSURE

- Leadership Shreveport
1995)
- Leadership Louisiana (2004)
- Certified Economic
Development Certification
- Louisiana Community and
Technical College &
Louisiana Economic
Development Certified
Workforce Development
Certification (2019)
- Grant Management
Certification (recipient track)
through the National Grants
Management Association
- The United States Air Force
Health Services Administrator
- The United States Air Force
Squadron Officer School
- The United States Air Force
-Total Quality Management
(TQM) Course
- The United States Air Force
Communication's Course

HONORS AND AWARDS
Community and Workforce
Development, "Yes, We Can
Award" presented by the
Foundation of Hope, 2010

Athena Nominee, 2006

LEADERSHIP PROFILE

Instrumental in leading institutional efforts that advance the role, scope, and mission of Southern University at Shreveport:

- Created the longest-running higher education-based Small, Women, and Minority-Owned Business Incubator in North Louisiana.
- Instituted the University's highly successful Incumbent Worker Training Program (IWTP), securing over \$2,000,000 in funding.
- Responsible for the establishment of the Adult Education Program at SUSLA.
- Chaired the Institutional Master Plan Project that developed SUSLA's current Master Plan.
- Co-chaired SUSLA's Strategic Plan Committee chaired with creating the current strategic plan, "A Way Forward 2016-2021."
- Generated and provided oversight to approximately \$50 million in grant funding over 25 years of higher education experience.

Demonstrated experience in the principles of military leadership:

- Responsible for ensuring all 216 members of the 917th Medical Squadron of the United States Air Force Reserves received training mandated by Air Force Instruction.
- Trained staff of 200 active personnel on the use of multiple software platforms, reducing administrative workload by forty (40) percent.
- Designed and implemented automated cost estimating and control programs which accurately predicted travel costs for an annual budget of \$2 million, conserving scarce funds while ensuring support for each test program.

INNOVATION AND COLLABORATION

Forward-thinking strategist with a record for effecting change:

- Co-created SUSLA's Licensed Practical Nurse (LPN) program, securing Federal Financial Aid status and start-up funds.
- Worked in concert with cross-functional teams and employer-partners to create high-demand academic programs including Funeral Services, Sterile Processing, Healthcare Access Associate, Certified Nursing Assistant (CNA), Hospitality, Brownfields Environmental Training Program, and more.
- Conceptualized and developed the Milam Street Kitchen Incubator and Community Kitchen (MS-KICK).

PROFESSIONAL EXPERIENCE

SOUTHERN UNIVERSITY AT SHREVEPORT | SHREVEPORT, LA

Associate Vice Chancellor for Academic Affairs and Workforce Development (AVC AAWD)
Jan 2020 – Present

Reports to the Vice Chancellor of Academic Affairs and Workforce Development (AAWD) and assists in matters related to academic programs and academic issues. The AVC works to strengthen the Office of Academic Affairs and Workforce Development in delivering high quality programs and learning experiences for the students of Southern University at Shreveport. Provides leadership, vision, and guidance of workforce, community, and economic development opportunities; advance the goals, strategy, and operations of the division in alignment to the University's mission, vision, and strategic direction; cultivate internal and external relationships to grow community-based initiatives, and workforce training programs that will generate consistent annual revenue; work collaboratively with senior leadership at public and private institutions to connect their needs with the appropriate University service or program; serve as the liaison between the University and local, regional, and state economic development entities; serve as the Metro Center campus administrator

Interim Vice Chancellor for Academic Affairs and Workforce Development
Aug 2019 – Dec 2019

Served as a key member of the executive leadership team and the interim chief academic and workforce officer for the college. Performed duties necessary to formulate and implement budgets, staffing, policies and procedures, planning, and faculty development. Provided leadership for accreditation issues for the division of academic affairs, online learning, schedule and curriculum development, industry-relevant career/technical education advancement, required state and federal reporting, and duties as assigned by the Chancellor. Participated in national, regional, state, and local agencies and organizations in the area of academic and workforce services.

Vice Chancellor for Community and Workforce Development/Metro Center Administrator
2005 – 2019

Responsibilities included providing leadership, vision, and guidance to as many as 30 employees to support workforce, community, and economic development opportunities; advance the goals, strategy, and operations of the division in alignment to the University's mission, vision, and strategic direction; cultivate internal and external relationships to grow community-based initiatives, and workforce training programs that will generate consistent annual revenue; work collaboratively with senior leadership at public and private institutions to connect their needs with the appropriate University service or program; serve as the liaison between the University and local, regional, and state economic development entities; serve as the Metro Center campus administrator.

Director for Workforce Development, Vocational Education and Outreach
2001-2005

Responsibilities included management and administration of workforce development and continuing education programs as well as the Carl D. Perkins Vocational Education grant; grant writing and development; develop partnerships with regional stakeholders to further the mission of the University; development of new programming, resulting in the creation of the adult education/GED program, TANF training, WIA program, and the Incumbent Worker Training Program; and development of youth-oriented initiatives such as BizCamp, MedCamp, Electronics Camp, and Art Institute.

Coordinator of Carl Perkins Programs
1998-2001

Responsible for administration of the Carl D. Perkins Vocational Education grant; grant writing and development; developing and managing the first, fully operational computer laboratory – The Academic

and Career Enhancement (ACE) Center; facilitating the expansion of the computer laboratory into a 100-computer multimedia laboratory for all vocational programs and students; conducting professional development workshops for faculty, staff, students, and the community on the use of computer applications; initiating the Louisiana Occupational Information System (LOIS) program at SUSLA; collaborating with the Division of Student Affairs to develop the Vocational Counseling and Career Center.

Database Administrator/PC Support Specialist
1994-1996

Responsible for the development and maintenance of all university database systems; generating institutional reports for internal departments and external agencies; installation of software and hardware; grant writing and information gathering.

THE UNITED STATES AIR FORCE RESERVE | BARKSDALE AIR FORCE BASE, BOSSIER CITY, LA

Medical Administrative Officer 1987-2009
Command Post Comptroller 1994-1996

Responsibilities included ensuring the 917th Wing of Barksdale Air Force Base passed five-year Health Services Inspections with thorough knowledge of Air Force Instructions and excellent record keeping; tracked and reported flight operation at the 917th Wing; received Outstanding Officer of the Quarter for increasing the Unit's technological capabilities and special recognition from the Inspection Team.

THE UNITED STATES AIR FORCE (USAF)

1987-1993

Responsibilities included supervision of computer support teams for weapon systems testing; spearhead software development projects and manage daily computer operations; developing five-year computer support plan depicting software development and hardware implementation schedules, supporting strategic nuclear weapons system; rightsizing the VAX mainframe computer system to a more efficient networked microcomputer platform (saving \$250,000); researching and procuring computer systems, software packages, and other unit support equipment.

TEACHING EXPERIENCE

AYERS BUSINESS INSTITUTE | SHREVEPORT, LA

Instructor
1994-1995

Responsible for teaching computer courses including Introduction to Computers, DOS Environment, WordPerfect, LOTUS, and DBASE

SOUTHERN UNIVERSITY AT SHREVEPORT | SHREVEPORT, LA

Adjunct Instructor
20019-2012

Responsible for teaching Entrepreneurial and Management courses. Served as an instructor for continuing education courses, including Computer Applications (Word, Excel, PowerPoint), Life Skills and Job Readiness, Organizational Leadership, and Career Exploration.

GRANT AWARDS (SAMPLING)

- U.S. DOL Community-Based Job Training Healthcare Grant-Project SUCCESS - \$4.2 million
- U.S. Department of Labor YouthBuild Shreveport (YBS) \$2.0 million+
- Louisiana Workforce Commission - \$3 million+
- U.S. DOL Community-Based Job Training Grant (CBJTG) Project SUCCESS - \$1.9 million
- The state of Louisiana, City of Shreveport, HUD (Incubator Project) -\$2.4 million
- Housing and Urban Development Office of University Partnerships - \$3 million in multiple grants

- LA Board of Regents - \$50,000 in various projects
- LA Economic Development (small business initiative) - \$120,000+
- Small Business Administration - \$ 100,000
- LA Department of Education - \$100,000+
- City of Shreveport (Youth Network Initiative) - \$500,000 (multiple grants)
- CERT/City of Shreveport (film entertainment training) - \$91K

PRESENTATIONS (SAMPLING)

- Right on Crime- Economic Development Panelist, Shreveport, Louisiana, 2019
- Management Series, Innovation and Change, Co-Presenter- Southern University at Shreveport, Louisiana, 2019
- Administrative Assistant Conference, Stress in the Workplace, Southern University at Shreveport, 2018
- Commencement Speaker, Stonewall Baptist Church, Bossier City, LA 2018
- United States Housing and Urban Development (HUD) Presentation – SUSLA’s HUD Community and Economic Development, Dallas, Texas, 2007
- Southern University Ag Center – Strategic Planning and Community Development, Shreveport, Louisiana, 2008
- Iota Lambda Sorority, Inc. Beta Psi Chapter, Southern University Youth Services Overview, Shreveport, Louisiana, 2008
- Kiwanis Club North Shreveport, Leadership and Community Development, Shreveport, Louisiana, 2005

MEMBERSHIPS & AFFILIATIONS (PAST & PRESENT)

Workforce Investment Board 71 Board Member (Shreveport)
 Louisiana Workforce Commission Industry-Based Certification Board Member
 Louisiana ACT Council
 Alliance for Education Board Member
 Regional 7 Jumpstart Council Member (originating member)
 Northwest Louisiana Economic Development Foundation
 Hope for Homeless Continuum of Care – Past Vice President
 Strategic Action Council Board Member
 Minority Supplier Institute Committee Member
 United Way Board Member
 National Association of University Women
 Northwest Louisiana Literacy Coalition
 Shreveport Community Foundation Women’s Philanthropy Group
 SciPort Louisiana Science Center Board Member
 BizCamp Steering Committee
 SUSLA Community Development Corporation (founder)
 Stonewall Baptist Church Multicultural Development Center (founding member)
 Stonewall Baptist Church Youth Advisor for Youth Council
 Antioch Baptist Church Youth Advisor
 Antioch Baptist Church Graduate Day and Veteran’s Day Chairperson
 Antioch Baptist Church Couple’s Ministry and Vacation Bible School Co-Chairperson
 National Association for the Advancement of Colored People
 Grambling State University Alumni Federation
 Delta Lambda Chapter of Alpha Kappa Sorority, Inc.
 Historically Black Colleges and Universities Title III Administrators Association
 National Association of Developmental Education (NADE)
 American Society for Training and Development
 National Sponsored Programs Administration Alliance (NSPAA)
 National Business Incubation Association (NBIA)
 Louisiana Business Incubation Association (LBIA)

United States Air Force (USAF) Retired Officers Association
Veterans Association
Martin Luther King Association
Martin Luther King Community Development Corporation
Image Changers, Inc. (board member)
Greater Shreveport Chamber of Commerce (former board member)
Bossier Chamber of Commerce
Council for A Better Louisiana (CABL)
Shreveport Times Community Editorial Board
Shreveport Mayor's Women's Commission (former board member and Vice President)
African American Chamber of Commerce (former board member & Vice President)
Step Forward Workforce Development Council
League of Women's Voters (for board member)
The Consortium for Education Research and Technology (SUSLA Representative)
Reentry Council Committee member



Southern University and A&M College
Division of Enrollment Management & Student Success

T.H. Harris Annex, Second Floor
P.O. Box 9455, Baton Rouge, LA 70813
Office: 225-771-2300

TO: Ray Belton, Ph.D., Chancellor/President

Bijoy Sahoo, Ph.D., Interim Executive Vice Chancellor/Vice Chancellor of Academic Affairs and Provost

Benjamin Pugh, Vice Chancellor of Finance & Administration

Huey Lawson, Program Director, Title III

FROM: Jacqueline G. Prestly, Ed.D., Vice Chancellor of Enrollment Management/Student Success *JGP 10-23-20*

CC: Tracie Woods, Esquire
Dawn Harris, Director of Human Resources

RE: request to waive search

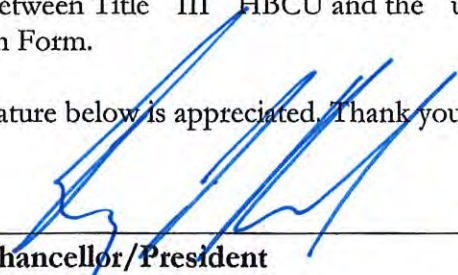
DATE: 10-23-2020

Currently, I am serving in my second month as Vice Chancellor for Enrollment Management and Student Success at SUBR, a newly structured division at the university. As such, it is expected that I restructure and organize the division. To this end, the position of Associate Vice Chancellor for Enrollment Management and Student Success is a top priority in the restructure, which I am requesting. The purpose of the position is to advise and assist the Vice Chancellor and provide leadership to enrollment-related units of the university. As well, the Associate Vice Chancellor will recommend, develop, and implement division and university goals and priorities with a focus on recruitment, enrollment, and student success.

In light of the aforementioned, this memo is a request for your approval to waive the search for this position of Vice Chancellor. In that the position is crucial to the daily operation of the division of Enrollment Management and Student Success, I ask that the search be waived and recommend that Mr. Michael Taylor be hired as Associate Vice Chancellor at an annual salary of \$90,000/year funded between Title III HBCU and the university's General Fund as indicated in the Personnel Action Form.

Your approval via signature below is appreciated. Thank you for your attention to this matter.

SIGNATURES:



Ray Belton, Ph.D., Chancellor/President

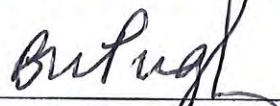
Approved
Date



Southern University and A&M College
Division of Enrollment Management & Student Success

T.H. Harris Annex, Second Floor
P.O. Box 9455, Baton Rouge, LA 70813
Office: 225-771-2300


Bijoy Sahoo, Ph.D. Interim Executive VC/VC of Academic Affairs/Provost Date 11/05/2020


Benjamin Pugh, Vice Chancellor of Finance & Administration Date 11/5/20



Huey Lawson, Program Director, Title III Date 11/14/2020



Southern University and A&M College
Division of Enrollment Management & Student Success

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Office: 225-771-2300

TO: Ray Belton, Ph.D., Chancellor/President
Bijoy Sahoo, Ph.D., Interim Executive Vice Chancellor/Vice Chancellor of Academic Affairs and Provost
Benjamin Pugh, Vice Chancellor of Finance & Administration
Huey Lawson, Program Director, Title III

FROM: Jacqueline G. Preastly, Ed.D., Vice Chancellor of Enrollment Management/Student Success  11/23/20

CC: Tracie Woods, Esq., Associate Vice President/Human Resources
Dawn Harris, Director of Human Resources

RE: Letter of recommendation

DATE: 10-23-2020

This memo serves to obtain approval to appoint Michael Taylor as Associate Vice Chancellor of Enrollment Management and Student Success at a salary of \$90,000 annually – joining the newly reorganized Division of Enrollment Management and Student Success. This key position is a top priority in a recent restructure, which separated Student Affairs and Enrollment Management. The purpose of the Associate Vice Chancellor position is primarily to assist the Vice Chancellor of Enrollment Management in providing leadership to and oversight of enrollment-related units at the university.

Additionally, the Associate Vice Chancellor will recommend, develop, and implement division and university goals and priorities with a focus on recruitment, enrollment, retention, and student success. As it relates to this position, Mr. Taylor has demonstrated a myriad of comparable abilities and skills implementing strategies in recruitment, financial aid leveraging, marketing development, university branding, strategic planning, and development and implementation of initiatives for student matriculation and success. Mr. Taylor also has specific experience facilitating enrollment partnerships with internal and external constituents, working collaboratively on campus to implement student support services, developing enrollment communication plans, engaging with alumni, implementing key university recruitment campaigns, and fundraising. This level of expertise is notable and highlights Mr. Taylor's background and experience as an enrollment manager.

Over the last 6 years, Mr. Taylor has assumed responsibility and oversight of Directors in financial aid, registrar, and admissions and recruitment, which speaks to his strengths in team supervision and budget management. As well, Mr. Taylor has a long-standing history of work and service in enrollment management serving as Associate Director of Admissions, Director of Admissions, and Executive



Southern University and A&M College

Division of Enrollment Management & Student Success

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Director of Enrollment Management at several different HBCUs over the last 20 years. This background demonstrates his proven ability to assume effective leadership in the Division of Enrollment Management and Student Success at Southern University as its next Associate Vice Chancellor.


Your approval via signature below is appreciated. Thank you for your attention to this matter.

SIGNATURES:



Ray Belton, Ph.D., Chancellor/President

Date




Bijoy Sahoo, Ph.D. Interim Exec. VC/VC of Academic Affairs/Provost

Date



Benjamin Pugh, Vice Chancellor of Finance & Administration

Date



Huey Lawson, Program Director, Title III

Date

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

POSITION NUMBER	2	M	7	9	7	1
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

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

Name Michael Taylor SS# 2740 Sex M Race* AA
 (Last 4 digits only)

Position Title: Assoc Vice Chancellor Enrollment Management Student Success Department: Enrollment Management Student Success

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

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

Years Experience 20 Southern University Experience n/a
 Degree(s): Type/Discipline (BA-Education): B.S. Human Services Institution/Location (SU-Baton Rouge): Lincoln University of Pennsylvania Year: 1997
M.S. Business Administration Lincoln University of Pennsylvania 2015
Ed.D. Educ Leadership Manage Capella University Present

Current Employer Mississippi Valley State University

Personnel Action

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

Recommended Salary \$9,000/year Salary Budgeted \$9,000/year

Source of Funds Title III Enrollment Management & General Fund

Identify Budget: Title III Location _____
 Form Code: 220426-21051-24100 Page _____ Item # _____

Identify Budget:
 General Fund
 Form Code: 211001-
 22601-61002-27000

From _____ To _____
 Position _____
 Status _____
 Salary Adjustment _____ \$90,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:
 *See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
220426-21051-24100	\$47,000 <u>\$90,000</u>
211001-22601-61002-27000	\$48,000

*See Reverse Side

Graduate School signature (if, applicable):

Josephine P. Prestly 10-28-2020 Supervisor Date
[Signature] 11/4/2020 Dean/Unit Head Date
 Vice Chancellor Date
 Chancellor Date
 Director/Personnel Date
 Vice President/Finance Date
 Business Affairs/Comptroller Date
 President Date
 Chairman/S.U. Board of Supervisors Date

OF SUPERVISORS

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR:

Jacqueline G. Preastly

SUPERVISOR/DEPARTMENT CONTACT NUMBER

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

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

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

I am requesting a new position of Associate Vice Chancellor of Enrollment Management & Student Success at \$90,000/year. The purpose of the position is to advise and assist the Vice Chancellor and provide leadership to enrollment-related units of the university. Additionally, the Associate Vice Chancellor will recommend, develop, and implement division and university goals and priorities with a focus on recruitment, enrollment, and student success.

Salary/Range: \$90,000 \$100,000/yr Previous Incumbent (if replacement): _____

Approved Disapproved *Jacqueline B. Prestley* 10/23/2020
 Department Head Date

Approved Disapproved _____
 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 _____
 Vice Chancellor Date

Approved Disapproved _____
 Chancellor/Vice President Date

Approved Disapproved _____
 President Date



Southern University and A&M College

Division of Enrollment Management & Student Success

T.H. Harris Annex, Second Floor
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Associate Vice Chancellor of Enrollment Management & Student Success

Summary:

The Associate Vice Chancellor of Enrollment Management & Student Success, (AVC EMSS) reports to the Vice Chancellor of Enrollment Management & Student Success and is responsible for supervising the functions and the staff of Admissions & Recruitment, Financial Aid, University College, and Dual Enrollment units. The position has the primary day-to-day responsibility for planning, implementing, managing and controlling all student enrollment, financial aid, and student success-related activities of the University. The AVC is a collaborative leader with a proven history of working with diverse constituents, including demographic and functional diversity, promoting innovation and change, managing spending and budgets, and a demonstrated knowledge and understanding of the current and future roles and challenges of enrollment management and student success.

Essential Functions:

- Provide strategic and operational leadership for the University's enrollment management efforts, including related cross-functional teams. Develop and implement a broad range strategic plan that integrates marketing with enrollment and retention goals for the university.
- Design, develop and implement a comprehensive marketing, recruitment/admissions, and retention plan.
- Design and implement a comprehensive data structure that includes enrollment forecasting, goals and trend analysis.
- Lead a data-driven approach to quality assurance, assessment and reporting requirements, including the development and implementation of departmental scorecards, dashboards, pipelines and improvement plans.
- Work cross-functionally and collaboratively across the institution to determine and implement systemic solutions to issues.
- Design and implement a comprehensive evaluation system for enrollment management and related departments.
- Ensure that the evaluation and documentation process is built into all activities.
- Conduct assessments to verify effectiveness of enrollment operations and make adjustments accordingly.
- Develop and recommend to senior management policies and procedures that better coordinate and enhance student services at the University.
- Serve on various University committees, attends related university system meetings, and frequently works evenings and weekends.

Required Qualifications:

- Master's degree in education, higher education administration, enrollment management or related field.
- A minimum of seven years of higher education or higher education-related experience; with at least three years of leadership experience including supervisory and budget responsibility.



Southern University and A&M College

Division of Enrollment Management & Student Success

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Office: 225-771-2300

- Experience in the development, implementation and evaluation of marketing and recruitment strategic, including the utilization of research and information technologies.
- Experience with developing and using enrollment pipeline reports and other data-driven approaches to forecasting, analysis, metrics-driven performance evaluation and continuous quality improvement.
- Proven success in working with families and students as they navigate the admissions and financial aid process.
- Demonstrated knowledge and application of best practices in enrollment management including, but not limited to, marketing, data analytics, utilization of third-party vendors, the awarding of scholarships/financial aid to meet enrollment goals, etc.
- Understanding of information technology, including student database platforms, CRM software, and strong data analytics and interpretation abilities to assist in making data-driven decisions.
- Demonstrated ability to manage personnel, communicate with senior leadership and trustees, and inform University stakeholders.
- Ability to establish a clear and understandable vision for enrollment management and student success units and functions.
- Experience in institutional research, assessment, and planning.
- Knowledge of current enrollment and student service practices and issues relative to strategic enrollment management and emerging issues/trends regionally, nationally, and globally.
- Collaborate with other Departments such as Marketing, Student Affairs, IT, Finance, Alumni, Academic Affairs, Athletics, and University Foundation to ensure a smooth transition for students into the institution.
- Maintain proficiency in Banner, web-based conferencing, email programs, Microsoft Office, and document imaging systems or knowledge databases.
- Must embrace, promote, and have a commitment to the mission, values, goals and plans of Southern University.
- All other duties as assigned.

Preferred Qualifications:

- Ph.D. or Ed.D. in education, higher education administration, enrollment management or related field.
- Experience in mediation and conflict resolution, work experience within a professional setting.
- Strong critical thinking, problem solving, and decision-making skills.
- Experience in program coordination, implementation and assessment.
- Must have excellent communication skills, attention to detail, and strong conceptual analytical, and integrative thinking skills.

MICHAEL C. TAYLOR, SR.

ENROLLMENT MANAGEMENT

Enrollment Management & Higher Education Professional

Twenty years of progressive experience in designing, implementing, and leading student recruitment campaigns. Further, experienced in developing and implementing marketing strategies; as well as, experience in public relations, annual fund, alumni engagement strategies and partnership building to meet goals and objectives. In this regard, a proven professional in the areas of recruitment, branding, and fundraising with demonstrated results.

DEMONSTRATED SUCCESS RECORD IN:

- Improving diversity recruitment strategies for other minority groups to include Native Americans and Hispanics (MVSU & Cheyney University).
- Developing marketing and branding campaigns to promote the academic successes of the University and attract talented students (MVSU, Cheyney University & Lincoln University).
- Developing and implementing recruitment plans that are targeted for the undergraduate and graduate student population (MVSU, Cheyney University & Lincoln University).
- Obtaining new student recruitment records: Lincoln University (2005, 2006, and 2007) and Cheyney University (2010).
- Increasing applicant pools: St. Paul's College, Cheyney University and MVSU.
- Increasing new transfer student enrollment: St. Paul's College and MVSU.
- Increasing open house attendance: Lincoln University (2005, 2006, 2007 and 2008) and Cheyney University (2008, 2009, 2010 and 2011).
- Increasing housing and acceptance deposits received: Cheyney University (2009 and 2010).
- Increasing intent to enrolls received: MVSU (2017)

CORE COMPETENCIES

- | | | |
|----------------------------------|-----------------------|--------------------------------|
| • Branding Campaign Development | • Virtual Recruitment | • Partnership Development |
| • Recruitment Plan Development | • Strategic Planning | • Budgeting |
| • Communication Plan Development | • Community Relations | • Fundraising & Friend Raising |

HIGHLIGHTED CAREER ACHIEVEMENTS

- **Enrollment Management** – Successfully restructured the MVSU's enrollment management committee to include a cabinet-level steering committee that is responsible for the oversight of the BM committee. Moreover, the restructured committee is comprised of three sub-committees that are focused on the committee's three basic functions: recruitment, financial aid, and retention. A measurable outcome of the committee was the development of the University's three-year enrollment management plan.
- **Churchill Downs Corporation Partnership** – Successfully fostered a relationship with the Churchill Downs that extended the impact of enrollment management beyond the campus; and, working with key university partners, established an alternative revenue source that went beyond traditional recruitment. Partnering with the Business Department faculty, MVSU and Churchill

Downs Corporation have executed a Memorandum of Understanding to offer online business courses.

- **E - Communications Software Implementation** – Successfully procured and implemented an e-communications software for the entire MVSU campus community. From the enrollment management vantage point, this software is a critical part of the recruitment and retention strategy. Moreover, the software has the functionality to be used by a wide range of university departments to communicate important messages via text, voice mail, and email to current and prospective students.
- **Customer Service Improvements** – Successfully developed and implemented a program for all staff to foster better communications and customer service delivery. (MVSU)
- **Financial Aid** – Successfully increased the amount of financial aid literacy workshops for students and parents; as well as, increased the communications to current students with respect to finance options for college, account balances, etc. (MVSU)
- **Recruitment Events** – Successfully increased participation at the Fall and Spring Open Houses. Attendance rose from 200 participants to over 1,000 participants in less than one year (Cheyney University). Further, implemented additional recruitment events, which enable recruiters and other key University staff and faculty to encourage matriculation to the University. These activities include the implementation of Cheyney First Days (mini-open houses), New Student Receptions, and Student Information Sessions. Implemented virtual recruitment events to include virtual tours, social media and email marketing, and virtual admission meetings.
- **Campus Tours** – Increased the campus tours groups on the University's campus by over 100% (Cheyney University). A campus tour is an effective and proven recruitment tool that can significantly increase the likelihood a student will apply and enroll to the University. In a 2007 report by higher education consulting firm Noel-Levitz, four- and two-year institutions ranked campus visit days among the top four most effective recruiting practices. Thus, it was critical to the University's recruitment plan that we increase our campus tour visits and extend those visits to middle school and high school students to create a pipeline of prospective students for the future.
- **Branding** - In today's complex and highly competitive marketplace, universities and colleges have turned to branding as a solution in dealing with today's global challenges. To that end, research indicates the growing importance of branding for the colleges and universities, and it is expected to become even more important and vital for their growth and survival. In this regard, it has been important for the University to take an integrated approach to marketing and recruiting. Thus, brand management was a primary focus of the Office of the Admissions, which includes branded recruitment materials, print publications, and collaterals at Cheyney University.
- **Student Ambassador Program** – Fall 2011 implemented the Student Ambassador Program at Cheyney University. It was retooled to meet the needs of the admissions department and the University. The student ambassador serves as a student representative of the Office of Admissions, and the program is aligned with the strategic goals and objectives as outlined in the University's strategic plan. Cheyney University Student Ambassadors provided exceptional customer service, host campus tours, participate in special events and served as role models.
- **Enhanced Recruitment Communications** – Successfully implemented enhanced recruitment communication plans to obtain enrollment growth and stated enrollment goals. In this regard, a schedule of specified communications to include direct mail, email, text and voice messaging were implemented at Lincoln University, Cheyney University and MVSU.

PROFESSIONAL EXPERIENCE

MISSISSIPPI VALLEY STATE UNIVERSITY, Itta Bena, MS

2016 to Present

Executive Director of Enrollment Management

- Serves as the Chair of the University's Enrollment Management Committee and, in this capacity, is responsible for working with campus constituents to design, implement, and continuously improve the University's Strategic Enrollment Management Plan.
- Provides oversight and direction for the Office of Admissions, Office of Financial Aid, and the Office of the Registrar.
- Serves as a member of the University's Enrollment Management Steering Committee and works closely with the cabinet to provide overall leadership and direction on enrollment management matters.
- Plays a significant role in institutional marketing and planning, which includes providing leadership and focus regarding competitor analysis; print, electronic and media publications and EM communications; and other marketing and communication matters that involve the enrollment management function.
- Ensure policies established related to enrollment management are implemented.
- Represent the University on enrollment management related matters to parents, community members and other constituents.

MISSISSIPPI VALLEY STATE UNIVERSITY, Itta Bena, MS

2014 to 2016

Executive Director of the Greenville Higher Education Center

- Provides direct oversight over the MVSU Greenville Higher Education Center.
- Coordinates with the Vice President for Academic Affairs and department chairs for the delivery of academic programs to the location.
- Ensures proper library services are coordinated.
- Develops and implements strategic plans to shape the direction of the GHEC, which includes strategic enrollment management and communication plans.
- Works closely with Mississippi Delta Community College to oversee and manage the established articulation agreement, as well as, make recommendations for revisions on an annual basis.
- Supervises staff responsible for student recruitment and student services. Ensures a high-level of customer service delivery for the location.
- Builds strategic partnerships for the University.

CHEYNEY UNIVERSITY OF PA, Cheyney, Pennsylvania

2008 to 2012

Interim Executive Director of Enrollment Management

- Planned, designed, and implemented undergraduate student recruitment campaigns and strategies to reach enrollment targets.
- Planned, designed, and implemented recruitment events and admissions counseling programs for prospective students, their parents, and school representatives (i.e., superintendents, principals, and guidance counselors). Activities include Open Houses, Cheyney First Choice Days, Information Sessions, and Campus Tours.
- Increased efforts to recruit diverse student populations. Activities include the development and implementation of the annual Hispanic Heritage recruitment events; as well as, expanding our reach outside of Pennsylvania to attract out-of-state students.

- Collaborated with the Media Advisory Team to plan, design, and implement marketing/recruitment campaigns, which include advertisements, collaterals, recruitment events, and campus tours. Developed integrated recruitment and marketing plans.
- Collaborated with the Vice President for Student Affairs to develop the University's Enrollment Management plan as accepted by the Middle States Commission on Higher Education (November 2011).
- Developed relationships with school administrators to create pipelines of prospective students from each respective school. Further, utilized already established relationships to create relationships for Cheyney University.
- Coordination of recruitment territories for admission counselors. As a result, territories have been redesigned to ensure the most effective use of counselors' time and efforts.
- Represented the university at local, regional, and national forums; such as related conferences and committees. Increased the University's presence at PASSHE lead meetings and conferences.
- Collaborated with the University's Enrollment Management Committee to redesign and implement activities; such as, New Student Orientations.
- Compile, evaluate, and monitor performance measurements for the department and provide oversight of departmental operations. Collaborated with the Office of Institutional Research to analyze historical and current trends in enrollment management.

LINCOLN UNIVERSITY OF PA, Lincoln University, Pennsylvania

2004 to 2008

Director of Admissions

- Planned, designed, and implemented undergraduate student recruitment campaigns and strategies to reach enrollment targets.
- Planned, designed, and implemented recruitment events and admissions counseling programs for prospective students, their parents, and school representatives (i.e., superintendents, principals, and guidance counselors).
- Collaborated with administration, faculty, and public relations to plan, design, and implement marketing/recruitment campaigns, which include advertisements, collaterals, recruitment events, and campus tours.
- Developed relationships with school administrators to create pipelines of prospective students from each respective school.
- Coordination of recruitment territories for admission counselors.
- Represented the university at local, regional, and national forums; such as related conferences and committees.
- Compile, evaluate, and monitor performance measurements for the department and provide oversight of departmental operations.

LINCOLN UNIVERSITY OF PA, Lincoln University, Pennsylvania

2002 to 2004

Director of Alumni Relations

- Planned, developed and implemented local, regional, national, and international alumni programs, services and activities.
- Directed staff in strengthening special programs; such as Homecoming, Founder's Day, and Class Reunion programs.
- Created and directed new initiatives in technology, alumni education and other areas to continuously improve alumni engagement.
- Increased alumni support for the annual fund, capital campaign, major alumni gifts, and planned giving.
- Organized and revitalized various alumni chapters.

SAINT PAUL'S COLLEGE, Lawrenceville, Virginia

2000 to 2002

Director of Admissions

- Planned, designed, and implemented undergraduate student recruitment campaigns and strategies in order to reach enrollment targets.
- Planned, designed, and implemented recruitment events and admissions counseling programs for prospective students, their parents, and school representatives (i.e., superintendents, principals, and guidance counselors). In this regard, raised the college's profile among regional high school counselors.
- Coordinated recruitment events at high schools, community colleges, and junior colleges.
- Assisted the Vice President for Student Affairs with new student orientation and other special projects.
- Managed the admissions' budget.

LINCOLN UNIVERSITY OF PA, Lincoln University, Pennsylvania

2000

Associate Director of Admissions

- Assisted the director with the day-to-day operations of the department; supervised the admissions staff; evaluated and monitored the admissions' recruitment programs.
- Managed the production and distribution of recruitment collaterals.
- Coordinated open houses and admissions reception programs at high schools, community colleges, and junior colleges.

EDUCATION

Ed.D., Educational Leadership & Management, Capella University, *Anticipated 2021*

M.S., Business, Lincoln University of Pennsylvania, May 2015

B.S., Human Services, Lincoln University of Pennsylvania, May 1997

PAST & PRESENT PROFESSIONAL MEMBERSHIPS

American Association of Collegiate Registrars and Admissions Officers

National Association for College Admissions Counseling

Pennsylvania Association for College Admissions Counseling, Government Relations Committee

PASSHE Deans and Director of College Admissions

NAACP, State of Delaware

Lions Club, State of Delaware

Omega Psi Phi, Inc.

Sigma Pi Phi

Lincoln University Athletic Hall of Fame

Mayor's Consortium, Greenville, Mississippi

PRESENTATIONS

Noel Levitz, Symposium on the Recruitment & Retention of Students of Color

April 14 to 15, 2014, Indianapolis, IN

Marketing and Recruitment for Students of Color: A Multifaceted Collaboration

PROFESSIONAL DEVELOPMENT

William R. Harvey Leadership Institute, Fellow, 2004

Higher Education Leadership Foundation, Fellow, Gamma Cohort, 2015

The Institute for Enrollment Management, 2016

VOLUNTEER ACTIVITIES

I Challenge You, Inc. (ICU), Board Member, 2018, Greenville, MS



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive
New Orleans, LA 70126
Phone: (504) 286-5311 Fax: (504) 286-5000
www.suno.edu

Office of the Chancellor

November 6, 2020

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

Dear Dr. Belton:

It is with great enthusiasm that I present this request for the naming of the Museum at Southern University at New Orleans (SUNO). On behalf of the SUNO family, I offer for your consideration and approval the name: Southern University at New Orleans Museum of Art (SUNOMA). This name recognizes SUNO's legacy in the community and honors the donors over the years who contributed to SUNO's rich cultural heritage in the community.

The Museum, a stunning addition to the campus, is a labor of love that has spanned over thirty years. The contributions of several key individuals whose collaborative efforts have now reached a pivotal juncture with the imminent opening of the Museum are remarkable. The networking among the directorship of our Library, the Museum Studies Program, and the Center for African and African American Studies along with tremendous support from the campus leadership has endured over three decades. The success of the Museum is already impressive and is envisioned to extend its global marketing strategy. Therefore, SUNOMA will further place SUNO in its earned standing as a cultural icon.

It is with sincere optimism that the SUNO community looks forward to your endorsement of this request to approve SUNO Museum of Art as the official name of the Campus Museum. Thank you for your consideration.

With kind regards,

James H. Ammons, Jr., Ph.D.

APPROVED:

Ray L. Belton, Ph.D.
President-Chancellor
Southern University and A&M College System

"An Equal Educational Opportunity Institution"



Dr. Rodney A. Ellis
Chancellor

November 6, 2020

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

RE: Parking Lot Agreement

Dr. Belton,

This letter comes as a request to enter into an agreement with Premium Parking Service, L.L.C., a Louisiana limited liability company, to manage the SUSLA automobile parking facilities located at municipal addresses 610 Travis Street & 411 Louisiana Avenue, Shreveport, LA consisting of approximately 68 parking spaces. Premium Parking is experienced in the operation and management of automobile parking facilities in several cities in Louisiana.

The agreement details are for a three-year term in which Premium and SUSLA will share the revenue at 50/50 split. Premium will pay for repair, re-paving and re-striping of parking lots prior to usage at a cost of approximately \$25K. The SUSLA Profit Projection of \$22K in year 1, \$36K in Year 2, \$40K in Year-3 based on 70% occupancy. Premium will install parking pay kiosk for payments as well as Text pay, Mobile App & Web payment. Premium annual expense is estimated to be approximately 11K.

Premium projections are based on after school hours being evening and weekends. Premium understands SUSLA students, faculty and staff occupy the parking lots during the day. Premium shall receive and collect all revenue from the operation of the Station. Revenue shall be disbursed to SUSLA in accordance with the agreement.

I request your endorsement of this agreement and that of the Southern University Board of Supervisors at their next meeting.

Thank you in advance for your kind consideration.

Respectfully submitted,

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

Rodney A. Ellis, Ed.D.
Chancellor

3050 MARTIN LUTHER KING, JR. DRIVE, * SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9312 * FAX: (318) 670-6374
TOLL FREE: 1-800-458-1472, EXT 6312
WWW.SUSLA.EDU

"Southern University at Shreveport does not discriminate on the basis of race, color, age, national origin, gender, disability or any other protected class in its programs and activities". The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator: Dr. Tuesday Mahoneu, College Success Ctr. (318) 670-0201. Section 504 Coordinator: Jerushka Ellis. Behavioral Science. (318) 670-0267

MANAGEMENT AGREEMENT

between

PREMIUM PARKING SERVICE, L.L.C.

and

SOUTHERN UNIVERSITY at SHREVEPORT

MANAGEMENT AGREEMENT

THIS MANAGEMENT AGREEMENT (this “Agreement”), dated as of ___ day of September, 2020, is made and entered into by and between Southern University at Shreveport, a Louisiana public corporation (“Owner”) and Premium Parking Service, L.L.C., a Louisiana limited liability company (“Operator”).

WITNESSETH:

WHEREAS, Owner owns the automobile parking facilities located at municipal addresses 610 Travis Street & 411 Louisiana Avenue, Shreveport, LA 71107, outlined on the plat attached hereto on Exhibit A and currently consisting of approximately 68 parking spaces (collectively, the “Station”);

WHEREAS, Owner desires to obtain Operator’s services in connection with the management and administration of the Station as described herein; and

WHEREAS, Operator is experienced in the operation and management of automobile parking facilities and desires to undertake the management and operation of the Station.

NOW, THEREFORE, in consideration of the premises and the mutual agreements and covenants contained herein, the parties hereto hereby agree as follows:

ARTICLE I

TERM OF AGREEMENT: TERMINATION

1.1 Term. Subject to earlier termination as hereinafter provided, the initial term of this Agreement shall commence on September 28, 2020 and shall end on September 27, 2023 (the “Initial Term”).

1.2 Renewal Terms. Subject to earlier termination as hereinafter provided, upon expiration of the Initial Term according to the terms hereof on September 27, 2023, this Agreement shall be automatically renewed and extended for consecutive one year terms (each a “Renewal Term,” and together with the Initial Term, the “Term”) unless either party shall notify the other in writing sixty (60) days prior to the end of the then current Term that it desires to terminate this Agreement at the end of the then current Term.

1.3 Termination. The non-defaulting party may terminate this Agreement prior to the expiration of any Term, after the occurrence and continuation past all required notice and cure periods of an event of default by the other party, upon written notice to the defaulting party. An event of default by Operator occurs if Operator fails to perform its obligations under Article II hereof and such failure continues for 30 days after Operator’s receipt of written notice from Owner specifying the alleged breach. An event of default by Owner occurs if Owner breaches its obligations under Article III, and such breach continues for 30 days after Owner’s receipt of written notice from Operator specifying the alleged breach.

1.4 Amortization. Owner's termination of this Agreement under Section 1.2 or Section 1.3 shall be subject to this Section 1.4. All capital items purchased by Operator for operation of the Parking Facility will be amortized over three (3) years (the "Amortized Capital Purchases"). The cost for Amortized Capital Purchases shall be amortized and charged to Owner over the course of the Initial Term. If Owner terminates this Agreement prior to three (3) years from the purchase date of the Amortized Capital Purchases, Owner shall pay Operator the amount of the unamortized total at termination. All Amortized Capital Purchases must be approved by owner in writing. This Section 1.4 shall not apply to any capital items purchased without Owner's written approval.

ARTICLE II OPERATOR; OPERATION AND MAINTENANCE; EQUIPMENT

2.1 Operator. Subject to the terms and provisions of this Agreement, Owner hereby appoints Operator as agent for Owner to operate an automobile parking facility on the Station, and Operator shall have the authority and obligation to operate the Station. Operator shall conduct and direct and have full control of all operations of the Station as permitted and required by, and within the limits of, this Agreement. Operator accepts its appointment pursuant to this Agreement. Specifically excluded from the term "Station" are all adjacent areas not included in the public parking facility described above hereto and not under the exclusive control of Operator including, but not limited to, buildings, stairways, elevators, escalators, walkways, hallways, lobbies, sidewalks and offsite improvements.

2.2 Duties of Operator. Operator shall discharge its duties and obligations hereunder in good faith and manage and operate the Station on behalf of Owner in an efficient manner commensurate with the Station's type of patronage and the volume of business of the Station, charging and collecting from the patrons of the Station reasonable fees for the parking of automobiles, and expending funds for expenses associated with the operation. Without limiting the foregoing, Operator, but subject to the limitations contained in Section 2.3 below, shall:

(a) Operate and maintain the Station and procure and furnish all services, supplies and labor necessary to carry out Operator's responsibilities under this Agreement.

(b) Establish commercially reasonable rates to be charged for parking and make changes in such rates and charges as it deems necessary.

(c) Employ such personnel as may be necessary to efficiently operate and maintain the Station, maintain records of time spent by employees so that proper charges may be made in accordance with Section 4 hereof and neatly uniform all employees.

(d) Maintain and repair the Station as necessary; provided, however, Operator shall only be required to maintain and repair the Station with respect to such items that are considered as part of an efficient parking operation, including but not limited to painting, lighting, booth, and bumper stop repairs. Operator shall not be responsible for repairs to the surface of the lots, structural repairs or other major repairs. Repairs by Operator are to be limited to \$500 per month, without prior approval of the Owner.

(e) Supervise all employees and equipment, sign and maintenance contractors of Operator working at the Station whether on a full-time or part-time basis.

(f) Purchase or cause to be purchased necessary equipment or supplies as may be necessary in connection with the proper operation and maintenance of the Station.

(g) Pay and discharge all expenses and costs incurred in operating and maintaining the Station, making charges therefore against the Account (as defined herein) as provided in Section 4.

(h) Comply with all laws and ordinances pertaining to the operation of the parking station, including obtaining licenses and permits required for the operation of the Station.

(i) Procure and maintain during the Term the following insurance:

(i) Garage Liability or Comprehensive or Commercial General Liability Insurance against liability for property damage and/or bodily injuries (including death) with a combined per occurrence limit of not less than five million dollars (\$5,000,000.00), which coverage shall specifically include the contractual liability assumed by Operator under this Agreement.

(ii) Garagekeeper's Legal Liability Insurance insuring Owner and Operator against claims, liabilities, losses, or suits incurred by reason of or arising out of Operator's negligence or fault and covering exposures for loss of or damage to the vehicle from fire, explosion, theft, collision, riot, civil commotion, malicious mischief or vandalism, with a per occurrence limit of not less than one million dollars (\$1,000,000.00).

(iii) Worker's Compensation insurance in compliance with the Worker's Compensation Act of the State of Louisiana, including a waiver of subrogation rights in favor of Owner.

(iv) Client Property coverage with limits of not less than three hundred thousand dollars (\$300,000.00) subject to a deductible of not more than five thousand dollars (\$5,000.00) for each loss.

(v) Employee Theft coverage with limits of not less than three hundred thousand dollars (\$300,000.00) subject to a deductible of not more than five thousand dollars (\$5,000.00) for each loss, except for employee theft of automobiles which is subject to a deductible of \$50,000.00.

(vi) All insurance coverages under this Section 2.2(i) shall cover Operator, its officers, agents, and employees, and may be a blanket policy or policies also covering other locations and insureds, contain a waiver of subrogation in favor of Owner and shall require that not less than thirty (30) days written notice shall be given Owner prior to any material changes in coverage or to its cancellation. Owner shall be named as an additional insured on the policies required by Subparagraphs (i) and (ii) of this subsection, but excluding coverage for Claims (as that term is herein defined) for faulty

construction or design of the Station. Upon request, Operator shall obtain and provide Owner with a Certificate of Insurance evidencing the coverage's provided by this subsection.

2.3 Extraordinary Expenditures. Operator recognizes that, from time to time, Owner may request that Operator make a repair, expansion, improvement, or enlargement to the Parking Facility. In the event that Owner makes such a request and Operator consents to the request, Operator shall not authorize any extraordinary expenditure, including without limitation, any expenditure, individually in excess of \$1,000 or a series of expenditures similarly related in excess of \$1,000, for the repair, expansion, improvement, or enlargement to the Parking Facility, without the prior written consent of Owner. In the event of an emergency, Operator may incur expenses related to emergency repairs if in Operator's opinion such repairs are necessary to protect the Parking Facility from damage or to maintain services.

2.4 Equipment and Projected Capital Expenditure. Operator will install and maintain removable revenue control equipment in the Parking Facility and shall install a kiosk for self-service parking payment purposes (the "Equipment"). The Equipment shall include one (1) T2 Luke II Payment Machine. Operator shall also install a signage package ("Signage"), repair asphalt and restripe the Station. Operator's projected capital investment is \$24,257.50, including the costs for Equipment, Signage, and for the repair and restripe of the Station. The Equipment and Signage are Amortized Capital Purchases.

2.5 Indemnification. Operator shall, at its own cost and expense, defend, indemnify and hold Owner harmless from and against any and all actions, costs (including attorney's fees), losses, expenses and/or damages (collectively, "Claims"), including, without limitation, bodily injury and property damage, sustained by Owner during the Term of this Agreement that are attributable to the negligence or willful misconduct in the performance of Operator's obligations under this Agreement by Operator or any of its agents, servants or employees under Operator's direct control.

ARTICLE III DUTIES OF OWNER

3.1 Lease Obligations. Owner shall be responsible for the payment of all rentals and taxes and other obligations under any ground leases covering the Station.

3.2 Taxes.

(a) Operator shall be responsible for the collection and payment of all sales and parking taxes levied upon or in connection with the Station, and the filing of all sales and parking tax and other reports and returns with respect thereto with state and federal regulatory authorities. All sales and parking taxes shall be paid by Operator out of Gross Revenue pursuant to Section 4.2 below.

(b) Owner shall be responsible for the payment of all federal and state income taxes and assessments of any kind assessed or levied upon or in connection with the Station (other than Operator's own income tax liability) and the filing of all tax reports and returns relating thereto with state and federal regulatory authorities.

(c) Owner shall be responsible for the payment of all ad valorem property taxes assessed on the Station but not on any of Operator's equipment or property.

3.3 Owner's Insurance. Owner shall, during the Term, procure and maintain a minimum of the following insurance:

(a) Fire and extended coverage, vandalism and malicious mischief and all-risk insurance coverage covering the Station and personal property of Owner located at the Station, for the benefit of Owner and Operator, but excluding the personal property of Operator located at the Station. Such policies shall be endorsed to provide a waiver of subrogation in favor of Operator and shall include a provision for 30 days written notice to Operator of cancellation, change in the name of the insured or other material changes.

(b) Commercial General Liability Insurance for the benefit of Owner against liability for property damage and/or bodily injuries (including death) with a combined per occurrence limit of not less than five million dollars (\$5,000,000.00), which coverage shall specifically include the contractual liability assumed by Owner under this Agreement.

Upon request, Owner shall obtain and provide Operator with current certificates of insurance evidencing the coverage provided by this Section 3.3.

3.4 Maintenance and Repair. Owner shall be responsible for major repairs and maintenance, which are defined as those items which are of a structural nature, such as roof, foundation or building frame and repairs to any other items because of requirements to meet governmental regulations or to secure insurance.

3.5 Indemnification. Owner shall, at its own cost and expense, defend, indemnify and hold Operator, its managers, members, officers and affiliates harmless from and against any and all Claims, including, without limitation, bodily injury and property damage, sustained by Operator during the Term of this Agreement (a) that are attributable to the negligence or willful misconduct in the performance of Owner's obligations under this Agreement by Owner or any of its agents, servants or employees under Owner's direct control or (b) that are attributable to the faulty construction, design, or physical state of the Station.

ARTICLE IV ACCOUNTING PROVISIONS; COMPENSATION

4.1 Direct Revenue. Operator shall receive and collect all revenue from the operation of the Station, which revenue shall be disbursed in accordance with Section 4.2.

4.2 Direct Costs. Operator shall deposit into its operating account (the "Account") all sums received by Operator from the operation of the Station (the "Gross Revenues"). Subject to the limitations contained in this Agreement, Operator shall deduct from the account all expenses related to or necessary for the operation, maintenance and repair of the Station (collectively, the "Direct Costs"), including without limitation, the following:

(a) Sales and Parking Taxes. All sales and parking taxes levied or assessed against the Station, and the loss revenues derived therefrom.

(b) Personnel Expense. Amounts expended for wages, salaries and expenses of all personnel who are directly engaged on a full-time or part-time basis in work directly connected or associated with the operation and maintenance of the Station.

(c) Payroll Burden. Expenditures made pursuant to assessments imposed by governmental authorities which are applicable to Operator's labor cost of salaries and wages chargeable to the Station pursuant to (b) above.

(d) Other Employee Expenses. Expenses of employees' fringe benefit plans, workers' compensation coverages, uniforms, and similar matters.

(e) Administrative Expenses. Operator's administrative expenses related to the Operation of the Station, which payroll costs shall include expenses contained in paragraphs (b), (c) and (d) above.

(f) Supplies and Materials. Supplies and materials purchased or furnished by Operator for use on the Station, including revenue control equipment, new signage, tickets, uniforms and other supplies and materials, telephone and licenses.

(g) Services. The cost of contract service and utilities procured from outside services.

(h) Insurance. All premiums for insurance required to be carried by Operator pursuant to Section 2.2 hereof, all losses coming within the deductible provisions set forth in Section 2.2, all self-retention costs and other losses not covered by insurance.

(i) Permits and Fees. All license fees and permits necessary for the operation of the Station.

(j) Damages and Losses. All costs or expenses necessary for the maintenance or repair of the Station made necessary because of ordinary wear and tear, or damage or loss incurred by fire, flood, storm, theft, accident, vehicular damage claim or other cause.

(k) Offsite Supervisor. Operator shall deduct as an operating expense an amount equal to its supervisory costs for the Station. Booting enforcement is not charged to the Station, but is offset by booting charges.

(l) Equipment and Improvements. Operator may, with Owner's written approval, purchase and install equipment or improvements which the parties agree should be installed as part of the revenue and traffic control system and operation requirements for the Station. Title to equipment and improvements so purchased and installed by Operator shall vest in Owner upon installation, subject to reimbursement. The total cost thereof (including delivery and installation costs and taxes) shall be reimbursed to Operator by Owner within thirty (30) days after receipt of Operator's statement showing the description and costs of each item. Amortization charges incurred by Operator for equipment and improvements used in connection with the Station will be deducted from operating expenses.

(m) Enforcement Fees. Lost parking revenues collected by Operator in connection with third-party enforcement services provided at the Station, including booting services.

(n) Supplemental Fees. All supplemental processing fees such as extra parking permits for the Station, extra hang tag fees, house account fees, customer service fees, and late payment fees.

(o) Operator's Platform Fees.

(i) Ten percent of all reservation payments.

(ii) \$.25 of all mobile payments.

(p) Financial Charges. Credit card fees, charges related to electronic fund transfers, ACH fees, bank fees, check cashing fees, or returned checks fees.

(q) Maintenance Fee. A lot monthly Maintenance Fee of \$100.00 for minor monthly maintenance of the Station.

(r) Amortized Capital Expense Reimbursement. Monthly payment of \$673.82 for reimbursement of Amortized Capital Purchases.

(s) Other Expenditures. Any other expenditure not covered or dealt with in the foregoing provisions of this Section 4.2, and which is incurred by Operator for the necessary and proper routine conduct of operation and maintenance of the Station.

As used in this Agreement, "Net Revenue" shall mean the Gross Revenue less the Direct Costs for an applicable period of time.

4.3 Reports.

(a) Monthly Reports. Operator shall keep detailed accounts of its transactions for its operation of the Station, and Operator shall pay to Owner, by mailing to Owner on or before the 25th day of each month, the Net Revenue for the calendar month preceding such month, and Operator shall also mail to Owner a statement for such prior month showing the calculation of Net Revenue.

(b) Inspection. Owner, or any agent designated by it, shall have the right to inspect all records maintained by Operator pertaining to the management and operation of the Station during regular office hours and upon reasonable notice at the office where such records are kept.

4.4 Account Deficit. If at any time during the Term, the Direct Costs charged to the Account exceed the Gross Revenues deposited in the Account, Owner shall, immediately upon receipt of a statement detailing such costs and revenues, pay to Operator an amount equal to such deficit. In the event that Owner is delinquent in the payment of any sums due Operator pursuant to this Agreement for a period of ten (10) days or more, Operator may thereafter retain all Gross

Revenue derived from the operation of the Station as a credit against sums due Operator until all monies due Operator hereunder are paid to Operator. Any sums not paid when due to Operator pursuant to this Agreement shall bear interest at the highest rate permitted by Louisiana law but not exceeding twelve (12%) percent. Following the expiration of this Agreement, any costs, charges and expenses incurred by Operator in the operation of the Station under this Agreement which have not previously been reimbursed to or deducted by Operator under the provisions of this Agreement shall be reimbursed to Operator by Owner within ten (10) days of receipt of a statement evidencing any such costs, charges and expenses.

4.5 Compensation of Operator.

(a) Management Fee. Owner shall pay to Operator the monthly management fee of 50% of the monthly Net Revenue hereto (the "Management Fee"). Operator shall deduct such charge from the Account as a Direct Cost in accordance with Section 4.2 hereof of the first day of each month during the Term.

ARTICLE V
MISCELLANEOUS

5.1 No Partnership. This Agreement shall in no way be considered to create a partnership or joint venture between the parties hereto or other relationship of any kind other than that of Operator being an independent contract furnishing and supplying services to Owner.

5.2 Notices. All notices hereunder must be in writing and will be deemed to have been given upon delivery by (a) personal delivery to the designated address, (b) certified or registered mail, postage prepaid, return receipt requested, or (c) a nationally recognized overnight courier service (against a receipt therefor). All such notices must be addressed as follows or to such other address as to which any party hereto may have notified the other in writing:

Operator:	Premium Parking Service, L.L.C. James M. Huger, Chief Executive Officer 601 Poydras Street, Suite 1500 New Orleans, Louisiana 70130
Owner:	Southern University at Shreveport Attn: Rodney Ellis, Ed.D Chancellor – SUSLA 3050 Martin Luther King Jr. Drive Shreveport, LA 71107
With copy to:	General Counsel J.S. Clark Administration Building, 4 th Floor Baton Rouge, LA 70813

5.3 Successors and Assigns. This Agreement shall be binding and inure to the benefit of the parties hereto, their legal representatives and respective successors and assigns.

5.4 Standard of Care. Nothing in this Agreement shall be construed to create any duty to, any standard of care with reference to, or any liability to anyone not a party, except as otherwise expressly provided herein.

5.5 Attorney's Fees. In the event that Owner or Operator shall bring any action or proceeding for damages for an alleged breach of any provision of this Agreement or to enforce, protect, or establish any right or remedy of either party, the prevailing party shall be entitled to recover as a part of such action or proceeding, reasonable attorney's fees and court costs.

5.6 Amendment. This Agreement is not subject to modification except in writing and contains the entire Agreement of the parties with respect to the matters covered by this Agreement and no other agreement, statement, or promise made by any party to any employee, officer, or agent of any party, which is not contained in this Agreement shall be binding or valid.

5.7 Governing Law. This Agreement shall be construed in accordance with laws of the State of Louisiana, without regard to its conflicts of laws principles.

5.8 Recordation. Upon request of either party the parties shall execute and deliver a form of notice or short form of this Agreement that may be filed of record.

5.9 Force Majeure. If acts of God, including hurricanes and other natural disasters, acts of war, civil disturbance, or governmental action that materially affects the operation of the Premises, including, without limitation, street closures, the closing of curb cuts, or the withdrawal or revocation any license or permit, any other causes beyond the reasonable control of Operator, including but not limited to the uses of gasoline or of automobiles being restricted or a cyber event preventing Operator from collecting revenues for any period of time, then neither party shall be required to pay any amounts or render any services to the other party until such event has terminated or been resolved (provided, however, that Owner shall retain its tax obligations under Section 3.2 and Operator shall maintain the insurance coverages required by Section 2.2(i)).

5.10 Intellectual Property. "Intellectual Property" means, all of worldwide proprietary rights in each and all of the following, whether or not patentable: ideas, inventions, concepts, developments, designs, applets, or other computer programs, applications, firmware or software, creations, other works of authorship, technology, prototypes, methods (whether technological, business or otherwise), processes, marks, symbols, slogans, emblems, business plans and strategies or other proprietary things or information. All Intellectual Property of Operator as of the date of this Agreement and all Intellectual Property owned, created or discovered by Operator during the Term shall remain the sole and exclusive property of Operator. No Intellectual Property owned, created or discovered by Operator during the Term shall be deemed a "work made for hire". Owner shall not have a license or any other rights to the Intellectual Property of Operator.

5.11 Security. Owner acknowledges that Operator's obligations hereunder do not include the rendition of service, supervision, or furnishing of personnel in connection with the personal safety and security of any persons within or about the Station.

5.12 Statutory Employer. Owner does not employ and is not responsible for Operator's employees. However, it is the intention of the parties to recognize Owner as the statutory employer of Operator's employees pursuant to La. R.S. 23:1061(A)(3). It is the express intention of Operator

and Owner that Operator be recognized as a statutory employer of Operator's employees in accordance with La. R.S. 23:1061 and that Owner be entitled to the exclusive remedy protections of La. R.S. 23:1032. Owner and Operator agree that this recognition of Owner as a statutory employer of Operator's employees is for the sole purpose of the Louisiana Worker's Compensation law only and is not intended to create or establish any other obligations, rights or duties with regard to Owner not otherwise set forth in this Agreement.

5.13 Right of First Refusal for Parking Services. If Owner offers or receives a bona fide offer for the lease or management of the Station for a period subsequent to the then current Term herein provided at a price and upon terms acceptable to Owner, Operator shall have the right of first refusal to lease or manage the Station on the terms offered. Owner shall immediately notify Operator of any such offer by sending a true and complete copy of the offer pursuant to the notice provision in this Agreement, and Operator shall have twenty (20) calendar days from receipt of such notice to advise Owner of its intention to accept reject the offer.

5.14 Counterparts. This Agreement may be executed in any number of counterparts with the same effect as if all parties hereto had signed the same document. All such counterparts shall be construed together and shall constitute one instrument, but in making proof hereof it shall only be necessary to produce one such counterpart. In order to expedite the action contemplated herein, telecopied or electronic signatures may be used in place of original signatures on this Agreement. Owner and Operator intend to be bound by the signatures on the telecopied or electronic document, are aware that the other party will rely on the telecopied or electronic signatures, and hereby waive any defenses to the enforcement of the terms of this Agreement based on the form of signature.

5.15 Non-Compete; Non-Solicitation. During the Term of this Agreement and for a period of twelve (12) months following the expiration or termination of this Agreement, Owner shall not hire, or attempt to hire, personnel of the Operator at the Station without the prior written consent of the Operator.

5.16 Subcontractors. Operator may, without any prior approval of Owner, provide the services contemplated by this Agreement through itself and/or one or more of its affiliates and/or third party subcontractors.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have hereby executed this Agreement as of the date first above written.

The address of Operator is:
601 Poydras Street, Suite 1500
New Orleans, Louisiana 70130

PREMIUM PARKING SERVICE, L.L.C.

By: _____
James M. Huger, Manager

The address of Owner is:
3050 Martin Luther King Jr. Drive
Shreveport, LA 71107

SOUTHERN UNIVERSITY AT
SHREVEPORT

By: _____
Name: Rodney Ellis, Ed.D
Title: Chancellor - SUSLA

EXHIBIT A

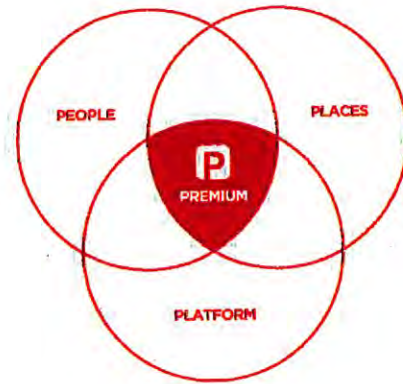
Description of the Station



Welcome to Premium

Parking today is about more than just having convenient locations. It's about establishing a relationship with your parkers. With easy-to-use products and seamless payment channels that create loyalty and improve navigation—and drive growth for your community. That's why our solutions are custom built with cities and parkers in mind. Because great customer experiences drive growth.

At Premium, we're dedicated to providing you with superior service, thoughtfully maintained facilities, and industry-leading software. It's why thinking goes into every one of our spaces, with people, places, and platform working together seamlessly. So that we can take your assets from good to great.



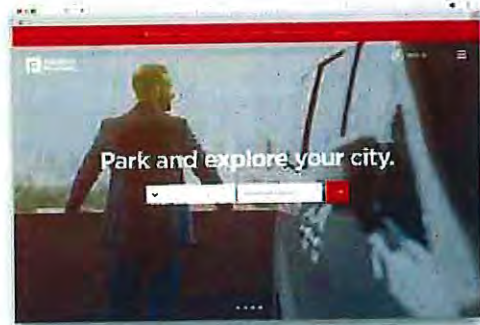
Company Overview

Our Objective

An Elevated Customer Experience

Premium Parking leverages detailed operating plans with a transition timeline to serve as the foundation for an operational approach that engages both public & private stakeholders and minimizes disruption to the prevailing operations. Our operating plans are comprehensive and include these core areas:

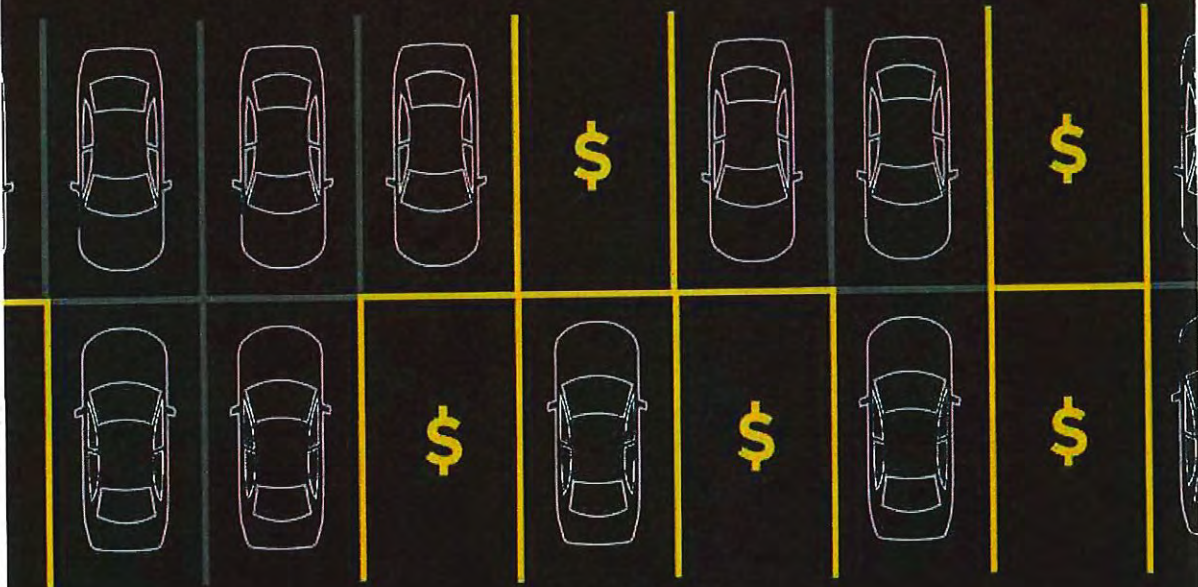
- Operation Overview.
- Timeline.
- Budget.
- Capital.
- Equipment.
- Sign.
- Staffing.
- Policy.
- Vendors.
- Rate.
- Strategies.
- Communication.
- Marketing.
- Compliance.
- Reporting.



Customer parking reimagined.

Introducing **Flex Lots**™

Our Flex Lots help you manage parking for your actual customers,
and monetize spaces when you have excess capacity.



Flex Lots™

BY PREMIUM PARKING



How it works.



Complimentary parking for your actual customers.



Others must pay to park.



Text location number to 504504 to pay.

Signage.

Customizable signage for your business.



Management.

Set Your Own Strategy - From light to tight access, you drive the policies to create a culture of compliance.

Flexible Staffing - Whether you self-manage, partner with a third-party or use Premium's preferred vendors, staffing and schedules match your operations.

Reporting & Payment - Track usage in real-time, view and download history, and get automated monthly payments.

Get in touch.

PREMIUM PARKING

601 Poydras St., Suite 1500 New Orleans, LA 70130
Tel (844) 236-2011 | premiumparking.com



	70% Baseline	100% Increase	105% Increase	115% Increase
Revenue				
Voucher Sales Income	-	-	-	-
Reservation Income	-	-	-	-
Platform Income	28,910.00	41,300.00	43,365.00	47,495.00
Daily Parking Income	12,390.00	17,700.00	18,585.00	20,355.00
Monthly Parking Income	25,200.00	36,000.00	37,800.00	41,400.00
Parking - Tax Exempt	-	-	-	-
Hotel - Tax Exempt	-	-	-	-
Location Rental	-	-	-	-
Gross Revenue	66,500.00	95,000.00	99,750.00	109,250.00
Sales Tax	(8,645.00)	(12,350.00)	(12,967.50)	(14,202.50)
Total Revenue	57,855.00	82,650.00	86,782.50	95,047.50
Expenses				
Operating Expenses	-10,379.16	-10,379.16	-10,379.16	-10,379.16
Location NOI	\$44,338.97	\$72,270.84	\$76,403.34	\$84,668.34

Baseline for Profit Split:	0	0	0	0
Premium Profit	22,169.48	35,849.01	39,757.45	43,665.89
Net to Client	\$22,169.48	\$35,849.01	\$39,757.45	\$43,665.89

OPTIONAL ADD-ONS:

Facility Services	Annual	Per Month
Cleaning / Janitoria.	\$0.00	\$0.00
Sweeping	\$1,200.00	\$100.00
Striping	\$0.00	\$0.00
Pressure Washing	\$0.00	\$0.00
Painting	\$0.00	\$0.00
Total Expense	\$1,200.00	\$100.00

Enforcement	Annual	Per Month
Light Enforcement - i	\$0.00	\$0.00
Light Enforcement - l	\$0.00	\$0.00
Medium Enforcement -	\$0.00	\$0.00
Total Expense	\$0.00	\$0.00

Utilities	\$ -	\$ -
Signage Replacement/Maintenance	\$ 865.25	\$ 72.10
Uniforms	\$ 160.00	\$ 13.33
Maintenance & Groundskeeping	\$ -	\$ -
Tickets & Tags	\$ -	\$ -
Audit Expense	\$ -	\$ -
Bank Service Charge	\$ 500.00	\$ 41.67
Business License & Fees	\$ 90.00	\$ 7.50
Car/Truck Expense	\$ -	\$ -
Cleaning and Janitorial	\$ -	\$ -
Contract Labor	\$ -	\$ -
Claim Expense	\$ -	\$ -
Depreciation Expense (of signage and pay machines)	\$ 5,147.36	\$ 428.95
Data Processing / Computer	\$ -	\$ -
IT Expense	\$ -	\$ -
General Liability & Garage Keepers Insurance	\$ 2,466.55	\$ 205.55
Workers' Compensation	\$ -	\$ -
Medical Insurance	\$ -	\$ -
Marketing Startup Costs (API, Website, etc.)	\$ 500.00	\$ 41.67
Miscellaneous	\$ -	\$ -
Office Supplies	\$ -	\$ -
Payroll Taxes	\$ -	\$ -
Professional Fees	\$ -	\$ -

PayCom Expense	\$ -	\$ -
Property Tax	\$ -	\$ -
Pay Machine Warranty	\$ 650.00	\$ 54.17
Storage Fees	\$ -	\$ -
Telephone & Fax	\$ -	\$ -
Training and Travel	\$ 500.00	\$ 41.67
Salaries & Wages	\$ -	\$ -
Incentives (for all employees)	\$ -	\$ -
Supervisor Expenses	\$ -	\$ -
Background Checks & Drug Screenings	\$ -	\$ -
Enforcement Expense	\$ -	\$ -
On-going HR Expenses	\$ -	\$ -
Total Exp.	\$ 10,879.16	\$ 906.60

Annual

Monthly

Cloud Permits™

Managing Groups of Parkers

How It works

Premium Parking manages over 25,000 accounts with Cloud Permits, our parking permit management system via GLIDEPARCS®. With this system, the process for obtaining a monthly permit is completely virtualized.

The benefit of Cloud Permits is total control over who is parking where and the capability for monthly auditing. GLIDEPARCS can improve many areas of garage operations, but the following are examples from the start are where you will see better use of your facilities leading to better revenue control:

- Eliminate employees passing their card to another employee, friend or family member without your knowledge,
- Eliminate employees parking anywhere at any facility. Value spaces on where they are in the facility – first floor or closest to the stadium is the most desired,
- Ability to monitor who is parking after hours for events. Create a policy where anyone who parks in event designated facilities need to pay the event rate.
- Auditing – know who is parking where. All you know now is an employee or monthly parker was assigned a card and hopefully have paid their monthly fee. Cloud-based monthly parking is in real time and has auto-payments. Set it and forget it. Employee hired or leaves, start and end parking in real-time.



Administrators set parking rules & policies for clients and tenants.



Managers manage groups of parkers (clients, customers or employees).



Parkers manage their user account



Managers email invites to parkers for sign up and adding their vehicles.



Parkers add up to 3 vehicles per account. One on property at a time.



Parkers come and go as they please

Cloud Permits™ brings many benefits to individuals seeking monthly parking, including:

- Avoiding the paperwork associated with manual monthly parking applications.
- Saving costs associated with physical credentials.
- Eliminating the need for sending physical credentials through the mail or chasing down folks sitting in a parking office.
- Allowing customers the flexibility to set up an account and/or apply online as well as manage/update license plate information in the comfort of their own environment.
- Eliminating the potential for parking RFID cards or other physical devices to be inoperable/nonresponsive to the PARCs system.
- Offering an electronic form of communication to applicants on the status of their application as well as any policy changes or update.

Platform Payment Channels.

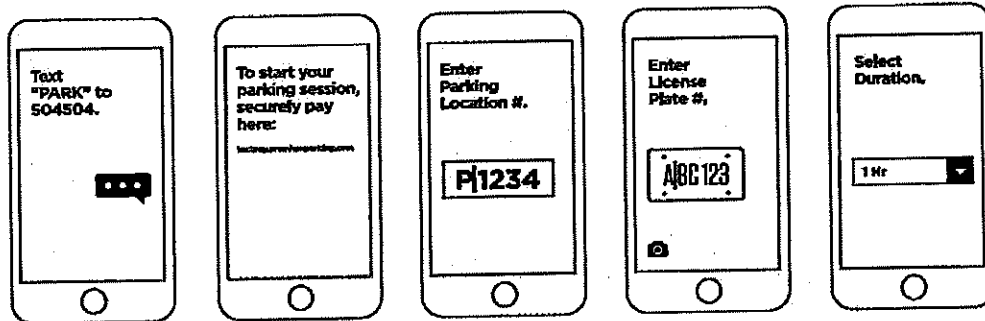


Premium offers many seamless channels for customers to pay for parking on-demand or credential/validate businesses/employees, including our leading mobile app and TextPay system for parkers to pay on the go. In addition, we offer traditional pay machines for cash and credit card payments, self-service kiosks to validate guests and visitors, and a professionally staffed 24/7/365 customer service center.

TextPay

The easiest way to pay without downloading an app

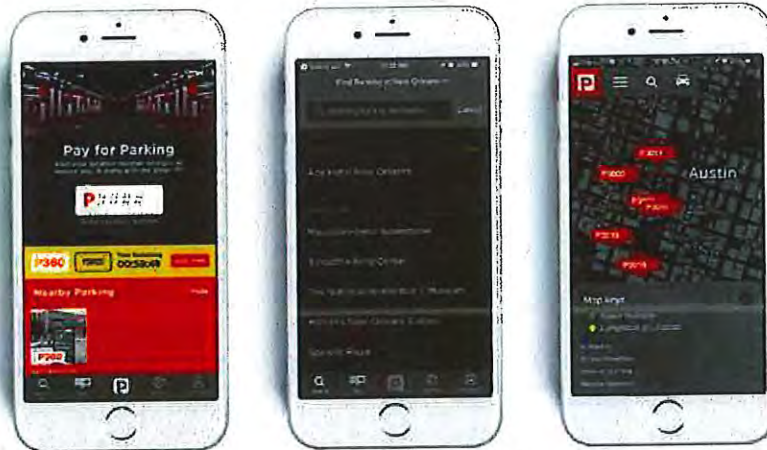
Premium's TextPay platform was released in 2017 to provide an easier way for infrequent customers to an event venue to pay for their parking sessions using their smartphones. TextPay allows for the parker to receive text notifications for a receipt, extend their parking session and that the session has ended. Additionally, it tracks if a user has started a TextPay session several times prior and send the parker to set up an account on the app making it even easier to pay for parking in the future.



Premium Mobile App

The fastest way to pay

The Premium Parking mobile app offers routine customers the fastest and most convenient way to find, pay, and seamlessly extend parking from anywhere. Parkers can instantly complete their transactions using their credit card, without ever having to go to a pay machine. Most importantly, our app allows users to save their information, allowing for multiple vehicles and credit cards to be stored. Switching between vehicles is easy and completing transactions only takes a few clicks. The app is available for both Android and iOS devices. Our proprietary mobile app brings the point-of-purchase directly to the parker and is unlike anything else in the industry.



Visitor Validations.

The GLIDEPARCS platform affords the ability to offer customers a variety of validation options. These validation options allow third parties to validate parking *before, during, or after* a customer's arrival. Premium's most-popular validation programs include:



Web Validation

Validate online in advance or upon arrival.



Visitor Kiosk for Self-Service "Check-in"

On-site validation via self-serve tablet.



Promo Codes

Provide a discount on parking, either in the form of a \$ or % off (up to the full cost). With chaser coupons, if the customer paid in advance, their charge is automatically credited back.



Outlook Validation

Send complimentary parking in advance via Outlook meeting invites.

Signage & Communication

Creating a Culture of Compliance

Success for any transition includes clear communication and instructions regarding the new program. Accordingly, Premium Parking will utilize a multi-faceted communication campaign to raise awareness of the new parking environment. Creating and upholding transparency delivers the most positive consumer experience for all parking stakeholders and patrons.

The foundational components for an overall successful parking communications strategy involve:

- Clear and concise directional signage
- Simple and straightforward instruction language
- Thoughtful and relevant marketing collateral
- Pleasant and noninvasive consumer messaging
- Easy to use and comprehensive payment options



Premium Company Account References

Founded in 2005, Premium Parking is corporately headquartered in New Orleans, LA. Since expanding into new markets in 2012, Premium has demonstrated its ability to implement its proven value-maximizing operating system, GLIDEPARCS in over 100 "remote" locations, spanning 23 additional markets. Emphasizing revenue optimization and incentive alignment, Premium consistently outperforms its national competitors, routinely increasing revenues by 10 to 15 percent and often by significantly more.

812 San Antonio

Type of Property:	Commercial Office Building Garage
Facility Address:	812 San Antonio, Austin, TX
Contact:	Chad Marsh, Endeavor Real Estate Group
Contact phone number:	512-861-3562
Contact email address:	cmarsh@endeavor-re.com
Transition Timeline (Planning to Takeover):	30 days
Dates of Service:	July 2016 – Present
Space Count:	224

Scope of Services

The 224-space parking garage at 812 San Antonio services the tenants of the adjacent office building and visitors to the neighboring Travis County Courthouse. Upon taking over operations from ABM Parking in July 2016, Premium converted the garage to a gateless pay-in-advance operation. The gateless operation allows for more seamless access and aggressive supply management while reducing operating expense by 21%. In its first year of operation, Premium increased Total Revenue by 46.1% and Net Operating Surplus by 79.5% over ABM's operation.

Shops at Canal Place Garage & Jax Brewery Parking Lots

Type of Property:	Commercial Office Building Garage & Surface Lots
Facility Address:	600 Decatur Street, New Orleans, LA
Contact:	Michael Pousson, Vice President of Asset Management
Contact phone number:	504-581-4082
Contact email address:	mpousson@thebergerco.com
Transition Timeline (Planning to Takeover)	45 days
Dates of Service:	January 2014 -- Present
Space Count:	2,500

Scope of Services

Premium manages the parking operations for One Canal Place, the 32-story skyscraper in Downtown New Orleans. The building is home to a three-level mall, the Westin Hotel, as well as over 650,000 square feet of class-A office space. Located along the Mississippi River, and in the heart of French Quarter, this 2,000-space garage also services tourists, the Audubon Aquarium of the Americas, a 9-screen movie theater, and Entergy's 360-seat Giant Screen Theater. Adjacent to the garage, Premium also manages eight surface parking lots, encompassing over 500 spaces. While events and festivals occur year-round, these locations most notably provide convenient and safe parking for Mardi Gras, New Orleans' historic two-week carnival celebration, and French Quarter Fest, a weekend music festival that attracts over a half million attendees annually. This facility currently has begun transition to the GLIDEPARCS gateless platform and will be live in August 2019.

In 2016, Premium converted all the French Quarter parking facilities from attended/pay at the booth operation to a gateless management solution with GLIDEPARCS. The conversion not only significantly reduced operating expenses for the client but also improved the parking experience for all visitors. Given the high-volume of parkers consistently visiting the French Quarter, the transition to a gateless parking environment has played a crucial role in the elimination of queuing at entry/egress and the overall reduction of congestion in the city's downtown core.

With an extremely diverse 24-hour customer base, Premium delivers round-the-clock maintenance and customer service, and simultaneously optimizes the lots' income, generating over \$9,800/space in Total Revenue.

308 Guadalupe Street

Type of Property:	Commercial Surface Lot
Facility Address:	308 Guadalupe Street, Austin, TX
Contact:	Seth Johnson, Lincoln Property Company
Contact phone number:	512-322-3216
Contact email address:	sjohnson@lpc.com
Dates of Service:	July 2017 – Present
Space Count:	212

Scope of Services

The 212-space parking lot at 308 Guadalupe Street sits on a full city block in downtown Austin. Premium Parking took over operations in July 2017 from Lanier Parking. Since then, Premium implemented its Operating Systems, including improvements in technology, supply analysis, enforcement, maintenance and customer satisfaction. Through its efforts, Premium has increased Total Revenue by more than 28% over Lanier's operation. Lincoln Property Company controls the property under a long-term ground lease from Travis County.

Harbor Point

Type of Property:	Commercial Office Building Garage & Surface Lots
Facility Address:	1300 Thames Street, Baltimore, MD
Contact:	Cathie Bryant, Beatty Development
Contact phone number:	410-332-1100
Contact email address:	cbryant@beattydevelopment.com
Transition Timeline (Planning to Takeover)	30 days
Dates of Service:	December 2015 – Present
Space Count:	4,000

Scope of Services

This \$1 Billion development includes a 3,200-space parking facility that accommodates nearly 27-acres of office space (including the Exelon corporate headquarters), 250,000 square feet of retail, a 500+ room hotel, and greenspace surrounding the infamous Baltimore Harbor. Before being awarded the contract, Premium understood that Beatty was experiencing frequent gate-arm problems, rush hour back-ups, and a lack of communication and proactiveness from their parking operator. In need of a change, Beatty selected Premium Parking with the hope that their innovative solution could solve the challenges they were experiencing. After implementing GLIDEPARCS, and converting the garage to a gateless pre-pay operation, Premium was able to increase revenue by over 27% in the first year, while also reducing operating costs by tens of thousands of dollars. The gateless configuration immediately eliminated rush-hour backups, overall area congestion, and allowed for a more enjoyable parking experience for all guests and tenants.

City of Mobile, AL Cruise Terminal Garage

Type of Property:	Commercial Garage
Facility Address:	201 South Water Street, Mobile, AL
Contact:	Joseph Snowden, Waterfront Coordinator for Mobile Alabama Cruise Terminal
Contact phone number:	251-338-7447
Contact email address:	joseph.snowden@cityofmobile.org
Transition Timeline (Planning to Takeover)	60 days
Dates of Service:	November 2016 – Present
Space Count:	1,500

Scope of Services

The Port of Mobile cruise parking program includes both a 500-space garage and 300-space overflow parking operation for the 2,200 passenger Carnival Cruise Line operating out of the Port. Through a competitive RFP process initiated in late 2015, Premium was selected over several other parking operators, including the incumbent, to manage the parking operation due to our modernized technology-centric parking solution. In addition, Premium solved the Port's challenges with regard to queuing on cruise days by designing a program that included the purchase of pay-on-foot stations, clear egress/ ingress signage, general signage in lobby, and a customized enforcement program that collects unpaid parking fees on exit once returning from cruises. Since takeover, Premium has saved the City of Mobile thousands of dollars in operating costs, as well as solved their challenge of managing parking on cruise turnaround days. The comprehensive Premium technology platform of management, online reservations, mobile payments, and fully integrated pay stations all operated seamlessly through a gateless configuration delivered the results the Port wanted with up to 98-100% compliance for all parkers achieved within less than a year of operations.

Our Communication Model

Premium believes engaging early and often with all key business stakeholders makes parking programs successful. Further, when onboarding new clients, Premium immediately works with clients to develop key performance indicators (KPI's) that can be used by all parties to begin to track and measure overall revenue performance. Our mission is focused clarity through routine communication with tightly drafted transition plans to mitigate executional risk, foster open dialog, and create operational transparency through a structured communication cadence:

- Bi-Weekly Conference Calls between Premium, Management and Client Liaison, and any 3rd-party Consultants/Stakeholders as necessary (30 minutes)
- Monthly In-Person Financial Review Meetings between the Premium Local Team and Client Liaison (60 minutes)
- Annual State of the Union Meeting between Premium, Management, Client Liaison/Key Stakeholders to review previous year results as well as prepare & review budget forecast (90 minutes)

By introducing this communication discipline, challenges can be identified quickly, solutions delivered in an efficient manner, and long-term financial or operational implications avoided altogether. As your dedicated parking operator, Premium Parking will work to accommodate any and all other meeting requests and for additional updates regarding the operation, rates, marketing and other operational needs.



Our Proposal

Premium proposes to operate the Southern University parking program for 50% of the net profit generated at the parking locations. Net Profit shall be defined as Gross Revenues less sales tax, payment processing fees, routine operating expenses, liability insurance, and the amortization of upfront costs ("CAPX Costs") Premium shall incur to initial the paid parking program outlined further in this proposal.

The expenses Premium will cover with its portion of the revenues include:

- Monthly Account Management
- Event Operations & Rate Management
- Payroll
- Hiring and Human Resources
- "Spot Maintenance" of Parking Areas
- Materials and Supplies
- Supply Chain Management
- Revenue Control
- Policy Enforcement
- Data Processing/Telephone
- General Liability/Garage Keepers Insurance
- Depreciation of CAPX Costs - Pay Station Equipment and Signage
- Executive Oversight
- Overhead

This proposal does not include any owner costs or Building Expenses (such as property tax, land or structural improvements, repaving, striping, etc.). Furthermore, the proposal does not include Parking Reimbursable Expenses such as power sweeping, pressure washing, or security expenses. These expenses will be managed by Premium and invoiced to ownership at cost, if applicable.

For visitors who pay to park in the locations using a mobile payment channel, Premium proposes a customer-paid transaction fee of \$.25 cents/transaction or 10% + \$1/transaction for reservations. No cost to ownership will be incurred for transaction fees.

Our Deliverables

General Deliverables

- Seamless Activation of GLIDEPARCS Parking Operation
- Purchase and Installation of one (1) Pay Machine
- Data Processing and Connection Costs
- Design, Purchase and Installation of Signs
- Processing of all Parking Revenue
- Monthly Parking Account Management
- Janitorial Maintenance of Parking Lot
- Management of all Parking Vendors
- Hiring and training all Related Personnel
- Detailed Monthly Reporting
- Ongoing Analysis and Improvement
- Garage Keepers and General Liability Insurance

Staffing

- Executive and Departmental Oversight
- Market President Direct Involvement (2.5 Hours/Week)
- 5 Hours of Facility Supervisor on site per week
- Additional Staffing as Needed for Events
- 24/7 Call Center Support

Premium Platform

- Online and Mobile Reservations
- Text Payments
- Mobile Payments
- Dynamic Rate Programming and Management
- Online Account Management
- Dedicated Facility Webpage
- Channel Partners and SEO Optimization

Our System: GLIDEPARCS®

GLIDEPARCS is our industry leading gateless platform for parking management. Our cloud-based system means no costly equipment, many seamless ways to credential and integrated enforcement tools for added compliance so that parkers can no longer game the system. With zero queues and seamless entries and exits, we can reduce costs and save customers and businesses time and money. Our platform combines a robust online presence for SEO, data analysis tools, ready-to-go integrations with leading equipment manufacturers and third-party data aggregators, all under a single, integrated platform.



Management
Operations, Customer Service & Marketing

PARCS System
Access & Revenue Control

Online Presence
Events, Reservations & Online Sales

Payments
Text, App, Monthly, Validations & Promo Codes

Integrations
Third Parties & Aggregators

Enforcement

Data Analysis
Business Intelligence

Strategy

Platform Improvements & Benefits

The benefits of the GLIDEPARCS operating platform include:

1. Ease of Ingress/Egress

Seamless entry and exit. Customers may enter and exit the lots freely, without the inevitable delay of gate arms caused by malfunction, user error, or transaction time.

2. More Efficient Operations & Cleaner Facility

Operating without gates requires fewer attendant personnel and repairs, thereby reducing Operating Expenses. Instead of stationing at the entrance and exit, Attendants may roam the facility, focusing on maintenance, customer service, and policy enforcement.

4. Enhanced Flexibility

The gateless system allows the Operator to get real-time visibility into parking usage and who's on-site. Data insights can be used to adjust rates or parking zones/assignments depending on local conditions.

5. Increased Security & Control

Cloud-based credentials and on-demand payments by license plate so there's no need for hang tags or access cards with the chance of sharing passes or other abuse.