

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

9:00 a.m.

Friday, January 10, 2020

2nd Floor

J.S. Clark Administration Building
Southern University and A&M College
Baton Rouge, Louisiana

Athletics Committee

ATHLETICS COMMITTEE

Friday, January 10, 2020

2nd Floor J.S. Clark Administration Building

Board of Supervisors Meeting Room

Baton Rouge, Louisiana

9:00 a.m.

AGENDA

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Installation of Board Officers for 2020
4. Special Presentation
5. Roll Call
6. Adoption of the Agenda
7. Public Comments
8. Action Item(s):
 - A. Request Approval on the Suspension of SUNO Athletics Program and Withdrawal of SUNO from the Gulf Coast Athletic Conference (SUNO)
 - B. Request Approval of the MOU between Southern University at Baton Rouge and the Southern University System Foundation regarding the Leasing of Equipment (SUBR)
9. Other Business
10. Adjournment

MEMBERS

Mr. John Barthelemy – Chair, Atty. Edwin Shorty – Vice-Chair,
Mrs. Ann Smith, Rev. Donald Ray Henry, Atty. Patrick Magee, Dr. Rani Whitfield
Atty. Domoine D. Rutledge-- Ex Officio



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive
New Orleans, LA 70126-0002
(504) 286-5311
FAX (504) 284-5500
www.suno.edu

OFFICE OF THE CHANCELLOR

December 6, 2019

President-Chancellor Ray L. Belton, Ph.D.
President's Office
J.S. Clark Administration Building, 4th Floor
Southern University and A&M College
Baton Rouge, LA 70813

Dear President-Chancellor Belton:

After thoroughly analyzing the budget of Southern University at New Orleans (SUNO), holding discussions with key stakeholders, examining all options and giving much thought, I am recommending approval of the Board of Supervisors at its next scheduled meeting to suspend all intercollegiate athletic programs for an unspecified period. The suspension will be effective at the end of the 2019-2020 academic year, following the final athletic event.

Please know that I understand athletic programs are integral to student life and they serve to unify alumni and the university community. I also am reminded that SUNO's athletic programs have been successful since established in 1973. These programs earned national championships, produced All-American student athletes and Coaches of the Year, and attracted a diverse group of scholar athletes. That's why this decision was not an easy one.

I want to emphasize that this decision was mission centric and data driven. To accomplish the university's mission, we must maintain quality academic programs. Our analysis revealed significant budget shortfalls due to the operations of athletics.

Thus, in order to improve SUNO's fiscal health and its academic programs, we must take all appropriate measures to ensure financial stability and sustainability.

As you well know, financial stability is one of the core requirements of our accreditor, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Accordingly, we must document full compliance with this requirement by mid-March 2020. Therefore, this decision coupled with other cost-cutting and revenue-generating measures, are indeed necessary. The strategy also demonstrates that the university has a stable financial base to support the mission and scope of its programs and services.

While making this decision, I kept in mind the futures of the student athletes. I wanted to ensure that they -- and their families -- had time to make decisions about their educational futures. I also wanted to allow time for coaches to seek employment at other institutions.

In closing, I want to assure you that while our budgets will continue to tighten over the next few months, we will protect the academic core and reallocate resources to invest in financially sustainable opportunities. All these measures will vividly display to our accreditor that we are acting in good faith and that we are good stewards of our resources.

Please contact me if you have any questions or need more information.

Sincerely,



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

cc: SUS Board of Supervisors
Attorney Deidre Deculus Robert

MEMORANDUM OF UNDERSTANDING
FOR
SOUND EQUIPMENT FOR ATHLETICS FACILITIES

This Memorandum of Understanding (herein the "MOU") is entered into effective as of the 10th day of January, 2020 (the "Effective Date") by and between:

BOARD OF SUPERVISORS OF SOUTHERN UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE (the "Board"), a public constitutional corporation organized and existing under the constitution and laws of the State of Louisiana, domiciled in the Parish of East Baton Rouge, said State, appearing herein through Dr. Ray Belton, Chancellor of the Baton Rouge campus and President of the Southern University System, duly authorized and empowered by resolution of the Board,

and

SOUTHERN UNIVERSITY SYSTEM FOUNDATION (the "Foundation"), a nonprofit corporation organized and existing under the laws of the State of Louisiana, domiciled in the Parish of East Baton Rouge, herein appearing through and represented by Al Harrell, its duly authorized Chief Executive Officer,

who agree as follows:

WITNESSETH

WHEREAS, Southern University Baton Rouge maintains a NCAA Division I Athletics program which is essential to the overall success of the University in that it assists in recruiting, fundraising, school spirit and public relations;

WHEREAS, the Foundation's mission is to support the University and its programs including athletics through promotions and fundraising;

WHEREAS, The Board desires for the Foundation to assist the University in acquiring and installing new sound equipment in the athletic facilities to enhance the game day experience for players and fans;

WHEREAS, the Foundation has committed to secure funding for the acquisition and installation of the equipment.

WHEREAS, the University is committed to making a payment for the use of the equipment until the Foundation has retired any outstanding balance on the purchase;

WHEREAS, the Foundation will maintain ownership of the equipment until such time as the purchase price is satisfied and then donate the equipment to the university.

NOW, THEREFORE, the parties agree as follows:

ARTICLE I.

The Foundation agrees to coordinate the acquisition and negotiate the costs of the equipment with the SUBR finance and athletics offices to ensure the equipment fits the intended application.

ARTICLE II.

The University will begin making annual payments to the Foundation on the same date the bank requires repayment of the equipment loan by the Foundation as more fully described in the attached Amortization Schedule (Exhibit A), which is incorporated herein.

ARTICLE III

The Foundation (or a designated third party) will maintain ownership and, if necessary, a security interest in the equipment until the purchase price is paid in full. The university shall be responsible for insuring the equipment and maintaining it in good working condition less reasonable wear and tear.

ARTICLE IV.

The term of this MOU shall be from January 10, 2019 through August 24, 2022 unless terminated earlier by early payment of the balance of the purchase price on the equipment.

THUS DONE, READ, AND SIGNED in duplicate originals, in the presence of the undersigned competent witnesses on the respective dates as are set forth below and effective on the Effective Date as stated hereinabove.

WITNESSES:

Print Name: _____

Print Name: _____

BOARD OF SUPERVISORS OF SOUTHERN UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE

By: _____
Dr. Ray Belton, President/Chancellor

Date: _____

WITNESSES:

Print Name: _____

Print Name: _____

SOUTHERN UNIVERSITY SYSTEM FOUNDATION

By: _____
Alfred E. Harrell, III, Chief Executive Officer

Date: _____

AMORTIZATION SCHEDULE

Principal	Loan Date	Maturity	Loan No	Daily Coll	Account	Officer	Initials
6243,675.00	10-29-2019	08-24-2022	33101313701				
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "****" has been omitted due to text length limitations.							

Borrower: SOUTHERN UNIVERSITY SYSTEM FOUNDATION
730 HARDING BLVD,
BATON ROUGE, LA 70807

Lender: HANCOCK WHITNEY BANK
COM BNKG - BR
P. O. BOX 61260
NEW ORLEANS, LA 70161-9967

Disbursement Date: October 29, 2019
Interest Rate: 6.990

Repayment Schedule: Irregular
Calculation Method: 365/360 Actuarial

Payment Number	Payment Date	Payment Amount	Interest Paid	Principal Paid	Remaining Balance
1	08-24-2020	91,843.21	12,163.44	79,679.77	163,995.23
2020 TOTALS:		91,843.21	12,163.44	79,679.77	
2	08-24-2021	91,843.21	9,959.75	81,883.46	82,111.77
2021 TOTALS:		91,843.21	9,959.75	81,883.46	
3	08-24-2022	87,098.57	4,986.80	82,111.77	0.00
2022 TOTALS:		87,098.57	4,986.80	82,111.77	
TOTALS:		270,784.99	27,109.99	243,675.00	

NOTICE: This is an estimated loan amortization schedule. Actual amounts may vary if payments are made on different dates or in different amounts.

**MEMORANDUM OF UNDERSTANDING
FOR
SOUND EQUIPMENT FOR ATHLETICS FACILITIES**

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NOW, THEREFORE, the parties agree as follows:

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ARTICLE II.

Once the equipment is installed the University will make an annual payment to the Foundation of **eighty-eight thousand nine hundred seventy-five dollars and zero cents** (\$88,975.00) with the last payment being August 24, 2022.

ARTICLE III

The Foundation (or a designated third party) will maintain ownership and, if necessary, a security interest in the equipment until the purchase price is paid in full. The university shall be responsible for insuring the equipment and maintaining it in good working condition less reasonable wear and tear.

ARTICLE IV.

The term of this MOU shall be from January 1, 2019 through August 24, 2022 unless terminated earlier by early payment of the balance of the purchase price on the equipment.

THUS DONE, READ, AND SIGNED in duplicate originals, in the presence of the undersigned competent witnesses on the respective dates as are set forth below and effective on the Effective Date as stated hereinabove.

WITNESSES:

Print Name: _____

Print Name: _____

BOARD OF SUPERVISORS OF SOUTHERN UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE

By: _____
Dr. Ray Belton, President/Chancellor

Date: _____

WITNESSES:

Print Name: _____

Print Name: _____

SOUTHERN UNIVERSITY SYSTEM FOUNDATION

By: _____
Alfred E. Harrell, III, Chief Executive Officer

Date: _____

Facilities and Property Committee

FACILITIES AND PROPERTY COMMITTEE

(Following Athletics Committee)

Friday, January 10, 2020

2nd Floor J.S. Clark Administration Building
Board of Supervisors Meeting Room
Baton Rouge, Louisiana

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Information Item
 - A. Priority Projects Updates, by Campuses
6. Other Business
7. Adjournment

MEMBERS

Rev. Donald R. Henry – Chair, Dr. Rani Whitfield – Vice Chair,
Mr. John Barthelemy, Dr. Leroy Davis, Mr. Richard Hilliard, Mrs. Ann Smith,
Atty. Domoine D. Rutledge- Ex Officio



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J. S. CLARK ADMINISTRATION BUILDING

3TH FLOOR

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

OFFICE OF
FACILITIES PLANNING

(225)771-2786 OFFICE
(225) 771-2922 FAX
Eli_Guillory@sus.edu

December 12, 2019

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 document report, which indicates the remarkable status of each campus building construction, renovations, building repairs/upgrades and facilities planning progress 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, appearing to read "Eli G. Guillory III", with a flourish at the end.

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 Dec. 2019

	agency	Project Name	Project Budget	Funding Source	Approval Date	Completion Date	Comments
1	SUAG	SUAG Arena - building exterior painting and wall system/roof canopy repairs	\$ 75,000.00	State	2018		Pending WBS no. from FP&C w/ approval
2	SUAG	Southwest Center for Rural Initiatives (Opelousas Ag Bldg.) - Mechanical system AC units replacement	\$ 105,221.96	State	2018	6/25/2019	Completed - Construction In Progress 6 mech. units replaced - 100% complete
3	SUAG	A. O. Williams Hall Mechanical HVAC system upgrades - Westside of Phase one - part 1 mech. units, coil upgrades,	\$ 140,000.00	State	2018	2019	Completed - 100% complete MeI Eng. and CMC - completed, pending recommendation of acceptance from the Designer - additional pending work by SUag for \$40k -Pending by FP&C seeking additional AFC funding \$1,500,000 and \$160,000 for Eng. Design.
4	SUAG	SUAG - A. O. Williams Hall Renovations - Phase 1 westside, ext. wall flashing and de-brick masonry	\$ 2,764,000.00	Fed. Gov. NIFA	2015	2019	complete (pending to seek Capital Outlay funding for \$4,500,000 for phase 2 - Eastside)
5	SUAG	SUAG - A. O. Williams Hall Renovations - Phase 2 Eastside, ext. wall flashing, de-brick masonry and Mechanical System upgrades	\$ 4,500,000.00	State	2018		Pending approval by Fp&c of Capital Outlay funding for \$4,500,000 for phase 2 - Eastside / westside p1_ \$160,000 p2_ \$1,500,000 p5_ \$4,000,000
6	SUAG	Multipurpose Building	\$ 1,492,444.00	Fed. Gov.	2003	2018	complete (furniture funding is pending)
7	SUAG	Child Development Center - code upgrades	\$ 218,300.00	Fed. Gov.	Apr. 2018	2019	Complete
8	SUAG	Horticulture Storage Building Renovation	\$ 275,000.00	Fed. Gov.	2003	2017	Complete
9	SUAG	Pesticide Storage Building	\$ 250,000.00	Fed. Gov.	2003	2018	Complete
10	SUAG	Equipment Storage Shed Building	\$ 90,000.00	Fed. Gov.	2003	2018	Complete
11	SUAG	Meat Technology Roof Replacement	\$ 212,400.00	Fed. Gov.	Apr. 2018	2019	Complete
12	SUAG	A. O. Williams Hall - Mechanical AHU / Mech. Room equipment Repairs	\$ 140,000.00	State	10/20/2017	2019	completed
13	SUAG	New Mega Disaster Relief Shelter (for 2,500 beds)	\$ 24,375,000.00	State / Federal	Jan. 2019		Active - pending Fp&c approval of designer- p2_ \$1,000,000 p5_ \$8,375,000 interagency GOHSEP\$15,000,000
14	SUAG	SUAG - Road/Street and Canal Soil Erosion Improvements at SUAG Experimental Farm Station 14600 Scenic Highway / US Hwy 61 (EBRP/Baker LA)	\$ 3,300,000.00	State	7/1/2016		pending state approval
15	SUAG	Existing Meat Processing Facility Expansion Addition	\$ 1,225,000.00	State	7/1/2018		pending state approval
16	SUAG	A. O. Williams Hall Mechanical system upgrades - Pump repair/ replacement (located near A. O. Williams Hall)	\$ 50,000.00	state	11/15/2019		pending proj# to proceed by fp&c
17	SUBR	B. A. Little Dr. Road upgrade at SUPD & TT Allain Hall	\$ 151,775.00	Title 3	2018	2019	completed

18	SUBR	New Science Complex - program room/space planning phase	\$ 56,000.00	Title 3	2017	2019	completed
19	SUBR	New Science "STEM" Complex Building	\$ 46,000,000.00	State	7/1/2017		Pending full planning and Construction funding by State / DoA / Fp&c to proceed with design planning (p2 \$500,000 - July 2019) for construction
20	SUBR	J. B. Moore Hall Hi-Tech Smart Classroom Renovation	\$ 300,000.00	Title 3	Apr. 2016	2019	construction 100% complete
21	SUBR	SU Museum of Art - HVAC Mechanical System Repairs	\$ 127,112.00	State	10/11/2018	7/30/2019	completed - Construction in progress - 100% complete
22	SUBR	Air Handling Unit Repair - W. H. James Hall	\$ 350,000.00	State	10/20/2017	9/3/2018	completed - 100%
23	SUBR	Fan Coil Unit Repairs-JW Fisher hall	\$ 100,000.00	State	10/19/2017	7/30/2019	complete
24	SUBR	Fan Coil Unit Repairs-J. Lee Hall & Health Research Center	\$ 100,000.00	State	10/19/2017	7/30/2019	complete
25	SUBR	Mechanical Unit Repairs-WW Stewart Hall -Phase 1	\$ 100,000.00	State	10/19/2017	2019	Construction in progress - 100% complete
26	SUBR	Dehumidifying System Repair-Tourgee A. Debose Music Hall	\$ 225,000.00	State	10/19/2017		Active - Construction in progress 99% complete
27	SUBR	A.W. Mumford (Consent Decree ADA)	\$ 7,900,000.00	State	2016		Active - Construction in progress 99.5% complete by J. W. Grand, Inc (seek funding approval from Fp&c to upgrade perimeter roadway, walks, and streets)
28	SUBR	F.G. Clark Activity Center (Consent Decree ADA)	\$ 7,450,000.00	State	2016		Active - Construction in progress 99.5% complete by J. W. Grand, Inc (seek funding approval from Fp&c to upgrade perimeter roadway and parking)
29	SUBR	J.S. Clark Admin. Building - Roof Replacement	\$ 216,558.00	State	12/20/2017	2019	completed
30	SUBR	Frank Hayden Hall - Theatre Lobby Restrooms Phase 1 upgrades	\$ 150,000.00	Title 3	Apr. 2016		pending budget funding for planning & construction
31	SUBR	Ruffin Paul Central Plant - Loop Pump and Valve Replacement (Rebuild (2) <i>Loop pumps and replace with new VFDs. Replace valves on top of aluminum cooling tower and replace safety rails</i>)	\$ 212,000.00	State	7/27/2018		Active - pre bid meeting by Fp&c Nov 2019, Henry Eyre Engineers - low bidder Gallo Mech. @ \$142,000
32	SUBR	ADA Safety Compliance & Drainage Project at the Law Center	\$ 95,400.00	State	7/27/2018		Active - planning phase for bidding by Bonton Associates
33	SUBR	SU Laboratory School Gym Locker Room upgrades	\$ 70,000.00	SUBR	2019	Jul-19	complete
34	SUBR	SU Laboratory School Elementary Buildings renovations	\$ 440,000.00	State	2019		Active - FP&C pending planning phase for Nov 2019
35	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 (<i>Disaster Relief Shelter</i>) WBS:F.19002290	\$ 291,000.00	State	2018		Active -FP&C direct appointment for designer Oct. 18, 2019 ADG Baton Rouge, LLC Eng. fee \$18,697 - set up design meeting Nov 2019
36	SUBR	Campus sidewalks repairs neutralizing trip hazards and ensuring wheelchair accessibility	\$ 55,542.00	State	2018	Nov-19	Completed - construction in progress 100% complete

37	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
38	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
39	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
40	SUBR	DOTO / 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
41	SUBR	Music Building Annex - Music & Recording Studio	\$ 200,000.00	Title 3	2018		Active - planning CD's Construction Bid Documents @ 90% phase
42	SUBR	W. W. Stewart Hall First Floor Renovations - North	\$ 334,000.00	Title 3	2018	Nov-19	Complete - programing & planning phase (Williams & Williams Architecture LLC) - bidding (low bidder - Miremont/Schoonmaker Construction Co. Aug. 12, 2019 @ \$303,000) 100% complete
43	SUBR	W. W. Stewart Hall Lobby Restrooms	\$ 160,000.00	Title 3	2018	Nov-19	Complete - programing & planning phase by (Williams & Williams Architecture LLC) for bidding - const. in progress Integrity Builders 100% complete
44	SUBR	T. H. Harris Hall Window Replacement	\$ 50,000.00	State	2016	2017	Complete
45	SUBR	SUBR Gas Valve Replacement	\$ 4,028.00	State	2016	2017	Complete
46	SUBR	Underground Gas and Water Line Repairs	\$ 4,250.00	State	2016	2016	Complete
47	SUBR	T. T. Allain Hall ADA compliance	\$ 4,700.00	State	2016	2017	Complete
48	SUBR	Water Valve Replacement	\$ 287,631.35	State	2016	2017	Complete
49	SUBR	Fan Coil Unit Repair James B Moore	\$ 67,987.79	State	2016	2017	Complete
50	SUBR	James Lee Hall - Floor Tile Replacement	\$ 202,491.85	State	2016	2017	Complete
51	SUBR	Cade Library - Fire Alarm Replacement	\$ 279,166.00	State	2016	2017	Complete
52	SUBR	Cade Library - Elevator Repairs	\$ 15,000.00	State	2016	2017	Complete
53	SUBR	T.T. Allain ADA Renovation (Consent Decree)	\$ 1,010,000.00	State	2016	2018	Completed
54	SUBR	Tony Clayton Championship Plaza	\$ 465,000.00	SU Foundation	2017	2018	Completed
55	SUBR	Frank Hayden Hall - Theatre seating and wheelchair lift upgrades	\$ 255,000.00	Title 3	Apr. 2016	2018	completed
56	SUBR	Frank Hayden Hall - Theatre lighting upgrades	\$ 257,000.00	Title 3	Apr. 2016	2018	completed
57	SUBR	E. C. Harrison Street & sidewalk Replacement / Upgrades	\$ 404,000.00	Title 3	Apr. 2016	2018	completed
58	SUBR	School of Computer Science Renovation - phase 1 (H. L. Thurman Jr. Hall - East Complex)	\$ 248,000.00	Title 3	Apr. 2016	2018	completed
59	SUBR	J. B. Cade Library 4th Floor Renovations	\$ 142,000.00	Title 3	Apr. 2016	2018	completed

60	SUBR	Roofing Replacement - J.S. Clark Annex Bldg.	\$ 155,733.57	State	11/17/2016	2018	Completed	
61	SUBR	Roofing Replacement - Benjamin Kraft Bldg.	\$ 270,396.87	State	11/28/2016	2018	Completed	
62	SUBR	Roofing Replacement - Southern University Museum of Art (SUMA)	\$ 41,200.00	State	11/29/2016	2017	Completed	
63	SUBR	Door Entrance ADA Repairs - multiple bldgs.	\$ 51,500.00	State	12/16/2016	2018	Completed	
64	SUBR	Electrical Lighting Repair/Upgrades - Rodney Higgins Hall & Campus	\$ 77,250.00	State	12/19/2016	2018	Completed	
65	SUBR	Sidewalk & Curb Ramp Repairs for ADA Compliance	\$ 20,600.00	State	12/19/2016	2018	Completed	
66	SUBR	Roof Replacement - William Wallace Stewart Hall	\$ 339,900.00	State	2/9/2017	2017	Completed	
67	SUBR	Roof Replacement - Rodney G. Higgins Hall	\$ 229,478.12	State	2/9/2017	2018	Completed	
68	SUBR	Central Plant HVAC Replacement	\$ 231,363.60	State	2/9/2017	2018	Completed	
69	SUBR	Central Plant HVAC Replacement Phase 2	\$ 87,426.40	State	9/25/2017	2018	Completed	
70	SUBR	HVAC Renovations - Multiple Buildings	\$ 128,750.00	State	2/13/2017	2018	Completed	
71	SUBR	Benjamin Kraft Hall - Rooftop Mechanical Equipment Replacement	\$ 25,000.00	State	3/6/2018	2018	Completed	
72	SUBR	Rodney Higgins Hall - Rooftop Exhaust Fan Replacement	\$ 90,000.00	State	3/12/2018	2018	Completed	
73	SUBR	Student Health Center - Ravine Stabilization	\$ 133,900.00	State	7/24/2018	2018	Completed	
74	SUBR	Building Control Systems Rplmt-Mini Lab/Compliance Center	\$ 150,000.00	State	10/19/2017	2018	Completed	
75	SUBR	Cooling Tower Repairs-Ruffin Paul Sr. Central Plant - phase 1	\$ 225,000.00	State	10/19/2017	2017	Completed	
76	SUBR	Drainage/Culvert Repair at Steptoe Road	\$ 499,960.00	State		2016	2017	Completed - FP&C and DOTD
77	SUBR	SU Police Station Renovation	\$ 450,000.00	SUBR	Apr. 2016			Seeking funding approval for renovations by SUBR - pending approval
78	SUBR	J. B. Moore Hall I. T. Renovations	\$ 450,000.00	SUBR		2018		Active - programing phase - pending
79	SUBR	J. W. Fisher Renovations - classroom Labs hoods, lab casework, Mech., Elect, Window sys. Interior finishes upgrades pj# 01-107-18-02 WBS-F.01003868	\$ 4,430,000.00	State / Private	2018 April / approved 2019 June			Active - planning phase - Coleman Partners Architects 6/2019 to 6/2020 planning.
80	SUBR	Softball Complex Upgrades	\$ 500,000.00	SUBR		5/1/2019		master planning / construction in progress at 30% and seeking additional funding (\$500,000) for upgrades - review w/ BoR and Fp&c for capital outlay funding July 2019
81	SUBR	Demolition of Buildings- Arch. West, Jesse Owens, Lottie Anthony, Washington Hall, Old Hill Infirmary, Old Jones Hall	\$ 1,969,000.00	State		5/1/2019		Active - in the planning phase for bidding by Fp&c
82								
83		Demolition of Jones Hall Dormitory	\$ 800,000.00	State		7/24/2019		Mougeot Architecture - fee \$135,133 planning 9/7/2019 - bidding date-Jan 2020
84		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

85	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 & bidding
86	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 & bidding
87	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 March 2020
88	SUBR	SU Laboratory School Gym roof replacement and (inc. walkways)/upgrades as required for interior protection of rain water migration.	\$ 300,000.00	State	11/15/2019		pending proj# to proceed by fp&c
89		Navy ROTC (Army ROTC-review 20 year warranty) Roof Replacement	\$ 110,000.00	State	11/15/2019		pending proj# to proceed by fp&c
90		J. B. Moore Hall Roof Replacement	\$ 300,000.00	State	11/15/2019		pending proj# to proceed by fp&c
91	SUBR	DOTD - Information Center @ SUBR Campus	\$ 5,625,876.00	State	Aug. 1998 / Aug. 2014 / Nov. 2019		Active - in re-planning phase for bidding by DOTD Feb 2020
92	SUBR	W. W. Stewart Hall First Floor Renovations - South	\$ 150,000.00	Title 3	Nov-19		Active - June's Ceiling & Flooring Inc. & Bell's Flooring and SUN Ind.
93	SULC	Roof replacement	\$ 480,000.00	State	2016	2017	Completed
94	SULC	Law Center HVAC repairs			Nov. 2019		pending proj# to proceed by fp&c
95	SULC	Law Clinic Annex HVAC replacement			Nov. 2019		pending proj# to proceed by fp&c
96	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 is pending
97	SUNO	Roofing Replacement - Cafeteria Bldg.	\$ 226,365.00	State	11/29/2016	2018	Completed
98	SUNO	Site Parking Lot Restoration Phase 1 & 2 - temporary fema trailers lake and park campus	\$ 2,154,846.00	FEMA	2015		Active - 75% complete-pending additional planning meeting w/ Fp&c. All South Eng. designer
99	SUNO	Univ. Center Replace 3 Air Handling Units	\$ 265,775.00	State	2016	2019	Complete
100	SUNO	Roofing Replacement - University Center Building	\$ 494,400.00	State	2016	2019	Complete
101	SUNO	University Center-Parking Lot Resurfacing, Sidewalk & lighting repairs	\$ 61,800.00	State	2016	2019	Complete
102	SUNO	Natural Science Building	\$ 27,750,000.00	FEMA	2015	2019	complete
103	SUNO	Arts & Humanities and Social Sciences	\$ 21,200,000.00	FEMA	2015	2019	complete
104	SUNO	Arts & Humanities and Social Sciences: Auditorium Buildout 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.2020 completion.
105	SUNO	Arts & Humanities and Social Sciences - Museum Renovation 2nd floor	\$ 398,496.00	FEMA	2019		Active - (chasm + fusion Architecture) planning phase for bidding - (additional displays funding of \$1,200,000 is pending)

106	SUNO	Maintenance Building Mechanical HVAC Controls & Equipment upgrades - WBS:F.19003791	\$ 126,804.00	State	2018		Active - planning and bidding by Fp&c / designer GVA Eng. - Industrial Mechanical G.C.'bid \$74,900 - pending completion Oct 2019
107	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
108	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
109	SUNO	University Center 2nd & 3rd floor door replacements and painting of offices/restrooms/corridors.	\$ 200,000.00	State	2018		Pending Fp&c approval
110	SUNO	Natural Science 1st & 2nd Floors interior build-out spaces Phase 2	\$ 2,700,000.00	FEMA	2015		Active - planning phase by Sizer Thompson Brown Architects w/ CD's 90% complete
111	SUNO	Demolition of existing Buildings - New Science and Old Science Buildings	\$ 1,393,000.00	FEMA	2015		Active - planning phase by Manning Architects w/ pre-design meeting Oct. 2019
112	SUNO	New Education and Human Development Building	\$ 11,608,000.00	FEMA	2015	2019	completed
113	SUNO	Roof Leaks & associated damage repair -Modular Buildings	\$ 29,772.10	State	2016	2017	Completed
114	SUNO	Washington Library HVAC	\$ 298,295.00	State	2016	2017	Completed
115	SUNO	Electrical Underground Wiring Repairs & Outdoor Lighting	\$ 48,734.00	State	2016	2018	Completed
116	SUNO	Mechanical Underground Piping Repairs	\$ 51,500.00	State	2016	2017	Completed
117	SUNO	Roofing Repair - New Science Bldg.	\$ 36,153.00	State	6/13/2017	2017	Completed
118	SUNO	Emergency Chilled Water Valve Installation - L. Washington Memorial Library	\$ 10,300.00	State	6/13/2017	2017	Completed
119	SUNO	Electrical & Lighting Repairs/Replacements - Campus wide	\$ 51,500.00	State	7/24/2017	2018	Completed
120	SUNO	University Center Pool Repairs	\$ 65,290.17	State	10/17/2017	2018	Completed
121	SUNO	Central Plant Building	\$ 6,097,000.00	FEMA	2015	2017	completed
122	SUNO	School of Social Work Building	\$ 10,257,000.00	FEMA	2015	2017	completed
123	SUNO	Administration Building - Roof Replacement	\$ 350,000.00	State	Nov. 2019		pending proj# to proceed by fp&c
124	SUSLA	Gymnasium roof replacement	\$ 400,000.00	State	Nov. 2019		pending proj# to proceed by fp&c
125	SUSLA	Library Building Roof Replacement Building	\$ 160,000.00	State	Nov. 2019		pending proj# to proceed by fp&c
126	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
127	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
128	SUSLA	Multiple Buildings Elevator repairs - WBS:F.19002258	\$ 71,160.00	State	2/14/2019	9/1/2019	Complete
129	SUSLA	Allen Building School of Nursing Renovation (Downtown Texas St.)	\$ 3,500,000.00	State	2016	2019	Complete

130	SUSLA	Louis Collier Hall Science HVAC upgrades, Roofing repairs, Enhance Drainage	\$ 192,710.00	Title III	2018	2019	complete
131	SUSLA	Install keyless Entry Locks on MLK, Incubator and Metro Campus'	\$ 50,000.00	Title III	2018		Active - Pending
132	SUSLA	Campus Building Direction Signage	\$ 15,000.00	Title III	2018		Active - Pending bidding
133	SUSLA	Install Energy Efficient External LED Lighting	\$ 85,000.00	Title III	2018		Active - Pending
134	SUSLA	Admissions Office Renovations	\$ 10,000.00	Title III	2018		Active - Pending
135	SUSLA	MLK Restrooms Renovations	\$ 50,000.00	Title III	2018		Active - Pending
136	SUSLA	Campus HVAC System Repairs -WBS:F.19001175	\$ 194,698.00	State	1/30/2017	2019	complete
137	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.
138	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
139	SUSLA	Replace Hot and Cold Water underground piping on campus (Administration S07503, NCR S07504, Science S07505, Fine Arts S07509, Jesse Stone S07511, PD & Facilities S07506, Library S07508, Physical Plant S07510, Shipping & Warehouse S12069, Health & Education S13204, Student Union S07507, Student Activity S15913, Women's and Minorities Small Business S15937, Jackson & Dental Hygiene Buildings)	\$ 150,000.00	State	2018		Pending WBS# funding approval by Fp&c
140	SUSLA	Downtown Metro Building roof repairs and existing rooftop mechanical items removal - WBS:F.19002266	\$ 30,900.00	State	2019	2019	Completed
141	SUSLA	SUSLA -Campus Safety Compliance Projects - walks/doors/lighting repairs - WBS:F.19001176	\$ 97,850.00	State	1/30/2017	2018	Active - 75% complete
142	SUSLA	SUSLA -HPER-Gymnasium Roofing Repairs	\$ 142,469.13	State	1/31/2017	2017	Completed
143	SUSLA	SUSLA - Campus-wide LED Lighting	\$ 25,750.00	State	4/13/2017	2018	Completed
144	SUSLA	SUSLA - Campus-wide ADA Compliance Projects	\$ 55,488.00	State	4/17/2017	2018	Completed
145	SUSLA	Alphonse Jackson New Classroom Building	\$ 6,300,000.00	State	2015	2018	Completed
146	SUSLA	New Dental Hygiene Learning Center	\$ 900,000.00	one time state funding	2015	2017	Completed
Total amount			\$ 240,204,653.91				

SUBR - Ravine Erosion Control System and Road Improvements in progress Nov 2019



SUBR - Ravine Erosion Control System and Road Improvements in progress Dec. 2019



SUBR Tony Clayton Championship Plaza - lighting upgrades



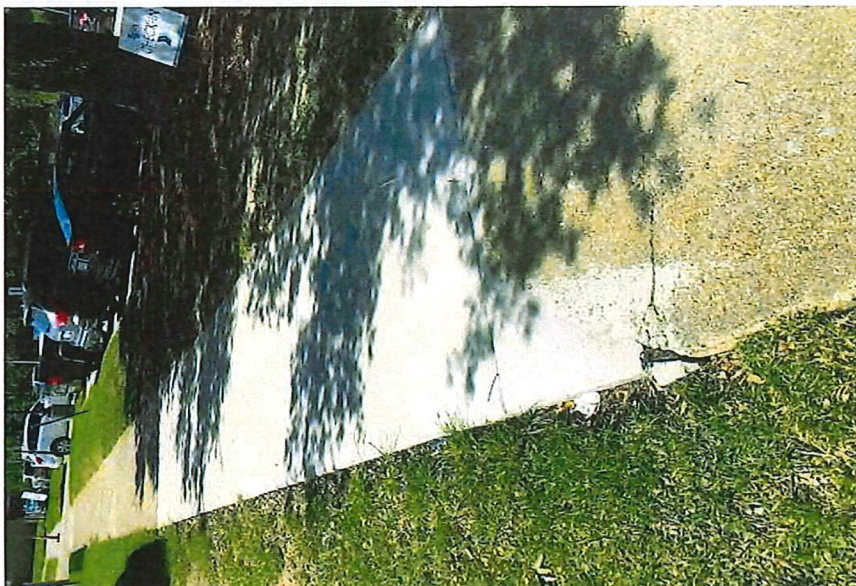
SUBR - Stewart Hall Renovations progress / proj. manager Kestee Weir III



SUBR A. W. Mumford Stadium Renovations



SUBR Campus sidewalk repairs



Finance Committee

FINANCE COMMITTEE
(Following Facilities and Property Committee)
Friday, January 10, 2020

2nd Floor J.S. Clark Administration Building
Board of Supervisors Meeting Room
Baton Rouge, Louisiana

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Informational Item
 - A. Fiscal Status Update (SUNO)
 - B. Interim Financial Report as of November 20, 2019
6. Other Business
7. Adjournment

MEMBERS

Atty Edwin Shorty—Chair, Mr. Richard Hilliard—Vice Chair
Dr. Leon R. Tarver II, Dr. Curman L. Gaines, Mr. Sam Gilliam, Ms. Arlanda Williams,
Atty. Domoine D. Rutledge- Ex Officio

Southern University System
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2020
As of November 30, 2019

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 45,838,434	\$ -	\$ 45,838,434	\$ 26,246,489	\$ 19,591,945	\$ 45,838,434	\$ -	57.3%
Statutory Dedicated	4,624,272	-	4,624,272	802,720	3,821,552	4,624,272	-	17.4%
Federal	3,654,209	-	3,654,209	962,253	2,691,956	3,654,209	-	26.3%
Self Generated								
Tuition - Fall 2019	37,137,024	3,207,649	33,929,375	34,207,584	-	34,207,584	278,209	100.8%
Tuition - Spring 2020	33,692,506	2,860,486	30,832,020	3,908,160	26,690,776	30,598,936	(233,084)	12.7%
Tuition - Summer	5,301,499	418,247	4,883,252	2,255,842	2,396,129	4,651,971	(231,281)	46.2%
Out-of-State Fees	10,644,516	-	10,644,516	6,574,501	5,531,168	12,105,669	1,461,153	61.8%
Other	18,043,816	3,183,811	14,860,005	6,035,957	9,461,413	15,497,371	637,366	40.6%
Interagency Transfer	3,028,515	-	3,028,515	999,396	2,029,119	3,028,515	-	33.0%
Total Revenues	\$ 161,964,791	\$ 9,670,193	\$ 152,294,598	\$ 81,992,903	\$ 72,214,058	\$ 154,206,961	\$ 1,912,363	53.8%
Expenditures								
Salaries	\$ 77,162,146	\$ 3,728,981	\$ 73,433,165	\$ 30,488,934	\$ 43,253,675	\$ 73,742,609	\$ 309,444	41.5%
Other Compensation	686,374	16,997	669,377	233,773	435,604	669,377	-	34.9%
Related Benefits	34,933,126	1,712,707	33,220,419	14,168,119	19,743,592	33,911,711	691,292	42.6%
Total Personal Services	\$ 112,781,646	\$ 5,458,685	\$ 107,322,961	\$ 44,890,826	\$ 63,432,871	\$ 108,323,697	\$ 1,000,736	41.8%
Travel	1,081,008	27,908	1,053,100	215,699	824,128	1,039,827	(13,273)	20.5%
Operating Services	15,237,611	720,627	14,516,984	5,393,445	8,850,591	14,244,036	(272,948)	37.2%
Supplies	1,879,942	87,331	1,792,611	717,211	1,056,630	1,773,841	(18,770)	40.0%
Total Operating Expenses	\$ 18,198,561	\$ 835,866	\$ 17,362,695	\$ 6,326,354	\$ 10,731,349	\$ 17,057,704	\$ (304,991)	36.4%
Professional Services	2,228,599	97,599	2,131,000	462,109	1,717,937	2,180,046	49,046	21.7%
Other Charges	11,851,965	3,259,330	8,592,635	521,139	8,252,031	8,773,170	180,535	6.1%
Debt Services								
Interagency Transfers	7,528,988	-	7,528,988	124,038	7,404,950	7,528,988	-	1.6%
Total Other Charges	\$ 21,609,552	\$ 3,356,929	\$ 18,252,623	\$ 1,107,286	\$ 17,374,918	\$ 18,482,204	\$ 229,581	6.1%
General Acquisitions	143,196	18,713	124,483	16,636	107,847	124,483	-	13.4%
Library Acquisitions	675,548	-	675,548	546,247	184,189	730,436	54,888	80.9%
Major Repairs	100,000	-	100,000	-	100,000	100,000	-	0.0%
Total Acquisitions/Major Repairs	\$ 918,744	\$ 18,713	\$ 900,031	\$ 562,883	\$ 392,036	\$ 954,919	\$ 54,888	62.5%
Scholarships	8,456,288	-	8,456,288	5,673,532	3,714,904	9,388,436	932,148	67.1%
Total Expenditures	\$ 161,964,791	\$ 9,670,193	\$ 152,294,598	\$ 58,560,881	\$ 95,646,078	\$ 154,206,960	\$ 1,912,362	38.5%

Southern University Board and System Administration
 General Operating Budget Financial Statement
 For Fiscal Year Ending June 30, 2020
 As of November 30, 2019

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 3,305,062	-	\$ 3,305,062	\$ 1,892,435	\$ 1,412,627	\$ 3,305,062	\$ -	57.3%
Statutory Dedicated								
Federal								
Self Generated								
Tuition - Fall 2019								
Tuition - Spring 2020								
Tuition - Summer								
Out-of-State Fees								
Other								
Interagency Transfer								
Total Revenues	\$ 3,305,062	\$ -	\$ 3,305,062	\$ 1,892,435	\$ 1,412,627	\$ 3,305,062	\$ -	57.3%
Expenditures								
Salaries	\$ 1,625,960	\$ -	\$ 1,625,960	\$ 651,453	\$ 974,507	\$ 1,625,960	\$ -	40.1%
Other Compensation	88,000	-	88,000	36,667	51,333	88,000	-	41.7%
Related Benefits	760,749	-	760,749	224,192	536,557	760,749	-	29.5%
Total Personal Services	\$ 2,474,709	\$ -	\$ 2,474,709	\$ 912,312	\$ 1,562,397	\$ 2,474,709	\$ -	36.9%
Travel	185,000	-	185,000	12,162	172,838	185,000	-	6.6%
Operating Services	171,100	-	171,100	57,934	113,166	171,100	-	33.9%
Supplies	80,000	-	80,000	19,909	60,091	80,000	-	24.9%
Total Operating Expenses	\$ 436,100	\$ -	\$ 436,100	\$ 90,005	\$ 346,095	\$ 436,100	\$ -	20.6%
Professional Services	94,000	-	94,000	13,340	80,660	94,000	-	14.2%
Other Charges	275,253	-	275,253	-	275,253	275,253	-	0.0%
Debt Services								
Interagency Transfers								
Total Other Charges	\$ 369,253	\$ -	\$ 369,253	\$ 13,340	\$ 355,913	\$ 369,253	\$ -	3.6%
General Acquisitions	25,000	-	25,000	1,489	23,511	25,000	-	6.0%
Library Acquisitions								
Major Repairs								
Total Acquisitions/Major Repairs	\$ 25,000	\$ -	\$ 25,000	\$ 1,489	\$ 23,511	\$ 25,000	\$ -	6.0%
Scholarships								
Total Expenditures	\$ 3,305,062	\$ -	\$ 3,305,062	\$ 1,017,146	\$ 2,287,916	\$ 3,305,062	\$ -	30.8%

Southern University Baton Rouge Campus
 General Operating Budget Financial Statement
 For Fiscal Year Ending June 30, 2020
 As of November 30, 2019

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 19,433,021	-	\$ 19,433,021	\$ 11,127,095	\$ 8,305,926	\$ 19,433,021	\$ -	57.3%
Statutory Dedicated	1,849,219	-	1,849,219	419,653	1,429,566	1,849,219	-	22.7%
Federal	-	-	-	-	-	-	-	-
Self Generated								
Tuition - Fall 2019	24,584,325	3,207,649	21,376,676	21,623,716	-	21,623,716	247,040	101.2%
Tuition - Spring 2020	21,923,573	2,860,486	19,063,087	(10,203)	19,261,937	19,251,734	188,647	-0.1%
Tuition - Summer	3,205,562	418,247	2,787,315	1,224,691	1,562,624	2,787,315	-	43.9%
Out-of-State Fees	7,164,987	-	7,164,987	4,396,833	3,940,086	8,336,919	1,171,932	61.4%
Other	8,546,110	-	8,546,110	2,398,574	6,294,853	8,693,428	147,318	28.1%
Interagency Transfer	3,028,515	-	3,028,515	999,396	2,029,119	3,028,515	-	33.0%
Total Revenues	\$ 89,735,312	\$ 6,486,382	\$ 83,248,930	\$ 42,179,756	\$ 42,824,111	\$ 85,003,866	\$ 1,754,936	50.7%
Expenditures								
Salaries	\$ 43,520,719	\$ 3,728,981	\$ 39,791,738	\$ 17,081,881	\$ 23,489,458	\$ 40,571,338	\$ 779,600	42.9%
Other Compensation	198,374	16,997	181,377	-	181,377	181,377	-	0.0%
Related Benefits	19,988,925	1,712,707	18,276,218	8,250,220	10,416,467	18,666,688	390,470	45.1%
Total Personal Services	\$ 63,708,018	\$ 5,458,685	\$ 58,249,333	\$ 25,332,101	\$ 34,087,302	\$ 59,419,403	\$ 1,170,070	43.5%
Travel	325,708	27,908	297,800	40,659	257,141	297,800	-	13.7%
Operating Services	8,410,404	720,627	7,689,777	2,773,688	4,766,089	7,539,777	(150,000)	36.1%
Supplies	1,019,242	87,331	931,911	327,828	604,083	931,911	-	35.2%
Total Operating Expenses	\$ 9,755,354	\$ 835,866	\$ 8,919,488	\$ 3,142,174	\$ 5,627,314	\$ 8,769,488	\$ (150,000)	35.2%
Professional Services	1,139,079	97,599	1,041,480	196,454	845,026	1,041,480	-	18.9%
Other Charges	3,881,219	75,519	3,805,700	483,411	3,322,289	3,805,700	-	12.7%
Debt Services								
Interagency Transfers	4,091,960	-	4,091,960	-	4,091,960	4,091,960	-	0.0%
Total Other Charges	\$ 9,112,258	\$ 173,118	\$ 8,939,140	\$ 679,864	\$ 8,259,276	\$ 8,939,140	\$ -	7.6%
General Acquisitions	67,846	18,713	49,133	4,416	44,717	49,133	-	9.0%
Library Acquisitions	150,548	-	150,548	29,591	120,957	150,548	-	19.7%
Major Repairs	-	-	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 218,394	\$ 18,713	\$ 199,681	\$ 34,007	\$ 165,674	\$ 199,681	\$ -	17.0%
Scholarships	6,941,288	-	6,941,288	4,725,652	2,950,502	7,676,154	734,866	68.1%
Total Expenditures	\$ 89,735,312	\$ 6,486,382	\$ 83,248,930	\$ 33,913,799	\$ 51,090,067	\$ 85,003,866	\$ 1,754,936	40.7%

Southern University Law Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2020
As of November 30, 2019

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 4,275,772	-	\$ 4,275,772	\$ 2,448,251	\$ 1,827,521	\$ 4,275,772	\$ -	57.3%
Statutory Dedicated	201,881	-	201,881	45,900	155,981	201,881	-	22.7%
Federal		-	-	-	-	-	-	
Self Generated								
Tuition - Fall 2019	3,823,146	-	3,823,146	3,695,289	-	3,695,289	(127,857)	96.7%
Tuition - Spring 2020	3,499,336	-	3,499,336	-	3,499,336	3,499,336	-	0.0%
Tuition - Summer	765,938	-	765,938	248,420	517,518	765,938	-	32.4%
Out-of-State Fees	2,576,700	-	2,576,700	1,384,551	1,192,149	2,576,700	-	53.7%
Other	3,773,301	908,749	2,864,552	1,528,174	1,336,378	2,864,552	-	53.3%
Interagency Transfer								
Total Revenues	\$ 18,916,074	\$ 908,749	\$ 18,007,325	\$ 9,350,585	\$ 8,528,883	\$ 17,879,468	\$ (127,857)	51.9%
Expenditures								
Salaries	\$ 9,125,960	\$ -	\$ 9,125,960	\$ 3,775,598.21	\$ 5,350,362	\$ 9,125,960	\$ -	41.4%
Other Compensation	-	-	-	-	-	-	-	
Related Benefits	3,487,393	-	3,487,393	1,156,877	2,330,516	3,487,393	-	33.2%
Total Personal Services	\$ 12,613,353	\$ -	\$ 12,613,353	\$ 4,932,475	\$ 7,680,878	\$ 12,613,353	\$ -	39.1%
Travel	385,000	-	385,000	96,356	288,644	385,000	-	25.0%
Operating Services	1,949,532	-	1,949,532	198,420	1,568,367	1,766,787	(182,745)	10.2%
Supplies	250,000	-	250,000	193,424	56,576	250,000	-	77.4%
Total Operating Expenses	\$ 2,584,532	\$ -	\$ 2,584,532	\$ 488,200	\$ 1,913,587	\$ 2,401,787	\$ (182,745)	18.9%
Professional Services	864,318	-	864,318	140,769	723,549	864,318	-	16.3%
Other Charges	1,362,288	908,749	453,539	-	453,539	453,539	-	0.0%
Debt Services				-	-	-	-	
Interagency Transfers	376,583		376,583	-	376,583	376,583	-	0.0%
Total Other Charges	\$ 2,603,189	\$ 908,749	\$ 1,694,440	\$ 140,769	\$ 1,553,671	\$ 1,694,440	\$ -	8.3%
General Acquisitions	-	-	-	-	-	-	-	
Library Acquisitions	350,000	-	350,000	354,888	50,000	404,888	54,888	101.4%
Major Repairs	100,000	-	100,000	-	100,000	100,000	-	0.0%
Total Acquisitions/Major Repairs	\$ 450,000	\$ -	\$ 450,000	\$ 354,888	\$ 150,000	\$ 504,888	\$ 54,888	78.9%
Scholarships	665,000	-	665,000	388,955	276,045	665,000	-	58.5%
Total Expenditures	\$ 18,916,074	\$ 908,749	\$ 18,007,325	\$ 6,305,287	\$ 11,574,180	\$ 17,879,468	\$ (127,857)	35.0%

Southern University New Orleans Campus
 General Operating Budget Financial Statement
 For Fiscal Year Ending June 30, 2020
 As of November 30, 2019

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 9,140,226	-	\$ 9,140,226	\$ 5,233,572	\$ 3,906,654	\$ 9,140,226	\$ -	57.3%
Statutory Dedicated	578,577	-	578,577	131,142	447,435	578,577	-	22.7%
Federal		-	-	-	-	-	-	
Self Generated								
Tuition - Fall 2019	4,851,700	-	4,851,700	4,617,902	-	4,617,902	(233,798)	95.2%
Tuition - Spring 2020	4,577,842	-	4,577,842	2,309,305	1,846,806	4,156,111	(421,731)	50.4%
Tuition - Summer	429,999	-	429,999	156,572	140,915	297,487	(132,512)	36.4%
Out-of-State Fees	352,829	-	352,829	340,107	301,943	642,050	289,221	96.4%
Other	4,735,175	1,825,062	2,910,113	2,042,025	1,503,699	3,545,724	635,611	70.2%
Interagency Transfer								
Total Revenues	\$ 24,666,348	\$ 1,825,062	\$ 22,841,286	\$ 14,830,625	\$ 8,147,452	\$ 22,978,077	\$ 136,791	64.9%
Expenditures								
Salaries	\$ 10,033,343	\$ -	\$ 10,033,343	\$ 4,325,348	\$ 5,237,839	\$ 9,563,187	\$ (470,156)	43.1%
Other Compensation	350,000	-	350,000	178,356	171,644	350,000	-	51.0%
Related Benefits	4,610,662	-	4,610,662	2,496,185	2,415,299	4,911,484	300,822	54.1%
Total Personal Services	\$ 14,994,005	\$ -	\$ 14,994,005	\$ 6,999,889	\$ 7,824,782	\$ 14,824,671	\$ (169,334)	46.7%
Travel	47,000	-	47,000	7,216	39,784	47,000	-	15.4%
Operating Services	2,404,366	-	2,404,366	938,856	1,525,307	2,464,163.00	59,797	39.0%
Supplies	261,500	-	261,500	77,960	183,540	261,500.00	-	29.8%
Total Operating Expenses	\$ 2,712,866	\$ -	\$ 2,712,866	\$ 1,024,032	\$ 1,748,631	\$ 2,772,663	\$ 59,797	37.7%
Professional Services	75,000	-	75,000	101,002	23,044	124,046	49,046	134.7%
Other Charges	5,102,655	1,825,062	3,277,593	2,750	3,274,843	3,277,593	-	0.1%
Debt Services	-	-	-	-	-	-	-	
Interagency Transfers	1,006,822	-	1,006,822	-	1,006,822	1,006,822	-	0.0%
Total Other Charges	\$ 6,184,477	\$ 1,825,062	\$ 4,359,415	\$ 103,752	\$ 4,304,709	\$ 4,408,461	\$ 49,046	2.4%
General Acquisitions	-	-	-	-	-	-	-	0.0%
Library Acquisitions	175,000	-	175,000	161,768	13,232	175,000	-	92.4%
Major Repairs	-	-	-	-	-	-	-	
Total Acquisitions/Major Repairs	\$ 175,000	\$ -	\$ 175,000	\$ 161,768	\$ 13,232	\$ 175,000	\$ -	92.4%
Scholarships	600,000	-	600,000	453,049	344,233	797,282	197,282	75.5%
Total Expenditures	\$ 24,666,348	\$ 1,825,062	\$ 22,841,286	\$ 8,742,490	\$ 14,235,587	\$ 22,978,077	\$ 136,791	38.3%

Southern University Shreveport Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2020
As of November 30, 2019

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 5,692,475	-	\$ 5,692,475	\$ 3,259,438	\$ 2,433,037	\$ 5,692,475	\$ -	57.3%
Statutory Dedicated	189,181	-	189,181	45,900	143,281	189,181	-	24.3%
Federal								
Self Generated								
Tuition - Fall 2019	3,877,853	-	3,877,853	4,270,677	-	4,270,677	392,824	110.1%
Tuition - Spring 2020	3,691,755	-	3,691,755	1,609,058	2,082,697	3,691,755	-	43.6%
Tuition - Summer	900,000	-	900,000	626,158	175,073	801,231	(98,769)	69.6%
Out-of-State Fees	550,000	-	550,000	453,010	96,990	550,000	-	82.4%
Other	989,230	450,000	539,230	67,184	326,483	393,667	(145,563)	12.5%
Interagency Transfer								
Total Revenues	\$ 15,890,494	\$ 450,000	\$ 15,440,494	\$ 10,331,425	\$ 5,257,561	\$ 15,588,986	\$ 148,492	66.9%
Expenditures								
Salaries	\$ 8,088,366	\$ -	\$ 8,088,366	\$ 2,917,855	\$ 5,170,511	\$ 8,088,366	\$ -	36.1%
Other Compensation	-	-	-	-	-	-	-	0.0%
Related Benefits	3,873,043	-	3,873,043	1,383,401	2,489,642	3,873,043	-	35.7%
Total Personal Services	\$ 11,961,409	\$ -	\$ 11,961,409	\$ 4,301,256	\$ 7,660,153	\$ 11,961,409	\$ -	36.0%
Travel	38,300	-	38,300	8,007	17,020	25,027	(13,273)	20.9%
Operating Services	1,982,184	-	1,982,184	1,161,641	820,543	1,982,184	-	58.6%
Supplies	138,200	-	138,200	64,301	55,129	119,430	(18,770)	46.5%
Total Operating Expenses	\$ 2,158,684	\$ -	\$ 2,158,684	\$ 1,233,949	\$ 892,692	\$ 2,126,641	\$ (32,043)	57.2%
Professional Services	17,000	-	17,000	16,394	606	17,000	-	96.4%
Other Charges	754,778	450,000	304,778	34,978	450,335	485,313	180,535	11.5%
Debt Services								
Interagency Transfers	748,623		748,623	-	748,623	748,623	-	0.0%
Total Other Charges	\$ 1,520,401	\$ 450,000	\$ 1,070,401	\$ 51,372	\$ 1,199,564	\$ 1,250,936	\$ 180,535	4.8%
General Acquisitions	-	-	-	-	-	-	-	0.0%
Library Acquisitions	-	-	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	-	-	0.0%
Total Acquisitions/Major Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Scholarships	250,000	-	250,000	105,876	144,124	250,000	-	42.4%
Total Expenditures	\$ 15,890,494	\$ 450,000	\$ 15,440,494	\$ 5,692,453	\$ 9,896,533	\$ 15,588,986	\$ 148,492	36.9%

Southern University Agricultural Research and Extension Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2020
As of November 30, 2019

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 3,991,878	-	\$ 3,991,878	\$ 2,285,698	\$ 1,706,180	\$ 3,991,878	\$ -	57.3%
Statutory Dedicated	1,805,414	-	1,805,414	160,126	1,645,288	1,805,414	-	8.9%
Federal	3,654,209	-	3,654,209	962,253	2,691,956	3,654,209	-	26.3%
Self Generated								
Tuition - Fall 2019								
Tuition - Spring 2020								
Tuition - Summer								
Out-of-State Fees								
Other								
Interagency Transfer								
Total Revenues	\$ 9,451,501	\$ -	\$ 9,451,501	\$ 3,408,077	\$ 6,043,424	\$ 9,451,501	\$ -	36.1%
Expenditures								
Salaries	\$ 4,767,798	\$ -	\$ 4,767,798	\$ 1,736,799	\$ 3,030,999	\$ 4,767,798	\$ -	36.4%
Other Compensation	50,000	-	50,000	18,750	31,250	50,000	-	37.5%
Related Benefits	2,212,354	-	2,212,354	657,243	1,555,111	2,212,354	-	29.7%
Total Personal Services	\$ 7,030,152	\$ -	\$ 7,030,152	\$ 2,412,792	\$ 4,617,360	\$ 7,030,152	\$ -	34.3%
Travel	100,000	-	100,000	51,299	48,701	100,000	-	51.3%
Operating Services	320,025	-	320,025	262,907	57,118	320,025	-	82.2%
Supplies	131,000	-	131,000	33,789	97,211	131,000	-	25.8%
Total Operating Expenses	\$ 551,025	\$ -	\$ 551,025	\$ 347,994	\$ 203,031	\$ 551,025	\$ -	63.2%
Professional Services	39,202	-	39,202	(5,850)	45,052	39,202	-	-14.9%
Other Charges	475,772	-	475,772	-	475,772	475,772	-	0.0%
Debt Services								
Interagency Transfers	1,305,000		1,305,000	124,038	1,180,962	1,305,000	-	0.0%
Total Other Charges	\$ 1,819,974	\$ -	\$ 1,819,974	\$ 118,188	\$ 1,701,786	\$ 1,819,974	\$ -	6.5%
General Acquisitions	50,350	-	50,350	10,731	39,619	50,350	-	21.3%
Library Acquisitions								
Major Repairs				-				
Total Acquisitions/Major Repairs	\$ 50,350	\$ -	\$ 50,350	\$ 10,731	\$ 39,619	\$ 50,350	\$ -	21.3%
Scholarships								
Total Expenditures	\$ 9,451,501	\$ -	\$ 9,451,501	\$ 2,889,706	\$ 6,561,795	\$ 9,451,501	\$ -	30.6%

Governance Committee

GOVERNANCE COMMITTEE

(Following Finance Committee)

Friday, January 10, 2020

2nd Floor J.S. Clark Administration Building
Board of Supervisors Meeting Room
Baton Rouge, Louisiana

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
 - A. Request Approval of Policy for Minimum Percentage of Program Credit Hours Earned at Southern University at Baton Rouge to Receive a Bachelor's Degree (SUBR)
 - B. Request Approval of the Southern University Board of Supervisors' Conflict of Interest Policy (SUS)
 - C. Request Approval of the Registration Refund Policy (SUSLA)
 - D. Request Approval of the Fundraising Policy for Campus Organizations (SUSLA)
6. Other Business
7. Adjournment

MEMBERS

Mr. Sam Gilliam- Chair, Dr. Leon R. Tarver II-Vice-Chair,
Rev. Donald Ray Henry, Atty. Patrick Magee, Dr. Curman L. Gaines, Rev. Samuel C. Tolbert
Atty. Domoine D. Rutledge- Ex Officio



POLICY TITLE

Required Minimum Percentage of Program Credit Hours Earned at Southern University and A&M College to Receive a Bachelor's Degree

POLICY NUMBER

1-003

Responsible Unit: <i>Office of Academic Affairs</i>	Effective Date: <i>02/01/2020</i>
Responsible Official: <i>Senior Associate Vice Chancellor for Academic Affairs</i>	Last Reviewed Date:
Policy Classification: <i>Academic Affairs</i>	Origination Date: <i>02/01/2020</i>

I. POLICY STATEMENT AND RATIONALE

The purpose of this policy is to establish the minimum percentage of program credit hours a student must earn from Southern University and A&M College to be awarded an undergraduate degree. This policy establishes that a minimum of 25 percent of the academic credit hours required for completion of a degree program must be earned at Southern University and A&M College to receive an undergraduate degree. The University allows for the transfer of academic credits from other accredited institutions. The intent of this policy, however, is to ensure that regardless of the number of total credit hours transferred, 25 percent of the degree required credits must be earned at Southern University and A&M College.

This new policy ensures that Southern University and A&M College is in alignment with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation: Foundations for Quality Enhancement, Standard 9.4 which states “at least 25 percent of the credit hours required for an undergraduate degree are earned through instruction offered by the institution awarding the degree.”

II. POLICY SCOPE AND AUDIENCE

The policy applies to all degree granting academic programs, students matriculating at the institution, units that are under the division of enrollment management, and the Office of the Registrar.

III. POLICY COMPLIANCE

Degree granting academic programs in the colleges and schools under the direction of the Office of Academic Affairs, Office of the Registrar, and units under the Office of Enrollment Management must ensure that at least 25 percent of the credit hours required for an undergraduate degree are earned through instruction offered by Southern University and A&M College.

IV. POLICY DEFINITIONS

Credit Hour — A credit hour is the unit of measuring educational credit, usually based on the number of classroom hours per week throughout a term.

Total Credit Hours — Total credit hours are the maximum amount of credits require to earn a degree in a specific program.

Transfer credit — Transfer credit is the acceptance of prior learning represented in course units or credits applied and articulated on a student's academic transcript.

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) — SACSCOC is the regional body for the accreditation of degree-granting higher education institutions in the Southern states. The mission of SACSCOC is to assure the educational quality and improve the effectiveness of its member institutions. Accreditation by SACSCOC signifies that the institution (1) has a mission appropriate to higher education, (2) has resources, programs, and services sufficient to accomplish and sustain that mission, and (3) maintains clearly specified educational objectives that are consistent with its mission and appropriate to the degrees it offers and that indicate whether it is successful in achieving its stated objectives.

V. POLICY IMPLEMENTATION PROCEDURES

The Office of the Registrar will facilitate a degree audit on each of the respective graduates, ensuring that at least 25 percent of the credit hours required for an undergraduate degree are earned through instruction offered by Southern University and A&M College. Additionally, academic deans will be required to submit a copy of their program offerings with the total number of hours that can be transferred. Every three years, academic deans will conduct a program review in which they will certify that each of academic programs in their college is in compliance with this policy. If there are curriculum changes that occur intermittently, the academic dean will submit those changes to the Office of Academic Affairs.

VI. POLICY RELATED INFORMATION

Additional information about SACSCOC Standard 9.4 can be found in the Resource Manual of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation: Foundations for Quality Enhancement at the following link: <http://www.sacscoc.org/pdf/2018%20POA%20Resource%20Manual.pdf>.

VII. POLICY HISTORY AND REVIEW CYCLE

This is a new policy. The effective date of this policy is determined by the approval dates and signatures of the chair of the Southern University System Board of Supervisors and the President-Chancellor of the Southern University and A&M College. This policy is subject to the System and Board approved five-year review cycle.

VIII. POLICY URL

The policies are archived at www.sus.edu.

IX. POLICY APPROVAL



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

Effective Date of Policy

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

Effective Date of Policy



POLICY TITLE
Conflict of Interest

POLICY NUMBER
6-007

Responsible Unit: <i>Office of Strategic Planning, Policy, and Institutional Effectiveness</i>	Effective Date: <i>01/10/2020</i>
Responsible Official: <i>Vice President for Strategic Planning, Policy, and Institutional Effectiveness</i>	Last Reviewed Date:
Policy Classification: <i>Governance</i>	Origination Date: <i>12/01/2019</i>

I. POLICY STATEMENT AND RATIONALE

The Board’s Bylaws address conflict of interest for its members in Part II, Article I, Section I. The provision reads as follows:

***Conflict of Interest:** The Southern University Board of Supervisors is the governing board for all institutions that comprise the Southern University System. All members of the Board are appointed officers of the State of Louisiana. As such, they are subject to the laws of the State as defined by the 1974 Louisiana State Constitution, (Article X. Public Officials and Employees, Part I., Section. 2B-5. Unclassified Service) and the Louisiana Code of Governmental Ethics, which governs their conduct and responsibilities, under Louisiana law, Title 42. Public Officers and Employees, Code of Governmental Ethics. (04-12-19).*

All members of the Southern University Board of Supervisors, the governing/management board for Southern University and A&M College, are appointed state officials in unclassified service (LA 1974 Constitution, Article X, Part I, Section 2(B)(5)). As such, the actions of the members of the Southern University Board of Supervisors are governed by state statutes that guard against conflict of interest and Board members are subject to the stipulations of the Louisiana Code of Governmental Ethics, including the provisions in Louisiana’s State Constitution (LA 1974 Constitution, Article X, Part III, Section 24 (A)(B)) and Louisiana State Laws pertaining to board member dismissal and due process (RS 42:1411).

The General Prohibitions under the Louisiana Code of Governmental Ethics (Title 42) are addressed in R.S. 42:1111 – 1121. For the official text of all provisions, prohibitions, restrictions, exceptions, etc., described in the Louisiana Code of Governmental Ethics, refer to the Code at LSA R.S. 42:1101 et seq.

This policy adopts the provisions in the Louisiana Code of Governmental Ethics that define and address potential conflict of interest for board members and provides evidence of policy implementation.

II. POLICY SCOPE AND AUDIENCE

This policy applies to members of the Southern University System Board of Supervisors.

III. POLICY COMPLIANCE

Adoption and implementation of this policy allows members of the Southern University System Board of Supervisors to demonstrate compliance with the Louisiana Code of Governmental Ethics and demonstrate adherence to SACSCOC Standard 4.2d – Conflict of Interest.

IV. POLICY DEFINITIONS

Southern Association of Schools and Colleges, Commission on Colleges (SACSCOC): SACSCOC is the regional body for the accreditation of degree-granting higher education institutions in the Southern states. Accreditation by SACSCOC signifies that the institution (1) has a mission appropriate to higher education, (2) has resources, programs, and services sufficient to accomplish and sustain that mission, and (3) maintains clearly specified educational objectives that are consistent with its mission and appropriate to the degrees it offers and that indicate whether it is successful in achieving its stated objectives.

Louisiana Code of Governmental Ethics: Universal Citation: LA Revised Statutes § 42:1101 et seq. According to Louisiana Revised Statutes, RS 42:1101 - Code of Governmental Ethics:

Declaration of Policy (RS 42:1101)

A. Whereas the people of the state of Louisiana have in Article X, Section 21 of the Louisiana Constitution mandated that the legislature enact a code of ethics for officials and employees of this state and its political subdivisions, the legislature does hereby enact a Code of Governmental Ethics.

B. It is essential to the proper operation of democratic government that elected officials and public employees be independent and impartial; that governmental decisions and policy be made in the proper channel of the governmental structure; that public office and employment not be used for private gain other than the remuneration provided by law; and that there be public confidence in the integrity of government. The attainment of one or more of these ends is impaired when a conflict exists between the private interests of an elected official or a public employee and his duties as such. The public interest, therefore, requires that the law protect against such conflicts of interest and that it establish appropriate ethical standards with respect to the conduct of elected officials and public employees without creating unnecessary barriers to public service.

Personal Financial Disclosure (PFD)

A. PFDs must be filed annually by May 15th. The report must be filed each year the office or position is held and the year following the termination of the office or position. The report filed by May 15th covers activity in the prior calendar year.

- **Tier 2.1 PFDs** – Filed by members and designees of boards and commissions which have the authority to expend, disburse or invest \$10,000 or more in funds in a fiscal year. The penalty for late filing is \$50 per day. R.S. 42:1124.2.1.

V. POLICY IMPLEMENTATION PROCEDURES

Examples of evidence of implementation include:

- Board members shall review and sign the Board-Approved Conflict of Interest Statements annually. A brief review of the Louisiana Code of Governmental Ethics shall precede signage. A copy of the signed statements shall be archived in the Board office.
- Board members shall complete, sign, and file a Tier 2.1 PFD by May 15th annually. A copy of the filed report shall be archived in the Board office. In signing the Tier 2.1 PFD, Board members shall certify their responses to the following statement(s) on the disclosure form:

CHECK ONE:

_____ *Neither I, nor any member of my immediate family, have a personal or financial interest in any entity, contract, or business, or a personal or financial relationship, that in any way poses a conflict of interest, which would affect the impartial performance of my duties as a member of the board or commission.*

_____ *I have attached a statement describing any conflicts, and actions I am taking to resolve or avoid the conflicts.*

- Appointed members of boards and commissions may recuse themselves to avoid a violation of Section 1112. Unlike elected officials, they may not participate in the debate or discussion of the matter. They must **recuse** themselves from all participation. R.S. 42:1112D. Abstention from voting on a Board action item may be evidence of recusal.

VI. POLICY RELATED INFORMATION

For the official text of all provisions, prohibitions, restrictions, exceptions, etc., described in the Louisiana Code of Governmental Ethics, refer to the Code at LSA R.S. 42:1101 et seq.

VII. POLICY HISTORY AND REVIEW CYCLE

This is a new policy. The effective date of this policy is determined by the approval date of the Board Chairman. This policy is subject to a five-year policy review cycle.

VIII. POLICY URL

System policies are archived at www.sus.edu.

IX. POLICY APPROVAL

This section identifies the appropriate official who has final authority to approve this policy.



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

Effective Date of Policy

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

Effective Date of Policy

Evidence of Implementation of Conflict of Interest Policy Policy # 6-007

- **Conflict of Interest Disclosure
Statement**

(Southern University System Board of Supervisors Form)

- **Tier 2.1 Personal Financial
Disclosure Statement (PFD)**

(Louisiana Board of Ethics Form 417)



SOUTHERN UNIVERSITY SYSTEM BOARD OF SUPERVISORS
CONFLICT OF INTEREST DISCLOSURE STATEMENT

I, _____ a member of the Board
of Supervisors of Southern University System affirm that:

- (a) I am familiar with the Bylaws of the Board.
- (b) I do not engage in conduct that is prohibited or unlawful.
- (c) I do not have a personal interest in a transaction with the University.
- (d) I do not engage in prohibited conduct relating to contracts with the University.
- (e) I do not have any business interest or family relations that could be deemed a conflict of interest under any law or board policy.
- (f) I have no conflict of interest as it relates to the institution.

If any situation arises that makes the above statements incomplete or incorrect, I will notify the Board immediately of any conflicts and actions I am taking to resolve such conflict(s). Notification shall be submitted in writing to the Board Chair.

Signature of Board Member

Name: _____

Date: _____

LOUISIANA BOARD OF ETHICS

Post Office Box 4368
Baton Rouge, Louisiana 70821

TIER 2.1 PERSONAL FINANCIAL DISCLOSURE STATEMENT (ANNUAL)

This Report Covers Calendar Year: _____

ORIGINAL REPORT

AMENDED REPORT

- I currently hold an office that would require me to file a Tier 3 Personal Financial Disclosure Statement.
As such, I have completed SCHEDULE D.

Name of Filer (print full name): _____

Mailing Address: _____

City, State, Zip: _____

Name of Board/Commission (no abbreviations): _____

Date of Appointment: _____

Date Appointment Expires: _____

Name of Spouse (print full name): _____

Spouse's Occupation: _____

Principal Business Address: _____

City, State, Zip: _____

CHECK ONE:

- Neither I, nor any member of my immediate family, have a personal or financial interest in any entity, contract, or business, or a personal or financial relationship, that in any way poses a conflict of interest, which would affect the impartial performance of my duties as a member of the board or commission.
- I have attached a statement describing any conflicts, and actions I am taking to resolve or avoid the conflicts.

Check all that apply:

- I have filed my state income tax return for the previous year.
- I have filed for an extension of my state income tax return for the previous year.
- I have filed my federal income tax return for the previous year.
- I have filed for an extension of my federal income tax return for the previous year.

NOTE: La. R.S. 42:1124.2.1 does not provide you the opportunity to request an extension in filing your personal financial disclosure statement.

Certification of Accuracy

I do hereby certify that the information contained in this personal financial disclosure statement is true and correct to the best of my knowledge and belief.

Signature of Filer

LOUISIANA BOARD OF ETHICS

Post Office Box 4368
Baton Rouge, Louisiana 70821

Schedule A: Employment Information

Check if not applicable

<input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Name of Employer: _____ Job Title: _____ Job Description: _____
<input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Name of Employer: _____ Job Title: _____ Job Description: _____
<input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Name of Employer: _____ Job Title: _____ Job Description: _____
<input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Name of Employer: _____ Job Title: _____ Job Description: _____

- You are required to disclose employment information related to both you and your spouse (if applicable).
- List the name of the employer; the title of the position; a brief description of the job; and disclosure as to whether the position is full-time or part-time.
- Self-employment information is reported on Schedule B.

LOUISIANA BOARD OF ETHICS

Post Office Box 4368
Baton Rouge, Louisiana 70821

Schedule B: Positions - Business

Check if not applicable

<input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Both Amount of Interest: _____ % Name of Business: _____ Address: _____ City, State, Zip: _____ Business Description: _____ Nature of Association: _____
<input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Both Amount of Interest: _____ % Name of Business: _____ Address: _____ City, State, Zip: _____ Business Description: _____ Nature of Association: _____
<input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Both Amount of Interest: _____ % Name of Business: _____ Address: _____ City, State, Zip: _____ Business Description: _____ Nature of Association: _____

* You are required to complete SCHEDULE B if you or your spouse is a director, officer, stockholder, owner, partner, member, or trustee of a business AND if you or your spouse (either individually or collectively) owns an interest in a business which exceeds 10%.

* "Business" means any corporation, partnership, limited liability company, sole proprietorship, firm, enterprise, franchise, association, business, organization, self-employed individual, holding company, trust, or any other legal entity or person.

LOUISIANA BOARD OF ETHICS

Post Office Box 4368
Baton Rouge, Louisiana 70821

Schedule C: Positions - Nonprofit

Check if not applicable

<input type="checkbox"/> Filer <input type="checkbox"/> Spouse Name of Organization: _____ Address: _____ City, State, Zip: _____ Nature of Association: _____ Description of Organization: _____
<input type="checkbox"/> Filer <input type="checkbox"/> Spouse Name of Organization: _____ Address: _____ City, State, Zip: _____ Nature of Association: _____ Description of Organization: _____
<input type="checkbox"/> Filer <input type="checkbox"/> Spouse Name of Organization: _____ Address: _____ City, State, Zip: _____ Nature of Association: _____ Description of Organization: _____

*You are required to complete SCHEDULE C if you or your spouse is a director or officer of a nonprofit organization.

Revised December 2016

Form 417

www.ethics.la.gov

LOUISIANA BOARD OF ETHICS

Post Office Box 4368
Baton Rouge, Louisiana 70821

Schedule D: Other Offices/Positions Held

Check if not applicable

Name of Office/Position: _____
Name of Office/Position: _____
Name of Office/Position: _____
Name of Office/Position: _____
Name of Office/Position: _____
Name of Office/Position: _____
Name of Office/Position: _____
Name of Office/Position: _____
Name of Office/Position: _____
Name of Office/Position: _____
Name of Office/Position: _____

***You are required to complete SCHEDULE D if you hold any other office or position which would require you to file a personal financial disclosure statement under La. R.S. 42:1124.2.1 or 42:1124.3.**

LOUISIANA BOARD OF ETHICS

Post Office Box 4368
Baton Rouge, Louisiana 70821

Schedule E: Income from the State, Political

Check if not applicable **Subdivisions, and/or Gaming Interests**

<input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Business (where amount of interest exceeds 10%) Type of Income: <input type="checkbox"/> State <input type="checkbox"/> Political Subdivision <input type="checkbox"/> Gaming Interest Name of Business (if applicable): _____ Name of Income Source: _____ Address: _____ City, State, Zip: _____ Amount of Income (exact dollar amount): \$ _____
<input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Business (where amount of interest exceeds 10%) Type of Income: <input type="checkbox"/> State <input type="checkbox"/> Political Subdivision <input type="checkbox"/> Gaming Interest Name of Business (if applicable): _____ Name of Income Source: _____ Address: _____ City, State, Zip: _____ Amount of Income (exact dollar amount): \$ _____
<input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Business (where amount of interest exceeds 10%) Type of Income: <input type="checkbox"/> State <input type="checkbox"/> Political Subdivision <input type="checkbox"/> Gaming Interest Name of Business (if applicable): _____ Name of Income Source: _____ Address: _____ City, State, Zip: _____ Amount of Income (exact dollar amount): \$ _____

* You are required to complete SCHEDULE E if you or your spouse received income (includes any income from public source such as employment income, retirement, etc.) from the State, any political subdivision, and/or a gaming interest OR if a business in which you or your spouse owns an interest which exceeds 10% (either individually or collectively) received income from the aforementioned sources.
* "Income" (for a business) means gross income less costs of goods sold, and operating expenses.
* "Income" (for an individual) means taxable income and shall not include any income received pursuant to a life insurance policy.
* The definitions for (and examples of) *political subdivision, gaming interest, and business* are found in the *Instructions Section* of this form.

LOUISIANA BOARD OF ETHICS
 Post Office Box 4368
 Baton Rouge, Louisiana 70821

Schedule F: Contributions

Check if not applicable (made within one year of appointment - in excess of \$1,000)

Date of Appointment: _____ Compensation: \$ _____ Candidate Name: _____ Amount of Contribution or Loan: \$ _____
Date of Appointment: _____ Compensation: \$ _____ Candidate Name: _____ Amount of Contribution or Loan: \$ _____
Date of Appointment: _____ Compensation: \$ _____ Candidate Name: _____ Amount of Contribution or Loan: \$ _____
Date of Appointment: _____ Compensation: \$ _____ Candidate Name: _____ Amount of Contribution or Loan: \$ _____
Date of Appointment: _____ Compensation: \$ _____ Candidate Name: _____ Amount of Contribution or Loan: \$ _____

* You are required to complete SCHEDULE F if you are appointed to a state board or commission and subject to annual financial statements as required by 42:1124.2.1 and you made a contribution or loan in excess of \$1,000 to the campaign of the official who appointed you.
 * You are only required to disclose contributions or loans made within one year of appointment.
 * "Candidate" means a person who seeks nomination or election to public office, except the office of president or vice president of the United States, presidential elector, delegate to a political party convention, United States senator, United States congressman, or political party office.
 * "Contribution" means a gift, conveyance, payment, or deposit of money or anything of value, or the forgiveness of a loan or of a debt, made for the purpose of supporting, opposing, or otherwise influencing the nomination or election of a person to public office, whether made before or after the election.
 * "Loan" means a transfer of money, property, or anything of value in exchange for obligation to repay in whole or in part, made for the purpose of supporting, opposing, or otherwise influencing the nomination for election, or election, of any person to public office.



POLICY TITLE
Registration Refund

POLICY NUMBER
5-003

Responsible Unit: <i>Office of Vice Chancellor for Finance and Administration</i>	Effective Date: <i>01/10/2020</i>
Responsible Official: <i>Chief Finance Officer</i>	Last Reviewed Date:
Policy Classification: <i>Finance, Audit, & Budget</i>	Origination Date: <i>11/21/2019</i>

I. POLICY STATEMENT AND RATIONALE

This policy is to implement a timeline for registration refunds for students during the registration period.

Southern University at Shreveport offers students registering for courses the opportunity to drop all classes during the registration period without penalty. Students who register for courses, pay for courses and drop all courses from the institution can receive a refund of the amount paid (non-financial aid) on the following basis*:

- Fall and Spring Semesters
 - Before the fourteenth (14th) day of class, 100% refund will be given.
 - After the fourteenth (14th) class (fall and spring semesters) to the end of the semester, no refund will be made.
- Summer Term and B-Term
 - Before the seventh day (7th) day of class 100% refund will be given.
 - After the seventh (7th) day of class to the end of the term, no refund will be made.

II. POLICY SCOPE AND AUDIENCE

This policy applies to all enrolled Southern University at Shreveport students.

III. POLICY COMPLIANCE

None compliance with this policy could result in the following. This list is not exhaustive of the consequences of a student failing to follow this policy:

1. Students not receiving the appropriate refund at the appropriate time.
2. Students continued enrollment in a semester and/or courses they do not wish to matriculate.
3. Students receiving grades for courses in any given semester for classes not attended.
4. Students failing courses not attended.
5. Students owing the institution for courses not attended.

IV. POLICY DEFINITIONS

Charges – Tuition, mandatory university assessed fees, student assessed fees, and course fees to all students enrolling into courses. Charges do not include housing, meal plan, and book fees.

Registration period – The period designated for students to enroll in courses for a specific term.

*Amount paid – This represents the payments made by students in the forms of cash, money order, or credit card and does not include financial aid.

Refund – Reversal of charges incurred for which no payment has been made, reversal of charges incurred for which payment has been made, and payment to student/parent for which payment was made for dropped courses.

V. POLICY IMPLEMENTATION PROCEDURES

1. Students will log into their Student Banner account and drop all courses.
2. Once the courses are dropped, the charges will automatically be removed from the student's account.
3. The Student Accounts Office will process any refund owed for payment of courses during the first refund process of the applicable term or earlier at the student's request.

VI. POLICY RELATED INFORMATION

N/A

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 Domoine D. Rutledge, Esq.
Chairman - Southern University System Board of Supervisors

Effective Date of Policy



POLICY TITLE
Fundraising for Campus Organizations

POLICY NUMBER
9-001

Responsible Unit: <i>Office of Institutional Advancement & University Relations</i>	Effective Date: <i>01/10/2020</i>
Responsible Official: <i>Chief Advancement Officer</i>	Last Reviewed Date:
Policy Classification: <i>Institutional Advancement</i>	Origination Date: <i>11/21/2019</i>

I. POLICY STATEMENT AND RATIONALE

The intent of this policy is to maximize the effectiveness and efficiency of fundraising and to clearly state the process for campus groups and organizations seeking to conduct fundraising activities utilizing the "SUSLA" brand. All fundraising activities must support the mission of the institution.

Securing private support for Southern University at Shreveport, LA (SUSLA) is a major priority in identifying solutions for closing funding gaps and ensuring the long-term strength and stability of the Institution. The institutions approach to fundraising requires planning and coordination to 1) clearly define needs and priorities; 2) set strategies for fulfilling the needs through private philanthropy and; 3) ensure success by avoiding duplication in approaching donors utilizing the SUSLA brand.

Only fundraising initiatives that seek private external support from individuals, corporations, or businesses need prior review from the Chancellor's designee. Internal initiatives that are not seeking funds (such as drives for food, clothing or internal faculty/staff activities) do not need prior review but, must still seek the Chancellor's

approval. The review of all fundraising requests submitted for consideration, whether from faculty, staff, or students, will be based on the following principles:

- The event/activity aligns with the mission of the institution
- The event/activity is of benefit to the campus community
- Permission to raise funds on campus may be withheld (upon review by the Chancellor) if the proposal is deemed to be insufficiently related to the priorities of the college, or if the event present difficulties that might be established/anticipated.

II. POLICY SCOPE AND AUDIENCE

Fundraising by faculty, staff, college departments or organizations, and students or student organizations are affected by this policy.

Fundraising by faculty, staff, or college departments

Faculty and staff member with ideas for the solicitation of funds or gifts-in-kind from external resources to benefit program and activities at the institution should review and coordinate such plans with department heads first then, with the responsible official of this policy. Proposals will be reviewed/approved by the Chancellor.

Fundraising by student organizations

Students, when fundraising through student organizations, are required to adhere to the rules and regulations of the institutional fundraising policy. Organizations are to receive approval from the Office of Student Affairs prior to submitting for review to responsible official of this policy and the Office of the Chancellor. Fundraising should be for the benefit of the collective organization or an approved charitable cause. Monies raised should not be for the specific benefit of individuals within or outside the organization).

Organizations must be recognized, University approved organization to utilize the SUSLA brand. The faculty/staff advisor must submit a copy of the approval document to the accounting office to establish the appropriate account. At that time, an Agency Fund program number will be established for the club.

III. POLICY COMPLIANCE

The Chancellor may suspend fundraising privileges to any party not following this policy and any rules or guidelines associated with this policy.

IV. POLICY DEFINITIONS

Faculty or staff -- is an individual employed by the institution or who provide a program, activity or service sponsored by the institution whether paid or unpaid.

Student is any individual enrolled full or part-time with the institution.

College departments or organizations are any recognized and/or sanctioned group intended for employees of the institution.

Student organization is any recognized and/or sanctioned group intended for students of the institution.

V. POLICY IMPLEMENTATION PROCEDURES

Procedures for fundraising requests:

A. Requesting the activity

Any campus organization (faculty, staff, student) wishing to engage in any particular fundraising activity shall present a written request, as described below, providing required specific information, to the Chancellor or the responsible official of this policy for consideration/approval of that activity. That written request must be presented no less than one month prior to the date of the proposed activity.

1. The written request for approval must be submitted via the Fundraising Request Form (attached) and completed in its entirety.
2. The signature of the Club Advisor(s) and (for student organizations) the appropriate leadership level(s) of Student Affairs.
3. Submit the minutes from the meeting in which the event was approved. (Please see the attached "Fundraising Request" form.)

B. Consideration of requests for approval of fundraising activities

1. The Chancellor's designee, the responsible official of this policy, shall maintain an ongoing file of requests for approval of fundraising activities by student organizations.
2. The Chancellor or the Chancellor's designee, the responsible official of this policy, shall make a written response to each request for approval of a fundraising activity by a student organization no less than two weeks prior to the date(s) proposed for the activity.

C. Ongoing oversight of fundraising activities

1. The Chancellor or the Chancellor's designee, the responsible official of this policy, shall receive the reports/evaluations of completed approved fundraising activities, collect those reports/evaluations as a part of the ongoing file of fundraising activities, and utilize the information gained from them as it is helpful in reviewing future requests for approval. (Please see the attached "Outcome of the Fundraising Activity Report" form.) The procedures for fundraising request will be evaluated on an annual basis to insure customer quality improvements governing fundraising institutions.

2. For just cause, if deemed necessary or appropriate, the Chancellor may suspend the privilege of any organization to engage in any further fundraising activities for a specified period of time.

Management of funds: Unless otherwise specified in the charter or by-laws the following applies:

Faculty, Staff or College Departments. The funds may be received into any one of the three legally organized 501c (3) non-profit organizations established for the purpose of supporting the University in accordance with their respective Bylaws. They are SUS Foundation, the SUSLA CDC, and the SUSLA Alumni Association.

Student Organizations

1. All funds for student clubs and/or organizations are to be maintained in Trust Funds. These funds belong to the student club and/or organization and the student club and/or organization must approve any receipts or expenditures.
2. Funds received from fundraising activities or from the student activity trust fund are deposited in the club's account. The use of these funds will be subject to the approval of the club's committee and faculty/staff advisor. All deposits and/or records of deposits shall be maintained by Administrative Services.
3. All records of disbursements in any student club account shall be retained by the Business Office and recorded in the accounting system supported by the state of Louisiana. Each month, or upon request, a statement of the club's accounts shall be given to the club advisors. The University administration shall provide the advisors of each club with the amount of funds which has been collected each quarter; the committee shall use this information to prepare an annual budget and amendments thereto as the year progresses. The University shall maintain the documentation for receipts and disbursements for these Agency funds according to the record retention guidelines for the Agency.

Disbursement of funds

Any disbursement from the club's funds must be approved at the club meetings according to that specific club's bylaws. The advisor or club representative shall submit a purchase requisition or a request for payment with appropriate signatures to the accounting office along with the copy of the minutes from the meeting in which the expenditures were approved. The accounting office shall follow all state guidelines for purchasing and travel for any purchasing/travel done by the student clubs.

Health/safety requirements

1. No fundraising activity that involves demonstrable potential risk of physical harm to any participant will be approved.

2. No fundraising activity that involves preparing and/or distributing perishable foods will be approved, and non-perishable foods (such as baked goods) should be individually commercially pre-packaged before sale.
3. Any incidents (injury, inappropriate behavior, etc.) that might occur during any approved activity must be reported immediately to campus security and campus facilities.
4. Immediately upon receiving written approval for a proposed fundraising activity/event from the Chancellor or the Chancellor's designee, the responsible official of this policy, and faculty/staff advisor of the organization that has proposed the activity/event the fundraising entity shall follow institutional event process and contact the appropriate departments and/or staff. This could include facilities, event coordinator, etc.

VI. POLICY RELATED INFORMATION

N/A

VII. POLICY HISTORY AND REVIEW CYCLE

This policy is newly created 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 Domoine D. Rutledge, Esq.
Chairman - Southern University System Board of Supervisors

Effective Date of Policy

"FUNDRAISING REQUEST FORM"

Please submit this form to the Chancellor of SUSLA or the Chancellor's Designee (Office of Institutional Advancement) at least 30 days prior to the fundraising activity date:

Name of Club/Organization: _____

Date: _____

Faculty/Staff Advisor: _____

Chairperson of Club/Organization: _____

Name of Fundraising Activity:

Date of Fundraising Activity: _____

Location: _____

Time: _____

Purpose of Fundraising Activity: _____

Description of product/service to be marketed: _____

Target Market: _____

Method of Marketing/Sales: _____

REQUIRED (IF APPLICABLE):

Off-Campus Group/Organization Participation: _____

Signature: _____

Club/Organization Advisor

Dean/Director of Student Services (if applicable)

Chancellor/Chancellor's Designee (Institutional Advancement)

* Attach a copy of the minutes from the meeting in which the activities and expenditures were approved.

Approved **Denied**

Chancellor's Signature or Designee: _____

cc: Facilities, and events coordinator. Additional copies will be made for appropriate offices.

focus on institutional quality and effectiveness and (b) incorporate a systematic review of institutional goals and outcomes consistent with its mission.

- Administrative Effectiveness: The institution (SUBR) identifies expected outcomes of its administrative support services and demonstrates the extent to which the outcomes are achieved.
 - Student Achievement: The institution (SUBR) identifies, evaluates, and publishes goals and outcomes for student achievement appropriate to the institution's mission, the nature of the students it serves, and the kinds of programs offered. The institution (SUBR) uses multiple measures to document student success.
 - Educational Programs: The institution (SUBR) identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results.
 - Academic Support and Student Services: The institution (SUBR) identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results.
- Works collaboratively with the Vice Chancellors for Finance and Administration, Academic Affairs, Student Affairs and Enrollment Management to ensure that each executive office develops, implements, and maintains an updated Strategic Plan that is aligned to both Imagine 20K: 2018-2030 (Strategic Plan for Southern University and A&M College) and Fulfilling the Promise: 2018-2025 (Strategic Plan for the Southern University System).
 - Works collaboratively with the Vice Chancellors for Finance and Administration, Academic Affairs, Student Affairs and Enrollment Management to ensure that each executive office continues to update/develop, implement, and maintain policies aligned to the Southern University System, Board approved, Policy on Policies (6-001).
 - Performs other duties as assigned by the President-Chancellor.

OUTCOME OF THE FUNDRAISING ACTIVITY REPORT

This report must be submitted to the Chancellor or Chancellor's Designee (Office of Institutional Advancement) within two (2) weeks of completion of the activity.

Name of Club/Organization: _____

Name of Fundraising Activity: _____

Date of Report: _____

Faculty/Staff Advisor: _____

Chairperson of the Club/Organization: _____

Outcome of the Fundraiser: _____

Funds Spent: _____

Funds Received: _____

Overall Evaluation of the Activity: _____

Signature: _____

Club/Organization Advisor

Dean/Director of Student Activities

Club Chancellor

Personnel Affairs Committee

PERSONNEL AFFAIRS COMMITTEE

(Following Governance Committee)

Friday, January 10, 2020

2nd Floor J.S. Clark Administration Building
Board of Supervisors Meeting Room
Baton Rouge, Louisiana

AGENDA

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

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

Name	Position/Campus	Salary	Funding Source
1. Alex Appeaning	System VP for Strategic Planning, Policy, Institutional Effectiveness and SUBR VC for Academic Compliance (Title Change) SUS/SUBR	N/A	N/A
2. Teresa Hardee	Interim Vice Chancellor for Admin & Finance Office of the Chancellor (Interim Appointment) SUNO	\$104,000.00	State
3. Alfred Harrell	Executive Director of Institutional Advancement - SUBR (Clarification)	N/A	N/A
4. Justin James	Director of Internal Audit (Reinstatement) SUNO	\$70,000.00	State
5. Belinda Mack	Comptroller SUAREC Finance Unit (New Appointment) SUAREC	\$85,200.00	State/Federal
6. Toni Manogin	System AVP for Strategic Planning, Policy, Institutional Effectiveness and SUBR AVC for Academic Compliance (Title Change) SUS/SUBR	N/A	N/A

7.	Oscar O. Udoh	Director of Grants & Facility Program Management SUAREC Planning & Evaluation (New Position) SUAREC	\$90,000.00	State
8.	Edward Willis	Interim Vice-Chancellor for Student Affairs and Enrollment Management (Interim Appointment) SUBR	\$140,000.00	State
9.	De'Shoin York	Associate Vice Chancellor Extension & Outreach/Specialist, Nutrition, Health & Wellness (New Position) SUAREC	\$100,000.00	State/Federal

6. Other Business

7. Adjournment

MEMBERS

Atty. Patrick Magee—Chair, Mr. John Barthelemy—Vice Chair, Dr. Curman L. Gaines,
Mr. Sam Gilliam, Dr. Leon R. Tarver II, Ms. Arlanda Williams
Atty. Domoine D. Rutledge- Ex Officio

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment 07/01/2019 To 06/30/2020
Effective Date 01/01/2020

Name Dr. Vladimir Alexander Appeaning SS# XXX-XX-3575 Sex M Race* AA
(Last 4 digits only)

Position Title: System VP for Strategic Planning, Policy, Institutional Effectiveness and SUBR VC for Academic Compliance Department: Office of Institutional Effectiveness Policy and Planning

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 <u>22</u>	Southern University Experience <u>6</u>		
Degree(s):	Type/Discipline (BA-Education):	Institution/Location	Year:
Ph.D.	Public Policy	Southern University and A&M College	2000
M.S.	Environmental Sciences	Southern University and A&M College	1999
MPA	Public Administration	Southern University and A&M College	1996
B.S.	Urban Forestry	Southern University and A&M College	1994

Current Employer Southern University

Personnel Action

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

Recommended Salary _____ Salary Budgeted _____

Source of Funds _____

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

Change of: _____
Position System VP for Strategic Planning, Policy, Institutional Effectiveness From To System VP for Strategic Planning, Policy, Institutional Effectiveness and SUBR VC for Academic Compliance
Status _____
Salary Adjustment \$120,000 \$120,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount

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

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

Supervisor _____ Date _____	Dean/Unit Head _____ Date _____
Vice Chancellor _____ Date _____	Chancellor _____ Date _____
Director/Personnel _____ Date _____	Vice President/Finance _____ Date _____
President _____ Date <u>1/07/2020</u>	Business Affairs/Comptroller _____ Date _____
	Chair/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM
EMPLOYEE DIRECT SUPERVISOR: Dr. Ray L. Belton
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225.771.4680
NUMBER OF EMPLOYEES SUPERVISED, (if any) 1

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

<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)

Position Description

System VP for Strategic Planning, Policy, Institutional Effectiveness and SUBR VC for Academic Affairs Compliance

This is a proposed dual role position where the incumbent serves as both **Vice President (VP) for Strategic Planning, Policy, Institutional Effectiveness for the Southern University System (System)** and as **Vice Chancellor (VC) for Academic Affairs Compliance for Southern University and A&M College (SUBR)**. The incumbent in this dual position reports directly to the President-Chancellor.

System VP for Strategic Planning, Policy, Institutional Effectiveness Duties and Responsibilities

Strategic Planning:

- Responsible for developing, securing board approval, and implementing a Southern University System (SUS) Strategic Plan.
- Responsible for developing, implementing, and reporting to the Board an Annual Accountability Scorecard that measures goal attainment and degree to which expected outcomes are accomplished annually by the various campuses across the Southern University System.
- Responsible for developing, securing board approval, and implementing a Southern University and A&M College Strategic Plan.
- Responsible for developing, implementing, and reporting to the Board an Annual Accountability Scorecard that measures goal attainment and degree to which expected outcomes are accomplished annually by Southern University and A&M College (SUBR).
- Responsible for updating state-mandated Act 1465 plans for the following:
 - Southern University System (SUS)
 - Southern University and A&M College (SUBR)
 - Southern University at New Orleans (SUNO)
 - Southern University at Shreveport (SUSLA)
 - Southern University Law Center (SULC)
 - Southern University Agricultural Research and Extension Center (SUAREC)

Operational Planning:

- Responsible for developing annual operational plans that accompany the annual budget request submitted to the Louisiana Division of Administration (DOA) - Office of Planning and Budget (OPB) for the following:
 - Southern University System (SUS)
 - Southern University and A&M College (SUBR)
 - Southern University at New Orleans (SUNO)
 - Southern University at Shreveport (SUSLA)
 - Southern University Law Center (SULC)
 - Southern University Agricultural Research and Extension Center (SUAREC)

Louisiana Performance and Accountability System (LAPAS)

- Responsible for compiling, analyzing, reporting, and approving LAPAS data on a quarterly basis and at year-end for the following:
 - Southern University System (SUS)
 - Southern University and A&M College (SUBR)
 - Southern University at New Orleans (SUNO)
 - Southern University at Shreveport (SUSLA)
 - Southern University Law Center (SULC)
 - Southern University Agricultural Research and Extension Center (SUAREC)

Policies and Governance:

- Responsible for developing and implementing an electronic policy manual that serves as a central repository of all Board approved policies.
- Responsible for developing policy classifications for the electronic manual.
- Responsible for reviewing and updating Board Bylaws.
- Serves as the point of contact (POC) to the Governance Committee of the Southern University Board of Supervisors.

Accreditation:

- Responsible for developing and implementing policies pertaining to SACSCOC compliance related to the Governing Board.
 - Board Characteristics
 - Mission Review
 - Board/Administration Distinction
 - CEO Evaluation/Selection
 - Conflict of Interest
 - Board Dismissal
 - External Influence
 - Board Self-Evaluation

Institutional Effectiveness:

- Responsible for developing and implementing an institutional effectiveness (IE) model.

Data Reporting:

Examples of annual data reporting obligations include:

- Employee Salary Data System (EMPSAL) - Board of Regents (BOR)
- Facilities Inventory and Space Utilization System - Board of Regents (BOR)
- Fall Enrollment - National Center for Education Statistics (NCES)
- IPEDS 12-month enrollment - National Center for Education Statistics (NCES)
- IPEDS 200% GRS - National Center for Education Statistics (NCES)
- IPEDS Completions - National Center for Education Statistics (NCES)
- IPEDS Graduation Rates - National Center for Education Statistics (NCES)
- IPEDS Student Financial Aid - National Center for Education Statistics (NCES)
- Statewide Student Profile System- Fall/Winter Semester(s) (SSPS) - Board of Regents (BOR)
- Statewide Student Profile System Spring Semester (SSPS) - Board of Regents (BOR)
- Performs other duties as assigned by the President-Chancellor.

**SUBR VC for Academic Affairs Compliance
Duties and Responsibilities**

As Vice Chancellor for Academic Affairs Compliance (VCAAC) for the Southern University Baton Rouge Campus, the duties and responsibilities are as follows:

- Serves as SACSCOC Accreditation Liaison for Southern University and A&M College, where all SACSCOC institutional accreditation matters are routed through the VCAAC for review and approval prior to submission to the President-Chancellor for final action.
- Serves as the Chief Academic Affairs Compliance Officer for Southern University and A&M College, where the incumbent works collaboratively with senior leadership in academic affairs as well as with campus administration to ensure compliance with SACSCOC standards and Principles of Accreditation and successfully advance SUBR's 5-Phase institutional effectiveness model:
 - Institutional Planning and Assessment: Demonstrate that the institution (SUBR) engages in ongoing, comprehensive, and integrated research-based planning and evaluation processes that (a)

focus on institutional quality and effectiveness and (b) incorporate a systematic review of institutional goals and outcomes consistent with its mission.

- Administrative Effectiveness: The institution (SUBR) identifies expected outcomes of its administrative support services and demonstrates the extent to which the outcomes are achieved.
 - Student Achievement: The institution (SUBR) identifies, evaluates, and publishes goals and outcomes for student achievement appropriate to the institution's mission, the nature of the students it serves, and the kinds of programs offered. The institution (SUBR) uses multiple measures to document student success.
 - Educational Programs: The institution (SUBR) identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results.
 - Academic Support and Student Services: The institution (SUBR) identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results.
- Works collaboratively with the Vice Chancellors for Finance and Administration, Academic Affairs, Student Affairs and Enrollment Management to ensure that each executive office develops, implements, and maintains an updated Strategic Plan that is aligned to both Imagine 20K: 2018-2030 (Strategic Plan for Southern University and A&M College) and Fulfilling the Promise: 2018-2025 (Strategic Plan for the Southern University System).
 - Works collaboratively with the Vice Chancellors for Finance and Administration, Academic Affairs, Student Affairs and Enrollment Management to ensure that each executive office continues to update/develop, implement, and maintain policies aligned to the Southern University System, Board approved, Policy on Policies (6-001).
 - Performs other duties as assigned by the President-Chancellor.



RESUMÉ

VLADIMIR ALEXANDER APPEANING, Ph.D.

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EDUCATION

Doctor of Philosophy (Ph.D.) – Public Policy Analysis, 2000 – Southern University and A&M College, Louisiana

Master of Science (M.S.) – Environmental Science, 1999 – Southern University and A&M College, Louisiana

Master of Public Administration (M.P.A.) – Public Administration, 1996 – Southern University and A&M College, Louisiana

Bachelor of Science (B.S.) – Urban Forestry, 1994 – Southern University and A&M College, Louisiana

Honors: Graduated Summa Cum Laude (Cumulative GPA 3.94)

Chief Student Marshal of Fall 1994 Class

PROFESSIONAL WORK EXPERIENCE

Vice President for Strategic Planning, Policy, and Institutional Effectiveness,
Southern University and A&M College System, Baton Rouge, Louisiana; January 2018 – present

SACSCOC Accreditation – SUBR's SACSCOC Accreditation Liaison

- Effective November 20, 2019, I was appointed by President-Chancellor, Dr. Ray L. Belton to serve as the institution's accreditation liaison for Southern University and A&M College to SACSCOC.
 - The 2018 Southern Association of Schools and Colleges, Commission on Colleges (SACSCOC) Principles of Accreditation have 14 sections across 74 standards. My team and I compiled assessment and institutional research data, conducted data analytics and prepared reports in support of SACSCOC standards contained in the following three (3) SACSCOC sections, namely:
- **Section 4 – The Governing Board**
 - 4.1 – Board Characteristics
 - 4.2.A - Mission Review
 - 4.2.B – Board/Administration Distinction
 - 4.2.C – CEO Evaluation/Selection
 - 4.2.D – Conflict of Interest
 - 4.2.E – Board Dismissal
 - 4.2.F – External Influence
 - 4.2.G – Board Self-Evaluation
- **Section 7 – Institutional Effectiveness and Planning**
 - 7.1 – Institutional Planning
 - 7.2 – Administrative Effectiveness
- **Section 8 – Student Achievement**
 - 8.1 – Student Achievement
 - 8.2c – Academic and Student Support Services

Institutional Effectiveness Model for Planning and Assessment

Strategic planning serves as the cornerstone of all research-based planning and assessment efforts. To date, my team and I have developed and implemented a five-phase institutional effectiveness (IE) model that is research-based and integrates the university's annual planning, assessment, and budgeting cycle. The IE model ensures that at both the macro (institutional) and micro (unit) levels, the university identifies expected outcomes for its educational programs, administrative, as well as academic support and student services; assesses whether it achieves expected outcomes; and provides evidence of improvement based on analysis of results; where the data ultimately informs decision-making.

Collectively, the five phases of the IE Model - Planning, Implementation, Assessment, Improvement, and Budgeting – guide the university in advancing an evidence-based planning and assessment culture that is centered on the institution's mission and provides guidance for the allocation of resources.

- The **planning phase** is executed in July and August when each functional organizational unit, both academic and non-academic, establishes annual goals that are aligned with the unit's mission and support institutional goals. Unit mission, goal(s), university strategic plan goal(s) reference, expected outcome(s), target(s), measures of assessment (direct and indirect), and strategies/action plans are documented on the Annual Planning, Budget & Assessment (APBA) Reporting Form.
- The **implementation phase** is executed in the months of August through May, where units implement their action plans and strategies designed to achieve their expected outcomes identified during the planning phase. The operational budget that supports implementation was developed during the previous cycle, where prior year assessment results served as the cornerstone in resource allocation decisions.
- The **assessment phase** is executed in the months of May and June. Units complete the results/findings section of the APBA integrated report by documenting and comparing actual data achieved with performance targets that were set during the planning phase to determine whether the unit met, exceeded, or failed to meet its expected outcomes.
- The **improvement phase** is executed in the months of June and July. Units complete the use of results section of the APBA integrated report when they fail to meet expected outcomes. Units develop corrective action plans and provide recommendations for improvement. These recommendations are reflected on the APBA Report under the improvements (use of results) section.
- The **budgeting phase** is executed in the months of June and July when units complete the budgeting section of the APBA integrated report in preparation for the upcoming planning cycle. Budget hearings are held where individual budget units develop and submit their budget requests identified on the APBA reports to a Budget Committee for consideration. The recommendations are finally forwarded to the President-Chancellor for final action. Unit budget allocations are partly influenced by the unit's assessment results. The process occurs in June-July in anticipation of the new budget cycle that begins on July 1st. Typically, the Southern University Board of Supervisors reviews and approves the university's Operating Budget in August.

Strategic Planning

President-Chancellor, Dr. Ray Belton shared his vision for the SU System and SUBR campus and charged me to facilitate the development and writing of both strategic plans. The strategic planning process used to develop the SU System and SUBR's strategic plans required that my team and I work collaboratively with internal stakeholders (faculty, staff, students, senior administration, chancellors, SU Board of Supervisors) and external constituencies (alumni, governmental, business, and community leaders) of the five Southern University campuses to advance the vision of the President-Chancellor, Dr. Ray L. Belton. During the 2019 Spring Faculty Convocation, using a town-hall format, President Belton and I had the opportunity to present detailed working drafts of both plans to the faculty, who were fully engaged and provided valuable feedback.

Additionally, alumni groups, friends and community members were actively engaged for their feedback. President Belton and I presented detailed working drafts of both plans to several alumni chapters namely:

- Southern University Houston Alumni Chapter, February 15, 2019
- Southern University Dallas Alumni Chapter, March 30, 2019
- Southern University Chicago Chapter, March 28, 2019

Based on the collective feedback received, the SU System's Strategic Plan, *Fulfilling the Promise: A Pathway to Excellence: 2018-2025* has 7 goals and is supported by Specific Measurable, Attainable, Results-Oriented, Time-bound (SMART) objectives (posted at www.sus.edu) The goals are:

- Commitment to Student Access and Affordability
- Commitment to Academic Excellence and Student Success
- Commitment to Institutional Effectiveness and Accountability
- Commitment to Scholarly Research, Discovery, and Entrepreneurship
- Commitment to Fundraising and Philanthropic Support
- Commitment to Improve Campus Life through Infrastructural Development
- Commitment to Promote the SU Brand through Outreach and Global Engagement

SUBR's Strategic Plan, *Imagine 20K: 2018-2030* has ten (10) goals and is supported by SMART objectives. The goals are:

- Commitment to Student Access and Affordability
- Commitment to Academic Excellence and Student Success
- Commitment to Institutional Effectiveness and Accountability
- Commitment to Scholarly Research, Discovery, and Entrepreneurship
- Commitment to Fundraising and Philanthropic Support
- Commitment to Improve Campus Life through Infrastructural Development
- Commitment to Promote the SUBR Brand through Outreach and Global Engagement

- Commitment to Enhance Campus Technology
- Commitment to Invest in Human Capital and Strengthen Human Resources Operations
- Commitment to Quality Customer Service

As the primary point of contact (POC) for the Governance Committee to the Southern University Board of Supervisors, President Belton charged me with presenting the Board with monthly updates on the progress of both strategic plans, to include: Goals, Objectives/Outcomes, Performance Indicators/Metrics, and Strategies for Success. The monthly Board updates are archived online on YouTube Videos.

Policies

To maintain consistency with best practices and ensure compliance with the Southern Association of Schools and Colleges, Commission on Colleges (SACSCOC), Principles of Accreditation, my team and I developed several policies for consideration and approval by the Board of Supervisors of the Southern University and A&M College System. Upon Board approval, all policies were implemented.

- Policy # 6-001 – Policy on Policies (Board approved on 06/22/2018)
- Policy # 6-002 – Policy on Policies Template (Board approved on 06/22/2018)
- Policy # 6-003 – Board Self-Evaluation Policy and Instrument (Board approved on 05/25/2018)
- Policy # 6-004 – Mission Review Policy (Board approved on 06/22/2018)

Human Capital and Budget Management

My supervisory experience involves setting-up planning sessions with each direct report at the beginning of the fiscal year, where clear expectations are established, individual goals are determined with appropriate performance indicators to measure progress, achievement, and success. Performance standards are also established which become the basis for performance evaluations and ratings at the end of the fiscal year. During the course of the fiscal year, I conduct quarterly performance meetings, where the staff and I review the data for each performance indicator to measure progress towards the achievement of stated goals and outcomes. I have implemented disciplinary actions, which have at times resulted in employee separations.

When it comes to the hiring process, my team and I typically develop job descriptions and position announcements and complete the necessary institutional HR forms such as the position vacancy authorization (PVA), position vacancy announcement request, proposed employment appointment (PEA), proposed employment clearance and certification of compliance (PEC), reference check forms, and finally complete and submit the electronic personnel action form (EPAF).

I currently oversee a staff of seven (7) members that includes: Executive Director for Institutional Effectiveness, Policy and Planning, Director for Institutional Research and Assessment, Assistant Director for Institutional Research and Assessment, Senior Data Systems Analyst, Assessment Analyst, Research and Data Analyst, and Policy Analyst. Cumulatively, **my operating budget (State General Funds - restricted and unrestricted accounts and Title III funds,) is approximately \$800,000.00**. The budget is allocated across several categories including personnel (salaries and fringe benefits), travel, supplies, operating, professional services, major repairs, and other.

Data Reporting Requirements

Data serves to both inform and drive decision-making. To date, my office has met all reporting obligations. Examples include:

- Facilities Inventory and Space Utilization System - Board of Regents (BOR)
- Fall Enrollment - National Center for Education Statistics (NCES)
- IPEDS 12-month enrollment - National Center for Education Statistics (NCES)
- IPEDS 200% GRS - National Center for Education Statistics (NCES)
- IPEDS Completions - National Center for Education Statistics (NCES)
- IPEDS Graduation Rates - National Center for Education Statistics (NCES)
- LAPAS First, Second, Third, and Fourth Quarter Performance Progress Reports (OPB)
- Operational Plans - Office of Planning and Budget (OPB)
- Statewide Student Profile System- Fall/Winter Semester(s) (SSPS) - Board of Regents
- Statewide Student Profile System Spring Semester (SSPS) - Board of Regents (BOR)
- Student End-of-Course Evaluations - Southern University and A&M College (SUBR)

University Committee Service

- President-Chancellor's Cabinet – member
- University Strategic Planning Committee – Chair
- University Assessment Committee – member
- University SACSCOC Steering Committee – member

Adjunct Professor of Public Administration/Policy, August 2007 - present

Nelson Mandela College of Government and Social Sciences, Southern University and A&M College, Baton Rouge, Louisiana

Teaching Experience

My teaching experience at Southern University began in 2007. Since then, I have served as an adjunct faculty in the public policy and public administration programs.

In the Doctoral (Ph.D.) Public Policy Program, I have taught the following courses:

- PPOL 756 – Environmental Impact Assessment
- PPOL 704 – Research Methods
- PPOL 706 – Program Evaluation and Design
- PPOL 708 – Issues of Program Implementation

In the Master of Public Administration (M.P.A.) Program, I have taught the following courses:

- PADM 544 – Program Planning and Evaluation
- PADM 512 – Applied Research
- PADM 556 – Ethics and Public Policy

Dissertation Experience

I served as a committee member on the following doctoral dissertations:

- A Case Study of the Impact of Civil War on the Economic Development of Liberia. Dr. Teaway Z. Collins, 2019 Graduate (Ph.D. in Public Policy)
- Investigating the Relationship between Health and Economic Growth in Africa, 1960-2015. Dr. Ucheoma Nwagbara, 2019 Graduate (Ph.D. in Public Policy)
- Examination of Maternal Mortality in Military and Civilian Administrations in Nigeria, 1960-2015. Dr. Bukola, B. Oluwade, 2019 Graduate (Ph.D. in Public Policy)
- Neighborhood Effect: Implication of Limited Food Access, Examination of Food Outlets and Health Outcomes, Dr. Michelle D. Dennis. 2019 Graduate (Ph.D. in Public Policy)

Vice Chancellor for Institutional Effectiveness and Strategic Initiatives, Baton Rouge Community College (BRCC), Baton Rouge, Louisiana; March 2017 – January 2018

Planning and Assessment

At BRCC we utilized an ongoing, integrated, and institution-wide research-based planning and assessment process that incorporated a systematic review of institutional mission, goals, and outcomes; that resulted in continuing improvement in institutional quality; and that demonstrated the college was effectively accomplishing its mission. Alignment of unit goals to institutional goals ensured progress towards the accomplishment of the college's strategic plan goals and the fulfilment of the College's mission. If units failed to meet their individual goals, then the likelihood of institutional success was low. In effect, there was a direct correlation between success at the unit (micro) level and success at the institutional (macro) level. We used systematic planning and assessment to guide our allocation of resources to enhance institutional quality. As part of the Chancellor's Cabinet professional development program, I conducted several leadership training sessions on "*Outcomes-Based Strategic Planning and Assessment*."

Policies

Accessible and well-developed policies promote efficiency, accountability, and minimize institutional risks. As the Chief Policy Officer for BRCC, my team and I developed a *Policy on Policies* process that detailed the policy development, policy submission, policy approval, and policy archiving procedures.

Human Capital and Budget Management

I managed a staff of three (3) members that included: Director for Planning and Assessment, Director for Institutional Research and Reporting, and an Executive Assistant. Cumulatively, my operating budget (State General Funds) was approximately \$500,000.00. The budget was allocated across several categories including personnel (salaries and fringe benefits), travel, supplies, operating, professional services, major repairs, and other.

Meeting Reporting Requirements

Data serves to both inform and drive decision-making. BRCC met all of its reporting obligations. Examples include:

- Employee Salary Data System (EMPSAL) - Board of Regents (BOR)

- Facilities Inventory and Space Utilization System - Board of Regents (BOR)
- Fall Enrollment - National Center for Education Statistics (NCES)
- IPEDS 12-month enrollment - National Center for Education Statistics (NCES)
- IPEDS 200% GRS - National Center for Education Statistics (NCES)
- IPEDS Completions - National Center for Education Statistics (NCES)
- IPEDS Graduation Rates - National Center for Education Statistics (NCES)
- IPEDS Student Financial Aid - National Center for Education Statistics (NCES)
- LAPAS First, Second, Third, and Fourth Quarter Performance Progress Reports (OPB)
- Operational Plans - Office of Planning and Budget (OPB)
- Preliminary Enrollment Survey - Board of Regents (BOR)
- Statewide Student Profile System- Fall/Winter Semester(s) (SSPS) - Board of Regents (BOR)
- Statewide Student Profile System Spring Semester (SSPS) - Board of Regents (BOR)

Assistant Vice President for Policy, September 2015 – March 2017

Louisiana Community and Technical College System (LCTCS), Baton Rouge, Louisiana

- Advanced the LCTCS Workforce Solutions and Transfer Mission.
- Interfaced and collaborated with the 13 LCTCS Chancellors/Directors on policy-related issues, namely:
 - Bossier Parish Community College (BPCC), Baton Rouge Community College (BRCC), Central Louisiana Technical Community College (CLTCC), Delgado Community College (DCC), L. E. Fletcher Technical Community College (FTCC), Louisiana Delta Community College (LDCC), Northshore Technical Community College (NTCC), Elaine P. Nunez Community College (NUNEZ), Northwest Louisiana Technical College (NWLTC), River Parishes Community College (RPCC), South Central Louisiana Technical College (SCLTC), South Louisiana Community College (SLCC), and Southwest Louisiana Technical Community College (SOWELA).
- Developed the LCTCS *Annual Board Policy Platform* that operationalized *Our Louisiana 2020: Building the Workforce of Tomorrow*. The *2015–2016 LCTCS Implementation and Monitoring Plan* contained policy strategies adopted by each LCTCS college necessary to accomplish the six policy goals contained in *Our Louisiana 2020 (OL2020): Building the Workforce of Tomorrow*, namely:
 - Goal #1: Double Graduates to 40,000 annually
 - Goal #2: Double the Annual Earnings of Our Graduates to \$1.5 Billion
 - Goal #3: Quadruple Student Transfers to Four-Year Universities to 10,000 annually
 - Goal #4: Double the Number of Students Served to 325,000 annually
 - Goal #5: Quadruple Partnerships with Business and Industry to 1,000 annually
 - Goal #6: Double Foundation Assets to \$50 Million
- Developed the *Data Reporting Matrix* for all 13 LCTCS colleges to uniformly report on progress to meeting annual targets for each of the six (6) OL2020 Policy Goals.
- Successfully negotiated with PTK President, Dr. Lynn Tincher-Ladner entry for the last three LCTCS colleges – Central Louisiana Technical Community College (CLTCC), Northwest Louisiana Technical College (NWLTC), and South Central Louisiana Technical College (SCLTC) – all of whom are Council on Occupational Education (COE) accredited, into Phi Theta Kappa (PTK). In the next few months all three colleges are expected to become PTK chartered members, thereby further extending transfer opportunities for thousands of Louisiana students.
- Developed *PTK student transfer articulation agreements* with the *Southern University System (SUS)*, *Dillard University*, and the *University of New Orleans (UNO)*; each student transfer agreement has been individually signed and executed by the LCTCS System President, Dr. Monty Sullivan and the Presidents/Chancellors of the aforementioned institutions, namely Dr. Ray Belton, Southern University System President, Dr. Walter Kimbrough, Dillard University President, and Dr. John Nicklow, University of New Orleans President.
- Developed a “*Troops to College*” articulation agreement with the Louisiana National Guard that results in the elimination of repetition and unnecessary duplication of academic experiences already acquired by military personnel by articulating military training records into college credits.
- Represented the LCTCS at the monthly meetings of the Louisiana Board of Regents (BOR) on policy and related matters.

Deputy Secretary, January 2008 – September 2015
Louisiana Department of Environmental Quality (LDEQ), Baton Rouge, Louisiana

As an executive in state government, I served as a gubernatorial appointee (2008-2015), Deputy Secretary for the Louisiana Department of Environmental Quality (LDEQ). There, I provided leadership to three LDEQ Divisions:

- **Governmental and Legislative Relations**, where my team and I worked closely with Louisiana's Congressional Delegation, Louisiana Legislature, and various agencies within the federal government system and Louisiana state government, such as Louisiana Department of Natural Resources, Louisiana Department of Agriculture and Forestry (LDAF). My role as legislative liaison allowed me to develop a working knowledge of the Capitol, where I:
 - Secured sponsors for bills and resolutions.
 - Tracked legislative instruments throughout the legislative process for eight regular legislative sessions.
 - Testified routinely on behalf of LDEQ before standing House and Senate Committees of the Louisiana Legislature and the Joint Legislative Committee on the Budget (JLCB).
- **Strategic Planning, Performance and Budgeting**, where my team and I developed LDEQ's 5-Year Strategic Plan, prepared the annual operational plan in support of the budget development process, and reported performance assessment data through Louisiana Performance Accountability (LAPAS) electronic portal;
- **Statewide Extension/Outreach**, where my team and I provided regulatory compliance assistance to over 300 Louisiana municipal governments (villages, towns, cities, and parishes) and over 1,000 Louisiana small businesses. Through our Community Assistance Programs, we secured millions of dollars in federal funding in the form of capitalization grants for Louisiana's Clean Water State Revolving Fund (CWSRF) Program for major infrastructural improvements to Louisiana's aging wastewater system, which in many municipalities is over 100 years old. During my 7-Year tenure at LDEQ, notable accomplishments included:
 - **Secured federal funds for wastewater infrastructure improvements totaling \$157.5 Million in Capitalization Grants** from the United States Environmental Protection Agency (USEPA). During my tenure, we submitted grant applications and were successful in securing the following annual grant awards:
 - LDEQ CWSRF: "Capitalization Grants for State Revolving Fund – Clean Water State Revolving Fund." **\$15,334,000. FY 2015.** Funding Agency: United States Environmental Protection Agency.
 - LDEQ CWSRF: "Capitalization Grants for State Revolving Fund – Clean Water State Revolving Fund." **\$15,413,000. FY 2014.** Funding Agency: United States Environmental Protection Agency.
 - LDEQ CWSRF: "Capitalization Grants for State Revolving Fund – Clean Water State Revolving Fund." **\$14,677,000. FY 2013.** Funding Agency: United States Environmental Protection Agency.
 - LDEQ CWSRF: "Capitalization Grants for State Revolving Fund – Clean Water State Revolving Fund." **\$15,537,000. FY 2012.** Funding Agency: United States Environmental Protection Agency.
 - LDEQ CWSRF: "Capitalization Grants for State Revolving Fund – Clean Water State Revolving Fund." **\$16,233,000. FY 2011.** Funding Agency: United States Environmental Protection Agency.
 - LDEQ CWSRF: "Capitalization Grants for State Revolving Fund – Clean Water State Revolving Fund." **\$22,398,000. FY 2010.** Funding Agency: United States Environmental Protection Agency.
 - LDEQ CWSRF: "Capitalization Grants for State Revolving Fund – Clean Water State Revolving Fund." **\$50,537,500. FY 2009.** Funding Agency: United States Environmental Protection Agency.
 - LDEQ CWSRF: "Capitalization Grants for State Revolving Fund – Clean Water State Revolving Fund." **\$7,456,000. FY 2008.** Funding Agency: United States Environmental Protection Agency.
 - **Quintupled** the amount of CWSRF infrastructure dollars committed to wastewater improvements statewide from approximately \$100 Million in 2008 to approximately \$632.3 Million in 2015.
 - **Quintupled** the number of CWSRF municipal wastewater improvements projects statewide from about 25 projects in 2008 to 138 projects in 2015.
 - **Quintupled** the number of parishes served by CWSRF infrastructure funds for wastewater improvements from 10 parishes in 2008 to 55 parishes in 2015.
 - **Secured state matching funds through the appropriations process from the Louisiana Legislature to draw down federal dollars.**
- **My statewide outreach and extension efforts had such a profound positive statewide impact that I received several commendations from the Louisiana Municipal Association (LMA), namely:**
 - **LMA President's Award for Distinguished Service and Recognition of Your Meritorious Service to Municipal Governments in Louisiana and Your Love of Country**, 74th Annual Convention Louisiana Municipal Association, Shreveport, LA, 2011.
 - **Certificate of Appreciation and Recognition of Your Dedication to the Interests of Louisiana Cities, Towns and Villages**, 78th Annual Convention Louisiana Municipal Association (LMA), Lafayette, LA, 2015.
 - **Certificate of Appreciation and Recognition of Your Dedication to the Interests of Louisiana Cities, Towns and Villages**, 77th Annual Convention Louisiana Municipal Association (LMA), Baton Rouge, LA, 2014.

- *Certificate of Appreciation for Providing \$60 Million for Wastewater Infrastructure Improvements*, the Honorable Tommy Martinez, President, Parish of Ascension, LA, 2013.
 - *Certificate of Appreciation and Recognition of Your Dedication to the Interests of Louisiana Cities, Towns and Villages*, 76th Annual Convention Louisiana Municipal Association (LMA), Monroe, LA, 2013.
 - *Certificate of Appreciation and Recognition of Your Dedication to the Interests of Louisiana Cities, Towns and Villages*, 75th Annual Convention Louisiana Municipal Association (LMA), Lake Charles, LA, 2012.
 - *President's Award for Distinguished Service and Recognition of Your Meritorious Service to Municipal Governments in Louisiana and Your Love of Country*, 74th Annual Convention Louisiana Municipal Association, Shreveport, LA, 2011.
 - *Certificate of Appreciation and Recognition of Your Dedication to the Interests of Louisiana Cities, Towns and Villages*, 74th Annual Convention Louisiana Municipal Association (LMA), Shreveport, LA, 2011.
 - *Appreciation Award for Leadership, Service, and Commitment to Environmental Protection and Economic Development for Louisiana Municipalities*, 73rd Annual Convention Louisiana Municipal Association (LMA), New Orleans, LA, 2010.
- With respect to **human capital and budget management**, I exercised statewide supervision and evaluation over 15 technical staff (licensed engineers, scientists, geologists) and 10 administrative staff (policy/program analysts/specialists/executive management officers) across LDEQ offices located in Baton Rouge and in Regional Offices in the following locations: (Southeast Region – New Orleans and Lockport, Acadiana Region – Lafayette, Southwest Region – Lake Charles, Central Louisiana Region – Alexandria/Pineville, Northeast Region – Monroe, and Northwest Region – Shreveport). My state operating budget (State General Funds) was approximately \$8.25 million and was allocated across several categories including personnel (salaries and fringe benefits), travel, supplies, operating, professional services, major repairs, and other. My federal operating budget was in excess of \$620 million dedicated to the statewide wastewater infrastructure improvements through the operations of LDEQ's Clean Water State Revolving Fund (CWSRF) program designed to assist local municipalities with wastewater infrastructure improvements so they can be competitive for business recruitment, retention and expansion opportunities.

**SUMMARY OF APPROVED STATEWIDE LDEQ CWSRF MUNICIPAL WASTEWATER IMPROVEMENTS PROJECTS
UNDER MY TENURE: JANUARY 2008 – SEPTEMBER 2015**

Municipality	Parish	Amount	Construction Status As of April 27, 2015
Crowley	Acadia	\$1,000,000	Complete
Crowley	Acadia	\$2,700,000	In Progress
Rayne	Acadia	\$1,825,000	In Progress
Oakdale	Allen	\$1,000,000	Complete
Oakdale	Allen	\$3,146,000	Complete
Ascension Parish	Ascension	\$60,000,000	In Progress
Donaldsonville	Ascension	\$2,500,000	In Progress
Donaldsonville	Ascension	\$1,472,300	Complete
Gonzales	Ascension	\$15,170,000	In Progress
Mansura	Avoyelles	\$1,270,000	Complete
Mansura	Avoyelles	\$1,010,000	In Progress
Simmesport	Avoyelles	\$236,000	Complete
Merryville	Beauregard	\$1,000,000	Complete
Arcadia	Bienville	\$676,060	Complete
Benton	Bossier	\$418,000	Complete
Bossier City	Bossier	\$10,000,000	In Progress
Bossier City	Bossier	\$22,000,000	Complete
Bossier Parish	Bossier	\$10,000,000	In Progress
Bossier Parish	Bossier	\$286,500	Complete
Bossier Parish	Bossier	\$17,750,000	Complete
Haughton	Bossier	\$3,000,000	In Progress
Blanchard	Caddo	\$2,000,000	Complete
Ida	Caddo	\$250,000	Complete
Oil City	Caddo	\$700,000	Complete
Municipality	Parish	Amount	Construction Status As of April 27, 2015
Shreveport	Caddo	\$11,560,000	Complete
Shreveport	Caddo	\$5,000,000	In Progress
DeQuincy	Calcasieu	\$750,000	Complete
Lake Charles	Calcasieu	\$21,000,000	In Progress
Vinton	Calcasieu	\$1,200,000	Complete
icily Island	Catahoula	\$525,992	Complete

Homer	Claiborne	\$3,500,000	In Progress
Clayton	Concordia	\$527,651	Complete
Logansport	De Soto	\$1,185,000	Complete
Mansfield	De Soto	\$1,214,800	Complete
Baker	East Baton Rouge	\$500,000	Complete
Baton Rouge	East Baton Rouge	\$45,000,000	In Progress
Baton Rouge	East Baton Rouge	\$20,000,000	In Progress
Baton Rouge	East Baton Rouge	\$8,300,000	Complete
Zachary	East Baton Rouge	\$9,397,000	Complete
Zachary	East Baton Rouge	\$5,000,000	In Progress
Lake Providence	East Carroll	\$650,000	In Progress
Jackson	East Feliciana	\$525,232	Complete
Basile	Evangeline	\$500,000	Complete
Mamou	Evangeline	\$1,000,000	Complete
Winsboro	Franklin	\$1,000,000	Complete
Winsboro	Franklin	\$1,000,000	Complete
Jeanerette	Iberia	\$250,000	Complete
New Iberia	Iberia	\$6,497,000	In Progress
Maringouin	Iberville	\$300,000	Complete
Maringouin	Iberville	\$475,000	Complete
Plaquemine	Iberville	\$8,000,000	Complete
Plaquemine	Iberville	\$1,500,000	Complete
White Castle	Iberville	\$686,000	Complete
Eros	Jackson	\$437,014	In Progress
Jonesboro	Jackson	\$800,000	Complete
Jonesboro	Jackson	\$1,836,000	Complete
Jennings	Jefferson Davis	\$1,000,000	Complete
Welsh	Jefferson Davis	\$190,000	Complete
Grand Isle	Jefferson	\$750,000	Complete
Grand Isle	Jefferson	\$853,000	In Progress
Gretna	Jefferson	\$3,228,089	Complete
Harahan	Jefferson	\$4,000,000	In Progress
Jefferson Parish	Jefferson	\$15,250,000	In Progress
Jefferson Parish	Jefferson	\$20,000,000	In Progress
Kenner	Jefferson	\$22,000,000	Complete
Kenner	Jefferson	\$21,000,000	In Progress
Kenner	Jefferson	\$15,000,000	In Progress
Westwego	Jefferson	\$1,150,000	Complete
Urania	La Salle	\$1,346,497	Complete
Broussard	Lafayette	\$4,000,000	Complete
Carencro	Lafayette	\$599,475	Complete
Carencro	Lafayette	\$5,000,000	In Progress
Youngsville	Lafayette	\$750,000	Complete
Youngsville	Lafayette	\$4,429,000	Complete
Lafourche Parish	Lafourche	\$1,001,256	Complete
Lockport	Lafourche	\$4,000,000	Complete
Thibodaux	Lafourche	\$8,510,755	In Progress
Grambling	Lincoln	\$533,000	Complete
Grambling	Lincoln	\$536,700	In Progress
Simsboro	Lincoln	\$220,000	Complete
Killian	Livingston	\$110,777	Complete
Walker	Livingston	\$750,000	Complete
Madison Parish	Madison	\$109,070	Complete
Tallulah	Madison	\$4,733,700	In Progress
Bastrop	Morehouse	\$1,510,550	Complete
Municipality	Parish	Amount	Construction Status As of April 27, 2015
Many	Natchitoches	\$251,000	Complete
Natchitoches	Natchitoches	\$1,183,000	Complete
New Orleans Sewer & Water Board	Orleans	\$9,000,000	Complete
Monroe	Ouachita	\$14,000,000	Complete
Monroe	Ouachita	\$11,700,000	In Progress
Ouachita Parish	Ouachita	\$1,918,000	Complete
Sterlington	Ouachita	\$696,000	Complete

Sterlington	Ouachita	\$350,000	Complete
West Monroe	Ouachita	\$4,750,000	Complete
West Monroe	Ouachita	\$1,541,300	In Progress
West Monroe	Ouachita	\$1,250,000	Complete
Livonia	Pointe Coupee	\$3,900,000	Complete
New Roads	Pointe Coupee	\$1,000,000	Complete
Alexandria	Rapides	\$4,550,000	Complete
Ball	Rapides	\$1,000,000	Complete
Boyce	Rapides	\$900,000	Complete
Pineville	Rapides	\$4,500,000	Complete
Rapides Parish	Rapides	\$2,485,000	In Progress
Hall Summit	Red River	\$134,300	Complete
Delhi	Richland	\$1,000,000	Complete
Delhi	Richland	\$11,000,000	Complete
Florien	Sabine	\$199,430	In Progress
Pleasant Hill	Sabine	\$620,000	Complete
St. Bernard	St. Bernard	\$10,000,000	In Progress
St. Charles	St. Charles	\$6,500,000	Complete
St. John The Baptist	St. John The Baptist	\$1,359,000	In Progress
Eunice	St. Landry	\$801,509	Complete
Opelousas	St. Landry	\$1,188,000	Complete
Washington	St. Landry	\$800,000	Complete
St. Martinville	St. Martin	\$2,000,000	In Progress
Morgan City	St. Mary	\$4,500,000	Complete
Pearl River	St. Tammany	\$2,000,000	In Progress
St. Tammany Parish	St. Tammany	\$1,000,000	Complete
Hammond	Tangipahoa	\$800,000	Complete
Hammond	Tangipahoa	\$5,000,000	In Progress
Tensas Parish	Tensas	\$550,000	Complete
Terrebonne Parish	Terrebonne	\$17,000,000	In Progress
Terrebonne Parish	Terrebonne	\$2,000,000	In Progress
Terrebonne Parish	Terrebonne	\$23,000,000	In Progress
Marion	Union	\$289,221	Complete
Delcambre	Vermilion & Iberia	\$900,000	Complete
Abbeville	Vermilion	\$760,000	Complete
Hornbeck	Vernon	\$525,000	Complete
Hornbeck	Vernon	\$395,000	Complete
Leesville	Vernon	\$850,000	Complete
Cullen	Webster	\$925,000	Complete
Addis	West Baton Rouge	\$1,500,000	Complete
Port Allen	West Baton Rouge	\$1,900,000	Complete
West Baton Rouge Parish	West Baton Rouge	\$2,000,000	Complete
St. Francisville	West Feliciana	\$1,000,000	Complete
Winn Parish	Winn	\$275,000	In Progress
Winnfield	Winn	\$1,010,000	Complete
Winnfield	Winn	\$1,500,000	Complete
138		\$632,344,188	

Business, Industry, Municipal and Community Outreach

- Routinely interacted routinely with Louisiana mayors, parish and police jury presidents, councils, and business leagues.
- Oversaw regulatory compliance assistance initiatives through the LDEQ Small Business and Community Assistance Program designed to bring Louisiana small businesses and municipalities into compliance with federal and state multi-media (air, water, and waste) environmental regulations. Over one thousand Louisiana small businesses received regulatory assistance.
- Routinely interacted with business and industry professional and trade associations, community groups and non-governmental organizations such as the Louisiana Chemical Association (LCA), Louisiana Mid-Continent Oil and Gas Association (LMOGA), Louisiana Oil and Gas Association (LOGA), Louisiana Association of Business and Industry (LABI), Louisiana Solid Waste Association (LSWA), Louisiana Rural Water Association (LRWA), Louisiana Police Jury Association (LPJA), Louisiana Municipal Association (LMA), Public Affairs Research Council of Louisiana (PAR), Council for a Better Louisiana (CABL), various community groups, and the public at large.

Vice President, July 2006 – July 2007

Student Affairs and Enrollment Management, Langston University, Langston, Oklahoma

As Vice President for Student Affairs and Enrollment Management at Langston University, my team utilized the Noel Levitz Enrollment Funnel, where we increased our yields at each level: prospects-to-admits and admits-to-enrolled. Notable accomplishments at Langston University:

- Increased student FTE by 1.3% in 2008.
- Increased number of associate degrees conferred by 350% in 2008.
- Increased the retention rate by 3.4% from 55.4% in 2007 to 58.8% in 2008.

Successful recruitment/enrollment strategies included:

- Promoted online/distance education as a viable option to deliver graduate and undergraduate education.
- Promoted dual-enrollment by expanding relationships and developing articulation agreements with high schools.
- Expanded recruitment of traditional students – first-time full-time students (18 - 25 years).
- Expanded recruitment of non-traditional students – adult learners (25 years and above).
- Doubled partnerships with community colleges by developing transfer articulation agreements.
- Increased recruitment of out-of-state students with assistance from Alumni Chapters across the country.
- Increased re-admission of students who have completed courses but exited prior to completion.
- Increased recruitment of first-generation students.

Successful retention strategies included:

- Implemented an Early-Alert-System to identify students at risk of dropping out for academic & non-academic reasons.
- Provided academic support programs and services such as tutorial programs, supplemental instruction opportunities, etc.
- Offered a number of student support services to help with student success and completion.
- Implemented living and learning communities in residential life.
- Developed and implemented a plan for increasing need- and merit-based funding through private funding sources to increase student success, thereby decreasing the affordability gap and improving student retention.
- Increased resources for academic advising.
- Increased student engagement and involvement in student life programs and student organizations.

Successful graduation strategies included:

- Used course planning tools such as Degree Works to assist students with on-time completion.
- Aligned academic support programs with gateway courses such as mathematics.
- Advised students to complete 15 credits per semester or 30 credits per year to facilitate on-time completion.
- Implemented structured schedules to accommodate adult learners and working students in maintaining a healthy balance between work, life and school, thereby enabling more adult learners to shorten their time to completion.
- Implemented guided pathways with defined academic plans of study for each semester, thereby ensuring on time completion.

Finally, I managed a staff of 49 division employees that included: Assistant Vice Presidents, University Physician, Nurses, Directors (Financial Aid, Admissions and Recruitment, Registrar, Housing and Residential Life, Enrollment Management, Student Life, Professional Counseling Center, Heritage Center, TRIO Programs - Upward Bound Program, Student Support Services Program, and Education Talent Search), Associate Directors, Assistant Directors, Counselors/Student Services Staff and Recruiters, Financial Aid Loan Officers, and Executive Secretary. Cumulatively, my operating budget (State General Funds) was approximately \$7.35 million. The budget was allocated across several categories including personnel (salaries and fringe benefits), travel, supplies, operating, professional services, major repairs, and other.

Accreditation

Served as the accreditation chair for the Division of Student Affairs and Enrollment Management at Langston University during the 2007 on-site visit by the accreditation team representing the *Higher Learning Commission of the North Central Association of Colleges and Schools*. Langston University's accreditation was reaffirmed for 10 years through 2017.

Associate Vice President, January 2005 – June 2006

Academic Affairs, Grambling State University, Grambling (GSU), Louisiana

As Associate Vice President for Academic Support we utilized the Noel Levitz Enrollment Funnel, where we increased our yields at each level: prospects to admits and admits to enrolled. Notable accomplishments at GSU:

- Increased student FTE by 2% from 5,065 in 2006 to 5,161 in 2007.
- Increased total number of degrees conferred by 5.4% from 689 in 2006 to 726 in 2007.

Our retention strategies included the implementation of an Early-Alert-System to identify students at risk of dropping out for academic and non-academic reasons; offering an array of academic support programs and services such as tutorial programs across majors, supplemental instruction opportunities; providing a menu of student support services such as counseling and mentoring programs to help with student success and completion; implementation of living and learning communities in residential life.

I managed a team of 10 full-time faculty and 13 staff members that included: Directors (Upward Bound Program, Student Support Services Program, First Year Experience Program, Distance Learning Program, and Academic Advising and Skills Center), Full-Time Faculty, Academic Counselors, Academic Support Analyst, Academic Computing Specialist, Database Program Administrator, Program Analysts, and Executive Secretary. Cumulatively, **my operating budget (State General Funds) was approximately \$5.25 million**. The budget was allocated across several categories including personnel (salaries and fringe benefits), travel, supplies, operating, professional services, major repairs, and other.

Administration/Instruction

- Served as a member of the President's Cabinet and reported directly to the Provost and Vice President for Academic Affairs.
- Assisted the Provost and Vice President for Academic in accomplishing the University's academic goals and objectives through the design, development, and delivery of educational programs and services.
- Collaborated with the leadership in Student Affairs, Finance and Administration, and University Advancement to support the mission and public agenda of the University.
- Engaged in strategic planning, performance evaluations, program reviews and assessments of institutional effectiveness.
- Managed the operations of the academic support units that included the First Year Experience Program (FYEP), Academic Support/Skills Center, Academic Advising Center, Distance Learning and TRIO Programs (Education Talent Search, Student Support Services and Upward Bound).
- Engaged faculty, staff and student leaders in all management decisions.
- Reviewed and approved personnel actions including faculty and staff merit evaluations/reviews for promotions, faculty and staff recruitment, salary determinations, and disciplinary actions.
- Reviewed and provided final approvals for all travel requests, reimbursements and all purchase requests.
- Facilitated close working relationships between the deans of academic schools and colleges and governmental, business and industry partners to incorporate the needs of external stakeholders into the curriculum, subject to compliance with federal and state laws and regulations, as well as the requirements of appropriate accrediting agencies.
- Operationalized the *Network of Schools of Public Policy, Affairs, and Administration's* (NASPAA's) public service mandate by developing a "Town-and-Gown" relationship with the Mayor of Grambling.
- Created internship opportunities for the students in the MPA program.
- Served as the principal investigator (PI), on a grant that was funded by the United States Department of the Interior (USDOI), National Park Service (NPS) in the amount of \$14,000. The project was focused on establishing a three-year wild-land fire training academy. The project was important to both the Town of Grambling and the GSU, since both are surrounded by the piney woods of north Louisiana and as such are at potential risk of exposure to wild-land fires.
- Worked with Grambling's mayor in the implementation of several annual Black History month programs that were well attended by GSU faculty, staff, students and community residents.
- Maintained a teaching load each semester in addition to administrative responsibilities.
- Represented Grambling State University at monthly meetings of the Louisiana Board of Regents.

University Committee Service

- Council of Academic Deans, University Planning Council, University Curriculum Committee, Graduate Council, Information Technology Advisory Council, University Registration Committee, University Retention Committee, University Catalog Committee, University Advisement Committee, and University Black History Committee.

Accreditation

- Worked collaboratively with the faculty members on the university's standing committees and the staff in the Office of Planning and Institutional Research in the successful reaffirmation of Grambling State University by the *Southern Association of Colleges and Schools, Commission on Colleges, SACSCOC*.

Curriculum Development

- Worked with the faculty across academic programs in the redesign of the University's First Year Experience (FYE) and New Student Orientation (NSO) program.
- Engaged a cross-section of faculty and staff to analyze the data of the existing Freshman Seminar Course, assess its effectiveness and recommend improvements. The redesigned course, First Year Experience (FYE), was developed to effectively transition first-year and returning students to GSU, thereby improving the university's persistence and completion rates. The faculty recommended using the teaching-and-learning-for-application framework, where students were exposed to

key skills and knowledge and were expected to apply them. The mandatory year-long redesigned FYEP curriculum consisted of two courses – FYE 101 (fall semester) and FYE 102 (spring semester) along with a redesigned New Student and Parent Orientation Program. Post-implementation, we observed that the FYEP students were fully integrated into the academic and student life at Grambling State University.

- Part one of the *Freshman Seminar Course – FYE 101* – introduced the entering student to the university's academic programs, general education requirements, student handbook, university catalog, financial aid and registration process, and relevant academic and student services policies and procedures. The course exposed the first year student to the Grambling State University experience – its rich heritage, traditions, and culture. Other topics included college survival skills such as goal setting, time management, critical thinking, active learning, note-taking, study skills, test-taking, computer skills (MS Word, Excel and PowerPoint), and library usage.
- Part two of the *Freshman Seminar Course – FYE 102* – offered a continuation of the discussions on college survival skills. Topics covered in this course include career exploration, building positive relationships, diversity and multicultural appreciation, leadership, ethics and responsibility, stress management, health and wellness, problem-solving, and management of personal finances.
- The *New Student and Parent Orientation Program* offered new students an introduction to the academic life at Grambling State University and instilled in them the level of commitment that is required to pursue a post-secondary credential. This goal was achieved through new student orientation sessions, an evening with the University President, and an orientation session for parents and guardians. Additionally, as part of the New Student Orientation program, all entering freshman were expected to complete the registration process. This included completion of financial aid requirements, advisement (selection of courses with academic advisors), payment of tuition and fees, housing selection, and the validation of meal and identification cards.

Academic Skills Center

- Oversaw the operations of the Academic Skills Center that offered software tutorial programs in gateway courses such as mathematics. Additionally, reference materials and resources were available online and on CD-ROM.
- Ensured that monitors were on duty to serve the needs of students.
 - A Video Library was available for on-site viewing. Topics included study skills, reading efficiency, test-taking, memory techniques, note-taking, etc.
 - Content tutoring was provided by faculty based on an *Early Alert System*, where students who were struggling academically in gateway General Education courses were identified by the instructor of record and referred to the Center, where a team of faculty and qualified graduate students provided tutorial services.

Tenure-Track Assistant Professor and Director of Community Relations

March 2003 – June 2006. Grambling State University (GSU), Grambling, Louisiana

- Maintained a teaching load, kept office hours, advised students, wrote grants, actively engaged in service learning and community service projects.
- MPA courses taught include: PA 500-Principles of Public Administration and PA 515-Intergovernmental Administration.
- Developed clearly defined student learning outcomes (SLOs) that broadly defined the expected knowledge, skills, competencies, values, attitudes and behaviors important for a future public administrator.
 - For example in my PA 500 – Principles of Public Administration course, the student learning outcomes included the following: *Students will be able to critically analyze the prevailing public policy models; Students will be able to differentiate the theoretical, structural, historical, and scientific dimensions of politics in public administration; and Students will be able to communicate effectively orally and in writing.*
 - Each student learning outcome was accompanied by a set of expected competencies. It was always my practice to collect direct evidence, as much as possible, of student learning. Direct evidence required my students to demonstrate their learning, through tests, oral presentations, writing samples, and cap-stone projects. The results of assessments such as mid-term and final examinations, weekly quizzes, research policy papers, as well as pre- and post-evaluations demonstrated that my graduate students had not only acquired the requisite knowledge, but more importantly that they had mastered the requisite policy competencies and skills necessary for successful progression and advancement in their careers.
 - The majority of my graduate students comprised of adult learners, beginning and mid-level professionals, who needed a post-baccalaureate credential (a master's degree) to help them compete and advance in their career pathways.

Assistant Director for Research, October 1999 – March 2003

Southern University and A&M College, Urban Research Center, Baton Rouge, Louisiana

Administration/Research

- Reported directly to the Dean of the Nelson Mandela School of Public Policy and Urban Affairs. The Urban Research Center was a federally funded multi-disciplinary collaborative between the United States Department of the Interior (US DOI) and Southern University and A&M College.
- Focused on three (3) key areas:
 - Faculty Research and Technical Assistance: Deliverables included four federally funded research proposals by the US DOI in the amount of \$100,000; two semi-annual training sessions in areas of diversity and cultural sensitivity for employees of the US DOI;
 - Workforce Training: Provided SU students with workforce training focused on the “soft skills” such as workplace etiquettes, the ability to listen well, communicate effectively, manage conflict, and demonstrate effective time management for prospective students interested in federal employment;
 - Student placement in Federal Internships and Permanent Positions: Placed Southern University students in federal internships and permanent positions within agencies that comprise the US DOI such as the National Park Service (NPS), Bureau of Land Management (BLM), US Fish and Wildlife Service (USFWS), and US Geological Survey (USGS).
- Recruited the Louisiana Department of Culture, Recreation and Tourism to join the partnership, which allowed us to quadruple student placements over four years (1999 – 2003).

Research/Graduate Assistant, October 1995 – October 1999

Southern University and A&M College, Nelson Mandela School of Public Policy and Urban Affairs

- Functioned as a research assistant on various public policy issues utilizing qualitative and quantitative research methods including the use of SPSS – Statistical Package for the Social Sciences.
- Tutored undergraduate and graduate students in quantitative and qualitative methods.

GRANTS SECURED

Grant Awards

- DEQ CWSRF: “Capitalization Grants for State Revolving Fund – Clean Water State Revolving Fund.” **\$15,334,000.** FY 2015. Funding Agency: United States Environmental Protection Agency.
- DEQ CWSRF: “Capitalization Grants for State Revolving Fund – Clean Water State Revolving Fund.” **\$15,413,000.** FY 2014. Funding Agency: United States Environmental Protection Agency.
- DEQ CWSRF: “Capitalization Grants for State Revolving Fund – Clean Water State Revolving Fund.” **\$14,677,000.** FY 2013. Funding Agency: United States Environmental Protection Agency.
- DEQ CWSRF: “Capitalization Grants for State Revolving Fund – Clean Water State Revolving Fund.” **\$15,537,000.** FY 2012. Funding Agency: United States Environmental Protection Agency.
- DEQ CWSRF: “Capitalization Grants for State Revolving Fund – Clean Water State Revolving Fund.” **\$16,233,000.** FY 2011. Funding Agency: United States Environmental Protection Agency.
- DEQ CWSRF: “Capitalization Grants for State Revolving Fund – Clean Water State Revolving Fund.” **\$22,398,000.** FY 2010. Funding Agency: United States Environmental Protection Agency.
- DEQ CWSRF: “Capitalization Grants for State Revolving Fund – Clean Water State Revolving Fund.” **\$50,537,500.** FY 2009. Funding Agency: United States Environmental Protection Agency.
- DEQ CWSRF: “Capitalization Grants for State Revolving Fund – Clean Water State Revolving Fund.” **\$7,456,000.** FY 2008. Funding Agency: United States Environmental Protection Agency.
- Grambling State University: “Louisiana Institute for Tobacco Use Prevention (LIFT UP) – Communities of Color and College Campuses.” **\$200,000.** FY 2006. Funding Agency: Louisiana Public Health Institute.
- Grambling State University: “Wildland Fire Management Summer Academy.” **\$14,000.** FY 2005. Funding Agency: United States Department of Agriculture, Forest Service, Office of Civil Rights.
- Southern University and A&M College: “National Urban and Community Forestry Minority Outreach and Education Conference.” **\$50,000.** FY 2002. Funding Agency: Ford Foundation.
- Southern University and A&M College: “An Assessment of Technology Application, Community Outreach Models, Visitor Expectations, Natural Resource Impact for 4 Selected National Parks.” **\$100,000.** FY 2001. Funding Agency: USDOI.
- Southern University and A&M College: “Analysis of Baton Rouge’s Urban Forest.” **\$21,750.** FY 2000. Funding Agency: United States-Forest Service.

PUBLICATIONS & SCHOLARLY WORKS

Article (Peer Reviewed)

- Esedo, K., Ejigiri, D., Frimpong, A., and Appeaning, V. (2017). "Socio-Economic Determinants and Implication of Crime Rate in the Lagos State of Nigeria, West Africa." The International Institute for Science, Technology and Education. Journal of Law, Policy and Globalization. ISSN (paper) 2224-3240; ISSN (online) 2224-3259. (Accepted)
- Brock, Beau, J., Hatch, Peggy, and Appeaning, Vladimir. A. (2010). "Protecting Our Most Vulnerable Communities: Louisiana Wastewater Infrastructure Recovery." University of Baltimore, Journal of Environmental Law, Volume 18, Fall 2010, No. 1 pp. 1–16.

Book (Peer Reviewed and Edited)

- Abdollahi, Kamran K., Ning, Zhu, H., and Appeaning, Vladimir. A. (2000). The Urban Forest. Baton Rouge, LA: Franklin Press, Inc. ISBN: 1-930129-62-9.

Book Chapter (Peer Reviewed)

- Ejigiri, Damien. D. and Appeaning, Vladimir. A. (2000). "Environment and the Social Sciences." In Current Stresses and Potential Vulnerabilities. Edited by: Ning, Zhu Hua and Abdollahi, Kamran K. Chapter. 6.1., pp. 96-98. Baton Rouge, LA: Franklin Press, Inc. ISBN: 1-930129-61-0.

Scientific Article in Proceedings (Peer Reviewed)

- Abdollahi, Kamran K., Ning, Zhu, H., and Appeaning, Vladimir. A. (2000). "Urban Vegetation and their Relative Ability in Removing Troposphere Ozone." In Proceedings of the 24th Conference on Agricultural and Forest Meteorology, 14th Conference Biometeorology and Aerobiology and Third Symposium on the Urban Environment. Davis, CA. pp. 13.6–13.7.

SELECT LIST OF PROFESSIONAL PRESENTATIONS

- Served as a Conference Speaker for the 2016 40th Annual Conference of the National Black Caucus of State Legislators (NBCSL), New Orleans, LA. Presentation was titled, "The Future of Technology and Innovation: Where Are We? – An Overview of Technological Innovation in Wastewater Treatment and Collection Systems. November 30-December 3, 2016.
- Conducted a training session on "Policy Development and the Strategic Planning Processes" for the LCTCS 2016 Louisiana Leadership Academy, Baton Rouge, LA April 25, 2016.
- Conducted a training session on "Outcomes-Based Management for Executives" for the Executive Leadership Institute, National Forum for Black Public Administrators (NFBPA) and the Nelson Mandela School of Public Policy at Southern University and A&M College, Baton Rouge, LA February 24–27, 2016.
- Served as a Conference Speaker for the 2015 78th Annual Convention of the Louisiana Municipal Association (LMA), Lafayette. Presentation was titled, "Strengthening Louisiana's Crumbling Wastewater Infrastructure: A Critical Pre-Requisite to Successful Economic Development." July 30–August 1, 2015.
- Served as a Conference Speaker for the 2015 Louisiana Rural Water Association (LRWA) Conference, Lake Charles, LA. Presentation was titled, "Supporting the Operations of Wastewater Operators." July 13–16, 2015.
- Served as a Conference Speaker for the 2015 Louisiana Solid Waste Association (LSWA) Conference, Lafayette, LA. Presentation was titled, "Why Investments by Municipalities in Wastewater Infrastructure Matter." March 18–20, 2015.
- Conducted a Training Session on "Investing in Wastewater Infrastructure Requires Strategic Planning," for the Executive Leadership Institute, a collaboration between the National Forum for Black Public Administrators (NFBPA) and the Nelson Mandela School of Public Policy at Southern University and A&M College, Baton Rouge, LA. February 2015.
- Served as a Conference Speaker for the 2014 77th Annual Convention of the Louisiana Municipal Association (LMA), Baton Rouge, LA. Presentation was titled, "Use of LDEQ's Revolving Loan Program in Support of Baton Rouge's Massive Sewer Infrastructure Rehabilitation Efforts." July 31–August 2, 2014.
- Served as a Conference Speaker for the 2014 Louisiana Solid Waste Association (LSWA) Conference, Lafayette, LA. Presentation was titled, "The Environmental and Economic Benefits of Using Louisiana Compressed Natural Gas (CNG) to Power Industry and Mobile Sources." March 19–21, 2014.
- Served as a Conference Speaker for the 2013 76th Annual Convention of the Louisiana Municipal Association (LMA), Monroe, LA. Presentation was titled, "Recycling Wastewater to Preserve the SPARTA Aquifer." August 1–3, 2013.
- Served as a Panel Speaker for the 2013 Louisiana Environmental Regulatory Compliance Conference (LERCC), Alexandria, LA. Presentation was titled, "Understanding the Clean Water Revolving Loan Process." January 16–17, 2013.
- Served as a Conference Speaker for the 2012 75th Annual Convention of the Louisiana Municipal Association (LMA), Lake Charles, LA. Presentation was titled, "Use of Natural Gas to Power Wastewater Operations." August 2–3, 2012.
- Served as a Panel Speaker for the 2012 Louisiana Environmental Regulatory Compliance Conference (LERCC), Alexandria, LA. Presentation was titled, "Investment in Sewer Infrastructure Today Reduces Incidences of Compliance Tomorrow." January 25–26, 2012.

- Served as a Conference Speaker for the 2011 74th Annual Convention of the Louisiana Municipal Association (LMA), Shreveport, LA. Presentation was titled, "*Environmental Protection and Economic Development Operating in Harmony.*" August 4–6, 2011.
- Served as a Conference Speaker for the 2011 Louisiana Rural Water Association (LRWA) Conference, Alexandria, LA. Presentation was titled, "*Is Treating Wastewater to Drinking Water Standards for Use as Process Water in the Operations of Business and Industry Practical?*" July 17–21, 2011.
- Served as a Break-Out Session Speaker for the 2011 Louisiana Water and Environment Association (LWEA) Conference, Alexandria, LA. Presentation was titled, "*Strategic Investments in Wastewater Collection Systems and Treatment Plants Ultimately Protect Louisiana's Receiving Streams and Water Bodies.*" March 9–11, 2011.
- Served as a Conference Speaker for the 2010 73rd Annual Convention of the Louisiana Municipal Association (LMA), New Orleans, LA. Presentation was titled, "*Supporting the Operations of the New Orleans Water and Sewage Board.*" August 5–8, 2010.
- Served as a Panel Speaker for the 2010 Louisiana Environmental Regulatory Compliance Conference, Alexandria, LA. Presentation was titled, "*Understanding Wastewater Regulations.*" January 28, 2010.
- Served as a Conference Speaker at the 1st National Urban and Community Forestry Education and Outreach Conference for Minority and Underserved Communities in Baton Rouge, Louisiana. Presentation was titled, "*Social, Economic, Environmental and Aesthetic Value of Urban and Community Forestry.*" May 2003.

SELECT HONORS/AWARDS

- *Finalist for the Chancellorship at Baton Rouge Community College*, December 2016.
- *Commendation Resolution for Extraordinary Accomplishments in Public-Post Secondary Education and Environmental Quality* by Louisiana Senator Regina Barrow, 2016 Regular Session of the Louisiana Legislature, June 6, 2016.
- *Certificate of Appreciation and Recognition of Your Outstanding Service to Promote Environmental Education in Louisiana*, Louisiana Environmental Education Commission (LEEC), Baton Rouge, LA, February 2016.
- *Certificate of Appreciation and Recognition of Your Dedication to the Interests of Louisiana Cities, Towns and Villages*, 78th Annual Convention Louisiana Municipal Association (LMA), Lafayette, LA, 2015.
- *Certificate of Appreciation and Recognition of Your Dedication to the Interests of Louisiana Cities, Towns and Villages*, 77th Annual Convention Louisiana Municipal Association (LMA), Baton Rouge, LA, 2014.
- *Certificate of Appreciation and Recognition of Your Dedication to the Interests of Louisiana Cities, Towns and Villages*, 76th Annual Convention Louisiana Municipal Association (LMA), Monroe, LA, 2013.
- *Certificate of Appreciation for Providing \$60 Million for Wastewater Infrastructure Improvements*, the Honorable Tommy Martinez, President, Parish of Ascension, LA, 2013.
- *Certificate of Appreciation and Recognition of Your Dedication to the Interests of Louisiana Cities, Towns and Villages*, 76th Annual Convention Louisiana Municipal Association (LMA), Monroe, LA, 2013.
- *Certificate of Appreciation and Recognition of Your Dedication to the Interests of Louisiana Cities, Towns and Villages*, 75th Annual Convention Louisiana Municipal Association (LMA), Lake Charles, LA, 2012.
- *Certificate of Appreciation and Recognition of Your Outstanding Support of the Urban Forestry Program*, Southern University and A&M College, College of Agriculture, Family and Consumer Sciences, Baton Rouge, LA, 2012.
- *President's Award for Distinguished Service and Recognition of Your Meritorious Service to Municipal Governments in Louisiana and Your Love of Country*, 74th Annual Convention Louisiana Municipal Association, Shreveport, LA, 2011.
- *Certificate of Appreciation and Recognition of Your Dedication to the Interests of Louisiana Cities, Towns and Villages*, 74th Annual Convention Louisiana Municipal Association (LMA), Shreveport, LA, 2011.
- *Appreciation Award for Leadership, Service, and Commitment to Environmental Protection and Economic Development for Louisiana Municipalities*, 73rd Annual Convention Louisiana Municipal Association (LMA), New Orleans, LA, 2010.
- *Recognition Award for Exemplary Leadership and Service to Louisiana*, Southern University and A&M College, College of Agriculture, Family and Consumer Sciences, Baton Rouge, LA, 2010.
- *Recognition Award: Acknowledgement of Service and Commitment to the State of Louisiana* by Governor Bobby Jindal, Baton Rouge, LA, July 10, 2009.
- *Citation for Exemplary Service and Dedication to Langston University*, Oklahoma State Legislature, pursuant to a motion of Representative Anastasia Pittman, 2007.
- *Medallion of Leadership and Excellence*, presented by the Commanding General in Recognition for Superior Performance, ROTC Conference, Alabama, 2005.
- *United States Department of the Interior, National Park Service, Certificate of Appreciation in Recognition for Educational and Employment Opportunities to Southern University Students*, February 2003.
- *United States Department of Agriculture, Certification of Appreciation for Academic Excellence and Being a Member of the Inaugural Graduating Class in Urban Forestry*, December 1994.
- *Virginia Landwehr Plauche Scholarship Award in Urban Forestry*, Baton Rouge Green, 1993.

SELECT APPOINTMENTS/BOARDS/COMMISSIONS

- Gubernatorial Appointment to the *Environmental Education Commission*, past Chair and member, 2008–2015.
- Governor’s Legislative Affairs Team, member, 2008–2015.
- LDEQ Secretarial Appointment, *Atchafalaya Research and Promotion Board*, Vice Chair, 2008–2015.
- LDEQ Secretarial Appointment, *False River Advisory Council*, member, 2014–2015.
- LDEQ Secretarial Appointment, *Industrial Advisory Committee*, Southeastern University, member, 2009–2015.

SELECT MEMBERSHIPS

- *Southern University 1880 Society*, **FOUNDING MEMBER**.
- *Southern University National Alumni Federation*, **LIFE MEMBER**.
- *Southern University Alumni Home Chapter*, **MEMBER**.
- *Leadership Louisiana Class of 2015*, Council for a Better Louisiana, member, 2015.
- *PI Gamma Mu* – International Honor Society in Social Sciences, *Certificate of Membership*, 2005.
- *Lincoln Leadership Program*, *Certificate of Leadership*, *Louisiana Ruston-Lincoln Chamber of Commerce*, 2005.
- *Golden Key National Honors Society*, 1994.

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Justin James Reason Left Accept Interim Appt.
 Date Left 04/30/2019 Salary Paid \$93,600.00

Profile of Person Recommended

Length of Employment _____ To _____

Effective Date 01/01/2020

Name Teresa Hardee SS# xxx-xx-1202 Sex Female Race* Black

Position Title: Vice Chancellor for Admin. & Finance Department: Office of the Chancellor

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

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 _____ Southern University Experience 0

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	Certification - Institute Of Edu. Mgt..	Harvard University	2015
	Doctorate of Higher Education Mgt.	University of Pennsylvania	2012
	Master of Public Administration	North Carolina Central University	2007

Current Employer SUBR

Personnel Action

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

Recommended Salary \$104,000.00 Salary Budgeted \$104,000.00

Source of Funds State

Identify Budget: General Location 411001-41210-61002-4600
 Form Code: _____ Page _____ Item # _____

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

Financial Aid signature (if, applicable):

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

Comments: (Use back of form)

Source of Funds	Amount
General Fund	\$104,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor _____	Date _____	Dean/Unit Head _____	Date _____
Vice Chancellor <u>[Signature]</u>	Date <u>12-12-2019</u>	Chancellor <u>[Signature]</u>	Date <u>12/12/19</u>
Director/Personnel _____	Date _____	Vice President/Finance _____	Date _____
President <u>[Signature]</u>	Date <u>1/8/2020</u>	Business Affairs/Comptroller _____	Date _____
		Chairman/S.U. Board Of Supervisor _____	Date _____

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino X Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: CERTIFICATIONS:

CPA #29345

EMPLOYEE REGULAR WORK SCHEDULE: M-F, 8:00 am TO 5:00 pm
EMPLOYEE DIRECT SUPERVISOR: Dr. James H. Ammons
NUMBER OF EMPLOYEES SUPERVISED, (if any) N/A
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>CODES</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)
- _____ Pre-Employment Application Form (Civil Service Application for classified employees)
- _____ Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)
- _____ Exemptions Survey Form
- _____ Proposed Employee Appointment
- _____ Proposed Employee Clearance
- _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive
New Orleans, LA 70126-0002
(504) 284-5311
FAX (504) 284-5500
www.suno.edu

OFFICE OF THE CHANCELLOR

December 12, 2019

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

Re: Recommendation of Interim Vice-Chancellor for Administration & Finance

Dear Dr. Belton:

This communication comes as a request to hire Dr. Theresa Hardee as Interim Vice Chancellor for Administration and Finance at Southern University at New Orleans. Dr. Hardee has worked extensively at the University as a consultant and has utilized her expertise in financial analysis, risk assessment, cost containment and compliance.

Some of Dr. Hardee's executive highlights that would prove very beneficial to this critical position include:

- ◆ *Process Reengineering* – Built high performing team to Streamline 10 processes saving 150% in cycle time and millions of dollars in resources-- expertise in building/optimizing organizational processes, measurement systems, and infrastructure to maximize business results. Led T3E (Transformation through Technology Enhancements) via Six Sigma framework
- ◆ *Leading Transformation* – Designed strategies to implement initiatives with cross functional teams developed via (ISO framework), Issue, Information, Insights, Implementation, Intervention, Outcomes) Led Universities, Non-profit, County government program/function prioritization initiatives
- ◆ *Risk Assessment*– Created the first Enterprise Risk Management Department that informed the University of its 10 highest risks using a Risk Assessment Matrix
- ◆ *Organizational Restructuring*– Spearheaded a reorganization that combined, eliminated, and invested in programs that align with the organization and provide financial sustainability resulting in a savings of \$3 million. Led the FAMU Restructuring Committee through an extended budget crisis, avoiding the need to cut faculty and culling only non-essential staff positions through the strategic realignment of processes and centralization of administrative functions to eliminate redundancies
- ◆ *Budget Model*–Implemented a new budget model that ties resources to strategic plan (Economic Educational Outcomes Model). PI on Bill & Melinda Gates Foundation for \$1.2 million to document sustainability through data, budget approximately \$500 million in resources
- ◆ *Consulting*– Work with universities on accreditation issues (3 of 3 removed from accreditation sanctions), create strategic enrollment plans for fiscal sustainability
- ◆ *Financial Analysis* – Grew fund balance by 5% by re-aligning operations

"An Equal Educational Opportunity Institution"

- ♦ *Strategic Planning* - Skilled strategist; transform strategic plans into workable solutions and benchmarks performance against key operational targets/goals. Created a strategic investment fund \$2-3 million to invest in the brand / ROI programs
- ♦ *Facilities Management* - Served as Team Lead for a \$147 million funding of debt service for academic and housing facilities. Secured a bond approval for \$49 million from BOG to construct an 800-bed residence hall
- ♦ *Revenue Diversification* - Expanded revenue portfolio in type of students, contracts, partnerships, online classes and retention increases to enhance state allocation

It is with confidence that I recommend Dr. Theresa Hardee for this position and again request your endorsement. Thank you in advance for your consideration of this request.

Sincerely,



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

TERESA HARDEE, EdD, CPA, SSBB

P.O. Box 97083

Raleigh, NC 27624

Cell: (919) 877-1195 * hardeeter@gmail.com

SENIOR EXECUTIVE

Highly skilled innovative senior executive with 20+ years of leadership in higher education, state agency, and business settings. A skillful problem solver with the ability to develop strategic plans and implement solutions to execute on those plans by touching multiple operational functions, executing major initiatives, and improving processes while cultivating collaborative relationships. Strategize operational framework to integrate and align with entity vision and goals while increasing productivity and turning around difficult situations of complex organizations that rely on streamline operations and performance optimization.

Areas of Expertise include:

- ◆ *Strategic Planning*
- ◆ *Process Reengineering*
- ◆ *Leading Transformation*
- ◆ *Board Governance Liaison*
- ◆ *Policy Design*
- ◆ *Revenue Diversification*
- ◆ *Financial Analysis*
- ◆ *Auditing and Compliance*
- ◆ *Construction/Facilities*
- ◆ *Contract Negotiating*
- ◆ *Cost Containment*
- ◆ *Enrollment Modeling*
- ◆ *Organizational Restructuring*
- ◆ *Budget Development*
- ◆ *Risk Management*
- ◆ *Customer Satisfaction*
- ◆ *Change Management*
- ◆ *Business Development*

EXECUTIVE HIGHLIGHTS

- ◆ *Process Reengineering* – Built high performing team to Streamline 10 processes saving 150% in cycle time and millions of dollars in resources-- expertise in building/optimizing organizational processes, measurement systems, and infrastructure to maximize business results. Led T3E (Transformation through Technology Enhancements) via Six Sigma framework
- ◆ *Leading Transformation* – Designed strategies to implement initiatives with cross functional teams developed via (ISO framework), Issue, Information, Insights, Implementation, Intervention, Outcomes) Led Universities, Non-profit, County government program/function prioritization initiatives
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- ◆ *Organizational Restructuring*- Spearheaded a reorganization that combined, eliminated, and invested in programs that align with the organization and provide financial sustainability resulting in a savings of \$3 million. Led the FAMU Restructuring Committee through an extended budget crisis, avoiding the need to cut faculty and culling only non-essential staff positions through the strategic realignment of processes and centralization of administrative functions to eliminate redundancies
- ◆ *Budget Model*- Implemented a new budget model that ties resources to strategic plan (Economic Educational Outcomes Model). PI on Bill & Melinda Gates Foundation for \$1.2 million to document sustainability through data, budget approximately \$500 million in resources
- ◆ *Consulting*- Work with universities on accreditation issues (3 of 3 removed from accreditation sanctions), create strategic enrollment plans for fiscal sustainability
- ◆ *Financial Analysis* – Grew fund balance by 5% by re-aligning operations
- ◆ *Strategic Planning*- Skilled strategist; transform strategic plans into workable solutions and benchmarks performance against key operational targets/goals. Created a strategic investment fund \$2-3 million to invest in the brand / ROI programs
- ◆ *Governance Re-design and Trusted Board Advisor* - assisted in redesigning the Board of Trustees Committees from 7 to 4 committees with emphasis on Consequential Committees that included an Innovation and Sustainability Committee
- ◆ *Facilities Management* – Served as Team Lead for a \$147 million funding of debt service for academic and housing facilities. Secured a bond approval for \$49 million from BOG to construct an 800-bed residence hall
- ◆ *Revenue Diversification* – Expanded revenue portfolio in type of students, contracts, partnerships, online classes and retention increases to enhance state allocation

TERESA HARDEE, EdD, CPA, SSBB

Page two of four

PROFESSIONAL EXPERIENCE

President / CEO

ISO Consulting Services, LLC

Dover, Delaware – January 2018 – Current

Provide powerful insights by partnering with key personnel to understand the organization and its processes. Deploy extensive expertise in data analytics and machine learning to effectively diagnose and submit specific recommendations. Provide a comprehensive (holistic) look at higher education and non-profit performance from entry (input) to exit (output) around desired performance outcomes that link insights to financial sustainability and operational efficiencies. Offer strategic planning and organizational change management services that leverage data analytics. Design a "playbook" and follow-up on activities, measurement and/or monitoring to ensure optimal operations. Create an information architecture that provides data streams enabling predictive models for monitoring and measuring all (or any) other facets of operation. Redesign business processes to enable process-driven operations. Use six-sigma, SQL, predictive modeling, visualization tools, educational assets and other improvement methodologies that fundamentally transform the organization.

- *Clients include: Universities, County Government, Non-profits*

Sr. Vice President/COO

Vice President for Finance & Administration / CFO

Vice President for Finance

Delaware State University (DSU), Dover, Delaware (October 2012 – December 2017)

Promoted from Vice President for Finance to Chief Operating Officer in 4 years. Upon joining the senior administrative team, the functional areas of oversight included: IT, ERM, ERP, Finance, Budget, Purchasing, Financial Aid, Student Accounts, Institutional Research, Data Transformational Team, Enrollment Data Management, Business Analytics, Construction and Planning, Plant Operation and Maintenance, Insurance, Marketing, Board Liaison for Executive, Operations, Audit Committees, Strategic Plan and Special Initiatives. DSU maintains a budget of approximately \$150m. Oversaw approximately 175 employees with 7-8 direct reports.

- ◆ Partnered with CAO on the implementation, execution, and monitoring of University's Strategic Plan
- ◆ Enhanced operational effectiveness while emphasizing cost containment (Program Prioritization Initiative – PPI) by \$6 million (2020)
- ◆ Oversaw the Data Transformation team —data analytics and predicting models that influence student success
- ◆ Established a new department – Enterprise Risk Management
- ◆ Secured bond for hotel, new optics building and residential housing for \$50 million
- ◆ Begin negotiated a P3 (Public Private Partnership) for housing, commercial units, athletic complex, and early college high school
- ◆ Partnered with the Chief Academic Officer/Provost to foster strong relationships between the academic and administrative leadership of the University

CFO – Vice President for Administrative & Financial Services

Florida A&M University (FAMU), Tallahassee, Florida (July 2007-September 2012)

Recruited by the President to be a part of his Executive Team to facilitate the administrative transition, implement a university-wide restructuring, and provide ongoing leadership to achieve lasting change. FAMU represents a

TERESA HARDEE, EdD, CPA, SSBB

Page three of four

university with \$500 million in assets. Oversaw approximately 500 employees with 10 direct reports. Reported to the President and was a part of the Senior Administrative Team. Oversaw a transformation resulting in a \$44 million targeted reduction over 4 years. Functional areas of oversight included: IT, Finance, Budget, Purchasing, Student Accounts, Institutional Research, Construction and Planning, Plant Operation and Maintenance, Board Liaison for Finance, Grounds and Facilities, and Special Initiatives (organizational restructure).

- ◆ Reported to the President, the State of Florida's Special Task Force, and other top officials to keep them apprised of the progress on a high-profile effort to address and mitigate 76 audit findings
- ◆ Improved the university's financial health by pursuing the collection of aging balances, reducing accounts receivable by 20% and reducing contracts and grants receivables by 68% in two years
- ◆ Led the FAMU Restructuring Committee through an extended budget crisis, avoiding the need to cut faculty and culling only non-essential staff positions through the strategic realignment of processes and centralization of administrative functions to eliminate redundancies
- ◆ Reduced \$44 million in recurring expenses and \$20 million in non-recurring expenses from the university's operating budget over five years with little impact on business operations or academic programming
- ◆ Inherited an outmoded HR Department and tackled the challenge of converting it from 95% manual to automation with online functions to better manage personnel and hiring information
- ◆ Inherited financial software that had not been properly implemented; worked with the vendor to execute a major re-implementation and incorporate new processes based on best practices
- ◆ Produced the institution's first unqualified audit opinion in three years (FY 2007 – 2008), and sustained an unblemished record with no audit findings for the subsequent four fiscal years

Assistant Vice Chancellor for Budgets & Financial Planning Director of Internal Audit

North Carolina Central University, Durham, North Carolina, October 2002 — June 2007

Promoted from the Director of Internal Audit to Assistant Vice Chancellor for Budgets and Financial Planning. Oversaw a budget of approximately \$200 million. Intimately involved in the building and renovation of an approximately \$147 million infrastructure. Instrumental in the first clean audit in 23 years.

- ◆ Developed enhanced budget reporting tools to improve ability to maintain quality, spot trends, develop forecasts, and create budgets, partnering with Research, Evaluation, & Planning to link funding with quantifiable data
- ◆ Compiled, analyzed, organized, and synthesized financial data to prepare written budget reports and verbal presentations to the General Assembly, Office of the President, and Fiscal Research
- ◆ Oversaw teams conducting financial, operational, and compliance audits to determine adequacy of internal controls and degree of compliance, prepare reports, and recommend changes to enhance accountability
- ◆ Surveyed operations, devised solutions, and built cooperation to initiate changes to improve processes, optimize accountability, and present the institution's first clean audit in more than 23 years to the Audit Committee
- ◆ Served on Allocation of Resources Project Team, a joint effort engaging the 16 institutions in The University of North Carolina (UNC) system in cross-functional collaboration to ensure equity in the distribution of funds

CAREER SUMMARY

President / CEO, F&O Consulting Services, LLC, January 2018 – Present
Sr. Vice President / COO, Vice President / CFO, Vice President for Finance, Delaware State University, October 2012-December 2017
Consultant, Ammons Educational Group, January 2013- December 2017

TERESA HARDEE, EdD, CPA, SSBB

Page four of four

Vice President / Chief Financial Officer, Florida A&M University, July 2007-September 2012
Adjunct Associate Faculty, Post University, May 2013-January 2015
Assistant VC for Budgets & Financial Planning, NC Central University October 2003-June 2007
Director of Internal Audits, NC Central University, July 2002-October 2003
Investment Accounting Manager, NC State Treasurer, June 2001-July 2002
State Auditor, NC Office of State Auditor, January 1996-June 2001

EDUCATION AND CREDENTIALS

HARVARD UNIVERSITY

Certification - Institute of Education Management (2015)

UNIVERSITY OF PENNSYLVANIA

Doctorate of Higher Education Management (2012)GPA: 3.7

NORTH CAROLINA CENTRAL UNIVERSITY

Master of Public Administration, 2007 with high honors

FAYETTEVILLE STATE UNIVERSITY

Bachelor of Science, 1989 with honors

Major: Business Administration Minor: Accounting

SIX SIGMA BLACK BELT CERTIFIED

CERTIFIED PUBLIC ACCOUNTANT (CPA #29345)

ARTICLE, PRESENTATIONS, TEACHING

- ◆ Appointed to NACUBO Small Institution Council
- ◆ Appointed to NACUBO Economic Model Project
- ◆ Presentation – AASCU (Influence on Change of Major on Student Success) Case Study
- ◆ Transformation Model – (Lead) Gates and Rockefeller Project with 5 other Universities
- ◆ Prediction of Retention at Historically Black/University using Artificial Neural Networks (Peer Reviewed)
- ◆ Modeling Dormitory Occupancy Using Markov Chains (Peer Reviewed)
- ◆ PI for Bill & Melinda Gates (Frontier Set) \$1.2 million Data Insights
- ◆ Authored Learning Logs for the Bill & Melinda Foundation
- ◆ Better by the Number – Achieving Operational Sustainability
- ◆ Delaware State Using Data Science to Improve Retention
- ◆ HBCUs Must Rethink Holistic Operations (<http://diverseeducation.com/article/53299/>)
- ◆ Founder and President of –Michael Anthony Hardee Educational Scholarship Fund
- ◆ ASHE- NACUBO New Business Model (Presentation)
- ◆ Presentation – EACUBO (Business Process Reengineering in Higher Education)
- ◆ Presentation – State of Delaware Nursing (Strategic Planning)
- ◆ Middle State Reviewer

Adjunct Associate Faculty

POST UNIVERSITY, Waterbury, Connecticut, May 2013 – January 2015

- Teach and Develop On-line Courses
 - PAD645: Risk Management
 - PAD634: Public Finance
 - Served on the committee for Capstone Review Courses
- Consult with Universities – Assist with Accreditation Issues with (Wilberforce University, Allen University and Virginia State University)- All were removed from sanction

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

Profile of Person Recommended

Length of Employment 07/01/2019 To 06/30/2020
 Effective Date 01/01/2020

Name Mr. Alfred Harrell III SS# XXX-XX-____ Sex M Race* AA
 (Last 4 digits only)

Position Title: SUBR Executive Director for Institutional Advancement Department: Advancement

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 _____ Southern University Experience _____ Year: _____

Degree(s):
 Ph.D. _____
 M.S. _____
 B.S. _____

Current Employer _____

Personnel Action

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

Recommended Salary _____ Salary Budgeted _____

Source of Funds _____

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

Change of: _____

Position From _____ To _____

Status _____

Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Source of Funds	Amount

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] Date 1/7/20

Vice Chancellor _____ Date _____

Director/Personnel _____ Date _____

President [Signature] Date 1/7/20

Dean/Unit Head [Signature] Date 1/7/20

Chancellor [Signature] Date 1/7/20

Vice President/Finance [Signature] Date _____
 Business Affairs/Comptroller

Chair/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: Mr. Harrell has historically assumed the role and responsibility for institutional advancement for SUBR reporting directly to the campus chancellor. The purpose of this personnel action is to simply clarify Mr. Harrell's role by title of Executive Director of Institutional Advancement for SUBR.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM
EMPLOYEE DIRECT SUPERVISOR: Dr. Ray L. Belton
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225.771.4680
NUMBER OF EMPLOYEES SUPERVISED, (if any) 1

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

<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)

Position Description

Executive Director of Institutional Advancement for Southern University and A&M College (SUBR)

Duties and Responsibilities

The SUBR Executive Director of Institutional Advancement reports directly to the Chancellor for Southern University and A&M College. The duties and responsibilities of Executive Director for Institutional Advancement for the Southern University Baton Rouge (SUBR) Campus are as follows:

- Leads, designs, and implements activities related to donor relations, and development activities in support of institutional advancement initiatives for the Southern University Baton Rouge Campus.
- Provides oversight and supervision to SUBR's development personnel to coordinate fundraising activities.
- Develops, implements, and oversees multiple fundraising initiatives to meet annual revenue objectives for the Southern University Baton Rouge Campus.
- Spearheads philanthropic initiatives for the Southern University Baton Rouge Campus.
- Raises external funds in support of student scholarships and faculty endowments for the Southern University Baton Rouge Campus.
- Works with the SUBR campus community to increase annual giving from corporations, foundations, alumni, faculty, and staff for the Southern University Baton Rouge Campus.
- Develops and manages a database of fundraising and donor activities for the Southern University Baton Rouge Campus.
- Demonstrates accountability consistent with the appropriate institutional goals outlined in the strategic plan for the Southern University Baton Rouge Campus.
- Collaborates with the Foundation on capital campaigns designed to increase assets for the Southern University Baton Rouge Campus.
- Performs other duties as assigned by the Chancellor of the Southern University Baton Rouge Campus.

ASS				
CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER									
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CAMPUS: SUS _____ SUBR _____ SULAC _____ SUAREC _____ SUNO X 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 Justin James Reason Left Accept Interim Appt.

Date Left 04/30/2019 Salary Paid \$70,000.00

Profile of Person Recommended

Length of Employment 07/01/2019 To 06/30/2020

Effective Date 01/01/2020

Name Justin James SS# xxx-xx-1573 Sex Male Race* Black

Position Title: Director of Internal Audit Department: Internal Audit\$

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

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 _____ Southern University Experience 0

Degrees(s): Type/Discipline (BA-Education): B.S. Accountig Institution/Location (SU-Baton Rouge): Xavier University Year: 2003

Current Employer SUNO

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence

Transfer Replacement Other (Specify) _____

Recommended Salary \$70,000.00 Salary Budgeted \$70,000.00

Source of Funds State

Identify Budget: General Location 411001-41210-61002-4600

Form Code: _____ Page _____ Item # _____

Change of:

Position Interim Vice-Chancellor From Internal Auditor To

Status _____

Salary Adjustment \$93,600.00 \$70,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
General Fund	\$93,600.00

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

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor	Date	Dean/Unit Head	Date
Vice Chancellor	Date	<u>James H. Amundson</u>	<u>12/12/19</u>
<u>[Signature]</u>	<u>12-12-2019</u>	Chancellor	Date
Director/Personnel	Date	<u>[Signature]</u>	Date
President	Date	Vice President/Finance	Date
		Business Affairs/Comptroller	
		Chairman/S.U. Board	Date
		Of Supervisor	

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino X Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: CERTIFICATIONS:

CPA #25497

EMPLOYEE REGULAR WORK SCHEDULE: M-F, 8:00 am TO 5:00 pm

EMPLOYEE DIRECT SUPERVISOR: Mr. Brian Adams

NUMBER OF EMPLOYEES SUPERVISED, (if any) N/A

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>CODES</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)
- _____ Pre-Employment Application Form (Civil Service Application for classified employees)
- _____ Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)
- _____ Exemptions Survey Form
- _____ Proposed Employee Appointment
- _____ Proposed Employee Clearance
- _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive
New Orleans, LA 70128-0002
(504) 286-5311
FAX (504) 284-5500
www.suno.edu

OFFICE OF THE CHANCELLOR

December 12, 2019

Via: Hand Delivery and Regular Mail
Justin James

Dear Mr. James:

This serves to inform you that your unclassified employment as Interim Vice Chancellor of Finance and Administration at Southern University-New Orleans will be terminated on the close of business on Tuesday, December 31, 2019. On January, 1, 2019, you will return to your position as Internal Auditor in the Auditing Department.

During this transition, please contact Human Resources to assist with the necessary paperwork. Please contact Human Resources at (504) 286-5118 or go to www.sus/hr.edu and click on the Human Resources tab to download the necessary forms. The Southern University System Board Bylaws Article IX, Section 2, allows employees to appeal their at-will termination. If you want to appeal your termination, please contact the Board office. Southern University System greatly appreciates your service and we wish you well in your future endeavors.

Respectfully,

A handwritten signature in cursive script that reads "James H. Ammons".

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

cc: Ray L. Belton, PhD.
Tracie J. Woods, Esq.
Evelyn Masters
File

"An Equal Educational Opportunity Institution"

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	6	M	9	9	8	6
-----------------	---	---	---	---	---	---

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

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

Profile of Person Recommended

Length of Employment 07/01/2019 To 06/30/2020
 Effective Date 01/01/2020

Name Belinda C. Mack SS# U01398786 Sex F Race* AA
(*R number)

Position Title: Comptroller Department: SUAREC Finance Unit

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 33 Southern University Experience 26
 Degree(s) Type/Discipline (BA-Education): BS/Accounting Institution/Location (SU-Baton Rouge): Mississippi State University Year: 1982

Current Employer Southern University Agricultural Research & Extension Center

Personnel Action

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

Recommended Salary \$ 85,200 Salary Budgeted \$ 85,200

Source of Funds General Fund

Identify Budget: 611001 66100 61002 66000 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: From To
 Position Coordinator of Fiscal Services Comptroller
 Status _____
 Salary Adjustment \$ 60,821 \$ 85,200

Financial Aid signature (if applicable): _____

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
611001 66100 61002 66000	\$ 60,821

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

*See Reverse Side

Graduate School signature (if applicable): _____

Supervisor [Signature] Date 12-9-19
 Vice Chancellor [Signature] Date 12/11/19
 Director/Personnel [Signature] Date _____
 President [Signature] Date _____

Dean/Unit Head [Signature] Date _____
 Chancellor [Signature] Date _____
 Vice President/Finance Business Affairs/Comptroller [Signature] Date _____
 Chairman/S.U. Board of Supervisors _____ 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: M - F 8:00 am - 5:00 pm

EMPLOYEE DIRECT SUPERVISOR: Vice Chancellor for Finance and Administration

SUPERVISOR/DEPARTMENT CONTACT NUMBER: (225) 771-0249

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/A-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US	FUNDS AVAILABLE
Resident Alien	RA	OFFICE OF THE AGRICULTURAL
H-1 Visa (Distinguished Merit & Ability)	H1	RESEARCH AND EXTENSION
J-1 Visa (Exchange Visitor Program)	J1	SOUTHERN UNIVERSITY SYSTEM
F-1 Visa (Student Emp. FT Student at S.U.)	F1	<i>[Signature]</i>
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	FINANCE & ADMINISTRATION SECTION

**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)



"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

January 7, 2020

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

**Re: Request for SU Board Approval to Waive the Search for the position of
Comptroller**

Dear President-Chancellor Dr. Belton:

This correspondence is to request your approval and the approval of the Southern University Board of Supervisors to waive the vacancy announcement for the position of the Comptroller for Southern University Agricultural Research and Extension Center (SUAREC). I wish to appoint Belinda C. Mack to the position of Comptroller. Ms. Mack has been performing the work of a comptroller for over six months without any hesitation and with great efficiency.

Currently, Ms. Mack is SUAREC's Coordinator of Fiscal and Administrative Services. Her qualifications and 26 years of professional experiences are delineated on the attached PAF and resume.

The duties of the position include:

- Assists the Vice Chancellor for Finance and Administration with managing the general fund budget of approximately five (5) million dollars, subject to appropriations by the Louisiana Legislature; federal and state grants averaging 10 million dollars; and USDA Building Fund for Research, Extension, and Instruction funding of approximately seven (7) million dollars.
- Helps to develop accounting records, procedures for recording appropriations, expenditures, including payroll expenses, supply and equipment purchases, contracting costs, and other financial transactions.
- Plans and directs operational or financial audits and other reviews to insure financial accountability and compliance with established standards and operating procedures.
- Assist the Vice Chancellor for Finance and Administration with the preparation of financial statements and reports.
- Reviews and recommends approval of obligations and expenditures.

EXTENSION PROGRAMS
Agriculture and Natural Resources
Community and Economic Development
Family and Human Development
Nutrition, Diet and Health Education
Youth Development

LIVESTOCK SHOW OFFICE
Livestock and Poultry Show
State and National Rabbit Show
State and Regional Horse Show

RESEARCH PROGRAMS
Economics, Marketing, Policy and Community
Development
Human Nutrition, Health, Family and Consumer
Sciences
Plant and Animal Production Systems
Urban Forestry, Natural Resources and
Environment

TEACHING
Agricultural Sciences
Family and Consumer Sciences
Urban Forestry and Natural Resources

TECHNOLOGY SERVICES
Data/Network/Web Management
Electronic Media
Publications
Technical Support and Training

Dr. Ray Belton, President-Chancellor
January 7, 2020
Page 2

- Assists the Vice Chancellor for Finance and Administration in establishing necessary fiscal controls to insure appropriate accountability for revenues and expenditures.
- Directs the review and preparation of budget work programs, reviews and submits agency budget requests, and makes state budget recommendations.
- Directly supervises an Assistant Coordinator of Fiscal Services and two Accountant II personnel. Indirectly oversees an Accounting Technician supervised by the Assistant Coordinator of Fiscal Services. The responsibilities through these subordinates are for monthly, quarterly, and annual grant reports, purchasing/accounts payables, and personnel reports.
- Prepares employee performance planning and reviews, and recommends approval of requests for leave.
- Makes recommendations for increasing efficiency and changing procedures when needed.
- Communicates by phone and/or written correspondence with external and internal auditors; departmental personnel; and state, federal, and local officials regarding the financial operators of the Center.

The approval of this letter will allow my staff to process the paperwork needed to complete Ms. Belinda C. Mack's ePAF.

Your approval of this request is greatly appreciated.

Best Regards,



Dr. Orlando F. McMeans
Chancellor-Dean

Approval:



Dr. Ray Belton, President-Chancellor

Date

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Comptroller AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR SUAREC FINANCE UNIT
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

Serves as primary assistant to the Vice Chancellor for Finance and Administration by helping to plan, monitor, and implement the multimillion dollar research and operations budget of Southern University Agricultural Research and Extension Center.

Salary/Range: \$ 85,000 - \$ 90,000 Previous Incumbent (if replacement): N/A

___ Approved ___ Disapproved _____
 Department Head Date
✓ Approved ___ Disapproved Ch L
 Dean/Director/Supervisor of Budget Unit 12-9-19
 Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<u>✓</u> Yes	___ No
<u>Franc Smith</u>	<u>12/10/19</u>
Signature	Date
Budget Number	611001 66150 61002 66000

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<u>✓</u> Yes	___ No
Employee Class: <u>MU</u>	Job Class: <u>62350</u>
<u>Michael Williams</u>	<u>12/16/19</u>
Verified By:	Date:

___ Approved ___ Disapproved _____
 Vice Chancellor Date
✓ Approved ___ Disapproved _____
 Chancellor/Vice President 12-9-19
 Date
✓ Approved ___ Disapproved _____
 President Date

7

**SOUTHERN UNIVERSITY AGRICULTURAL LAND GRANT CAMPUS
(SUAREC/CAFCS)**

POSITION DESCRIPTION

TITLE: SUAREC Comptroller

IMMEDIATE SUPERVISOR: SUAREC Vice Chancellor for Finance and Administration

GENERAL FUNCTION:

Serves as primary assistant to the Vice Chancellor for Finance and Administration by helping to plan, monitor, and implement the multimillion dollar research and operations budget of Southern University's Agricultural Land Grant Campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists the Vice Chancellor for Finance and Administration with managing a General Fund Budget of approximately 5 million dollars, subject to appropriations by the Louisiana Legislature; federal and state grants averaging 10 million dollars; and USDA Building Fund for Research, Extension, and Instruction Funding of approximately 7 million dollars.
- Helps to develop accounting records and procedures for recording appropriations and expenditures, including payroll expenses, supply and equipment purchases, contracting costs, and other financial transactions.
- Plans and directs operational or financial audits and other reviews to insure financial accountability and compliance with established standards and operating procedures.
- Assist the Vice Chancellor for Finance and Administration with the preparation of financial statements and reports.
- Reviews and recommends approval of obligations and expenditures.
- Assists the Vice Chancellor for Finance and Administration in establishing necessary fiscal controls to insure appropriate accountability for revenues and expenditures.
- Directs the review and preparation of budget work programs, reviews and submits agency budget requests, and makes state budget recommendations.
- Directly supervises an Assistant Coordinator of Fiscal Services and two Accountant II personnel. Indirectly oversees an Accounting Technician supervised by the Assistant Coordinator of Fiscal Services. Responsible through these subordinates for monthly, quarterly, and annual grant reports, Purchasing/Accounts Payables, and personnel reports.
- Prepares employee performance planning and reviews, and recommends approval of requests for leave.
- Makes recommendations for increasing efficiency and changing procedures when needed.
- Communicates by phone and/or written correspondence with external and internal auditors; departmental personnel; and state, federal, and local officials regarding the financial operations of the Center.

MINIMUM ACADEMIC QUALIFICATIONS:

A bachelor's degree in accounting

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Classification at this level requires knowledge of the following: generally accepted accounting principles and theories, cost accounting, and governmental accounting principles; budgeting and auditing theories and techniques; financial statements and reports; accounting ledgers and journals; procurement laws and regulations; computer technology related to accounting systems; and supervisory principles and practices. A candidate for this position must also be able to direct the work of others, review and analyze financial records, prepare financial statements and reports; and communicate effectively.

BELINDA CLAY MACK

ADDRESS: [REDACTED], Baton Rouge, LA 70810

PHONE: [REDACTED] • EMAIL: [REDACTED]

--ACCOUNTANT--

SUMMARY OF QUALIFICATIONS:

- Extensive experience in financial reports, supporting schedules and the campus Annual Financial Report
- Skill in maximizing stakeholder's impact by coordinating grant processing and building relationships with various principle investigators
- Adeptness in coordinating the accounts payable process from quote to vendor payment and clients relations the accounts receivable process of collecting funds spent and budget management
- Effectiveness in serving as liaison with vice chancellors, internal and external auditors, and local, state and federal officials regarding financial operations
- Efficiency in evaluating, analyzing and approving financial data

CORE COMPETENCIES:

Accounts Receivable | Accounts Payable | Grant Reporting | General Ledger
Financial Accountability | Payroll Analysis | Process Evaluation

PROFESSIONAL EXPERIENCE:

SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH & EXTENSION CENTER | BATON ROUGE, LA

Coordinator of Fiscal and Administrative Services

2002-Present

- Assist in the preparation of the state General Fund Budget for the Louisiana Board of Regents
- Evaluate, analyze and approve all financial reports, supporting schedules, adjusting entries, letters of credit, request for funds and the campus Annual Financial Report
- Review guidelines published by agencies to ensure financial compliance
- Maintain general ledger, subsidiary ledgers and chart of accounts
- Directly and indirectly supervise the finance personnel

Notable Accomplishments:

- Played significant role in the planning, testing and implementation of the Oracle E-business Banner accounting system.
- Proficient in the following software packages: Microsoft Office 2013 and higher, Adobe Acrobat Pro 10, IntelleCheck,

COLLEGE OF AGRICULTURAL, FAMILY AND CONSUMER SCIENCE SU | BATON ROUGE, LA

Coordinator of Fiscal and Administrative Services

2001-2002

- Oversee the fiscal operations of the CSREES Research Program
- Assist in the preparation of annual budgets for USDA Evans-Allen funding
- Plan, develop and implement internal fiscal related policies
- Maintain and monitor related accounts and assigned personnel

COLLEGE OF AGRICULTURAL, FAMILY AND CONSUMER SCIENCE SU | BATON ROUGE, LA

Executive Assistant/Budget and Office Manager

1997-2001

- Responsible for monitoring all transactions funded through the federal and state government and private sources for the research programs
- Maintain budgetary controls for each project to safeguard against deficit spending and to ensure compliance with federal and state regulations
- Code disbursements to determine if expenditures are in line with the formal budgets as established by the funding agency
- Communicate with project directors, fiscal staff, funding agencies' personnel relative to budgetary matters, awards, proposals and federal regulations

BELINDA CLAY MACK

ADDRESS: ~~217 General Jackson Avenue~~, Baton Rouge, LA 70810

PHONE: ~~504-388-3111~~ EMAIL: ~~belclay@earthlink.net~~

SOUTHERN UNIVERSITY AND A&M COLLEGE | BATON ROUGE, LA

Accountant II Comptroller's Office

1993-1997

- Responsible for monitoring all transactions funded through the federal government for the Department of Agriculture, Cooperative State Research Services and International Funding Agencies
- Maintain general ledger, subsidiary ledges, analysis of expenditures and encumbrances and all other fiscal reports
- Prepare financial reports, supporting schedules, adjusting entries, letters of credit and request for funds
- Maintain cash accountability for each funding agency
- Review guidelines published by the agency to ensure financial compliance

STAR-TECH INSTRUMENT SYSTEMS | BATON ROUGE, LA

Accountant

1991-1993

- Responsible for preparation of monthly financial statements, general ledger, payroll, payroll taxes, accounts payable, accounts receivable, sales tax reports, data entry and general office duties

MTEC/RISE, INC. | BATON ROUGE, LA

Accountant

1985-1991

- Maintain general ledger, payroll, accounts receivable, accounts payable, sales reports and financial statement.

EARLIER CAREER

DILWORTH CLEANERS | BATON ROUGE, LA

Bookkeeper

1984-1985

FRED P. GATTAS | GREENVILLE, MS

Sales Clerk

1983-1984

EDUCATION

Bachelor of Science (BS) in Accounting
Mississippi State University | Starkville, MS

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment 07/01/2019 To 06/30/2020
 Effective Date 01/01/2020

Name Dr. Toni Manogin SS# XXX-XX-3249 Sex F Race* AA
 (Last 4 digits only)

Position Title: System AVP for Planning, Policy, Institutional Effectiveness and SUBR AVC for Academic Compliance Department: Office of Institutional Effectiveness Policy and Planning

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

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

Years Experience 22 Southern University Experience 10

Degree(s):	Type/Discipline (BA-Education):	Institution/Location	Year:
Ph.D.	Health Sciences	Nova Southeastern University	2005
M.S.	Nursing	Southern University and A&M College	1996
B.S.	Nursing	Southern University and A&M College	1989

Current Employer Southern University

Personnel Action

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

Recommended Salary _____ Salary Budgeted _____

Source of Funds _____

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

Change of:

Position System Exec Dir. of Institutional Effectiveness, Planning and Policy From To System AVP of Institutional Effectiveness, Planning, Policy, and SUBR AVC for Academic Compliance

Status _____

Salary Adjustment \$118,000 \$118,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Source of Funds	Amount

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor _____ Date _____	Dean/Unit Head _____ Date _____
Vice Chancellor _____ Date _____	Chancellor _____ Date _____
Director/Personnel _____ Date _____	Vice President/Finance _____ Date _____
President _____ Date <u>11/7/20</u>	Business Affairs/Comptroller _____ Date _____
	Chair/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM
EMPLOYEE DIRECT SUPERVISOR: Dr. Vladimir Appeaning
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225.771.2705
NUMBER OF EMPLOYEES SUPERVISED, (if any) 1

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

<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)

Position Description
System AVP for Strategic Planning, Policy, Institutional Effectiveness
and SUBR AVC for Academic Affairs Compliance

This is a proposed dual role position where the incumbent will serve as both the **Associate Vice President (AVP) for Strategic Planning, Policy, Institutional Effectiveness for the Southern University System (System) and as Associate Vice Chancellor (AVC) for Academic Affairs Compliance for Southern University and A&M College (SUBR)**. The incumbent in this dual position reports directly to the System Vice President for Strategic Planning, Policy, Institutional Effectiveness and SUBR Vice Chancellor for Academic Affairs Compliance.

System AVP for Strategic Planning, Policy, Institutional Effectiveness
Duties and Responsibilities

Strategic Planning

- Manages the operations of the Office of Institutional Effectiveness (OIE), Department of Institutional Research and Department of Planning and Assessment.
- Provides executive support in the development, board approval, implementation and monitoring of the Southern University System (SUS) Strategic Plan.
- Provides executive support in the development, implementation, and report to the Board of Supervisors the Annual Accountability Scorecard that measures goal attainment and the degree to which expected outcomes are accomplished by campuses across the Southern University System.
- Provides executive support in the development, board approval, implementation and monitoring of the Southern University and A&M College Strategic Plan.
- Provides executive support in the development, implementation, and report to the Board of Supervisors the Annual Accountability Scorecard that measures goal attainment and degree to which expected outcomes are accomplished annually by Southern University and A&M College.
- Provides executive support in the update and reporting of state-mandated Act 1465 plans for the following campuses:
 - Southern University System (SUS)
 - Southern University and A&M College (SUBR)
 - Southern University at New Orleans (SUNO)
 - Southern University at Shreveport (SUSLA)
 - Southern University Law Center (SULC)
 - Southern University Agricultural Research and Extension Center (SUAREC)

Operational Planning

- Provides executive support for the development of annual operational plans that accompany the annual budget request submitted to the Louisiana Division of Administration (DOA) - Office of Planning and Budget (OPB) for the following campuses:
 - Southern University System (SUS)
 - Southern University and A&M College (SUBR)
 - Southern University at New Orleans (SUNO)
 - Southern University at Shreveport (SUSLA)
 - Southern University Law Center (SULC)
 - Southern University Agricultural Research and Extension Center (SUAREC)

Louisiana Performance and Accountability System (LAPAS)

- Provides executive support during the compilation, analysis, reporting, and approval of LAPAS data on a quarterly basis and at year-end for the following campuses:
 - Southern University System (SUS)
 - Southern University and A&M College (SUBR)
 - Southern University at New Orleans (SUNO)
 - Southern University at Shreveport (SUSLA)
 - Southern University Law Center (SULC)
 - Southern University Agricultural Research and Extension Center (SUAREC)

Policies and Governance

- Provides executive support for the development, implementation and monitoring of an electronic policy manual that serves as a central repository of all Board of Supervisors approved policies.
- Provides executive support for the development, implementation and monitoring of policy classifications for use with the electronic policy manual.
- Provides executive support for the development, implementation, monitoring and updates of Board of Supervisors Bylaws.

Accreditation

- Provides executive support for the development and implementation of policies pertaining to SACSCOC compliance as related to the Governing Board.
 - Board Characteristics
 - Mission Review
 - Board/Administration Distinction
 - CEO Evaluation/Selection
 - Conflict of Interest
 - Board Dismissal
 - External Influence
 - Board Self-Evaluation

Institutional Effectiveness

- Provides executive support for the development and implementation of an institutional effectiveness (IE) model.

Data Reporting

- Provides executive support to ensure timely completion of annual data reporting obligations to include:
 - Employee Salary Data System (EMPSAL) - Board of Regents (BOR)
 - Facilities Inventory and Space Utilization System - Board of Regents (BOR)
 - Fall Enrollment - National Center for Education Statistics (NCES)
 - IPEDS 12-month enrollment - National Center for Education Statistics (NCES)
 - IPEDS 200% GRS - National Center for Education Statistics (NCES)
 - IPEDS Completions - National Center for Education Statistics (NCES)
 - IPEDS Graduation Rates - National Center for Education Statistics (NCES)
 - IPEDS Student Financial Aid - National Center for Education Statistics (NCES)
 - Statewide Student Profile System- Fall/Winter Semester(s) (SSPS) - Board of Regents (BOR)
 - Statewide Student Profile System Spring Semester (SSPS) - Board of Regents (BOR)

SUBR AVC for Academic Affairs Compliance Duties and Responsibilities

- Serves as Deputy SACSCOC Accreditation Liaison for Southern University and A&M College, where the incumbent will conduct detailed reviews of all SACSCOC institutional accreditation matters and prepare detailed response reports for review and preliminary approval by the SACSCOC Accreditation Liaison, prior to final action by the President-Chancellor.
- Serves as the Deputy Chief Academic Affairs Compliance Officer for Southern University and A&M College by working closely with Academic Deans and senior administration officials to ensure institutional compliance with SACSCOC standards and Principles of Accreditation to include:
 - Institutional Planning and Assessment: Demonstrate evidence that the institution (SUBR) engages in ongoing, comprehensive, and integrated research-based planning and evaluation processes that (a) focus on institutional quality and effectiveness and (b) incorporate a systematic review of institutional goals and outcomes consistent with its mission.
 - Administrative Effectiveness: The institution (SUBR) identifies expected outcomes of its administrative support services and demonstrates the extent to which the outcomes are achieved.

- Student Achievement: The institution (SUBR) identifies, evaluates, and publishes goals and outcomes for student achievement appropriate to the institution's mission, the nature of the students it serves, and the kinds of programs offered. The institution (SUBR) uses multiple measures to document student success.
- Educational Programs: The institution (SUBR) identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results.
- Academic Support and Student Services: The institution (SUBR) identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results.
- Works closely with the Vice Chancellor for Academic Affairs Compliance to ensure that each executive office on the Southern University Baton Rouge Campus has developed, maintains, and implements an updated Strategic Plan that is aligned to both Imagine 20K: 2018-2030 (Strategic Plan for Southern University and A&M College) and Fulfilling the Promise: 2018-2025 (Strategic Plan for the Southern University System).
- Works closely with the Vice Chancellor for Academic Affairs Compliance to ensure that each executive office on the Southern University Baton Rouge Campus continues to develop, maintain, and implement updated policies aligned to the Southern University System, Board approved, Policy on Policies (6-001).
- Performs other duties as assigned by the System Vice President for Strategic Planning, Policy, Institutional Effectiveness and Vice Chancellor for Academic Affairs Compliance for the Southern University and A&M College.

Curriculum Vitae

Toni Manogin, DHSc, RN

~~1000 Poydras Avenue~~

Baton Rouge, LA 70817

Office : (225) 771-2273 Cell : (225) ~~895-1111~~

Email : toni_manogin@sus.edu

EDUCATION

- 2005 Doctor of Health Science (D.H.Sc.)
Nova Southeastern University, Ft. Lauderdale, FL.
- 1996 Master of Science in Nursing (M.S.N.)
Southern University and A & M College, Baton Rouge, LA.
- 1989 Bachelor of Science in Nursing (B.S.N.)
Southern University and A & M College, Baton Rouge, LA.

INSTITUTIONAL EFFECTIVENESS, ACADEMIC & STUDENT SERVICES EXPERIENCE

Executive Director, Strategic Planning, Policy, and Institutional Effectiveness

April 2018 – Present

Southern University and A&M College System

Institutional Effectiveness Model for Planning and Assessment

Strategic planning serves as the cornerstone of all research-based planning and assessment efforts. To date, we have developed and implemented a five-phase institutional effectiveness (IE) model that is research-based and integrates the university's annual planning, assessment, and budgeting cycle. The IE model ensures that at both the macro (institutional) and micro (unit) levels, the university identifies expected outcomes for its educational programs, administrative, as well as academic support and student services; assesses whether it achieves expected outcomes; and provides evidence of improvement based on analysis of results; where the data ultimately informs decision-making.

Collectively, the five phases of the IE Model - Planning, Implementation, Assessment, Improvement, and Budgeting – guide the university in advancing an evidence-based planning and assessment culture that is centered on the institution's mission and provides guidance for the allocation of resources.

- The **planning phase** is executed in July and August when each functional organizational unit, both academic and non-academic, establishes annual goals that are aligned with the unit's mission and support institutional goals. Unit mission, goal(s), university strategic plan goal(s) reference, expected outcome(s), target(s), measures of assessment (direct and indirect), and strategies/action plans are documented on the Annual Planning, Budget & Assessment (APBA) Reporting Form.
- The **implementation phase** is executed in the months of August through May, where units implement their action plans and strategies designed to achieve their expected outcomes identified during the planning phase. The operational budget that supports implementation was developed during the previous cycle, where prior year assessment results served as the cornerstone in resource allocation decisions.

- The **assessment phase** is executed in the months of May and June. Units complete the results/findings section of the APBA integrated report by documenting and comparing actual data achieved with performance targets that were set during the planning phase to determine whether the unit met, exceeded, or failed to meet its expected outcomes.
- The **improvement phase** is executed in the months of June and July. Units complete the use of results section of the APBA integrated report when they fail to meet expected outcomes. Units develop corrective action plans and provide recommendations for improvement. These recommendations are reflected on the APBA Report under the improvements (use of results) section.
- The **budgeting phase** is executed in the months of June and July when units complete the budgeting section of the APBA integrated report in preparation for the upcoming planning cycle. Budget hearings are held where individual budget units develop and submit their budget requests identified on the APBA reports to a Budget Committee for consideration. The recommendations are finally forwarded to the President-Chancellor for final action. Unit budget allocations are partly influenced by the unit's assessment results. The process occurs in June-July in anticipation of the new budget cycle that begins on July 1st. Typically, the Southern University Board of Supervisors reviews and approves the university's Operating Budget in August.

Strategic Planning

President-Chancellor, Dr. Ray Belton shared his vision for the SU System and SUBR campus and charged us to facilitate the development and writing of both strategic plans. The strategic planning process used to develop the SU System and SUBR's strategic plans required that my team and I work collaboratively with internal stakeholders (faculty, staff, students, senior administration, chancellors, SU Board of Supervisors) and external constituencies (alumni, governmental, business, and community leaders) of the five Southern University campuses to advance the vision of the President-Chancellor, Dr. Ray L. Belton.

Additionally, alumni groups, friends and community members were actively engaged for their feedback.

- Southern University Los Angeles Chapter
- Southern University Houston Alumni Chapter
- Southern University Dallas Alumni Chapter
- Southern University Chicago Chapter

Based on the collective feedback received, the SU System's Strategic Plan, ***Fulfilling the Promise: A Pathway to Excellence: 2018-2025*** has 7 goals and is supported by 45 Specific Measurable, Attainable, Results-Oriented, Time-bound (SMART) objectives (posted at www.sus.edu) The goals are:

- Commitment to Student Access and Affordability
- Commitment to Academic Excellence and Student Success
- Commitment to Institutional Effectiveness and Accountability
- Commitment to Scholarly Research, Discovery, and Entrepreneurship
- Commitment to Fundraising and Philanthropic Support
- Commitment to Improve Campus Life through Infrastructural Development
- Commitment to Promote the SU Brand through Outreach and Global Engagement

SUBR's Strategic Plan, ***Imagine 20K: 2018-2030*** has ten (10) goals and is supported by 55 SMART objectives. The goals are:

- Commitment to Student Access and Affordability
- Commitment to Academic Excellence and Student Success
- Commitment to Institutional Effectiveness and Accountability
- Commitment to Scholarly Research, Discovery, and Entrepreneurship

- Commitment to Fundraising and Philanthropic Support
- Commitment to Improve Campus Life through Infrastructural Development
- Commitment to Promote the SUBR Brand through Outreach and Global Engagement
- Commitment to Enhance Campus Technology
- Commitment to Invest in Human Capital and Strengthen Human Resources Operations
- Commitment to Quality Customer Service

Policies

To maintain consistency with best practices and ensure compliance with the Southern Association of Schools and Colleges, Commission on Colleges (SACSCOC), Principles of Accreditation, we developed several policies for consideration and approval by the Board of Supervisors of the Southern University and A&M College System. Upon Board approval, all policies were implemented.

- Policy # 6-001 – Policy on Policies (Board approved on 06/22/2018)
- Policy # 6-002 – Policy on Policies Template (Board approved on 06/22/2018)
- Policy # 6-003 – Board Self-Evaluation Policy and Instrument (Board approved on 05/25/2018)
- Policy # 6-004 – Mission Review Policy (Board approved on 06/22/2018)

SACSCOC Accreditation

The 2018 Southern Association of Schools and Colleges, Commission on Colleges (SACS-COC) Principles of Accreditation have 14 sections across 74 standards. My team and I compiled assessment and institutional research data, conducted data analytics and prepared reports in support of SACSCOC standards contained in the following three (3) SACSCOC sections, namely:

- **Section 4 – The Governing Board**
 - 4.1 – Board Characteristics
 - 4.2.A - Mission Review
 - 4.2.B – Board/Administration Distinction
 - 4.2.C – CEO Evaluation/Selection
 - 4.2.D – Conflict of Interest
 - 4.2.E – Board Dismissal
 - 4.2.F – External Influence
 - 4.2.G – Board Self-Evaluation
- **Section 7 – Institutional Effectiveness and Planning**
 - 7.1 – Institutional Planning
 - 7.2 – Administrative Effectiveness
- **Section 8 – Student Achievement**
 - 8.1 – Student Achievement
 - 8.2a – Educational Programs
 - 8.2c – Academic and Student Support Services

Data Reporting Requirements

Data serves to both inform and drive decision-making. To date, we have met all reporting obligations. Examples include:

- Employee Salary Data System (EMPSAL) - Board of Regents (BOR)
- Facilities Inventory and Space Utilization System - Board of Regents (BOR)
- Fall Enrollment - National Center for Education Statistics (NCES)
- IPEDS 12-month enrollment - National Center for Education Statistics (NCES)
- IPEDS 200% GRS - National Center for Education Statistics (NCES)
- IPEDS Completions - National Center for Education Statistics (NCES)

- IPEDS Graduation Rates - National Center for Education Statistics (NCES)
- IPEDS Student Financial Aid - National Center for Education Statistics (NCES)
- LAPAS First, Second, Third, and Fourth Quarter Performance Progress Reports (OPB)
- Operational Plans - Office of Planning and Budget (OPB)
- Statewide Student Profile System- Fall/Winter Semester(s) (SSPS) - Board of Regents
- Statewide Student Profile System Spring Semester (SSPS) - Board of Regents (BOR)
- Student End-of-Course Evaluations - Southern University and A&M College (SUBR)

University Committee Service

- University Assessment Committee – Chair
- University Strategic Planning Committee – member
- University SACSCOC Steering Committee – member

BOARD SELF-EVALUATION RESULTS

- Contributed to the completion of the 2017-2018 Board Self-Evaluation Report for SACSCOC
- Contributed to the completion of the 2018-2019 Board Self-Evaluation Report for SACSCOC

**Vice Chancellor for Academic & Student Affairs
2017 – 2018
Baton Rouge Community College, Baton Rouge, LA**

In this position, I was responsible for three core institutional functions:

- *Institutional Effectiveness (IE)*
- *Academic Affairs*
- *Student Affairs*

Responsibilities as the Chief Institutional Effectiveness Officer:

- Ensured the assessment of program outcomes for academic and non-academic programs on an annual cycle.
- Provided leadership to the following institutional effectiveness functional areas:
 - *Institutional Research*
 - *Data Analytics and Reporting*
 - *Institutional Information Processes*
 - *Planning and Assessment*
 - *Institutional Policy Development*
- Served as a member of the Chancellor’s Executive Cabinet to provide Institutional Effectiveness guidance for the entire college. Worked closely with campus and site teams to leverage strategies that promote an Institutional Effectiveness model that utilizes data to inform planning and assessment designed to improve college operations and promote continuous improvement at the macro (institutional) level and micro (unit) level.
- The IE model was adopted and implemented by the academic and non-academic/administrative units at BRCC to generate three cycles of assessment data namely: FY 2014-15, FY 2015-16 and FY 2016-17.
- The IE model served as the cornerstone for BRCC’s response to Sections 7 and 8 of the 2018 Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) revised principles of accreditation.

- The IE model was used in evaluating the BRCC 2012-2017 Strategic Plan.
- Collaborated with the Faculty Senate on academic program reviews and assessment activities.
- Directed the academic deans and department heads to submit their annual program level assessment data based on the institution's assessment calendar.
- Provided leadership in completing the institution's annual Program Health Index (PHI) – an academic program inventory assessment initiative by the Louisiana Community and Technical College System (LCTCS) designed to identify the number of high-wage, high-demand (4 and 5 star) programs at BRCC.
- Served as the institution's Chief Policy Officer.
 - Collaborated on the development of the BRCC *Policy on Policies* which was used as the framework to assess existing policies based upon a three-year policy review cycle.
 - A select list of academic and student affairs policies that were assessed using the BRCC *Policy on Policies* framework include:
 - 1-4100 Academic Program Review
 - 1-4280 College Catalog
 - 1-7040 Responsibility and Authority of Faculty in Academic and Governance Matters
 - 1-7050 Closing a Program
 - 1-4421 Transfer of Credit
- Maintained an Annual Reporting Calendar for all external state and federal constituencies.
- Oversaw the College's reporting functions. To date BRCC has maintained 100% compliance with state and federal reporting requirements.
- Oversaw the College's institutional research operations.
- Oversaw the collection, analyses, and publication of institutional data in the BRCC Fact book, etc.
- Evaluated institutional goals on a quarterly, semi-annual, and annual basis regarding the system-wide strategic initiative titled, *Our Louisiana 2020-Building the Workforce of Tomorrow*.
- Provided leadership in supporting the institution-wide strategic planning process by identifying appropriate measures and outcomes of student access, success and completion.
- Ensured that the institution's Strategic Plan addresses five (5) key questions:
 - *Who are we?* (identified in well-constructed mission and vision statements, and core values)
 - *Where are we now?* (identified through an environmental scan and a Strengths Weaknesses Opportunities & Threats – S.W.O.T. Analysis)
 - *Where do we want to be?* (identified through data-informed goals, objectives and outcomes that are Specific, Measurable, Achievable, Results Oriented, and Time bound – S.M.A.R.T.)
 - *How do we get there?* (identified through well-developed strategies and action plans that contain timelines and responsible individuals for accountability)
 - *How do we measure progress/performance?* (identified through a systematic ongoing, research-based, and comprehensive assessment process that focused on continuous improvement)

Responsibilities as the Chief Academic Affairs Officer:

- Responsible for the overall operations of Academic Affairs Office that includes both degree granting divisions and academic support units.
 - Degree-Granting Divisions include:
 - Business, Social Sciences and History Division
 - Liberal Arts Division
 - Nursing and Allied Health Division
 - Science, Technology, Engineering and Math (STEM) Division
 - Academic-support units include:
 - Innovative Learning and Academic Support Division (includes, tutorial services, testing, prior learning assessments, e-learning support)
 - Learning Resources Division (the Library)

- Accreditation, Curriculum and Articulation – Responsible for the accreditation efforts of the college that includes programmatic accreditation and SACSCOC reaffirmation efforts under the SACSCOC 2018 Revised Principles of Accreditation.
 - Assembled the Compliance Certificate Team led by the SACS Accreditation Liaison
 - Assembled the Quality Enhancement Plan (QEP) led by the QEP Director
 - Assembled various committees aligned to the 14 Sections in the SACSCOC 2018 Revised Principles of Accreditation chaired by faculty and staff to support the preparation and completion of the Compliance Certificate and Quality Enhancement Plan
- Ensures the assessment of non-academic program outcomes and student learning outcomes for educational programs on an annual cycle.
- Academic/Workforce/Business/High School Partnership(s): Developed collaborations with area high schools (Tara, Port Allen, and Brusly) and business partners (IBM and DOW) to establish a brand new Partnership - *Pathways in Technology Early College High School (P-TECH)*, a new education model co-developed by IBM working together with educators, policymakers and elected officials. P-TECH is designed to be both widely replicable and sustainable, as part of a national effort to reform career and technical education. P-TECH students are supported by business partners who help to ensure that students graduate career-ready, providing mentoring, site visits and paid internships. The schools map skills that employer's value into the curriculum, preparing P-TECH graduates to enter the workforce after graduation.
- Dual Enrollment Efforts: Launched Dual Enrollment initiatives with Service Area High School Partners (Tara, Port Allen, Brusly, Lavonia, White Castle, East and West Feliciana) where high school students, grades 9 – 12, take BRCC courses, earn college level credit, and upon admission apply the credits to the completion of a program of study at BRCC.
- Develops and approves the budget for degree granting programs of study in academic support units.
- Oversees the implementation of a faculty development program including a comprehensive orientation program for new faculty.
- Chairs the Academic Council comprised of academic deans and directors for the academic support units.
- Chairs the Council of Academic Deans.
- Advances the strategic priorities for the academic enterprise contained in the current BRCC Strategic Plan.
- Promotes a student centered and faculty engaged environment that embraced diversity in all of its forms.
- Applies technology to promote teaching and learning across the BRCC Mid-City campus and all instructional sites.
- Ensures appropriate fiscal resources are available to support distance learning.
- Provides supplemental support to encourage research and scholarship opportunities for BRCC faculty, staff and students in collaboration with business and industry groups, foundations, the federal government, and 4-year universities.
- Promotes positive relations by maintaining effective lines of communication with the students, faculty and officers of the Faculty Senate, deans, department heads, staff, administrators, and members of the executive staff.
- Serves the chief advocate for the faculty, staff and students.

Responsibilities as the Chief Student Affairs Officer:

- Provides executive-level leadership, strategic planning, oversight, and coordination of all units in the Office of Student Affairs and Enrollment Management to support operational programming, policy development, human resources, facilities, and fiscal resource management.
- Provides leadership and guidance for the development and implementation of high-quality and student-centered approaches to support student success.

- Responsible for the overall operations of the Student Affairs and Enrollment Management units.
- Ensures the assessment of program outcomes for non-academic programs on an annual cycle.
 - Oversight of Enrollment Management units include:
 - Office of Admissions and Recruitment
 - Office of Financial Aid
 - Office of the Registrar
 - Oversight of Student Affairs units include:
 - Career Services
 - Student Leadership Development
 - Student Organizations and the Student Government Association (SGA)
 - Phi Theta Kappa (PTK) – Honors society for community college students
 - Student Success Center
 - Upward Bound
 - Counseling Center
 - Carl D. Perkins Basic Grant program
- Co-developed a comprehensive 5-year Enrollment Management Plan (2017 – 2022) for BRCC.
- Coordinates and leads the work of multiple offices in support of institutional enrollment goals.
- Develops and approves the budget for the student affairs and enrollment management units.
- Oversees the implementation of a staff development program including a comprehensive orientation program for new staff.
- Chairs the Academic and Student Affairs Council comprised of academic deans, directors for the academic support units, and directors for the student affairs and enrollment management units.
- Advances the strategic priorities for the student affairs and enrollment management enterprise contained in the current BRCC Strategic Plan.
- Applies technology to improve the operations of the student affairs and the enrollment management units such as the use of Maxient Solutions - a software application package.
- Promotes positive student relations by maintaining effective lines of communication with students, parents/guardians, and staff.
- Serves the chief advocate for the student affairs and enrollment management units.
- Ensures that all programs and services in the student affairs and enrollment management enterprise comply with relevant state and federal laws, and LCTCS policies.

**Dean of Nursing and Allied Health Division
2013 – 2017
Baton Rouge Community College, Baton Rouge, LA**

- Responsible for day to day operations of the Nursing and Allied Health Division, including but not limited to the following programs of study:
 - Associate of Science in Nursing
 - Associate of Science in Surgical Technology
 - Associate of Applied Science in Diagnostic Medical Sonography
 - Associate of Applied Science in Veterinary Technology
 - Licensed Practical Nurse Diploma
 - Pharmacy Technician Diploma, Patient Care Technician Certificate
 - Nurse Assistant Certificate, and Medical Assistant Certificate
- Served as direct supervisor to department chairs and support staff for Nursing and Allied Health.
- Worked with the Vice-Chancellor for Academic Affairs in advancing the priorities of the Nursing and Allied Health Division.

- Demonstrated positive growth in the NCLEX-RN passage rates during my tenure:
 - December 31, 2013 – 90.74%
 - December 31, 2014 – 88.14%
 - December 31, 2015 – 91.67%
 - December 31, 2016 – 97.37%
 - Served on SACSCOC Committee in 2015 for the merger between Baton Rouge Community College (BRCC) and Capital Area Technical College (CATC). Worked on CR 2.7.4.
 - Worked with other academic deans, faculty and college committees during all aspects of program development, program improvement, governance, and professional development.
 - Worked with the Louisiana Board of Regents, state regulatory and licensing boards, and national regulatory and accrediting bodies to ensure program compliance.
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**Associate Dean of Nursing and Allied Health Division
2008 – 2013
Baton Rouge Community College, Baton Rouge, LA**

- Provided leadership for Allied Health programs, faculty and staff. Responsibilities included marketing, management, and assisting in curriculum design of educational programs; worked closely with industry partners and advisory committee to determine program development needs; designed innovative curricula to enhanced skills and knowledge and comply with professional accreditation requirements; recruited students and faculty; managed budgets and contracts; served as liaison with outside agencies, community organizations, and other constituencies within the college.
 - Served on Quality Enhancement Plan (QEP) committee in 2009 for The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) reaffirmation visit. Worked on sub-committee to identify the QEP mission and focus groups to ultimately identify the QEP topic. Based on the responses received, the QEP committee narrowed its focus to two target areas: Enhancing the first year student experience, and professional development for faculty and staff.
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**Nursing Department Chair and Faculty
Nursing and Allied Health Division
2006 – 2008
Baton Rouge Community College, Baton Rouge, LA**

- Served as one (1) of seven (7) inaugural faculty and department chair for the Nursing program. Duties included development of course and program proposals, subsequently approved by BRCC Curriculum Committee, Louisiana Community and Technical College System and the Louisiana Board of Regents. Ordered equipment and supplies for setup of clinical nursing laboratory. Established clinical affiliation agreements with local healthcare facilities.
- Created class and clinical schedules, observed and evaluated faculty, participated in program review and course assessment planning. Assisted with curriculum and articulation plan development. Initiated the development of clinical affiliation agreements, addressed faculty and student concerns, and assisted in management of the department annual budget.
- Developed departmental advising practices, selective admission procedures, and program admission testing. Ensured the program met Louisiana State Board of Nursing (LSBN) approval standards and National League for Nursing Accrediting Commission (NLNAC) and SACSCOC accreditation standards.

Nursing Course Coordinator and Faculty
School of Nursing
1997 - 2006
Southern University and A&M College

1997 – 2006	Maternal-Newborn and Women’s Health Nursing Assistant Professor and Course Coordinator Southern University A & M College, Baton Rouge, LA
2002 – 2006	Orientation to Health and Nursing Careers Assistant Professor and Course Coordinator Southern University A & M College, Baton Rouge, LA
1998 – 2000	Fundamentals of Nursing Assistant Professor Southern University A & M College, Baton Rouge, LA

COMMITTEES: 2017 - PRESENT

2017 - 2018 **SACSCOC Reaffirmation Steering Committee, Chair**
Southern Association of Colleges and Schools Commission on Colleges
Baton Rouge Community College, Baton Rouge, LA

Worked with a team of nine (9) faculty, staff and administrators to review, revise, and evaluate compliance in all 14 Principles of Accreditation for the SACSCOC Reaffirmation Compliance Certification Report. Provided oversight and coordination of activities during preparation of the compliance certification report. Identified and addressed areas of concern relative to compliance with the revised 2018 SACSCOC principles of accreditation.

Collaboratively reviewed and utilized the SACSCOC Resource Manual for Principles of Accreditation to ensure compliance was established and sufficient supporting documentation was provided for each principle. Provided supporting documentation, revised narratives to reduce redundancy, ensure accuracy, and consistency in voice. Formatting, linking of supporting documents, and consistency of voice, and integrity of information included was verified throughout the report. A thorough, comprehensive Compliance Certification report was submitted.

2017 - 2018 **SACSCOC Compliance Certification, Reviewer**
Southern Association of Colleges and Schools Commission on Colleges
Baton Rouge Community College, Baton Rouge, LA

Assisted with the review of narratives for the reaffirmation Compliance Certification report using fourteen (14) revised principles of accreditation: Integrity; Mission; Basic Eligibility Standard; Governing Board; Administration and Organization; Faculty; Institutional Planning Effectiveness; Student Achievement; Educational Program Structure and Content; Educational Policies, Procedures and Practices; Library and Learning / Information Resources; Academic and Student Support Services; Financial and Physical Resources and Transparency and Institutional Representation.

Utilized crosswalk from the 2012 accreditation principles to the revised 2018 principles to develop narratives that established and supported compliance in all 14 principles. Composition of the narratives required writing skills, personal and administrative experience, assessment experience, student programing, faculty management, and institutional history, as well as the ability to successfully work with Individuals Campus-wide.

**2017 – 2018 Academic Program Review (APR) Committee
Baton Rouge Community College, Baton Rouge, LA**

Collaborated with faculty, staff, and administration to develop, evaluate, and memorialize the processes and procedures associated with Academic Program Review (APR). The collaboration produced pathways and timelines for both faculty and administration to effectively execute General Education Learning Outcome Assessment, Academic Program Review, and the Academic Program Health Index. Applied experience in this area to the completion of the SACSCOC Compliance Certification Report.

**2017 – 2018 Campus-wide Enrollment Management Plan
Baton Rouge Community College, Baton Rouge, LA**

Worked with faculty, staff and administrators to develop a Campus-wide Enrollment Management Plan. Enrollment plans were developed in collaboration with site administrators, faculty and staff. Strategies were customized to address the unique enrollment needs of each program, operational unit, department, and each instructional site: Acadian, New Roads, Port Allen, Jackson, Central, Ardendale and Mid City.

Seven (7) action plans were developed: Enrollment, Conversion, Retention, Persistence, Campus Life, Communication and Marketing. Each action plan consisted of the following components: Goals and targets, strategies, responsible offices and departments, champions, timelines, and budgets. Reporting templates and participate surveys were also developed.

**2017 – 2018 Faculty Senate Assessment Committee, Ex Officio
Baton Rouge Community College, Baton Rouge, LA**

Participated in a new campus-wide process for academic program review which resulted in the successful review of 22 programs. Faculty participated in professional development sessions to learn how to map Student Learning Outcomes (SLOs) to Program Outcomes (POs). Templates were created for each program review, documents were distributed and the Office of Institutional Effectiveness supplied data and assisted with the completion of the reports. Report findings from each division was reviewed, recommendations made, and final reports submitted to the Vice Chancellor for Academic Affairs.

**2017 – 2018 General Education Assessment Committee, Ex Officio
Baton Rouge Community College, Baton Rouge, LA**

Collaborated with deans and faculty in the review of a system of institutional, campus-wide assessment of general education outcomes. General education outcomes aligned with the Louisiana Board of Regents Outcomes for student learning were established with a 3-semester cycle of assessment. An assessment form and rubric was created for assessing student achievement, and faculty training sessions were held.

General education committee chair worked with committee members to compile, write, evaluate, and disseminate the data collected. Departments were able to examine the course success rates by outcomes and make appropriate revisions to ensure continuous improvement.

MEMBERSHIP ON SELECT COMMITTEES: 2007 – 2018

- Executive Team
- Executive Council for Institutional Effectiveness
- Academic and Student Affairs Council
- Deans Council
- Office of the Mayor President, Healthy BR Initiative

- EBRP Paramedic Program Advisory Committee
- Associate Nursing Program Advisory Committee
- Practical Nursing Program Advisory Committee
- Veterinary Technology Program Advisory Committee
- Surgical Technology Program Advisory Committee
- Diagnostic Medical Sonography Program Advisory Committee
- Pharmacy Technician Program Advisory Committee
- EBR Career and Technical Education Center Advisory Committee
- Enrollment Taskforce Committee

PROGRAMMATIC ACCREDITATION EXPERIENCE

Provided leadership in the transfer and development, implementation, accreditation and reaffirmation of five (5) academic programs.

- Associate of Science in Nursing program accredited by the Accreditation Commission for Education in Nursing (ACEN).
- Associate of Science in Surgical Technology program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Accreditation Review Council for Education in Surgical Technology and Surgical Assisting (ARC-ST/SA).
- Associate of Applied Science in Paramedic program accredited by the Committee on Educational Programs for the Emergency Medical Services Professions.
- Associate of Applied Science in Diagnostic Medical Sonography program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and Joint Review Committee on Education in Diagnostic Medical Sonography (JRC DMS).
- Associate of Applied Science in Veterinary Technology program accredited by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technical Education and Activities (CVTEA).
- Certificate of Technical Studies in Pharmacy Technician program

TEACHING EXPERIENCE

2010 – 2012	<p>INTRODUCTION TO HEALTH PROFESSIONS Explores the healthcare industry, health care regulatory systems, and essential communication and decision-making skills for health care workers. Introduces health occupations and educational requirements for these career choices. It also addresses basic skills and terminology common to health occupations Assistant Professor and Course Coordinator Baton Rouge Community College, Baton Rouge, LA</p>
2002 – 2006	<p>ORIENTATION TO HEALTH AND SAFETY A general introductory course emphasizing the history and principles of health and safety and their relation to general education. Assistant Professor and Course Coordinator, Southern University A & M College, Baton Rouge, LA</p>
1998 – 2000	<p>FUNDAMENTALS OF NURSING RESEARCH Introductory nursing research seminar. Major focus is on valuing nursing research and utilization in clinical nursing care. Assistant Professor Southern University A & M College, Baton Rouge, LA</p>

1997 – 2006

FAMILY DEVELOPMENT I

Focus is on assisting childbearing and childrearing families to maximize health as they experience events related to intrauterine stages of life, the neonatal period, parenting, and issues such as sexuality and reproductive complications.

Assistant Professor and Course Coordinator

Southern University A & M College, Baton Rouge, LA

CLINICAL EXPERIENCE

2006 – 2001	Staff Nurse, Birth Center, Mother-Baby Baton Rouge General Medical Center Baton Rouge, LA.
1992 – 1998	Staff Nurse, Family Birthing Center, Labor and Delivery Woman's Hospital Baton Rouge, LA.
1989 – 1992	Staff Nurse, Labor and Delivery, Postpartum, Nursery West Jefferson Medical Center Marrero, LA.
1989	Staff Nurse, Medical Surgical Unit Earl K. Long Hospital Baton Rouge, LA.

PUBLICATIONS AND PRESENTATIONS

- Manogin, T. BRCC New Student Convocation. Presentation (2017)
- Manogin, T. Nursing and Allied Health Pinning Ceremonies. Presentation (2017)
- Manogin, T. Phi Theta Kappa Honor Society Induction Ceremony. Presentation (2017)
- Manogin, T. MLK Unity Celebration. Presentation (2017)
- Manogin, T. and Norton, B. Nursing Simulation Expansion Project. Louisiana Community and Technical College System: 2016 Annual Conference.
- Manogin, T.W., Bechtel, G.A., Rami, J.S. Caring behaviors by nurses: women's perceptions during childbirth. *Journal of Obstetric, Gynecological and Neonatal Nursing*. 29(2): 153-7. (2000).
- Brown, S.C. Geiselman, P.J., Copeland, A.L., Gordon, C., Dudley, M., Manogin, T., Backstedt, C. Cardiac assessment risk evaluation (CARE study) of African American college women. *Health Education Journal*, Vol. 64, No. 1, 13-30. (2005).
- Pourcaiu, C. and Ghebretatios, G. Cardiac assessment risk evaluation (CARE Study) of African American college women. *Health Education Journal*. 64(1): 13-30. (2005).

AWARDS AND HONORS

- Phi Theta Kappa Honor Society, Student Club Advisor 2015
 - National Institute for Leadership Development, Participant. 2008
 - Teacher of the Year. Southern University School of Nursing. 2003
 - Business and Industry Cluster, Quality Performance Award Recipient. 2003
-

MEMBERSHIPS

- LCTCS Council of Chief Academic Officers
- LCTCS Council of Chief Student Affairs Officers
- American Nurses' Association, Member
- National League of Nursing, Member
- Louisiana State Board of Nursing Registered Nurse, Licensee
- The National Organization for Associate Degree Nursing, Member
- The Louisiana Council of Administrators of Nursing Education, Member
- Sigma Theta Tau International Honor Society of Nursing: Tau Pi Chapter, Member

REFERENCES

Available upon request

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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 None Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment 07/01/2019 To 06/30/2020
 Effective Date January 1, 2020

Name Oscar O. Udoh SS# U01510362 Sex M Race* AA
 ("B" number)

Position Title: Director of Grants & Facility Program Mgmt. Department: SUAREC Planning and Evaluation

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

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

Years Experience 35 Southern University Experience 33 +
 Degree(s): Type/Discipline (BA-Education): B.S. Agricultural Economics Institution/Location (SU-Baton Rouge): Southern University and A&M College, BR, LA Year: 1982
M.S. Agricultural Economics Alcorn State University, Lorman, Mississippi 1984
Ph.D., Public Policy Analysis Southern University and A&M College, BR, LA 2003

Current Employer _____

Personnel Action

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

Recommended Salary \$90,000 Salary Budgeted \$90,000

Source of Funds General

Identify Budget: 611001 66100 61002 66000 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: From Coordinator for Planning & Evaluation To Director of Grants & Facility Program Management

Status _____
 Salary Adjustment \$68,120

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
611001 66100 61002 66000	\$90,000

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

*See Reverse Side

Graduate School signature (if applicable):

[Signature] 12/12/19
 Supervisor Date
[Signature] Date
 Vice Chancellor Date
[Signature] Date
 Director/Personnel Date
[Signature] Date
 President Date

[Signature] Date
 Dean/Unit Head Date
[Signature] 12/12/19
 Chancellor Date
[Signature] Date
 Vice President/Finance Date
 Business Affairs/Comptroller
 Chairman/S.U. Board 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 America, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am - 5:00pm
EMPLOYEE DIRECT SUPERVISOR: Orlando F. McMeans
SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-4310
NUMBER OF EMPLOYEES SUPERVISED, (if any): 1
HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

FUNDS AVAILABLE
OFFICE OF THE AGRICULTURAL
RESEARCH AND EXTENSION
SOUTHERN UNIVERSITY SYSTEM
FINANCE & ADMINISTRATION SECTION

**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)



"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

January 7, 2020

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

Re: Request for approval to waive the search for the position of Director of Grants and Facility Program Management

Dear President-Chancellor Dr. Belton:

This correspondence is to request your approval and the approval of the Southern University Board of Supervisors to waive the vacancy announcement for the position of Director of Grants and Facility Program Management for the Southern University Agricultural Research and Extension Center (SUAREC). I am recommending Dr. Oscar Udoh for this position. Dr. Udoh has been performing the work for over 10 years without any hesitation or proper compensation. He is handling the voluminous paperwork correctly, with precision, and timely. His qualifications and over 33 years of professional experiences are delineated on the attached ePAF and resume.

The duties of the position include:

- Reporting directly to the Chancellor-Dean and/or designee.
- Provide supervision of staff in SUAREC's Office of Planning and Evaluation.
- Direct and serve as a liaison for the preparation and submission of USDA/NIFA 1890 Facilities Program Grants.
- Coordinate all electronic and non-electronic grant proposal submissions to federal agencies through grants.gov, and to other funding sources.
- Maintain database for all grant awards and contracts and agreements.
- Maintain and serve as site administrator for grant sites – Grants.Gov, ezFedGrants, era Commons, Fastlane – NSF (National Science Foundation), National 4-H Council, Louisiana Children's Trust Fund, federal System of Award Management (SAMS), and other entities.

EXTENSION PROGRAMS
Agriculture and Natural Resources
Community and Economic Development
Family and Human Development
Nutrition, Diet and Health Education
Youth Development

LIVESTOCK SHOW OFFICE
Livestock and Poultry Show
State and National Rabbit Show
State and Regional Horse Show

RESEARCH PROGRAMS
Economics, Marketing, Policy and Community
Development
Human Nutrition, Health, Family and Consumer
Sciences
Plant and Animal Production Systems
Urban Forestry, Natural Resources and
Environment

TEACHING
Agricultural Sciences
Family and Consumer Sciences
Urban Forestry and Natural Resources

TECHNOLOGY SERVICES
Data/Network/Web Management
Electronic Media
Publications
Technical Support and Training

Dr. Ray Belton, President-Chancellor
January 7, 2020
Page 2

- Collaborate with faculty and staff in writing proposals, implementing research projects, and program activities.
- Prepare, submit annual performance reports, and no-cost extension requests for all 1890 SUAREC Facilities awards.
- Assist in the supervision and implementation of all 1890 Facilities Program projects and activities.
- Serve as the site administrator to review, submit annual and final progress reports for USDA/NIFA Reporting Web Portal (REEport), National 4-H Council, Excellence in Extension, ezFedGrants, etc.
- Coordinate the conduct of institutional research, customer satisfaction surveys, assemble/analyze data, compile reports for internal and external stakeholders.
- Compile and submit outcome, impact reports of grants, funding activities to funding sources stakeholders.
- Design/maintain databases to support planning and assessment.
- Compile and submit the five-year strategic plan documents from the SUAREC to the Louisiana Board of Regents, the Louisiana Office of Planning and Budget, Southern University System, and other stakeholders.

The approval of this letter will allow my staff to process the paperwork needed to complete Dr. Oscar O. Udoh's ePAF. If you have any questions, please contact me at (225)-771-3660.

Best Regards,



Dr. Orlando F. McMeans
Chancellor-Dean

Approval:



Dr. Ray Belton, President-Chancellor

Date

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Director of Grants & Facility Program AS DESCRIBED BELOW
 Management
 BE AUTHORIZED AS A VACANCY FOR Southern Ag Research an Extension Center
 (Department or Unit)

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

Provide leadership to the Office of Planning and Evaluation and supervise staff members assigned to the office. Coordinate all electronic and other grant and contract proposal submissions to federal, state other funding entities, maintain database for all grant awards and contracts agreements. Direct and serve as a liaison for the preparation and submission of USDA/NIFA 1890 Facilities Program Grants and Reporting. Direct/coordinate the collection and compiling of quarterly reports for the SU Ag Center's activities and report to the Louisiana Performance Accountability System (LaPAS). Provide directions/leadership in coordinating the planning and evaluation of the Center's project and report Outcomes/impacts to sponsors. Direct compilation and submission the 5-Year Rolling Plan of Work (POW) annually to USDA/NIFA.

Salary/Range: \$90,000 - \$100,000 Previous Incumbent (if replacement): N/A

Approved Disapproved _____ Department Head _____ Date
 Approved Disapproved *OK* _____ Dean/Director/Supervisor of Budget Unit _____ 12/12/19 Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>J. U...</i>	
Signature	Date
Budget Number	611004-66170-66000

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <i>MU</i>	Job Class: <i>62840</i>
<i>Michael Williams</i>	<i>12/12/19</i>
Verified By:	Date:

Approved Disapproved _____ Vice Chancellor _____ Date
 Approved Disapproved *OK* _____ Chancellor/Vice President _____ 12/12/19 Date
 Approved Disapproved _____ President _____ 12/15 Date

An Equal Opportunity Employer

OSCAR OKON UDOH

Southern University Agricultural Research and Extension Center
Ashford O. Williams Hall, 181 B. A. Little Drive, P.O. Box 10010
Baton Rouge, Louisiana 70813
E-Mail: oscar_udoh@suagcenter.com
oscar_udoh@subr.edu
(225)771-2090; Fax: (225)771-4464

EDUCATION

Southern University and A&M College, Baton Rouge (SUBR), LA., **Ph.D.**, Public Policy Analysis, 2003. Straight A.

Dissertation Topic: Economic Analysis of United States Agricultural Exports to Four Trading Partners: Canada, China, Japan and Mexico.

Alcorn State University, Lorman, MS. **M.S.**, Agricultural Economics, 1984. Highest Distinction. Thesis Topic: Economic Analysis of Oil Palm Production on Small Holders Farms in Nigeria.

Southern University and A&M College, Baton Rouge (SUBR), LA., **B.S.** Agricultural Economics, 1982. Honors.

Cross River State School of Agriculture, Obubra, Nigeria, **H.N.D.** General Agriculture, 1977.

Cross River State School of Agriculture, Obubra, Nigeria, **O.N.D.** General Agriculture, 1974.

Howard University, further Studies – Howard University Evaluation Training Institute, 2005.

WORK EXPERIENCE

2003 – Present: Coordinator for Planning and Evaluation, Southern University Agricultural Research and Extension Center, Baton Rouge, Louisiana.

Job Responsibilities include:

- Provide leadership for the Office of Planning and Evaluation and supervise staff members assigned to the office.

Grants:

- Coordinate all electronic grant proposal submissions to federal agencies through grants.gov, and to other funding sources.
- Organize and submit all non-electronic grant proposals to all funding entities.
- Coordinate and submit all incoming and outgoing contracts and subcontracts from and to institutions/entities.
- Serves as administrative officer to coordinate and submit all pre-award and some post award documents.

- Maintain database for all grant awards and contracts and agreements.
- Maintain and serve as site administrator for grant sites – Grants.Gov, ezFedGrants, era Commons, Fastlane – NSF (National Science Foundation), National 4-H Council, Louisiana Children’s Trust Fund, federal System of Award Management (SAMS), and other entities.
- Collaborate with faculty and staff in writing proposals, and implementing research projects and program activities.

Facilities:

- Coordinate and work as a liaison for the preparation and submission of USDA/NIFA 1890 Facilities Program Grants.
- Maintain database for all USDA/NIFA 1890 Facilities Program Grants (with grants awards from 2003 to the present).
- Coordinate and submit annual requests to the Louisiana Electronic Capital Outlay Request Tracking System (eCORTS).
- Prepare and submit annual performance reports and no-cost extension requests for all 1890 Facilities awards (FY 2003-2007, FY 2008-2012, FY 2013-2017, and FY 2018-2023).
- Assist in supervision of implementation of all 1890 Facilities Program projects and activities.

Reports:

- Coordinate the collection and compiling of quarterly reports for the SU Ag Center’s activities and report to the Louisiana Performance Accountability System (LaPAS).
- Direct the compilation of annual progress reports of the SU Ag Center’s projects and programs to the federal and state governments and to other stakeholders.
- Provide leadership in compiling and submitting funding activities, outcome and impact reports to all stakeholders.
- Coordinate with Louisiana State University Ag Center, compile and submit the Annual Report of Accomplishments and Results to USDA/NIFA.
- Serve as the Site Administrator to review and submit annual and final progress reports for USDA/NIFA Reporting Web Portal (REEport), National 4-H Council, Excellence in Extension, ezFedGrants, etc.
- Coordinate, compile and submit the federal financial report AD-419 to USDA/NIFA Reporting Web Portal (REEport).

Evaluation and Accountability:

- Provide leadership in coordinating the planning and evaluation of the Center’s project and program activities in research, extension and outreach.

- Coordinate the conduct of institutional research and customer satisfaction surveys, assemble/analyze data, and compile reports for internal and external stakeholders.
- Compile and submit outcome and impact reports of grants and funding activities to funding sources stakeholders.
- Design/maintain databases to support planning and assessment.
- Monitor the Center's activities to ensure accountability, quality assurance and compliance.

- **Strategic Plan and USDA/NIFA Plan of Work**
- Coordinate with Louisiana State University Ag Center, compile and submit the 5-Year Rolling Plan of Work (POW) annually to USDA/NIFA.
- Organize and coordinate strategic planning meetings, evaluation trainings, and impact writing workshops for faculty and staff of the SU Ag Center (and for faculty from SUBR who are recipients of USDA/NIFA Capacity Building Grants).
- Compile and submit the five-year strategic plan documents from the SU Ag Center to the Louisiana Board of Regents, the Louisiana Office of Planning and Budget, Southern University System, and other stakeholders.

1997 – Present: Adjunct professor, Southern University, Baton Rouge, Louisiana - College of Agricultural, Family and Consumer Sciences.

Taught various senior courses in the college since 1997 including:

- Introduction to Agribusiness Management AGEC 312
- Financial Management AGEC 333
- Public Policy AGEC 412
- Agricultural Marketing AGEC 422
- Cooperative Management AGEC 451
- Agricultural Marketing Management AGSC 452
- Resource Economics AGEC 462
- Consumer Issues FCSC 483
- Special Topics FCSC 497

2000 – 2003: Graduate Student, Southern University, Baton Rouge, LA., Department of Public Administration in the Nelson Mandela School of Public Policy and Urban Affairs. Co-taught graduate courses in microeconomics and macroeconomics with major advisor. Served as mentor to master's degree students in the department of public administration.

1986 – 2003: Research Associate, Southern University Agricultural Research and Extension Center/Plant and Soil Sciences Program in the College of Agricultural, Family, and Consumer Sciences, Baton Rouge, Louisiana.

Was responsible for designing and laying out field experiments for horticultural projects. Also responsible for supervising students in field and laboratory experiments. Other duties included

collecting, assembling and analyzing data for publications.

Summer 2002: United States Department of Agriculture/Foreign Agricultural Service (USDA/FAS), Washington, D.C., faculty internship with several units of the agency - International Trade Policy, Export/Import Credit, International Trade Fair, and International Cooperation and Development. Assisted in researching and developing trade policies for United States and her trade partners.

1974 – 1980: Higher Agricultural Superintendent, Cross River State, Nigeria, Ministry of Agriculture and Natural Resources.

Served in various capacities as agricultural extension officer charged with compiling statistics and reports, assistant model farm manager, and farm manager of an agro-service center. Was responsible for organizing and conducting agricultural, and youth activities, and submitting monthly progress reports to senior officials/supervisors. Supervised 200 workers in the model farm and was responsible for setting daily tasks for them and their supervisors.

TRAINING

2005: Howard University, Washington, D.C.; Howard University/Evaluation Training Institute (HU-ETI). Project was funded by the National Science Foundation (NSF). Recipient of an all-expense paid evaluation intensive training and graduate of HU-ETI Program.

EXTRA CURRICULA

2003 – Present: Serve as member of the Chancellor-Dean Executive Council

2010 – 2011: Selected by the US Secretary of Agriculture to serve as a regional representative on the Plan of Work Experts Review Panel of the National Institute of Food and Agriculture (NIFA)

2008 – 2010: Served on the SUBR Chancellor's Executive Council as SACS Liaison for the Southern University Agricultural Research and Extension Center

2003 – Present: Served on several university-wide committees (SACS, Search, Academic, etc.)

INTERNATIONAL DEVELOPMENT PROJECTS

2014 – Beijing, Nanning, Harbin: China, Scientific Cooperation Exchange Program (SCEP). Collaboration with the United States Department of Agriculture/Foreign Agricultural Services (USDA/FAS).

2010 – Development and Strategic Planning for Agriculture in Liberia funded by U.S. Agency for International Development (USAID)/Higher Education for Development (HED).

-Revitalization of Agricultural Education and Research Programs of Cuttington University to

Ensure Food Security in Liberia

2003 – Agribusiness in Sustainable Natural African Plant Products (ASNAPP) Projects in:

- Ghana,
- South Africa and
- Zambia.

PUBLISHED ABSTRACTS/PRESENTATIONS

Batiste, Lynda; Udoh, Oscar and Vick, Karen A. The Relationship with Grants Management and the Project director. Presentation at the 2017 National Extension and Research Administrative Officers Conference (NERAOC). San Antonio, Texas, April 23 - 26, 2017

Latimore, Mark; McAfee, Dalton; and Udoh, Oscar. USDA Success in Communities. Presentation at the 2014 National Extension and Research Administrative Officers Conference (NERAOC). Indianapolis, Indiana, April 26-30, 2014

Udoh, Oscar; Latimore, Mark; Samuel, Javiette. USDA Impacts in Communities. Presentation at the 2013 National Extension and Research Administrative Officers Conference (NERAOC), New Orleans, Louisiana, May 5-9, 2013

Anderson, L. L., A. Brown, O. O. Udoh. Cash for Conservation: Potentially Increasing Small Landowner Income via Wildlife and Native Grass Environmental Stewardship Educational Outreach. Paper presented at the Association of Research Directors (ARD) Fifteenth Biennial Research Symposium. Atlanta, Georgia. March 28-April 1, 2009.

Udoh, Oscar. 2007. Planning Process for the Southern University Agricultural Research & Extension Center. Presentation at the 2007 CSREES Administrative Officers Conference Seattle, Washington, April 22-26, 2007

Choudhury, K. and Oscar Udoh. 2004. United States Agricultural Exports: The Role of Subsidies. Paper presented at the Academy of International Business (AIB) Annual Meeting, Orlando, Florida. March 2-6, 2004.

Chappell, A., Gebrelul, S., Bachireddy, V., Udoh, O. and Simon, G. 2004. "The effects of mixed-species and grazing management on the performance of Brangus cows: Early Observations". American Society of Animal Science, Southern Section, February 14-18, Abstr. # 124, p.31

Udoh, Oscar, K. Choudhury and Matiur Rahman. 2003. Economic Analysis of United States Agricultural Export to Canada, China, Japan, and Mexico. Paper presented at the Association of Research Directors (ARD) Thirteenth Biennial Meeting. March 29-April 2, 2003.

Udoh, Oscar and K. Choudhury 2003. U.S. Farm Bills: Have They Promoted the Export of U.S.

Agricultural Products? Paper presented at the Southwestern Society of Economists (SSE) Annual Meeting, Houston, Texas. March 4-8, 2003.

Udoh, Oscar and K. Choudhury 2003. Export of Agricultural Products from the United States to Selected Trading Partners". Paper presented at the Academy of International Business (AIB) Annual Meeting, Houston, Texas. March 4-8, 2003.

FUNDED PROJECTS

Collaborated with other faculty members in receiving the following grant awards:

"Specialty Mushroom as a Niche Market Crop for Limited Resource Family Farms"; \$500,000 USDA/NIFA 1890 Capacity Building Grant Program, July, 2013-2016, Co/PD.

"Global Food & Agricultural Challenges: Strategies for Recruiting and Training Students in the Food & Agricultural Sciences"; \$150,000 USDA/NIFA 1890 Capacity Building Grant Program, July, 2010, Co/PD.

"Revitalization of Agricultural Education and Research Program to Ensure Sustainable Food Security in Liberia"; \$50,000 Planning Grant. USAID/HED, March 2009 – March, 2010, Co/PD.

"Effects of Grazing Cattle and Goats Together and Separately on Animal Performance," approx. \$100,000/yr, CSREES/USDA, (January, 2001 to December, 2004, Co-Project Investigator).

MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS

American Evaluation Association
Academy of International Business, U.S. Southwest
Southwestern Society of Economists

SERVICE

2003 – Present: Member, Chancellor's Executive Committee SUALGC/CAFCS
2005 – 2010: Member, Chancellor's Executive Committee SUBR
2006 – 2009: Member, SACS Committee on Institutional Effectiveness
Mentor: BAYOU Students (Summer Program)

SOME ACCOMPLISHMENTS FOR THE SU AG CENTER & COLLEGE OF AGRICULTURAL, FAMILY AND CONSUMER SCIENCES

2005/2006 - Applied for and obtained both Tax Identification/Employer Identification Number (TIN/EIN) and the Data Universal Numbering System (DUNS) Number.

2007-2018 – Applied for, established and continue to serve as site administrator for the following important sites for the SU Ag Center: federal System of Awards Management

(SAMS); Research, Extension, and Education Project Online Reporting Tool (REEport) System; Grants.Gov; ezFedGrants; era Commons; Fastlane – NSF (National Science Foundation); National 4-H Council; National Science Foundation (NSF) Survey; etc.

2008-present – Provided leadership in writing, submission, and approval of award for 1890 Facilities Grant worth over \$10.2 million.

2005-present – Provided leadership in preparation, submission, and approval of USDA/NIFA awards for 1890 Research (Evans-Allen), 1890 Extension, McIntire-Stennis Forestry Research worth over \$50 million.

2003-present – Provided assistance to faculty and staff in preparing, submission, and approval of grant awards and contracts worth over \$25 million.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	8	7	9	7
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Dr. Kimberly Scott Reason Left Resignation
 Date Left 12/31/2019 Salary Paid \$140,000

Profile of Person Recommended

Length of Employment 01/01/2020 To June 30, 2020
 Effective Date 01/01/2020

Name Edward Willis SS# xxx-xx- S02872896 Sex M Race* B
 (Last 4 digits only)

Position Title: Interim Vice Chancellor for Student Affairs and Enrollment Management Department: Student Affairs

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

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

Years Experience 26 Southern University Experience 1.5

Degree(s): Type/Discipline (BA-Education): Ed.M - Education Institution/Location (SU-Baton Rouge): Rutgers State Univ. of New Jersey Year: 1983

MA - American History Montclair State College (Univ.) 1979

Current Employer SUBR

Personnel Action

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

Recommended Salary \$140,000 (12 Months) Salary Budgeted \$140,000 (12 Months)

Source of Funds (\$125,000) = 21101-21051-26000 (15,000) 211001-27051-25000

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

Change of: From To
 Position Asst. V. C. for Student Success (Retaining responsibilities as Asst. V.C. for Student Affairs) Asst. VC for Student Success/Interim V. C. for Student Affairs/Enrollment Management

Status _____
 Salary Adjustment \$125,000 \$140,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] 12/18/19 Date
 Vice Chancellor [Signature] 12/18/19 Date
 Director/Personnel [Signature] 12/18/19 Date
 President [Signature] Date
 Dean/Unit Head [Signature] 12/18/19 Date
 Chancellor [Signature] Date
 Vice President/Finance [Signature] Date
 Business Affairs/Comptroller [Signature] Date
 Chairman/S.U. Board Supervisors _____ Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Effective 01/01/2020, Mr. Edward Willis will assume the position of interim Vice Chancellor for Student Affairs and Enrollment Management and retain his responsibilities as Asst. V.C. for Student Success. He replaces on an interim basis Dr. Kimberly Scott, who resigned effective 12/31/2019.

EMPLOYEE REGULAR WORK SCHEDULE: M.F., 8 a.m.-5 p.m.
EMPLOYEE DIRECT SUPERVISOR: Dr. Bijoy K. Sahoo, Interim Executive Vice Chancellor
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-5808
NUMBER OF EMPLOYEES SUPERVISED, (if any) 50- Plus

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 AND A&M COLLEGE SYSTEM

Office of the Executive Vice President/Executive Vice Chancellor

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

December 19, 2019

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

Re: Appointment of Mr. Edward Willis as Interim Vice Chancellor for Student Affairs and Enrollment Management

Dear Dr. Belton:

I respectfully submit this letter to request approval for Mr. Edward Willis to serve as Interim Vice Chancellor for Student Affairs and Enrollment Management effective January 1, 2020. He would retain his responsibilities as Assistant Vice Chancellor for Student Success.

This position will become vacant upon the resignation of Dr. Kimberly Scott on December 31, 2019, who served in this capacity. Mr. Willis has extensive experience as an administration, serving as Vice President for Student Affairs at Norfolk State University for five years where he led the effort to increase student enrollment. Additionally, Mr. Willis served as associate vice president for Student Affairs at Florida A&M University where he assisted and executed procedures for accreditation, assessment, strategic planning, human resource management budgeting and special projects. He has gained administrative experience at Owens Community College where he served as Special Assistant to the President for Community Outreach and Engagement and as Dean of Students at the University of Michigan and the University of Toledo.

He has a master's degree in social and philosophical foundations of education from Rutgers University and a bachelor's degree in American History from Montclair State College. He has had extensive experience as a member of several Southern Association for Colleges and School Commission on Colleges Reaffirmation Committees.

I believe he is qualified to serve the university in this interim capacity as we search for a permanent replacement. I recommend a salary of \$140,000.

Sincerely,

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

Job Description for Vice Chancellor for Student Affairs Southern University and A&M College

As the senior chief student affairs officer, the Vice Chancellor for Student Affairs provides the executive leadership and accountability for the administration, development assessment and improvement of student services and experiences which meet and support the University's missions and strategic plan. The Vice Chancellor analyzes issues and uses foresight and creativity in recommending viable courses of action and advising on policies in matters dealing with students. The incumbent is expected to manage operations, set benchmarks, develop best practices, and measure progress towards strategic objectives employing empirical data. Moreover, the incumbent oversees the development and coordination of extra/co-curricular campus initiatives, student judicial professional development and wellbeing of students. Finally, the Vice Chancellor serves as the student advocate within the University community.

The Division of Student Affairs includes Campus Dining, Career Services, Dean of Students, Intramural & Recreational Sports Complex, Student Orientation & Leadership Development, Residential Life and Housing, Smith-Brown Memorial Student Union, Student Health Center, Student Life, Student Programs and Greek Life, Student Media, Student Organizations & Campus Involvement, and the University Counseling Center.

Duties and Responsibilities:

Develop, through administrative support staff, services to meet the personal and recreational needs of Southern University students.

Oversee the evaluation and development of administrative support staff under his/her direct supervision.

Direct the development of the budget request for the Division of Student Affairs, and monitor the expenditure of funds in the Division of Student Affairs.

Prepare or direct, the preparation of special and periodic reports, as assigned. Oversee the units' assessment initiatives.

Collaborate with Academic Affairs in the development and implementation of retention initiatives.

Leads fundraising efforts and establishes fundraising goals for the division and its units.

Develop and oversee a division assessment initiative that leads to institutional improvement.

Leads the division in implementing the action steps to achieve the Southern University and A&M College strategic planning goals.

Implements and continuously improves business processes that result in an exemplary student matriculation experience.

Engages partners in area schools and communities to promote student development programs that close the gap on student participation and success.

Work with Senior Leadership and campus colleagues to provide a strong Student Affairs voice and advocacy at all venues pertaining to student issues.

Minimal Qualifications:

Education:

Interested candidates must have earned a master's degree (Doctorate preferred) in higher education, student personnel or related field. The selected candidate must have progressively responsible leadership experience. Candidate must be in support of and have demonstrated success within an environment where shared governance and shared decision-making is strongly preferred.

Experience:

Five (5) years of relevant senior level professional experience in student affairs.

Demonstrated knowledge of administrative support areas including fiscal, human resources management, and information technology.

Demonstrated positive leadership in developing collaborative relationships with internal and external constituencies in developing programs to meet special needs for students and formulating policies and procedures.

Use of empirical data to demonstrate progress, effective communication, and problem solving skills.

Demonstrated ability to envision and lead change at an institution-wide level, build and form relationships to advance student learning and development, and evaluate and measure program outcomes.

Current knowledge of best practices and legal issues and trends in higher education.

Successful experience in conflict resolution and long range program planning.

Knowledge and understanding of the goals and philosophy of undergraduate and baccalaureate and graduate educational programs.

Demonstrated understanding and leadership in issues concerning equal employment, student recruitment and retention and graduation advocacy.

Demonstrated fiscal responsibility of managing substantial budgets for a comprehensive division.

EDWARD M. WILLIS

645 Greenwich Dr.
Baton Rouge, LA 70820

~~(504) 445-1448~~

~~emwillis99@gmail.com~~

EXECUTIVE SUMMARY

A seasoned university professional with a strong background in providing vision and leadership in diverse student-body environments, while managing key internal and external stakeholder relationships involving student affairs. Possesses a deep understanding of the academic process and its relationship to student issues. Valued for the ability to identify and implement initiatives that promote a student-centered learning environment, improve the quality of the student experience, and bolster university relations. Trusted advisor to university presidents and governing boards.

PROFESSIONAL COMPETENCIES

- Organization & Program Assessment
- Change Management
- Leadership Development
- Project Leadership
- Talent Development & Evaluation
- Budget & Resource Management
- Policy Development & Analysis
- Building Strategic Partnerships

PROFESSIONAL EXPERIENCE

Southern University and A&M College/Southern University System, Baton Rouge, LA 2018-Present **Assistant Vice Chancellor for Student Success**

The Assistant Vice Chancellor for Student Success (AVCSS) reports directly to the Executive Vice President/Executive Vice Chancellor (EVP/EVC) and is a member of the senior team. The AVCSS is primarily responsible for all programs and activities related to the retention, progression and graduation of students, and is responsible for the leadership and direction of the following areas: Center for Academic Success (Academic Advising)/Student Success Collaborative, Career Services, Student Advocacy Services, University Tutorial Services, Pre-College Programs, Freshman Academy, SUSLA Connect, and other special initiatives. Central to the work of the entire Division of Student Success is a focus on the quality of the student learning experience. In support of this focus, the AVCSS works closely with the Offices of Academic Affairs, Student Affairs and Enrollment Management on the development of policies, procedures, programs, and services that will promote, encourage, and support student success. In alignment with SUBR's core commitment to increase retention and graduation rates, the AVCSS will be responsible for developing, implementing, and evaluating access and retention strategies with an emphasis on closing the achievement gap for first-generation, low-income, and traditionally underserved populations.

Gardner Institute, Brevard, NC 2017-Present **Fellow/Retention Consultant**

Serve as a Fellow/Consultant with the Gardner Institute focusing on retention strategies and solutions for colleges/universities across the country. The Gardner Institute's mission is to work with postsecondary educators to increase institutional responsibility for and outcomes associated with teaching, learning, retention, and completion. Through these efforts, the institute strives to advance higher education's larger goal of achieving equity and social justice.

University of North Carolina Asheville, Asheville, NC 2017-2018 **Assistant Professor of Management (Adjunct)** **Department of Management and Accountancy** **Leadership in Organizations (MGMT 481)**

Norfolk State University, Norfolk, VA 2011-2016

Vice President for Student Affairs

Recruited as Interim VP for Student Affairs and appointed to permanent VP within a year. Member of the President's Cabinet and the strategic planning and policy/procedures development team, with oversight for the \$20M budget.

Responsible for the effective operations of Admissions, Financial Aid, Scholarships, New Student Orientation, Registrar, Student Advocacy Services, Military Services and Veteran Affairs, Career Services, Counseling Services, Disability Services, International Student Services, Living-Learning Communities, Residence Life and Housing, Student Activities, Student Health Services, Student Life, Student Recreation Programs, Student Rights and Responsibilities, Student Support Services, the Marching Band, Cheerleaders, and Campus Choir. Oversees 300+ professional, paraprofessional, and student staff.

- Created the foundational mission, vision, and core values for the Division of Student Affairs.
- Lead University's enrollment effort which resulted in exceeding target goal for the 2015-2016 academic year.
- Spearheaded the first Freshmen Common Reading Program from conception to full implementation.
- Conducted the Student Satisfaction Inventory (Ruffalo Noel-Levitz), which established baseline data on the student experience.
- Re-engineered a university Federal Title III grant to focus on creating "Living-Learning Communities" in residence halls that resulted in 21 living-learning communities being developed since the fall of 2013.
- Created and launched the first class of the Norfolk State University Leadership Academy to provide 25 incoming students with a continuous, intense, and transformative leadership experience.
- Served as university lead on the development of a comprehensive Housing/Residential Life Master Plan that established goals and targets to guide the replacement and refurbishment of student housing.
- Introduced The Ideal Spartan Campaign to identify student core values: integrity, excellence, engagement, curiosity, civility, and pride.
- Established a new signature campus event to enhance the student experience: NSU – Dance Marathon. NSU was the only area college/university to host the program and donated more than \$25K to the region's Children's Miracle Network Hospital since 2013.
- Additional Student Affairs Initiatives: re-engineered Welcome Week, New Student Convocation, Student High-risk Behavior Campaign, and Student Fee Allocation Committee.

Florida A&M University, Tallahassee, FL
Associate Vice President for Student Affairs

2008-2011

As a member of the student affairs leadership team, provided administrative, operational, and programmatic support, with supervisory responsibility for 100 professionals, paraprofessional, and student staff and a \$4.2M budget.

- Assisted with and executed procedures for accreditation, assessment, strategic planning, human resource management, budgeting, development of policy and procedures, and special projects.
- Worked collaboratively with students, faculty, and staff to support and promote strategic initiatives.
- Oversaw Counseling Services, Student Health Services, The Career Center, The Center for Disability Access and Resources, University Ombudsman Office, and the Office of New Student Orientation.
- Initiatives: Student Satisfaction Assessment/Inventories, Student Retention, and divisional e-newsletter.

Owens Community College, Toledo, OH
Special Assistant to the President for Community Outreach and Engagement

2004-2008

Served as lead staff member representing the college to its external communities and constituencies. Provided counsel to the college president on issues impacting the local community through outreach, engagement, and on diversity initiatives.

- Developed and implemented partnerships and programs to foster commitment in the surrounding community.
- Assisted in the recruitment of faculty, staff, and students.
- Served as the lead advocate for a more diverse and inclusive community college environment.

University of Michigan, Ann Arbor, MI
Dean of Students

2002-2004

Recruited to work with individual students and student groups, faculty, administrators, and staff to resolve conflict, eliminate barriers, and influence systemic change.

- Oversight for Student Activities and Leadership; Greek Life; Student Legal Services; Counseling and Psychological Services; Multiethnic Student Affairs; International Center; The Program on Intergroup Relations; Services for Students with Disabilities; Lesbian, Gay, Bisexual, and Transgender Affairs (LGBTQA); Sexual Assault Prevention and Awareness

Center; and The William Monroe Trotter Multicultural Center. Supervisory responsibility for 150 professionals with a \$6.5M budget.

- Advised the Vice President for Student Affairs on divisional policy, programs and services.
- Initiatives: Student Fan Behavior at athletic events, LGBTQA Task Force, and Student-athlete support programs.

The University of Toledo, Toledo, OH
Dean of Students

1993-2002
1996-2002

Directed/developed programs to enhance the quality of student life and assisted/advised the Vice President in planning and assessment of divisional programs and services. Served as division Chief Officer in the absence of the Vice President. Supervisory responsibility for 125 professional, paraprofessional, and student staff associated with campus life functions and budgetary responsibility for \$5.2M.

- Oversight for Student Activities and Organizations, Student Conduct, Greek Life, Student Media, Student Development and Academic Support Services, Student Leadership, Service Learning, Orientation Programs, Multicultural Student Center, Center for Women, Office of Accessibility, Career Services, Fraternity and Sorority Affairs, Residence Life, and Veteran Affairs.
- Initiatives: Multicultural Leadership Institute, Leadership UT, Parents Day, University Service Learning, University Homecoming, and First Week UT.

Director, Student Unions

1993-1996

Recruited to manage/coordinate programs, services, and activities for the student unions' two buildings totaling 320,000 square feet. Services included food service, bookstore, retail, maintenance/custodial, room reservations/event planning, information stations, vending, child care, building management, and an ethnic restaurant. Direct/indirect supervisory responsibility for 500+ professional, paraprofessional, and contractual staff. Budgetary coordination and liaison responsibility for \$16.7M.

- Served as the university contract manager/liaison for campus-wide food services (Sodexo/Marriott), campus bookstore (Barnes & Noble), and campus vending services (AVI Food systems and Gladiux Food Service).

Additional senior-level experience: The University of Missouri-Columbia, North Carolina A&T State University, Rutgers University, and St. John's University.

EDUCATION

Masters of Education (Ed.M.), Social and Philosophical Foundations of Education
Rutgers-The State University of New Jersey Graduate School of Education
Minor: Higher Education Studies

Bachelor of Arts (B.A.), American History, Montclair State College (now University)
Minor: African-American Studies

ACCREDITATION EXPERIENCE

Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) Chair & Evaluator
Served as Team Member for On-Site Reaffirmation Committees, (2011-2020)
Served on SACSCOC Fifth-Year Interim Report Committees, 2016, 2018 & Cluster Coordinator/Chair for 2019 (Reviewing 40+ institutions on Principles of Accreditation)

PROFESSIONAL MEMBERSHIPS

National Association of Student Personnel Administrators (NASPA)
American College Personnel Association (ACPA)
Association of Governing Boards (AGB)
Hampton Roads Vice Presidents for Student Affairs Group
MEAC Vice Presidents for Student Affairs Roundtable

UNIVERSITY SERVICE & AFFILIATIONS

Southern University and A&M College at Baton Rouge:

Academic Council, 2018-Present
Vice Chancellor's Leadership Council, 2018-Present
Executive Enrollment Management Committee, 2018-Present
Banner Campus Consolidation Committee, 2018-Present

Norfolk State University:

President's Executive Council, 2011-2016
Search Committee Liaison for Vice President for Institutional Advancement, 2013
Search Committee Chair for Chief of Police, 2015
High-risk Behavior Campaign, 2012-Present
University Space Allocation Committee, 2012-Present

Florida A&M University:

Strategic Planning Committee, 2009-2010
University Space Allocation Committee, 2010
Institutional-level Assessment Committee, 2008-2011, (Chair, 2010-2011)
Financial Aid Director Search Committee, Chair, 2009
Student Retention Council, 2009

University of Michigan:

Undergraduate Council, 2002-2004
Diversity Task Force, 2002-2004
Provost's Task Force on Transgender, Bisexual, Lesbian, and Gay Affairs, 2002-2004
Committee on Fan Behavior, Co-chair, 2003-2004

University of Toledo:

Service-Learning Steering Committee, 2000-2002
Strategic Planning Committee, 2001-2002
Fiscal Advisory Committee to the President, 2001-2002
Executive Enrollment Management Council, 2001-2002
Central Board of Student Media, 1994-2002
Dining Services Committee, 1993-2002
North Central Accreditation Committee, 2001-2002
Athletic Committee, 1994-1998, (Chair, 1997-98)
Collective Bargaining Management Team Member, 1995 & 1998

Various Search Committees:

University Registrar (Chair), 1997; Director of Career Services (Chair), 2001; Director of Campus Police, 1999;
Presidential Inauguration Committee, 1999

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: This PAF is being generated due to the reorganization of the Associate Specialist, Health and Associate Specialist, Nutrition positions. The two positions have been combined into Associate Specialist, Nutrition, Health and Wellness with additional duties.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00a -- 5:00p

EMPLOYEE DIRECT SUPERVISOR: Dawn Mellon - Pathn

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-2242

NUMBER OF EMPLOYEES SUPERVISED, (if any): ~75

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.

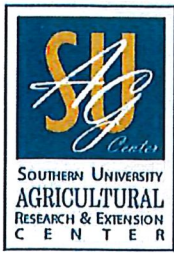
CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	FUNDS AVAILABLE
Resident Alien	RA	OFFICE OF THE AGRICULTURAL RESEARCH AND EXTENSION
H-1 Visa (Distinguished Merit & Ability)	H1	SOUTHERN UNIVERSITY SYSTEM
J-1 Visa (Exchange Visitor Program)	J1	<i>Belinda Mark</i>
F-1 Visa (Student Emp. FT Student at S.U.)	F1	FINANCE & ADMINISTRATION SECTION
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

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

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

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



"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

January 7, 2020

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

Re: Request for SU Board Approval to Waive the Search for Associate Vice Chancellor of Extension and Outreach/Specialist, Nutrition, Health and Wellness

Dear President-Chancellor Dr. Belton:

This correspondence is to request your approval and the approval of the Southern University Board of Supervisors to waive the vacancy announcement for the position of Associate Vice Chancellor of Extension and Outreach/Specialist, Nutrition, Health and Wellness for the Southern University Agricultural Research and Extension Center (SUAREC). I am recommending Dr. De'Shoin A. York for this position.

The position is essential to the day-to-day efficiencies and operations of the SUAREC's Cooperative Extension Program for handling our statewide activities. The appointment allows the Vice Chancellor for Extension and Outreach to focus on larger scale initiatives and revenue generating activities.

Dr. York is currently the Associate Specialist, Nutrition, Health and Wellness. She has been employed with the SUAREC for 19 successful years. During her tenure with the SUAREC, she has grown our nutrition education funding from approximately \$150,000 to well over \$1 million dollars annually and now boasts on having one of the most successful federal nutrition education initiative (Supplemental Nutrition Assistance Program – Education/SNAP-Ed) in the 1890 Land Grant Community. Similarly, she have developed innovative print and technological programming to meet the needs of youth, adults, and seniors throughout our statewide outreach. She also implements employee trainings and workshops. Moreover, she is a very detailed-oriented, task-driven visionary whose contributions to the SUAREC's Cooperative Extension Program far exceeds expectations.

EXTENSION PROGRAMS
Agriculture and Natural Resources
Community and Economic Development
Family and Human Development
Nutrition, Diet and Health Education
Youth Development

LIVESTOCK SHOW OFFICE
Livestock and Poultry Show
State and National Rabbit Show
State and Regional Horse Show

RESEARCH PROGRAMS
Economics, Marketing, Policy and Community Development
Human Nutrition, Health, Family and Consumer Sciences
Plant and Animal Production Systems
Urban Forestry, Natural Resources and Environment

TEACHING
Agricultural Sciences
Family and Consumer Sciences
Urban Forestry and Natural Resources

TECHNOLOGY SERVICES
Data/Network/Web Management
Electronic Media
Publications
Technical Support and Training

Dr. Ray Belton, President-Chancellor
January 7, 2020
Page 2

The duties of the position include:

- Serving as the number two person in command in the administrative structure of SUAREC's Cooperative Extension Program as authorized by Vice Chancellor for Extension and Outreach.
- Assist the Vice Chancellor/Extension and Outreach to include the following: leading the programmatic teams to shape the strategic directions and priorities of the SUAREC's Cooperative Extension Program (CEP). Provide excellence in program development/ management implementations and assessments.
- Ability to communicate effectively with constituencies at the university, parish, state, and national levels.
- Provide leadership in educational programs including planning, implementing programs, evaluating learning experiences, and communicating program impacts value to stakeholders.
- Help provide demonstrated skills in interpreting, utilizing, applying evidence-based information, and research findings.
- Strong interpersonal relationship and problem-solving skills in a team setting.
- Effective communication and presentation skills using a variety of methods and technologies.
- Ability to promote Cooperative Extension and its programs through various media and public relations strategies.
- Required to be available to travel up to 25% of working time with a travel allowance provided for personal auto is required and be available to attend state and national conferences as required.
- Assist in the moving the numerous extension and outreach of activities in the land grant programs in a timely fashion.
- Performed related duties as assigned.

The approval of this letter will allow my staff to process the paperwork needed to complete Dr. De'Shoin A. York's ePAF.

If you have any questions, please contact me at (225)-771-3660.

Best regards,



Orlando F. McMeans, PhD
Chancellor-Dean

Approval:



Dr. Ray Belton, President-Chancellor

Date

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION Associate Vice Chancellor, Extension and Outreach/Specialist, Nutrition, Health and Wellness AS DESCRIBED BELOW

BE AUTHORIZED AS A VACANCY FOR Southern University Ag Center
(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 checked="" type="checkbox"/> Grant -in-Aid |
| | | | <input type="checkbox"/> System Revenue |
| | | | <input type="checkbox"/> Agency Fund State |
| | | | <input checked="" type="checkbox"/> Federal |

*requires the approval of System President

VACANCY DESCRIPTION AND JUSTIFICATION

The Associate Vice Chancellor, Extension and Outreach: The Associate Vice Chancellor, Extension and Outreach provides programmatic leadership to the core areas of extension programs. Working with programmatic specialist and extension associates in agriculture and natural resources, family and consumer sciences, community and economic development, and youth development. The position crosses program and trans-disciplinary needs and priorities, develops implementation plans, delivers training, and supports evaluation, plan of work and impact reporting. The Associate Vice Chancellor, Extension and Outreach also directly co-supervises all specialists, extension associates, and staff. Additionally, the position collaborates with stakeholders at SUAREC and Southern University, across Louisiana, and nationally to address the challenges of the citizens of Louisiana.

Specialist, Nutrition, Health and Wellness: The Specialist, Nutrition, Health and Wellness will provide statewide leadership and coordination of educational programs and outreach in nutrition and wellness, and public health education and lead educational programs in the areas of chronic disease and obesity prevention, and individual and community public health through policy, systems and environmental changes (PSE's). The position also provides leadership for the federally funded Supplemental Food Assistance Educational Program (SNAP-Ed), and the Expanded Food and Nutrition Education Program (EFNEP) nutrition education programs and the development, planning, and evaluation of nutrition and public health information/programs disseminated to parish Family and Consumer Sciences agents.

Salary/Range: \$100,000.00 Previous Incumbent (if replacement):

Approved Disapproved Darva Meekin Patu 12/19/19
Department Head Date

Approved Disapproved Darva Meekin Patu 12/19/19
Dean/Director/Supervisor of Budget Unit Date

COMPTROLLER'S OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Belinda Mack</u>	<u>12/19/19</u>
Signature	Date
Budget Number	622297-62250-63000/ 624068-62250-63000/ 622295-62200-63000

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Job Code: <u>M</u>	Cal Id: <u>U</u> Job Class: <u>162020</u>
Verified By: <u>Michael Williams</u>	Date: <u>12/11/19</u>

Approved Disapproved Debra Mellina-Fatu 12/9/19
Vice Chancellor Date
 Approved Disapproved [Signature]
Chancellor/Vice President Date
 Approved Disapproved [Signature]
President Date
An Equal Opportunity Employer

**Associate Vice Chancellor, Extension & Outreach/
Specialist – Nutrition, Health and Wellness
Job Description**

GENERAL DESCRIPTION:

The Associate Vice Chancellor, Extension and Outreach

The Associate Vice Chancellor, Extension and Outreach provides programmatic leadership to the core areas of extension programs. Working with programmatic specialist and extension associates in agriculture and natural resources, family and consumer sciences, community and economic development, and youth development. The position crosses program and trans-disciplinary needs and priorities, develops implementation plans, delivers training, and supports evaluation, plan of work and impact reporting. The Associate Vice Chancellor, Extension and Outreach also directly co-supervises all specialists, extension associates, and staff. Additionally, the position collaborates with stakeholders at SUAREC and Southern University, across Louisiana, and nationally to address the challenges of the citizens of Louisiana.

Specialist, Nutrition, Health and Wellness

The Specialist, Nutrition, Health and Wellness will provide statewide leadership and coordination of educational programs and outreach in nutrition and wellness, and public health education and lead educational programs in the areas of chronic disease and obesity prevention, and individual and community public health through policy, systems and environmental changes (PSE's). The position also provides leadership for the federally funded Supplemental Food Assistance Educational Program (SNAP-Ed), and the Expanded Food and Nutrition Education Program (EFNEP) nutrition education programs and the development, planning, and evaluation of nutrition and public health information/programs disseminated to parish Family and Consumer Sciences agents.

LINE OF AUTHORITY:

The Associate Vice Chancellor, Extension and Outreach/Specialist Nutrition, Health and Wellness reports to the Vice Chancellor for Extension and Outreach.

SPECIFIC TASKS TO BE PERFORMED:

Associate Vice Chancellor, Extension and Outreach

- Work closely with and provide support for the Vice Chancellor, Extension and Outreach.
- Assist the Vice Chancellor, Extension and Outreach in the following:
 - Leading the programmatic teams to shape the strategic direction and priorities of the Cooperative Extension Program (CEP).

- Providing leadership and oversight to CEP program development and accountability, including the program planning processes.
 - Providing innovative leadership and creativity to CEP programming efforts including development and coordination of interdisciplinary teams to address societal and economic needs and issues of the citizens of Louisiana.
 - Developing high impact CEP educational and outreach programs.
 - Identifying the most efficient and effective means to deliver timely research-based information.
 - Budget planning, grant management, personnel and outreach/community efforts.
- Represent the SUAREC CEP on University councils and committees.
 - Other duties as deemed necessary and appropriate.

Specialist – Nutrition, Health and Wellness

- Develop, design and implement outreach programming in obesity prevention and wellness, healthy community food systems, and health education and promotion consistent with public health approaches, the socio-ecological model of health, and the full spectrum of prevention.
- Support the training and evaluation needs of Extension health, wellness, and nutrition programs, including Supplemental Nutrition Assistance Program Education (SNAP-Ed) and the Expanded Food and Nutrition Education Program (EFNEP).
- Provide leadership for nutrition education and emerging health extension programs with emphasis on policy, systems and environmental change efforts.
- Provide leadership, and advising support to all federally funded nutrition education programs related to delivery of direct education to encourage healthy eating and physical activity among various limited-resource ethnic and cultural populations.
- Guide on-going strategic and annual planning statewide, evaluate programs and provide necessary training in the area of nutrition and public health education.

- Develop and review nutrition and public health content for online newsletters/blogs/websites/social media intended for EFNEP and SNAP-Ed target audiences.
- Provide leadership in the development and submission of new extramural grants/contracts that support nutrition and public health education.
- Communicate the value of Extension by developing effective relationships and providing relevant program outcome information to public officials, legislators, the general public and other interested parties.
- Be responsive to evolving position, program, office and organizational needs.

EVALUATION AND REPORTING

- Prepares and submit all reports in accordance with existing guidelines and policies.
- Assist in evaluating the effectiveness of Extension programs at all levels and specifically in assigned area of responsibility.
- Ensuring adherence to federal/state guidelines governing all grants/contracts and prepare annual federal, consortium and university reports.

PROFESSIONAL DEVELOPMENT

- Attends and participates in subject matter and professional meetings.
- Reads and reviews periodicals, magazines and other forms of literature in order to keep abreast of developments in subject matter area.
- Participates in appropriate in-service training sessions designed to improve proficiency of subject matter specialist.

MINIMUM REQUIREMENTS:

- Earned doctoral degree in an Extension field or related study. Bachelors/Master's Degree in Food and Nutrition, Public Health or closely related discipline.
- Understanding of the philosophy, accomplishments and challenges of Extension and the Land Grant System. Knowledge and appreciation of the essential linkages with research and teaching missions and ability to create and nurture new partnerships.

- Demonstrated excellence in program development, management, implementation and assessment.
- Ability to communicate effectively with constituencies at the university, parish, state and national levels.
- Understanding of and commitment to principles of learner-centered education and strategies for implementing effective educational programming.
- Demonstrated educational program development skills including planning and implementing programs, evaluating learning experiences, and communicating program impact and value to stakeholders.
- Demonstrated skills in interpreting, utilizing and applying evidence-based information and research findings.
- Strong interpersonal relationship and problem-solving skills in a team setting.
- Effective communication and presentation skills using a variety of methods and technologies.
- Ability to promote Cooperative Extension and its programs through various media and public relations strategies.
- At least seven (7) years of experience at the Associate Specialist/Specialist level.
- Must be free to travel up to 25% of working time (travel allowance will be provided – Personal Auto required) and be available to attend state and national conferences as required.

DE'SHOIN A. YORK PH.D.

ADDRESS: P. O. BOX ~~XXXX~~, SAINT GABRIEL, LOUISIANA 70776
PHONE: 225. ~~XXXXXXXX~~ | 225. ~~881.8878~~ EMAIL: ~~XXXXXXXXXXXXXXXXXXXX~~

QUALIFICATIONS PROFILE

Results-driven, highly organized, and competent professional with more than 18 years of experience in public health administration with strong background in organizational process improvement and program management.
Adept at developing and implementing innovative programs and services; addressing client and family needs; and delivering first-rate services to continuously improve service standards and quality. Proactive leader and team builder with proven expertise in solving complex issues; building strong rapport and working collaboratively with constituents, management, and clients; and providing vision and consultative support to various organizations and institutions.

AREAS OF EXPERTISE

*Public Health Education
Staff Supervision and Training*

*Grant Writing and Reporting
Cross-functional Collaboration*

*Community Engagement
Leadership and Team Building*

EDUCATION

Doctor of Philosophy in Public Policy with Concentration in Health Policy, 2017
SOUTHERN UNIVERSITY AND A&M COLLEGE, BATON ROUGE, LA

Master of Public Administration, 1996
SOUTHERN UNIVERSITY AND A&M COLLEGE, BATON ROUGE, LA

Bachelor of Science in Human Foods and Nutrition, 1993
SOUTHERN UNIVERSITY AND A&M COLLEGE, BATON ROUGE, LA

Coursework in Program Development and Program Evaluation
LOUISIANA STATE UNIVERSITY, BATON ROUGE, LA

LEADERSHIP EXPERIENCE

SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH AND EXTENSION CENTER • BATON ROUGE, LA
Associate Specialist, Nutrition, Health and Wellness | Cooperative Extension Program 2002–Present

- Plan and organize outreach programs on obesity prevention and wellness, healthy community food systems, and health education for youth, young adults, adults, and seniors
- Initiate consistent public health approaches using the socio-ecological model of health
- Facilitate training and assessment of needs of cooperative extension health, wellness, and nutrition programs
- Develop nutrition and health programs focusing on policy, systems, and environmental (PSE) change efforts
- Closely collaborate with team members, administrators, and other local and state stakeholders in identifying the impacts of governmental actions on programming
- Render supervision to a staff of 16 individuals, while overseeing the preparation and submission of new extramural grants
- Promote healthy eating and physical activity to various limited-resource ethnic and cultural populations

DE'SHOIN A. YORK PH.D.

ADDRESS: P. O. BOX 203, SAINT GABRIEL, LOUISIANA 70776
PHONE: 225.642.2858 | 225.931.8078 • EMAIL: D=YORK@BELLSOUTH.NET

- Develop and execute nutrition, health, and wellness programs for statewide implementation and program replication
- Establish alliances with strong focus on the collective benefit for the Southern University Agricultural Research and Extension Center
- Maintain active participation on local, state and national advisory councils, task forces, and committees as representative of the organization
- Display comprehensive knowledge of the legislative process, while driving strategic leadership for all nutrition, health and wellness programming
- Cultivate positive relationships with federal partners in regards to nutrition, health, and health policy education

Health Specialist

2000-2002

- Led development and implementation of statewide educational programs with a focus on the health promotion and disease prevention
- Rendered hands-on direction to the preparation and submission of extramural proposals, grants, and contracts for the identification of funding sources
- Efficiently handled funding gained from grants and contracts received from federal, state, local, and private sector funders
- Partnered with administrators and other local and state collaborators to determine the impacts of governmental actions on programming

BHC MEADOW WOOD HOSPITAL • BATON ROUGE, LA

Director of Dietary Services

1996-1999

- Oversaw the production of meals to ensure its alignment with the dietary requirements for patients on therapeutic diets
- Adeptly functioned as member of the Executive Management Team
- Assumed full accountability in developing and executing policies and procedures for the Dietary Department
- Developed, executed and implemented educational training for hospital dietary staff and patients.
- Delivered hands-on management to Dietary Department in adherence to facility and company-wide goals and objectives

NON-PROFIT EXPERIENCE.

GREATER BATON ROUGE FOOD BANK • BATON ROUGE, LA

Special Programs Coordinator

1999-2000

- Ensured coordination of the daily activities related with the management and dissemination of the Greater Baton Rouge Food Bank's USDA commodity program
- Planned and organized training workshops and certification classes for Food Bank staff and member agencies

Food Procurement Coordinator

1999-2000

- Provided hands-on support to the executive director for the procurement of food for Food Bank member agencies and clients
- Designed and initiated effective training modules for employees
- Facilitated training for member agency personnel regarding proper nutrition and the preparation of foods for the attainment of optimal nutritional value

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RESEARCH EXPERIENCE

SOUTHERN UNIVERSITY A&M COLLEGE • BATON ROUGE, LA

Graduate Assistant, Department of Public Administration 1995-1996

- Ensured proper compilation of data, while working collaboratively with chairman and other professors regarding post-doctoral research
- Offered support to the department chairman in the evaluation and admittance of prospective graduate students

Research Assistant, Department of Human Nutrition and Food 1994-1995

- Worked with Pennington Biomedical Research Center on behalf of Southern University for the coordination of all aspects of a major research study (DELTA)
- Established positive communication with study participants and principal investigators
- Made an effective use of statistical analysis software for policy implementation in assessing and compiling data

PENNINGTON BIOMEDICAL RESEARCH CENTER • BATON ROUGE, LA

Research Associate, Metabolic Kitchen 1993-1994

- Maintained active participation in researching several diet studies necessary for the identification of factors affecting diseases such as hypertension, obesity, and diabetes
- Guaranteed attainment of study compliance and subject satisfaction through active interaction with subjects on a daily basis
- Rendered direct supervision to student workers, cooks, and food service workers

PROFESSIONAL DEVELOPMENT

Youth Nutrition Specialist Certification, 2017 • AMERICAN FITNESS PROFESSIONALS & ASSOCIATES
Executive Leadership Program, 2018 • LEAD21

AWARDS AND HONORS

Educational Curriculum Package Award
State Winner and Nominee to the National Extension Association of Family and Consumer Sciences
Educational Curriculum Package National Winner - 2nd Place
Educational Curriculum Package Southern Region Finalist - 1st Place
Denver T. & Ferné Loupe Extension Team Award
Program Excellence through Research Award - 1st Place Team

COMMUNITY INVOLVEMENT

Evaluation Committee: Association of SNAP-Ed Nutrition Networks and Other Implementing Agencies (ASNNA)
Anti-Hunger Panel Advisory Board: Rural Child Poverty Nutrition Center (RCPNC)
Former President of Faculty Senate: Southern University Agricultural Research and Extension Center
Former Vice President of Faculty Senate: Southern University Agricultural Research and Extension Center
National Program Leaders Committee: Supplemental Nutrition Assistance Program - Educational Program
Member: National Nutrition and Physical Activity Sub-committee, USDA-NIFA

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Board of Directors: Greater Baton Rouge Food Bank
Community Involvement Volunteer in Health Committee: Capital Area United Way
Member: City of St. Gabriel Early Care and Learning Council

PUBLICATIONS

- York, D.A. (2017 – Present). *SNAPShots Magazine - Nutrition, Health and Wellness Magazine for the Entire Family*. Baton Rouge, LA: Southern University Agricultural Research and Extension Center.
- York, D.A. (2016). *Nutritionally yours nutrition education fact sheets*. Baton Rouge, LA: Southern University Agricultural Research and Extension Center.
- York, D.A. (2015). *Journeying through agriculture gaining innovative experiences (JAGIE)*. Baton Rouge, LA: Southern University Agricultural Research and Extension Center.
- York, D.A. (2014). *Eat with the seasons*. Baton Rouge, LA: Southern University Agricultural Research and Extension Center.
- York, D.A. (2013). *Cooking healthy enjoyable foods (C.H.E.F.) youth cooking curriculum*. Baton Rouge, LA: Southern University Agricultural Research and Extension Center.
- York, D.A. (2008). *Serving food safely training curriculum and video*. Baton Rouge, LA: LSU AgCenter.
- York, D.A. (2004). *Sisters together: move more; eat better health and wellness curriculum*. Baton Rouge, LA: Southern University Agricultural Research and Extension Center. (Revised in 2019)
- York, D.A. (2002). *Nutrition nibbles nutrition education fact sheets*. Baton Rouge, LA: Southern University Agricultural Research and Extension Center.
- York, D.A. (2001). *Healthy prescriptions newsletter*. Baton Rouge, LA: Southern University Agricultural Research and Extension Center.
- York, D.A. (1999). *Nutrition news newsletter*. Baton Rouge, LA: LSU AgCenter.

JOURNAL ARTICLES

- Cason, K. L., Chipman, H., Forstadt, L. A., Rasco, M. R., Sellers, D. M., Stephenson, L., and York, D. A. (2017). Family and consumer sciences focus on the human dimension: The expanded food and nutrition education program example. *Journal of Family & Consumer Sciences*, 109(3), 10-17.
- Dear, K. W., Reames, E. S., Tuuri, G., Keenan, M. J., Bankston Jr, J. D., Friendship, D.Y., ... Tucker, E. H. (2008). Improved knowledge and adoption of recommended food safety practices by food recovery agency personnel and volunteers participating in the serving food safely program. *Journal of Extension*, 46(4). Retrieved from <https://joe.org/joe/2008august/rb4.php>
- Malekian, F., Gebrelul, S. S., Henson, J. F., Cyrus, K. D., Goita, M., York, D. A., and Kennedy, B. M. (2015). The effects of whey protein and resistant starch on body weight. *Functional Foods in Health and Disease Journal*, 5(8), 275-291.
- Malekian, F., Snowden J.J., Gebrelul, S.S., Cyrus, K.D., Friendship, D.Y., Kennedy, B.M., ... Losso, J. (2014). Shake Off Your Weight. *Louisiana Agriculture Magazine*, 57(1). Retrieved from <https://www.lsuagcenter.com/portals/communications/publications/agmag/archive/2014/winter/shake-off-your-weight>

Southern
University
Board of
Supervisors

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following Personnel Affairs Committee)

Friday, January 10, 2020

2nd Floor J.S. Clark Administration Building
Board of Supervisors Meeting Room
Baton Rouge, Louisiana

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Special Presentations
 - A. Above and Beyond Award
 - B. Agnihotri Global Conflict Resolution Institute Gift
6. Action Items
 - A. Approval of Minutes of November 29, 2019 Regular Meeting of the SU Board of Supervisors
 - B. Approval of Committee Reports and Recommendations
 - C. Request Approval of Memorandum of Understanding between Southern University and A&M College Baton Rouge and the Southern University System Foundation regarding the lease/option to purchase Howell Place (SUBR)
 - D. Resolutions
7. Informational Items
 - A. SUBR Counseling Services Update
 - B. System President's Report
 - C. Campus Reports
8. Other Business
9. Adjournment

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

Committee of the Whole

2nd Level, Hyatt Regency New Orleans Hotel

Strand 12 Conference Room

New Orleans, LA

Friday, November 29, 2019

9:00 a.m.

MINUTES

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

Invocation

Rev. Samuel C. Tolbert, Jr. introduced Pastor Lionel Johnson, Jr. who will provide the Invocation Pastor Lionel Johnson, Jr. is the pastor of Greater Ebenezer Baptist Church in Plaquemine, La and the Co-Pastor of St. Joseph Baptist Church in St. Gabriel, LA. Pastor Johnson, Jr. is also the Mayor of the City of St. Gabriel and he is the proud father of three children.

PRESENT

Atty. Domoine Rutledge, Dr. Samuel C. Tolbert, Jr., Rev. Donald R. Henry, Dr. Curman Gaines, Dr. Leon R. Tarver II, Mr. Donald Dunbar, Mr. Richard Hilliard, Dr. Leroy Davis, Atty. Edwin Shorter, Atty. Patrick Magee, Mrs. Ann Smith, Mr. Raymond Fondel, Dr. Rani Whitfield, Mr. Sam Gilliam, Ms. Arlanda Williams, and Mr. John Barthelemy

ABSENT

None

UNIVERSITY PERSONNEL ATTENDING

System President Dr. Ray Belton, Chief of Staff Dr. Katara Williams, Interim Executive Vice President/Executive Vice Chancellor Dr. Bijoy Sahoo, Vice President for Finance and Business Affairs Mr. Flandus McClinton, Vice President for Strategic Planning, Policy and Institutional Effectiveness Mr. Vladimir Appeaning, Vice President for External Affairs Dr. Robyn Merrick, Chancellors Dr. James Ammons (Interim - SUNO), Dr. Orlando F. McMeans (SUAREC), Dr. Rodney Ellis (SUSLA), and Atty. John Pierre (SULC).

BOARD COUNSEL

Attys. Winston DeCuir, Jr., and Deidre Robert

AGENDA ITEM 3: ELECTION OF BOARD OFFICERS FOR 2020

**Nominations for chair and vice chair were unanimously closed because both candidates were unopposed.*

A. Chairman

Upon the motion by Rev. Donald Henry, Atty Domoine Rutledge was nominated as Chair of the Board of Supervisors. Dr. Leon R. Tarver II made a motion that was seconded by Mr. Sam Gilliam to close the nominations.

Motion passed.

Members vote: 14/15

Dr. Samuel C. Tolbert, Jr., - yes
Rev. Donald R. Henry – yes
Dr. Curman Gaines – yes
Dr. Leon R. Tarver II – yes
Mr. Donald Dunbar – yes
Mr. Richard Hilliard – yes
Dr. Leroy Davis – yes
Atty. Edwin Shorter – yes
Atty. Patrick Magee – yes
Mrs. Ann Smith – yes
Mr. Raymond Fondel – no
Dr. Rani Whitfield – yes
Mr. Sam Gilliam – yes
Ms. Arlanda Williams – yes
Mr. John Barthelemy - yes

Atty. Rutledge expressed his gratitude for being selected to serve another year. He thanked the board members for their support. He also thanked his wife Sharmayne and sons Darren and Dillon who were in attendance and recognized them.

B. Vice Chairman

Upon the motion by Rev. Donald Henry, Rev. Samuel C. Tolbert, Jr. was nominated as Vice chairman of the board.

There was a motion that was seconded to close the nominations.

Motion passed unanimously. Members vote: 15/15

Rev. Tolbert expressed appreciation to board members for their support. He says he is looking forward to another year.

AGENDA ITEM 4: ADOPTION OF THE AGENDA

Upon the motion and seconded the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 5: PUBLIC COMMENTS

None

AGENDA ITEM 6: ABOVE AND BEYOND AWARD

The Above and Beyond award was presented to Mr. Charles Bolden who is the Custodian Supervisor at Southern University at New Orleans.

Mr. Derrick James, The Facility Director at Southern University at New Orleans introduced Mr. Bolden and Atty Rutledge made the presentation and commended Mr. Bolden for his hard work. He was congratulated by the board members.

AGENDA ITEM 7: SPECIAL PRESENTATION(S)

A. Dr. Kim Hunter Reed, Commissioner of Higher Education, at the Louisiana Board of Regents

Greeted members of the Board and acknowledged the importance of higher education in the state and thanked Board members for the invite to present the Louisiana Board of Regents' Master Plan which focus on educational attainment and equity which is credit positive for the state's diverse colleges and universities. Dr. Reed's presentation included slides which addressed the Mission of The Louisiana Board of Regents, Louisiana's Challenge, Funding Trends, three-part focus when increasing attainment, the Return on Investment and the Louisiana's Equity Gap. At the conclusion of her presentation, she addressed questions from the Board Members and thanked them for their attention.

B. Grambling State University President Rick Gallot

Was introduced by Atty. Rutledge. Dr. Gallot gave greetings to the audience and thanked everyone for being in New Orleans to support the Bayou Classic event. He also thanked Dr. Belton and all the members of The Board of Supervisors for having him in the room during the board meeting. He was very thankful for friends and his last remark was "He will see everyone in the DOME!"

Atty Rutledge acknowledged Senator Cleo Fields and welcomed him to the podium to make a presentation. Senator Cleo Fields thanked the board members for the opportunity to speak and introduced his special guest and friend Mr. John Carmouche. Mr. John Carmouche presented and donated \$100,000 for the band trip to Pasadena, CA for the Rose Bowl parade to Mr. Kedric Taylor, Director of Bands. He also committed to buying a truck to be used for the football and band equipment. The truck will be wrapped with band and football logo. He presented a picture of the truck to Athletic Director Banks. Atty Rutledge and Dr. Belton thanked Senator Fields and Mr. Carmouche.

C. Marq My Words Foundation Scholarship Presentation

Scholarship that was established in memory of a SU law Center student Miss Marquita Christy. Her mother (Monique Kristy) and sister (Whitney Kristy) thanked the members of the board for allowing them to be at the meeting. They presented a plaque to Miss Trazelle who is the 2019 scholarship recipient and presented a Marq watch to the 2018 scholarship recipient Mr. Jimmy Herring. Atty Rutledge thanked the family for coming and told them “they will continue to be in the SU family prayers.”

Atty Rutledge introduced and recognized elected officials in the room and asked each of them to stand. He also recognized Laquita Thomas, president of the Southern University Alumni Federation, Ms. Verna Brown and Sharonda Dorsey-Quinn with CIA in DC and the Southern University Athletic Director, Roman Banks. AD Banks introduced special guest, Mr. Avery Johnson who was a former SU graduate and basketball player. Mr. Avery Johnson gave a warm thank you to Mr. Roman Banks for inviting him to the Southern University Board of Supervisors meeting. He also thanked Southern University and the Athletic Department for all they did for him while he was at Southern University. Mr. Avery mentioned all that has transpired in his life from his Southern University days until today. He plans to continue to support Southern University. He will be in town for the entire weekend.

AGENDA ITEM 8: ACTION ITEMS

Atty Rutledge informed the members that there was a revision made within the SUNO Campus report. The minutes has been corrected and will be updated on the website

Upon the favorable motion with corrections by Atty Patrick Magee and properly second to approve action items A – J (3) in Globo.

Motion passed.

- A. Minutes of the October 18, 2019 Meeting of the Board of Supervisors**
- B. Request Approval of Certification of SUBR Candidates for Graduation (Fall 2019)**
- C. Request Approval of Certification of SULC Candidates for Graduation (Fall 2019)**
- D. Request Approval to Adjust Current Refund Policy for Student Withdrawals (SUBR and SULC)**
- E. Request Approval for Proposed Tuition Reduction per SCH for Online Programs (SUBR)**
- F. Request Approval to Exceed the Maximum Transferable Hours for the Registered Nurse (RN) Degree to Bachelor of Science in Nursing (BSN) Degree (SUBR)**
- G. Request Approval to Utilize Prior Year Funds to Support Presidential Scholarships – Fall 2019 – Spring 2020 (SUBR)**

H. Request Approval to Award the Honorary Doctorate of Humane Letters to the Honorable Sonny Purdue, U.S. Secretary of Agriculture (SUBR)

I. Request Approval to Increase Clinical Laboratory Fees in the School of Nursing (SUBR)

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

Name	Position/Campus	Salary
1. Terry T. Kidd	Vice Chancellor for Academic Affairs and Workforce Development (New Appointment) SUSLA	\$116,000.00
2. Janice Sneed	Associate Vice Chancellor for Academic Affairs and Workforce Development (Title Change) SUSLA	N/A
3. Donnie Wise	Director of Facilities and Risk Management) (New Appointment) SUSLA	\$62,500.00

K. Resolutions

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

- Mrs. Vernon Samuels
- Mrs. Bertha Robinson Stewart
- Mrs. Frankie Mae Pilson
- Mrs. "Y" Jean Whitley

It was moved and properly seconded to adopt the resolutions and commendations.

Motion passed

AGENDA ITEM 9: INFORMATIONAL ITEMS

A. Priority Projects Updates, SUS

None

B. Enrollment Assessment Update

Dr. Belton introduced Mr. Gasery who is with Gasery & Associates, LLC. Mr. Gasery provided a snapshot of his observation and findings as of the last couple months. He will provide and present the final report at the end of January. He presented the Top three opportunities for improvement – Behavior/Culture, Communication, and Processes

C. Medical Marijuana Update

Dr. McMean updated the board on the Medical Marijuana program – General Counsel Robert and Winston assisted Dr. McMean with explaining the products and the expansion.

D. System President's Report

Dr. Belton thanked the board for their leadership. He stated, “he had good news and wanted to formally inform everyone that Southern University System has finalized the MOU w/ SASOL. They have given indication of their willingness to establish a \$1 million endowment to support the global service policy within the Nelson Mandela College of Public Government.” Dr. Belton invited Mr. Keith Dooley to come to podium to briefly greet the board with a few words. Mr. Keith Dooley is the Honorary Counsel to the republic of South Africa. He is a 1987 graduate who assisted with the project. Mr. Dooley thanked the board and Dr. Belton for the opportunity to speak briefly on the endowment and he said he would continue to seek funds for the Mandela College. Dr. Belton thanked Mr. Dooley for his leadership and continued support of Southern University.

Dr. Belton and Atty Deidre Robert provided a brief update on a couple of projects that the system is pursuing to provide potential accommodations for the programs and housing for the students on the Baton Rouge campus. Atty Roberts stated “The university has been engaged with the Southern University System foundation in the effort to grow and expand some of the programs. Specifically, the College of Nursing and Allied Health Programs. we've engaged them to work with us in acquiring additional space so that we can grow the program and add additional programming and academic offerings to the College of Nursing and Allied Health.” Atty Robert mentioned the increase in enrollment. She informed the board “they are moving forward on the campus housing plan and have begun working with a consultant on expanding campus housing to include 1000 beds, as well as a new cafeteria for the students. So, as we move forward, we will certainly bring more items to the board for your approval and review with regard to the acquisition of additional space for the university, as well as housing for our students.”

Dr. Belton thanked Atty Robert for the brief update.

In closing, Dr. Belton introduced and recognized the chancellor of the Baton Rouge community college, Mr. Willie Smith. He's Dr. Belton personal guest for the Bayou Classic contest.

CAMPUS REPORTS

SUNO (Dr. James H. Ammons)

Thanked Dr. Belton and Atty Rutledge and the members of the board for the opportunity to serve as interim chancellor of Southern University in New Orleans and thanked them for their support.

Since he's been there, SUNO had a bash for their 60th anniversary of being in existence. It was held at the Hyatt Regency and Gov John Bel Edwards was in attendance.

Dr. Ammons gave an update that they are working on the SACS report. They must show evidence that they are working toward the issues identified in the report. They have a deadline of mid-March. A special committee will visit April 14 through April 16 of 2020.

He stated, "Our team is on the ground, working extremely hard. And I want to say to both the supervisor members, William Shorty and John Barthelemy, thank you so much for your support and for all of the encouragement that you are giving to the team and to myself." Dr. Ammons also thanked Dr. Melva Williams for joining the team and thanked Chancellor Ellis for allowing her to work with the team in the area of enrollment management. Dr. Ammons mentioned the staff working with them in the area of accreditation and Academic Affairs, in finance, and in fundraising. Dr. Ammons stated, "We are focusing on first and foremost, increasing revenue and reducing spending. So, we have identified areas of opportunity, enrollment growth, especially focusing on Community College transfers those who have finished in December. We have a course an ongoing relationship with SUSLA, Delgado Community College and Fletcher, and Nunez community colleges. We're also focusing on those students who would like to pursue graduate degrees, especially in areas like social work. We have a major fundraising drive that we kicked out this morning on the radio with Sheryl Underwood. We have a goal of \$1 million between now and the beginning of the year to provide scholarships to students who will come to the institution in general. And we have to do this quickly because as I said, our report is due to SACS in mid-March, we have begun to take a look at the application process under the leadership of Dr. Melva Williams, we now have an automated application process where it's much easier now to apply for admission to the university."

Dr. Ammons also mentioned, "we're also looking at accounts receivables, trying to collect those as well as trying to get reimbursements from FEMA. And of course, I think probably the most important thing is that we have to find a way to reduce spending and improve the financial health indicators of the university"

At the conclusion of Dr. Ammons report, he made the announcement that Ms. Gloria Moultrie who is chief administrative officer will retire on December 31, 2019 – He thanked her for her services.

SUSLA – Dr. Rodney Ellis

Recognized the SUSLA Soundwave marching band and dance line that greeted everyone this morning. He mentioned "about three years ago they embarked on the endeavor of trying to start a band and the resources were put in place by Dr. Belton prior to his leaving and I carried it on." The band will participate in the parade this year. Dr. Ellis recognize Dr. Whitfield and Mr. Fondel for their support on the initiative.

Dr. Ellis mentioned in the past months they have received close to about \$3.5 Million in grants. He thanked Dr. Tarver for his support. He also recognized and thanked Darrin Dixon for his service and support as well as Dr. Belton and Mr. Sam Gilliam and Richard Hilliard.

SUAREC - Dr. Orlando F. McMean

Introduced Mrs. Lisa Williamson, who came in from West Virginia. She will be his new executive assistant starting in January. He also introduced his former colleague, Miss Brunetta Dilliard. Dr. McMeans mentioned " We just received those notification that we received three grants from the USDA National Institute for food and agriculture, totaling \$900,000." He thanked Dr. Andre Johnson, who assisted with this project. Dr. McMean" thanked Dr. Belton Chairman Rutledge, and board member Smith, and there are a number of you in this audience who are supporting this effort, but also assessing where the next

steps are as relates to Southern University in the Hamp space. We are going to be in this space, but I think the main thing that I learned from the meetings recently is that we're going to dictate what space that we're in and how we're going to be in that space.”

Dr. McMean mentioned there are will be international projects coming up soon. He thanked Dr. Rueben Walker for his leadership. He thanked everyone for their support in the last 60 days and asked them to look at his report. In his report he speaks of his vision for the Agriculture Center in the College of Agricultural Family and Consumer Sciences. Dr. McMeans addressed questions from the board members and thanked them for their support.

SULC - Chancellor John Pierre

Congratulated the chair and Vice chair for being reelected to the board. He thanked Dr. Sahoo for coordinating the viewing of the movie “Just Mercy”. It was a huge success. He also thanked Dr. McMean for assisting with The EMP symposium on Dec 12 – 13, 2019.

Upcoming events

January 11, 2020 – Media Commencement at River Center

January 17 – January 19, 2010 – The SU Law Center will be hosting American Collegiate National MOOT court competition at law center

Atty Rutledge recognized representative elect Jason Hughes, Ed Price, Alicia from the governor’s office, Josh Hollins and Ted James.

SUBR - Dr. Bijoy Sahoo

Now serving in an interim capacity as the Executive Vice President/Executive Vice Chancellor. Thanked the board members and Dr. Belton for the opportunity to serve in the capacity. He mentioned STEM Day on the Baton Rouge campus was a success as well as the viewing of the premier movie “Just Mercy”

Dr. Sahoo offered special thanks to the SU votes for its effort to educating our students on the 2019 election process and encouraging voter participation. The SUBR campus is busy preparing for fall graduation which will be on December 13, 2019.

AGENDA ITEM 10: OTHER BUSINESS

- Atty Rutledge informed the board members that there will be a board presentation during the pre-game at 3:25 PM. All board members are asked to be at the Ground Level Gate A for 2:30 PM.
- Mr. Fondel thanked Mr. Donald Dunbar and Dr. Robyn Merrick for their efforts during the elections and the push with SU Votes. The number of students who voted in the election increased.

AGENDA ITEM 11: ADJOURMENT

Upon the motion by Atty Rutledge and properly seconded the meeting adjourned.

Motion passed.

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

AGREEMENT TO CONDUCT PROGRAMS AND TO PROVIDE SPACE

This Agreement to Conduct Programs (this "Agreement") is entered into effective the 1st of _____, 2019 by and between:

BOARD OF SUPERVISORS OF SOUTHERN UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE ("SU"), a Louisiana public constitutional corporation domiciled in the Parish of East Baton Rouge, State of Louisiana, with a mailing address of P. O. Box 9562, Baton Rouge, Louisiana 70813, herein represented by Dr. Ray L. Belton, its President-Chancellor, duly authorized by virtue of a resolution of the Board of Directors of said corporation,

and

SU FOUNDATION ENTERPRISE PARTNERS ("Enterprise Partners"), a Louisiana nonprofit corporation and wholly-owned subsidiary of the Louisiana nonprofit corporation, **SOUTHERN UNIVERSITY SYSTEM FOUNDATION ("Foundation")**, a Louisiana nonprofit corporation domiciled in the Parish of East Baton Rouge, State of Louisiana, with a mailing address of J. S. Clark Administration Building, 3rd Floor, G. Leon Netterville Drive, Baton Rouge, Louisiana 70813, herein represented by Alfred Harrell, III, its duly authorized representative by virtue of a resolution of the Board of Directors of said corporation,

Hereinafter the Board of Supervisors of Southern University and Agricultural and Mechanical College and SU Foundation Enterprise Partners, each a "party" and sometimes collectively referred to as the "Parties"

for the purpose of acquiring space to expand and develop additional educational programming for the Southern University College of Nursing and Allied Health.

NOW, THEREFORE, the Parties agree as follows:

WHEREAS, SU has constitutional management and supervisory authority over the institutions placed by statute under its authority (the "Southern University System");

WHEREAS, the Southern University System has a diverse enrollment and is a leader in graduate and undergraduate level education through quality four-year (4-year), graduate, professional and research programs among its five Louisiana campuses, including a law center and an agricultural and extension center;

WHEREAS, the Southern University System is a multi-campus, State of Louisiana University System continually building upon a legacy of providing opportunity to students from all walks of life;

WHEREAS, the Southern University System's mission is to further develop and fortify its land grant purpose with emphasis on appropriate access and delivery of quality instruction, problem-solving, high-impact research, extension, and service;

WHEREAS, the Southern University System values excellence in teaching, research, and public service, and is committed to providing a safe environment conducive to learning and operating in accordance with the highest standards of management and efficiency;

WHEREAS, the creation of the Foundation is authorized by Louisiana Revised Statute 17:3390 as a private, nonprofit corporation organized to support the Southern University System, and the Louisiana legislature has determined that private support enhances the programs, facilities, and research and educational opportunities offered by public institutions of higher education in Louisiana;

WHEREAS, the mission of the Foundation is to secure financial support for each of the five (5) campuses of the Southern University System and to provide broader educational advantages for SU's students, encourage research among SU's faculty, and advance the Southern University System's role in helping to build an increasingly functional Louisiana;

WHEREAS, Louisiana Revised Statute 17:3390 encourages SU to promote the activities of the Foundation;

WHEREAS, the Foundation created SU Foundation Enterprise Partners as a Louisiana nonprofit corporation for the express purpose of assisting the Southern University System to develop innovative academic and strategic programs with the capacity of generating alternative revenue streams for the Foundation and for Southern University System;

WHEREAS, the Foundation is the sole member of SU Foundation Enterprise Partners and appoints the members of the Board of Directors of SU Foundation Enterprise Partners;

WHEREAS, the Southern University System and Foundation, itself or through Enterprise Partners, endeavor to acquire space to expand and develop additional educational programming for the Southern University College of Nursing and Allied Health;

WHEREAS, it is contemplated that the space to be acquired will be located at the facility known as Howell Place Surgical Center in Baton, Rouge, Louisiana and is less than five (5) miles from the main campus;

NOW, THEREFORE, the Parties agree as follows:

1. **TERM.** The term of this Agreement shall be ten (10) years beginning _____, 2020 (the "*Term*") and ending _____, 2030; provided, however, that either party may cancel this Agreement in the event that the Deed of Lease by and between _____ as Landlord and Southern University Foundation Enterprise Partners, L.L.C. as Tenant (herein the "*Deed of Lease*") terminates.

2. **LEASE AND SUBLEASE.** Enterprise Partners will enter into the Deed of Lease to lease space for the benefit of itself and SU at the _____, based on terms mutually agreeable to _____ and Enterprise Partners. The Parties agree that Enterprise Partners will sublease to SU 4,999 square feet of space in _____ facility for an annual rental of _____ to be paid by SU to Enterprise Partners each year on a date mutually acceptable to the Parties. The Parties agree that said sublease shall provide that the rental amount shall not escalate during the term of the sublease, and SU shall have no obligation for any expenses of maintenance, utilities, upkeep, janitorial, security or furnishings, all of which expenses will be borne by Enterprise Partners, itself, or through its Lessor, _____.

3. **PROGRAMS.** Enterprise Partners will assist the Southern University System to establish, manage, and operate the expansion of the programs currently offered by the College of Nursing and Allied Health.

4. **CONSULTANTS.** For the benefit of SU, Enterprise Partners will engage consultants to advise Enterprise Partners and SU regarding academic and strategic opportunities for furthering the academic and research mission of SU, including but not limited to the development of additional revenue and non-revenue generating educational programs.

5. **GOVERNANCE.** The Board of Directors of SU Foundation Enterprise Partners shall be appointed by the Southern University System Foundation consistent with the Articles and By-laws of the two organizations and shall include the appropriate Southern University System representation as determined by the Foundation; provided, however, the governance of Enterprise Partners should include the Executive Vice President of the Southern University System and the Dean of the College of Nursing and Allied Health.

6. **PROGRAM MANAGEMENT.** All programming shall be managed by SU faculty, staff, and administrators.

7. **ADMINISTRATIVE FEE.** SU Foundation Enterprises Partners shall receive an administrative fee equal to four (4%) percent for successfully assisting the university with this matter.

8. **DEPOSITS OF FEES, GRANTS, AND FUNDS.** All fees, grants, and funds generated by the Programs shall be owed to and deposited directly into an Enterprise Partners account. All expenses incurred by Enterprise Partners related to the housing, operation and support of the Programs, including but not limited to the administrative fees earned by Enterprise Partners pursuant to Section 8 above and all rental, consulting fees, personnel costs, program operation, legal and accounting expenses, and all other expenses incurred by Enterprise Partners to operate

the Programs, shall be paid by Enterprise Partners from this account. After all such Enterprise Partners expenses and fees are paid, the net remaining funds generated by the Programs shall be used by Enterprise Partners to support SU at SU's discretion. The amount of such net remaining funds shall be calculated at the end of each calendar year by Enterprise Partners and shall be used to support SU, as agreed to by the Parties and directed by SU. The process of invoicing and billing must adhere to and follow federal guidelines in the proposal and award schedules.

9. POLICIES AND PROCEDURES. The Parties will develop more specific policies and procedures to further govern their relationship and the daily operation of the Programs undertaken by the Parties.

10. INSURANCE AND INDEMNIFICATION.

- a. Throughout the Term of this Agreement, SU shall maintain insurance for bodily injury, death, or property damage arising from the operations of the SU under this agreement with minimum limits of liability in the amount of Two Million and No/100 Dollars (\$2,000,000.00) per occurrence. Enterprise Partners shall be an additional insured on this policy. A certificate evidencing such insurance shall be furnished to Enterprise Partners upon request.
- b. b. Throughout the Term of this Agreement, Enterprise Partners shall maintain insurance for bodily injury, death, or property damage arising from the operations of the Enterprise Partners with minimum limits of liability in the amount of Two Million and No/100 Dollars (\$2,000,000.00) per occurrence. SU shall be an additional insured on this policy. A certificate evidencing such insurance shall be furnished to SU upon request.
- c. SU agrees to protect, defend, indemnify, save, and hold harmless, Enterprise Partners, its officers, agents, and board members, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur out of, any act or omission of SU, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by Enterprise Partners as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the Enterprise Partners, its officers, agents, employees and Board Members.
- d. Enterprise Partners agrees to protect, defend, indemnify, save, and hold harmless, SU, its officers, agents, employees, and board members, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of out of, any act or omission of Enterprise Partners, its agents, servants, employees, and board members, or any and all costs, expenses and/or attorney fees incurred by SU as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the SU, its officers, agents, employees and Board Members.

11. **NOTICES.** Any notices required or permitted to be given hereunder shall be in writing and shall be served on the Parties at the addresses set forth below or to such other address as the Parties entitled to receive such notice may, from time-to-time hereinafter designate by giving written notice pursuant thereto. Any such notice shall be either: (a) sent by personal delivery, in which case notice shall be deemed delivered upon receipt, (b) sent by facsimile, in which case notice shall be deemed delivered upon receipt of confirmation of transmission of such facsimile notice, (c) sent by certified mail, return receipt requested, postage pre-paid, in which case notice shall be deemed delivered upon actual delivery (or attempted delivery which is refused), or (d) sent by overnight delivery using a nationally-recognized overnight courier (e.g. Federal Express) in which case notice shall be deemed delivered one (1) business day after deposit with such courier.

**BOARD OF SUPERVISORS OF
SOUTHERN UNIVERSITY AND
AGRICULTURAL AND MECHANICAL
COLLEGE**

c/o Dr. Ray Belton, President-Chancellor
J.S. Clark Administration Bldg., 4th Floor
G. Leon Netterville Drive
Baton Rouge, LA 70813
Facsimile No.:
Email: _____

**SU FOUNDATION ENTERPRISE
PARTNERS**

c/o Mr. Alfred E. Harrell III, CEO
Southern University System Foundation
J.S. Clark Administration Bldg., 3rd Floor
G. Leon Netterville Drive
Baton Rouge, LA 70813
Facsimile No.:
Email: _____

12. **MISCELLANEOUS PROVISIONS.** The parties further agree to the following miscellaneous provisions:

- a. Governing Law. This Agreement shall be governed by Louisiana law and is fully performable in the Parish of East Baton Rouge, Louisiana.
- b. Entire Agreement: This Agreement is the entire agreement between the parties and, except as expressly provided herein, cannot be changed, altered, or amended except by written amendment signed by both parties. The parties acknowledge and warrant that:
 - i. There are no other agreements, whether oral or written, express or implied between the Parties, relating to the subject matter of this Agreement; and
 - ii. Neither party is entering into this Agreement in reliance on any promises or representations that are not expressly stated in this Agreement.
- c. Amendments: Amendments to this Agreement may from time to time be agreed to, executed, and made a part of this Agreement. No amendment to this Agreement will be binding or enforceable unless it is in writing and is signed by both of the parties hereto.
- d. Waiver: The waiver by either party of a breach or violation of any provision(s) of this Agreement will not operate as or be construed to be a waiver of any other or subsequent breach or violation.

- e. Counterparts: This Agreement may be signed and delivered in two (2) or more counterparts, each of which will be deemed an original and all of which together will constitute one and the same instrument.
- f. Savings Clause: The invalidity or unenforceability of any provision in this Agreement shall in no way affect the validity or enforceability of any other provision. This Agreement shall be construed as if the invalid or unenforceable provision were never included in the Agreement.
- g. Use of Name: Here the Party shall make any use of the other Party's name, marks or logo without that Party's prior written consent.

(Remainder of Page Intentionally Blank.)

DRAFT

[Signature Page for Agreement to Conduct Programs and to Provide Space between the Board of Supervisors of Southern University and Agricultural and Mechanical College and SU Foundation Enterprise Partners]

THUS DONE AND SIGNED in the Parish of East Baton Rouge, State of Louisiana, in the presence of me, notary, and the following competent witnesses, who have signed in the presence of the parties and me, notary, on the date first above written, but effective on the Effective Date.

WITNESSES:

SU FOUNDATION ENTERPRISE PARTNERS

Printed Name: _____

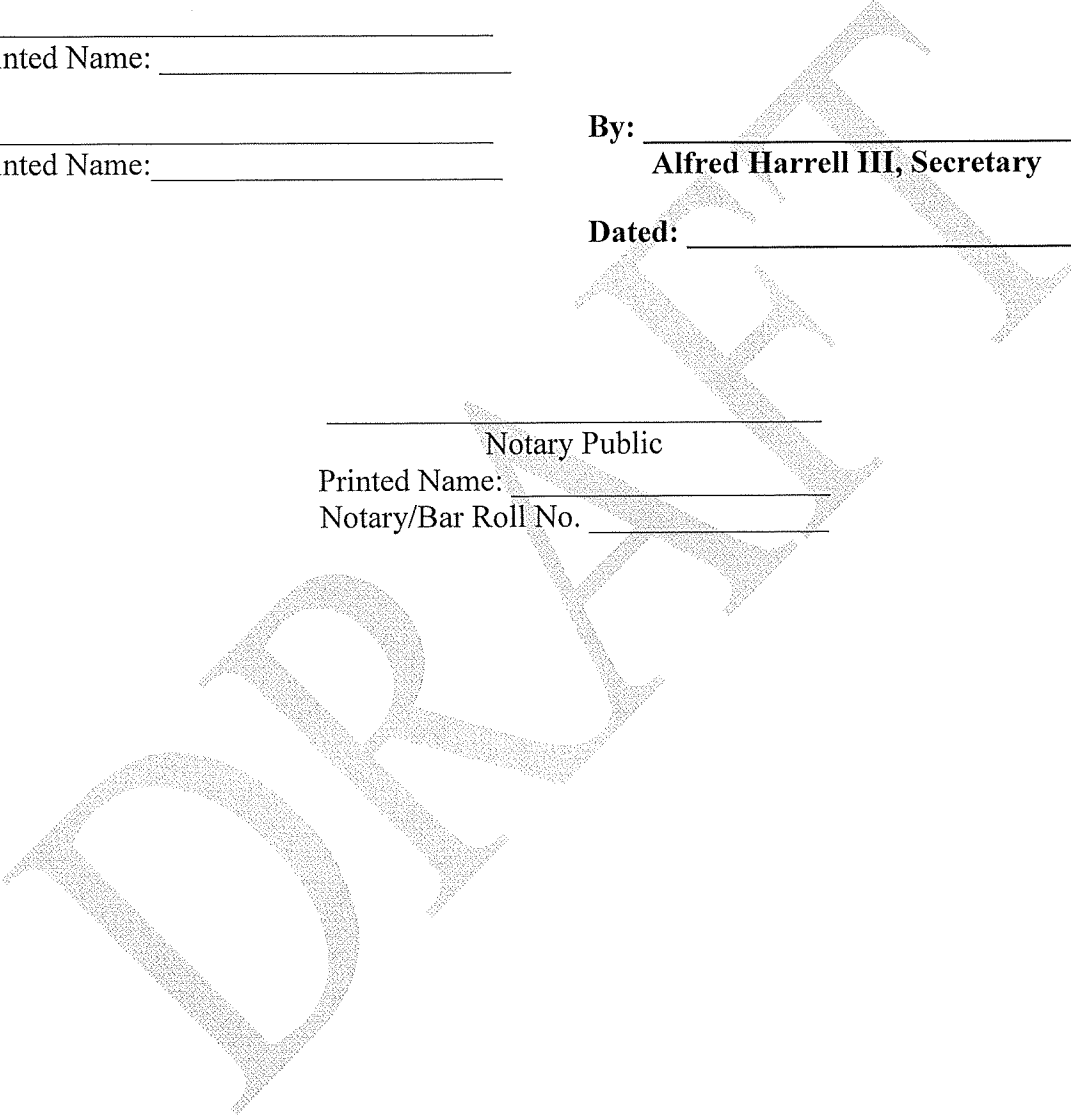
By: _____

Printed Name: _____

Alfred Harrell III, Secretary

Dated: _____

Notary Public
Printed Name: _____
Notary/Bar Roll No. _____



[Signature Page for Agreement to Conduct Programs and to Provide Space between the Board of Supervisors of Southern University and Agricultural and Mechanical College and SU Foundation Enterprise Partners]

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WITNESSES:

Printed Name: _____

Printed Name: _____

**BOARD OF SUPERVISORS OF
SOUTHERN UNIVERSITY AND
AGRICULTURAL AND MECHANICAL
COLLEGE**

By: _____
Printed Name: _____
Its _____

Dated: _____ +

Notary Public
Printed Name: _____
Notary/Bar Roll No. _____