

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

9:00 a.m.

April 16, 2021

Shreveport Convention Center
104 Market Street
Shreveport, LA

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS MEETING

Committee of the Whole

Friday, April 16, 2021

Shreveport Convention Center

104 Market Street

Shreveport, LA 71101

9:00 AM

AGENDA

1. Call to Order
2. Invocation ~ Reverend Alejandro Smith, Pastor of Light Hill Baptist Church
3. Pledge of Allegiance
4. Roll Call
5. Adoption of the Agenda
6. Public Comments
7. Special Presentations:
 - A. Above and Beyond Award
 - B. Frank Taylor, Jr. Memorial Scholarship
 - C. Billie Jones Donation
 - D. SU Army ROTC
 - E. Greetings from GSU President Rick Gallot
 - F. Bayou Classic Signature Mask
 - G. Check Presentations:
 1. McDonald's (SUSLA)
 2. SUSLA Alumni (SUSLA)
 3. Precious Memory Funeral Home (SUSLA)
8. Action Items:
 - A. Approval of Minutes of March 12, 2021 Virtual Meeting of the SU Board of Supervisors
 - B. Certification of Spring 2021 Graduates (SUBR, SUNO, SUSLA, and SULC)
 - C. Request Approval to Award the Honorary Degree of Doctorate of Humane Letters to J. Terrell Brown- SU College of Business (SUBR)
 - D. Request Approval for the Conferral of a Posthumous Degree in the Name of William Nabors from the Southern University Law Center (SULC)
 - E. Request Approval of Ms. Gayle Benson as Commencement Speaker and Awarding of Honorary Degree of Doctorate of Humane Letters -SUNO College of Business and Public Administration (SUNO)
 - F. Request Approval to Establish the Southern University and A&M College Jewel Limar Prestage Public Policy, Polling and Research Center (SUBR)
 - G. Request Approval of Memorandum of Understanding between the Southern University Agricultural Research and Extension Center and Black Farmers Hemp Research and Training Facility, LLC (SUAREC)
 - H. Request Approval of Memorandum of Understanding between the Southern University Agricultural Family and Consumer Sciences 1890 JAG S.T.A.R.S Scholarship and East Baton Rouge Parish School System (SUAREC)
 - I. Request Approval of Memorandum of Understanding between LSU Health Shreveport School of Medicine MOU with SUBR and SUNO
 - J. Request Authorization for the Southern University Law Center (SULC) to negotiate an Agreement with ION Tuition and Mentor Works to Provide Alternate Sources to Finance Student Educational Aspirations and Pursuits (SULC)
 - K. Request Approval of Memorandum of Understanding (MOU) to develop remote/virtual certificate and degree programs for students and professionals in Sub-Saharan Africa by the Southern University Law Center (SULC)

L. Request Approval of Tenure and Promotion Recommendations

Southern University A&M College, Baton Rouge
FACULTY TENURE and PROMOTION REVIEW
Academic Year 2020-2021

College of Sciences and Engineering					Actions: Recommended or Not Recommended					
Name	Dept.	Rank	Requested Action for Tenure	Requested Action for Promotion	Department Committee	Chair	College/School Committee	Dean	VCAA Committee	Executive Vice Chancellor
1. Yaser Banadali	Computer Science	Assistant Professor	Yes	Yes	Not Recommended for Either Tenure or Promotion	Recommended for Both Tenure and Promotion	Recommended for Both Tenure and Promotion	Recommended for Both Tenure and Promotion	Not Recommended Based on Stated Concerns*	Recommended for Tenure and Promotion
*Note: Concerns of the university committee were duly investigated. Tenure and promotion are both recommended based on review of the Faculty Handbook section 4.7.B which supports time requirement for the application. Letter from the department chair confirms the credentials of applicant to teach in the Department of Computer Science. Additionally, given lack of peer review evaluation, that portion of score was removed to determine sufficiency in meeting expectations in the area of teaching excellence.										
2. Lidya Dubytska	Biology	Associate Professor	Yes	Yes	Recommended for Both Tenure and Promotion	Recommended for Both Tenure and Promotion	Recommended Tenure/Not Recommended Promotion	Recommended for Both Tenure and Promotion	Not Recommended Based on Stated Concerns**	Recommended for Tenure only
**Note: Concerns of the university committee were investigated. Given lack of peer review evaluation, that portion of score was removed to determine sufficiency in meeting expectations in the area of teaching excellence. However, the time requirement for promotion is not met (see section 4.8.D Promotion Criteria, page 55, Associate Professor to Professor requirement).										
3. Xiaoping Yi	Biology	Assistant Professor	Yes	Yes	Recommended for Both Tenure and Promotion	Recommended for Both Tenure and Promotion	Not Recommended for Tenure/Not Recommended for Promotion	Recommended for Both Tenure and Promotion	Not Recommended Based on stated concerns***	Recommended for Tenure only
***Note: Concerns of university committee were investigated. Given lack of peer review evaluation, that portion of score was removed to determine sufficiency in meeting expectations in the area of teaching excellence. Based on review of the Faculty Handbook section 4.7.B, applicant meets the time requirement for the for tenure. However, time requirement for promotion was not met (see section 4.8.D Promotion Criteria, page 55, Assistant Professor to Associate Professor requirement).										

- M. Request Approval of Tenure Track Recommendation for Katherine A. McFarlane (SULC)
- N. Request Approval to Implement 100% Online Degree Courses, Effective Fall 2021 (SUNO)
1. B.S. in Criminal Justice
 2. M.A. in Criminal Justice
 3. Bachelors in Interdisciplinary Studies
 4. B.S. in Health Information Management Systems
- O. Request Approval Implement New Programs of Study Specifically Designed to Address the Workforce Needs in the Northwest Louisiana Region, Increase Enrollment and Provide More Options and Opportunities for Embedded Credentials. (SUSLA)
5. Associates of Applied Science in Computer Engineering
 6. Certificate of Technical Study: Engineering (Academic Transfer and Dual Enrollment)
 7. Certificate of Technical Study: Quality Assurance
 8. Certificate of Technical Study: Energy Technology
 9. Certificate of Technical Study: Electronics Technology Technician
 10. Certificate of Technical Study: Petroleum Technology Operator
 11. Certificate of Applied Science: Digital Forensics
 12. Certificate of Technical Studies: Aviation
 13. Certificate of Technical Studies: Automotive Technology
 14. Certificate of Technical Study: Precision Measurement Instruments
 15. Certificate of Technical Studies: Payroll Accounting
 16. Certificate of Technical Studies: Human Resources Specialist
 17. Certificate of Technical Studies: Law Enforcement Administration
 18. Certificate of Technical Studies: Security Studies
 19. Associate and Applied Science (AAS) Degree in Graphic and Web Design
 20. Certificate of Technical Studies: Graphics Design
 21. Request Approval of Certificate of General Studies
- P. Request Approval to Use Prior Year Funds for Student Services (SUBR)
- Q. Request Authorization to Advance the HBCU Capital Finance Program Application (SUBR)
- R. Request Approval of Endowed Professorship Policy (SUSLA)
- S. Request Approval of Revised Policy for Endowed Faculty and Chairs (SUBR)

T. Request Approval of Salary Adjustments for Instructors/Academic Counselors (SULC)

Name	Position/Campus	Salary	Funding Source
1. John Brown	Instructor/Academic Counselor Salary Adjustment (SULC)	\$81,000.00	Federal
2. Jessica Johnson	Instructor/Academic Counselor Salary Adjustment (SULC)	\$84,000.00	Federal
3. Kimberly Lamotte	Instructor/Academic Counselor Salary Adjustment (SULC)	\$96,000.00	Federal
6. Courtney Richardson	Instructor/Academic Counselor Salary Adjustment (SULC)	\$93,000.00	Federal
7. Gina Signorelli	Instructor/Academic Counselor Salary Adjustment (SULC)	\$81,000.00	Federal
8. Rahim Smith	Instructor/Academic Counselor Salary Adjustment (SULC)	\$93,000.00	Federal
9. Julie Stillman	Instructor/Academic Counselor Salary Adjustment (SULC)	\$81,000.00	Federal
10. Jerne' Theriot	Instructor/Academic Counselor Salary Adjustment (SULC)	\$81,000.00	Federal
11. Valencia Vessel	Instructor/Academic Counselor Salary Adjustment (SULC)	\$81,000.00	Federal
12. William Wilson	Instructor/Academic Counselor Salary Adjustment (SULC)	\$81,000.00	Federal

U. Request Approval of Equity Adjustments (SUBR)

1. Cynthia Bryant	Dean of Humanities and Interdisciplinary Studies Equity Adjustment (SUBR)	\$145,650.00	State
2. Barbara Carpenter	Dean of International Programs Equity Adjustment (SUBR)	\$127,500.00	State
3. Karen Crosby	Dean of the Honors College- SUBR Equity Adjustment (SUBR)	\$127,500.00	State
4. Damien Ejigiri	Dean of the Nelson Mandela School of Public Policy and Urban Affairs Equity Adjustment (SUBR)	\$145,650.00	State
5. Dawn Kight	Dean - Library Equity Adjustment (SUBR)	\$127,500.00	State

V. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00

Name	Position/Campus	Salary	Funding Source
1. Marla Dickerson	Associate Vice-Chancellor for Innovation and Strategic Partnerships and Initiatives New Appointment (SULC)	\$126,000.00	State
2. Adriel Hilton	Vice-Chancellor of Student Affairs and Enrollment Management/Associate Professor of Education Faculty Appointment / Title Change (SUNO)	No Change	--
3. Jasmine Hunter	Director of Communication Additional Duties (SULC)	\$78,000.00	State
4. Kerii Landry-Thomas	Associate Vice Chancellor for Equity Inclusion and Title IX New Appointment (SULC)	\$120,000.00	Federal
5.. Robyn Merrick	VP for External Affairs and University Relations Additional Duties (SUS)	\$145,000.00	State
6.. Nadia Gadson Moses	Asst Dean and Program Director Additional Responsibilities (SUBR)	\$74,000.00	Federal
7. Ursula Ransburg	Title IX Investigator/ Campus Safety & Clery Act Coordinator New Position (SULC)	\$78,000.00	State
8. Tracie Washington	Title IX Director New Position (SULC)	\$99,000.00	Federal
9. Clarence Williams	Director of Admissions and Recruitment New Position (SUNO)	\$70,000.00	State

W. Request approval of Sabbatical for the Fall 2021 Semester- Dr. David S. Adegboye' (SUNO)

X. Resolutions

9. Informational Items

A. Interim Financial Update

B. Dual Enrollment Update (by campus)

C. Update on SULC Legal Education in the Shreveport/Bossier and Northwest Region (SULC)

D. Update on Vaccination Public Awareness Campaign - Don't Wait. Vaccinate!

E. Legislative Update

F. System President's Report ~ Southern University and A&M College Presidential Fellows

G. Campus Reports

10. Other Business

11. Adjournment

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS MEETING

Committee of the Whole

Friday, March 12, 2021

9:00 a.m.

Virtual Meeting

Minutes

The meeting of the Southern University Board of Supervisors was called to order by Board Chairman Attorney Domoine Rutledge. The invocation was given by Father Thowatermas Clark, S.J., , Pastor of Immaculate Conception Catholic Church in Scotlandville and the Priest at St. Joseph Chapel and Martin Luther King, Jr. Catholic student Center on the Southern University Baton Rouge Campus.

Roll Call by Dr. Ray Belton.

All Board Members Present: Chairman Atty. Domoine Rutledge, Vice Chairman Atty. Edwin Shorty, Atty Jody Amedee, Mr. John Barthelemy, Dr. Leroy Davis, Mr. Raymond Fondel, Jr., Mr. Bakari Garvey, Mr. Sam Gilliam, Mr. Richard Hilliard, Mr. Myron Lawson, Ms. Christy Reeves, Mrs. Ann Smith, Dr. Leon Tarver II, Rev. Samuel Tolbert, Dr. Rani Whitfield, and Ms. Arlanda Williams

AGENDA ITEM 4: ADOPTION OF THE AGENDA

Upon the motion by Dr. Rani Whitfield and second by Ms. Christy Reeves, the agenda was recommended for adoption.

Motion Approved.

AGENDA ITEM 5: SPECIAL PRESENTATIONS

A. Above and Beyond Award

Presented by Mr. Pitts and Mr. Wade from the Office of Facilities Service to Mr. Ralph Anthony Scott, Carpenter Foreman in the Office of Facilities Service. Mr. Anthony started in September 2018. In attendance was Mr. Pitts, Mr. Wade and the facilities service team gathered to support him. Mr. Pitts brought greetings from the Department of facility services. He mentioned briefly how Mr. Scott will be remembered for providing a safe space for people to return to work and thrive. He assisted with measuring and installing Plexiglass in the offices throughout the campus during the pandemic. He thanked Mr. Scott and told him “it was an honor and a pleasure to serve alongside with you.” Mr. Wade mentioned Mr. Scott was and added value to their department. He spoke about how Mr. Scott was detailed and will get his work done. He thanked Mr. Scott for being “the leader who had the motivation to go above and beyond.”

Mr. Scott thanked God for good health and thanked the facilities service department along with Mr. Pitts and Mr. Wade and lastly he thanked Southern University and the students who are like family.

Chairman Attorney Rutledge thanked Mr. Scott on behalf of the board, Dr. Belton, and the entire Southern University family. He presented him with the plaque. Photo was taking with the entire team and Mr. Scott along with Chairman Rutledge and Dr. Belton.

AGENDA ITEM 6: PUBLIC COMMENTS

Chairman Rutledge acknowledged there were a few public comments. One is a public comment from a Dr. Tonya Rose, who has expressed due process issues with our tenure and promotion process. He mentioned, "I did speak to Dr. Rose. She called me and I conveyed her concerns to Dr. Belton, and I'm hopeful that Dr. Belton and Dr. Sahoo and the others will get with her and address her concerns, as I believe they are legitimate." The second public comment from Anthony I. Igiede. He is from the Southern University of Baton Rouge Faculty Senate in sociology. . He merely wishes to convey on behalf of the faculty senate condolences and convey them to the family of Dr. Kamran Abdullahi who is a longtime faculty member here on the Baton Rouge campus who recently passed away. Chairman Rutledge acknowledged there was another public comment related to the Southern University Law Center. He stated. "However, it does not align to an item that's on the agenda. But a letter was attached to a communication that was emailed to Mrs. Taylor- Jarrell. Board members, I've asked Mrs. Taylor-Jarrell to share the email with you, so she will be forwarding that email to you this morning."

AGENDA ITEM 7: ACTION ITEM(s):

There was a motion by Mr. Myron Lawson and second by Mrs. Ann Smith to approve Action Item 7A.

Motion Approved

A. Request Approval of the Minutes from February 12, 2021 meeting of the Board of Supervisors

There was a global motion by Mr. John Barthelemy and second by Ms. Christy Reeves to approve in global (action items 7B – 7E)

Motion Approved

Brief Comments were provided by Chancellor Pierre (SULC) on Item 7B, Chancellor McMeans (SUAREC) on Item 7C and Chancellor Ammons on Item 7D and 7E. They were all available for any questions the board members may have. There were none other than Chairman Rutledge congratulating Dr. Ammons on Item D and he mentioned he was impressed with the list of students and confirmed that Dr. Ammons had collaborated with Dr. Sandra Brown which Dr. Ammons agreed he did.

B. Request Approval of the Law, Agriculture, Arts, Business, Science, Engineering, and Technology (LA²B-SET) Collaboration Initiative to Enhance Faculty Development and Student Career Opportunities (SULC)**C. Request Approval of MOU Between Southern University Agricultural Research and Extension Center and Davis Farms, INC. to solidify an Agricultural Partnership relative to Research, Extension and Teaching (SUAREC)****D. Request to Establish Bachelor of Science in Nursing (BSN) program at Southern University at New Orleans for the 2022-2023 Academic Year (SUNO)**

E. Request Approval of MOU Between Southern University at New Orleans and Deep South Economic Mobility Collaborative to Enhance Economic Development and Business Procurement Opportunities (SUNO)

There was a global motion by Mr. John Barthelemy and second by Dr. Leon Tarver to approve in global (action items 7F – 7I)

Motion approved.

Brief comments were provided by Chancellor Pierre (SULC) and Dr. Appeaning (SUS and SUBR). They both were available for any questions the board members may have. Dr. Tarver asked Chancellor Pierre “what type of position would the individual be in, would it be a full time or tenure track?” Chancellor Pierre replied, “full time. He expects this to be a greater teaching role and not expecting the individual to do what a tenure track professor would do.” He gave a summary of professors. Dr. Tarver thanked Chancellor Pierre for the explanation. There were no other questions. Dr. Appeaning gave a brief summary of the polices and there were no additional questions.

- F. Request Approval to Create a New Academic Title of Professor from Practice at the Southern University Law Center (SULC)
- G. Request Approval of Cybersecurity Policy to establish the guiding principles for securing Information technology (IT) resources (SUS)
- H. Request Approval of Information Security Policy Plan to Safeguard Campus Data and Information (SUS)
- I. Request Approval of Graduate Council Policy for Southern University at Baton Rouge (SUBR)

There was a global motion by Mr. Myron Lawson and second by Dr. Leon Tarver to approve in global (action items 7J – 7L)

Motion approved.

Brief comments were provided by Chancellor Ellis (SUSLA) on Item 7J and 7K. He mentioned, Item 7J is an endowed scholarship made possible with a \$30k private donation from the Brookshire Grocery Company. The donation has been matched with \$30k from the Title III Fund for endowment support, totaling \$60k in non-state contributions. The private donation will be leveraged with a request for \$40k in matching state dollars from the La Board of Regents to fully endow the fund at \$100k. The Board of Regents established the First Generation Undergraduate Scholarship match program for the purpose of increasing college access and success for low-income and first-generation students. Item 7K is an endowed scholarship made possible with a \$50k private donation from the Alpha Kappa Alpha Educational Advancement Foundation, Incorporated. The donation has been matched with \$10k from the Title III Fund for endowment support, totaling, \$60k in non-state contributions. The private donation will be leveraged with a request for \$40k in matching state dollars from the La Board of Regents to fully endow the fund at \$100k. The Board of Regents established the First-Generation Undergraduate Scholarship match program for the purpose of increasing college access and success for low-income and first-generation students.

- J. Request Approval to Establish the Brookshire’s-Super 1 First-Generation Endowed Scholarship at Southern University at Shreveport (SUSLA)

Board of Supervisors Meeting Minutes March 12, 2021

- K. Request Approval to Establish the Alpha Kappa Alpha Sorority, Inc. Endowed First-Generation Endowed Scholarship at Southern University at Shreveport (SUSLA)
- L. Request Approval for Professional Legal Services between Board of Supervisors and Decuir, Clark and Adams, L.L.P. (SUS)

There was a global motion by Mr. Sam Gilliam and second by Mr. John Barthelemy to approve in global (action items 7M – 7N)

Motion approved.

Chairman Atty Rutledge asked Dr. Belton to explain the process in terms of layers that the individuals go through before they get to the board. Dr. Belton explained, “the promotion and tenure process is a peer driven process. The process begins at the departmental level and its reviewed by the department chair, the college and ultimately reviewed by a institutional committee that bring forth a recommendation to the Associate Vice Chancellor and ultimately to me in my role as Chancellor so there is considerable diligence that takes place. We lean on the experts themselves, the faculty in lieu of one’s request for promotion, and our tenure.” Chairman Rutledge thanked Dr. Belton for the explanation and asked if there were any questions from the board members for Dr. Belton or Dr. Sahoo?. Mr. Sam Gilliam asked either Dr. Belton or Dr. Sahoo to expound on function of university committee. He wants to know the role of the university committee in the promotion agenda? Dr. Sahoo mentioned, “this is a peer review process and the role in academic affairs and on is mostly to facilitate and coordinate the process and strengthen the peer review process. At every level, we get involved only when there is disparity or when the recommendations don’t agree.” Dr. Sahoo gave some examples and Mr. Gilliam thanked him for the response and said that he answered his questions.

There were no additional questions.

- M. Request Approval of Recommended Tenure Track Faculty Appointments to Southern University at Baton Rouge (SUBR)

Applicant	Rank/Status	College	Dept.	Applied for:	Recommendation by:						
					Dept. Committee	Dept. Chair	College Committee	Dean	University Committee	Associate Vice Chancellor	Executive Vice Chancellor
				Tenure	Approved.	Approved.	Approved.	Approved.	Approved for promotion to Associate	Approved. Dr. Mary C Carruth	Approved. Dr. Mary C Carruth
					The Exec. Ch.	The	Dr. Carruth	The Dean		Carruth is	in process for both
Applicant	Rank/Status	College	Dept.	Applied for:	Dept. Committee	Dept. Chair	College Committee	Dean	University Committee	Associate Vice Chancellor	Executive Vice Chancellor
Herman Jackson	Assistant Professor (Not on Tenure-Track)	College of Humanities & Interdisciplinary Studies	Music	Promotion X	The RTP Department Committee requested evidence of Professional Training and Experience, Professional Activities and Community Services, University (Southern) Services, and Advisement as listed on Mr. Jackson’s Curriculum Vitae.	Mr. Jackson has earned recognition on the national and international levels for music performance. Although he does not possess the terminal degree, his world-renowned performances and experiences in the music field compensate for the lack thereof.	Mr. Jackson received a unanimous vote in favor of tenure from the College-Level Evaluation Committee.	The Dean concurs with the recommendations that Mr. Herman Jackson is granted tenure.	Not Recommended for Promotion or Tenure. Found Ineligible to apply for promotion or tenure.	Not approved for tenure. Does not have a tenure-track appointment. No basis for review. Approved for longer-term three-year, renewable contract at the rank of Associate Professor.	Not approved for tenure. Approved for longer-term three-year, renewable contract at the rank of Associate Professor.
				Tenure X	Mr. Jackson provided additional information to the committee.						

Board of Supervisors Meeting Minutes March 12, 2021

N. Request Approval of Tenure and/or Promotion Appointment for Faculty who Appealed Former Recommendations (SUBR)

Applicant	Rank/Status	College	Dept.	Applied for:	Faculty Promotion Recommendations							Spring 2021	Spring 2021
					Dept. Committee	Dept. Chair	College Committee	Dean	University Committee	Associate Vice Chancellor	Executive Vice Chancellor	University Appeals Committee	Executive Vice-Chancellor
Dr. Yolanda Campbell	Assistant Professor Tenure-Track	Humanities & Inter-disciplinary Studies	Mass-Communication	Tenure X	Approved for Tenure and Promotion. Meets minimum standards.	Approved: concurs with Department Committee	Approved: Meets Criteria for Promotion.	Approved For Tenure and for Promotion	Not Approved for promotion to Associate Professor with Tenure. Deficiency cited in Teaching, in Research and in Service.	Not Approved. Concurs with University Committee. Deficient in Research and Peer-reviewed publication.	Not Approved. Not recommended/ approved for Tenure or Promotion to rank of Associate Professor.	Recommended for Tenure.	Approved for Tenure. Concurs with the Appeals committee
				Promotion X							Recommended for Promotion to Associate Professor.	Approved for Promotion. Concurs with the Appeals Committee.	

❖ Dr. Yolanda Campbell was not recommended for tenure and not recommended for promotion using the peer-review process. However, she appealed the decision not to grant her tenure and promotion. An appeals committee comprising of her faculty peers further evaluated the evidence she cited and found evidence that her accomplishments were downplayed or not scored appropriately. The University Appeals committee unanimously approved her to receive tenure and promotion to the rank of Associate Professor.

Dr. Ammons explained the SUNO process and mentioned “it is a peer review process that is long standing at SUNO. He believe they were consistent across the applicants for approval today.” There were no additional questions or concerns after Dr. Ammons discussed the process.

There was a motion by Dr. Leon Tarver and second by Dr. Rani Whitfield to approve Action items 70.

Motion approved.

O. Request Approval of Recommended Tenure Track Faculty Appointments to Southern University at New Orleans for the 2021-2022 Academic Year (SUNO)

Name or Faculty Member. Attach Listing of Publications or Other Scholarly Works for Each	Department	Promotion from Present Rank to →	Next Rank	Years of Experience at SU as a Full-Time Faculty Member	Number of Years in Present Rank	Is Automatic Tenure Granted if this Promotion is Approved (indicate Yes or No)?	Temporary back (non-Probationary) Probationary (Tenure track) Tenured
Dr. John Clifford Obi	Medical Sciences	Assistant Professor	Assistant Professor	7	7	Yes	
Name or Faculty Member	Department	Years of Experience at SUNO as a Full-Time Faculty Member	Present Rank	Number of Year in Rank	Number and % of Tenured Faculty in Department (include Chairs, if tenured) No. Tenured.....%		
Dr. Warren Jones	Arts & Humanities	7	Assistant Professor	7	8.....62.0%		
Dr. Krishna Poudel	Business Administration	6	Assistant Professor	6	5.....71.0%		

Board of Supervisors Meeting Minutes March 12, 2021

Chancellor Pierre explained how the table was completed. He mentioned the individuals were separated between individuals recommended for approval of tenure and others for tenure track appointments. He discussed the evaluation process. He also discussed each individual in detail. There were no additional questions or concerns after Chancellor Pierre discussion.

There was a motion by Dr. Sam, Gilliam and second by Dr. Leon Tarver to approve Action items 7P.

Motion approved.

P. Request Approval of Recommended Tenure and Tenure Track Faculty Appointments to Southern University Law Center for the 2021-2022 Academic Year (SULC)

Deleso Alford	Professor of Law Tenure (SULC)	\$143,100.00	State
Linh Dai	Assistant Prof and Fellow of the St. Louis A. Berry Civil Rights and Justice Institute Tenure Track (SULC)	\$108,000.00	Federal
Charletta Fortson	Director of the Common Law Bar Preparation Program and Assistant Professor of Law Tenure Track (SULC)	\$132,000.00	Federal
Phebe Poydras	Professor of Law Tenure (SULC)	\$146,280.00	State
Mark Roark	Professor of Law Tenure (SULC)	\$119,059.20	State
Greg Sergienko	Associate Vice Chancellor for Academic Affairs /Professor of Law Tenure Track (SULC)	\$153,000.00	Federal
Kenya Smith	Professor of Law Tenure (SULC)	\$114,120.00	State
Ryan Stoa	Associate Prof. and Fellow of Cannabis and Hemp Law and Policy Institute Tenure Track (SULC)	\$108,000.00	Federal
Shandrea Williams	Associate Professor of Law Tenure Track (SULC)	\$108,000.00	Federal

Chairman Rutledge mentioned there were some new appointments on Item Q. He acknowledged Dr. Ammons who he asked to introduce them. Dr. Ammons introduced Mr. Adriel Hilton and Ms. Kim Rugon. He gave a brief background for each. Mr. Adriel Hilton and Ms. Rugon both were allowed the opportunity to speak to the board which they both thanked the board for their time and they mentioned they are looking forward to working with Dr. Ammons and the NOLA community. Mr. Sam Gilliam welcomed the new employees.

Chairman Rutledge recognized Dr. Belton who expressed his appreciation for consideration of all applicants and he wanted to speak specifically about Dr. Katara Williams. Dr. Belton, mentioned "Dr.

Board of Supervisors Meeting Minutes March 12, 2021

Williams has done an exceptional job assuming additional responsibilities and advancing on behalf of the Southern University System. He wanted to express his appreciation to the board for recognizing her formally by way of this endorsement and his appreciation for them having done so.”

Dr. Ammons spoke on behalf of Dr. Torin Sanders. He thanked him for his significant contribution to the growth of the university and the School of Social Work.

Chairman Rutledge congratulated Dr. Katara Williams and Dr. Torin Sanders.

There was a motion by Mr. John Barthelemy and second by Mr. Richard Hilliard to approve Action items 7Q.

Motion approved.

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

1. Adriel Hilton	Vice-Chancellor for Student Affairs and Enrollment Management New Appointment (SUNO)	\$120,000.00	State
2. Lucretia Jenkins	Asstistant Director in the Office of Institutional Effectiveness Additional responsibilities (SUBR)	\$62,295.00	Federal
3. Kim Rugon	Vice-Chancellor for Advancement New Appointment (SUNO)	\$120,000.00	State
4. Torin Sanders	Director of Online Certificate Program New Appointment (SUNO)	\$75,300.00	Federal/ State
5. Michael Thomas	Director of Marketing and University Relations New Appointment (SUSLA)	\$60,000.00	State
6. Katara Williams	Chief of Staff/Executive Director for Strategic Initiatives Additional Responsibilities/Title Change	\$145,000.00	State
7. LaTonya Wright	Interim Director of Records and Registration Continuation (SULC)	\$83, 700.00	State

There was a global motion by Ms. Christy Reeves and second by Dr. Rani Whitfield to global (action items 7R – 7S).

Motion approved.

Chairman Rutledge asked Chancellor Pierre to give a brief discussion on Items 7R and 7S.

Chancellor Pierre stated, “As for Item 7R, the law center is blessed to have many endowed professorships and some of our faculty members who held those endowed professorships recently retired and those positions became vacant. So, in accordance with the procedures and processes that we have by the Board

Board of Supervisors Meeting Minutes March 12, 2021

of Regents and with our own Southern University Law Center, the faculty appointment retention promotion and tenure committee met and evaluated the applications for endowed professorship and selected Professor Deleso Alford, and Professor Kenya Smith for the two endowed professorships that were vacant. And they have been approved by that committee and I am prepared with their recommendation. So I asked the board to grant them the endowed professorship.

Chancellor Pierre stated, “Item 7S with respect to the BA-7, just as an overview, it's prepared because we have been very fortunate to have a growth in enrollment, that we have had additional revenue that we did not anticipate, or at least we had not originally budgeted for. And that is the reason for the request for the BA-7. Mr. McClinton can probably give you more details because I let him and Mr. Hall, carry through all the managing the numbers and all of the stuff that goes with it, but I just try to keep pushing to make sure that we're in a good spot, but I want to thank Mr. Hall for all of his hard work and, and Mr. McClinton for making sure that we stay on top of these kinds of things”.

Mr. McClinton agreed with Chancellor Pierre and again mentioned “the enrollment increased and there was an increase in revenue, therefore a BA-7 is required to be prepared and submitted to the Board of Regents.”

R. Request Approval to Grant Endowed Professorships to the following for the 2021-2022 Academic Year: (SULC)

1. Deleso Alford
2. Kenya Smith

S. Request Approval of BA-7 for the Southern University Law Center (SULC)

T. Resolutions

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

- Dr. Kamran Abdollahi
- Ms. Marva Sue Jackson
- Ms. Gloria Spears Wright
- Ms. Bessie Mae Theus

There were additions:

- Mr. Marquis Jones – SUSLA Connect Student
- Mr. Michael Oko – Brother of Professor Oko at SULC

Received a resolution from Dr. Barbara Carpenter on behalf of the La House of Representative

Upon Motion from Mr. Myron Lawson to approve the read resolutions with the additions and Dr. Tarver second the motion.

Motion Approved.

8. Information Items

A. Finance Update

1. Interim Financial Reports

The Financial report for Fiscal Year Ending June 30, 2021 as of February 28, 2021 was provided by Mr. McClinton for all campuses. He mentioned “the detailed information is provided in the board packet for each campus. He mentioned, “the last time we talked I indicated that we were still in the registration process, well those dollars have been posted now and the revenues have actually materialized. There were a few campuses that had a shortfall in revenue. In some cases, they are reducing their expenditures and in other cases, using Cares Act dollars. So at this point we have made whatever adjustments necessary to end with a balanced budget.”

Mr. McClinton mentioned he would entertain any questions from the members regarding the interim financial report. There were none.

B. Facilities Planning Project Updates (SUS)

Mr. Eli Guillory mentioned, “the report included in the packet, you will notice is mainly concentrated on the severe winter freezing temperatures that caused damages on various parts of the campuses throughout the system.” He discussed the water line breaks and electrical systems which will need to be enhanced in order to prevent future winter temperatures to withstand that in the future. He continue to request reports from the campuses. After receiving the reports, Mr. Guillory will have a more detailed report. He discussed, “I’m excited to report that I will be meeting with Dean Andrews, and a couple of his committee members to discuss the future college of business building facility. We’re going to look at possibly anywhere from 80 to 100,000 square foot facility. I’ve also started to look at a future football complex for the lab school. So this will complete my report. If you have any questions I will be here to answer.”

Dr. Davis congratulated Mr. Guillory and the faculty of the College of Business. He mentioned “this new building will position the university to be competitive with a number of other institutions who have built Colleges of Business. He is excited about seeing the rendering of the new facility.” Mr. Guillory thanked Dr. Davis and told him he will make sure he is added to the contact list for the meetings. Chairman Rutledge asked if there were other questions or concerns.

Mr. Myron Lawson expressed his concerns about the infrastructure system wide. He inquired about a comprehensive look across the system. He wanted to know if there was a report he could review? Mr. Guillory responded there is a report that has been established 20 years ago. He discussed the infrastructure in detail. Mr. Lawson questioned the 20 year report.

Mrs. Ann Smith asked Mr. Guillory to give a brief report on the SULS Athletic Department he discussed earlier. Mr. Guillory gave details and mentioned “the project was in discussion process right now. When it is finalized, he said it will be submitted to the BOS for a future approval.. Not final, just in discussion. “ Chairman Rutledge discussed the shelf life of a facility assessment being less than 10 years. He asked Mr. Guillory and Dr. Belton to “give thought to an updated comprehensive facility assessment to include water and sewer.” He requested this for Baton Rouge Landmass, Shreveport, and New Orleans. There was discussion around how the residential housing look as far as the condensation on the building. In conversation as to cost for reconfiguring and starting this update in the summer. Mr. Chairman encouraged Dr. Belton and Mr. Guillory to take a look at the buildings and consider pressure washing them. The appearance is very important for guests coming on campus.”

No other observations.

C. President’s Reports

Dr. Belton thanked Dr. Robyn Merrick for her efforts and her team for facilitating Founder’s Day activities for the Baton Rouge campus. He mentioned “there were several events held during the week.” “We were able to facilitate a convocation on Tuesday this week, actually on today represents spirit day

for the Southern University Alumni Federation, where they are facilitating a scholarship drive that invites members throughout our community and, of course, members of this board to join to advance a Memorial Brick Wall. That brick actually costs \$500. But we certainly would welcome your participation in supporting the scholarship fund. One of the major activities that we facilitated this week was the acknowledgement of faculty, staff and administrators who have contributed to advancing the mission of Southern University over the years. We recognize members who had fulfilled 10 years of service 20,30, 40 and one individual who had contributed more than 50 years of service to Southern University. And that individual is with us today in the name of Mr. Flandus McClinton.” Dr. Belton publicly acknowledged Mr. McClinton for his service to Southern University. Dr. Belton also gave a brief update on the resources provided to higher education through the cares act. He discussed how the university is continually serving faculty and staff and now students with the vaccinations. He mentioned, “We have scheduled drive through vaccines through the work of board member Christy Reeves, which we are positioned to facilitate and serve more than 2000 citizens in our community by way of a drive thru location at the FG Clark Activity Center this weekend.” And finally, Dr. Belton wanted to share, “the governor is moving toward phase three in terms of reacting to this global pandemic, we are not prepared at this point to go to phase three, we are working on a plan that would gradually move us to that point. But I will say to you that we are planning for the fall of 2021. And at this point we are optimistic that we will facilitate an environment that will be comparable to the schedule and activities that would resemble what was in place in Fall 2019 prior to the pandemic. And so we are optimistic that we will be facilitating and hosting students that would resemble some sense of normalcy. And that would enable us to provide for our stakeholders an environment that speaks to the Southern University experience in the fall 2021. Of course, we nevertheless will be cautious and be guided by science and by those who advise us along the way. But we are optimistic that may unfold in that manner. Thank you, Mr. Chair. That is my report.”

Chairman Rutledge Thanked Dr. Belton and asked Ms. Reeves if she would like to add anything regarding the availability at Ochsner for the Johnson and Johnson vaccine?

Ms. Reeves mentioned they have Pfizer Madonna j&j vaccinations. “We have a lot of additional slots that have come available for this weekend and next week. But for any, anyone who is eligible, just call the 844-888-2772 number. And you can actually say which preference you have across the entire state, we have this kind of surplus. So we're excited about that and any questions you might have, feel free to reach out to me directly.”

Chairman Rutledge thanked Ms. Reeves and he mentioned that Senator Barrow sent him a message that the Johnson and Johnson vaccine is available today at the Zachary youth Park. “Mrs. Taylor-Jarrell will forward the message to you via email board members and you can share it accordingly. Any questions of Dr. Belton regarding his report colleagues?”

There were none.

D. Campus Reports

Dr. Ammons (SUNO) – Dr. Ammons “thanked the board for the approval of what he think is some really impactful initiatives at Southern University in New Orleans, especially the Bachelor of Science in Nursing program, and the approval of the new members of the administrative team.” He thanked the New Orleans community for their enthusiastic support of the university especially as it relates to the Bachelor of Science in Nursing and all of the partners who he mentioned earlier. Dr Ammons mentioned, Ms. Reeves I definitely want to continue to build on the relationship with Ochsner health in the New Orleans

community and all of the work that we have already done together as it relates to COVID.” Dr. Ammons informed the board that the Chancellor's report is in their packet. He gave a brief report in reference to the vaccinations for the SUNO Community. He discussed the accreditation at SUNO. He spoke of the mock and virtual visits. Dr. Ammons thanked the board members and everyone for their support. He mentioned “all of that support is paying off as we get ready to go into the last stage now for the next 10 years of accreditation. So Mr. Chairman, that concludes my report.” There were no additional questions.

Dr. Ellis (SUSLA) – Dr. Ellis mentioned the entire Chancellor's report is included in the board packet. However, there are some items Dr. Ellis would like to highlight. He gave a brief report in reference to the vaccinations for the SUSLA Community. “LSU health has provided over 40,000 vaccinations to this area.” Dr. Ellis mentioned, “about two weeks ago, we signed the historic agreement with the country of Uganda and the International University there in Uganda to begin an international exchange program whereby our students can start participating in some of their academic programs and their students can begin participating in some of ours via online and hopefully as this pandemic subsides, There will be actual physical exchanges both with students and faculty.” Dr. Ellis announced that SUSLA is one of the 13 HBCU hubs that were chosen to serve as a propel center who serves as resources to the community to help with racial inequity and digital divide in the areas of coding and programming. Apple announced they would donate about \$100 million that it was focusing on social and racial equity.” Dr. Ellis also spoke about the La State designation as well as the National designation for Barksdale Air Force and the military institutions. Dr. Ellis closed by acknowledging Dr. Alan Jackson for all his assistance to the students during the snowstorm. He mentioned “And so we're very proud of him for going above and beyond. That concludes my report. And I'll take any questions if you have any.”

There were no additional questions. Chairman Rutledge mentioned he was in Shreveport earlier in the week for business and he thanked Dr. Ellis for taking time on such short notice to sort of give he, the chairman of the Senate Education Committee, and Senator Cleo fields, a tour of the facilities and mention the wonderful programs that are underway.

Dr. McMeans (SUAREC) – Dr. McMeans acknowledge, “It is indeed an honor to come before you to give a brief report and I'll end my report by further acknowledging our colleague who recently passed, Dr. Abdullah.” Dr. McMeans mention the detailed Chancellor's report is in the board packet. “March 15. Through the 19th is our ag week celebration. During that week, we showcase how Southern University's College of Agricultural Family and Consumer Sciences and also LSU College of Agriculture are making a difference in not only Louisiana but the world. We will have an event each day, next week. And of course, most of it is tailored around our students.” The Southern University Ag Center will be hosting its 79th livestock show on March 25. And it will be from 9am to 2pm. And it will be virtual. Because of the current status we decided back in the fall that we will deliver this virtually. We're the only HBCU with the livestock show. So that is something that's important. “To give an update since A number of individuals have been emailing and calling regarding some of the Congressional language coming out about black disadvantaged farmers and ranchers. Over the next two or three meetings, I will give you updates on how the Ag Center, specifically the cooperative extension program is engaging those of black farmers disadvantaged minority farmers. If you notice in the recent act that Dr. Belton mentioned earlier, there's \$5 billion in therefore for black farmers, out away from loans for 1890s to support sales group, and a number of things and Chancellor Pierre and I will be working together to look at how we can collaborate on some of these efforts around our black farmers. And last but not least, Dr. Williams did an outstanding job of updating us on the recent passing of Dr. Abdullah. Dr. McMeans gave some background information and acknowledge Dr. Abdullah. He mentioned he will be missed. That concludes my report”

Chancellor Pierre (SULC) – Chancellor Pierre mentioned, “I want to thank the board for its continuous and constant support of the initiatives for Southern University Law Center that allow us to do bigger and better things as we progress in and the work that we do. I just wanted to say a couple of things. One, obviously next month, we will be meeting in Shreveport. And we will have a report on the progress of our initiative to bring legal education to Shreveport. Next year, if all goes well, in the spring of 2022. We'll start with the semester in Shreveport initiative that we will bring a report on as well. And I think later this month, members of the Law Center staff will be going to the downtown St. Memorial Library to work on some things that we've been working with Dr. Ellis on the for the downtown location. Chancellor Pierre thanked Dr. Ellis and for having working with us on the Shreveport situation and thanked Dr. McMeans for the work they've been doing together. He mentioned. One thing obviously that I did not get a chance to talk about, the Thurgood Marshall College Fund has essentially created a situation where the John Deere corporation is funding three of the Southern University Law Center students to work with the land Assistance Fund in Atlanta for internships this summer. It'll be a 12 week internships, to work on the issue of black agricultural land loss. So we've been involved a little bit in a lot of different things. So again, we just look forward to working with all the various units of the Southern University system to make our work be more fruitful. Thank you.”

Dr. Sahoo (SUBR) – Dr. Sahoo thanked the board and the president for their support. He mentioned the detailed report is in the board packet. He mentioned, “We did go through an accreditation visit for the Doctor of Nursing Practice program. I would like to compliment and commend the leadership in the College of Nursing Dean Sandra Brown, the faculty staff and the students for presenting Southern University in such a positive way, and also demonstrating how we are committed to continuous improvement. I would also like to mention that we are working very closely collaboratively with the mayor's office of Baton Rouge to find ways how our students can take advantage of internships and subsequent placements. And this is just one company that is interested in collaborating with us. But we are going to use this model and working with the mayor's office to make sure that experiential learning internship opportunities and subsequent placement is available to all our students. I also want to end by asking each of you to mark your calendar on May 14, we plan to host an in person commencement ceremony for the Southern University Baton Rouge campus at our stadium.. And so I would like to invite you to be present. This concludes my report.”

9. Other Business

Chairman Rutledge mentioned he had a few housekeeping matters. He discussed the in person meeting in April will be in Shreveport. As for the plans for the weekend, There will be a reception on Thursday night and board meeting on Friday morning. The location has yet to be determined. He mentioned collaborating with Dr. Ellis and Chancellor Pierre to learn a little bit more information on the initiatives underway at the Shreveport Campus as well as the Law Center. He asked the members to confirm their presence and participation with Mrs. Taylor-Jarrell so they can be accommodated appropriately. He mentioned the game day accommodations are still in the works. He is working with Athletic Director Banks. Chairman Rutledge mentioned the sexual harassment trainings as well as other trainings the board members are required to complete. He asked all board members to please take the opportunity to complete the trainings when they receive the emails. He asked if there were any additional questions or comments and Mr. Gilliam commended all the campuses for significant increases in dual enrollment. He requested that each campus would give a brief update at the meeting to be held in Shreveport next month.

Board of Supervisors Meeting Minutes March 12, 2021

Chairman Rutledge agreed and mentioned Dr. Belton will make certain that the reports are complete. Mr. Gilliam thanked Mr. Chairman and Dr. Belton and mentioned they are excited about hosting everyone in April. Chairman Rutledge thanked Mr. Gilliam and asked for an adjournment of meeting.

10. Adjournment

Ms. Christy Reeves made a motion to adjourn. Meeting was adjourned.

**Pursuant to La R.S. 42:17 Executive Session May be Required.*



Resolution

2021 SPRING COMMENCEMENT

Whereas, Southern University at Baton Rouge Louisiana 2021 Spring Commencement is scheduled on Friday, May 14, 2021 at the A W Mumford Stadium Harding Boulevard, Baton Rouge, LA 70813

Whereas, there are approximately 525 prospective candidates for graduation who expect to receive 407 prospective Undergraduate Degrees, 113 Graduate Degrees, and 5 Doctoral Degrees from Southern University at Baton Rouge Louisiana.

Now Therefore Be It Resolved that the degrees will be conferred upon the candidates for graduation during the 2021 Spring Commencement of SUBR presented by Dr. Ray L. Belton., President for the Southern University System, Dr. Bijoy K. Sahoo, Interim Executive Vice Chancellor for Southern University at Baton Rouge Louisiana, upon the approval and recommendations of the Senior Associate Vice Chancellor of Academic Affairs, the Faculty, and the appropriate administrative staff, and they are hereby approved, and;

Be It Further Resolved that the list of graduates may be supplemented or modified as necessary to carry out the intent of this resolution.

Certification

We, the duly qualified officers of the Board of Supervisors for the Southern University System, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University System Board of Supervisors at its regular meeting on the 16th day of April 2021.

Dr. Ray L. Belton
President-Chancellor
Southern University System

Atty Domoine D. Rutledge
Chairman of the Board
Southern University System Board of Supervisors

SOUTHERN UNIVERSITY *at* NEW ORLEANS

Resolution

Whereas, Spring Commencement Exercises are scheduled for the campus of Southern University at New Orleans on Saturday, May 08, 2021 at 4:00 p.m. at the New Orleans Ernest N. Morial Convention Center, 900 Convention Center Blvd., New Orleans, LA; and

Whereas, There are approximately 308 prospective graduates at Southern University at New Orleans, who are to receive Associate's, Bachelor's, and Master's degrees.

Now, therefore be it resolved that

The degrees conferred upon the candidates for graduation at the Commencement Exercises at Southern University at New Orleans submitted by President-Chancellor Ray L. Belton and Executive Vice President-Chancellor James H. Ammons Jr., upon approval and recommendation of the Faculty, Council of Academic Deans, and appropriate administration be and they are hereby approved.

Be it further resolved that

The list of graduates may be supplemented or modified as is necessary to carry out the intent of this resolution.

Certificate

We, the duly qualified and acting officers of the Board of Supervisors of the Southern University System do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University Board of Supervisors at its regular meeting on Friday, April 16, 2021.



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

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



Resolution

2021 SPRING COMMENCEMENT

Whereas, Southern University at Shreveport Louisiana 2021 Spring Commencement is scheduled on Saturday, May 22, 2021 at the Independence Stadium 3301 Pershing Blvd, Shreveport, LA 71109

Whereas, there are approximately 244 prospective candidates for graduation who expect to receive 179 prospective Associate Degrees, 39 Certificates, and 8 Diplomas from Southern University at Shreveport Louisiana.

Now Therefore Be It Resolved that the degrees and certificates will be conferred upon the candidates for graduation during the 2021 Spring Commencement of SUSLA presented by Dr. Ray L. Belton., President for the Southern University System, Dr. Rodney A. Ellis, Chancellor for Southern University at Shreveport Louisiana, upon the approval and recommendations of the Vice Chancellor of Academic Affairs, the Faculty, and the appropriate administrative staff, and they are hereby approved, and;

Be It Further Resolved that the list of graduates may be supplemented or modified as necessary to carry out the intent of this resolution.

Certification

We, the duly qualified officers of the Board of Supervisors for the Southern University System, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University System Board of Supervisors at its regular meeting on the 16th day of April 2021.

Dr. Ray L. Belton
President-Chancellor
Southern University System

Atty Domoine D. Rutledge
Chairman of the Board
Southern University System Board of Supervisors



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

April 6, 2021

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

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

RE: Resolution to award Juris Doctor Degrees to the Class of 2021 and to posthumously award a Juris Doctor Degree at the May 19, 2021 Commencement Exercise for the Southern University Law Center (SULC)

It is anticipated that approximately 160 SULC students will be eligible to be awarded a Juris Doctor degree at the May 14, 2021, SULC commencement exercise. I respectfully request that the Southern University Board of Supervisors adopt a resolution to award those degrees at its April 17, 2021 meeting.

Additionally, I further request that the Board approve the conferral of a posthumous degree in the name of William Nabors who died unexpectedly on Saturday, April 3, 2021. Mr. Nabors was a native of Shreveport, Louisiana, and was on target to graduate in May 2021. Mr. Nabors was a beloved student at SULC. If you have any questions related to these requests, please feel free to contact me.

Sincerely,

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor



Office of the Interim Executive Vice Chancellor

J.S. Clark Administration Building
Post Office Box 9820
Baton Rouge, Louisiana 70813
Office: 225 771-2360

March 30, 2021

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

RE: Honorary Degree Recipient

Dear Dr. Belton:

The faculty in the College of Business and the Academic Deans' Council has recommended the awarding of the honorary degree of Doctorate of Humane Letters to **J. Terrell Brown**, scholar, entrepreneur, investor and humanitarian. Mr. Brown has made outstanding contributions to the field of education and society in general. Awarding of this most prestigious degree would honor both the College of Business as well as the Southern University campus.

I await your approval. Thank you for your consideration.

Sincerely,

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

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



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

April 6, 2021

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

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President/Chancellor
Southern University System and Baton Rouge Campus
J. S. Clark Administration Building
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Baton Rouge, LA 70813

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Sincerely,

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor




Southern University at New Orleans
6400 PRESS DRIVE, ADMIN. BLDG., 137/158
NEW ORLEANS, LOUISIANA 70126
(504) 286-5381 or 286-5325

ACADEMIC AFFAIRS

MEMORANDUM

TO: James H. Ammons, Jr., Ph.D.
Executive Vice President - Chancellor

FROM: David S. Adegboye, Ph.D. 
Vice Chancellor for Academic and Evening & Weekend Affairs

DATE: March 29, 2021


RE: **Recommendation of Mrs. Gayle Benson as Commencement Speaker
and for the award of an Honorary Doctorate of Humane Letters (DHL)**

The College of Business and Public Administration has carefully reviewed the biography of Mrs. Gayle Benson and unanimously recommend the conferment of an Honorary Doctorate of Humane Letters (DHL) on her at the Commencement Exercise scheduled for Saturday, May 08, 2021. Mrs. Gayle Benson has kindly accepted to serve as the Guest Speaker at the Commencement Exercise.

I support the recommendation with great enthusiasm, considering Mrs. Benson's accomplishments in the field of entrepreneurship. She is an outstanding philanthropist who has contributed in many ways to the development of the New Orleans community as detailed in the attached biography.

I seek your kind approval and appreciate submittal to the Southern University System Board of Supervisors for approval at the April 16, 2021 meeting.

Thank you.

APPROVED: 
James H. Ammons, Jr., Ph.D.
Executive Vice President - Chancellor

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

"An Equal Educational Opportunity"

Gayle Benson

Owner

Gayle Benson provides leadership for the New Orleans Saints and New Orleans Pelicans as Owner, succeeding her husband, Tom Benson, who passed away on March 15, 2018, after serving as the Owner of the Saints since 1985 and the Pelicans franchise since 2012. The New Orleans native is an accomplished business professional and philanthropist with strong ties to the local community and who is dedicated to contributing to the growth and enhancement of the Gulf South region.

Mr. and Mrs. Benson worked together to build championship-level NFL and NBA organizations, housed in state-of-the-art facilities at the Ochsner Sports Performance Center, Mercedes-Benz Superdome and Smoothie King Center, while making a positive impact in the community away from the football field and basketball court as well.

With the Saints franchise under the guidance of Mr. and Mrs. Benson, the team has reached new heights since 2006, when they entrusted Executive-Vice President/General Manager Mickey Loomis to hire Sean Payton as head coach and sign unrestricted free agent quarterback Drew Brees. Since those moves, the franchise has reached its highest point of success, posting a 146-93 record from 2006-19, featuring eight playoff berths, six division titles, three NFC Championship appearances and the Super Bowl XLIV title. Off-the-field, the Mercedes-Benz Superdome has been completely renovated and is currently undergoing a multiple-phase enhancement. Saints games have been sold-out on a season ticket basis for every campaign since 2006, with a waiting list of over 73,000 and 145 consecutive sellouts going into 2020. The NFL's League Observation Program and third party Expert Review Audits of all 32 teams has resulted in the Saints being ranked with the highest overall score for Fan Gameday Satisfaction each of the past three seasons. The club has also positioned itself as a leader in the community, assisting with the recovery from several disasters, while also working to enhance the region as a whole.

In Mrs. Benson's first two seasons of ownership, New Orleans has posted back-to-back 13-3 campaigns and NFC South division titles, reaching the NFC Championship in the 2018 campaign. No team has matched their 14 road victories since 2018. Their 27 wins (regular season and postseason) rank second in the NFL during the two-season period. Twelve Saints have received a total of nineteen Pro Bowl selections, including a franchise-record eleven players in 2019. Eight Saints over the past two seasons have received *Associated Press* All-Pro honors, three – defensive end Cameron Jordan, tackle Ryan Ramczyk and wide receiver Michael Thomas both seasons. In 2019, Thomas set the NFL single-season record for receptions in a season as he was selected as the *Associated Press* NFL Offensive Player of the Year. Over the past two seasons, Brees has become the league's all-time leader in completions, passing yardage and touchdown passes.

Following in the footsteps of her late husband, who played a significant role in the city of New Orleans hosting five Super Bowls during his ownership and wielded extensive influence and respect among owners with a long tenure as Chairman of the Finance Committee, Mrs. Benson has become instrumental with her influence and leadership in league issues, serving on the Audit, Business Ventures and Hall of Fame Committees. She helped the city land Super Bowl LVII to be played in 2024, which will mark the 11th time that Louisiana and the Crescent City will serve as a host, tying with Miami for the most Super Bowls by a host city. The economic impact of Super Bowl XLVII, played in 2013, which Mr. Benson successfully campaigned for, was \$480 million, not to mention the exposure and charitable contributions the NFL makes during Super Bowl week that extends for generations. Mrs. Benson's committed to continuing to bring Super Bowls to New Orleans. She is also committed to improving the game at the league level. In the 2019 offseason she was influential at the League meetings in the passage of a rules change expanding the instant replay review and challenge process.

Immediately upon Mr. and Mrs. Benson's purchase of the former Hornets franchise from the NBA in 2012, construction began on a state-of-the-art basketball practice facility to house the entire organization together and the franchise would also be rebranded as the Pelicans. Through agreements with the State of Louisiana upon the purchase of the Pelicans, the Smoothie King Center has undergone a complete renovation since the 2012 purchase, featuring a new center-hung HD scoreboard, which debuted in 2015, along with several additional fan upgrades. Through this commitment, NBA All-Star Weekend was awarded to New Orleans in 2014 and 2017, making the city one of just six current NBA markets to host the mid-season event at least three times. Mrs. Benson, recently appointed as a member of the NBA's Labor Relations Committee, has overseen a significant overhaul of the Pelicans organization in 2019. In April, she hired Executive Vice President of Basketball Operations David Griffin. Through the support of these organizational improvements by Mrs. Benson, combined with New Orleans winning the NBA Draft Lottery and selecting the 2018-19 *AP* College Player of the Year in Duke forward Zion Williamson with the first overall pick, the Pelicans have established a solid foundation for the 2019-20 season and beyond.

Community investment and giving back have been hallmarks of Mr. and Mrs. Benson's ownership of the Saints and Pelicans. This tradition continues under Mrs. Benson's stewardship as she has further enriched the New Orleans community through her support to causes in the health and wellness, cancer care, education, arts and faith-based sectors.

As dedicated corporate citizens, the Saints and Pelicans annually put millions of dollars back into the community in financial support, in-kind donations, charitable appearances and donations of goods and services. Mrs. Benson's philanthropic leadership has been recognized far and wide since becoming Owner.

In March, 2018, she and Mr. Benson (posthumously), received a Dermot McGlinchey Lifetime Achievement Award from Tulane University, honoring those who have demonstrated service, volunteer involvement and commitment to Tulane and their hometown communities. In September, 2018, she was inducted into the University of New Orleans' Hall of Distinction, along with her late husband (posthumously). In 2015, the couple were honored by the regional chapter of the Anti-Defamation League with the A.I. Botnick Torch of Liberty Award. In 2014, Mrs. Benson was honored by the New Orleans Council for Community and Justice with its Weiss Award, recognizing achievement for exceptional civic and humanitarian contributions.

In 2019, Mrs. Benson received several important honors. She was honored by Xavier University of Louisiana with the Sister Maris Stella "Women of Faith" Award and was recognized by the United Negro College Fund with the group's MASKED Award, for her support of educational opportunities for all. Mrs. Benson was honored by the Allstate Sugar Bowl Chapter of the National Football Foundation/College Football Hall of Fame with its Distinguished American Award. The National World War II Museum selected her as an American Spirit Medallion recipient. The Greater New Orleans Foundation honored Mrs. Benson with the organization's Spark Plug Award, given to an individual whose philanthropy in the greater New Orleans community has been exemplary.

In addition to serving on the boards of several local educational institutions and the New Orleans Museum of Art, Mrs. Benson also is a member of the Audubon Commission, which oversees the Audubon Nature Institute.

Mrs. Benson's been a longtime trusted and valued member of the local Catholic community, reflecting her deep faith. She's worked tirelessly with the Archdiocese of New Orleans' Catholic Charities organization and its umbrella agencies that feature nearly 50 programs and three affiliated ministries that deliver health and human services to the poor and vulnerable in the eight parishes which the Archdiocese serves, as well as food and nutrition services statewide. Mrs. Benson has also worked closely with St. Louis Cathedral's Rite of Christian Initiation for Adults (RCIA) program. Mrs. Benson's support of the Church has been recognized on numerous occasions. She has received the Medal of the Order of St. Louis Award for her dedication to the Church. In 2010, she became an Honorary Oblate of Mary Immaculate. She holds a leadership role after being inducted as Dame Commander with Star in the Equestrian Order of the Holy Sepulchre of Jerusalem. In 2012, Mr. and Mrs. Benson received from Pope Benedict XVI the Pro Ecclesia et Pontifice award-for outstanding service to the Church and the Pontiff, the highest Papal award granted to a lay person. In recognition of their longstanding support of Catholic education, the couple also received the 2010 St. Elizabeth Ann Seton Award from the National Catholic Educational Association.

Mrs. Benson began her professional career in 1968 as a manager for noted New York-based costume jeweler Celebrity Jewelry, overseeing and managing the daily operation

of over 40 sales associates. She then branched out into real estate development, which allowed her to successfully integrate her passion for interior design with property management. Her first real estate transaction occurred in 1978 when she purchased a home in New Orleans's Irish Channel and then sold the property eight months later after extensive restoration. She would go on to purchase, manage and eventually sell several more properties, primarily in the city's Uptown district.

In 1975, Mrs. Benson began a 30-year career in the design industry, a business where she achieved tremendous success. Throughout the course of her interior design career she was recognized with numerous professional awards and served as an inaugural member on the Louisiana State Board of Licensing for Interior Designers for four years. She directed numerous major design efforts with her clients, including the Mercedes-Benz Superdome, several of the city's most prestigious hotels, local supermarket chains and automobile dealerships.

In 2000, Mrs. Benson worked with the Mercedes-Benz Superdome on renovations to the iconic New Orleans landmark's third and fourth level public spaces, in addition to renovations on select suites. She also owned and developed a commercial real estate building on the corner of Laura and Octavia Streets, a women's clothing private enterprise called "Toujours la Ligne" and a designer's showroom called "Designers Resource" which served as a wholesale location for designers and architects seeking to purchase fabric, wall coverings and accessories. The Men of Fashion Committee recognized Mrs. Benson during her career as one of the "Ten Best Dressed Women in New Orleans".

In addition to her ownership of the Saints and Pelicans, Mrs. Benson established GMB Racing Stables in 2014 with an initial purchase of seven colts and hiring three veteran trainers, all with Louisiana ties. In 2016, two of the thoroughbreds, Mo Tom and Tom's Ready participated in the Kentucky Derby. Her Lone Sailor horse ran in the 2018 Kentucky Derby and Preakness. She owns Benson Farm at Greenwood Lodge in Lexington, Ky, a 1,000-acre farm. She also serves as the Owner of three local automotive dealerships, Best Chevrolet, Cadillac of New Orleans and Mercedes-Benz of New Orleans, Dixie Brewing Company, Benson Tower and recently partnered to purchase the Hyatt Regency New Orleans.

Mrs. Benson was born in New Orleans and grew up in Old Algiers. She began her education in Catholic schools and in 1966 graduated from Martin Behrman High School. In 2019, she received an Honorary Doctor of Humane Letters from Loyola University New Orleans, where she was the commencement speaker. She also received an honorary degree, serving as Our Lady of Holy Cross College's 2015 commencement keynote speaker. Mr. and Mrs. Benson married on October 29, 2004 at the Immaculate Conception Memorial Chapel in San Antonio, Texas. Mr. Benson died on March 15, 2018.



Office of the Interim Executive Vice Chancellor

J.S. Clark Administration Building
Post Office Box 9820
Baton Rouge, Louisiana 70813
Office: 225 771-2360

April 5, 2021

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

Dear Dr. Belton:

The items listed below are hereby being submitted for the April 2021 Board of Supervisors Meeting agenda.

Action Item:

- Request for Approval of the Proposal to Establish the Southern University and A&M College ~ Jewel Limar Prestage Public Policy, Polling and Research Center

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

Sincerely,

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

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



**A Proposal to Establish the Southern University and A&M College
Jewel Limar Prestage Public Policy, Polling and Research Center**

Vision, Purpose and Mission

The vision for the establishment of the Jewel Limar Prestage Public Policy, Polling and Research Center (JLPC) is to become a premier research, data analysis and polling center, which will serve the community by utilizing and analyzing survey data and research to advance policy issues and debates and to equip undergraduate students with the requisite research skills that will enable them to be competitive in a global marketplace and to provide the research infrastructure to enable graduate students to emerge as first-rate scholars:

The purpose is to serve as a catalyst to implement the university's educational mission by fostering scholarly and polling research, promoting civic engagement, and disseminating public policy research to address a vast array of local, state, national, and global issues. The center is housed in the Department of Political Science and History, an academic unit within the Nelson Mandela College of Government and Social Sciences, which is the only College of Government in the State of Louisiana. The college is currently under the direction of Dr. Damien Ejigiri (Dean). The Department of Political Science and History is currently under the leadership of Dr. Albert Samuels (Chair).

The mission of the Jewel Limar Prestage Public Policy, Polling, and Research Center aligns with the overall mission of Southern University and A&M College, a Historically Black College and University (HBCU), 1890 land-grant institution, stated below:

To provide opportunities for a diverse student population to achieve a high-quality, global educational experience, to engage in scholarly research, and creative activities, and to give meaningful public service to the community, the state, the nation, and the world so that Southern University graduates are competent, informed, and productive citizens.

Similarly, the Jewel Limar Prestage Center aligns with the mission of the Political Science program, which:

seeks to produce citizens well versed in the substantive content of the disciplines of political science and geography in order to prepare its graduates for careers in public service and in the private sector and to promote the values consistent with civic engagement and global leadership.

History & Overview

The Center is inspired by the life and work of Dr. Jewel Limar Prestage, who devoted her career to addressing the needs of her community, by promoting, elevating and inspiring thousands of students, from all socioeconomic backgrounds, to not only help themselves, but to reach out to uplift others. Dr. Jewel Limar Prestage was a 1951 graduate of Southern University and A&M

College's Department of Political Science. In 1954, Dr. Prestage became the first African American woman to earn a Ph.D. in Political Science in the United States from the University of Iowa. After teaching at Prairie View University for two years, she returned to her alma mater in 1956. She served as chair of the Southern University and A&M College's Department of Political Science for eighteen years (1965-1983) and in 1983, she became the founding Dean of the School of Public Policy and Urban Affairs. After 33 years of service to Southern University, Dr. Prestage retired in 1989. Subsequently, she served as dean of the Benjamin Banneker Honors College at Prairie View University until 2002.

She is considered the "mother of black political science" because of her prolific leadership and the large number of black students that she inspired throughout her long career to pursue graduate studies and PhD's in political science. Additionally, she was one of the founders of the National Conference of Black Political Scientists (NCOBPS), an institution which remains one of the premiere centers of African American scholarship today (in fact, the initial gathering that ultimately culminated in the formation of NCOBPS took place in 1969 on Southern University's campus largely because of Dr. Prestage's leadership). Additionally, Dr. Prestage's visionary leadership led to the establishment of the Ralph Bunche Summer Institute, an initiative sponsored by the American Political Science Association to increase the representation of people of color in the discipline of political science. Currently housed at Duke University, the institute started initially as a partnership between Southern University and Louisiana State University. Thus, the center's specific focus on the development of students represents the Department of Political Science's intent to continue her legacy. Before her death, Dr. Prestage expressed support for the concept behind the proposed center and assented to attaching her name to this endeavor. The center is conceived as a lasting embodiment of Dr. Prestage's legacy of scholarship, service, and advocacy.

It is for these reasons that the Department of Political Science and History seeks to establish the Jewel Limar Prestage Public Policy, Polling and Research Center as an independent, non-partisan entity. The center will specifically provide special attention to issues that impact historically disadvantaged communities of color and members of the African diaspora, by gathering data for discussion and policy formulation. The need for such an institution is underscored by a national political climate characterized by relentless efforts to nullify the gains of the African American freedom struggles of the 1950's and 1960's. This sense has only been heightened by the legacy of the Trump administration, which promulgated policies that were openly hostile to the aspirations of African Americans. Therefore, there is a need for a research center designed to produce data, knowledge and responses to develop policies applicable to the challenges facing communities of color. The center will also focus on the importance of civic engagement and political participation by ensuring that the public opinion and voices of the people on policy issues are heard and recognized by covering issues that affect people where they live to make a positive difference.

The Jewel Limar Prestage Public Policy, Polling and Research Center's initiatives will include:

- Conducting and providing polling and survey research to address local, state, national and global policy issues, while accomplishing the university's teaching and research mission
- Writing white papers that will provide public policy analysis and evidence-based policy solutions to ongoing relevant issues;
- Providing quantitative/qualitative research analysis;
- Providing policymakers and other stakeholders with research-based solutions to address local, state, national and global issues;
- Providing hands on practical research experiences and opportunities for undergraduate and graduate students for the future workforce; and
- Hosting conferences, town hall meetings and other public events surrounding public policy issues that affect minority communities.

Plan to Launch the Center

Description of the Pilot Project

To launch the Center, the Department of Political Science will seize the current moment to gather data concerning political efficacy and trust in government and public health officials with respect to the COVID-19 pandemic. The Center will use students in our undergraduate and graduate program and courses during the Fall 2021 semester to collect this data.

The chief research questions to be posed are:

- What are Black attitudes regarding the severity of COVID-19?
- How do Blacks judge the response by the federal and state government to the COVID-19 crisis?
- Has the COVID-19 vaccine been offered to you?
- Will or have Blacks taken the vaccine?
- What are the Black experiences regarding accessibility to care during COVID-19?
- What are the Black experiences regarding receiving care during COVID-19?

A survey will be designed to answer these questions through a survey panel that will focus on residents in East Baton Rouge and Orleans Parishes. The results of the survey will be published and disseminated by the Center.

Resources

The Jewel Limar Prestage Center will initially rely on existing talent within the Department of Political Science in order to initiate the pilot project and to grow the center. These faculty members will be providing in-kind service to the Jewel Limar Prestage Center.

- Dr. Melanie Johnson will serve as the Principal Investigator as the professor of record for Writing Seminar (POLS 206) and Quantitative Techniques in Political Science (POLS 484).
- Dr. Revathi Hines will serve as the Secondary Investigator as the professor of record for Research Seminar in Political Science (POLS 502).
- Dr. Sherice J. Nelson will serve as the Pilot Program Coordinator. Dr. Nelson brings experience erecting an institution of this nature when she worked to establish the Washington Center of Equitable Growth (<https://equitablegrowth.org>) outside of the Center for American Progress (<http://americanprogress.org>) in 2015-2016.
- The Center will also have an Advisory Board, initially consisting of the following individuals:

Dr. Albert Samuels, Chair of Political Science and History, Nelson Mandela
College of Government and Social Sciences

Professor Blanche Smith, Internship/Job Placement Director, Nelson Mandela
College of Government and Social Sciences

Dr. Damien Ejigiri, Dean of Nelson Mandela College of Government and Social
Sciences

The advisory board will spearhead efforts to attract additional resources to support the work of the Center.

Potential Funding

President-Elect Biden, in the higher education plan he released during the campaign, included a proposed \$20 billion to help HBCUs and other minority-serving institutions catch up on having the state-of-the-art research facilities they need to compete with majority institution in the pursuit of research dollars. Additionally, his agenda includes another \$10 billion to create centers of excellence at colleges whose main focus is on educating students of color. (<https://www.insidehighered.com/news/2020/11/16/bidens-hbcu-research-agenda>). The

department plans to actively seek grants and contracts to support the work of the Center. We will leverage the Jewel Prestage Center to increase our competitiveness in applying for grants.

In addition, the Center intends to re-establish the Ronald McNair Undergraduate Scholars Program at Southern University. The McNair Scholars program is one of the TRIO programs sponsored by the U.S. Department of Education that seeks to prepare students from underrepresented populations for doctoral study. It exists at 151 institutions of higher learning. The Center will apply for federal funds to have Southern University designated as an institutional site for the McNair Scholars program. If successful, the dollars from the McNair program will provide dollars to run the Center and to provide stipends to our undergraduate students affiliated with the program.

The Jewel Limar Prestage Center aligns with the plan put forth by President Elect Biden for centers of excellence. Its student training component allows for the educating of students of color, and will provide a Black data hub that currently does not exist at any higher education institution in the United States.

University Commitment

A formal grant proposal was submitted by the Department of Political Science to Southern University and A&M College for Title III funding (via the U.S. Department of Education) to support the establishment of the Jewel Limar Prestage Public Policy, Polling, and Research Center. In response, the university has invested **\$79,311.13** in startup funding to support our efforts. These dollars were spent as follows:

- Technology Upgrades \$68,413.13
- Polling Software & Infrastructure \$10,898.00

These funds allowed for substantial upgrades to **Room 126 in Rodney G. Higgins Hall**, where the Center will be housed. Listed below are the following improvements that the allocation of resources from Title III made possible:

- The Center has five (5) polling interview computer stations, one (1) reception station and one (1) supervisor station to conduct the polling and survey research.
- A Wincati 5.0 base w/sensus unlimited (automated telephone security system) was also purchased to conduct the polling and survey research.
- In addition, an annual maintenance plan was purchased, an SPSS analysis software server, and a technical training session, along with two (2) flat screen televisions.

The Center will be housed and managed by the Department of Political Science with the Dean providing oversight. In addition, the Nelson Mandela College of Government and Social Sciences will support the center with graduate assistants.

Not only will the Jewel Limar Prestage Center serve the university and community enormously, it also coincides perfectly with the mission and purpose of Title III funding, which is:

to strengthen and improve the academic quality and institutional management of all our academic programs at Southern University; by providing our students, faculty, staff and prospective students with a positive learning environment, research and teaching opportunities, and hands on practical experience to meet the workforce demands of the 21st century.

Furthermore, once fully operational, the Jewel Limar Prestage Center will become a powerful magnet to recruit bright and energetic students to political science and related social science disciplines that dovetails with the strategic plan of Southern University (“Imagine 20K”). In that one of the central missions of the Center is to foster the intellectual and cultural development of our students, it symbolizes the commitment of the Department of Political Science and History to continue the work of Dr. Jewel Limar Prestage, the founding mother of black political science.



"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
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OFFICE OF THE CHANCELLOR-DEAN

March 30, 2021

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

Dear President Belton:

As Chancellor of the Southern University Agricultural Research and Extension Center and Dean of the Southern University Agricultural, Family and Consumer Sciences, I am requesting the approval of the attached documents.

- Memorandum of Understanding between Southern University Agricultural Research and Extension Center and Black Farmers Hemp Research & Training Facility, LLC on A HEMP PUBLIC-PRIVATE AGRICULTURAL PARTNERSHIP
- Memorandum of Understanding between Southern University College of Agricultural, Family and Consumer Sciences 1890 JAG S.T.A.R.S. Scholarship (Student Training in Academics, Research and Service) and East Baton Rouge Parish School System
- Professional Services Contract Between Southern University Agricultural Research and Extension Center and The Bayard Management Group, LLC.

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

Sincerely,

A handwritten signature in black ink, appearing to be 'O. F. McMeans'.

Orlando F. McMeans, PhD
Chancellor-Dean

Approval by:

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

Date

MEMORANDUM OF UNDERSTANDING

Between

**Southern University Agricultural Research and Extension Center and
Black Farmers Hemp Research & Training Facility, LLC**

ON

A HEMP PUBLIC-PRIVATE AGRICULTURAL PARTNERSHIP

I. PARTIES

THIS MEMORANDUM OF UNDERSTANDING (hereinafter referred to as "MOU") is made and entered into by and between the Southern University Agricultural Research and Extension Center (hereinafter referred to as "SUAREC"), SUAREC is one of five campuses in the Southern University System. SUAREC agricultural land-grant missions are research and extension. **Black Farmers Hemp Research & Training Facility**, (hereinafter referred to as "BFHRTF") mission is hemp production grown indoors. BFHRTF has a keenly and heightened interest in industrial hemp research as an agronomic crop and student experiential learning opportunities. Agriculture, tourism, and oil and gas are the big three (3) industries of Louisiana. Hemp is an agricultural agronomic commodity. The Parties, SUAREC and BFHRTF, look forward to this hemp public-private agricultural partnership.

II. PURPOSE

The purpose of this MOU is to establish a hemp public-private partnership between SUAREC and BFHRTF. The MOU has research, extension, and teaching components. This MOU sets forth the Parties' mutual interests in working together.

The Parties intend to collectively promote a strong and viable hemp public-private partnership on agricultural activities to include research on industrial hemp, student internship opportunities, and extension outreach activities as a part of this MOU. This MOU sets forth the terms and conditions which defines the relationship between the above-mentioned parties.

This MOU defines in general terms, including the basis for which the Parties will cooperate. In particular, this MOU includes:

- Conducting indoor hemp research, education, and extension activities.
- Establishing research, teaching, and extension demonstrations of indoor hemp growing processes for SUAREC limited resources producer stakeholders.
- Establishing indoor hemp production internship opportunities for Southern University and A & M College of Agricultural, Family and Consumer Sciences (CAFCS) students.
- Providing on-sites and virtual experiential learning opportunities for CAFCS students to learn and gain hands on experiences of growing hemp indoors.
- Engaging CAFCS students in the indoor hemp crop production professional workforce processes of plant grow room management, soil sampling, plant nutrition, plant water intake, plant biomass, harvesting, grow room light systems, plant biomass drying, plant biomass processing, product labeling, on-farm hemp THC testing, product inventory tracking, and production research data collection, inclusive.
- Establishing extension and education programming to assist in dissemination of indoor hemp research findings to SUAREC stakeholders, students, faculty, and staff.
- Establishing extension and education programming focusing on industrial hemp for seed, flower, fiber, CBG, biomass, clones, and additional value-added products.
- Engaging in SUAREC field days, trainings, and workshops via indoor industrial professional presentation and/or demonstrations.

III. BACKGROUND

SUAREC was established in 2001. Its motto is "Linking Citizens with Opportunities for Success." SUAREC is an agricultural land-grant institution with a strong team of highly skilled faculty, research, and staff with diverse background in areas such as (1) plant and soil sciences, (2) extension programs, (3) forage production, (4) youth programs, (5) family and consumer sciences, and (6) urban forestry. SUAREC is linked with the CAFCS in striving to educate a cadre of students for professional careers in the workplace. Concomitantly, the linkage strengthens the CAFCS students' abilities to grapple with the current challenges of a highly technological and globalized workforce; enhance extension outreach activities through the dissemination of information and knowledge (basic and applied research) to farmers in rural communities in Louisiana and beyond.

BFHRTF, LLC. is a Louisiana licensed entity, located in Iberia and Lafayette Parishes. The BFHRTF, LLC partnership is made up of four families, each bringing their particular plant expertise and business knowledge

to the table. The group's facility's focus is to grow high quality, low-THC floral hemp in controlled environments. So far, the group has developed two grow spaces/sites), with the capacity to produce up to a million grams. BFHRTF, LLC. prides itself on the absence of chemical use in their facilities. BFHRTF, LLC. has plans to launch its certified Creole Louisiana Zydeco and Buc Wheat Kush Premium Floral hemp brands in the summer of 2021. Also, in the summer of 2021 BFHRTF, LLC. will begin to offer new farmers hands on training to the industry on hemp agri-business. BFHRTF team members include John Ford, Royal Hill, Jr, Joseph Johnson, and John Anthony.

IV. RESPONSIBILITIES UNDER THIS MOU

A. The SUAREC shall undertake the following activities:

1. Partnering with BFHRTF, LLC in implementing the strategies outlined in this MOU,
2. Establishing timeline for indoor hemp research activities at the BFHRTF, LLC sites,
3. Establishing a timeline for industrial hemp research,
4. Managing/collecting research data, analysis, and technical reports on program activities,
5. Identify CAFCS students for indoor hemp production internships,
6. Mobilizing resources to support the identified program activities in this MOU,
7. Providing financial resources for the research experiments (equipment and supplies, etc.), and
8. Providing mid-year and yearly evaluation of efforts of the program engagement.

B. BFHRTF, LLC shall undertake the following activities:

1. Provide two (2) indoor hemp production sites for research, education, and extension activities in the context of this MOU,
2. Providing indoor hemp production internship sites for 1-6 CAFCS student interns in the context of the MOU,
3. Making available existing indoor hemp production equipment of BFHRTF, LLC for the MOU,
4. Maintaining the necessary state-mandated licences to operate industrial hemp production sites,
5. Assisting the SUAREC team in the implementation of outlined program activities in this MOU,
6. Serving as SUAREC Hemp Research Manager for the onsite research as described in this MOU,
7. Provide experiential learning experiences for CAFCS students,
8. Assisting SUREC in the preparation and establishment of indoor hemp research operations,
9. Assisting SUAREC in the maintenance of hemp indoor hemp research operations,
10. Assisting SUAREC in the harvesting of flower and biomass for indoor hemp production research,

11. Assisting in the preparing the indoor hemp research sites for planting, and maintenance of indoor hemp research sites,
12. Assisting with recommendations and implementation of soil medium types, hemp varieties, experimental designs, plant watering, and grow room lighting for indoor hemp production research operation,
13. Assisting with daily maintenance of indoor hemp production research operations.
14. Assisting in monitoring and reporting any plant health issues with indoor hemp research,
15. Assisting in harvesting hemp from the indoor hemp research operations,
16. Assisting in data collection of indoor hemp research operations,
17. Assisting in the drying and curing process for the hemp biomass for indoor hemp research operations, and
18. Assisting in establishing CAFCS student internship curriculum and training activities.

V. FUNDING

This MOU does include the reimbursement of funds between Parties. The Parties understand that all financial arrangements between them shall be negotiated and mutually agreed and will depend on the availability of funds.

Parties may seek funding in support of the program activities as outlined above from internal and external sources. However, any funding jointly sought and awarded on behalf of both parties to support the outlined project activities shall be administered in accordance with the SUAREC research guidelines.

VII. LEGAL RELATIONSHIP

This MOU shall be construed as a statement of purpose to promote a genuine and mutually beneficial collaboration between the Parties. Nothing in this MOU shall create any legal relationship between the Parties.

VIII. DURATION

It is the intent of the parties to enter into this agreement for a period of three years with an automatic renewal every 1 year(s) perpetually beginning May 1, 2021, unless either party chooses to opt out of the agreement by providing a 30-day written notification before the renewal date.

IX. TERMINATION

Either Party may terminate this Agreement for cause by giving the other Party notice of the breach and the offending Party failing to cure the breach within (30) days.

X. INDEMNIFICATION

To the extent permitted under Louisiana law, each Party to this MOU agrees to hold harmless the other Party of any injury or damage property.

XI. ASSIGNMENT

No Party may assign their interest in this MOU without the written permission of the other Party.

XII. MISCELLANEOUS

This MOU encompasses the entire understanding between the Parties herein and supersedes all previous agreements, if any, between the Parties concerning the same or substantially similar subject matter. This MOU may be amended, supplemented, or otherwise modified only in a writing signed by duly authorized representatives of each Party.

XIII. CONTACTS

The Parties in this MOU designate the following as points of contact for collaboratively administering the activities to be conducted under this MOU:

Key Points of Contacts

For SUAREC:

Contact Person(s):	Dr. C. Reuben Walker and Dr. Janana Snowden
Address:	Fisher Hall, Rm. 118 Southern University and A & M College Baton Rouge, LA 70813

Telephone:	225-771-3206 (0)
Cell Phone:	337-344-8634 (cp)
Fax:	225-771-5771
Email:	

janana_snowden@suagcenter.com

FOR BFHRTE:

Contact Person(s):

Address:

Cell Phone:

Email:

Black Farmers Hemp Research & Training, LLC

John S. Ford & Royal Hill

1001 East Gloria Switch

Lafayette, LA 70507

337-453-0035

angelman13@cox.net

ggoodconsult@yahoo.com

[INTENTIONALLY LEFT BLANK]

APPROVALS

IN WITNESS THEREOF, the Parties authorized representatives have affixed their signatures on this MOU on _____ and witnesses thereof.
(Month/Day/Year)

Orlando F. McMeans, Ph.D.
Chancellor-Dean
SUAREC & CAFCS
Southern University and A & M College
Fisher Hall, Room 102
Baton Rouge, LA 70813

John S. Ford
BFH Research & Training Facility, LLC
1001 East Gloria Switch, Rd.
Lafayette, LA 70707

Ray L. Belton, Ph.D.
President-Chancellor
F.G. Clark 4th Floor
Southern University System
Baton Rouge, LA 70813

WITNESSES

SUAREC Witness #1

BFHREF Witness #1

SUAREC Witness #2

BFHREF Witness #2



MEMORANDUM of UNDERSTANDING

between

**Southern University College of Agricultural, Family and Consumer Sciences
1890 JAG S.T.A.R.S. Scholarship
(Student Training in Academics, Research and Service)
and
East Baton Rouge Parish School System**

I. Purpose and Scope

The purpose of this Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of each party as they relate to providing Food, Agricultural, Natural Resources, and Human Sciences (FANHS) scholarship opportunities, programming and initiatives for **East Baton Rouge Parish School System** students accepted into the Southern University College of Agricultural Family and Consumer Sciences **1890 JAG Student Training in Academics, Research and Service (JAG S.T.A.R.S.)**. The **1890 JAG S.T.A.R.S. Scholarship Program** identifies and assists students within East Baton Rouge Parish Public Schools that are interested in majoring in FANHS at Southern University and A&M College (SUBR) within the College of Agricultural, Family and Consumer Sciences (CFCS). The program will guarantee two (2) slots per high school, approximately twenty-six (26) students from within the East Baton Rouge Parish Public School District. **JAG S.T.A.R.S.** programming takes place in collaboration with **East Baton Rouge Parish School System** public high schools.

JAG S.T.A.R.S. provides academic, career, and financial assistance to participants majoring in FANHS. Participants will be provided information regarding the availability of summer internships and research assistantships. **JAG S.T.A.R.S.** also promises to meet the financial "gap" in funding tuition, fees, room, and board for participants who earn admission to SUBR and major within a FANHS discipline with the CFCS. **JAG S.T.A.R.S.**, based upon academic merit and financial need will also promise to provide Participants a scholarship every fall and spring semester of enrollment. The goal is for participants to have a \$0 balance on their fee bill after all other student aid and scholarships have been applied. To support this goal, the **1890 JAG S.T.A.R.S. Scholarship Program** will provide academic, career, financial and college readiness programming and outreach initiatives to participants as described in the respective Scope of Work.



Both the **1890 JAG S.T.A.R.S. Scholarship Program** and the **East Baton Rouge Parish School District** shall ensure that program activities are conducted in compliance with all applicable federal, state, and university laws, rules, and regulations.

II. MOU Term

The term of this MOU Agreement is the period within which the project responsibilities of this agreement shall be performed. The term commences **May 1, 2021** to **April 30, 2022**.

III. 1890 JAG S.T.A.R.S. Scholarship Program Responsibilities

1890 JAG S.T.A.R.S. Scholarship Program shall undertake the following activities during the duration of the MOU term:

1. Recruit and enroll students who meet the program eligibility requirements; students must have at least an 18 on the ACT, a grade point average (GPA) of 2.8 at the time of application, maintain at least a 2.8 GPA on a semester and cumulative basis while receiving scholarship support, and be enrolled as a full-time student (12 hours minimum) at SUBR. The students must be interested in majoring in FANHS within the CAFCS. This will be achieved through distribution of flyers, program interest sheets, social media, district communication methods, program application, and attendance at various district meetings/events.
2. Provide guaranteed scholarship assistance to approximately 26 graduating seniors from East Baton Rouge Parish High Schools:

Arlington Preparatory Academy/Mentorship Charter/Northdale Superintendent's Academy/Virtual Academy
Baton Rouge Magnet High School
Belaire Magnet High School
Broadmoor Senior High School
Glen Oaks Magnet High School
Istrouma High School
Liberty High School
McKinley Senior High School
Mentorship STEAM Academy
Northeast High School
Scotlandville Magnet High School
Tara High School
Woodlawn High School



3. Conduct orientations, classroom presentations, and PTO meeting presentations at said schools.
4. Facilitate access to tutoring, advisement, college admission and FAFSA presentations for student participants during academic year and summer months.
5. Additionally, **JAG S.T.A.R.S.** and East Baton Rouge Parish Public Schools will explore academic enrichment offerings such as but not limited to; dual enrollment credit courses and collaborative community service projects, etc.
6. Identify qualified students interested in FANHS with potential for higher education and encourage and provide support efforts to encourage a rigorous postsecondary education program and success.
7. Conduct meetings as needed, with each target school principal or their designees to schedule orientations and presentations for recruitment.
8. Meet with target school liaisons as needed throughout the year to discuss student progress and support relevant school events.
9. Submit annual reports to the Superintendent, the partner school principals/designees, and other stakeholders. The reports shall provide evidence of **1890 JAG S.T.A.R.S.** Scholarship Program performance of services as set forth in the Scope of Work and monitor compliance with the MOU.
10. Ensure adherence of **1890 JAG S.T.A.R.S.** Scholarship Program staff to applicable federal, state, university and district laws, regulations and program guidelines.

1890 JAG S.T.A.R.S. Scholarship Program Point of Contact:

Saturn Douglas

Recruitment and Retention Coordinator

College of Agricultural, Family and Consumer Sciences

Southern University Agricultural Research & Extension Center

Southern University and A&M College

Baton Rouge, Louisiana 70813

Mobile:225-456-3521

saturn_douglas@suagcenter.com|saturn_douglas@subr.edu



IV. East Baton Rouge Parish School System's Responsibilities

East Baton Rouge Parish School System shall undertake the following activities during the duration of the MOU term:

1. Permit **1890 JAG S.T.A.R.S. Scholarship Program (JAG S.T.A.R.S.)** to recruit, enroll, and serve approximately 26 students in East Baton Rouge Parish High School system.
2. Provide access to classroom, media centers and auditoriums for **JAG S.T.A.R.S.** orientations, programming, and activities, preferably within the target schools.
3. Permit **JAG S.T.A.R.S.** to publicize programming at school functions and PTO meetings, and post flyers in designated school facilities and related district managed websites or social media/communication outlets.
4. Provide access to student transcripts and test scores (preferably electronically and/or in excel format) for all **JAG S.T.A.R.S.** student participants after written permission is obtained from participant's parent/guardian(s).
5. Keep **JAG S.T.A.R.S.** informed of important school and districtwide events: Open houses, career and college fairs, PTO meetings, award ceremonies, etc.
6. Ensure that each target school principal or designee liaison attends meetings to schedule orientations, presentations for recruitment, etc. with a representative from **JAG S.T.A.R.S.**
7. Ensure that a designated liaison meets with a **JAG S.T.A.R.S.** representative as needed throughout the year to discuss program needs, student progress, and support relevant school events.
8. Provide student and district data to **JAG S.T.A.R.S.** for reports (e.g., grant cycle reports, etc.).
9. Provide the necessary resources to ensure the implementation of the 1890 **JAG S.T.A.R.S.** Scholarship Program and outreach initiatives as outlined in the approved Scope of Work.



East Baton Rouge Parish School System Point of Contact:

Caron Smith
Chief of Staff
East Baton Rouge Parish School System
1050 S. Foster Drive
Baton Rouge, LA 70806
Phone: (225) 922-5400
Cell Phone: (225) 400-3147
CSmith1@ebrschools.org

Latasha Levatino
Project Manager
East Baton Rouge Parish School System
1050 S. Foster Drive
Baton Rouge, LA 70806
ljulien@ebrschools.org

V. Effective Date and Signature

This MOU shall be effective upon the signature of the **1890 JAG S.T.A.R.S. Scholarship Program Project Director** and **East Baton Rouge School System** authorized officials. It shall be in force from **May 1, 2021 to April 30, 2022**. The **1890 JAG S.T.A.R.S. Scholarship Program** and **East Baton Rouge School System** both warrant that the persons signing this agreement are authorized to execute this agreement with full authority and bind their respective party accordingly to the MOU.

Signatures and dates

Superintendent, East Baton Rouge School System

Date

Chancellor-Dean

Date

Project Director, 1890 JAG S.T.A.R.S. Scholarship Program



ADDENDUM

1890 JAG S.T.A.R.S. Scholarship Program

SCOPE OF WORK

1890 JAG S.T.A.R.S. Scholarship Program (JAG S.T.A.R.S.) will provide students with:

- Financial assistance for tuition, fees, room and board,
- Food, Agricultural, Natural Resources, and Human Sciences Workshops (FASW) to identify and address key challenges that may be preventing students from matriculating in the program to successfully become graduates in the field of FANH,
- Connections to high quality academic programming in FANHS,
- Advice, guidance, and assistance in postsecondary school course selection within general education courses and CAFCS at SUBR,
- Academic year and summer programming focused on their academic and personal well-being and career aspirations,
- Information on locating public and private internship and assistantships programs and benefits,
- Experiential learning and hands-on training.



**COLLEGE OF AGRICULTURAL, FAMILY AND CONSUMER SCIENCES
1890 JAG S.T.A.R.S.**

(Student Training in Academics, Research and Service)
1890 Scholarships

APPLICANT MUST:

1. Have applied and been admitted to Southern University and A&M Baton Rouge Campus
2. Declare a major in the College of Agricultural, Family and Consumer Sciences
3. Have a grade point average of 2.8 or better
4. Submit official transcript with the school's seal and/or signature of an authorized school official
5. Submit ACT and or SAT scores
 - a. ACT: Composite 18; English 15 and Math 16
 - b. SAT: Evidence-Based Reading/Writing Score of 500 OR Math Score of 510
6. Submit two (2) letters of recommendation
 - a. One from a high school representative
 - b. One from a community representative
7. 500-800 word essay (see application for details)
8. Signed and dated **COMPLETED** application (including signature of the parent or guardian) submitted by email or postal mail to the address below by:

Priority Deadline-April 14
Csmith1@ebrschools.org

For more information:

Saturn A. Douglas, Recruitment and Retention Counselor
College of Agricultural, Family and Consumer Sciences
Southern University Agricultural Research & Extension Center
Baton Rouge, Louisiana 70813

Mobile: 225-456-3521 saturn_douglas@suagcenter.com saturn_douglas@subr.edu



1890 JAG S.T.A.R.S. FACT SHEET

1. Who is eligible to apply?

All incoming freshmen majoring in the College of Agricultural Family and Consumer Sciences (CAFCS) and meeting the eligibility requirements can apply.

2. When should I apply?

The application window opens November 15. It is strongly encouraged to submit a completed packet early for priority consideration. The deadline to submit applications for consideration is **April 14**. Submission of a completed packet (all signatures and supporting documents) is required for consideration.

3. If I am awarded the scholarship, how much will I receive?

The scholarship amount is dependent upon academic merit and financial need. The amounts will vary depending on the financial need of the recipient as based on current cost of tuition and fees set by the university.

4. If I am awarded the scholarship, what are my responsibilities?

Students must be enrolled as a full-time student (12 hours) majoring in Agricultural Sciences, Family and Consumer Sciences or Urban Forestry. Student must maintain at least a 2.8 GPA on a semester and cumulative basis while receiving the scholarship support. Student must also be actively engaged in CAFCS organizations, JAG S.T.A.R.S. events, and outreach efforts.

5. If I receive the scholarship one semester, will I automatically receive it during the duration of my college career?

Scholarship eligibility will be assessed every semester. If the recipient does not meet the criteria going into the new semester, the scholarship will be withdrawn.

6. When will I be notified if I am a recipient of the scholarship?

Scholarship award notifications will go out beginning in May to those applicants that have applied early.



1890 JAG S.T.A.R.S. Application

1. Personal Information:

Full Name of Applicant: _____
Date of Birth: _____
Gender: Male ___ Female ___
Race: Black ___ White ___ Asian ___ Hispanic ___
American Indian/Pacific Islander _____
Phone Number: _____
Email Address: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____

2. Education:

Student Identification Number: U _____

a. What program are you/will you enroll in?

Agriculture Business ___ Agriculture Economics ___ Animal Sciences ___
Child Development & Family Studies ___ Fashion Merchandising, Design & Textiles ___
Environmental Sciences, Natural Resources & Urban Forestry ___
Human Nutrition & Food ___ Plant & Soil Sciences ___ Pre-Veterinary Medicine ___

b. What colleges have you applied to for admission? Please indicate acceptance status.

c. List scholarships, grants or loans for which you have applied, and check the ones you plan to use. Indicate funding amount you will receive (Complete on a separate piece of paper if necessary).

Name: _____ Amount: _____ Plan to
use: _____

3. Financial Need Summary:

Have you filed a FAFSA (Free Application for Federal Student Aid)? Yes ___
No ___

If so, please submit a returned copy showing your EFC (Expected Family Contribution). If not, please do so prior to submitting this application.



4. Transcript History

Submit an official transcript and copy of test scores with this application. A copy of unofficial transcripts can be submitted with application but official transcripts must be received before award decision is finalized.

Cumulative GPA: _____
ACT Score: Composite: _____ Math: _____ English: _____
Combined SAT Score: Overall: _____ Math: _____ Writing: _____

5. Essay (500-800 words) Include on a separate sheet.

What are your interests and intent to pursue a career in in the Food and Agricultural Sciences and Related Fields? Describe your educational and professional goals. How do you plan to accomplish these goals? Include how your proposed major will provide a pathway toward accomplishing your goals.

I certify that the above information is accurate to the best of my knowledge.

Signature of Applicant: _____ **Date:** _____

Signature of Parent/Guardian: _____ **Date:** _____

Guaranteed Interview Program
MEMORANDUM OF UNDERSTANDING
LSU Health Shreveport School of Medicine

This Memorandum of Understanding (“Agreement”) establishes a Guaranteed Interview (“GI”) Program between Louisiana State University Health Shreveport School of Medicine (“LSU Health Shreveport-SOM”) and Southern University and A&M College (“SUS-BR”) (collectively, the “Parties”).

This MOU is to be effective July 1, 2021

WHEREAS, the Parties desire to work together to design a program which could assist with increasing the number of black students from Historically Black Colleges and Universities (“HBCUs”) in Louisiana who apply to the LSU Health Shreveport-SOM, accept the admissions offers, and graduate; and

WHEREAS, the Guaranteed Interview Program guarantees SUS-BR students who meet specified criteria in this Agreement that they will be invited for an interview with the Admissions Committee to the LSU Health Shreveport-SOM; and

WHEREAS, LSU Health Shreveport SOM will interview and assess the GI Program applicants on their personal characteristics, academic preparedness, and other factors based on the same standards as all other applicants.

THEREFORE, the Parties agree that to qualify for the GI Program, a student must meet the following requirements:

- Be a US citizen or permanent resident in the US;
- Minimum 3.5 grade point average (GPA) and a 3.5 GPA in all science coursework;
- Minimum of 496 on the Medical College Admissions Test (MCAT) with no section score (Chemical and Physical Foundations of Biological Systems, Critical Analysis and Reasoning Skills, Biological and Biochemical Foundations of Living Systems, Psychological, Social, and Biological Foundations of Behavior) lower than 123;
- Provide three letters of recommendation from faculty (preferably two science and one non-science faculty) and one letter from a physician;
- Complete a Baccalaureate degree before matriculation to LSU Health Shreveport-SOM;
- Participate in the Undergraduate Research Apprentice Program (UGRAP) summer I and II sponsored by the LSU Health Shreveport School of Medicine’s Chancellor’s Office and facilitated and coordinated by the LSU Health Shreveport School of Medicine’s Office of Diversity Affairs (ODA).

- Participate in the Educational Familiarization Program (MCAT Review Course), complete and submit the MCAT application, and complete and submit the LSU Health Shreveport-SOM application during summer III of the program sponsored by LSU Health Shreveport-SOM's Chancellor's Office and facilitated and coordinated by the LSU Health Shreveport-SOM's ODA;
- Register and sit for the MCAT examination in the third summer immediately following the completion of the MCAT Review Course;
- Release their MCAT scores to LSU Health Shreveport-SOM's Admissions Office;
- Obtain a minimum of 80 hours of health care shadowing or comparable work experience;
- Obtain a minimum of 80 hours of community service;
- Student remains in good disciplinary standing at SUS-BR
- Meet the academic requirements specified by SUS-BR's Department of Biological Sciences; and
- Be a first time applicant to the Guaranteed Interview Program.

FURTHERMORE, any SUS-BR student interested in applying to LSU Health Shreveport-SOM must agree to the following:

- If the participant is accepted into the LSU Health Shreveport medical program, and the student accepts the LSU Health Shreveport Medical School admissions offer, the student will participate in the Pre-matriculation Educational Program (PEP) sponsored by the LSU Health Shreveport Medical School Chancellor's Office and facilitated and coordinated by the LSU Health Shreveport Medical ODA
- The student must attend the annual HBCU Day event sponsored by the Offices of Diversity and Academic Affairs, Graduate Studies, and the School of Allied Health

Students who meet these requirements will be eligible for the GI Program. This Agreement guarantees an interview for admission to LSU Health Shreveport-SOM to students who meet the listed requirements. This agreement does not guarantee qualifying students from SUS-BR admission to LSU Health Shreveport-SOM. Students will be offered an interview no later than two weeks after submitting their medical school application. Following an in-person interview, the Chair of the Admissions Committee or Associate Dean of Admissions will notify applicants of the Admissions Committee's decision no later than two weeks after the interview.

At the end of the application cycle, the LSU Health Shreveport-SOM will either accept the applicant for admission or invite the applicant to apply for admission during the following application cycle as a traditional (i.e., non-GI Program) applicant

LSU Health Shreveport-SOM reserves the right to review periodically the Agreement and recommend changes as deemed necessary. In the event LSU Health Shreveport-SOM makes recommendations for changes(s), SUS-BR will have thirty (30) days to accept or reject the proposed changes. Agreements will be reviewed annually for any updates to the academic requirements for approval. Agreed upon changes to the SOM Agreement will become effective for the upcoming undergraduate class for the following academic year.

Both parties have the right to terminate the Agreement at any time with (30) days' notice. Applicants may only qualify for the GI Program for one application cycle. Applicants may apply as a GI applicant during their final year at SUS-BR or within six months following graduation.

The LSU Health Shreveport School of Medicine will:

- Coordinate and host an annual Pre-med Advisor meeting
- Host summer pipeline programs, which could last 6-8 weeks
- Provide mentors for the summer enrichment programs
- Provide some clinical exposure to the summer participants on the LSU Health Shreveport campus
- Provide stipends for the students for their participation in the summer program
- Host an annual HBCU Day
- Provide mentorship opportunities for SUS-BR students to LSU Health Shreveport-SOM underrepresented minority (URM) medical students.

SUS-BR will do or provide the following:

- Identify premedical advisor to assist with academic advising, mentoring, and counseling.
- Assist with identifying highly qualified students to participate in HBCU Day
- Assist with identifying qualified students to apply to the LSU Health Medical School program

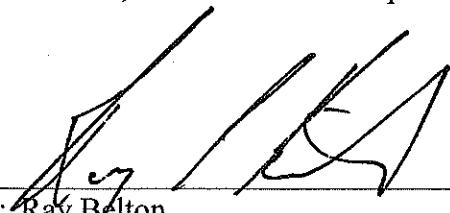
Certification of Authority to sign MOU: The persons signing this MOU on behalf of the participating institutions as Parties hereto certify by said signatures that they are duly authorized this document.



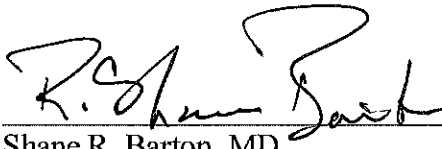
G E. Ghali, DDS, MD, FACS, FRCS(Ed)
Chancellor, LSU Health Shreveport



David F. Lewis, MD, MBA
Dean, LSU Health Shreveport School of
Medicine



Dr. Ray Belton
President, Southern University and A&M College



Shane R. Barton, MD
Chair of Admission
LSU Health Shreveport School of Medicine



SOUTHERN UNIVERSITY LAW CENTER

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BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

April 1, 2021

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

Re: Authorization for the Southern University Law Center (SULC) to negotiate an Agreement With ION Tuition (ION) and Mentor Works Education (Mentor Works) to Provide Alternate Sources to Finance Student Educational Aspirations and Pursuits

Dear Dr. Belton;

Through a connection with the Thurgood Marshall College Fund (TMCf), SULC was afforded an opportunity have a discussion with ION and Mentor Works to consider participating in a national program partnership that involved Income Share Agreements (ISA) which have gained more attention as a vehicle to help reduce burgeoning student debt and promote outcome-based education financing options for students. Burgeoning student debt has created a need to develop outcome-based educational financing options that combine employability as a key outcome and creates educational funding sources where higher education institutions and employers work together to generate better outcomes for students.

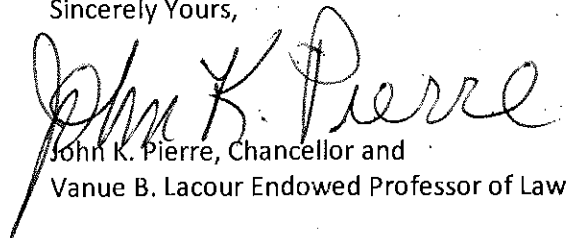
In 2020, ION and Mentor Works, a U.S. Treasury Department certified CDFI, worked with Blue Ridge Bank (Blue Ridge) in Virginia to create the nation's first bank-based ISA origination program. The U. S. Department of Treasury's Office of the Comptroller Currency approved the ISA underwriting and origination by Blue Ridge, based on program design parameters, technology, security, privacy, compliance and servicing from ION and Mentor Works.

This approval now allows ION ISA to be the first company to operate at-scale in all fifty states with all colleges and universities including with direct-to student ISA's. Higher education institutions and ISA investors can participate without requiring onerous regulatory compliance requirements that need to be met at the state level.

ION and Mentor Works today have partnerships and capital in place with social impact funds, corporate foundations, and private investors, as funding sources. The ION ISA program expects to provide approximately \$100 million to \$250 million in ISA funding to students nationwide. Programs will include broadly TMCF institutions like SULC and other SU System constituent institutions, community colleges nationally, career and technical schools, nursing schools, and information technology related schools.

I, along with Chancellor Ellis, Dr. Derrick Warren, Dr. Sudhir Trivedi, Mr. Terry Hall, Ms. Demetria George, Ms. Brandy Jacobson, Ms. Yolander Smith, and Ms. Marla Dickerson spoke to ION and Mentor Works about the possible participation of SULC and SUSLA in the ION ISA Pilot Program. Based upon the conversation, it appears that ION ISA Pilot Program could potentially benefit SULC students. In my opinion, the ION ISA Pilot Program has the possibility of benefitting other SU System students in various academic programs across a variety of constituent institutions. I therefore ask that the Southern University Board of Supervisors authorize me and SULC administrators to engage in negotiations that may eventually lead to an agreement, which could make SULC, the first HBCU institution in the U. S. to participate in the ION ISA Pilot Program. If an agreement is negotiated, SULC will of course seek Board approval to confect such agreement. I hereby ask that my request be placed on the April 16, 2021 board agenda for review and approval. If you have any questions, please feel free to contact me.

Sincerely Yours,



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



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

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(225) 771-2552

FAX (225) 771-2474

April 12, 2021

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

RE: Memorandum of Understanding (MOU) to develop remote/virtual certificate and degree programs for students and professionals in Sub-Saharan Africa by the Southern University Law Center (SULC)

Dear Dr. Belton:

In response to the clarion call made to the Southern University System constituents' institutions to develop and expand remote/virtual educational programs, SULC has engaged in an exploratory process to develop such programs through a collaboration with the Charles Winnsboro Corporation (Winnsboro) to develop programs in Sub-Saharan Africa. The non-binding MOU confected between SULC and Winnsboro will hopefully lead to specific memorandums of agreements that will have specific details which will be presented to the Southern University Board of Supervisor for approval as they are negotiated.

I respectfully ask that the attached MOU be presented to the Southern University Board of Supervisor for approval as an initial step that will hopefully lead to SULC being able to develop and offer remote/virtual education programming in Sub-Saharan Africa.

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

Sincerely,

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

MEMORANDUM OF UNDERSTANDING

THIS AGREEMENT, entered into this _____ day of [April], 2021, by and between Southern University Law Center (“SULC”) and Charles Winnsboro Corporation (“Charles Winnsboro”) and, together with SULC, the “Parties”).

WHEREAS, SULC is a public ABA-accredited law school with the explicit mission to, *inter alia*, provide access to underrepresented students and “train a cadre of lawyers equipped with the skills necessary for the practice of law and for positions of leadership in society”;

WHEREAS, in fulfillment of its mission, SULC has launched several innovative workforce development, hybrid and online programs, and is contemplating launching additional such programs at the intersection of law and technology;

WHEREAS, Charles Winnsboro is a strategic and advisory firm that, among other things, works with higher education institutions in the United States to develop workforce development programs in law and technology, and to export the institutions’ educational programming to sub-Saharan Africa; and

WHEREAS, the Parties have expressed a desire to work together on a number of collaborative opportunities, including without limitation the development of certificate programs in regulatory compliance, data privacy, and blockchain technology;

NOW THEREFORE, it is mutually agreed as follows:

- I. **Scope of Agreement** - This Agreement shall commemorate the Parties’ intent to enter into, but shall not be limited to, the following types of collaboration:
 - A. Development of certificate programs in regulatory compliance, data privacy, and blockchain;
 - B. Development of other suitable certificate and degree programs, based on market dynamics;
 - C. Recruitment of students from sub-Saharan Africa to degree and certificate programs by SULC and other schools in the Southern University System;
 - D. Collaboration with higher education institutions throughout the African diaspora, including research, service programs, educational programs, curricular instruction, and joint extension programs; and
 - E. Any other agreed-upon projects.

Before implementing these activities, the Parties will discuss the opportunities and challenges presented and will thereafter enter into specific activity agreements based on the mutually agreed objectives and outcomes. The Parties acknowledge and agree that the scope of collaboration set forth above will involve, and any resulting Activity Agreements

may be executed as counterparties by, other schools in the Southern University System including without limitation SUS Online and the Southern University School of Business.

- II. Period of Agreement** - This Agreement shall be effective upon the date of final execution and will remain in force for a period of three years. Either Party may terminate the Agreement by providing notice to the other Party in writing.
- III. Planning and Management of Activities** – Each distinct collaboration program or activity will be described in a separate Activity Agreement drawn up jointly and signed by authorized signatories of each Party. Such agreements will specify the names of those individuals for each Party responsible for the implementation of the program and set forth all terms and conditions associated with the activity. The Parties understand that each Activity Agreement may have different circumstances with respect to the personnel, types of activities, intellectual property and other deliverables that either Party may be required to contribute. Therefore, SULC reserves the right to perform a separate risk assessment on the legal, tax and other liabilities that may arise under each Activity Agreement and to structure its deliverables under the Activity Agreement in a way that maximizes the cost and liability efficiencies for SULC.
- IV. Funding of Activities** – Activity Agreements should make financial costs and obligations explicit. Projects requiring funding must be approved by both Parties.
- V. Nondiscrimination** – SULC and Charles Winnsboro agree that no person shall on the grounds of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran be excluded from participation under the terms of this Agreement.
- VI. Use of Name** - Charles Winnsboro will not use the name or logo of SULC, nor of any member of SULC's program staff, in any publicity, advertising, or news release without the prior written approval of an authorized representative of SULC. SULC will not use the name or logo of Charles Winnsboro, or any employee of Charles Winnsboro, in any publicity, advertising, or news release without the prior written approval of Charles Winnsboro.
- VII. Modification** – The terms of this Agreement may be changed or modified only by written amendment signed by authorized agents of the Parties.
- VIII. Non-Binding** – Except with respect to Section VI (Use of Name) and Section IX (FCPA), this Agreement is non-binding and solely for the purpose of establishing a basis upon which SULC and Charles Winnsboro will continue discussions. Either SULC or Charles Winnsboro may at its sole discretion terminate discussions for any reason by giving written notice of termination to the other. In the case of a dispute that arises relating to any aspect of cooperation under this Agreement, the parties may attempt to resolve such dispute through friendly negotiation, or either party may elect to terminate the agreement pursuant to the previous provision. Upon termination, the parties will have no further obligations hereunder.

IX. Foreign Corrupt Practices Act – SULC and Charles Winnsboro represent and warrant to each other that they are aware of the requirements of the United States Foreign Corrupt Practices Act (the “FCPA”) and that they will not, and will not allow their owners, employees, representatives, officers, directors, contractors or other agents to take any action in connection with this Agreement or any separate Activity Agreement to provide, offer or promise to provide, or authorize the provision directly or indirectly of, any money, gift, loan, service or anything of value to (i) any government official (or any agent, employee or family member thereof), (ii) any political party or candidate for political office, or (iii) any person, while knowing that all or a portion of such money or thing of value will be offered, given or promised, directly or indirectly, to any of the foregoing in (i) or (ii), for the purpose of obtaining or retaining business or funding, to direct business or funding to any person or entity, or to secure any other improper advantage.

IN WITNESS WHEREOF, SULC and Charles Winnsboro have executed this Agreement as of the date first above written.

Signing for Southern University Law Center

Signing for Charles Winnsboro Corporation

Chancellor John Pierre

Jude Chidi Ogene

Date

Date

J.S. Clark Administration Building
Post Office Box 9820
Baton Rouge, Louisiana 70813
Office: 225 771-2360

March 29, 2021

Dr. Ray L. Belton, President-Chancellor
Southern University A&M College
Baton Rouge, LA 70813

Dear President-Chancellor Dr. Belton:

We have now completed the review of application and request for application for tenure and/or promotion from three faculty members from the College of Sciences and Engineering. My recommendation (summarized in the table below) is based after careful consideration of the results of a peer review process at the department, college and university levels. Further, the provisions of the prevailing faculty handbook were followed.

Name of Faculty	College	Recommendation For Tenure	Recommendation For Promotion
Dr. Yaser Banadaki	Science & Engineering	Yes	Yes
Dr. Xiaoping Yi	Science & Engineering	Yes	No
Dr. Lidiya Dubytska	Science & Engineering	Yes	No

Dr. Banadaki is employed in the Computer Science Department. His PhD is in Electrical Engineering with a focus on Computer Engineering. Evidence supporting his academic qualification was generated during our SACSCOC review and subsequently during review of application for tenure and promotion. Further, as per the faculty handbook he has served the numbers of years required for both tenure and for promotion.

Dr. Xiaoping Yi served as a fulltime instructor before he was appointed to his present tenure-track position as an Assistant Professor of Biology. He has the number of years in service to qualify for tenure but not for promotion (as per 4.8.D of the faculty handbook). He is thus recommended for grant of tenure only.

Dr. Lidiya Dubytska was hired as an Associate Professor of Biology in August 2017 and was assured of tenure review upon completion of three years. She has the number of years in service to qualify for tenure but not for promotion (as per 4.8.D of the faculty handbook). She is thus recommended for grant of tenure only.

Your consideration of my recommendation is much appreciated. We have all supporting evidence/recommendation for your review, if you so desire.

With kindest regards,



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

SYSTEM
2021 MAR 30 AM 10:57
PRESIDENT

Southern University A&M College, Baton Rouge
FACULTY TENURE and PROMOTION REVIEW
 Academic Year 2020-2021

College of Sciences and Engineering					Actions: Recommended or Not Recommended					
Name	Dept.	Rank	Requested Action for Tenure	Requested Action for Promotion	Department Committee	Chair	College/ School Committee	Dean	VCAA Committee	Executive Vice Chancellor
1. Yaser Banadaki	Computer Science	Assistant Professor	Yes	Yes	Not Recommended for Either Tenure or Promotion	Recommended for Both Tenure and Promotion	Recommended for Both Tenure and Promotion	Recommended for Both Tenure and Promotion	Not Recommended Based on Stated Concerns*	Recommended for Tenure and Promotion
<p>*Note: Concerns of the university committee were duly investigated. Tenure and promotion are both recommended based on review of the Faculty Handbook section 4.7.B which supports time requirement for the application. Letter from the department chair confirms the credentials of applicant to teach in the Department of Computer Science. Additionally, given lack of peer review evaluation, that portion of score was removed to determine sufficiency in meeting expectations in the area of teaching excellence.</p>										
2. Lidiya Dubytska	Biology	Associate Professor	Yes	Yes	Recommended for Both Tenure and Promotion	Recommended for Both Tenure and Promotion	Recommended Tenure/Not Recommended Promotion	Recommended for Both Tenure and Promotion	Not Recommended Based on Stated Concerns**	Recommended for Tenure only
<p>**Note: Concerns of the university committee were investigated. Given lack of peer review evaluation, that portion of score was removed to determine sufficiency in meeting expectations in the area of teaching excellence. However, the time requirement for promotion is not met (see section 4.8.D Promotion Criteria, page 55, Associate Professor to Professor requirement).</p>										
3. Xiaoping Yi	Biology	Assistant Professor	Yes	Yes	Recommended for Both Tenure and Promotion	Recommended for Both Tenure and Promotion	Not Recommended for Tenure/Not Recommended for Promotion	Recommended for Both Tenure and Promotion	Not Recommended Based on stated concerns***	Recommended for Tenure only
<p>***Note: Concerns of university committee were investigated. Given lack of peer review evaluation, that portion of score was removed to determine sufficiency in meeting expectations in the area of teaching excellence. Based on review of the Faculty Handbook section 4.7.B, applicant meets the time requirement for the for tenure. However, time requirement for promotion was not met (see section 4.8.D Promotion Criteria, page 55, Assistant Professor to Associate Professor requirement).</p>										



SOUTHERN UNIVERSITY LAW CENTER

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April 6, 2021

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

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

RE: Tenure Track Appointment for Katherine A. McFarlane

Dear Dr. Belton:


Katherine A. McFarlane applied for a tenure track position with the Southern University Law Center and received a favorable rating from the Faculty Appointment, Retention, Promotion, and Tenure (FARPT) committee. I concur with the rating of the committee. McFarlane is currently an associate professor at the University of Idaho College of law.

She is an accomplished legal scholar who has eight years of experience in academics and an additional seven years of experience as a federal judicial law clerk and practicing attorney.

I hereby request that the Southern University Board of Supervisors approves my recommendation to hire McFarlane at the rank of Associate Professor for the 2021-2022 academic year on a tenure track, for a nine-month basis at the rate of \$117,000. Her curriculum vitae is attached.

I respectfully ask that this recommendation be considered at the Board's April 17, 2021 meeting and approved. If you have any questions, please feel free to contact me.

Sincerely,



John K. Pierre
Chancellor and Vanue B. Lacour Endowed Law Professor

KATHERINE A. MACFARLANE
University of Idaho College of Law
814 W. Jefferson Street, Boise ID 83702
562-201-7208 • kmacfarlane@uidaho.edu

ACADEMIC EXPERIENCE

UNIVERSITY OF IDAHO COLLEGE OF LAW, BOISE, ID
Associate Professor, 2015–Present (tenured in 2019)
Courses: Civil Procedure, Civil Rights Litigation, Constitutional Law, Conflict of Laws,
Disability Law, Federal Courts

LOUISIANA STATE UNIVERSITY PAUL M. HEBERT LAW CENTER, BATON ROUGE, LA
Teaching Fellow, 2013–2015
Courses: Civil Rights Litigation, Disability Rights, Legal Writing & Research

CHAPMAN UNIVERSITY FOWLER SCHOOL OF LAW, ORANGE, CALIFORNIA
Visiting Professor of Law, 2019–2020
Courses: Civil Procedure, California Civil Procedure

SELECTED HONORS AND AWARDS

Peer Reviewer, Cambridge University Press, 2018
Peer Reviewer, Yale Law Journal, 2017
Peer Reviewer, University of Chicago Press, 2017
Accomplished Under 40, Idaho Business Review, 2019
University of Idaho College of Law Diversity and Human Rights Award, 2019

TESTIMONY

Before the Louisiana Legislature, House Committee on Health and Welfare, May 2015

MEDIA

New York Times, Wall Street Journal, USA Today, The Nation, NPR, Bloomberg News, NBC 33
Baton Rouge, Talk 107.3 FM Baton Rouge, Health Central, Ipse Dixit Podcast, Law to Fact
Podcast

SCHOLARSHIP

ARTICLES & ESSAYS

Disability Without Documentation, 90 FORDHAM L. REV. (forthcoming 2021)
Procedural Animus, 71 ALA. L. REV. 1185 (2020)
Foreseeable Police Shootings, 119 COLUM. L. REV. F. 283 (2019)
The New Jim Crow's Equal Protection Potential, 27 WM. & MARY BILL OF RTS. J. 61 (2018)
Accelerated Civil Rights Settlements in the Shadow of Section 1983,
2018 UTAH L. REV. 639 (2018), reprinted in NLG Civil Rights Litigation & Attorneys
Fees Handbook (2018)
Posner Tackles the Pro Se Problem: A Book Review of Reforming the Federal Judiciary,
83 MO. L. REV. 113 (2018)

- Los Angeles v. Mendez: Proximate Cause Promise for Police Shooting Victims*,
118 COLUM. L. REV. F. (2018)
- Camouflaging State Biosimilar Laws*, 26 ANNALS OF HEALTH LAW 52 (2017)
- Shadow Judges: Staff Attorney Adjudication of Prisoner Claims*, 95 OR. L. REV. 97 (2017)
- Predicting Utah v. Strieff's Civil Rights Impact*, 127 YALE L.J. F. 139 (2016)
- A New Approach to Local Rules*, 11 STAN. J. C.R. & C.L. 121 (2015)
- Analyzing the S.D.N.Y.'s Amended "Related Cases" Rule: The Process For Challenging Case Assignment Remains Inadequate*, 69 N.Y.U. ANN. SURV. AM. L. 699 (2015)
- The Danger of Nonrandom Case Assignment: How the S.D.N.Y.'s "Related Cases" Rule Has Shaped Stop-and-Frisk Law*, 19 MICH. J. RACE & L. 199 (2014)
- Adversarial No More: How Sua Sponte Assertion of Affirmative Defenses to Habeas Wreaks Havoc on the Rules of Civil Procedure*, 91 OR. L. REV. 177 (2012)
- Dismissal of Title VII Claims on "Jurisdictional" Exhaustion Grounds*,
21 GEO. MASON U. CIV. RTS. L.J. 213 (2011)

BOOK CHAPTERS

- Prisoner Procedure* in A Critical Guide to Civil Procedure (NYU Press, forthcoming 2021)
- Rewritten Opinion of Kulko v. Superior Court* in Feminist Family Law Judgments
(Cambridge Univ. Press 2020)

SYMPOSIA

- Introduction, *Terry v. Ohio at 50*, 54 IDAHO L. REV. 279 (2018)

SELECTED PRESENTATIONS

- AALS Annual Meeting
Hot Topic Program, Disability and COVID-19: Lessons from Disability, Lessons from the Pandemic, Jan. 2021
- Southern University Law Center, Representative Government Virtual Forum
"Accessible Ballots, Accessible Government: Ensuring Equality for Individuals with Disabilities," Oct. 2020
- American University Washington School of Law, Health Law & Policy Program
Health Justice: Engaging Critical Perspectives in Health Law and Policy, Oct. 2020
- Junior Faculty Federal Courts Workshop, Fayetteville, AR
"Procedural Animus," Sept. 2019
- AALS Annual Meeting, New Orleans, LA
"Disability Rights as a Social Movement," Jan. 2019 (invited speaker following call for papers)
- Policing, Police Brutality, and the Black Community, LSU Law Center, Baton Rouge, LA
"Accelerated Civil Rights Settlements and Their Impact on Section 1983," Sept. 14, 2018

- Idaho Trial Lawyers Association Annual Meeting, Sun Valley, ID
“Proposed Bill Threatens to Curtail ADA Title III Claims,” June 22, 2018
- Federal Bar Association of Idaho, Boise, ID
“The History of the Fourteenth Amendment,” May 23, 2018
- ACS Constitutional Scholars Forum, Barry University School of Law, Orlando, FL
“How and Why the Federal Courts Are Citing *The New Jim Crow*,” March 1, 2018
- Southeastern Association of Law Schools Conference, Boca Raton, FL
“Appropriate Uses of Polarizing Current Events in Doctrinal Teaching,” Aug. 5, 2017
- Southern University Law Center, Fourth Amendment Symposium, Baton Rouge, LA
“Utah v. Strieff,” Jan. 20, 2017
- Loyola University Chicago School of Law, Innovations and Incentives in Life Sciences, Chicago, IL
“Innovation and Patient Access,” Oct. 28, 2016
- Idaho State Bar & University of Idaho College of Law Bill of Rights Celebration, Moscow, ID
“Racial Justice Under the Bill of Rights,” Sept. 15, 2016
- University of Idaho Malcolm M. Renfrew Interdisciplinary Colloquium, Moscow, ID
“Teaching and Living the Affordable Care Act,” Sept. 6, 2016
- Idaho Trial Lawyers Association, Annual Meeting, Sun Valley, ID
“Recent Developments in Section 1983 Litigation: From Police to Prisons,” June 17, 2016
- Law and Society Association, Courts, Litigation and Social Change Paper Session, New Orleans, LA
“Does Accelerating Civil Rights Litigation Shortchange Social Change?” June 4, 2016
- Idaho Law Foundation, CLE Idaho, Twin Falls, ID
“Section 1983: A Vehicle for Antidiscrimination Litigation,” May 20, 2016
- Widener University Commonwealth Law School, Harrisburg, PA
“Ruling the Courts: The Future of Local Rules of Civil Procedure,” Feb. 22, 2016
- Inland Northwest Scholars Workshop, University of Idaho College of Law, Boise, ID
“Diluting the Judicial Power,” July 31, 2015
- Congressional Arthritis Caucus Briefing, Panelist, Washington, D.C., July 13, 2015
- Journalist Law School, Loyola Law School, Los Angeles, CA
“Using Dockets to Improve Reporting: A Police Litigation Case Study,” May 29, 2015
- Women’s Leadership Symposium, Louisiana State University, Baton Rouge, LA
“Title IX and Title VII: Gender Discrimination at School and at Work,” March 7, 2014
- Southeastern Association of Law Schools (SEALS), Prospective Law Teachers Workshop
“A New Approach to Local Rules,” August 3, 2014
- Faculty Paper Workshop, LSU Law Center, Baton Rouge, LA
“Of Prisoners and Patents: Non-transsubstantive Local Rules,” April 9, 2014
- Journal of Race & Law Speaker Series, University of Michigan Law School, Ann Arbor, MI
“Stop-and-Frisk Litigation in the Second Circuit,” Feb. 3, 2014

Southeastern Law Scholars Conference, Charleston, SC
“The Danger of Nonrandom Case Assignment,” Oct. 5, 2013

NATIONAL SERVICE

Chair, AALS Disability Law Section (2021-2022)

Chair-Elect, AALS Disability Law Section (2020–2021)

Secretary, AALS Disability Law Section (2019–2020)

UNIVERSITY SERVICE

Chair, College of Law Recruitment Committee (Boise), 2020–2021

Member, COVID-19 University of Idaho Advisory Committee, 2020–2021

Outside Member, Department of Politics and Philosophy Tenure and Promotion Committee, 2020

University of Idaho Representative, Local Rules Advisory Committee, District of Idaho, 2016–2019

Chair, Strategic Plan Implementation Committee, 2018–2019

Member, Dean’s Advisory Committee, 2018–2019

Faculty Advisor, IDAHO LAW REVIEW symposium issue, 2017–2018 and 2018–2019

Member, University of Idaho Title IX Policies, Procedures and Protocol Committee, 2017–2018

Faculty Advisor, American Constitution Society Student Chapter, 2016–2017, 2017–2018, 2018–2019

Chair, Technology Committee, 2016–2017

Coach, National Moot Court Team, 2016–2017

Outside Member, University of Idaho Media Law Search Committee, 2015–2016

Faculty Advisor, University of Idaho College of Law Black Law Students Association, 2015–2016

COMMENTARY

Vaccinate High-Risk People with Disabilities, Now, MS. MAGAZINE, March 4, 2021

Accommodations and Everything After, MS. JD WRITER IN RESIDENCE, Jan.–Dec. 2018

Idaho Legislation Looks Disturbingly Like Arizona’s ‘Show Your Papers’ Law, ACS BLOG, Feb. 2017

Does Idaho’s Immigration Bill Go Too Far?, IDAHO STATESMAN Feb. 9, 2017

Opinion: Trump Wrong But Stop-and-Frisk Still Constitutional, LAW360, Sept. 22, 2016

Utah v. Strieff May Shrink Civil Rights Damages, ACS BLOG, July 2016

Procedure Takes Center Stage in Stop-and-Frisk Litigation, SUMMARY JUDGMENTS,
LOYOLA LAW SCHOOL FACULTY BLOG, Nov. 18, 2013 (invited guest blogger)

New York City's Stop-and-Frisk Appeals Are Still Alive, BROOKLYN L.J. PRACTICUM (2013)

Gender Bias in the Courtroom, N.Y. OBSERVER, July 10, 2013

Lactation Regulation, DAILY JOURNAL, Sept. 23, 2009

EDUCATION

LOYOLA LAW SCHOOL, LOS ANGELES, CA

J. D., *cum laude*, 2006

Honors:	Order of the Coif
Awards:	Copyright Law First Honors Dean's Service Award
Scholarships:	California Bar Foundation Service Scholarship Faculty Honors Scholarship Jesuit Community Scholarship
Law Review:	Chief Articles Editor, <i>Loyola Law Review</i>
Note:	<i>Derungs v. Wal-Mart Stores: A Federal Interpretation Excluding Breast-Feeding from a State's Sex Discrimination Protection</i> , 38 LOY. L.A. L. REV. 2319 (2005)

NORTHWESTERN UNIVERSITY, EVANSTON, IL

B.A., *magna cum laude*, Spanish Language and Gender Studies, 2002

Honors:	Phi Beta Kappa
Awards:	Pathbreaker Award, Women in Leadership Conference
Study Abroad:	Universidad de Guanajuato, Mexico (literature coursework)

JUDICIAL CLERKSHIPS

UNITED STATES COURT OF APPEALS FOR THE NINTH CIRCUIT, LOS ANGELES, CA

Law Clerk to Hon. Arthur L. Alarcón, 2007–2008

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF ARIZONA, PHOENIX, AZ

Law Clerk to Hon. Frederick J. Martone, 2006–2007

PROFESSIONAL EMPLOYMENT

NEW YORK CITY LAW DEPARTMENT, NEW YORK, NY

Assistant Corporation Counsel, Special Federal Litigation Division, 2011–2013
Lead attorney in approximately 80 federal civil rights actions

QUINN EMANUEL URQUHART & SULLIVAN, LLP, LOS ANGELES, CA AND NEW YORK, NY

Associate, 2008–2011
Lead associate in securities action against Countrywide Financial
Lead counsel in *pro bono* federal prisoner civil rights action

OTHER EMPLOYMENT

O'MELVENY & MYERS, LLP, CENTURY CITY, CA, 2005, Summer Associate, White Collar Defense

HADSELL & STORMER, PASADENA, CA, 2004, Law Clerk, Inmate and Employment Litigation

INNER CITY LAW CENTER, LOS ANGELES, CA, 2002–2003, Paralegal, Slum-housing Litigation

MALDEF, LOS ANGELES, CA, 2002, Legal Secretary, Voting and Educational Access Litigation

BAR ADMISSIONS

California, New York, United States Court of Appeals for the Ninth Circuit, Central District of California, Southern and Eastern Districts of New York

COMMUNITY SERVICE

Arthritis Foundation, Patient Ambassador, 2015–Present

Global Healthy Living Foundation, Patient Advocate, 2014–2015

Catholic Charities of Idaho, DACA Volunteer, 2017

Loyola Law School Class of 2006 Reunion Committee, Co-Chair, 2016

Loyola Alumni Clerkship Committee, Co-Founder and Advisor, 2007–2015

Legal Aid Society of New York, Deferred Action Attorney Volunteer, Summer 2012

Central District of California Pro Bono Civil Rights Panel, Los Angeles, CA, 2008–2010

Bresee Youth Center, Reading Tutor and Career Mentor, Los Angeles, CA, 2003–2005

LANGUAGES

Fluent in Spanish and Italian (lived in Rome, Italy 1985–1991)

CREATIVE WRITING

So Sorry to Bother You, But I Might Die If You Don't Wear a Mask, INTIMA, November 2020

Flying into Jerusalem, in *Personal Narratives on Illness, Disability, and Medicine* (Erin Murphy, Dinty Moore, and Renée K. Nicholson eds., 2019)

St. Cynthia of South Brooklyn, FOLIATE OAK, Feb. 1, 2017

Medical Mystery Tour, FOLIATE OAK, Dec. 1, 2016

Stalled In an Inaccessible Bathroom, THE MIGHTY, June 20, 2016

Uterus Transplants & the Social Pressures of Biological Motherhood, MS. BLOG, Nov. 2015

Hey Xeljanz, What Exactly Are You Selling? BUST, Oct. 2015

The Immeasurable Cost of Infertility, INTIMA, June 2015

Patient Blogger, CREAKY JOINTS, 2014–2015

Actually, I do have some questions, ARTHUR'S PLACE, Oct. 8, 2014

The (Café) Flora and Fauna, NOLA VIE, July 17, 2014

Purple Prose: On the Move, NORTHWESTERN MAGAZINE, March 1, 2014

Blue Cup, THE HAIRPIN, Dec. 10, 2013

Every Summer and Every Other Christmas, HUFFINGTON POST, April 5, 2012

JOB CLASS 3	8	0	4	0
JOB CODE	F			
CAL ID	M			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

Profile of Person Recommended

Length of Employment 08/01/2021 To 05/31/2022
 Effective Date 08/01/2021

Name Katherine A. McFarlane SS# XXX-XX-3856 Sex F Race* W
(Last 4 digits only)

Position Title: Associate Professor Department: Law Center - Instruction

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

--	--	--

X New Position Expiration Date: _____

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

Years Experience 7 Southern University Experience 0

Degree(s): Type/Discipline (BA-Education): _____ Year: _____
B.A. Northwestern University, Evanston, IL 2002
J.D. Loyola Law School, Los Angeles, CA 2006

Current Employer University of Idaho College of Law

Personnel Action

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

Recommended Salary \$ 117,000.00 Salary Budgeted \$ 117,000.00

Source of Funds Strengthening HBGI

Identify Budget: Title III Grant Location 32096-32030-61003-34100
 Form Code: 1 Page 1 Item # 1

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
N/A	

*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 4/6/2021 Date
 Supervisor
[Signature] 4/6/2021 Date
 Vice Chancellor

Dean/Unit Head _____ Date
[Signature] 4-6-21 Date
 V/C for Finance & Admin.
[Signature] 4/6/2021 Date
 Chancellor

Director/Personnel _____ Date

Vice President/Finance _____ Date
 Business Affairs/Comptroller

President _____ Date

Chairman/S.U. Board of Supervisors _____ Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

Tenure Track Faculty for the 2021-2022 Academic Year.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: V/C Shawn Vance

NUMBER OF EMPLOYEES SUPERVISED, (if any) 100

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

United States Citizen/Certificate of Naturalization

Resident Alien

H-1 Visa (Distinguished Merit & Ability)

J-1 Visa (Exchange Visitor Program)

F-1 Visa (Student Emp. FT Student at S.U.)

OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)

SOUTHERN UNIVERSITY LAW CENTER

CODE EXPIRES

ENCUMBERED / FUNDS AVAILABLE

DOG ID. #

DATE RA 4/6/2021

H1

BY JI JMG 10/19

F1

F0

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS



SOUTHERN UNIVERSITY AT NEW ORLEANS

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

Office of the Chancellor

March 30, 2021

Dr. Ray L. Belton, President – Chancellor
Southern University System
4th Floor, J. S. Clark Administration Building
Baton Rouge, LA 7081

Dear Dr. Belton:

Southern University at New Orleans (SUNO) is providing notification of plans to offer 100% on-line courses effective fall 2021 leading to the following degrees:

- B.S. in Criminal Justice
- M.A. in Criminal Justice
- B. in Interdisciplinary Studies
- B.S. Health Information Management Systems

The ultimate goal of implementing these programs is to support the State of Louisiana in improving accessibility to higher education in the State in support of the strategic plan to increase the percentage of Louisiana citizens with college degrees. In the process, SUNO's student enrollment will benefit and so will the yearly number of degree completers. Upon approval and recognition of the Notification by the SUS Board of Supervisors, the LA Board of Regents and SACSCOC will also be notified.

If I can provide additional information, please do not hesitate to contact me.

With kind regards,

A handwritten signature in blue ink that reads "James H. Ammons".

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



Southern University at New Orleans

6400 Press Drive
New Orleans, Louisiana 70126
Phone: (504) 284-5461

Curriculum
Committee

MEMORANDUM

To: Dr. David Adegbeye,
Vice Chancellor for Academic Affairs

From: Carl P. Johnson, Chair *CPT*
University Curriculum Committee

Date: March 29, 2021

Re: March 29, 2021-Approved Proposal

Arts and Sciences-Criminal Justice Program

Proposed Criminal Justice Program - "100 % Online Bachelor of Science Criminal Justice Program".
Proposed Effective Date: Fall 2021

Description: The 100% Online Undergraduate Criminal Justice Program was approved in 2008, but not implemented due to lack of resources. Currently, the Criminal Justice Program proposes the utilization of both 8-Week and 16-Week Online Components for implementation. The availability of both components will attract and provide students with options to complete the program in a timely manner.

Rationale: The relevancy of this implementation includes an accelerated online program. The Program includes a revised course map for an eight-weeks accelerated program. The Program is valuable as an addition to fulfilling the current needs of diverse stakeholders. These stakeholders include professional industries, community members and nontraditional students. This program will attract new working adults who want to advance their educational endeavor. The Louisiana Workforce Commission identifies criminal justice as a five-star degree program.

Approved:



Vice Chancellor for Academic Affairs

03-30-21

Date

Approved:



Chancellor

3/30/21

Date



Southern University at New Orleans

6400 Press Drive
New Orleans, Louisiana 70126
Phone: (504) 284-5461

Curriculum
Committee

MEMORANDUM

To: Dr. David Adegboye,
Vice Chancellor for Academic Affairs

From: Carl P. Johnson, Chair *CPJ*
University Curriculum Committee

Date: March 29, 2021

Re: March 1, 2021-Approved Proposal

Arts and Sciences-Interdisciplinary Studies Program

Proposed Interdisciplinary Studies Program Change-100 % Online Bachelor of Interdisciplinary Studies Program 8-Week and 16-Week Online Components". **Proposed Effective Date: Fall 2021**

Description: Students in the Online Program of the Social Sciences Area of Concentration will have to complete 39 credit hours of general education courses, 30 credit hours of area of concentration courses, 18 credit hours of Enhanced Electives and 28 credit of free elective courses. In addition, 5 credit hours of University requirements are needed.

Rationale: The 100% Online Program of the Interdisciplinary Studies Major was approved in 2006 (named then as General Studies), but was not implemented due to lack of resources. Currently, the Interdisciplinary Studies Program proposes the utilization of both 8-Week and 16-Week Online Components for implementation. The availability of both components will attract and provide students with options to complete the program in a timely manner.


Approved:



Vice Chancellor for Academic Affairs

03-30-21
Date

Approved:



Chancellor

3/30/21
Date



Southern University at New Orleans
6400 Press Drive
New Orleans, Louisiana 70126
Phone: (504) 284-5461

Curriculum
Committee

MEMORANDUM

To: Dr. David Adegboye,
Vice Chancellor for Academic Affairs

From: Carl P. Johnson, Chair *CPT*
University Curriculum Committee

Date: March 29, 2021

Re: March 29, 2021-Approved Proposal


Arts and Sciences-Criminal Justice Program

Proposed Criminal Justice Program - "100 % Online Master of Arts Criminal Justice Program". **Proposed Effective Date: Fall 2021**

Description: The 100% Online Graduate Criminal Justice Program was approved in 2006, but not implemented due to lack of resources. Currently, the Criminal Justice Program proposes the utilization of both 8-Week and 16-Week Online Components for implementation with concentration areas in law enforcement, correction and juvenile justice. The availability of both components will attract and provide students with options to complete the program in a timely manner.

Rationale: This proposal includes an accelerated online program supported by a revised course map for an eight-week accelerated program. The Program has been identified as an addition to fulfilling the current needs of diverse stakeholders. These stakeholders include law enforcement employees in the police force, correctional facilities, armed forces, judicial systems, etc. who wish to keep their jobs and earn graduate degrees as fast as possible. The Louisiana Workforce Commission identifies criminal justice as a five-star degree program. .

Approved:


Vice Chancellor for Academic Affairs

03-30-21
Date

Approved:


Chancellor

3/30/21
Date



Curriculum
Committee

Southern University at New Orleans

6400 Press Drive
New Orleans, Louisiana 70126
Phone: (504) 284-5461

MEMORANDUM

To: Dr. David Adegboye,
Vice Chancellor for Academic Affairs

From: Carl P. Johnson, Chair *CPT*
University Curriculum Committee

Date: March 29, 2021

Re: February 1, 2021-Approved Proposal

Arts and Sciences-Health Information Management Systems Program

Proposed Health Information Management Systems Program Change-"100 % Online Bachelor of Science Health Information Management Systems Program". **Proposed Effective Date: Fall 2021**

Description: The Health Information Management Systems (HIMS) would like to begin offering the HIMS degree in an 100% online format. Currently all the faculty, including adjuncts, have completed QM certification and the full-time faculty have completed the PC2 Curriculum Design for Quality Instruction course this summer. At this time, 11 of 25 courses are offered online. HIMS student population is made up of primarily non-traditional students that are parents who are also working full-time. Offering the 100% Online Program online with some of the courses offered online with a high level of interaction such that those courses that have a high level of competency have enough interaction with the professors to create skilled students.

Program Enrollment Expectations:

1. In the HIMS Program, most students are non-traditional. As a result, most people must work outside of the home or work at home with children while trying to gain a better education through opportunities at SUNO. These students can benefit from the flexibility of the online program.
2. There are people working in the health care facilities in the area that do not have the certification to get the higher paying and higher responsibility jobs. Students that work in health care and gain the HIMS degree have better results on the RHIA helping our passage rate.
3. There are nurses and other health care workers that would like to be in the HIMS that could continue to work and go to school for the RHIA certification.
4. We live in an area that has a large health care community. It is particularly large because among the health care community there are 2 health care systems that are becoming increasingly larger. Both of these systems house the HIM service here in New Orleans that cover large part of the state and even multi states (Ochsner). The health systems require many HIM employees to have the RHIA certification for those positions that are supervisory, managerial, leadership, specialized skills, directors, etc. In the past, all students with the RHIA certification have received job offers. Most of these students are still in the

area. But for those students whose horizons have widened to other parts of the country have the ability with the RHIA to be marketable anywhere.

5. The RHIA Certification and HIM jobs continue to be well above average from the Department of Labor for job outlook in the future.

6. The RHIA certification does not only create employees, but it also creates entrepreneurship. RHIA's have the ability to create their own companies through consulting, education/training, technology, etc .

7. The current health pandemic has actually created opportunity in the HIM field by way of health data (information) analytics that is said to increase our footprint in the health care field. Data analytics is a competency of the RHIA exam.

8. One of the many advantages of SUNO is the cost. With the reasonable tuition that we have, attaining an RHIA is affordable and a good return on the investment. This would be attractive to area nurses and other health care workers not just in New Orleans, but across the state and perhaps across the country if we can waive the out of state fees as many online programs do so.

Rationale: Providing an online offering of the program would make it more competitive since there is an increase other programs offered online. Also, the cost at SUNO is very affordable in comparison to other universities. Many students are currently working in health care, we would continue to focus on recruiting students working in health care who want to advance by obtaining a bachelor's degree.

Note

Student and Employers surveys are attached showing students' preference for Online classes and Employers not observing differences in job performance of graduates of Online or Face-to-Face programs.

Approved:  03-29-21
Vice Chancellor for Academic Affairs Date

Approved:  3/30/21
Chancellor Date



SUNO HIMS - Exploring a Full Online Program - Student

24
Responses

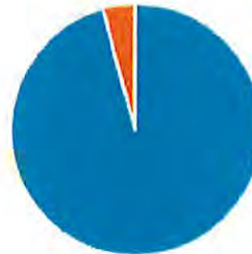
08:02
Average time to complete

Active
Status

1. Are you a current student at SUNO majoring in HIMS?

Insights

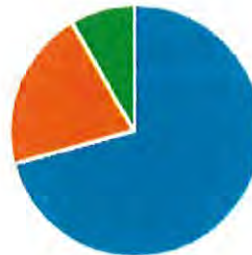
● Yes	23
● No	1



2. If you are a current student, if a course was available both online and ground, were you choosing online courses prior to the onset of COVID-19?

Insights

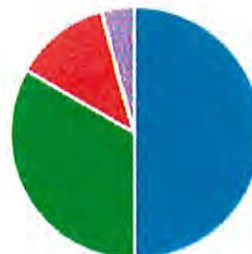
● Yes	17
● No	5
● Other	2



3. Please select your preferred course format. Select one.

Insights

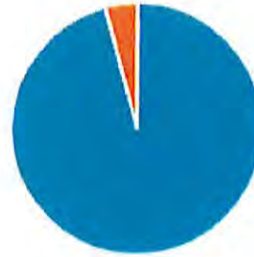
● Fully Online (no synchronous ...	12
● Fully face to face	0
● Hybrid format (Some face to f...	8
● Synchronous remote format (...	3
● Other	1



4. Are you currently employed?

💡 Insights

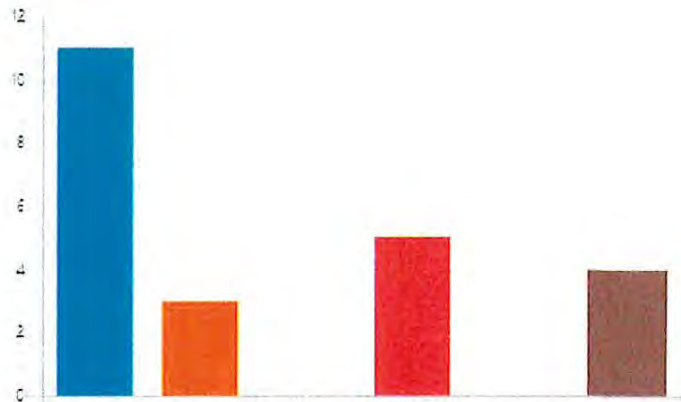
Yes	23
No	1



5. If you are employed, what field do you currently work in?

💡 Insights

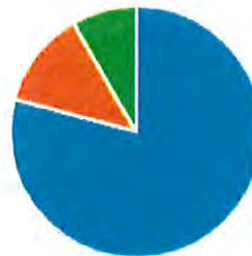
Health Care	11
Hospitality	3
Insurance	0
Retail	5
Gig (Uber/Ride share)	0
Other	4



6. If SUNO HIMs offered the option of a fully online format, which would you choose?

💡 Insights

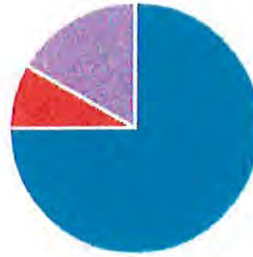
Fully Online	19
Face to Face	3
Other	2



7. What Is the greatest advantage you would have for an online program?

🔍 Insights

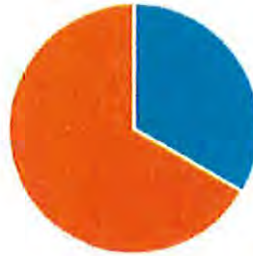
● Easier to accommodate a wor...	18
● Easier to accommodate with c...	0
● Fits my social life better	0
● Saves time in travel	2
● Other	4



8. Do you know of someone that would be interested in the HIMS program if it was available fully online?

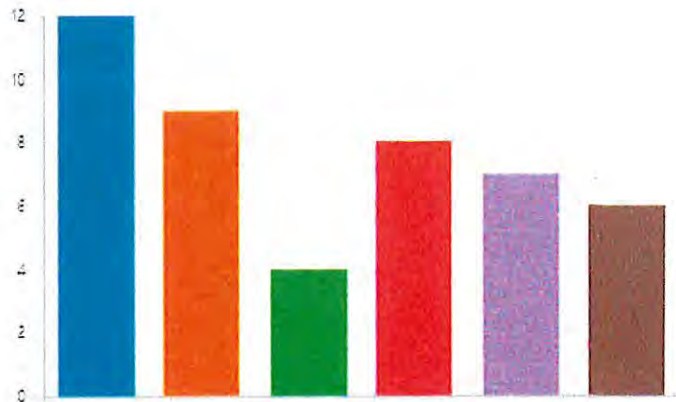
🔍 Insights

● No	8
● Yes	16



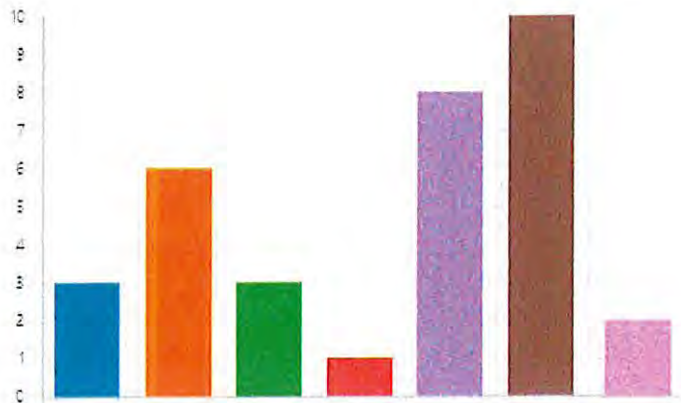
9. What is the greatest struggle for online classes? (select all that apply)

● Keeping a disciplined schedule	12
● Understanding content	9
● Completing assigned projects	4
● Maintaining focus on academics	8
● Lack of interaction with instru...	7
● Other	6



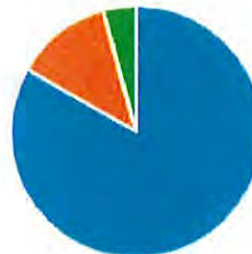
10. Are there courses that you would not want to take online? (Select all answers that apply)

● HIMS	3
● Biology	6
● CISP	3
● English	1
● Math	8
● None (All courses are accepta...	10
● Other	2



11. Overall, do you feel like a fully online offering of HIMS would be advantageous to you as a student?

● Yes	20
● No	3
● Other	1



12. Please add any other comments regarding a fully online program.

12
Responses

Latest Responses
"No comments at this time"

13. Please enter your name (not required)

14
Responses

Latest Responses
"Nikki Byrd"



SUNO HIMS - Exploring a Fully Online Program - Professional Community

15
Responses

03:17
Average time to complete

Active
Status

1. Do you currently work in health care?

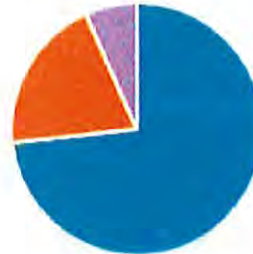
● Yes	15
● No	0



2. If you work in health care, what area do you work in?

Insights

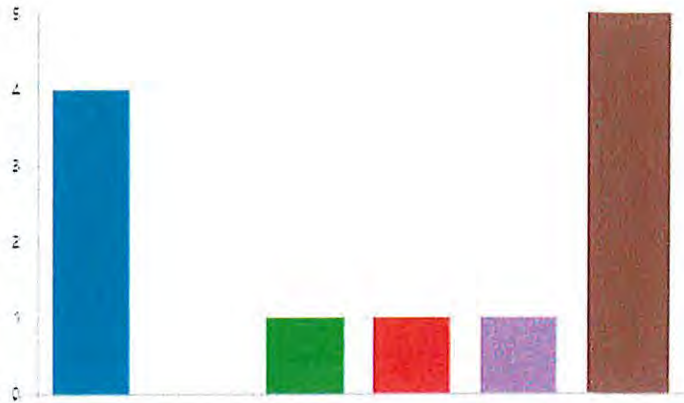
● HIM	11
● Revenue Cycle	3
● Patient Access	0
● IT	0
● Other	1



3. If you work in HIM, what best describes the area of HIM that you work in?

Insights

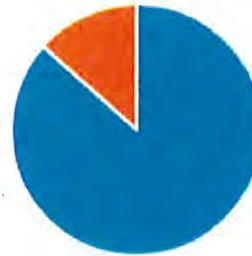
● Coding	4
● ROI	0
● Document Management (PSI)	1
● Data Integrity	1
● Analysis	1
● Other	5



4. Do you have an HIM related credential?

Insights

● Yes	13
● No	2



5. What is your HIM related credential? (Select one)

Insights

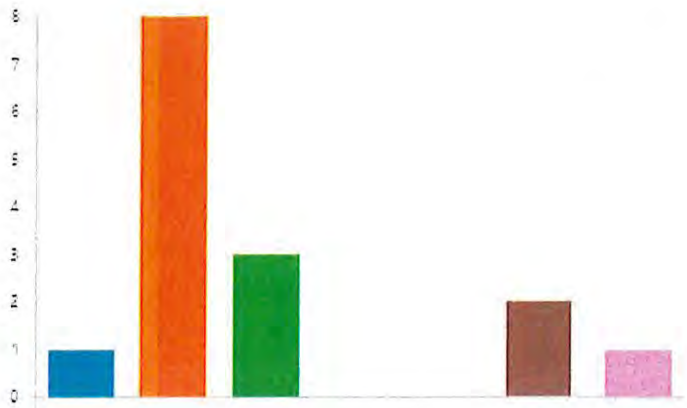
● RHIA	10
● RHIT	1
● CCS	1
● CCA	0
● AAPC credential	0
● Other	1



6. What best describes your level of employment?

🔍 Insights

Senior Leader (AVP or VP, CEO,...	1
Director	8
Manager	3
Supervisor	0
Front line employee	0
Consultant	2
Other	1



7. Do you have a need for RHIA's in your facility/organization?

🔍 Insights

Yes	8
No	5
Other	2



8. Has your organization experienced difficulty filling positions that require a RHIA?

🔍 Insights

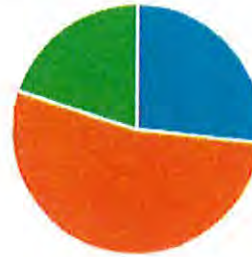
Yes	8
No	7



9. Do you currently have job openings that require an RHIA?

🔍 Insights

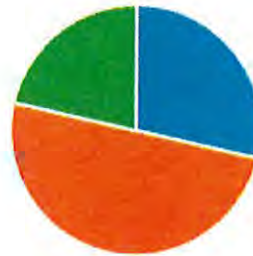
Yes	4
No	8
Other	3



10. Do you currently have employees who may be interested in advancing their career but do not have the required AHIMA credential?

🔍 Insights

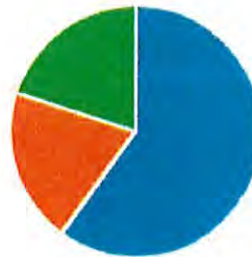
Yes	4
No	7
Other	3



11. Do you have employees that might be interested in an online offering to be able to sit for an RHIA credential?

🔍 Insights

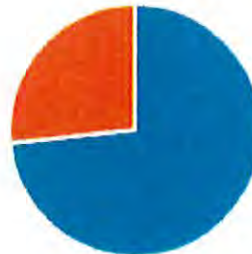
Yes	9
No	3
Other	3



12. Have you ever hired an employee with education/credential from a fully online program?

🔍 Insights

Yes	11
No	4



13. In your experience, do you find a difference in the work of an employee who has been educated online versus a traditional face to face program?

Insights

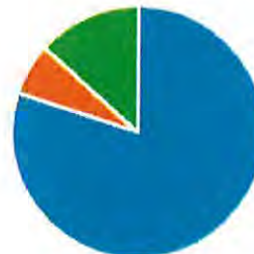
- Yes. The students we have hire... 0
- Yes. The students with face to ... 2
- No. I have not noticed a differ... 12
- I do not hire anyone with an R... 1



14. Overall, do you believe a fully online program would benefit our local community of health information professionals?

Insights

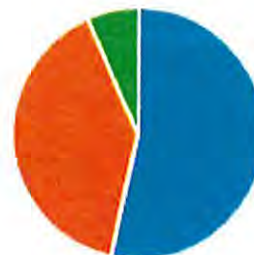
- Yes 12
- No 1
- Other 2



15. Does your organization offer tuition for employees or provide tuition reimbursement toward completion of a bachelor degree program in order to sit for the RHIA exam?

Insights

- Yes 8
- No 6
- Other 1



16. Please add any other comments regarding a fully online program you would like to share.

5

Responses

Latest Responses

""



OFFICE OF THE VICE CHANCELLOR OF ACADEMIC AFFAIRS AND WORKFORCE DEVELOPMENT

Tuesday, March 30, 2021

Dr. Rodney Ellis, Chancellor
Southern University at Shreveport
3050 Dr. Martin Luther King Dr.
Shreveport, LA 71101

Ref: Letter of Intent to develop new program:

Dear Dr. Ellis:

Please accept this letter as an official request to approve the following new programs of study

- Associates of Science in Engineering Science (Academic Transfer)
- Certificate of Technical Study: Engineering (Academic Transfer)
- Certificate of Technical Study: Quality Assurance
- Certificate of Technical Study: Energy Technology
- Certificate of Technical Study: Electronics Engineering Technology
- Certificate of Technical Study: Petroleum Technology Operator
- Certificate of Technical Study: Digital Forensics
- Certificate of Technical Studies: Aviation
- Certificate of Technical Studies: Automotive Technology
- Certificate of Technical Study: Airframe Precision Measurement Instruments
- Certificate of Technical Studies: Payroll Accounting
- Certificate of Technical Studies: Human Resources Specialist
- Certificate of Technical Studies: Law Enforcement Administration
- Certificate of Technical Studies: Security Studies
- Associate of Applied Science (AAS) degree in Graphic and Web Design
- Certificate of Technical Studies: Graphics Design
- Certificate of General Studies (Academic Transfer)

The aforementioned programs are designed to address the workforce needs in the Northwest Louisiana are and to aid in achieving the mission of Southern University at Shreveport.

The enclosed programs provide a purpose, rationale, description and job outlook. These new programs will be an asset to Southern University at Shreveport (SUSLA) in the areas of increasing student enrollment and provide more program options to meet student interest and workforce needs. Certificate programs provide an opportunity for embedded credentials that aid in the student success process. Programs have been reviewed and vetted by the SUSLA Curriculum Committee, approved by each respective Dean and recommended to Chancellor Ellis by the Office of Academic Affairs and Workforce Development.

Your consideration is greatly appreciated.

Respectfully submitted,

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

Approved:

Enclosure

Dr. Rodney A. Ellis, Chancellor

Date:

TK/lw

Not Approved:

Dr. Rodney A. Ellis, Chancellor

Date:

Louisiana Board of Regents

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

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

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

Date: 9/5/2019

Institution: Southern University at Shreveport	Requested CIP, Designation, Subject/Title: 13.0101, Engineering, Associate of Applied Science in Computer Engineering
Contact Person & Contact Info: Dr. Barry Hester, Dean Business, Science, Technology, Engineering and Math 3050 Martin Luther King, Jr. Dr. Shreveport, Louisiana 71107 Phone: 318-670-9407 Email: bhester@susla.edu	
Date BoR approved the Letter of Intent:	
Date Governing Board approved this Proposal:	
Planned Semester/Term & Year to Begin Offering Program: Spring 2020	
Program Delivery Site (s): Southern University in Shreveport	

1. Program Description

Describe the program concept: (a) purpose and objectives; and (b) list learning outcomes for the proposed program, i.e., what students are expected to know and be able to do upon completion of the program. Be as specific as possible.

The Associate of Applied Science (AAS) degree in Computer Engineering provides a strong foundation for students in the fields of Electrical and Computer Engineering to transition into the workforce. Furthermore, the AAS will prepare students for 2+2 options in Electrical or Computer Engineering four-year baccalaureate degree program while providing the necessary skills that enables students to secure employment upon graduation.

Objectives:

- Students will have the ability to apply knowledge of math, science and engineering
- Students will identify engineering theories necessary for engineering practice
- Students will recognize the basic principles of engineering design.
- Students will identify, formulate and solve engineering problems
- Students will utilize the techniques, skills and tools necessary to interpret data
- Students will have the ability to communicate effectively
- Students will have the ability to function on integrated teams

The program will be administered by SUSLA's Department of Engineering under the Division of Business, Science, Technology, Engineering and Math. The class structure will include four semesters of lecture with lab and discussion including two engineering seminars to prepare students for technical presentations and effective communication. The program will be delivered on-site and hybrid.

Map out the proposed curriculum, including course credits and contact hours (if applicable). Identify any incremental credentials and/or concentrations within the degree. Indicate which courses will be new. Describe plan for developing and offering new courses as well as any special program requirements (e.g., internships, comprehensive exam, thesis, etc.).

Completion Requirements:

- Maintain a minimum cumulative GPA as follows:
 - 2.00 for 0-15 hours
 - 2.20 for 16-30 hours
 - 2.50 for 31-60 hours
- Students must earn a grade of "C" or higher in all courses to ensure their transferability.

- Complete any required courses with a grade of “C” or higher.
- Students must successfully complete the Electrical or Software Engineering Capstone Project.

Computer Engineering

Freshman Year	Sem. Hours		Sem. Hours
Fall		Spring	
ENGR 140	1	ELEC 198	3
ELEC 207	3	ELEC 198 L	1
ELEC 207 L	1	ELEC 208	3
SMAT 211S	4	ELEC 208 L	1
SENG 101S	3	SPHY 213S	3
SSOC 201S or SPSY 201S	3	SPHY 213S L	1
	3	SMAT 212S	4
		SHIS 201S or SHIS 101S	3
	16		19

Sophomore Year	Sem. Hours		Sem. Hours
Fall		Spring	
ENGR 224	4	CMPS 240	3
ELEC 298	3	CMPS 290	3
ELEC 298 L	1	ENGR 230	2
ELEC 285	3	CMPS 293, 296 or 297	3
ELEC 285 L	1	ELEC 290	3
SPHY 214S	3	ELEC 290 L	1
SPHY 214S L	1	CMPS 299 OR ELEC 299	1
	16		16

Total hours: 67

Identify any embedded Industry-Based Certifications (IBCs). Describe process for student to earn/receive the IBC.

N/A

Program Delivery (Courses): To what extent must a student come to the campus to complete this program, including orientation or any face-to-face meetings?

- On-site (>50% delivered face-to-face)
 Hybrid (51%-99% online)
 Online (100% online)
- Day courses offered
 Evening courses offered
 Weekend courses offered

2. Need

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

The Associate of Applied Science in Computer Engineering at SUSLA is essential to the Southern University system and to our stakeholders. Most importantly, our students need degree programs that will prepare them for the job market or seamless 2+2 degree options into a four year baccalaureate degree. Currently, we do not offer pathways for students to become engineers, however, this program would provide a 2+2 degree option enabling up to 75% of course hours taken to be applied directly to a four-year baccalaureate electrical engineering program or 100% of course hours taken to be applied directly to a four-year baccalaureate computer engineering

program. This program satisfies both initiatives as well as increases the engineering presence in Northwest Louisiana. This program will provide competent graduates opportunities at employment with companies such as Shasta QA, General Dynamics, Benteler Steel, WelBilt and Dr. Reddy's. According to Louisiana Labor Market projections, electrical or computer engineers' (hardware) median salaries range from \$99,090 to \$89,800, respectively; with computer engineers' (software) median salary estimates at \$81,660. This is an increase from the 2017 to 2018 wage estimates of more than 19% in annual salary for electrical engineering, a 10% annual increase for computer engineering (hardware) and an 8% increase in annual salary for computer engineering (software).

LOUISIANA WORKFORCE COMMISSION STAR LEVEL (<http://www.laworks.net/Stars/>)

5 Stars 4 Stars 3 Stars 2 Stars 1 Star

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

The proposed Associate of Science in Computer Engineering degree at SUSLA is consistent with and supports the mission of the university to either prepare students for baccalaureate degree programs or to enter into the workforce. Associate degrees should provide evidence of knowledge and skills in communications, social sciences, humanities and fine arts, analytical and inferential reasoning, computational skills, and critical thinking, as well as the ability to learn on one's own. The program will provide a thorough and sufficient engineering, mathematics and sciences background, which will serve as a foundation for life-long learning.

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

Currently in Northwest Louisiana, Southern University in Shreveport, Louisiana Tech, Grambling University and Bossier Parish Community College offers the associate and bachelor in Computer Science Degree. Bossier Parish Community College also offer the Associate Degree in Engineering. However, only Louisiana State University in Baton Rouge and the University of Louisiana at Lafayette offer degrees in Computer Engineering. Southern University A&M College anticipates offering a baccalaureate in Computer Engineering allowing 75% up to 100% of course hours taken at SUSLA to be applied into their Electrical or Computer Engineering degree programs. This program follows the BOR guidelines for the AAS degree while also focusing on three of the most needed areas in the state: science, engineering and math.

If approved, will the program result in the termination or phasing out of existing programs? Explain.

N/A

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

N/A

3. Students

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

There is a need for programs that provide students who have a desire to become engineers with a professional career option as well as future degree options. Because of state guidelines and a lack of engineering professors, the university could no longer offer the Engineering Electronic Technology degree program; however, it has maintained the Pre-Engineering option. Unfortunately, without the associate's degree connected to the program, the number of students interested has waned. Providing a pathway for students to enter into the four-year program is necessary to the development of competent engineers and is vital to the impact of SUSLA's

mission. Through this degree program, SUSLA could produce at least fifty new graduates in the fields of engineering and technology. This may be achieved through recruitment, dual enrollment, career fairs, instituting a high school pilot program as well as providing internships with companies (e.g. WelBilt, General Dynamics, Benteler Steel, etc.).

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

The projected enrollment is ten students in the first year with at least twenty-five students graduating by the fourth and fifth years. This is based on previous enrollment trends in similar degree programs.

Program Enrollment	Fall 07	Fall 08	Fall 09	Fall 10	Fall 11	Fall 12	Fall 13	Fall 14	Fall 15	Fall 16	Fall 17	Fall 18
Computer Science	28	32	44	47	34	41	45	31	31	33	43	31
Electronic Technology	17	23	42	33	30	10	0	0	0	0	0	0

List and describe resources that are available to support student success.

Student Support Services, Learning Resource Center as well as the Math Learning Lab will support students facilitating successful outcomes.

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

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

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

N/A

4. Faculty

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

Dr. Kenie Moses, Associate Professor, Math, Electrical & Computer Engineering
 Dr. Vanessa White, abd, Associate Professor, Math & Industrial Engineering
 Dr. Tracie Reed, abd, Associate Professor, Physics/ Physical Science

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

One additional adjunct faculty member is needed to teach two to four of the engineering courses.

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

Faculty will continue to participate in and take advantage of professional development and research opportunities as related to facilitating undergraduate research in engineering. New faculty will need to have an understanding of the role diversity and ethical decision-making plays in engineering and be able to guide future engineering students on the right path.

5. Library and Other Special Resources

To initiate the program and maintain the program in the first five years what library holdings or resources will be necessary? How do journal, database, monograph, datasets, and other audiovisual materials compare to peer institutions' holdings with similar/related programs?

Southern University at Shreveport is a part of the LOUIS Network. The University also participates in LALINK which allows faculty and students to use the libraries of other educational institutions as well as local libraries. Pertaining to specific course books that the library has to offer for computer engineering courses, a list is provided below of the course books ordered by SUSLA library staff:

1. A. Sedra and K. Smith, *Microelectronic Circuits*, 8th ed , Oxford University Press, 2015. (ISBN 978-0-19-933913-6).
2. J. D. Irwin and R. M. Nelms, *Basic Engineering Circuit Analysis*, 11th ed , Wiley, 2011. (ISBN 978-1-118-53929-3).
3. C. H. Roth, Jr. and L. L. Kinney, *Fundamentals of Logic Design*, 7th ed, Cengage Learning, Inc., 2014. (ISBN 13: 978-1-133-62847-7).
4. J. G. Mazidi, *The Intel Microprocessors 8051 Microcontroller & Embedded Systems*, 2nd ed, Pearson, 2005. (ISBN-10: 013119402X, ISBN-13: 9780131194021)
5. C. Knisely& K. Knisely, *Engineering Communication*, 1st Edition, Cengage Learning, Inc., 2015. (ISBN 978-1-133-11470-3)

What additional resources will be needed?

Lab Fees

Are there any open educational resources (OER), including open textbooks, available to use as required course materials for this program? If so, which courses could these materials support, and what is the anticipated savings to students?

Yes. Unless the student chooses to purchase the course books, the majority of the books will be provided in digital format.

6. Facilities and Equipment

Describe *existing* facilities (classrooms, labs, offices, etc.) available for the program and their present utilization.

The Department of Engineering is currently housed in the Science Building and the Alphonse Jackson Jr. Hall. There is ample space in both facilities to operate the program, however, updated equipment and software should be provided for student usage.

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

Some of the lab equipment necessary for student usage is antiquated and in need of updating and/or replacement. Currently, an NSF Advancement of Technology in Education (ATE) grant is being applied for in support of the Computer Engineering program.

7. Administration

In what administrative entity (department/school/college) will the proposed program be housed? How will the new program affect the present administrative structure of the institution?

The program will be administered by the Department of Engineering which falls under the Division of Business, Science, Technology, Engineering and Math. The new program will add to the present administrative structure by reinstating the Engineering and Technology divisions.

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

The Department had a strong Engineering and Electronics Technology program until instructor

capacity unfortunately came to an end. Subsequently, support for the program diminished. There are dedicated people on campus, companies in the community as well as faculty in the Engineering programs at Southern University A&M (SUBR) who will support the establishment of a Computer Engineering and a re-establishment of an Engineering and Electronics Technology program.

8. Accreditation

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

The program does not require accreditation under one of the Accreditation Board of Engineering & Technology's (ABET's) accreditation commissions. After a single graduating student completes the Computer Engineering program at SUSLA, ABET's Applied and Natural Science Accreditation Committee (ANSAC) will be invited for a Readiness Review. After which, a formal Request for Evaluation (RFE) will be submitted. Projected time to completion, 2021.

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

N/A

9. Related Fields

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

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

10. Cost & Revenue

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

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

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

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

Currently, an NSF Advancement of Technology in Education (ATE) grant has been applied for in support of the Computer Engineering program.

CERTIFICATIONS:

Dr. Kenie Moses
Primary Administrator for Proposed Program

09/05/2019
Date

Janice Sneed
Provost/Chief Academic Officer

09/05/2019
Date

Management Board/System Office

Date

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED PROGRAM

Institution: _____

Date: _____

Degree Program, Unit: _____

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

EXPENDITURES								
INDICATE ACADEMIC YEAR:	FIRST		SECOND		THIRD		FOURTH	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$		\$		\$		\$	
Graduate Assistants								
Support Personnel								
Fellowships and Scholarships								
SUB-TOTAL	\$		\$		\$		\$	
REVENUES								
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities	\$		\$		\$		\$	
Equipment/Library Resources								
Travel								
Supplies								
SUB-TOTAL	\$		\$		\$		\$	
TOTAL EXPENSES	\$		\$		\$		\$	
REVENUES								
Revenue Anticipated From:	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
*State Appropriations	\$		\$		\$		\$	
*Federal Grants/Contracts								
*State Grants/Contracts								
*Private Grants/Contracts								
Expected Enrollment								
Tuition								
Fees								
*Other (specify)								
TOTAL REVENUES	\$		\$		\$		\$	

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

PROPOSAL to DEVELOP a NEW ACADEMIC CERTIFICATE PROGRAM
(CAS, PAC, UC, PBC, GC, PMC, PPC)

Date:

Campus: Southern University in Shreveport	Program: <u>CIP, Certificate Designation, Title</u> 13.0101, Engineering, Certificate of Technical Studies
Institutional Contact Person & Contact Info (if clarification is needed) Dr. Kenie Moses, Chair of Engineering Business, Science, Technology, Engineering and Math 3050 Martin Luther King, Jr. Dr. Shreveport, Louisiana 71107 Phone: 318-670-9431 Email:kmoses@susla.edu	

1. Certificate Description

Describe the program concept: purpose and objectives; proposed curriculum; mode of delivery (on-site/hybrid/on-line). Indicate which courses are new; describe plan for rolling out new courses.

**** Attach catalog descriptions for the required and elective courses, including prerequisites and LCCN, when applicable. ****

The program concept centers around providing students the opportunity to receive an advanced certification in robotics with specific experience in both industry robotics as well as commercial applications. The proposed curriculum involves courses that are part of an existing Associate of Applied Science Degree offering in Engineering Technology, however, students are not required to matriculate through the entire degree process. Students can complete 35 hours and receive a certification in Engineering. The delivery mode of this certification is in-person and online depending on the specific course.

Fall Semester

ENGR 120	Engineering Graphics	3
ENGR 140	Introduction to Engineering & Technology	2
CMPS 140	Structured Programming	3
SMAT 121S	Pre-Calculus	3
EETC 110	Basic Electronics I Lecture and Lab	4
		15

Spring Semester

EETC 210	Basic Electronics II Lecture and Lab	4
EETC 212	Semiconductor Circuits I	4
IETC 235	Introduction to Robotics: Mechanics & Control	4
EETC 220	Digital Logic Design	4
IETC 240	Electro/Mechanical Control Technology	4
		20

TOTAL CREDIT HOURS: 35

IETC 235-This course will cover the basic principles and techniques involved in industrial robotics. Emphasis will be placed on industrial robot applications, analysis of robot manipulators, components of industrial robots, robot programming and control. This introductory course is valuable for students who wish to learn about robotics through a study of industrial robot systems. This course is suited to students from engineering and science backgrounds that wish to broaden their knowledge through working on a subject that integrates multi-disciplinary technologies. Topics can include: industrial robotics, robotics components, robot applications, transformations, feedback, PID control and robotic trajectory.

IETC 240- This course provides students with knowledge of how computer hardware and electromechanical systems control external devices, both electrically and mechanically. Students will build a project to learn

the interface of software and hardware for use as a control element. Topics can include: C+ programming, electric motors and DC motor drives, DC motor speed control, pulse width modulation (PWM), H-bridge and DC motor direction control, H-bridge implementation (analog and IC applications), DC servo motor and control, sensors and sensing with Arduino, stepper motors and control and Bluetooth.

2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs). Identify similar programs in the state and explain why the proposed certificate is needed.

The Technical Certificate of Studies in Engineering at SUSLA is essential to the Southern University system and to our stakeholders. Most importantly, our students need technical certificate programs that will prepare them for the job market in as little time as possible while providing the necessary technical background that enables them to be proficient in their job duties. Currently, we do not offer solutions for employers to recruit technical certificate holders in engineering or technology to fill much needed employment openings. Companies have expressed difficulty in recruiting employees who hold degrees in fields utilizing industry-leading technology and software in the engineering problem-solving process. Employment information is provided: <https://www.onetonline.org/link/summary/17-3024.00>

3. Students

Describe student interest. Project enrollment and productivity for the first 5 years; justify projections.

There is a need for programs that provide students who have a desire to become engineering technologist with career tracks available upon completion. Through this technical certificate program, SUSLA could produce at least fifty to one hundred new graduates in the fields of engineering and technology over the course of the next five years. This may be achieved through recruitment, dual enrollment, career fairs, instituting a high school pilot program as well as providing internships with companies.

4. Accreditation

Describe plan for achieving program accreditation.

No accreditation is needed for the certification program.

5. Faculty, Administration, & Other Resources

How will instructional needs be met: will additional faculty, facilities, equipment, or library resources be required? What department will deliver and oversee the proposed program?

The CTS in Engineering will be administered by current faculty at Southern University and additional faculty previously requested in the proposed Associate Degree of Engineering Technology. All facilities are adequate for the proposed CTS in Engineering.

Current Faculty:

Dr. Kenie Moses, Assistant Professor, Math, Electrical & Computer Engineering

Vanessa White, abd, Associate Professor, Math & Industrial Engineering

Tracie Reed, abd, Associate Professor, Physics/ Physical Science

Jerrick Hall, Adjunct Instructor, Engineering Technology

6. Cost

Summarize additional costs to offer the program. On separate budget sheet, estimate costs and revenues for the projected program for the first four years, indicating need for additional appropriations (if any).

The current costs of the CTS in Engineering are considered part of an existing proposal for Associate of Applied Science Degree in Engineering Technology.

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CERTIFICATIONS:

Dr. Kenie Moses
 Primary Administrator for Proposed Certificate
Terry Kidd
 Provost/Chief Academic Officer

 Management Board/System Office

05/25/2020
 Date
 05/25/2020
 Date

 Date

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED CERTIFICATE

Institution: _____ **Date:** _____

Certificate Program, Unit: _____

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

EXPENDITURES								
	FIRST YEAR		SECOND YEAR		THIRD YEAR		FOURTH YEAR	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$		\$		\$		\$	
Graduate Assistants								
Support Personnel								
Fellowships and Scholarships								
SUB-TOTAL EXPENSES	\$		\$		\$		\$	
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities	\$		\$		\$		\$	
Equipment								
Travel								
Supplies								
SUB-TOTAL	\$		\$		\$		\$	
GRAND TOTAL EXPENSES	\$		\$		\$		\$	
REVENUES								
Amount & Percentage of Total Anticipated From:	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%
State Appropriations	\$		\$		\$		\$	
Federal Grants/Contracts								
State Grants/Contracts								

Private Grants/Contracts								
Tuition								
Fees								
Other (specify)								
TOTAL	\$		\$		\$		\$	

PROPOSAL to DEVELOP a NEW ACADEMIC CERTIFICATE PROGRAM
(CAS, PAC, UC, PBC, GC, PMC, PPC)

Date:

Campus: Southern University in Shreveport	Program: <u>CIP, Certificate Designation, Title</u> 13.0101, Engineering, DE Certificate of Studies in Engineering
Institutional Contact Person & Contact Info (if clarification is needed) Dr. Kenie Moses, Chair of Engineering Business, Science, Technology, Engineering and Math 3050 Martin Luther King, Jr. Dr. Shreveport, Louisiana 71107 Phone: 318-670-9431 Email:kmoses@susla.edu	

1. Certificate Description

Describe the program concept: purpose and objectives; proposed curriculum; mode of delivery (on-site/hybrid/on-line). Indicate which courses are new; describe plan for rolling out new courses.

**** Attach catalog descriptions for the required and elective courses, including prerequisites and LCCN, when applicable. ****

The program concept centers around providing high students the opportunity to receive a dual-enrollment (DE) certificate in engineering at the high school level that can be applied to degrees in engineering and technology offered at SUSLA. The proposed curricula involves courses that are part of an existing Associate of Applied Science Degree offering in Engineering Technology. The delivery mode of this certification is in-person and online depending on the specific course.

ENGR 120S	Engineering Graphics	3
ENGR 140S	Introduction to Engineering & Technology	2
EETC 110S	DC Circuit Analysis Lecture	3
EETC 210S	AC Circuit Analysis Lecture	3
EETC 220S	Digital Logic Design	3

2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs). Identify similar programs in the state and explain why the proposed certificate is needed.

The DE Certificate of Studies in Engineering at SUSLA is essential to the Southern University system and to our stakeholders. Most importantly, high students interested in engineering and technology need to be provided the opportunity to get a jump start on their education. The DE Certificate of Studies in Engineering prepares students for the rigorous academic pathway in engineering and technology and not only jump starts their educational problem-solving skills, but turns credits earned at the high school level into credits acknowledged at the college level.

3. Students

Describe student interest. Project enrollment and productivity for the first 5 years; justify projections.

There are a few high school programs that are currently offering engineering and technology courses in the Caddo Parish school system, however, the courses offered do not translate into college credits earned. The success of the program depends on the enrollment totals at high school offering the DE Certificate of Studies in Engineering. The project anticipates at least 10 to 20 students enroll into the program within the first year. Through this technical certificate program, SUSLA could produce at least fifty to one hundred new graduates in the fields of engineering and technology over the course of the next five years. This can be achieved through recruitment for the program, career fairs as well as providing internships with companies.

4. Accreditation

Describe plan for achieving program accreditation.

No accreditation is needed for the certification program.

5. Faculty, Administration, & Other Resources

How will instructional needs be met: will additional faculty, facilities, equipment, or library resources be required? What department will deliver and oversee the proposed program?

Courses taught in the DE Certificate of Studies in Engineering will be facilitated by current high school faculty and, if necessary, trained by SUSLA faculty administering the Associate Degree of Engineering Technology. All facilities are adequate for the proposed DE Certificate of Studies in Engineering.
 Current Faculty:
 Dr. Kenie Moses, Assistant Professor, Math, Electrical & Computer Engineering
 Vanessa White, abd, Associate Professor, Math & Industrial Engineering
 Tracie Reed, abd, Associate Professor, Physics/ Physical Science
 Jerrick Hall, Adjunct Instructor, Engineering Technology

6. Cost

Summarize additional costs to offer the program. On separate budget sheet, estimate costs and revenues for the projected program for the first four years, indicating need for additional appropriations (if any).

The current costs of the CTS in Engineering are considered part of an existing proposal for Associate of Applied Science Degree in Engineering Technology.

CERTIFICATIONS:

Dr. Kenie Moses
 Primary Administrator for Proposed Certificate

07/25/2020
 Date

Terry Kidd
 Provost/Chief Academic Officer

07/25/2020
 Date

 Management Board/System Office

 Date

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED CERTIFICATE

Institution: _____

Date: _____

Certificate Program, Unit: _____

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

EXPENDITURES								
	FIRST YEAR		SECOND YEAR		THIRD YEAR		FOURTH YEAR	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$		\$		\$		\$	
Graduate Assistants								
Support Personnel								

Fellowships and Scholarships									
SUB-TOTAL EXPENSES	\$		\$		\$		\$		
REVENUES									
	AMOUNT		AMOUNT		AMOUNT		AMOUNT		
Facilities	\$		\$		\$		\$		
Equipment									
Travel									
Supplies									
SUB-TOTAL	\$		\$		\$		\$		
GRAND TOTAL EXPENSES	\$		\$		\$		\$		
Amount & Percentage of Total Anticipated From:	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%	
State Appropriations	\$		\$		\$		\$		
Federal Grants/Contracts									
State Grants/Contracts									
Private Grants/Contracts									
Tuition									
Fees									
Other (specify)									
TOTAL	\$		\$		\$		\$		

ENGINEERING SCIENCES CONCENTRATION

Louisiana Transfer Degree

FRESHMAN YEAR

Fall Semester

SENG	101S	Freshman English I	3
ENGR	120S	Engineering Graphics	3
SMAT	211S	Analytical Geometry and Calculus I	4
SCHE	132S	General Chemistry Lecture I	3
ENGR	140S	Introduction to Engineering & Technology	<u>2</u>
			15

Spring Semester

SBIO	103S	General Biology Lecture I	3
SENG	102S	Freshman English II	3
ELEC	207S	AC and DC Circuits Lecture and Lab	4
SMAT	212S	Analytical Geometry and Calculus II	<u>4</u>
			14

SOPHOMORE YEAR

Fall Semester

MUSC	200S	Enjoyment of Music	3
ELEC	208S	Circuit Theory Lecture and Lab	4
SPHY	213S	General Physics Lecture and Lab I	5
SECO	221S	Principals of Macro-Economics or	
SECO	222S	Principals of Micro-Economics	3
ENGR	230S	Technical Communication	<u>2</u>
			17

Spring Semester

SSOC	201S	Introduction to Sociology or	
SPSY	201S	General Psychology	3
SHIS	201S	American History or	
SHIS	101S	History of Western Civilization	3
SPHY	214S	General Physics Lecture and Lab II	5
ENGR	226S	Engineering Mechanics (Statics & Dynamics)	<u>4</u>
			15

TOTAL CREDIT HOURS: **61**

Advisor: Dr. Kenie Moses

PROPOSAL to DEVELOP a NEW ACADEMIC CERTIFICATE PROGRAM
(CAS, PAC, UC, PBC, GC, PMC, PPC)

Date:

Campus: Southern University in Shreveport	Program: <u>CIP, Certificate Designation, Title</u> <u>Quality Assurance, Certificate of Technical Studies</u>
Institutional Contact Person & Contact Info (if clarification is needed) Dr. Kenie Moses, Chair of Engineering Business, Science, Technology, Engineering and Math 3050 Martin Luther King, Jr. Dr. Shreveport, Louisiana 71107 Phone: 318-670-9431 Email:kmoses@susla.edu	

1. Certificate Description

Describe the program concept: purpose and objectives; proposed curriculum; mode of delivery (on-site/hybrid/on-line). Indicate which courses are new; describe plan for rolling out new courses.

** Attach catalog descriptions for the required and elective courses, including prerequisites and LCCN, when applicable. **

The program concept centers around providing students the opportunity to receive an advanced certification in Quality Assurance (QA) with specific experience in both industrial QA as well as production applications. The proposed curriculum involves courses that are part of an existing Associate of Applied Science Degree offering in Engineering Technology, however, students are not required to matriculate through the entire degree process. Students can complete 23 hours and receive a certification in Quality Assurance (QA). The delivery mode of this certification is in-person and online depending on the specific course.

IETC 125S	Introduction to Industrial Engineering Technology	4
IETC 135S	Production, Planning & Control	3
IETC 228S	Manufacturing Materials & Science	3
ENGR 208S	Quality Control Systems (Lean Six-Sigma)	2
IETC 236S	Work Ergonomics & Measurement	3
ENGR 201S	Safety, Health, & Environment (OSHA 30)	3
SMAT 121S	Pre-Calculus Lecture & Lab	<u>4</u>
Total Credit Hours		23

2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs). Identify similar programs in the state and explain why the proposed certificate is needed.

The Technical Certificate of Studies in Quality Assurance at SUSLA is essential to the Southern University system and to our stakeholders. Most importantly, our students need technical certificate programs that will prepare them for the job market in as little time as possible while providing the necessary technical background that enables them to be proficient in their job duties. Currently, we do not offer solutions for employers to recruit technical certificate holders in engineering or technology to fill much needed employment openings. Companies have expressed difficulty in recruiting employees who hold degrees in fields utilizing industry-leading technology and software in the engineering problem-solving process. Employment information is provided: <https://www.onetonline.org/link/summary/19-4099.01>

3. Students

Describe student interest. Project enrollment and productivity for the first 5 years; justify projections.

There is a need for programs that provide students who have a desire to become engineering technologist with career tracks available upon completion. Through this technical certificate program, SUSLA could produce at least fifty to one hundred new graduates in the fields of engineering and technology over the course of the next five years. This may be achieved through recruitment, dual enrollment, career fairs, instituting a high school pilot program as well as providing internships with companies.

4. Accreditation

Describe plan for achieving program accreditation.

No accreditation is needed for the certification program.

5. Faculty, Administration, & Other Resources

How will instructional needs be met: will additional faculty, facilities, equipment, or library resources be required? What department will deliver and oversee the proposed program?

The CTS in Quality Assurance will be administered by current faculty at Southern University and additional faculty previously requested in the proposed Associate Degree of Engineering Technology. All facilities are adequate for the proposed CTS in Quality Assurance.

Current Faculty:

Dr. Kenie Moses, Assistant Professor, Math, Electrical & Computer Engineering

Dr. Vahid Atashbari, Petroleum Engineering

Vanessa White, abd, Associate Professor, Math & Industrial Engineering

Tracie Reed, abd, Associate Professor, Physics/ Physical Science

Jerrick Hall, Adjunct Instructor, Engineering Technology

6. Cost

Summarize additional costs to offer the program. On separate budget sheet, estimate costs and revenues for the projected program for the first four years, indicating need for additional appropriations (if any).

The current costs of the CTS in Quality Assurance are considered part of an existing degree offering for Associate of Applied Science Degree in Engineering Technology.

CERTIFICATIONS:	Dr. Kenie Moses	03/05/2021
	Primary Administrator for Proposed Certificate	Date
	Terry Kidd	03/05/2021
	Provost/Chief Academic Officer	Date
	_____	_____
	Management Board/System Office	Date

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED CERTIFICATE

Institution: _____ **Date:** _____

Certificate Program, Unit: _____

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

EXPENDITURES								
	FIRST YEAR		SECOND YEAR		THIRD YEAR		FOURTH YEAR	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$		\$		\$		\$	
Graduate Assistants								
Support Personnel								
Fellowships and Scholarships								
SUB-TOTAL EXPENSES	\$		\$		\$		\$	
EXPENDITURES								
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities	\$		\$		\$		\$	
Equipment								
Travel								
Supplies								
SUB-TOTAL	\$		\$		\$		\$	
GRAND TOTAL EXPENSES	\$		\$		\$		\$	
REVENUES								
Amount & Percentage of Total Anticipated From:	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%
State Appropriations	\$		\$		\$		\$	
Federal Grants/Contracts								
State Grants/Contracts								
Private Grants/Contracts								
Tuition								
Fees								
Other (specify)								
TOTAL	\$		\$		\$		\$	

PROPOSAL to DEVELOP a NEW ACADEMIC CERTIFICATE PROGRAM
(CAS, PAC, UC, PBC, GC, PMC, PPC)

Date:

Campus: Southern University in Shreveport	Program: <u>CIP, Certificate Designation, Title</u> 13.0101, Quality Assurance, Certificate of Technical Studies
Institutional Contact Person & Contact Info (if clarification is needed) Dr. Kenie Moses, Chair of Engineering Business, Science, Technology, Engineering and Math 3050 Martin Luther King, Jr. Dr. Shreveport, Louisiana 71107 Phone: 318-670-9431 Email:kmoses@susla.edu	

1. Certificate Description

Describe the program concept: purpose and objectives; proposed curriculum; mode of delivery (on-site/hybrid/on-line). Indicate which courses are new; describe plan for rolling out new courses.

**** Attach catalog descriptions for the required and elective courses, including prerequisites and LCCN, when applicable. ****

The program concept centers around providing students the opportunity to receive an advanced certification in Quality Assurance (QA) with specific experience in both industrial QA as well as production applications. The proposed curriculum involves courses that are part of an existing Associate of Applied Science Degree offering in Engineering Technology, however, students are not required to matriculate through the entire degree process. Students can complete 19 hours and receive a certification in Quality Assurance (QA). The delivery mode of this certification is in-person and online depending on the specific course.

Fall Semester

IETC 208S	Quality Control Systems (Lean Six-Sigma)	3
IETC 225S	Introduction to Industrial Engineering Technology	4
IETC 228S	Manufacturing Materials & Science	3
PTEC 201S	Safety, Health, and Environment (OSHA30)	3
IETC 235S	Production Planning and Control	3
IETC 236S	Work Ergonomics & Measurement	3
TOTAL CREDIT HOURS:		19

2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs). Identify similar programs in the state and explain why the proposed certificate is needed.

The Technical Certificate of Studies in Quality Assurance at SUSLA is essential to the Southern University system and to our stakeholders. Most importantly, our students need technical certificate programs that will prepare them for the job market in as little time as possible while providing the necessary technical background that enables them to be proficient in their job duties. Currently, we do not offer solutions for employers to recruit technical certificate holders in engineering or technology to fill much needed employment openings. Companies have expressed difficulty in recruiting employees who hold degrees in fields utilizing industry-leading technology and software in the engineering problem-solving process. Employment information is provided: <https://www.onetonline.org/link/summary/19-4099.01>

3. Students

Describe student interest. Project enrollment and productivity for the first 5 years; justify projections.

There is a need for programs that provide students who have a desire to become engineering technologist with career tracks available upon completion. Through this technical certificate program, SUSLA could produce at least fifty to one hundred new graduates in the fields of engineering and technology over the course of the next five years. This may be achieved through recruitment, dual enrollment, career fairs, instituting a high school pilot program as well as providing internships with companies.

4. Accreditation

Describe plan for achieving program accreditation.

No accreditation is needed for the certification program.

5. Faculty, Administration, & Other Resources

How will instructional needs be met: will additional faculty, facilities, equipment, or library resources be required? What department will deliver and oversee the proposed program?

The CTS in Quality Assurance will be administered by current faculty at Southern University and additional faculty previously requested in the proposed Associate Degree of Engineering Technology. All facilities are adequate for the proposed CTS in Quality Assurance.
Current Faculty:
Dr. Kenie Moses, Assistant Professor, Math, Electrical & Computer Engineering
Vanessa White, abd, Associate Professor, Math & Industrial Engineering
Tracie Reed, abd, Associate Professor, Physics/ Physical Science
Jerrick Hall, Adjunct Instructor, Engineering Technology

6. Cost

Summarize additional costs to offer the program. On separate budget sheet, estimate costs and revenues for the projected program for the first four years, indicating need for additional appropriations (if any).

The current costs of the CTS in Quality Assurance are considered part of an existing proposal for Associate of Applied Science Degree in Engineering Technology.

CERTIFICATIONS:

Dr. Kenie Moses
Primary Administrator for Proposed Certificate

07/27/2020
Date

Terry Kidd
Provost/Chief Academic Officer

07/27/2020
Date

Management Board/System Office

Date

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED CERTIFICATE

Institution: _____

Date: _____

Certificate Program, Unit: _____

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

EXPENDITURES

	FIRST YEAR		SECOND YEAR		THIRD YEAR		FOURTH YEAR	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$		\$		\$		\$	
Graduate Assistants								
Support Personnel								
Fellowships and Scholarships								
SUB-TOTAL EXPENSES	\$		\$		\$		\$	
REVENUES								
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities	\$		\$		\$		\$	
Equipment								
Travel								
Supplies								
SUB-TOTAL	\$		\$		\$		\$	
GRAND TOTAL EXPENSES	\$		\$		\$		\$	
Amount & Percentage of Total Anticipated From:	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%
State Appropriations	\$		\$		\$		\$	
Federal Grants/Contracts								
State Grants/Contracts								
Private Grants/Contracts								
Tuition								
Fees								
Other (specify)								
TOTAL	\$		\$		\$		\$	

PROPOSAL to DEVELOP a NEW ACADEMIC CERTIFICATE PROGRAM
(CAS, PAC, UC, PBC, GC, PMC, PPC)

Date:

Campus: Southern University in Shreveport	Program: <u>CIP, Certificate Designation, Title</u> <u>Energy Technology Technician, Certificate of Technical Studies</u>
Institutional Contact Person & Contact Info (if clarification is needed) Dr. Kenie Moses, Chair of Engineering Business, Science, Technology, Engineering and Math 3050 Martin Luther King, Jr. Dr. Shreveport, Louisiana 71107 Phone: 318-670-9431 Email:kmoses@susla.edu	

1. Certificate Description

Describe the program concept: purpose and objectives; proposed curriculum; mode of delivery (on-site/hybrid/on-line). Indicate which courses are new; describe plan for rolling out new courses.

** Attach catalog descriptions for the required and elective courses, including prerequisites and LCCN, when applicable. **

The program concept centers around providing students the opportunity to receive an embedded advanced certification for Energy Technology Technician with specific experience in both industry power as well as commercial applications. The proposed curriculum involves courses that are part of an existing Associate of Applied Science Degree offering in Engineering Technology, however, students are not required to matriculate through the entire degree process. Students can complete 23 hours and receive a certification for Energy Technology Technician.

The delivery mode of this certification is in-person and online depending on the specific course.

ELEC 110S	Electrical Circuits I Lecture & Lab	4
ELEC 210S	Electrical Circuits II Lecture & Lab	4
ELEC 245S	Electrical Machinery & Controls Lecture & Lab	4
ELEC 230S	Power Transmission & Distribution Lec. & Lab	4
ENGR 201S	Safety, Health, & Environment (OSHA 30)	3
SMAT 121S	Pre-Calculus Lecture & Lab	4
Total Credit Hours		23

2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs). Identify similar programs in the state and explain why the proposed certificate is needed.

The Technical Certificate of Studies for Energy Technology Technician at SUSLA is essential to the Southern University system and to our stakeholders. Most importantly, our students need technical certificate programs that will prepare them for the job market in as little time as possible while providing the necessary technical background that enables them to be proficient in their job duties. Currently, we do not offer solutions for employers to recruit technical certificate holders in engineering or technology to fill much needed employment openings. Companies have expressed difficulty in recruiting employees who hold degrees in fields utilizing industry-leading technology and software in the engineering problem-solving process. Employment information is provided: <https://www.onetonline.org/link/summary/17-3024.00>

3. Students

Describe student interest. Project enrollment and productivity for the first 5 years; justify projections.

There is a need for programs that provide students who have a desire to become engineering technologist with career tracks available upon completion. Through this technical certificate

program, SUSLA could produce at least fifty to one hundred new graduates in the fields of engineering and technology over the course of the next five years. This may be achieved through recruitment, dual enrollment, career fairs, instituting a high school pilot program as well as providing internships with companies.

4. Accreditation

Describe plan for achieving program accreditation.

No accreditation is needed for the certification program.

5. Faculty, Administration, & Other Resources

How will instructional needs be met: will additional faculty, facilities, equipment, or library resources be required? What department will deliver and oversee the proposed program?

The CTS for Energy Technology Technician will be administered by current faculty at Southern University and additional faculty previously requested in the proposed Associate Degree of Engineering Technology. All facilities are adequate for the proposed CTS for Energy Technology Technician.

Current Faculty:

Dr. Kenie Moses, Assistant Professor, Math, Electrical & Computer Engineering

Dr. Vahid Atashbari, Petroleum Engineering

Vanessa White, abd, Associate Professor, Math & Industrial Engineering

Tracie Reed, abd, Associate Professor, Physics/ Physical Science

Jerrick Hall, Adjunct Instructor, Engineering Technology

6. Cost

Summarize additional costs to offer the program. On separate budget sheet, estimate costs and revenues for the projected program for the first four years, indicating need for additional appropriations (if any).

The current costs of the CTS for Energy Technology Technician are considered part of an existing proposal for Associate of Applied Science Degree in Engineering Technology.

CERTIFICATIONS:

Dr. Kenie Moses

Primary Administrator for Proposed Certificate

03/05/2021

Date

Terry Kidd

Provost/Chief Academic Officer

03/05/2021

Date

Management Board/System Office

Date

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED CERTIFICATE

Institution: _____

Date: _____

Certificate Program, Unit: _____

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

EXPENDITURES								
	FIRST YEAR		SECOND YEAR		THIRD YEAR		FOURTH YEAR	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$		\$		\$		\$	
Graduate Assistants								
Support Personnel								
Fellowships and Scholarships								
SUB-TOTAL EXPENSES	\$		\$		\$		\$	
EXPENDITURES								
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities	\$		\$		\$		\$	
Equipment								
Travel								
Supplies								
SUB-TOTAL	\$		\$		\$		\$	
GRAND TOTAL EXPENSES	\$		\$		\$		\$	
REVENUES								
Amount & Percentage of Total Anticipated From:	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%
State Appropriations	\$		\$		\$		\$	
Federal Grants/Contracts								
State Grants/Contracts								
Private Grants/Contracts								
Tuition								
Fees								
Other (specify)								
TOTAL	\$		\$		\$		\$	

PROPOSAL to DEVELOP a NEW ACADEMIC CERTIFICATE PROGRAM
(CAS, PAC, UC, PBC, GC, PMC, PPC)

Date:

Campus: Southern University in Shreveport	Program: <u>CIP, Certificate Designation, Title</u> <u>Electronics Technology Technician, Certificate of Technical Studies</u>
Institutional Contact Person & Contact Info (if clarification is needed) Dr. Kenie Moses, Chair of Engineering Business, Science, Technology, Engineering and Math 3050 Martin Luther King, Jr. Dr. Shreveport, Louisiana 71107 Phone: 318-670-9431 Email:kmoses@susla.edu	

1. Certificate Description

Describe the program concept: purpose and objectives; proposed curriculum; mode of delivery (on-site/hybrid/on-line). Indicate which courses are new; describe plan for rolling out new courses.

** Attach catalog descriptions for the required and elective courses, including prerequisites and LCCN, when applicable. **

The program concept centers around providing students the opportunity to receive an advanced certification in electronics with specific experience in both industry as well as private companies. The proposed curriculum involves courses that are part of an existing Associate of Applied Science Degree offering in Engineering Technology, however, students are not required to matriculate through the entire degree process. Students can complete 22 hours and receive a certification for Electronics Technology Technician. The delivery mode of this certification is in-person and online depending on the specific course.

ELEC 110S	Electrical Circuits I Lecture & Lab	4
ELEC 210S	Electrical Circuits II Lecture & Lab	4
ELEC 220S	Digital Logic Design Lecture & Lab	4
ELEC 225S	Electrical Testing & Maintenance	3
ENGR 201S	Safety, Health, & Environment (OSHA 30)	3
SMAT 121S	Pre-Calculus Lecture & Lab	4
Total Credit Hours		22

2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs). Identify similar programs in the state and explain why the proposed certificate is needed.

The Technical Certificate of Studies for Electronics Technology Technician at SUSLA is essential to the Southern University system and to our stakeholders. Most importantly, our students need technical certificate programs that will prepare them for the job market in as little time as possible while providing the necessary technical background that enables them to be proficient in their job duties. Currently, we do not offer solutions for employers to recruit technical certificate holders in engineering or technology to fill much needed employment openings. Companies have expressed difficulty in recruiting employees who hold degrees in fields utilizing industry-leading technology and software in the engineering problem-solving process. Employment information is provided: <https://www.onetonline.org/link/summary/17-3024.00>

3. Students

Describe student interest. Project enrollment and productivity for the first 5 years; justify projections.

There is a need for programs that provide students who have a desire to become engineering technologist with career tracks available upon completion. Through this technical certificate

program, SUSLA could produce at least fifty to one hundred new graduates in the fields of engineering and technology over the course of the next five years. This may be achieved through recruitment, dual enrollment, career fairs, instituting a high school pilot program as well as providing internships with companies.

4. Accreditation

Describe plan for achieving program accreditation.

No accreditation is needed for the certification program.

5. Faculty, Administration, & Other Resources

How will instructional needs be met: will additional faculty, facilities, equipment, or library resources be required? What department will deliver and oversee the proposed program?

The CTS for Electronics Technology Technician will be administered by current faculty at Southern University and additional faculty previously requested in the proposed Associate Degree of Engineering Technology. All facilities are adequate for the proposed CTS for Electronics Technology Technician Engineering.

Current Faculty:

- Dr. Kenie Moses, Assistant Professor, Math, Electrical & Computer Engineering
- Dr. Vahid Atashbari, Petroleum Engineering
- Vanessa White, abd, Associate Professor, Math & Industrial Engineering
- Tracie Reed, abd, Associate Professor, Physics/ Physical Science
- Jerrick Hall, Adjunct Instructor, Engineering Technology

6. Cost

Summarize additional costs to offer the program. On separate budget sheet, estimate costs and revenues for the projected program for the first four years, indicating need for additional appropriations (if any).

The current costs of the CTS for Electronics Technology Technician are considered part of an existing proposal for Associate of Applied Science Degree in Engineering Technology.

CERTIFICATIONS:

Dr. Kenie Moses
Primary Administrator for Proposed Certificate

03/05/2021
Date

Terry Kidd
Provost/Chief Academic Officer

03/05/2021
Date

Management Board/System Office

Date

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED CERTIFICATE

Institution: _____

Date: _____

Certificate Program, Unit: _____

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

EXPENDITURES								
	FIRST YEAR		SECOND YEAR		THIRD YEAR		FOURTH YEAR	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$		\$		\$		\$	
Graduate Assistants								
Support Personnel								
Fellowships and Scholarships								
SUB-TOTAL EXPENSES	\$		\$		\$		\$	
EXPENDITURES								
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities	\$		\$		\$		\$	
Equipment								
Travel								
Supplies								
SUB-TOTAL	\$		\$		\$		\$	
GRAND TOTAL EXPENSES	\$		\$		\$		\$	
REVENUES								
Amount & Percentage of Total Anticipated From:	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%
State Appropriations	\$		\$		\$		\$	
Federal Grants/Contracts								
State Grants/Contracts								
Private Grants/Contracts								
Tuition								
Fees								
Other (specify)								
TOTAL	\$		\$		\$		\$	

PROPOSAL to DEVELOP a NEW ACADEMIC CERTIFICATE PROGRAM
(CAS, PAC, UC, PBC, GC, PMC, PPC)

Date:

Campus: Southern University in Shreveport	Program: <u>CIP, Certificate Designation, Title</u> Petroleum Technology Operator, Certificate of Technical Studies
Institutional Contact Person & Contact Info (if clarification is needed) Dr. Kenie Moses, Chair of Engineering Business, Science, Technology, Engineering and Math 3050 Martin Luther King, Jr. Dr. Shreveport, Louisiana 71107 Phone: 318-670-9431 Email:kmoses@susla.edu	

1. Certificate Description

Describe the program concept: purpose and objectives; proposed curriculum; mode of delivery (on-site/hybrid/on-line). Indicate which courses are new; describe plan for rolling out new courses.

** Attach catalog descriptions for the required and elective courses, including prerequisites and LCCN, when applicable. **

The program concept centers around providing students the opportunity to receive an advanced certification in Petroleum Technology with specific experience in both industrial as well as commercial applications. The proposed curriculum involves courses that are part of an existing Associate of Applied Science Degree offering in Engineering Technology, however, students are not required to matriculate through the entire degree process. Students can complete 22 hours and receive a certification in Engineering. The delivery mode of this certification is in-person and online depending on the specific course.

PTEC 101S	Introduction to Process Technology	3
PTEC 102S	Process Instrumentation I	4
PTEC 105S	Drilling and Well Completion	3
PTEC 205S	Corrosion Basics	3
PTEC 209S	Recovery and Production Methods	3
ENGR 201S	Safety, Health, & Environment (OSHA 30)	3
SMAT 121S	Pre-Calculus Lecture & Lab	4
Total Credit Hours		22

2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs). Identify similar programs in the state and explain why the proposed certificate is needed.

The Technical Certificate of Studies in Petroleum Technology at SUSLA is essential to the Southern University system and to our stakeholders. Most importantly, our students need technical certificate programs that will prepare them for the job market in as little time as possible while providing the necessary technical background that enables them to be proficient in their job duties. Currently, we do not offer solutions for employers to recruit technical certificate holders in engineering or technology to fill much needed employment openings. Companies have expressed difficulty in recruiting employees who hold degrees in fields utilizing industry-leading technology and software in the engineering problem-solving process. Employment information is provided: <https://www.onetonline.org/link/summary/19-4041.02>

3. Students

Describe student interest. Project enrollment and productivity for the first 5 years; justify projections.

There is a need for programs that provide students who have a desire to become engineering technologist with career tracks available upon completion. Through this technical certificate

program, SUSLA could produce at least fifty to one hundred new graduates in the fields of engineering and technology over the course of the next five years. This may be achieved through recruitment, dual enrollment, career fairs, instituting a high school pilot program as well as providing internships with companies.

4. Accreditation

Describe plan for achieving program accreditation.

No accreditation is needed for the certification program.

5. Faculty, Administration, & Other Resources

How will instructional needs be met: will additional faculty, facilities, equipment, or library resources be required? What department will deliver and oversee the proposed program?

The CTS in Petroleum Technology will be administered by current faculty at Southern University and additional faculty previously requested in the proposed Associate Degree of Engineering Technology. All facilities are adequate for the proposed CTS in Petroleum Technology.

Current Faculty:

Dr. Kenie Moses, Assistant Professor, Math, Electrical & Computer Engineering

Dr. Vahid Atashbari, Petroleum Engineering

Vanessa White, abd, Associate Professor, Math & Industrial Engineering

Tracie Reed, abd, Associate Professor, Physics/ Physical Science

Jerrick Hall, Adjunct Instructor, Engineering Technology

6. Cost

Summarize additional costs to offer the program. On separate budget sheet, estimate costs and revenues for the projected program for the first four years, indicating need for additional appropriations (if any).

The current costs of the CTS in Petroleum Technology are considered part of an existing proposal for Associate of Applied Science Degree in Engineering Technology.

CERTIFICATIONS:

Dr. Kenie Moses

Primary Administrator for Proposed Certificate

03/05/2021

Date

Terry Kidd

Provost/Chief Academic Officer

03/05/2021

Date

Management Board/System Office

Date

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED CERTIFICATE

Institution: _____

Date: _____

Certificate Program, Unit: _____

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

EXPENDITURES								
	FIRST YEAR		SECOND YEAR		THIRD YEAR		FOURTH YEAR	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$		\$		\$		\$	
Graduate Assistants								
Support Personnel								
Fellowships and Scholarships								
SUB-TOTAL EXPENSES	\$		\$		\$		\$	
EXPENDITURES								
	AMOUNT	AMOUNT	AMOUNT	AMOUNT				
Facilities	\$	\$	\$	\$				
Equipment								
Travel								
Supplies								
SUB-TOTAL	\$	\$	\$	\$				
GRAND TOTAL EXPENSES	\$	\$	\$	\$				
REVENUES								
Amount & Percentage of Total Anticipated From:	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%
State Appropriations	\$		\$		\$		\$	
Federal Grants/Contracts								
State Grants/Contracts								
Private Grants/Contracts								
Tuition								
Fees								
Other (specify)								
TOTAL	\$		\$		\$		\$	

PROPOSAL to DEVELOP a NEW ACADEMIC CERTIFICATE PROGRAM

(CAS, PAC, PBC, GC, PMC, PPC)

Date: December 1, 2020

<p>Campus: Southern University at Shreveport (SUSLA)</p>	<p>Program: <u>CIP, Certificate Designation, Title</u> CIP: Applied Science Cert. Designation: Certificate of Applied Science Title: Digital Forensics</p>
<p>Institutional Contact Person & Contact Info (if clarification is needed) Dr. Barry Hester, Division Chairman of Science, Technology, Engineering and Mathematics (STEM) 3050 Martin Luther King Drive Shreveport, LA 71109 Phone: (318) 670-9407 Email: bhester@susla.edu</p>	

1. Certificate Description

Describe the program concept: purpose and objectives; proposed curriculum; mode of delivery (on-site/hybrid/on-line). Indicate which courses are new; describe plan for rolling out new courses.

Purpose

The purpose of the Certificate of Applied Science in Digital Forensics is to provide students with the skills necessary to enter careers in computer technology and digital forensics, and in the design, application, installation, operation, and maintenance of computers, networks, and other digital devices and associated equipment. Students are given comprehensive information and training in digital forensics and data recovery tools and practices through this extensive, hands-on curriculum. Typical job titles: Computer/Digital forensic Examiner, Computer Systems Specialist, Cybercrime specialist, Installation Technician, and Applications Specialist.

The mission of the Digital Forensics program is consistent with the University's mission, which seeks to provide quality education for its students (while being committed to the total community). The Digital Forensics program will award a certificate of applied sciences; prepare students for careers in technical and occupational fields; and offers courses and programs that are transferable to other colleges and universities. Not only does this certificate program offer students a wider span for career opportunities but also, having the status of 'certificate of applied science' would be a pipeline into the Criminal Justice discipline. It would be a stackable certificate that students could use to build on to further achieve an Associate degree in Criminal Justice. Students obtaining the Digital Forensics certificate would strengthen students' marketability to go directly into the workforce.

Dedicated to excellence in instruction and community service, this program will promote cultural diversity, provide developmental and continuing education, and seek partnerships with business and industry. The program intends that all individuals should have the opportunity to receive educational experiences and related services, which are compatible with their varied interests, academic abilities, and achievements, family backgrounds, motivations, needs, and

goals. One focus of our mission statement is “Offering one-and two-year career programs designed to meet the demand for technicians, semi-professional workers and skilled craftsman for employment in industry, business, the professions and government, including associate degrees in art, sciences, applied sciences, as well as certificate programs”. The proposed Digital Forensics certificate program would further the mission of the institution by responding to the needs of the community workforce.

Objectives:

Upon completion of this certificate program, the candidate will be able to:

1. Image and analyze the evidence the evidence found on a hard drive including the system analysis
2. Analyze digital evidence including evidence found in the seizure of cell phones, PDA’s and other mobile devices.
3. Apply critical thinking to analyze and synthesize information to solve problems.
4. Use effective communication skills to interact and provide services in educational setting, business or laboratory.

Basic Structure

The program will be administered by the Division of Science, Technology, Engineering and Mathematics. The Science and Technology Division has strong departments and faculty who will mentor the students in this program. Class structure will include four semesters of lecture, discussion, demonstration, and practice. The program will be offered over a one-year period however, we offer course through an ‘A’ and ‘B’ schedule and thereby making it possible for a student to complete the program in one semester.

CURRICULUM

One Semester

<u>NO.</u>	<u>Course</u>	<u>CR</u>
ENGL 110	Freshman English I	3hrs
DIGF 105	Intro to Forensics Science	3hrs
DIGF 115	Computer Forensics and Law I	3hrs
DIGF 140	Computer Forensics Technology	3hrs
DIGF 215	Computer Forensics and Law II	3hrs
DIGF 225	Cyber Security	3hrs

MATH 133	Algebra for College Students	3hrs
	Social or Natural Science elective	<u>3hrs</u>
	Total Hours	24 hrs

Course Descriptions

MATH 133 Algebra for College Students

Topics studied from Algebra are linear and quadratic equations and inequalities, lines and slopes, radicals and exponents, polynomial and rational functions, system of equations, complex numbers and introduction to graphing techniques. (3-0-3)

ENGL 110 Freshmen English I

This is an introductory course in essay writing, which places emphasis on sentence structure, mechanics, paragraph development and organization of the multi-paragraph theme. Short prose models are used to illustrate writing strategies. (3-0-3)

DIGF 105 Introduction to Forensics Science

The course balances a mix of technical and non-technical components for building, managing, and maintaining secure systems. The course introduces students to risk management, security policies, laws and ethics as they relate to Information Security, and prevailing controls and countermeasures used to minimize the risk of security breaches and intrusions. This course involves presentation and discussion of general and special issues in forensics science. (3-0-3)

DIGF 115 Computer Forensics and Law I

This course discusses public law enforcement at the federal, state and local levels that deals with cyber crime, cyber vandalism, cyber predators, and cyber terrorism. This course focuses on the emerging role of the computer forensics examiner, forensic evidence preservation and introduces students to computer forensic tools. This course provides a comparative study of information technology, evidence analysis, and data retrieval from computer hardware and software applications. Students will have hands-on laboratory experience using various computer forensic tools, evidence preservation techniques and documentation. Students will be introduced to X-Ways forensics software. (3-0-3)

DIGF 140 Computer Forensics Technology

This course provides an in-depth, hands-on analysis and practice of computer forensics investigation techniques, technology, and procedures in a setting that simulates a real network environment. Demonstrates how to manage investigations from start to finish, how to use computer forensic technology to conduct such investigations, and how to present collected information to investigations, and how to present collected information to attorneys and courts. (3-0-3)

DIGF 215 Intro to Computer Forensics and Law II

This course is for the advanced computer forensics examiner. The course explores computer forensics as the science of collecting, preserving and analyzing data from computers so they can be admissible at a company discipline hearing or in a court of law. Surveys problems of maintaining a secure technological environment, protecting the identity of individuals, as well as protecting confidential information is also included. Students will have hands-on laboratory experience using various computer forensic tools, evidence preservation techniques and documentation. Main tools to be used in this class will be X-Ways Forensic software and X-Ways Investigator software. X-Ways Investigator is based on X-Ways Forensic. (3-0-3)

DIGF 225 Cyber Security

This course introduces students to the field of cyber – security and includes the evolution of information security, cyber-security theory, and the importance of cyber-security to nations, businesses, society, and people. Students will be exposed to cyber-security technologies to help guard against information and application threats, learn how to analyze the threats, vulnerabilities and risks present in cyber space environments, and develop appropriate strategies to reduce, if not alleviate, potential cyber-security problems. Various processes and practices designed to protect networks, computers, programs, and data will be discussed. (3-0-3)

2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs). Identify similar programs in the state and explain why the proposed certificate is needed.

Employment Outlook

This Digital Forensic Certificate Program is designed to align with the law enforcement, public safety, private industry and homeland security needs to ensure consistent, current and flexible training in the emerging technology field of Computer and Digital Forensics.

According to the U.S. Bureau of Labor Statistics (BLS), job growth for computer forensics technicians is projected to grow 6 percent from 2012 to 2022, slower than the average for all occupations. Competition for jobs will be strong because of substantial interest in forensic science. The median annual wage for forensic science technicians was \$52,840 in May 2012. In North Louisiana the trends are consistent with the national employment outlook.

3. Students

Describe student interest. Project enrollment and productivity for the first 5 years; justify projections.

There is a need for programs in STEM that provide students with a curriculum of short duration that allows incumbent workers, the adult population, and other students to enter into a course of study and exist into the workforce in as little time as possible.

The Digital Forensics certificate program will provide another venue for these students to gain skills that allow them to enter into the workforce quickly.

As indicated below, we estimate that the program will accept an estimated 10 students annually. Our goal is to encourage our certificate graduates to continue life-long learning upon completion of the program. The projections are based on retention and completion rates and enrollment estimates are based on regional and state-wide labor market projections and the Advisory committee of the STEM division. Once approved, the program will be marketed as part of the University's core list of instructional programs. Additionally, students attracted to the program can be considered new to the university.

Estimated number of enrollees for the first five (5) years:

YEAR	ENROLLMENT	GRADUATES
2021	10	
2022	10	8
2023	10	8
2024	10	8
2025	10	8

4. Accreditation

Describe plan for achieving program accreditation.

NA

5. Faculty, Administration, & Other Resources

How will instructional needs be met: will additional faculty, facilities, equipment, or library resources be required? What department will deliver and oversee the proposed program?

Part-time/Adjunct faculty members will be hired to meet the instructional needs of the program as required by Board of Regents and SACS. The University will designate a location for laboratories and lecture classrooms at the Main Campus, located at 3050 Martin Luther King Drive, in the Collier Science building. All equipment will be purchased and library resources will be updated to support the program. The Division of Science, Technology, Engineering and Mathematics will deliver and oversee the proposed program.

Private Grants/Contracts								
Tuition	\$13,090	39. 67	\$13,090	100	\$13,090	100	\$13,090	100
Fees								
Other (specify)								
TOTAL	\$13,090	39. 67	\$13,090	100	\$13,090	100	\$13,090	100

CERTIFICATION:

Chief Academic Officer

Date

Chancellor/President

Date

Management Board

Date

PROPOSAL to DEVELOP a NEW ACADEMIC CERTIFICATE PROGRAM
(CAS, PAC, PBC, GC, PMC, PPC)

Date: March 30, 2021

Campus: Southern University at Shreveport	Program: <u>CIP, Certificate Designation, Title</u> Certificate of Technical Studies Aviation Service Assistant
Institutional Contact Person & Contact Info (if clarification is needed) Dr. Barry Hester, Dean STEM and Business Studies 3050 Martin Luther King Drive Shreveport, LA 71109 Phone: (318) 670-9407 Email: bhester@susla.edu	

1. Certificate Description

Describe the program concept: purpose and objectives; proposed curriculum; mode of delivery (on-site/hybrid/on-line). Indicate which courses are new; describe plan for rolling out new courses.

The purpose of the Certificate of Technical Studies in Aviation is to prepare students for entry-level technical positions in the Aerospace Industry or for transfer into an associate or baccalaureate program. This curriculum provides students with the skills necessary to obtain basic aircraft assembly skills as well as basic fabrication techniques. Students receive hands-on working knowledge from a qualified instructor in a lab setting where the focus is on the manufacturing methods and techniques used in the aerospace industry.

The Certificate of Technical Studies in Aviation Service provides a career pathway for students who have an interest in the Aerospace field. The mission of the Aviation program is consistent with the University's mission which seeks to provide quality education for its students, while being committed to the total community. SUSLA prepares students for careers in technical and occupational fields; award certificates, diplomas and associate degrees; and offers course and programs that are transferrable to other colleges and universities. Dedicated to excellence in instruction and community service, this program will promote cultural diversity, provide developmental and continuing education and seek partnerships with business and industry.

Objectives

- Work effectively in a variety of assembly and fabrication roles with limited supervision.
- Troubleshoot and diagnose problems in all sectors of manufacturing.
- Apply appropriate safety and environmental regulations.
- Foster a team atmosphere.
- Communicate effectively in both written and oral formats.

The program will be administered by the Division of STEM and Business Studies. The program will be offered over a one-year period.

Certificate of Technical Studies Aviation Service Assistant Program of Study

FALL SEMESTER

Course #	Course Name	Credit Hours
AERO 100	Basic Blueprint Reading	2
AERO 101	Structural Fundamentals	6
AERO 102	Introduction to Composites	<u>3</u>

SPRING SEMESTER

Course #	Course Name	Credit Hours
AERO 200	Aircraft Blueprint Readings	2
AERO 201	Composites Fabrication Methods/Application	<u>2</u>

Total Credit Hours 15

COURSE DESCRIPTIONS

AERO 100 BASIC BLUEPRINT READING

Prerequisite: Provisional admission.

This course introduces basic blueprint reading. Emphasis will be placed on reading and interpreting blueprints found in a manufacturing environment. Topics include: lines and symbols, orthographic drawings, views, material, form and position, title blocks, sketching, features, and sections (2-0-2)

AERO 200 AIRCRAFT BLUEPRINT READING

This course introduces aerospace specific blueprint information which builds on a basic knowledge of blueprint terminology and symbols. Topics include: dimensioning standards and practices, blueprint components, interpretation of reference planes and coordinate systems, engineering numbering and revision system, body/field of the drawing, detail drawings, and configured/method/un-dimensioned drawings.(2-0-2)

AERO 101 STRUCTURAL FUNDAMENTALS

Introduces the fundamental concepts required in aerospace manufacturing and repair. Emphasis is placed on safety, quality, and precision. Topics include: safety, flat pattern layout, quality standards, fasteners, hand tools, and precision measuring instruments (6-0-6)

AERO 102 INTRODUCTION TO COMPOSITES

This course involves materials and processes associated with polymer structures, components and design. Emphasis devoted to material properties, manufacturing processes and safety. (2-2-3)

AERO 201 COMPOSITES FABRICATION METHODS/APPLICATION

This course teaches several fabrication methods. Processes include hand lay-up, bonding, vacuum bagging and vacuum assisted resin transfer molding.(1-2-2)

2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs). Identify similar programs in the state and explain why the proposed certificate is needed.

There is a demand in the United States for skilled workers in fields such as aerospace. The U. S. Bureau of Labor Statistics (BLS) predicts that aerospace engineers and operation technicians can expect the job market to grow by 4 % from 2014 to 2024. Workers in this occupation work on many projects that are related to national defense and therefore require security clearances. These requirements will help to keep jobs in the United States. Individuals in these fields earn an average of \$66,000 annually.

In Northwest Louisiana, the growth for aerospace technicians is expected to grow by 8 % by 2022. They can expect an average salary of \$60,000 a year.

Additionally, based on recent national data, only 8.8 % of Associate of Science Degrees in Science, Technology, Engineering and Mathematics (STEM) were earned by disadvantage individuals. The number is even worse for baccalaureate and graduate degrees, which is only 8.3 % for Bachelor of Science degrees, 4.2% for Master of Science Degrees and 4.2% for Doctoral Degrees.

3. Students

Projected Enrollment/Graduates	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Enrollment	10	10	10	10	10
Graduates	8	8	8	9	9

4. Accreditation

Describe plan for achieving program accreditation.

N/A

5. Faculty, Administration, & Other Resources

How will instructional needs be met? Will additional faculty, facilities, equipment, or library resources be required? What department will deliver and oversee the proposed program?

Part-time faculty members will be hired to meet the instructional needs of the program. The University has a location for laboratories and lecture classrooms at the SUSLA Aerospace Center, located at the Downtown Airport. Library resources, supplies and equipment will be purchased to support the program. The Division of STEM and Business Studies will oversee the program.

6. Cost

Summarize additional costs to offer the program. On separate budget sheet, estimate costs and revenues for the projected program for the first five years, indicating need for additional appropriations (if any).

See attached Summary of Estimated Costs.

Private Grants/Contracts								
Tuition	\$13,090	36 %	\$13,090	79.33	\$13,090	79.33	\$13,090	79.33
Fees								
Other (specify)								
TOTAL	\$13,090	36 %	\$13,090	79.33	\$13,090	79.33	\$13,090	79.33

CERTIFICATION:

Chief Academic Officer

Date

Chancellor/President

Date

Management Board

Date

PROPOSAL to DEVELOP a NEW ACADEMIC CERTIFICATE PROGRAM

(CAS, PAC, PBC, GC, PMC, PPC)

Date: March 30, 2021

Campus: Southern University at Shreveport (SUSLA)	Program: CIP, Certificate Designation, Title CIP: Cert. Designation: Certificate of Technical Studies Title: Automotive Technology
Institutional Contact Person & Contact Info (if clarification is needed) Dr. Barry Hester, Division Chairman of Science, Technology, Engineering and Mathematics (STEM) 3050 Martin Luther King Drive Shreveport, LA 71109 Phone: (318) 670-9407 Email: bhester@susla.edu	

1. Certificate Description

Describe the program concept: purpose and objectives; proposed curriculum; mode of delivery (on-site/hybrid/on-line). Indicate which courses are new; describe plan for rolling out new courses.

Purpose

The purpose of the Certificate of Technical Studies in Automotive Technology is to prepare students for entry-level technical support positions in Automotive Technology and/or transfer into an associate or bachelor degree program. An Automotive Technologist requires an understanding in the science and technology that goes into the modern highly-sophisticated automobiles. Learning opportunities in the Automotive Technology industry enables students to develop academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. The Automotive Technology program will focus on a combination of automotive mechanics theories and practical application for gainful employment. The program graduates will receive a Certificate of Technical Studies in Automotive Technology.

The mission of the Automotive Technology program is consistent with the University's mission which seeks to provide quality education for its students, while being committed to the total community. SUSLA prepares students for careers in technical and occupational fields; award certificates, diplomas and associate degrees; and offers course and programs that are transferrable to other colleges and universities. Dedicated to excellence in instruction and community service, this program will promote cultural diversity, provide developmental and continuing education and seek partnerships with business and industry.

Objectives

Upon completion of the program, the candidate will be able to:

1. Use basic tools and equipment for autos and trucks.
2. Diagnosis and trouble shoot vehicles.
3. Use safety protocol in the use of tools and equipment for autos and trucks.
4. Use critical thinking skills and problem solving skills in resolving technical issues.
5. Use effective communication skills to interact and provide services in educational setting or business.

Basic Structure

The program will be administered by the Division of Science, Technology, Engineering and Mathematics. The program will be offered over a one-year period.

CURRICULUM

FIRST SEMESTER

NO.	COURSE	CR HRS
AUTO 100	Automotive Technology	3 credit hours
AUTO 101	Fundamentals of Electricity/Lab	4 credit hours
AUTO 102	Brake Systems/Lab	4 credit hours

SECOND SEMESTER

NO.	COURSE	CR HRS
AUTO 200	Engine Diagnosis and Repair/Lab	4 credit hours
AUTO 201	Engine Performance/Lab	4 credit hours
AUTO 202	Automatic Transmission/Lab	4 credit hours
Total Credit Hours		23 Hours

Course Descriptions

AUTO 100 Introduction to Automotive Technology

This course introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include: safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems. (3-0-3)

AUTO 101 Fundamentals of Electricity/Lab

This course covers Ohm's Law, circuit identification, automotive wire repair, electrical schematic diagrams, circuit testers and digital multi-meters, and circuit problem diagnosis on simple electrical accessories. (3-2-4)

AUTO 102 Brake Systems/Lab

This course covers basic automotive brake system skills, such as disc and drum brake components; operation diagnosis and service. (3-2-4)

AUTO 200 Engine Diagnosis and Repair/Lab

Students learn basic engine diagnostic tests; perform these tests and interpret the results; remove and replace an engine assembly; disassemble and reassemble major engine components; and measure components of wear. (3-2-4)

AUTO 201 Engine Performance/Lab

Students learn about computerized ignition, fuel and emission control skills. They also learn: ignition and fuel system component function; circuit operation and testing; PCM input and output controls; basic operating systems and scan tool usage. (3-2-4)

AUTO 202 Automatic Transmission /Lab

Students learn about transmission/transaxle. They also learn about the theory of operation, hydraulic principles and torque converter operation; planetary gear set operation, band/servo, one-way clutch and multiple disc clutch operation. Students check and adjust clutch pack clearance and end play; use component application charts, a scan tool, DMM and pressure.

2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs). Identify similar programs in the state and explain why the proposed certificate is needed.

The Certificate of Technical Studies in Automotive Technology allows students to partake in the economic development of the United States. The automotive technicians and mechanics held over 740,000 jobs in 2014. Between now and 2024, the Bureau of Labor Statistics projects employment in the industry will expand by 5 percent. The continued rise in the number of vehicles

(particularly late-model cars and light trucks with longer life spans), in tandem with the need for entry-level techs capable of providing basic maintenance and repair services is primarily driving this employment growth.

In Northwest Louisiana, individuals that can diagnose, adjust, repair and overhaul automotive vehicles can expect an annual salary of \$30,000 which is slightly below the average salary for an automotive technician in Louisiana (\$17.37 per hour/ \$36,000 per year).

3. Students

Describe student interest. Project enrollment and productivity for the first 5 years; justify projections.

Estimated number of enrollees for the first five (5) years:

YEAR	ENROLLMENT	GRADUATES
2016	10	
2017	12	8
2018	14	10
2019	16	12
2020	18	14

4. Accreditation

Describe plan for achieving program accreditation.

5. Faculty, Administration, & Other Resources

How will instructional needs be met: will additional faculty, facilities, equipment, or library resources be required? What department will deliver and oversee the proposed program?

Part-time/Adjunct faculty members will be hired to meet the instructional needs of the program as required by Board of Regents and SACS. The University will designate a location for laboratories and lecture classrooms at the Main Campus, located at 3050 Martin Luther King Drive, in the Collier Science building. All equipment will be purchased and library resources will be updated to support the program. The Division of Science, Technology, Engineering and Mathematics will deliver and oversee the proposed program.

6. Cost

Summarize additional costs to offer the program. On separate budget sheet, estimate costs and revenues for the projected program for the first five years, indicating need for additional appropriations (if any).

See the following page for summary of estimated cost.

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED CERTIFICATE

Institution: Southern University at Shreveport Date: May 13, 2016 Certificate Program, Unit: Automotive Technology Program

EXPENDITURES								
	FIRST YEAR		SECOND YEAR		THIRD YEAR		FOURTH YEAR	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty (Part-time/Adjunct -2)	\$12,000		\$ 12,000		\$12,000		\$12,000	
Graduate Assistants								
Support Personnel								
Fellowships and Scholarships								
SUB-TOTAL EXPENSES	\$12,000		\$12,000		\$12,000		\$12,000	
EXPENDITURES								
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities								
Equipment	\$20,000							
Travel								
Supplies	\$1,000		\$1,000		\$1,000		\$1,000	
SUB-TOTAL	\$		\$		\$		\$	
GRAND TOTAL EXPENSES	\$33,000		\$13,000		\$13,000		\$13,000	
REVENUES								
Amount & Percentage of Total Anticipated From:	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%
State Appropriations	\$		\$		\$		\$	
Federal Grants/Contracts								
State Grants/Contracts								
Private Grants/Contracts								
Tuition	\$13,090	39.67	\$13,090	100	\$13,090	100	\$13,090	100
Fees								
Other (specify)								
TOTAL	\$13,090	39.67	\$13,090	100	\$13,090	100	\$13,090	100

CERTIFICATION:

Chief Academic Officer

Date

Chancellor/President

Date

Management Board

Date

PROPOSAL to DEVELOP a NEW ACADEMIC CERTIFICATE PROGRAM
(CAS, PAC, UC, PBC, GC, PMC, PPC)

Date: **January 13, 2020**

Campus: Southern University at Shreveport	Program: <u>CIP, Certificate Designation, Title</u> Certificate of Technical Studies in Precision Measurement Instruments
Institutional Contact Person & Contact Info (if clarification is needed) Mr. Tim Banks, Director of Aerospace Technology 3050 Martin Luther King Dr. Shreveport, LA 71109 Phone: (318) 670-6000 Email: tbanks@susla.edu Dr. Barry Hester, Dean of BSTEM Phone: (318) 670-9407 Email: bhester@susla.edu	

1. Certificate Description

Describe the program concept: purpose and objectives; proposed curriculum; mode of delivery (on-site/hybrid/on-line). Indicate which courses are new; describe plan for rolling out new courses.

** Attach catalog descriptions for the required and elective courses, including prerequisites and LCCN, when applicable. **

Southern University at Shreveport, SUSLA, proposes to offer a certificate in Precision Measurement Instruments requiring only 21 hours for completion. This program will be a hands-on program designed to equip students with the knowledge and skills to use a variety of instruments ranging from tapes and rules to calipers and micrometers. This expertise is vital to engineering, manufacturing, aerospace industry and power generation to name a few.

Providing this certificate is also consistent with the university's mission by being committed to teaching and preparing traditional and non-traditional students for degree attainment, transfer, workforce, continuous learning and self-improvement. This program will prepare students for careers in the technical and occupational fields while offering courses that are transferable to other colleges and universities. Upon completion of the program, Southern University will award a certificate of technical studies. Dedicated to excellence in instruction and community service, this program promotes cultural diversity, provides developmental and continuing education, and seeks partnerships with business and industry. This program intends that all individuals should have the opportunity to receive educational experiences and related services, which are compatible with their varied interests, academic abilities, and achievements, family backgrounds, motivations, needs, and goals.

Objectives

- Work effectively in a variety of roles with limited supervision
- Troubleshoot and diagnose problems
- Apply appropriate safety and environmental regulations.
- Be able to describe the basic design of various tapes, rules and calipers to include features, sizes, variations, and the technology behind the tool.
- Be able to describe the difference between calibration and field check, determine when they should be done, and be able to properly demonstrate field checks on various tapes, rules, and calipers.

- Demonstrate application of various tapes, rules, and calipers to include proper usage, obtaining and reading measurements accurately, and performing tool maintenance.
- Assess the serviceability of parts
- Write descriptive discrepancy reports
- Foster a team atmosphere.
- Communicate effectively in both written and oral formats

The program will be administered by the Division of STEM and Business Studies. The program will be offered over a two semester period.

PRECISION MEASUREMENT INSTRUMENTS

Certificate of Technical Studies

Program of Study

FALL SEMESTER

COURSE #	COURSE NAME	Credit Hours
PRIM 101S	Tape and Rule Measurement	3
PRIM 102S	Slide Caliper Measurement	3
PRIM 103S	Gage Measurement	3
PRIM 104S	Angle Measurement	3
		12

SPRING SEMESTER

PRIM 201S	Micrometer Measurement	3
PRIM 202S	Dial Gage and Bore Gage Measurement	3
PRIM 203S	Gage Measurement	3

Total:

**9
21 Hours**

COURSE DESCRIPTIONS

PRECISION MEASUREMENT INSTRUMENTS CERTIFICATE (PRIM)

PRIM 101S TAPE AND RULE MEASUREMENT - The purpose of this module is to acquaint the reader with various tapes, rules and calipers. This subject will increase students' knowledge of aviation maintenance correct use of measurements that are unique to aircraft maintenance.

PRIM 102S SLIDE CALIPER MEASUREMENT - The purpose of this module is to acquaint the reader with various dial calipers. These tools are required in airframe/engine overhaul to determine whether components are in tolerance according to aircraft service/maintenance manuals.

PRIM 103S GAGE MEASUREMENT - The purpose of this module is to acquaint the reader with the Steel Rule Depth Gage, Screw Pitch Gage and Thickness Gage. These tools will enable the student to measure components that require precise specifications to ensure aircraft safety.

PRIM 104S ANGLE MEASUREMENT - The purpose of this module is to acquaint the reader with the Steel Protractor and the Combination Square Set. These tools will give students' experience in measuring propeller angle to determine if they are not airworthy.

PRIM 201S MICROMETER MEASUREMENT- The purpose of this module is to acquaint the reader with various Micrometers, Small Hole Gages, and the Telescoping Gages. These tools will allow the student to apply precision measurement of critical aircraft components to determine if they are in compliance with Federal Aviation Regulations and to ensure safety of flight.

PRIM 202S DIAL GAGE AND BORE GAGE MEASUREMENT- The purpose of this module is to acquaint the reader with various Dial Gages and Bore Gages. These tools will enable the student to determine crank shaft and cam shaft run-out when a reciprocating engine has experienced a sudden stop incident.

PRIM 203S GAGE MEASUREMENT

Gage Measurement 203S which is the second installment of gage measurements goes into further details of calibration check versus field check of the Steel Rule Depth Gage, Screw Pitch Gage and Thickness Gage as well as application, usage and maintenance of instruments. These tools will enable the student to measure components that require precise specifications to ensure aircraft safety.

2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs). Identify similar programs in the state and explain why the proposed certificate is needed.

There is a demand in the United States for skilled workers in aerospace such as technicians. The U. S. Bureau of Labor Statistics (BLS) expects growth for aerospace technicians to grow from 157,400 jobs to 162,200 jobs over the next ten years.

Locally, over the past two years two major aerospace companies (Western Global Airlines and Advanced Aerospace Services) have relocated to Shreveport and they are looking to employ over a hundred technicians over the next few months. This certificate will address the overwhelming demand for a trained workforce.

3. Students

Describe student interest. Project enrollment and productivity for the first 5 years; justify projections.

The Certificate of Technical Studies in Precision Technology will allow students to work as technicians or as a step toward the pursuit of a technical diploma. As indicated below, the program will admit ten (10) or more students annually. Our goal is to encourage certificate graduates to continue life-long learning upon completion of the program.

Estimated number of enrollees for the first five (5) years:

	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Enrollment	10	10	15	15	20
Graduates		8	12	13	18

4. Accreditation

Describe plan for achieving program accreditation.

N/A

5. Faculty, Administration, & Other Resources

How will instructional needs be met: will additional faculty, facilities, equipment, or library resources be required? What department will deliver and oversee the proposed program?

Part-time faculty members will be hired to meet the instructional needs of the program as prescribed by SACS. The University has a location for laboratories and lecture classrooms at the Downtown Airport. Library resources, supplies and equipment will be purchased to support the program. The Division of Science, Technology, Engineering and Mathematics will oversee the program.

6. Cost

Summarize additional costs to offer the program. On separate budget sheet, estimate costs and revenues for the projected program for the first four years, indicating need for additional appropriations (if any).

See attached Summary of Estimated Cost.

CERTIFICATIONS:

Primary Administrator for Proposed Certificate	Date
Provost/Chief Academic Officer	Date
Management Board/System Office	Date

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED CERTIFICATE

Institution: Southern University at Shreveport

Date: 01/13/2020

Certificate Program, Unit: Certificate of Technical Studies in Airframe Technology

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

EXPENDITURES								
	FIRST YEAR		SECOND YEAR		THIRD YEAR		FOURTH YEAR	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty - Adjunct	\$12,000		\$ 12,000		\$12,000		\$12,000	
Graduate Assistants								
Support Personnel								
Fellowships and Scholarships								
SUB-TOTAL EXPENSES	\$12,000		\$12,000		\$12,000		\$12,000	
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities	\$		\$		\$		\$	
Equipment	\$20,000							
Travel	\$2,500		\$2,500		\$2,500		\$2,500	

Supplies	\$2,000	\$2,000	\$2,000	\$2,000
SUB-TOTAL	\$	\$	\$	\$
GRAND TOTAL EXPENSES	\$36,500	\$16,500	\$16,500	\$16,500
REVENUES				
Amount & Percentage of Total Anticipated From:	AMOUNT	%	AMOUNT	%
State Appropriations	\$		\$	
Federal Grants/Contracts				
State Grants/Contracts				
Private Grants/Contracts				
Tuition	\$13,090	36%	\$13,090	79.33
Fees				
Other (specify)				
TOTAL	\$13,090	36%	\$13,090	79.33

PROPOSAL to DEVELOP a NEW ACADEMIC PROGRAM

(CAS, PAC, PBC, GC, PMC, PPC)

Date: March 30, 2021

Campus: Southern University at Shreveport	Program: Payroll Accounting Certificate Certificate Awarded: Certificate of Technical Studies
Institutional Contact Person & Access Info (if clarification is needed): Dr. Regina Webb STEM and Business Studies 3050 Martin Luther King Drive Shreveport, Louisiana 71107 Office Phone: (318) 670-9394 Email: rwebb@susla.edu	

1. Program Objectives and Content

Describe the program concept: purpose and objectives, proposed curriculum, mode of delivery (on-site/hybrid/on-line). Indicate which courses are new, describe plan for rolling out new courses.

The proposed Certificate of Technical Studies in Payroll Accounting will provide students with the baseline knowledge and skills necessary to prepare individuals for employment in Payroll Accounting.

In this program, students will gain the baseline knowledge and skills necessary to prepare individuals for employment in the Payroll Accounting field.

Objectives:

- Process employee compensation timely and accurately
- Track the amounts of insurance premiums and labor tax, and break down the labor tax between the employer and employee
- Classify workers properly, apply the various exemptions, calculate gross pay and properly make deductions
- Administer deferred compensation, cafeteria plan, sick pay, and other compensation

Basic structure and components/concentrations:

Graduation Credits Required: 21

This certificate is designed for students or persons wishing to learn basic payroll accounting skills and for accounting and management students wanting additional credentials in the payroll accounting area.

**Certificate of Technical Studies
Payroll Accounting
Program of Study**

Fall Semester

Course #	Course Name	Credit Hours
ACC 101	Accounting Procedures I	3
ACC 102	Accounting Procedures II	3
AOT 110	Office Management	3
HRS 128	Employment Law	<u>3</u>
		12

Spring Semester

Course #	Course Name	Credit Hours
ACC 150	Payroll Accounting	3
AOT 155	Electronic Spreadsheets	3
AOT 199	Professional Development	<u>3</u>

Total Credit Hours 21

COURSE DESCRIPTIONS

ACC 101 Accounting Procedures I, 3 credits

Do you want to keep the daily accounting records of a business? Or are you a small business owner or office manager who becomes embarrassed or mystified when others start talking about debits and credits or discussing financial statements? If so, this is the first course in a two-course sequence for you. Learn how to record the daily transactions of a business using the rules of debit and credit and convert this data into useful financial statements. Learn how to record journal entries, post, use special journals and subsidiary ledgers, prepare adjusting entries related to accruals and deferrals, prepare closing entries, establish basic internal controls, and prepare financial statements.

ACC 102 Accounting Procedures II, 3 credits

Are you ready to apply the rules of debit and credit from Accounting Procedures I to more complex, yet common, business transactions? Would you like to be able to compute and use ratios and comparisons to reveal what the financial statements tell about a company? This practical course is the second part of a two-course sequence for office managers, small business owners, and others who keep the daily accounting records of a business. This course shows you how to apply the rules of debit and credit to record transactions related to uncollectible accounts, notes, inventory, long-term assets, partnerships, corporations, and bonds. Also learn the tricks of preparing the Statement of Cash Flows and how to analyze financial statements.

AOT 110 Office Management, 3 credits

The course is a study of various approaches to office organization and management, personnel selection and training, and ergonomics in the modern office.

HRS 128 Employment Law, 3 credits

This course covers the overall employment law with emphasis on employment relationship and liability employment discrimination, and current trends in the regulatory aspect of employment.

ACC 150 Payroll Accounting, 3 credits

This course introduces the major task of payroll accounting, employment practices, federal, state, and local governmental laws and regulations, internal controls, and various forms and records.

AOT 155 Electronic Spreadsheets, 3 credits

Prerequisite: AOT 112 or experience with Windows-based software

Spreadsheets are used in almost every aspect of today's business. Whenever "number crunching" is needed, decision makers commonly use spreadsheets to help guide their decisions. Students start this comprehensive course by learning to use Microsoft Excel (the top-selling PC spreadsheet program) to create and analyze numerical data and

charts. After developing the basic skills, students learn to use intermediate and advanced Excel features to: quickly determine various patterns and statistics in business databases, analyze how changing one or more variables in a spreadsheet can affect the company's profits and other key financial figures, and place data from the World Wide Web (or data in other computer files) directly into Excel spreadsheets for further analysis.

AOT 199 Professional Development, 3 credits

Prerequisite: None.

This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job-seeking skills, office etiquette, ethics, and time and stress management.

2. Need

Outline how the program is deemed essential for the wellbeing of the state, region, or academy, (e. g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs). Identify similar programs in the state and explain why the proposed certificate is needed.

The proposed Payroll Accounting Certificate program would be a new program in the Division STEM and Business Studies at Southern University at Shreveport. This program is supportive of the SUSLA mission statement by aiming to provide one-and two-year career programs to meet the demand for technicians, semi-professional workers, and skilled craftsmen for employment in industry, business, specific professions, and government which promote higher education in the Shreveport metropolitan area.

According to the Occupational Outlook Handbook, employment of bookkeeping, accounting, and auditing clerks is projected to grow 11 percent from 2012 to 2022, about as fast as the average for all occupations. Job growth for these workers is largely driven by overall economic growth. As the number of organizations increases, more bookkeepers will be needed to keep these organizations' books. In addition, in response to the recent financial crisis, investors will pay increased attention to the accuracy of corporate books. Stricter regulation in the financial sector will create demand for accounting services, creating opportunities for accounting clerks.

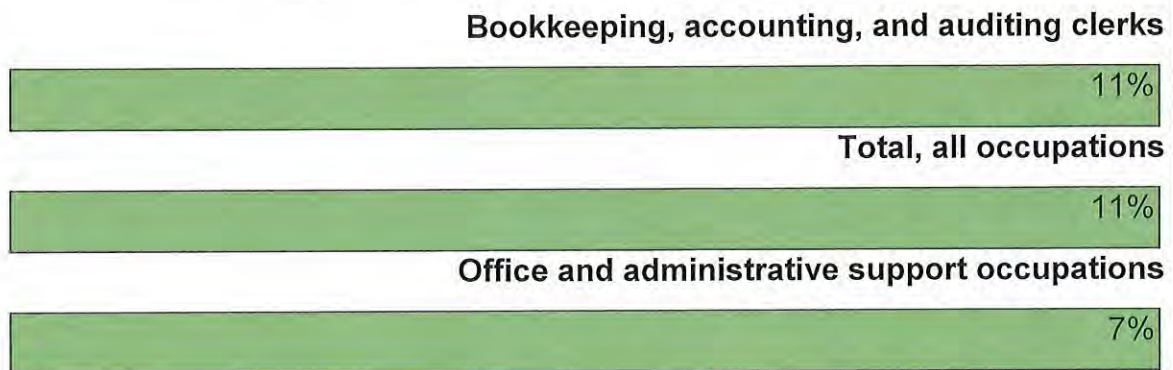
Some tasks that these clerks do have been affected by technological changes. For example, electronic banking and bookkeeping software has reduced the need for bookkeepers and clerks to send and receive checks. However, when checks are sent or received, these workers are still needed to update statements and check for accuracy. Rather than reduce the need for these workers, these technological changes are expected to help payroll, bookkeeping, accounting, and auditing clerks do their jobs.

The job prospects shall be great because payroll, bookkeeping, accounting, and auditing clerks is a large occupation, and there will be a large number of job openings

from workers leaving the occupation. This means that opportunities to enter the occupation should be plentiful.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-15 Edition*, Bookkeeping, Accounting, and Auditing Clerks, on the Internet at <http://www.bls.gov/ooh/office-and-administrative-support/bookkeeping-accounting-and-auditing-clerks.htm> (visited March 02, 2015).

Bookkeeping, Accounting, and Auditing Clerks
Percent change in employment, projected 2012-22



Note: All Occupations includes all occupations in the U.S. Economy.

Source: U.S. Bureau of Labor Statistics, Employment Projections program

3. Students

Describe student interest. Project enrollment and productivity for the first 5 years; justify projections.

There is a demand for a Payroll Accounting Certificate Program that provides students with a curriculum of short duration, which will prepare students to pursue ready-to-work certificates in the technical workforce area, while maintaining their current job or continuing their education. The desire is to create college career pathways that will expand and prepare students to enter the workforce or continue their education with SUSLA by a successful transition into collegiate business programs.

The following enrollments and completer projections are for the first five years of the inception of the program.

	Year 1	Year 2	Year 3	Year 4	Year 5
Yearly Enrollment	12	15	15	15	15
Graduates		6	10	10	10

4. Accreditation

Describe plan for achieving program accreditation

N/A

5. Faculty Administration, & Other Resources

How will instructional needs be met; will additional faculty, facilities, equipment, or library resources be required? What department will deliver and oversee the proposed program?

There will be a common usage of equipment and supplies used in the Division of STEM and Business Studies. The existing full-time faculty and adjunct instructors within the current university budget will be utilized.

6. Cost

Summarize additional costs to offer the program. On a separate budget sheet, estimate costs and revenues for the projected program for the first five years, indicating need for additional appropriations (if any).

The cost of the certificate program will be minimal. It will utilize existing resources such as classroom and computer lab areas. There will be a common usage of equipment and supplies used in the Division of Business Studies. The existing full-time faculty and adjunct instructors within the current university budget will be utilized. In addition, as the certificate program grows, tuition generated from the enrollment of students will sustain the budget needs for this program.

The total cost for the first five years is summarized in the attached chart.

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED PROGRAM

Institution: _____ **Date:** _____

Program/Unit: Payroll Accounting Certificate

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

EXPENDITURES								
	FIRST YEAR		SECOND YEAR		THIRD YEAR		FOURTH YEAR	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$ 15,000		\$ 15,000		\$ 15,000		\$ 20,000	
Graduate Assistants								
Support Personnel								
Fellowships and Scholarships								
SUB-TOTAL EXPENSES	\$		\$		\$		\$	
EXPENDITURES								
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities	\$		\$		\$		\$	
Equipment								
Travel								
Supplies								
SUB-TOTAL	\$		\$		\$		\$	
GRAND TOTAL EXPENSES	\$ 15,000		\$ 15,000		\$ 15,000		\$ 20,000	
REVENUES								
Amount & Percentage of Total Anticipated From:	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%
State Appropriations	\$		\$		\$		\$	
Federal Grants/Contracts								
State Grants/Contracts								
Private Grants/Contracts								
Tuition	\$ 20,944		\$ 39,270		\$ 39,270		\$ 39,270	
Fees								
Other (specify)								
TOTAL	\$ 20,944		\$ 39,270		\$ 39,270		\$ 39,270	

CERTIFICATION:

Chief Academic Officer

Date

Chancellor/President

Date

Management Board

Date

PROPOSAL to DEVELOP a NEW ACADEMIC PROGRAM

Date: March 30, 2021

Campus: Southern University at Shreveport	Program: Human Resources Specialist Certificate Certificate Awarded: Certificate of Technical Studies
Institutional Contact Person & Access Info (if clarification is needed): Dr. Barry Hester, Dean 3050 Martin Luther King Drive Shreveport, Louisiana 71107 Office Phone: (318) 670-9394 Email: rwebb@susla.edu	

1. Program Objectives and Content

Describe the program concept: purpose and objectives, proposed curriculum, mode of delivery (on-site/hybrid/on-line). Indicate which courses are new, describe plan for rolling out new courses.

The proposed Certificate of Technical Studies in Human Resources Specialist will provide students with the baseline knowledge and skills necessary to prepare individuals for employment in Human Resources.

Objectives:

- Summarize the types of employee benefits required by law.
- Describe the most common forms of paid leave.
- Identify and discuss the kinds of insurance benefits offered by employers.
- Define the types of retirement plans offered by employers.
- Explain how to choose the contents of an employee benefits package.

**Human Resource Specialist
Program of Study**

Course #	Course Name	Credit Hours
ACC 150	Payroll Accounting	3
HRS 128	Employment Law	3
HRS 136	Compensation and Benefits Analysis	<u>3</u>
		9
Course #	Course Name	Credit Hours
HRS 140	Business Ethics	3
HRS 180	Human Resource Management	3
HRS 190	Employee Selection and Retention	<u>3</u>
		9
Total Credit Hours		18

Course Descriptions

ACC 150 Payroll Accounting, 3 credits

This course introduces the major task of payroll accounting, employment practices, federal, state, and local governmental laws and regulations, internal controls, and various forms and records.

HRS 128 Employment Law, 3 credits

This course covers the overall employment law with emphasis on employment relationship and liability employment discrimination, and current trends in the regulatory aspect of employment.

HRS 136 Compensation and Benefits Analysis, 3 credits

This course offers a practical exploration of the systems, methods and procedures involved in establishing administering and controlling compensation and benefits systems within the organization.

HRS 140 Business Ethics, 3 credits

This course includes an exploration of ethical issues arising in the context of doing business. Representative topics: employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation and free enterprise.

HRS 180 Human Resource Management, 3 credits

This course is a study of personnel administration functions within a business organization. Major areas of study include: Job analysis, recruitment, selection and assessment of personnel; and wage, salary, and benefit administration.

HRS 190 Employee Selection and Retention, 3 credits

This course examines how to identify and assess employment needs within an organization. Students will also study the functions of recruitment, selection and training, with an emphasis on employee retention.

2. Need

Outline how the program is deemed essential for the wellbeing of the state, region, or academy, (e. g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs). Identify similar programs in the state and explain why the proposed certificate is needed.

According to the Occupational Outlook Handbook employment of Employment of human resources specialists is expected to grow 21 percent from 2010 to 2020, faster than the average for all occupations. Specifically, employment will increase 55 percent in the employment services industry. About 17 percent of human resources specialists work in this industry, which includes employment placement agencies, temporary help services, and professional employer organizations. Organizations will continue to outsource human resources functions to professional employer organizations—companies that provide human resources services to client businesses. Additionally, rather than having recruiters and interviewers on staff, these businesses will contract preliminary staffing work to employment placement and temporary staffing agencies as needed.

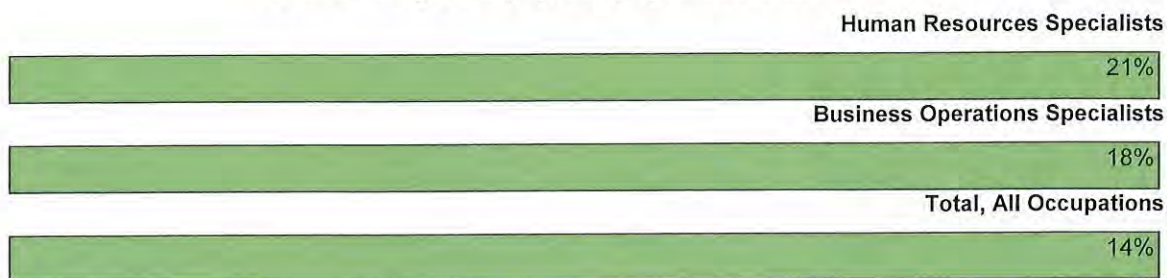
In other industries, employment growth largely depends on the growth of individual firms. As firms grow, they will expand their human resources departments to continue to provide the same level of services and functions. Companies will need human resources specialists to find replacements for workers leaving the workforce, and companies are increasingly emphasizing the importance of finding and keeping quality employees. In addition, organizations will likely need more human resources generalists to handle increasingly complex employment laws and health care coverage options.

Employment growth of human resource specialists, however, may be tempered as companies better use available technologies. Rather than sending recruiters to colleges and job fairs, for example, some employers increasingly have their entire recruiting and application process online. In addition, some of the tasks of generalists can be automated or made more efficient using Human Resources Information Systems—software that allows workers to quickly manage, process, or update human resource information. Overall job opportunities for human resources specialists are expected to be favorable. Opportunities should be best in the employment services industry, as companies continue to outsource portions of their human resources functions to other firms.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2012-13 Edition*, Human Resources Specialists, on the Internet at <http://www.bls.gov/ooh/business-and-financial/human-resources-specialists.htm> (visited March 09, 2015).

Human Resources Specialists

Percent change in employment, projected 2010-20



Note: All Occupations includes all occupations in the U.S. Economy.
 Source: U.S. Bureau of Labor Statistics, Employment Projections program

3. Students

Describe student interest. Project enrollment and productivity for the first 5 years; justify projections.

There is a demand for a Human Resources Specialist certificate program that provides students with a curriculum of short duration, which will prepare students to pursue ready-to-work certificates in the technical workforce area, while maintaining their current job or continuing their education.

The following enrollments and completer projections are for the first five years of the inception of the program.

	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Enrollment	8	15	15	15	15
Graduates	8	13	13	13	13

4. Accreditation

Describe plan for achieving program accreditation.

N/A

5. Faculty, Administration, & Other Resources

How will instructional needs be met; will additional faculty, facilities, equipment, or library resources be required? What department will deliver and oversee the proposed program?

Instructional needs will be met by current faculty and staff that meet the academic requirements for courses. The program will be administered by the STEM and Business Studies Division.

6. Cost

Summarize additional costs to offer the program. On separate budget sheet, estimate costs and revenues for the projected program for the first five years, indicating need for additional appropriations (if any).

The cost of the certificate program will be minimal. It will utilize existing resources such as classroom and computer lab areas. There will be a common usage of equipment and supplies used in the Division of STEM and Business Studies. The existing full-time faculty and adjunct instructors within the current university budget will be utilized. In addition, as the certificate program grows, tuition generated from the enrollment of students will sustain the budget needs for this program.

The total cost for the first five years is summarized in the attached chart

References:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2012-13 Edition*, Human Resources Specialists, on the Internet at <http://www.bls.gov/ooh/business-and-financial/human-resources-specialists.htm> (visited March 09, 2015).

CERTIFICATION:

Chief Academic Officer

Date

Chancellor/President

Date

Management Board

Date

PROPOSAL to DEVELOP a NEW ACADEMIC CERTIFICATE PROGRAM
(CAS, PAC, UC, PBC, GC, PMC, PPC)

Date: 2/21/2021

Campus: Southern University at Shreveport	Program: <u>CIP, Certificate Designation, Title 43.0103</u> <u>CTS in Law Enforcement Administration</u>
Institutional Contact Person & Contact Info (if clarification is needed) Dr. Lonnie McCray, Dean Arts, Humanities, Social Sciences, and Education 3050 Martin Luther King, Jr. Drive Shreveport, La. 71105 lmccray@susla.edu 318-670-9363	

1. Certificate Description

Describe the program concept: purpose and objectives; proposed curriculum; mode of delivery (on-site/hybrid/on-line). Indicate which courses are new; describe plan for rolling out new courses.

** Attach catalog descriptions for the required and elective courses, including prerequisites and LCCN, when applicable. **

Southern University at Shreveport, Louisiana (SUSLA) proposes a program for the Certificate of Technical Studies in Law Enforcement Administration. The curriculum addresses the content areas recommended by the Academy of Criminal Justice Sciences, including Administration of Justice, Corrections, Criminological Theory, Law Adjudication and Law Enforcement. In addition, the program will emphasize the theories and practices of organization management and criminal justice to the administration of public law enforcement agencies and operations. The program will also emphasize law enforcement and security issues that address the unique needs and concerns of the world, especially the University's community service region, communication skills, and awareness of socially responsible policing. Such topics include Law Enforcement Operations, Community Policing, Investigative Principles, and Ethics and Community Relations. The curriculum will utilize existing institutional courses, in addition to new courses which will be entered into the course rotation over the next academic year. Further, unique aspects of the program will support work schedules of students currently employed in law enforcement and working full-time occupations. Classes will be offered in the traditional, hybrid, and online delivery formats. Finally, the proposed Certificate program can serve as a platform upon which students may pursue the Associate Applied Science (AAS) Degree in Criminal Justice Administration at SUSLA. The proposed Certificate program in Law Enforcement Administration at SUSLA has been carefully crafted to meet the needs and demands of the University's community service region.

Objectives

Students will be able to:

- Demonstrate competency in the administration of justice, law enforcement, law adjudication, corrections, criminological theory, and research and analytical methods.
- Employ ethical perspectives and judgements in applying knowledge to field related problems and changing fact situations.
- Examine the issues of diversity in criminal justice.
- Demonstrate mastery of predominant theories and research methods.
- Think critically and communicate well in written and oral forms.

Certificate of Technical Studies (CTS) 24 hours
Law Enforcement Administration

SCJU 101S	Introduction to Criminal Justice
SCJU 200S	Police Administration
CJUS 230S	Special Problems in Law Enforcement
SCJU 261S	Principles of Supervision
SCJU 201S	Correctional Systems
CJUS 211S	Rules of Evidence and Procedures
CJUS 210S	Criminal Investigation Techniques (new course)
CJUS 212S	Ethics and Community Relations Criminal Justice (new course)

SCJU 101S INTRODUCTION TO CRIMINAL JUSTICE - Basic introduction to crime, law, and justice; a discussion of the criminal law and its relationship to criminal justice, an overview of the law-enforcement field, adjudication process, the correctional system, and juvenile justice system will be studied. **(3-0-3)**

SCJU 200S POLICE ADMINISTRATION - An introductory course in the role of police administration of criminal justice and crime control. The course will provide an overview of police administration, line and auxiliary functions. **(3-0-3)**

CJUS 230S SPECIAL PROBLEMS IN LAW ENFORCEMENT - In-depth individual study of a current problem or topic in law enforcement which is not addressed in other courses will be done. Under faculty supervision, the students select appropriate topics, study and prepare extensive written reports for submission to the supervising faculty member. **(3-0-3)**

CJUS 261S PRINCIPLES OF SUPERVISION - The art of working with people is studied. The course illustrates how supervision relates to basic managerial functions, and contributes to the attainment of business objectives. **(3-0-3)**

SCJU 201S CORRECTIONAL SYSTEMS - Changes in America correctional philosophy, administration and techniques, including the shift from institutional incarceration to community-based correctional programs. **(3-0-3)**

CJUS 211S RULES OF CRIMINAL EVIDENCE AND PROCEDURES - An examination of the Federal and Louisiana criminal procedural laws affecting arrest, search and seizure, trial and post-conviction remedies. **(3-0-3)**

New courses:

CJUS 210S Criminal Investigation Techniques- A survey of general procedures, concepts, and practical applications of the mechanics of criminal investigation with emphasis on elements of crime and fact finding will be covered. **(3-0-3)**

CJUS 212S Ethics and Community Relations- This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues. **(3-0-3)**

2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs). Identify similar programs in the state and explain why the proposed certificate is needed.

The Louisiana Workforce Commission lists employment opportunities under the Criminal Justice field as 3-to-4-star jobs. Occupations include Correctional Officers and Jailors, Probation Officers

and Correctional Treatment Specialists, Police and Sheriff's Patrol Officers, First-Line Supervisors of Police and Detectives, and Detectives and Criminal Investigators. The Commission projects a 4.68% increase in government job opportunities in Region 7 by 2026. Government jobs excluding postal services and hospitals will increase by 15% by 2026. Options for students in the Louisiana Shreveport region wishing to pursue an education in Criminal Justice are in dire need of special minimum skills needed to work in the field of criminal justice. Area law enforcement agencies, as well as local government and private entities, need highly educated and ethically minded personnel in the discipline of criminal justice beyond the police academy and other agency trainings and are willing to employ potential graduates or financially support the educational goals of current employees. The program is designed to meet the educational needs of the region's culturally diverse student body with an end-product that produces an employable, productive, ethically responsible, and engaged citizen and public servant. The program provides a short-term certificate option for those who need immediate workplace credentials.

Additionally, students can use the CTS program as an exit point, or they can continue their studies to earn the Associate of Applied Science in Criminal Justice. All courses in the CTS program will transfer into the AAS program.

3. Students

Describe student interest. Project enrollment and productivity for the first 5 years; justify projections.

This program is an institutional priority at this time because it will give students enrolled in the Criminal Justice Administration program a Certificate while pursuing the Associate Degree in Criminal Justice. The program will be integral in providing awareness of socially responsible policing. Projected enrollment is thirteen students the first year with at a minimum sixteen students graduating each successive year for five years. Students will be recruited from the current pool majors in the AAS in Criminal Justice program while also marketing to new students who may already be working in the field.

Enrollment: Fall 2019 – 2020 Enrollment 122 students in major 21 graduates. Fall 2018 – 2019 Enrollment 106 students in major 21 graduates.

4. Accreditation

Describe plan for achieving program accreditation.

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

5. Faculty, Administration, & Other Resources

How will instructional needs be met: will additional faculty, facilities, equipment, or library resources be required? What department will deliver and oversee the proposed program?

The Department of Social and Behavioral Sciences will deliver and oversee the proposed program. The current program coordinator will facilitate enrollment. The institution has authorized the hire of a new, full-time instructor for Criminal Justice. The new instructor will be responsible for teaching courses in the CTS program along with the current pool of adjuncts. The University is a part of the LOUIS Library network; therefore, students have access to necessary library resources.

6. Cost

Summarize additional costs to offer the program. On separate budget sheet, estimate costs and revenues for the projected program for the first four years, indicating need for additional appropriations (if any).

The University has committed the resources to hire a new-full-time instructor. There will be additional costs for adjuncts.

CERTIFICATIONS:

_____	_____
Primary Administrator for Proposed Certificate	Date
_____	_____
Provost/Chief Academic Officer	Date
_____	_____
Management Board/System Office	Date

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED CERTIFICATE

Institution: Southern University at Shreveport

Date: 2/22/2021

Certificate Program, Unit: Law Enforcement Administration, Arts, Humanities, Social Sciences, and Education

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

EXPENDITURES								
	FIRST YEAR		SECOND YEAR		THIRD YEAR		FOURTH YEAR	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$53,000		\$53,000		\$53,000		\$53,000	
Graduate Assistants								
Support Personnel								
Fellowships and Scholarships								
SUB-TOTAL EXPENSES	\$53,000		\$53,000		\$53,000		\$53,000	
EXPENSES BY CATEGORY								
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities	\$		\$		\$		\$	
Equipment								
Travel								
Supplies								
SUB-TOTAL	\$		\$		\$		\$	
GRAND TOTAL EXPENSES	\$53,000		\$53,000		\$53,000		\$53,000	
REVENUES								
Amount & Percentage of Total Anticipated From:	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%
State Appropriations	\$40,000		\$40,000		\$40,000		\$40,000	
Federal Grants/Contracts								
State Grants/Contracts								
Private Grants/Contracts								
Tuition	\$56,433		\$65,115		\$69,456		\$69,456	
Fees								
Other (specify)								
TOTAL	\$96,433		\$105,115		\$109,456		\$106,456	

PROPOSAL to DEVELOP a NEW ACADEMIC CERTIFICATE PROGRAM
(CAS, PAC, UC, PBC, GC, PMC, PPC)

Date: 2/21/2021

Campus: Southern University at Shreveport	Program: <u>CIP, Certificate Designation, Title 43.0104</u> <u>CTS in Security Studies</u>
Institutional Contact Person & Contact Info (if clarification is needed) Dr. Lonnie McCray, Dean Arts, Humanities, Social Sciences, and Education 3050 Martin Luther King, Jr. Drive Shreveport, La. 71105 lmccray@susla.edu 318-670-9363	

1. Certificate Description

Describe the program concept: purpose and objectives; proposed curriculum; mode of delivery (on-site/hybrid/on-line). Indicate which courses are new; describe plan for rolling out new courses.

** Attach catalog descriptions for the required and elective courses, including prerequisites and LCCN, when applicable. **

Southern University at Shreveport, Louisiana (SUSLA) proposes a program for the Certificate of Technical Studies in Security Studies. The program will provide students a broad view of emergency preparedness and security and help them become empowered to help create solutions for a more secure America. In addition, the program will emphasize the theories and issues related to homeland and cybersecurity. The program will also emphasize law enforcement and security issues that address the unique needs and concerns of the world, especially the University's community service region, communication skills, and awareness of socially responsible policing and security. The curriculum will use existing institutional courses, in addition to new courses which will be entered into the course rotation over the next academic year. Further, unique aspects of the program will support work schedules of students currently employed in law enforcement and working full-time occupations. Classes will be offered in the traditional, hybrid, and online delivery formats. Finally, the proposed Certificate program can serve as a platform upon which students may pursue the Associate Applied Science (AAS) Degree in Criminal Justice Administration at SUSLA. The proposed Certificate program in Security Studies at SUSLA has been carefully crafted to meet the needs and demands of the University's community service region.

Objectives

Students will be able to:

- Examine the theoretical and practical contemporary issues related to Homeland Security.
- Demonstrate competency and practical knowledge of cybercrime and cyber security.
- Employ ethical perspectives and judgements in applying knowledge to field related problems and changing fact situations.
- Demonstrate mastery of predominant theories and research methods.
- Think critically and communicate well in written and oral forms.

Certificate of Technical Studies (CTS) 24 hours
Security Studies

SCJU 1015	Introduction to Criminal Justice
SCJU 2005	Police Administration
CJUS 2115	Rules of Criminal Evidence and Procedures
SCJU 2615	Judicial Process
CJUS 2135	Homeland Security (new course)
CJUS 2145	Introduction to Terrorism (new course)
CJUS 2155	Introduction to Cybersecurity (new course)
CJUS 2125	Ethics and Community Relations Criminal Justice (new course)

SCJU 1015 INTRODUCTION TO CRIMINAL JUSTICE - Basic introduction to crime, law, and justice; a discussion of the criminal law and its relationship to criminal justice, an overview of the law-enforcement field, adjudication process, the correctional system, and juvenile justice system will be studied. **(3-0-3)**

SCJU 2005 POLICE ADMINISTRATION - An introductory course in the role of police administration of criminal justice and crime control. The course will provide an overview of police administration, line and auxiliary functions. **(3-0-3)**

CJUS 2115 RULES OF CRIMINAL EVIDENCE AND PROCEDURES - An examination of the Federal and Louisiana criminal procedural laws affecting arrest, search and seizure, trial and post-conviction remedies. **(3-0-3)**

SCJU 2615 JUDICIAL PROCESS - A study of the structure, organization and administration of federal and state court systems; with special attention to the criminal courts. The basic functions of the courts will be examined. **(3-0-3)**

New courses:

CJUS 2135 Homeland Security- This course focuses on a comprehensive, up-to-date overview of homeland security. Students examine threats to homeland security, including natural and technological disasters, as well as intentional threats of domestic and international terrorism, including weapons of mass destruction. Students review the roles and responsibilities of government agencies, non-government organizations and individual citizens in homeland security. **(3-0-3)**

CJUS 2145 Introduction to Terrorism- This course provides an introduction to the ideology, policies, procedures, and practices of a terrorist or a terrorist group, including methods utilized for training, funding and gathering intelligence, the operational phase of a terrorist attack, and the process of target selection. This course provides historical context for understanding international and domestic terrorism, the emerging trends and the institutional and behavioral responses to terrorism. **(3-0-3)**

CJUS 2155 Introduction to Cybersecurity- This course provides students with an introductory overview of the world of cybersecurity. Students will learn about the history and scope of cyberspace, the vulnerability of the internet, the different types of threats, cyber fraud, theft and organized crime. There is also an emphasis on essential terminology, the malicious actors in cyberspace, government regulation, international involvement, and the future of cybersecurity. **(3-0-3)**

CJUS 2125 Ethics and Community Relations- This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues. **(3-0-3)**

2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs). Identify similar programs in the state and explain why the proposed certificate is needed.

The Louisiana Workforce Commission lists employment opportunities under the Criminal Justice field as 3-to-4-star jobs. Occupations include Correctional Officers and Jailors, Probation Officers and Correctional Treatment Specialists, Police and Sheriff's Patrol Officers, First-Line Supervisors of Police and Detectives, and Detectives and Criminal Investigators. The Commission projects a 4.68% increase in government job opportunities in Region 7 by 2026. Government jobs excluding postal services and hospitals will increase by 15% by 2026. Options for students in the Louisiana Shreveport region wishing to pursue an education in Criminal Justice are in dire need of special minimum skills needed to work in the field of criminal justice. Area law enforcement agencies, as well as local government and private entities, need highly educated and ethically minded personnel in the discipline of criminal justice beyond the police academy and other agency trainings and are willing to employ potential graduates or financially support the educational goals of current employees. The program is designed to meet the educational needs of the region's culturally diverse student body with an end-product that produces an employable, productive, ethically responsible, and engaged citizen and public servant. The program provides a short-term certificate option for those who need immediate workplace credentials.

Additionally, students can use the CTS program as an exit point, or they can continue their studies to earn the Associate of Applied Science in Criminal Justice. All courses in the CTS program will transfer into the AAS program.

3. Students

Describe student interest. Project enrollment and productivity for the first 5 years; justify projections.

This program is an institutional priority at this time because it will give students enrolled in the Criminal Justice Administration program a Certificate while pursuing the Associate Degree in Criminal Justice. The program will be integral in providing awareness of socially responsible policing. Projected enrollment is thirteen students the first year with at a minimum sixteen students graduating each successive year for five years. Students will be recruited from the current pool majors in the AAS in Criminal Justice program while also marketing to new students who may already be working in the field.

Enrollment: Fall 2019 – 2020 Enrollment 122 students in major 21 graduates. Fall 2018 – 2019 Enrollment 106 students in major 21 graduates.

4. Accreditation

Describe plan for achieving program accreditation.

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

5. Faculty, Administration, & Other Resources

How will instructional needs be met: will additional faculty, facilities, equipment, or library resources be required? What department will deliver and oversee the proposed program?

The Department of Social and Behavioral Sciences will deliver and oversee the proposed

program. The current program coordinator will facilitate enrollment. The institution has authorized the hire of a new, full-time instructor for Criminal Justice. The new instructor will be responsible for teaching courses in the CTS program along with the current pool of adjuncts. The University is a part of the LOUIS Library network; therefore, students have access to necessary library resources.

6. Cost

Summarize additional costs to offer the program. On separate budget sheet, estimate costs and revenues for the projected program for the first four years, indicating need for additional appropriations (if any).

The University has committed the resources to hire a new-full-time instructor. There will be additional costs for adjuncts.

CERTIFICATIONS:

Primary Administrator for Proposed Certificate

Date

Provost/Chief Academic Officer

Date

Management Board/System Office

Date

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED CERTIFICATE

Institution: Southern University at Shreveport

Date: 2/22/2021

Certificate Program, Unit: Security Studies, Arts, Humanities, Social Sciences, and Education

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

EXPENDITURES								
	FIRST YEAR		SECOND YEAR		THIRD YEAR		FOURTH YEAR	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$53,000		\$53,000		\$53,000		\$53,000	
Graduate Assistants								
Support Personnel								
Fellowships and Scholarships								
SUB-TOTAL EXPENSES	\$53,000		\$53,000		\$53,000		\$53,000	
REVENUES								
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities	\$		\$		\$		\$	
Equipment								
Travel								
Supplies								
SUB-TOTAL	\$		\$		\$		\$	
GRAND TOTAL EXPENSES	\$53,000		\$53,000		\$53,000		\$53,000	
REVENUES								
Amount & Percentage of Total Anticipated From:	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%
State Appropriations	\$40,000		\$40,000		\$40,000		\$40,000	
Federal Grants/Contracts								
State Grants/Contracts								
Private Grants/Contracts								
Tuition	\$56,433		\$65,115		\$69,456		\$69,456	
Fees								
Other (specify)								
TOTAL	\$96,433		\$105,115		\$109,456		\$106,456	

Louisiana Board of Regents

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

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

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

Date:

Institution: Southern University at Shreveport	Requested CIP, Designation, Subject/Title: <u>50.0499, Design and Applied Arts, Other, Associate of Applied Sciences in Graphic and Web Design</u>
Contact Person & Contact Info: Dr. Lonnie McCray, Dean Arts, Humanities, Social Sciences, and Education 3050 Martin Luther King, Jr. Dr. Shreveport, Louisiana 71107 Phone: 318-670-9363 Email: lmccray@susla.edu	
Date BoR approved the Letter of Intent: N/A	
Date Governing Board approved this Proposal:	
Planned Semester/Term & Year to Begin Offering Program: Fall 2021	
Program Delivery Site (s): Main Campus SUSLA	

1. Program Description

Describe the program concept: (a) purpose and objectives; and (b) list learning outcomes for the proposed program, i.e., what students are expected to know and be able to do upon completion of the program. Be as specific as possible.

The purpose of the Associate of Applied Science (AAS) degree in Graphic and Web Design is to prepare students who wish to enter the workforce with the knowledge and skills necessary for the ever-changing world of communication and technology. The program provides a strong basis and foundation for those who wish to explore careers in graphic design, web design, digital publishing/printing, and multimedia design and development. Coupled with two certificate programs (Graphic Design and Web Development), the AAS in Graphic and Web Design will provide industry credentials. In addition, dual enrollment students in area high schools, including our Caddo Career and Technology Center, will have the opportunity to complete a certificate while earning their high school diploma.

Objectives:

- Students will acquire and apply fundamental skills, which include creating and improving work by the manipulation of art and web design media.
- Students will demonstrate critical thinking skills including the ability to distinguish between and use rational, intuitive, and critical thinking processes and to construct meaning using visual information.
- Students will gain knowledge of old and new technologies, social and political applications, speech communication, and rhetoric while recognizing the social and environmental impact of art and web design.
- Students will build professionalism through strategies for success such as attentiveness, time management skills, and the ability to commit to a personal vision in the endeavor of art and web making.
- Students will develop quantitative skills including the ability to use sound principles in art and web design.

The program will be administered by the Department of Communications under the Division of Arts, Humanities, Social Sciences, and Education along with the Department of Computer Science and Mathematics.

The program will be offered on-site, hybrid, and online.

Map out the proposed curriculum, including course credits and contact hours (if applicable). Identify any incremental credentials and/or concentrations within the degree. Indicate which courses will be new. Describe plan for developing and offering new courses as well as any special program requirements (e.g., internships, comprehensive exam, thesis, etc.).

**Associate of Applied Science in Graphic and Web Design
Program of Study
Total Hours 61**

Freshman Year	Sem. Hours	Spring	Sem. Hours
Fall			
SENL 101S Freshman Composition I	3	SBIOS 103S General Biology I	3
SMAT 121S Pre-Calculus Algebra	3	SFIA 220S Drawing I	3
SCOM 221S Interpersonal or SCOM 201S Public Speaking	3	SPSY 201S General Psychology or SSOC 201S Intro to Sociology	3
GRAR 101S Introduction to Graphic Arts	3	GRAR 120S Adobe Photoshop Basics	3
CWEB 110S Introduction to Web Design	3	CWEB 120S Internet Technology	3
Freshman Seminar	1		
	16		15
Sophomore Year			
Fall		Spring	
SPHY 102S General Physics I	3	GRAR 170S Digital Video and Sound	3
GRAR 130S Adobe Illustrator Basics	3	GRAR 180S Adobe Dreamweaver Basics	3
GRAR 140S Fundamentals of Typography	3	CWEB 130S Multimedia Literacy	3
GRAR 150S Adobe InDesign Basics	3	CWEB 210S Advanced Web Page Design	3
CWEB 160S, 140S, or CMPS 101S	3	CWEB 220S Managing a Website	3
	15		15

Certificate of Graphic Design (new program/new courses 27 hours)

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

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

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

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

GRAR 150S Adobe InDesign Basics (new course) – This course introduces students to Adobe InDesign software to create printed publications that can be repurposed into interactive digital documents. **(2-1-3)**

GRAR 170S Digital Video and Sound (Adobe Premiere) (new course) – This course Introduces concepts and principles of producing and assembling digital video and the tools and techniques of video and sound capture. **(2-1-3)**

GRAR 180S Adobe Dreamweaver Basics (new course) – This course introduces students to use Dreamweaver to create, publish, and manage websites and mobile content. **(2-1-3)**

CWEB 110S Introduction to Web Page Design -HTML – (existing course) This course is designed to introduce some web design fundamentals and the language used for the internet. Students will learn and

understand the hypertext markup language (HTML), which is the programming language used to develop web pages. As part of the learning experiences, students will be required to develop some online documents with multiple links, will learn to implement basic colors, graphics, and sound into web pages, and will learn document and image formatting. **(3-0-3)**

SFIA 220S Drawing I – (existing course) Drawing I consists of a basic approach to linear representation with attention to space, gesture, value, texture, and shape. **(0-6-3)**

Certificate in Web Development (existing program 30 hours)

CWEB 110S INTRODUCTION TO WEB PAGE DESIGN-HTML - This course is designed to introduce some web design fundamentals and the language used for the internet. Students will learn and understand the hypertext markup language (HTML); which is the programming language used to develop web pages. As part of the learning experiences, students will be required to develop some online documents with multiple links, will learn to implement basic colors, graphics, and sound into web pages, and will learn document and image formatting. **(3- 0-3)**

CWEB 120S INTERNET TECHNOLOGY- With the internet being a technology trend that cannot be escaped, it is important that students acquire the skills and confidence needed to navigate on the internet. This course will provide a foundation for students to learn how to access the internet along with the World Wide Web (www). Students will learn how to use the www to find information (surf the net), do research using the internet, communicate with others electronically, take part in e- commerce, understand internet design, software, services, access providers, and more. **(3-0-3)**

CWEB 130S MULTIMEDIA LITERACY - The primary focus of this course is to provide both a conceptual and a practical introduction to multimedia. Multimedia is a fairly new trend that is very appealing in education and business. Southern University at Shreveport, Louisiana's 160 Students will learn what impact multimedia is having in our daily lives, why multimedia became a multibillion-dollar industry, how to use multimedia effectively, and how to create their own multimedia application and publish them on the web. **(3-0-3)**

CWEB 140S INTRODUCTION TO E-COMMERCE - This course examines the practical considerations of developing and maintaining an e-commerce business. Students will be introduced to fundamental business concepts as they apply to e-commerce. Basic discussion will include security, privacy, order processing, and payment systems. Additionally, personal applications such as online banking, retail purchasing, internet marketing, and advertising will be discussed. **(3-0-3)**

CWEB 160S WEB SITE CONSTRUCTION - Delivery of this course will be through the internet. When planning to develop a web site in the business arena, there are several considerations to be made. Some concerns would be as follows: What are the considerations when choosing a web server? What database should be used? There are many considerations in web site construction, and through this course, students will learn to ask the right questions about the information technology infrastructure. There will be emphasis on planning a web site, policy issues, and security concerns. Additionally, students will gain understanding on hosting environments and operations budgeting. **(3- 0-3)**

CWEB 210S ADVANCED WEB PAGE DESIGN – HTML - This course is designed to provide advanced technical skills to designing a web site (collection of web pages). As part of the interactive learning activity, students will learn how to incorporate functionality and animation into their web pages. Some related topics include integrating advanced multimedia techniques, implementing user authentication, database queries, understanding online ordering, tallying counts (hits), etc. **(3-0-3)**

CWEB 220S MANAGING A WEB SITE - The focus of this course is on understanding how to maintain a web site and how to optimize the server in which the web site is stored. This course will look at the concept of building a web site and take it through the process of actually implementing that web site. The process entails building a support team, maintaining and optimizing the server, addressing legal issues associated with web site operation, and dealing with contracting issues such as performance, availability and cost.

Students will become knowledgeable of various requirements to implement a web site and what to be aware of in taking on support for an existing site. (3-0-3)

CMPS 101S INTRODUCTION TO COMPUTER CONCEPTS - This course is an introduction to computer concepts and their applications. Topics include organization of a computer system, computer terminology, input/output devices and media, software development, future trends, and the impacts of the changes. Some hands-on laboratory experience is provided using software packages such as word processing, spreadsheets, presentation, and database. (3-0- 3)

SENL 101S Freshman English I - [LCCN: CENL 1013, Freshman English I] Introduces students to the critical thinking, reading, writing and rhetorical skills required in the college/university and beyond, including citation and documentation, writing as process, audience, awareness; and writing effective essays. (3-0-3)

SMAT 121S Pre-Calculus Algebra - [LCCN: CMAT 1213, COLLEGE ALGEBRA] - In-depth treatment of solving equations and inequalities; function properties and graphs; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations.(3-0-3)

SBIO 103S General Biology Lecture I - [LCCN: CBIO 1013, General Biology I] Broad biological principles for science majors: scientific method, biological molecules, cell structure and function, genetics and evolution. (3-0-3)

SPHY 102S Physical Science I - [LCCN: CPHY 1023, PHYSICAL SCIENCE I] - This course is a survey of concepts in physics and physical sciences with emphasis on methods of science and concepts relating to mechanics, states of matter, waves, heat, electricity, light, atomic structure and basic chemistry. Topics are developed with a minimum of mathematical presentation. (3-0-3)

Identify any embedded Industry-Based Certifications (IBCs). Describe process for student to earn/receive the IBC.

Students who complete the Graphic Arts certificate can complete the Adobe Certification tests to become an Adobe Certified Expert.

Program Delivery (Courses): To what extent must a student come to the campus to complete this program, including orientation or any face-to-face meetings?

On-site (>50% delivered face-to-face) **Hybrid (51%-99% online)** Online (100% online)
 Day courses offered **Evening courses offered** Weekend courses offered

2. Need

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

The Associate of Applied Science in Graphic and Web Design offers students a unique opportunity for them to engage in the economic development of Northwest Louisiana. According to Louisiana Works, Graphic Designers, entry-level, earn \$12.82 per hour. Audio and Video equipment technicians, entry-level, earn \$13.49 per hour and Multimedia Artists and Animators, entry level, will earn \$16.77 per hour. Web Developers, entry-level, begin at \$9.39 per hour.

LOUISIANA WORKFORCE COMMISSION STAR LEVEL (<http://www.laworks.net/Stars/>)

5 Stars **4 Stars** 3 Stars 2 Stars 1 Star

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

The proposed Associate of Applied Science in Graphic and Web Design is consistent with and aligns with the mission of the university Mission Statement which focuses on providing "...opportunities for teaching, service, workforce development, and life-long learning..." The program responds to the projected increase in manufacturing and business industry. As regional economic activity increases, the demand for skilled employees to create visual concepts and to communicate ideas is essential in the sales and marketing of products and services for clients and consumers. This program will provide three exit points, allowing students to obtain two certifications and ultimately completing an associate's degree.

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

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

If approved, will the program result in the termination or phasing out of existing programs? Explain.

N/A

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

N/A

3. Students

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

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

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

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

List and describe resources that are available to support student success.

SUSLA Student Support Services provide students with tutoring and tutorial labs in Math & English. Through SSS students are provided bus passes to help with traveling from school to home. SUSLA also provides a fully staffed Student Success Center. Each student is assigned a college coach/advisor responsible for ensuring student success through structured advising and early alert.

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

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

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

N/A

4. Faculty

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

Dr. Joslin Pickens, EdD., Associate Professor, Intro to Mass Comm, Intro to Broadcasting, Communication and Culture, Media Editing and Writing, Interpersonal Communication
Fred Moss, MA, Assistant Professor, Intro to Mass Comm, Intro to Broadcasting, Communication and Culture, Media Editing and Writing, Interpersonal Communication, Television Production
Jennifer Green, MLS, Assistant Professor, Intro to Mass Comm, Intro to Broadcasting, Communication and Culture, Media Editing and Writing, Interpersonal Communication
Dellanee Wade, MFA – Graphic Design, Graphic Services Coordinator, Adjunct
Dr. Iris Champion, Ed.D., Professor Computer Science, Web Development Certificate courses
Breunka Moon, MS., Assistant Professor, Computer Science
Jimmy Daniel, MS., Associate Professor, Computer Science

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

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

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

Joslin Pickens has four years work experience in promotion and production with Cumulus Media (Radio Group)

Fred Moss has produced several local television programs. Additionally, he has worked for KTAL Channel 6, producing news programs.

Jennifer Green worked for Grambling Radio and is a former Public Relations Specialist for the city of Monroe.

Dellanee Wade is co-creator of Maltshop Marketing and Graphic Services Coordinator for SUSLA.

5. Library and Other Special Resources

To initiate the program and maintain the program in the first five years what library holdings or resources will be necessary? How do journal, database, monograph, datasets, and other audiovisual materials compare to peer institutions' holdings with similar/related programs?

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

What additional resources will be needed?

N/A

Are there any open educational resources (OER), including open textbooks, available to use as required course materials for this program? If so, which courses could these materials support, and what is the anticipated savings to students?

SUSLA and the SU System has a contract with Follet Education. All students pay \$25 dollars per credit hour for textbooks. Faculty can assign any e-text with any publisher under this contract. Faculty can also assign multiple e-texts under multiple publishers if desired. A full-time student, enrolled in 15 credit hours, would pay \$375 regardless of the number of e-texts assigned.

6. Facilities and Equipment

Describe *existing* facilities (classrooms, labs, offices, etc.) available for the program and their present utilization.

The Department of Communications has its own Multimedia/Film Lab with 5 iMacs and 5 PCs. Adobe® software is available on all devices with FinalCut Pro® available on the Mac devices. The department, with funds from the City of Shreveport and Title III, will construct a production room.

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

SUSLA will provide classroom space to construct a new production room. With dedicated funds from Title III and the City of Shreveport, the production room will provide space for students to create design, video, and studio projects.

7. Administration

In what administrative entity (department/school/college) will the proposed program be housed? How will the new program affect the present administrative structure of the institution?

The program will be administered by the Department of Communications which falls under the Division of Arts, Humanities, Social Sciences, and Education. The Department of Mathematics and Computer Science will continue to administer the Web Development Program while the Communications Department will manage the AAS program. The new program will not affect the present administrative structure.

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

The Communications and Computer Science faculty work together to redesign their curriculum to meet the needs of their students. The faculty do all they can to provide students access to new technologies. Several faculty members currently work or have worked in either the graphic arts, video/TV production, or

radio fields.

8. Accreditation

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

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

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

N/A

9. Related Fields

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

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

10. Cost & Revenue

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

The following table outlines estimated costs and revenues for the projected program for the first five years. Software/Supplies include licensing and software purchase and installation for the following: Adobe Photoshop CC, Illustrator CC, and InDesign CC. Other supplies include general office supplies. Additional fees include fees to offset the costs of the necessary software programs needed to produce radio and television programs. The Department is proposing a program fee of \$100 to ensure availability of software such as Adobe® and any potential future technology upgrades.

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

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

Title III funding has been allocated (2020-2021 funding cycle) in the amount of \$40,000 for equipment to assemble a production room. Additionally, the City of Shreveport has pledged \$50,000 in support of the program, which will provide funds to remodel the dedicated classroom.

CERTIFICATIONS:

Primary Administrator for Proposed Program

Date

Provost/Chief Academic Officer

Date

Management Board/System Office

Date

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED PROGRAM

Institution: Southern University at Shreveport

Date: February 18, 2021

Degree Program, Unit: AAS Graphic and Web Design, Arts, Humanities, Social Sciences, and Education

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

EXPENDITURES								
INDICATE ACADEMIC YEAR:	FIRST		SECOND		THIRD		FOURTH	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$		\$		\$		\$	
Graduate Assistants								
Support Personnel								
Fellowships and Scholarships								
SUB-TOTAL	\$		\$		\$		\$	
REVENUES								
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities	\$25,000		\$25,000		\$		\$	
Equipment/Library Resources	\$40,000							
Travel								
Supplies								
SUB-TOTAL	\$65,000		\$25,000		\$		\$	
TOTAL EXPENSES	\$65,000		\$25,000		\$		\$	
REVENUES								
Revenue Anticipated From:	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
*State Appropriations	\$		\$		\$		\$	
*Federal Grants/Contracts	\$40,000							
*State Grants/Contracts								
*Private Grants/Contracts	\$25,000		\$25,000					
Expected Enrollment	5		8		10		10	
Tuition	4341		4341		4341		4341	
Fees	100		100		100		100	
*Other (specify)								
TOTAL REVENUES	\$87,205		\$60,528		\$44,410		\$44,410	

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

PROPOSAL to DEVELOP a NEW ACADEMIC CERTIFICATE PROGRAM
(CAS, PAC, UC, PBC, GC, PMC, PPC)

Date: 2/25/2021

Campus: Southern University at Shreveport	Program: <u>CIP, Certificate Designation, Title 50.0499, Design and Applied Arts, Other, Certificate of Technical Studies, Graphic Design</u>
Dr. Lonnie McCray, Dean Arts, Humanities, Social Sciences, and Education 3050 Martin Luther King, Jr. Dr. Shreveport, Louisiana 71107 Phone: 318-670-9363 Email: lmccray@susla.edu	

1. Certificate Description

Describe the program concept: purpose and objectives; proposed curriculum; mode of delivery (on-site/hybrid/on-line). Indicate which courses are new; describe plan for rolling out new courses.

**** Attach catalog descriptions for the required and elective courses, including prerequisites and LCCN, when applicable. ****

Purpose

The purpose the Certificate of Technical Studies (CTS) in Graphics Design is to prepare students for entry-level technical support positions in visual communications. Graphic Artists are proficient in design software programs, including Adobe Photoshop, Illustrator, InDesign, and Dreamweaver. Graphic Artists select and edit photo images, develop color palettes, create art illustrations and layout designs, select typefaces and typography, and apply design concepts to produce professional publications in a variety of media.

The Certificate of Technical Studies in Graphics Design provides a career pathway for students who have an aesthetic, creative, and visual approach for professional ideas. The program will provide students the skills required for certification exams by Adobe in Adobe Illustrator, InDesign, and Photoshop. As an Adobe Certified Expert, students will demonstrate expertise in Adobe solutions, enhancing their marketability in their professional career as Graphic Artists. Employment opportunities are available as freelance graphic artists, graphic design firms, printing companies, and private companies.

Objectives

Students will be able to:

- Use basic tools of Adobe Photoshop CC to isolate and edit parts of an image.
- Evaluate and correct image imperfections using Adobe Photoshop CC.
- Work efficiently in the Adobe Illustrator CC environment with various modes, panels, and settings.
- Use the full range of transformation and distortion tools of Adobe Illustrator CC to accurately modify objects' shapes.
- Select and manipulate type to depict a concept or mood.
- Create a type composition that represents a theme typographically.
- Properly set up and structure documents, including importing and placing text, images, and graphics using InDesign CC.

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

The program will be administered onsite, hybrid, and online. Students can exit with the certificate or continue to pursue the Associate of Applied Sciences in Graphic and Web Design. All courses in the certificate program will can be applied to the associate degree.

Certificate of Graphic Design (new program/new courses 27 hours)

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

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

GRAR 130S Adobe Illustrator Basics (new course)- This course introduces students to digital imagery using Adobe

Illustrator software programs. (2-1-3)

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

GRAR 150S Adobe InDesign Basics (new course) – This course introduces students to Adobe InDesign software to create printed publications that can be repurposed into interactive digital documents. (2-1-3)

GRAR 170S Digital Video and Sound (Adobe Premiere) (new course) – This course introduces concepts and principles of producing and assembling digital video and the tools and techniques of video and sound capture. (2-1-3)

GRAR 180S Adobe Dreamweaver Basics (new course) – This course introduces students to use Dreamweaver to create, publish, and manage websites and mobile content. (2-1-3)

CWEB 110S Introduction to Web Page Design -HTML – (existing course) This course is designed to introduce some web design fundamentals and the language used for the internet. Students will learn and understand the hypertext markup language (HTML), which is the programming language used to develop web pages. As part of the learning experiences, students will be required to develop some online documents with multiple links, will learn to implement basic colors, graphics, and sound into web pages, and will learn document and image formatting. (3-0-3)

SFIA 220S Drawing I – (existing course) Drawing I consists of a basic approach to linear representation with attention to space, gesture, value, texture, and shape. (0-6-3)

FALL SEMESTER

Course #	Course Name	Credit Hours
GRAR 101S	Introduction to Graphic Arts	3
GRAR 120S	Adobe Photoshop Basics	3
GRAR 130S	Adobe Illustrator Basics	3
GRAR 140S	Fundamentals of Typography	3
SFIA 220S	Drawing I	<u>3</u>
		15

SPRING SEMESTER

Course #	Course Name	Credit Hours
GRAR 150S	Adobe InDesign Basics	3
GRAR 170S	Digital Video and Sound (Adobe Premiere)	3
GRAR 180S	Adobe Dreamweaver Basics	3
CWEB 110S	Introduction to Web Page Design -HTML	<u>3</u>
		12

Total Credit Hours 27

2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs). Identify similar programs in the state and explain why the proposed certificate is needed.

The Certificate Technical Studies in Graphics Design offers students a unique opportunity to engage in the economic development of Northwest Louisiana. Because regional economic activity drives demand, most graphic artists work locally, and graduates of the program will have a positive impact on the economic development of the region. According to Louisiana Works, Graphic Designers, entry-level, earn \$12.82 per hour. Audio and Video equipment technicians, entry-level, earn \$13.49 per hour and Multimedia Artists and Animators, entry level, will earn \$16.77 per hour. Web Developers, entry-level, begin at \$9.39 per hour. As a Career Pathway concentration, the Certificate of Applied Science in Graphics Design meets the challenge of producing a skilled workforce in short-term job training.

In Northwest Louisiana, one four-year institution offers the Bachelor of Arts in Fine Arts with a Concentration in Graphic Design, and one technical college offers a Technical Diploma in Graphic Communications, and a community college offers TCA Concentration in Graphic Design. However, none of the aforementioned programs offers the in-depth concentration of courses within a short-term (12 months) training program while also providing an associate's degree path.

3. Students

Describe student interest. Project enrollment and productivity for the first 5 years; justify projections.

There is a need for programs in visual communications that provide students who have creative potential with a

professional career option. The two-semester program will offer a curriculum to dual enrollment students, recent high school graduates, as well as re-entry and displaced workers. While a number of the student population is not academically prepared to meet the rigorous requirements of a bachelor's degree program in Graphic Design, other students will be more prepared to enter the workforce with more technical training in software and computer applications with the CTS in Graphic Design. The CTS in Graphic Design will allow students to work as Graphic Artists and to follow an established career pathway. We project, at a minimum, ten students will be enrolled in the program each year over the five-year period.

4. Accreditation

Describe plan for achieving program accreditation.

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

5. Faculty, Administration, & Other Resources

How will instructional needs be met: will additional faculty, facilities, equipment, or library resources be required? What department will deliver and oversee the proposed program?

Dr. Joslin Pickens, EdD., Associate Professor, has four years work experience in promotion and production with Cumulus Media (Radio Group)
Fred Moss, MA, Assistant Professor, has produced several local television programs. Additionally, he has worked for KTAL Channel 6, producing news programs.
Jennifer Green, MLS, Associate Professor, worked for Grambling Radio and is a former Public Relations Specialist for the city of Monroe.
Dellanee Wade, MFA, Adjunct, is co-creator of Maltshop Marketing and Graphic Services Coordinator for SUSLA.
Dr. Iris Champion, EdD., Professor, created and teaches in the web development program.
Southern University at Shreveport is a part of the LOUIS Library Network. The University also participates in LALINK which allows faculty and students to use the libraries of other educational institutions as well as local libraries.
The Department of Communications has its own Multimedia/Film Lab with 5 iMacs and 5 PCs. Adobe® software is available on all devices with FinalCut Pro® available on the Mac devices. The department, with funds from the City of Shreveport and Title III, will construct a production room.
The Department of Communications has its own Multimedia/Film Lab with 5 iMacs and 5 PCs. Adobe® software is available on all devices with FinalCut Pro® available on the Mac devices. The department, with funds from the City of Shreveport and Title III, will construct a production room.
The program will be administered by the Department of Communications which falls under the Division of Arts, Humanities, Social Sciences, and Education.

6. Cost

Summarize additional costs to offer the program. On separate budget sheet, estimate costs and revenues for the projected program for the first four years, indicating need for additional appropriations (if any).

Title III funding has been allocated (2020-2021 funding cycle) in the amount of \$40,000 for equipment to assemble a production room. Additionally, the City of Shreveport has pledged \$50,000 in support of the program, which will provide funds to remodel the dedicated classroom.

CERTIFICATIONS:

Primary Administrator for Proposed Certificate

Date

Provost/Chief Academic Officer

Date

Management Board/System Office

Date

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED CERTIFICATE

Institution: Southern University At Shreveport

Date: 2/25/2021

Certificate Program, Unit: Certificate of Technical Studies in Graphic Design, Arts Humanities, Social Sciences, and Education

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

EXPENDITURES								
	FIRST YEAR		SECOND YEAR		THIRD YEAR		FOURTH YEAR	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$		\$		\$		\$	
Graduate Assistants								
Support Personnel								
Fellowships and Scholarships								
SUB-TOTAL EXPENSES	\$		\$		\$		\$	
EXPENSES BY CATEGORY								
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities	\$25,000		\$25,000		\$		\$	
Equipment	\$40,000							
Travel								
Supplies								
SUB-TOTAL	\$65,000		\$25,000		\$		\$	
GRAND TOTAL EXPENSES	\$65,000		\$25,000		\$		\$	
REVENUES								
Amount & Percentage of Total Anticipated From:	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%
State Appropriations	\$		\$		\$		\$	
Federal Grants/Contracts	\$40,000							
State Grants/Contracts								
Private Grants/Contracts	\$25,000		\$25,000					
Tuition	4341		4341		4341		4341	
Fees	100		100		100		100	
Other (specify)								
TOTAL	\$87,205		\$60,528		\$44,410		\$44,410	

PROPOSAL to DEVELOP a NEW ACADEMIC CERTIFICATE PROGRAM
(CAS, PAC, PBC, GC, PMC, PPC)

Date: 3/28/2021

Campus: Southern University at Shreveport	Program: <u>CIP, Certificate Designation, Title</u> 24.0102, CGS, Certificate of General Studies
Institutional Contact Person & Contact Info (if clarification is needed) Dr. Lonnie McCray, Dean Arts, Humanities, Social Sciences, and Education 3050 Martin Luther King, Jr. Dr. Shreveport, La. 71107 lmccray@susla.edu 318-670-9363	

1. Certificate Description

Describe the program concept: purpose and objectives; proposed curriculum; mode of delivery (on-site/hybrid/on-line). Indicate which courses are new; describe plan for rolling out new courses.

The Certificate of General Studies is designed to provide students with a broad foundation of fundamental academic skills, primarily for personal growth or as preparation for further collegiate study. Furthermore, the acquisition of a certificate at an early stage of their careers allows students to gain confidence. Early success is essential for retention and for maintaining an interest in academics. It also allows students who intend to transfer to four-year colleges the opportunity to choose courses that meet the admissions requirements of the receiving institution.

Objectives:

Upon completion of the Program the candidate will be able to:

1. Apply educational skills needed to assist in the performance of job functions.
2. Use effective communication skills to interact and provide services in an educational setting or laboratory.
3. Transfer, if necessary, and enroll in additional courses at SUSLA or a four-year institution.
4. To comprehend and perform course-specific mathematical problems.
5. Develop critical thinking skills across the curriculum.
6. Use library resources to research topics across the curriculum.

Basic Structure:

The program will be administered by the Division of Arts, Humanities, Social Sciences, and Education and the Division of Business, Science, Technology, Engineering, and Mathematics.

Mode of Delivery:

Onsite/hybrid/on-line

Currently we offer our General Studies Associate degree 100% online, which provides us the ability to offer the certificate in all three modes of delivery

Basic Structure:

First Semester	Sem. Hours	Second Semester	Sem. Hours
Freshman Composition I	3	Freshman Composition II	3
Math	3	Math	3
Natural Sciences	3	Social Science	3
Fine Arts	3	Elective	3
Social Science	3	Elective	3
	15		15

Certificate program total: 30 semester hours

Electives will depend on student academic and career pursuits.
No new courses will need to be developed.

2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs). Identify similar programs in the state and explain why the proposed certificate is needed.

The current retention rate for full-time students at SUSLA is 41%. For part-time students, the retention rate is 46%. The overall graduation rate for SUSLA is at 9% while our transfer student rate is at 27%. With students receiving a certification at the mid-point of an associate’s degree, it will provide the needed motivation for the student to complete the associate’s degree or transfer into a four-year program. Studies suggest that students are more likely to succeed if the Associate degree is taken to completion prior to transfer. The certificate program will provide a transfer point for the student to complete the associates or move into a Baccalaureate program.

All colleges within the LCTCS system offer the Certificate of General Studies. Being a two-year institution, SUSLA should provide this academic pathway for its students.

3. Students

Describe student interest. Project enrollment and productivity for the first 5 years; justify projections.

For the 2017-2018 academic year, SUSLA graduated 302 students. Allied Health and Nursing majors accounted for 183 students while 109 students were in other associate degree seeking programs. The remaining graduates were in certificate only programs. Therefore, potentially, 109 students could have also received the Certificate of General Studies, more specifically 52 who graduated with an Associate of General Studies degree. The 59% of students who are not normally retained (as noted above) could possibly exit SUSLA with a certificate even if they do not complete the associate’s degree. Data for 2016-2017 show 319 total graduates with 134 potential Certificate of General Studies recipients, more specifically 74 graduates from the Associate of General Studies program. Data for 2015-2016 show 117 potential recipients, more specifically 70 graduates from the Associate of General Studies program.

4. Accreditation

Describe plan for achieving program accreditation.

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

5. Faculty, Administration, & Other Resources

How will instructional needs be met: will additional faculty, facilities, equipment, or library resources be required? What department will deliver and oversee the proposed program?

The Division of Arts, Humanities, Social Sciences, and Education and the Division of Business, Science, Technology, Engineering, and Math will administer the program. Both Divisions currently have faculty advisors for the Associate of General Studies program. No new faculty, facilities, equipment, or library resources will be required.

6. Cost

Summarize additional costs to offer the program. On separate budget sheet, estimate costs and revenues for the projected program for the first five years, indicating need for additional appropriations (if any).

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

CERTIFICATIONS:

_____ Date
Primary Administrator for Proposed Certificate

_____ Date
Provost/Chief Academic Officer

_____ Date Approved
Management Board/System Office

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED CERTIFICATE

Institution: Southern University at Shreveport

Date: 3/28/2019

Certificate Program, Unit: Certificate of General Studies, AHSSE and BSTEM

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

EXPENDITURES								
INDICATE ACADEMIC YEAR:	FIRST		SECOND		THIRD		FOURTH	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$		\$		\$		\$	
Graduate Assistants								
Support Personnel								
Fellowships and Scholarships								
SUB-TOTAL	\$0		\$0		\$0		\$0	
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities	\$		\$		\$		\$	
Equipment								
Travel								
Supplies								
Other (specify)								
SUB-TOTAL	\$0		\$0		\$0		\$0	
TOTAL EXPENSES	\$0		\$0		\$0		\$0	
REVENUES								
Revenue Anticipated From:	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
*State Appropriations	\$		\$		\$		\$	
*Federal Grants/Contracts								
*State Grants/Contracts								
*Private Grants/Contracts								
Expected Enrollment	75		75		75		75	
Tuition								
Fees	\$90		\$90		\$90		\$90	
*Other (specify)								
TOTAL REVENUES	\$6750		\$6750		\$6750		\$6750	

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



SOUTHERN UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE

DIVISION OF STUDENT AFFAIRS

March 10, 2021

RECEIVED

MAR 12 2021

Office of the Executive Vice President for Academic Affairs and Provost

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

Dear Dr. Ray Belton, Ph.D.

This communication comes to request your approval to use \$150,000.00 in prior year funds generated by the Division of Student Affairs through the Shuttle Bus Carrier fee and Student Union fee to fund the cover additional cost/ operational items for current and past invoices. The Division of Student Affairs is requesting the usage of prior year funding for the following items:

Request purpose:

Student Union 216020-27251-72000-25000 Requested amount: \$15,000

- Student Union repairs - Roto Rooter

Shuttle Bus Carrier 292019-27154-72000-25000 Requested amount: \$135,000

- Transit - Payment to CATS for service during the 2019 - 20 fiscal year
Hire additional drivers

The recommendation constitutes our plan for increasing student satisfaction, and the product of an assessment planning and program implementation, that provides necessary funding to a vital area that directly impact students. It will also allow for us to expand services to current students, bolster our marketing and branding efforts, and provide a venue for more students to visit our campus. Without approval, we will be unable to implement these necessary programs, and initiatives in a timely matter as requested by the students.

If you have any questions in regards to this request, please feel free to contact me at (225) 771- 5781.

Yours in the Gold and Blue,

[Handwritten signature of Anthony T. Jackson]

Anthony T. Jackson
Associate Vice Chancellor
Student Affairs

[Handwritten signature of F. Carl Walton dated 3-10-21]

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

[Handwritten initials RB and date 3/16/21]

[Handwritten signature of Ray L. Belton]

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



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

2020 - 21 FISCAL YEAR

RECEIVED

MAR 12 2021


*Office of the Executive Vice President
for Academic Affairs and Provost*

ORGANIZATION NAME Shuttle Bus Carrier

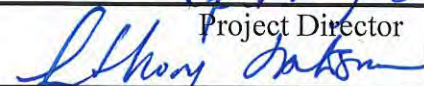
BANNER FUND 292019-27154-72000-25000

ACTIVITY	ACTIVITY CLASSIFICATION	BUDGET AMOUNT
61000	SALARIES	
61201	STUDENT WAGES	
61301	GRADUATE ASSISTANT	
62000	FRINGE BENEFITS	
61040	WAGES	
71000	TRAVEL	
72000	CONTRACTUAL SERVICES	135,000.00
73000	SUPPLIES	
73055	LACARTE	
74000	PROFESSIONAL SERVICES	
75000	OTHER CHARGES	
76300	EQUIPMENT	
76500	MAJOR REPAIRS	
78000	SCHOLARSHIPS	
78200	PARICIPANTS TRAINING	
77010	INDIRECT COST	
	TOTALS	135,000.00
FOR COMPTROLLER OFFICE USE ONLY		
	Claim on Cash \$	
	Fund Balance \$	
	Validator:	


APPROVALS:



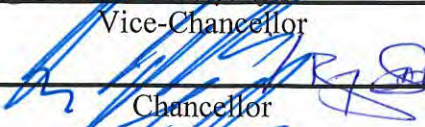
 Project Director




 Unit Head/College Dean

 3-10-21

 Vice-Chancellor

 3/15/21

 Chancellor



 President

Beef
3/10/21



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

2020 - 21 FISCAL YEAR

RECEIVED

MAR 12 2021

ORGANIZATION NAME Student Union

BANNER FUND 216020-27251-72000-25000

Office of the Executive Vice President
for Academic Affairs and Provost

ACTIVITY	ACTIVITY CLASSIFICATION	BUDGET AMOUNT
61000	SALARIES	
61201	STUDENT WAGES	
61301	GRADUATE ASSISTANT	
62000	FRINGE BENEFITS	
61040	WAGES	
71000	TRAVEL	
72000	CONTRACTUAL SERVICES	15,000.00
73000	SUPPLIES	
73055	LACARTE	
74000	PROFESSIONAL SERVICES	
75000	OTHER CHARGES	
76300	EQUIPMENT	
76500	MAJOR REPAIRS	
78000	SCHOLARSHIPS	
78200	PARICIPANTS TRAINING	
77010	INDIRECT COST	
	TOTALS	15,000.00

FOR COMPTROLLER OFFICE USE ONLY

Claim on Cash \$ _____

Fund Balance \$ _____

Validator: _____

APPROVALS:

Anthony Jackson

Project Director

Anthony Jackson

Unit Head/College Dean

F. Carl W. [unclear] 3-10-21

Vice-Chancellor

Bud
3/11/21

[Signature] 3/11/21

Chancellor

[Signature]

President

RESOLUTION
BY THE BOARD OF SUPERVISORS OF THE SOUTHERN UNIVERSITY SYSTEM
AUTHORIZING THE HBCU CAPITAL FINANCING PROGRAM APPLICATION

WHEREAS, the Board of Supervisors of the Southern University System (the "Board") has the responsibility and authority to manage and direct the affairs of Southern University (the "University"), and to control and dispose of its property and funds; and

WHEREAS, the President of the University must obtain approval of the Board for applying to a proposed lender to obtain the necessary and appropriate financing for the University projects described below (the "Projects"); and

WHEREAS, Section 3351(A)(4) of Title 17 of the Louisiana Revised Statutes of 1950, as amended (LA. R.S. 17:3351(A)(4)), Chapters 13 and 14A of Title 39 of the Louisiana Revised Statutes of 1950, as amended, and Article VII, Section 6(c) of the Constitution of the State of Louisiana of 1974 (the "Constitution" and, together with the cited authority, the "Act"), and other constitutional and statutory authority, authorize the Board of the System to borrow money and to issue bonds, notes or certificates of indebtedness and pledge revenues to guarantee payment thereof in accordance with law and with the approval of the State Bond Commission; and

WHEREAS, the University desires to seek financing of the Projects through the Historically Black Colleges and Universities Capital Financing Program ("HBCU Program") administered by the United States Department of Education in a maximum aggregate principal amount not to exceed \$80,000,000 (the "2021 Loan"), which HBCU Program loan results in below market interest rates; and

WHEREAS, the University understands that it may be required to pledge certain revenues of the University and/or to mortgage certain real property owned by the University as proposed security for the 2021 Loan.

THEREFORE, BE IT RESOLVED, by the Board as follows:

1. The Board authorizes the University's application for the incurrence of the 2021 Loan through the HBCU Program in a maximum aggregate principal amount not to exceed \$80,000,000 on terms and conditions as set forth in the HBCU Capital Project Loan Agreement (the "Loan Agreement") and the Loan Documents (with an interest rate not exceeding 4% and a maturity not greater than 40 years) for the purpose of financing: (a) the Projects, (b) the costs of incurring the 2021 Loan, which is estimated to approximate \$80,000,000, and (c) funding a maintenance reserve fund, a debt service reserve fund based upon the total amount of the borrowing, and the escrow reserve subaccount. The 2021 Loan is expected to be secured by an Act of Mortgage, Assignment of Leases and Security Agreement on any of the following properties as necessary to secure the 2021 Loan: (i) Honors Dormitory and (ii) Student Union, and the pledge of the revenues derived from the Student Housing Property and Student Union fees.

2. The Chair and the Vice Chair of the System and the President of the University, or any one of them and their designees, are hereby authorized to execute the application and such other documents and certificates as shall be necessary to accomplish the application to the HBCU Program. The signatures of the said officers or their designees upon such documents set forth above, or as may be otherwise required for or necessary, convenient or appropriate to the financing described in this resolution, are deemed to be conclusive evidence of their due exercise of the authority vested in them hereunder.

3. A real necessity is hereby found for the employment of an independent registered municipal advisor. The RSI Group is hereby employed as the independent municipal advisor to the University. The municipal advisor shall be responsible for the preparation and submittal of the 2021 Loan application and shall advise on the market, rates and timing of the issuance. The fee to be paid for such services may be paid from the proceeds in connection with the issuance of the 2021 Loan and shall be in an amount agreed to by the Board. No compensation will be due unless the 2021 Loan is actually issued, sold, delivered.

4. The Board finds and determines that a real necessity exists for the employment of special counsel in connection with the 2021 Loan, and accordingly, Foley & Judell, L.L.P., of New Orleans, Louisiana, as bond counsel, is hereby employed to do and perform work of a traditional legal nature as bond counsel with respect to the issuance of the 2021 Loan. Bond counsel shall prepare and submit to this Board for adoption all of the proceedings incidental to the authorization, issuance, sale and delivery of such 2021 Loan, shall counsel and advise this Board as to the issuance and sale thereof, and shall furnish its opinions covering the legality of the issuance of the Indebtedness. The fee of bond counsel for the 2021 Loan shall be fixed at a sum not exceeding the fee allowed by the Attorney General's fee guidelines for such bond counsel work in connection with the issuance of the 2021 Loan and based on the amount of 2021 Loan and actually issued, sold, delivered and paid for, plus "out-of-pocket" expenses, said fees to be contingent on the issuance, sale and delivery of the Indebtedness. A certified copy of this resolution shall be submitted to the Attorney General of the State of Louisiana for his written approval of said employment and of the fees herein designated, and the Board's Secretary is hereby empowered and directed to provide for payment of the work herein specified on completion thereof and under the conditions herein enumerated.

5. By virtue of applicant/issuer's application for, acceptance and utilization of the benefits of the Louisiana State Bond Commission's approval(s) resolved and set forth herein, it resolves that it understands and agrees that such approval(s) are expressly conditioned upon, and it further resolves that it understands, agrees and binds itself, its successors and assigns to, full and continuing compliance with the "State Bond Commission Policy on Approval of Proposed Use of Swaps, or other forms of Derivative Products Hedges, Etc.", adopted by the Commission on July 20, 2006, as to the borrowing(s) and other matter(s) subject to the approval(s), including subsequent application and approval under said Policy of the implementation or use of any swap(s) or other product(s) or enhancement(s) covered thereby.

IN WITNESS WHEREOF, I have set my hand.

Secretary

Dated: _____

CERTIFICATE

We, the undersigned and duly appointed officers of the Southern University Board of Supervisors do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Board of Supervisors at its regular meeting on _____ day of _____ 2021 at which meeting more than a quorum was present and voted.

IN WITNESS WHEREOF, we have hereunto signed our names on this _____ day of _____ 2021.

Secretary, Southern University Board of Supervisors

Chairman, Southern University Board of Supervisors



Dr. Rodney A. Ellis
Chancellor



March 30, 2021

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

REF: (RESEND): Southern University at Shreveport Policy on Endowments

Dr. Belton:

This communication is to request approval for the attached Policy on Endowments. Ms. Stephanie Rogers, Chief Advancement Officer, and Dr. Terry Kidd are submitting this policy for approval after a thorough collaboration. This policy is designed to help recruit and retain superior faculty aligned with SUSLA's role, scope and mission. Also to drive faculty to strive for excellence relative to teaching, research and public service.

The policy is attached. I am submitting this policy for your approval as well as the Southern University System Board of Supervisors.

Thank you in advance for your kind consideration.

Respectfully submitted,

Approved: Dr. Ray L. Belton, President/Chancellor Date:

Rodney A. Ellis, Ed.D.
Chancellor

Disapproved: Dr. Ray L. Belton, President/Chancellor Date:

RAE/lw

Attachment

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

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



POLICY TITLE

Endowments Policy

POLICY NUMBER

1-007

Responsible Unit: Office of Academic Affairs and Workforce	Effective Date: <i>April 17, 2021</i>
Responsible Official: <i>Vice Chancellor for Academic Affairs & Workforce</i>	Last Reviewed Date:
Policy Classification: <i>Academic Affairs</i>	Origination Date: <i>January 6, 2021</i>

I. POLICY STATEMENT AND RATIONALE

Southern University at Shreveport (SUSLA), a unit of the Southern University and A & M College System, a historically black comprehensive community college serving Northwest Louisiana and beyond, is committed to teaching and preparing traditional and non-traditional students for degree attainment, transfer, workforce, continuous learning and self-improvement. This preparation is available through multiple delivery methods and instructional sites for students seeking certificates, technical diplomas and associate degrees.

The Louisiana Board of Regents (BoR) established the Endowed Chairs and Professorships subprogram, administered through the Board of Regents Support Fund (BoRSF), to strengthen instruction and research across the states' campuses. In doing so, BoR has established and set in place, a comprehensive set of guidelines and policies which, since inception, have served as the compass to which all universities must adhere in administering endowments matched with state funds. The guidelines set forth in this policy are presented as a standard for administering the Endowed Chairs and Professorships Program at SUSLA.

II. POLICY SCOPE AND AUDIENCE

The policy shall be communicated to all associates of SUSLA for awareness of and compliance with this policy. The recipient of an endowment must hold rank as a faculty member. Endowments are granted to tenured or tenure-track faculty members. Deans, Associate Deans, Department Heads, and program coordinators who are also tenure-track faculty members are eligible for endowments. Chairs/Professorships are designated specifically for outstanding teaching, and continuing faculty who hold academic rank from the instructor to the full professor. Endowed Chairs/Professorships awards primarily recognize achievement in research and creative endeavors, scholarship or creative works, teaching, accreditation and related planning and assessment endeavors, or professional service throughout the previous three calendar years.

Should a faculty member holding an Endowed Chair/Professorship assume a full-time administrative position within the institution, they may finish the term of the award if they choose to do so. Faculty members remain eligible for renewal of the Endowed Chair/Professorship by continuing to achieve excellence in accordance with departmental and institutional guidelines.

Demonstration of excellence is documented through significant intellectual contributions and primarily through professional publications or creative works: conference proceedings of local, regional, state or national scope; books or original works by influential publishers; articles in reliable peer-reviewed journals; exhibitions or performances at major venues; and other forms of substantial scholarly work are commonly recognized within the academic community. Signature initiatives such as the establishment of institutes and centers as well as externally funded research and creative endeavors grants, especially those awarded competitively by federal agencies or significant foundations, are evidence of the merit of scholarly activities.

Proof of excellence in teaching includes professional publications about learning and instruction scholarship in respected peer-reviewed journals and national scope conference proceedings. Further demonstration of teaching accomplishments may consist of other forms of scholarship that focus on teaching, such as engaging in service-learning, research and creative endeavors, pedagogical approaches, mentoring students, and integrating technology (including e-learning). Teaching practices, active engagement in planning and assessment endeavors at the department, college, and/or institutional levels, supporting student success in learning, research, creative endeavors are essential as well. Excellence in professional service consists of leadership-type projects at the community, state, regional, or national levels. These include substantial contributions that advance economic development initiatives and cultural and educational contributions, contributing to the growth of the institution and State.

III. POLICY COMPLIANCE

Individuals found to be non-compliant with the guidelines set forth in this policy, in part or whole, shall jeopardize eligibility to qualify for the program or to retain current awards.

Retention Procedure & Responsibilities of the Holder

Faculty members remain eligible for renewal of the Endowed Chair/Professorship by continuing to achieve excellence in accordance with departmental and institutional standards and by complying with the following guidelines:

1. Send 'Thank you' notes/letters to the donor(s) in writing by February 5.
2. Participate wholly in the academic activities of the academic unit in which the Endowed Chair/Professorship is assigned.

3. Expend the available support supplemental funds (if applicable) annually, including equipment, supplies, travel, and student labor upon the approval of the Office of Academic Affairs & Workforce Development for the academic year, no later than the first workday of April of each year.
4. Provide the Office of Academic Affairs & Workforce Development with an annual report of academic activities undertaken during the Endowed Chair/Professorship no later than the first workday of May of each year. The Office of Academic Affairs will keep copies of the annual report on file for at least five years.

Responsibilities of Departments

For each matched professorship, Departments shall develop goals, objectives, and accountability measures appropriate to the department in which the faculty recipient resides (e.g., grant funding, publications, teaching, industrial ties, technology transfer, and other academic/economic development activities) Departments shall periodically, but not less than every three years, evaluate the progress of each professorship recipient relative to established goals and objectives.

Reporting to Board of Regents

Departments shall report to BoR on a periodic basis, a comprehensive review of the Endowed Professorships/Chairs subprogram that they may determine the extent to which subprogram goals and objectives are being met and the impact of professorships at participating campuses and in the State.

Request for Waiver

If the Institution identifies acute and exceptional circumstances that warrant an exception to any provisions of the Endowed Professorships subprogram policy, a waiver may be formally requested in writing to BoR.

Revocation/Termination Procedure

Resignation of an endowed position before the end of the appointee's stipulated term may occur for one or more of the following reasons:

1. resignation or termination of employment from the faculty of SUSLA;
2. a change in status from full-time to part-time faculty;
3. denial or revocation of tenure by SUSLA;
4. failure to fulfill obligations of the endowed position or maintain an overall level of service and activity comparable to that presented for selection or;
5. an extended absence beyond one year (due to illness or any other reason).

IV. POLICY DEFINITIONS

Endowed Chairs/Professorships are established to help recruit and retain superior faculty aligned with SUSLA's role, scope, mission, and strategic priorities. The goals of the professorships are to strengthen instruction and research for the institution's programs and to attract and retain talented faculty.

The recipient of an Endowed Chair/Professorship must be a faculty member whose research, teaching, and/or public service uniquely contributes to the mission(s) of their departments, their campuses, and the State. The Endowed Professorships subprogram is designed to further achievement of the constitutionally prescribed goals of the Support Fund: to enhance the quality of higher education and promote economic development in Louisiana.

- The Endowed Professor appointment is up to three consecutive years. The Office of Academic Affairs & Workforce determines the Endowed Professorship's term, based on the recommendation of the Departmental chair's selection committee and the college Dean's selection committee's recommendation. The appointment is renewable based on the results of the annual performance review of the Endowed Professorship's holder.
- The Endowed Chair appointment is up to three consecutive years. The Office of Academic Affairs & Workforce determines the Endowed Chair's term, based on the recommendation of selection committee's recommendation. The appointment is renewable based on the results of the annual performance review of the Endowed Chair's holder.

V. POLICY IMPLEMENTATION PROCEDURES

Guidelines for Operations of Endowed Professorships and Chairs

The following standards and principles listed below shall guide endowed program practices across all SUSLA campus sites. SUSLA's internal standards and processes, on file with BoR, shall govern the endowment program operation:

A. Professorships and Chairs shall be awarded to faculty recipients for terms of one year or more. The appointment is up to three consecutive years. Only under special circumstances shall a professorship or chair be awarded for a term of less than one year or more than three years.

B. Except under extenuating circumstances, as approved by the Commissioner of Higher Education, no more than two years shall elapse from awards to recipients by the campus.

C. The impact of an endowed professorship is seriously diminished when shared among two or more faculty members. SUSLA shall not divide a single professorship among multiple recipients except in special circumstances, as approved by the Commissioner of Higher Education.

D. Except in special circumstances, as approved by the Commissioner of Higher Education, income generated from an endowed professorship shall be designated specifically for the use of the faculty member holding the position, not for the general discretionary use of departments or the campus.

E. The Chancellor for Southern University at Shreveport, upon recommendation from the Vice Chancellor for Academic Affairs & Workforce Development (AAWD), shall have the primary and final responsibility to select and appoint professorship recipients.

Eligibility

The recipient of an Endowed Professorship must be a faculty member whose research, teaching, and/or public service uniquely contributes to the mission(s) of their departments, their campuses, and the State. Additional criteria for consideration include the following eligibility standards:

1. Faculty must be at the rank of Associate Professor or Full Professor, who've established a national reputation in teaching, research, and service to their disciple.
2. Endowed professorships are of meritorious value and prestige to the institution. As such, those who apply must have a background commensurate to a national or international reputation, status, and or rank.
3. An outline of the proposed endowed work should accompany the application to indicate the outcomes to be accomplished by the endowed professor.

4. A maximum of three endowed professors shall be selected annually. One per division (based on available funding).

Application Process

1. Application: Annual applications to the Endowed Professorships subprogram must include the following:
 - a. Letters of Reference: Each year, along with its individual application, an applicant requesting the Endowed Professorship shall submit, to the Vice Chancellor of AAWD, letters of support, recommendations, and endorsement of peers from throughout the parish, current dean and other supporting documents, endorsing the candidate and his/her research work.
 - b. Supporting Documents: Each individual candidate applying for Endowed Professorships shall submit the following documents:
 - A brief statement, not to exceed two pages, defining the need for the professorship, summary of the research/work, its intended purpose, alignment of the research/work with the program's/department's role, scope, mission, and strategic priorities, and minimum standards of performance or expected outcomes.
 - resume or professional vita listing related accomplishments and credentials of the candidate.
2. Acceptance of Applications and Deadlines:
 - a. Applications must be submitted to the Office of the Vice Chancellor for Academic Affairs & Workforce Development for review the first weekday of October of each year.
 - b. Recommendations for recipients must be submitted to the Office of the Chancellor & Workforce Development for approval by the first weekday of November of each year.
 - c. Recipient must be notified of award by the last weekday of January of each year.

University Screening Committee Members and Procedures

1. The Vice Chancellor for Academic Affairs & Workforce Development will call a meeting of the Department Screening Committee to review the applications.
2. The Screening Committee for an Endowed Chair/Professorship, membership shall include:
 - a. The chair of the department serving as chair of the committee.
 - b. The department dean and tenured faculty members appointed by the department chair.
3. The dean shall ensure no conflicts of interest between College Screening Committee members and the Endowed Chair/Professorship applicants.
4. The committee will vote by confidential ballot.
5. The chair of the committee will forward the recommendations of the committee **via letter** to the Office of Academic Affairs & Workforce Development. That communication will include:
 - a. College Screening Committee members
 - b. All applicants with an indication that the Screening Committee has deemed qualified for the chair/professorship
 - c. Committee's ranking of the candidates deemed qualified (in rank order)
 - d. Ballots

6. The Vice Chancellor for Academic Affairs & Workforce Development shall review the recommendation(s) and submit to the Chancellor the recommendations of the Committee.
 - a. The Chancellor for Southern University at Shreveport, upon recommendation from the Vice Chancellor for Academic Affairs & Workforce Development, shall have the primary and final responsibility to select and appoint professorship recipients.

Notification Process: Letter of Appointment

After the Southern University Board of Supervisors approves Endowed Chairs/Professorships, the Office of Academic Affairs & Workforce Development shall send a letter of appointment to the appointee, which details and emphasizes commitments, contributions, and expectations. The letter should stipulate:

1. Terms of appointment
2. Resources available to the appointee
3. Degree of control the appointee will have to accomplish the stated goals
4. The standards and criteria to be met by the appointee
5. The applicable annual and other potential evaluations, accountability, and review standards
6. The appointment letter shall be signed by the Vice Chancellor for Academic Affairs & Workforce Development (or the designee).
7. The appointee shall indicate acceptance by affixing his/her signature where appropriate on the letter of appointment and returning it to the Office of Academic Affairs & Workforce Development.
8. Copies of the signed letter of appointment shall be forwarded to the Chancellor for SUSLA, the Office of Institutional Advancement (who will forward to the Executive Director of the Southern University Foundation) the Vice Chancellor for Finance and Administration, and the Office of Human Resources.

Vacancies

SUSLA faculty endowment programs are designed to support the productivity and performance of superior faculty. Persistent vacancies are not in the interest of participating campuses and faculty nor supportive of BoRSF constitutional and program goals. Should a vacancy occur, no more than two years shall elapse from awards to recipients by the campus. Unfilled vacancies may be adjusted using an internal review process including, but not limited to, re-assignment of fund allocations to other Institutional programs in accordance with BoR policies on "Vacancies" https://web.laregents.org/wp-content/uploads/2009/07/EP_POLICY_7-17_REV-1.pdf.

VI. POLICY RELATED INFORMATION

Portions of this policy adopted from the Louisiana Board of Regents Policy on Endowments:
LA BOARD OF REGENTS ENDOWED PROFESSORSHIPS PROGRAM POLICY on January 6, 2021;
Revised February 25, 2021; Effective Date: February 25, 2021.

VII. POLICY HISTORY AND REVIEW CYCLE

The is a new policy and is subject to review in accordance with the Southern University System five-year policy review cycle.

VIII. POLICY URL

This policy will be posted at <https://www.susla.edu/subhome/policy-and-procedures> upon approval of the Southern University Board of Supervisors.

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
Endowment Policy

POLICY NUMBER
1-015

Responsible Unit: <i>Office of Academic Affairs</i>	Effective Date: <i>04/16/2021</i>
Responsible Official: <i>Senior Associate Vice Chancellor for Academic Affairs</i>	Last Reviewed Date:
Policy Classification: <i>Academic Affairs</i>	Origination Date: <i>12/21/2020</i>

I. POLICY STATEMENT AND RATIONALE

Southern University and A&M College at Baton Rouge (SUBR) is one of the five (5) colleges in the only Historically Black University system in the nation. The original policy and revisions to the Policy on Endowed Faculty and Chairs is a Southern University System policy. While the proposed Endowment Policy for SUBR is aligned with the original System's Policy, adjustments are proposed to accommodate for the specific needs of the SUBR campus.

A faculty member's designation as endowed professor or endowed chair constitutes the highest honor. Therefore, it is essential that standardized policies and procedures govern such appointments. The purpose of endowments is to recruit expert faculty and retain high-quality faculty members by recognizing the individuals who excel in their disciplines.

Endowed Chairs/Professorships are typically awarded on a competitive basis to current full-time faculty members based on merit. However, to recruit or retain outstanding faculty, an endowment may be awarded on a non-competitive basis. The term for all Endowment Awards for Chairs/Professorships is three years. However, an endowed chair and/ or professor recruited in the second year of the endowment is two years, while the third year appointment is for one year. An

incumbent may apply for the aforementioned terms and may hold a professorship multiple times, provided a regular review is conducted every three years and the incumbent demonstrates a high level of performance according to the department's standards, the respective college, and the proposed Endowment Policy for SUBR.

II. POLICY SCOPE AND AUDIENCE

The recipient of an endowment must hold rank as a faculty member. Endowments are granted to tenured or tenure-track faculty members. Deans, Associate Deans, Department Heads, and program coordinators who are also tenure-track faculty members are eligible for endowments. Chairs/Professorships are designated specifically for outstanding teaching, and continuing faculty who hold academic rank from the instructor to the full professor. Endowed Chairs/Professorships awards primarily recognize achievement in research and creative endeavors, scholarship or creative works, teaching, accreditation and related planning and assessment endeavors, or professional service throughout the previous three calendar years.

Should a faculty member holding an Endowed Chair/Professorship assume a full-time administrative position within the University, they may finish the term of the award if they choose to do so. Faculty members remain eligible for renewal of the Endowed Chair/Professorship by continuing to achieve excellence in accordance with departmental and college guidelines.

Demonstration of excellence is documented through significant intellectual contributions and primarily through professional publications or creative works: conference proceedings of local, national or international scope; books or original works by influential publishers; articles in reliable peer-reviewed journals; exhibitions or performances at major venues; and other forms of substantial scholarly work are commonly recognized within the academic community. Signature initiatives such as the establishment of institutes and centers as well as externally funded research and creative endeavors grants, especially those awarded competitively by federal agencies or significant foundations, are evidence of the merit of scholarly activities.

Proof of excellence in teaching includes professional publications about learning and instruction scholarship in respected peer-reviewed journals and national scope conference proceedings. Further demonstration of teaching accomplishments may consist of other forms of scholarship that focus on teaching, such as engaging in service-learning, research and creative endeavors, pedagogical approaches, mentoring students, and integrating technology (including e-learning). Teaching practices, active engagement in planning and assessment endeavors at the department, college, and/or institutional levels, supporting student success in learning, research, creative endeavors, and requiring undergraduate and graduate students in research and creative endeavors are essential as well. Excellence in professional service consists of leadership-type projects at the community, state, regional, or national levels. These include substantial contributions that advance economic development initiatives and cultural and educational contributions, contributing to the growth of the University and State.

A donor may establish an endowment with specific selection criteria and expectations for its holder. Typically, a faculty member/chair holds a single endowment. The College's Department and Dean in conjunction with the Office of Academic Affairs will oversee the screening and selection process.

- Annually, in the **fall semester**, the Office of Academic Affairs shall distribute a list of vacant Endowed Chairs and Professorships whose terms expire at the end of that academic year's three-

year period to the College Deans. Each College Dean will distribute the list of vacant endowments to all Department Chairs and Faculty Members in the college.

- During the **spring semester**, an interested Faculty Member will submit an application for an Endowed Chair and/or Professorship through their academic department based on the guidelines contained in this proposed endowment policy for the SUBR campus. The Department Chair forms a Departmental Screening Committee, whose recommendations are forwarded to the college Dean. The Dean forms a College Screening Committee, whose recommendations are forwarded to the Office of Academic Affairs, which then submits a consolidated listing of the colleges' recommendations for approvals by the Executive Vice Chancellor, President-Chancellor and the Southern University Board of Supervisors. The endowments are not officially granted until they have been Board-approved and only then can they be awarded by the Office of Academic Affairs.

III. POLICY COMPLIANCE

Responsibilities of the Holder:

1. Send 'Thank you' notes/letters to the donor(s) in writing by **October 1**.
2. Participate wholly in the academic activities of the academic unit in which the Endowed Chair/Professorship is assigned.
3. Expend the available support supplemental funds (if applicable) annually, including equipment, supplies, travel, and student labor upon the approval of the Office of Academic Affairs for the academic year, no later than **April 1**.
4. Provide the Office of Academic Affairs with an annual report of academic activities undertaken during the Endowed Chair/Professorship by **May 1** of each year. The Office of Academic Affairs will keep copies of the annual report on file for at least five years.

Responsibilities of the Office of Academic Affairs:

1. The Office of Academic Affairs shall provide the endowment faculty holders, department chairs and deans with the total amount of funds available for expenditure in the current year, including salary supplement and support supplemental funds (if eligible) in writing by **September 1**.
2. The Office of Academic Affairs shall notify the holder of the permissible uses for the expendable fund, including the support supplemental funds allocation (if there are enough funds available) by **April 1** of each year.
3. The Office of Academic Affairs shall be responsible for the awardee receiving the salary supplement by **July 1**.
4. The Office of Academic Affairs will review the established goals and related activities for the Endowed Chair or Professorship, including the annual faculty evaluation procedure. Failure to meet the appointment conditions of the annual evaluation can result in the termination of the Endowed Chair or Professorship.
5. Endowed awards can be revoked by the Chief Academic Officer, if the awardee/appointee has failed to fulfill the appointment's expectation based on the annual assessment that has been reviewed by a subject-matter committee.

Letter of Appointment:

After the Southern University Board of Supervisors approves Endowed Chairs and Professorships, the Office of Academic Affairs shall send a letter of appointment to the

appointee, which details and emphasizes commitments, contributions, and expectations. The letter should stipulate:

1. Terms of appointment
2. Resources available to the appointee
3. Degree of control the appointee will have to accomplish the stated goals
4. The standards and criteria to be met by the appointee
5. The applicable annual and other potential evaluations, accountability, and review standards
6. The appointment letter shall be signed by the Senior Associate Vice Chancellor for Academic Affairs (or the designee).
7. The appointee shall indicate acceptance by affixing his/her signature where appropriate on the letter of appointment and returning it to the Office of Academic Affairs.
8. Copies of the signed letter of appointment shall be forwarded to the President-Chancellor, Executive Vice Chancellor for SUBR, the Executive Director of the Southern University Foundation, the Vice Chancellor for Finance and Business Affairs, and the Office of Human Resources.

Termination Procedure:

Resignation of an endowed position before the end of the appointee's stipulated term may occur for one or more of the following reasons:

1. Resignation or termination of employment from the faculty of SUBR
2. A change in status from full-time to part-time faculty
3. Denial or revocation of tenure by SUBR
4. Failure to fulfill obligations of the endowed position or maintain an overall level of service and activity comparable to that presented for selection
5. An extended absence due to illness or some other reason (beyond one year)

Financial Accountability:

The Executive Director of the Southern University Foundation shall report the actual and projected earnings for each Endowment account to the System's Vice President for Finance and Business Affairs, SUBR's Vice Chancellor of Finance and Administration, and the Office of Academic Affairs, before the start of SUBR's fiscal year. The Executive Director of the Foundation, working collaboratively with the SUBR Office of Academic Affairs, Executive Vice Chancellor, and the President-Chancellor, encourages the re-investment of a certain percentage of the interest-earning to aid the increase of the principal of the endowment funded over time, off-setting inflation. The Vice President for Finance and Business Affairs in conjunction with SUBR's Vice Chancellor for Finance and Administration shall receive the proceeds from the Endowment Funds from the Executive Director of the Foundation and transfer and allocate available funds, as applicable to the SUBR campus. SUBR is then authorized to expend the funds under Louisiana law, Foundation rules and regulations, and the applicable endowment agreement. The Office of Academic Affairs shall be responsible for submitting annual detailed budget requests and year-end budget reports on each Endowment account to the Executive Vice Chancellor, SUBR's Vice Chancellor for Finance and Administration, and President-Chancellor, via the System's Vice President for Finance and Business Affairs. Funds are dispersed by fiscal year, and the awards and appointments will also occur during the academic fiscal year. The expenditure of funds shall at all times be consistent with the Southern

University System Foundation investment policy. See policy annexed hereto as "Attachment A."

1. Endowment interest will be used as a salary supplement, plus fringe benefits within the range of 4% of total investment income per annum for recipients of endowed professorships.
2. Endowment interest will be used as a salary supplement, plus fringe benefits within the range of 4% of total investment income per annum for recipients of endowed chairs.
3. Any endowment interest within 4% of total investment income may be used to support supplement expenses, including equipment, supplies, travel, and student labor, upon approval of the Office of Academic Affairs, Executive Vice Chancellor, SUBR's Vice Chancellor for Finance and Administration, the System's Vice-President for Business and Finance, and the President-Chancellor.
4. The Office of Academic Affairs shall initiate the Personnel Action Forms (PAFs) for all Endowed Chairs and Professorships based on the amount of approved funding. As stated below:
 - a. Endowment interest will be used as a salary supplement plus fringe benefits.
 - b. Any endowment interest within 4% of total investment income may be used to support supplement expenses, including equipment, supplies, travel, and student labor, upon approval of the Office of Academic Affairs, Executive Vice Chancellor, SUBR's Vice Chancellor for Finance and Administration, the System's Vice-President for Business and Finance, and the President-Chancellor.
5. Additionally, monthly timesheets are not necessary. All Endowed Chairs and Professors are required to submit an annual report, according to the campus guidelines and the specifics detailed in their award letter, and, upon approval of their annual report, complete the necessary process for their annual payment in July.

IV. POLICY DEFINITIONS

- **The Endowed Professorship Program** was created by the Louisiana Endowment Trust Fund for Eminent Scholars during the 1983 Regular Session of the Louisiana Legislature. It was established in the State Treasury by Section 1 of Acts 1983, No. 668, utilizing monies appropriated annually by the State Legislature. The SUBR policy is written with adequate flexibility to provide a broad framework that each campus may use to formulate a campus-specific endowed faculty policy that complements SUBR's campus.
- **The Endowed Chair** appointment is up to three consecutive years. The Office of Academic Affairs determines the Endowed Chair's term, based on the recommendation of the Departmental chair's selection committee and the college Dean's selection committee's recommendation. The appointment is renewable based on the results of the annual performance review of the Endowed Chair's holder.
- **The Endowed Professor** appointment is up to three consecutive years. The Office of Academic Affairs determines the Endowed Professorship's term, based on the recommendation of the Departmental chair's selection committee and the college Dean's selection committee's recommendation. The appointment is renewable based on the results of the annual performance review of the Endowed Professorship's holder.

V. POLICY IMPLEMENTATION PROCEDURES

The awarding of the Endowment of Chairs and Professorships to the faculty include standardized procedures, which are as follows.

A. Applications

An applicant for an endowment submits the following materials to the Office of Academic Affairs by way of their respective college dean:

1. Cover letter of the applicant's qualifications for the award.
2. Their vitae focusing on the last three years (**July 1 – June 30**) including:
 - a. personal data
 - b. educational background
 - c. employment history
 - d. professional publications in complete bibliographic form (denoting peer-review journals and providing acceptance rates or other indications or evidence of journal competitiveness, where possible). When including works in progress, provide proof of acceptance of the final edited form.
 - e. honors
 - f. professional activities
 - g. funded research and creative endeavors and other grants
 - h. economic development successes
 - i. university, accreditation, and community service
3. Professional publications from the last three years
4. Professional service activities that the applicant wish to provide
5. Other materials as appropriate for the specific chair/professorship
6. Three letters of recommendation to analyze the quality of the individual's scholarly or artistic work, with specific reference to its impact on the field, and an explanation of each referee's personal or professional relationship to the nominee
 - a. One must be an external letter (from outside the University) of appraisal from a prominent scholar qualified to evaluate the nominee
 - b. College Screening Committee members cannot write letters of support for nominees

B. Department Screening Committee

1. The Screening Committee for an Endowed Chair/Professorship, membership shall include:
 - a. The chair of the department serving as chair of the committee.
 - b. Tenured faculty members appointed by the department chair.
2. The department chair shall ensure no conflicts of interest between Screening Committee members and the Endowed Chair/Professorship applicants.
3. If multiple Endowed Chairs/Professorships in a department are open for application each year, the department chair may elect to form one Screening Committee to consider all applicants for those Endowed Chairs and Professorships.

C. Department Screening Committee Procedures

1. The department chair will review the applications through an online application process
2. The department chair will then call a meeting of the Department Screening Committee to review the applications
3. The committee will vote by confidential ballot
4. The department chair will forward the recommendations of the committee via letter to the dean of the college. That communication will include:
 - a. Department Screening Committee members
 - b. All applicants with an indication that the Screening Committee has deemed qualified for the chair/professorship
 - c. Committee's ranking of the candidates deemed qualified
 - d. Ballots (including any proxy votes)

E. College Screening Committee Procedures

1. The College Screening Committee for an Endowed Chair/Professorship membership shall meet the following requirements:
 - a. The dean of the college will chair the committee
 - b. Tenured faculty members will be appointed by the dean
2. The dean shall ensure no conflicts of interest between College Screening Committee members and the Endowed Chair/Professorship applicants
3. If multiple Endowed Chairs/Professorships in a discipline or department are open for applications each year, the dean may elect to form one College Screening Committee to consider all applicants for those Endowed Chairs and Professorships

F. College Screening Committee Procedures

1. The dean will review the applications through an online application process
2. The dean will call a meeting of the College Screening Committee to review the applications
3. The committee will vote by confidential ballot
4. The dean will forward the recommendations of the committee **via letter** to the Office of Academic Affairs. That communication will include:
 - a. College Screening Committee members
 - b. All applicants with an indication that the Screening Committee has deemed qualified for the chair/professorship
 - c. Committee's ranking of the candidates deemed qualified
 - d. Ballots (including any proxy votes)

There are three situations in which a Screening Committee does not review applications:

1. When, with the approval of the Senior Associate Vice Chancellor for Academic Affairs, Executive Vice Chancellor, and President-Chancellor, the Endowed Chair/Professorship is used to recruit a new faculty member. In such a case, the departmental search committee will substitute for the Screening Committee
2. When a dean is an applicant
3. When the renewal of a non-competitively awarded endowment is considered

G. Office of Academic Affairs Procedures

The standard procedure involves the Office of Academic Affairs making its recommendation to Executive Vice Chancellor, the President-Chancellor, and the Southern University Board of Supervisors for approval. The regular procedure of the Office of Academic Affairs is as follows:

1. The Office of Academic Affairs shall forward the names and award amount of the prospective candidates to the Executive Vice Chancellor, the President-Chancellor, and the Southern University Board of Supervisors
2. Upon approval of the nomination from the President-Chancellor and the Board of Supervisors, the Office of Academic Affairs shall notify the relevant dean and faculty member to whom the Endowed Professorship/Chair was awarded

VI. POLICY RELATED INFORMATION

There is no additional policy-related information.

VII. POLICY HISTORY AND REVIEW CYCLE

The Endowed Professorship and Chair policy was originated on March 18, 2016 as a System's policy. The last revision to the System's policy was completed on September 1, 2017. This new SUBR campus proposed policy will be effective beginning February 1, 2021, upon the approval of the Southern University System Board of Supervisors and the President-Chancellor of the Southern University and A&M College System.

The major changes from the original System policy are as follows:

1. A current SUBR campus donor requested an increase to the salary supplement. To accommodate possible requests from other donors and to fulfill this request, the following is being proposed:
 - a) Salary supplement expenses changed in range from \$5,000 to \$15,000 annually for an Endowed Professorship
 - b) Salary supplement expenses changed in the range from \$50,000 to \$60,000 annually for an Endowed Chair
2. Support supplement expenses changed in range from \$2,500 to \$5,000
3. While the Holder of an Endowed Professorship/Chair award was previously being distributed in accordance with a calendar year, and we are proposing that changes be made to adhere to the academic year

VIII. POLICY URL

Southern University Policies and Procedures: <https://www.sus.edu/page/su-board-policies>

IX. POLICY APPROVAL

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

Effective Date of Policy

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

Effective Date of Policy



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

March 29, 2021

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

RE: Salary Adjustments for Instructors/Academic Counselors at the Southern University Law Center (SULC)

Since there has been a substantial increase in enrollment at SULC in the 2020-2021 academic year, and because SULC will begin offering to incoming first-year law students during the 2021-2022 academic years civil law track and common law track, the workload for individuals that are instructors/academic counselors will increase as early as April, May, and June 2021.

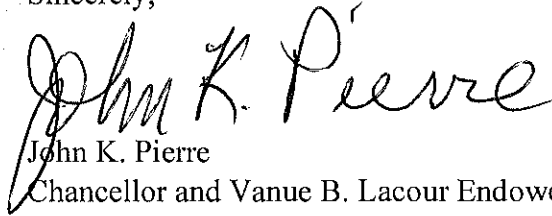
Those individuals will be tasked to begin counseling first-year students contingent on their selection of either civil or common law, and how this might affect their career choices. The following list of individuals and adjustments are requested and recommended:

Name	Current Salary	Proposed Salary
Brown, John	\$ 74,800	\$ 81,000
Johnson, Jessica	\$ 77,896	\$ 84,000
Lamotte, Kimberly	\$ 90,480	\$ 96,000
Richardson, Courtney	\$ 87,360	\$ 93,000
Signorelli, Gina	\$ 74,800	\$ 81,000
Smith, Rahim	\$ 87,000	\$ 93,000
Stillman, Julie	\$ 74,800	\$ 81,000
Theriot, Jerne	\$ 74,900	\$ 81,000
Vessel, Valencia	\$ 74,900	\$ 81,000
Wilson, William	\$ 74,900	\$ 81,000

The desired effective date of the adjustments is June 1, 2021. I hereby ask that this request be presented to the Southern University Board of Supervisors at its April 16, 2021 meeting for consideration and approval.

The salaries proposed are 12-month salaries, as the instructor/academic counselor positions are hybrid 12-month positions that are very critical to the SULC academic support department. If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "John K. Pierre". The signature is written in a cursive style with a large, prominent initial "J".

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

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

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment 06/01/2021 To 09/30/2021
 Effective Date 06/01/2021

Name John Brown xxx-xx-1693 Sex M Race* W
 (Last 4 digits only)

Position Title: Academic Support Counselor and Instructor Department: Law Center-Institutional Support

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

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

Years Experience 32 Southern University Experience 1
 Degree(s): Type/Discipline (BA-Education): B.A. Institution/Location (SU-Baton Rouge): Mercer University Year: _____
J.D. Mercer University

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$81,000.00 Salary Budgeted \$81,000.00

Source of Funds Title III 320172 84.60% and Student Success(392007(15.40%)32030-61002-34100

Identify Budget: Grant Location _____
 Form Code: BOR10 Page 1 Item # 1

Change of: _____
 Position Academic Support Counselor and Instr From To Academic Support Counselor and Instr
 Status _____
 Salary Adjustment \$74,800.00 \$81,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
320172-32030-61002-34100	\$63,280.80
392007-32030-61002-34100	\$11,519.20

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Smitha N. Deo 3/30/21
 Supervisor Date
Smitha N. Deo 3/30/21
 Vice Chancellor Date
 _____ Date
 Director/Personnel
 _____ Date
 President

Gary R. Hall 3/30/21
 Dean/Unit Head Date
Walter K. Pierre 3/30/2021
 VIC for Fin. and Administration Date
 Chancellor Date
 _____ Date
 Vice President/Finance
 Business Affairs/Comptroller
 _____ Date
 Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Salary Adjustment for Instructors/Academic Counselors at the Southern University Law Center (SULC).

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

EMPLOYEE DIRECT SUPERVISOR: Assoc. Vice Chancellor, Cynthia Reed

NUMBER OF EMPLOYEES SUPERVISED, (if any) 7

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER

CODE LAW CENTER EXPRES II

I certify that the above purchase(s) is (are) allowable under the terms and conditions of the appropriation, budget or award agreement and in accordance with Federal, State, Local, and University policies and procedures required for fiscal compliance.

Availability/Compliance Verified
 Encumbered/Funds Available
 Doc. I.D. # _____
 By: *Tim R. Hall*
 Date: 3-30-21
 F1
 F0

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

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

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	9	9
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment 06/01/2021 To 09/30/2021

Effective Date 06/01/2021

Name Jessica Sparks Johnson xxx-xx-8585 Sex F Race* B
(Last 4 digits only)

Position Title: Academic Support Counselor and Instructor Department: Law Center-Institutional Support

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

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

Years Experience 10 Southern University Experience 6

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.A.</u>	<u>Southern University</u>	<u>2007</u>
	<u>J.D.</u>	<u>Southern University Law Center</u>	<u>2011</u>

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$84,000.00 Salary Budgeted \$84,000.00

Source of Funds Title III 320172 77.03% and Student Success(392007(22.97%)32030-61002-34100

Identify Budget: Grant Location _____
 Form Code: BOR10 Page 1 Item # 1

Change of:
 Position Academic Support Counselor and Instr From To Academic Support Counselor and Instr
 Status _____
 Salary Adjustment \$77,896.00 \$84,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
320172-32030-61002-34100	\$60,003.29
392007-32030-61002-34100	\$17,892.72

*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 3/30/21
 Supervisor Date
[Signature] 3/30/21
 Vice Chancellor Date
 _____ Date
 Director/Personnel
 _____ Date
 President

[Signature] 3/30/21
 Dean/Unit Head Date
[Signature] 3/30/2021
 V/C for Fin and Administration Date
[Signature] 3/30/2021
 Chancellor Date
 _____ Date
 Vice President/Finance
 Business Affairs/Comptroller
 _____ Date
 Chairman/S.U. Board of Supervisors

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Salary Adjustment for Instructors/Academic Counselors at the Southern University Law Center (SULC).

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

EMPLOYEE DIRECT SUPERVISOR: Vice Chancellor, Shawn Vance

NUMBER OF EMPLOYEES SUPERVISED, (if any) 100

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
CODE AW CENTER - TITLE III
EXPIRES

I certify that the above purchase(s) is (are) allowable under the terms and conditions of the appropriation, budget or award agreement and in accordance with Federal, State, Local, and University policies and procedures required for fiscal compliance.
// Availability/Compliance Verified By: [Signature]
// Encumbered/Funds Available Date: 3/30/21
Dep. I.D. # F0

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

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

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

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	2	8
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CAMPUS: SUS ___ SUBR ___ SULAC X SUAREC ___ SUNO ___ SUSLA ___

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

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

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

Profile of Person Recommended

Length of Employment 06/01/2021 To 09/30/2021
 Effective Date 06/01/2021

Name Kimberly LaMotte XXX-XX-5083 Sex F Race* B
 (Last 4 digits only)

Position Title: Academic Support Counselor and Instructor Department: Law Center - Academic Support

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

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

Years Experience 28 Southern University Experience 5
 Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: 2012
Doctorate of Pharmacy Xavier University of Louisiana, New Orleans 1994
B.S. in Pharmacy Xavier University of Louisiana, New Orleans 1991

Current Employer Southern University Law Center

Personnel Action

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

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

Source of Funds Title III 320172 74.70% and Student Success(392007(25.30%)32030-61002-34100

Identify Budget: Grant & Student Success Location ___
 Form Code: BOR10 Page 1 Item # 1

Change of:
 Position Academic Support Counselor and Instructor Academic Support Counselor and Instructor
 Status ___
 Salary Adjustment \$90,480.00 \$96,000.00

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
320172-32030-61002-34100	\$67,588.56
392007-32030-61002-34100	\$22,891.44

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Kimberly LaMotte 3/30/21
 Supervisor Date
Kimberly LaMotte 3/30/21
 Vice Chancellor Date

Ann L. Hall 3/30/21
 Dean/Unit-Head Date
John R. Diere 3/30/2021
 V/C for Finance & Admin. Date
 Chancellor Date

Director/Personnel Date

Vice President/Finance Date
 Business Affairs/Comptroller

President Date

Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Salary Adjustment for Instructors/Academic Counselors at the Southern University Law Center (SULC).

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

EMPLOYEE DIRECT SUPERVISOR: Vice Chancellor, Shawn Vance

NUMBER OF EMPLOYEES SUPERVISED, (if any) 100

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
LAW CENTER - TITLE III

I certify that the above purchase(s) is (are) allowable under the terms and conditions of the appropriation, budget or award agreement and in accordance with Federal, State, Local, and University policies and procedures required for fiscal compliance.

// Allowability/Compliance Verified
/ Encumbered/Funds Available
Doc. # F0

By: [Signature]
Date: 3/30/21

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

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

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment 06/01/2021 To 09/30/2021
 Effective Date 06/01/2021

Name Courtney Richardson SS# xxx-xx-5887 Sex F Race* B
(Last 4 digits only)

Position Title: Academic Support Counselor and Instructor Department: Southern University Law Center

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

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

Years Experience 8 Southern University Experience 3
 Degree(s): Type/Discipline (BA-Education): BA- English Institution/Location (SU-Baton Rouge): Louisiana State University Year: 2009
JD Southern University Law School 2013

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$93,000.00 Salary Budgeted \$93,000.00

Source of Funds Title III 320172 (62.75%) and Student Success(392007(37.25%)32030-61002-34100

Identify Budget: Grant & Student Success Location _____
 Form Code: BOR10 Page _____ Item # _____

Change of:
 Position Academic Support Counselor & Instructor From To Academic Support Counselor and Instructor
 Status _____
 Salary Adjustment \$87,360.00 \$93,000.00

Financial Aid signature (if, applicable):




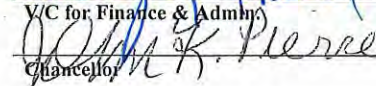
List total funds currently paid this employee by Southern University:
 *See Reverse Side

Source of Funds	Amount
320172-32030-61002-34100	\$54,818.40
392007-32030-61002-34100	\$32,541.60

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

	<u>3/30/21</u>	<u>3/30/21</u>		<u>3/30/21</u>
Supervisor	Date	Date	V/C for Finance & Admin	Date
	<u>3/30/21</u>	<u>3/30/2021</u>		<u>3/30/2021</u>
Vice Chancellor	Date	Date	Chancellor	Date
Director/Personnel	Date	Vice President/Finance	Date	Business Affairs/Comptroller
President	Date	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 x Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Salary Adjustment for Instructors/Academic Counselors at the Southern University Law Center (SULC).

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

EMPLOYEE DIRECT SUPERVISOR: Vice Chancellor, Shawn Vance

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-457-5700

NUMBER OF EMPLOYEES SUPERVISED, (if any) 100

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER - TITLE III

LAW CENTER - TITLE III

I certify that the above purchase(s) is (are) allowable under the terms and conditions of the appropriation, budget or award agreement and in accordance with Federal, State, Local, and University policies and procedures required for fiscal compliance.

// Allowability/Compliance Verified

/ Encumbered/Funds Available

Doc. ID #

By: Shawn Vance

Date: 3/30/12

EXPIRES

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

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

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment 06/01/2021 To 06/30/2022
 Effective Date 06/01/2021

Name Gina Signorelli xxx-xx-1472 Sex F Race* W
 (Last 4 digits only)

Position Title: Academic Support Counselor and Instructor Department: Law Center-Institutional Support

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

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

Years Experience 17 Southern University Experience 1
 Degree(s): Type/Discipline (BA-Education): B.A. Institution/Location (SU-Baton Rouge): McNeese State University Year: 1998
J.D. Southern University Law Center 2019

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$81,000.00 Salary Budgeted \$81,000.00

Source of Funds Grant

Identify Budget: Grant Location 32906-32030-61002-34100
 Form Code: BOR10 Page 1 Item # 1

Change of:
 Position Academic Support Counselor and Instr From To Academic Support Counselor and Instr
 Status ___
 Salary Adjustment \$74,800.00 \$81,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:
 *See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
32906-32030-61002-34100	\$74,800.00

*See Reverse Side

Graduate School signature (if, applicable):

Cynthia A. Lee 3/30/21
 Supervisor Date
Cynthia A. Lee 3/30/21
 Vice Chancellor Date

Gerry R. Hall 3/30/21
 Dean/Unit Head Date
Jim R. Pierre 3/30/2021
 Y/C for Fin. and Administration Date
 Chancellor Date

Director/Personnel Date
 President Date

Vice President/Finance Date
 Business Affairs/Comptroller Date
 Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Salary Adjustment for Instructors/Academic Counselors at the Southern University Law Center (SULC).

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

EMPLOYEE DIRECT SUPERVISOR: Assoc., Vice Chancellor, Cynthia Reed

NUMBER OF EMPLOYEES SUPERVISED, (if any) 7

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
 ENCUMBERED / FUNDS AVAILABLE
 CODE _____ EXPIRES _____
 DOC. I.D. # _____
 DATE RA 3-30-21
 BY [Signature]
 HI
 F1
 F0

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

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

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

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

X Academic X 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 X Permanent Status

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

Profile of Person Recommended

Length of Employment 06/01/2021 To 09/30/2021
 Effective Date 06/01/2021

Name Rahim A. Smith S01506375/9261 Sex M Race* B
 (Last 4 digits only)

Position Title: Academic Support Counselor and Instructor Department: Law Center - Instruction

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

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

Years Experience 17 Southern University Experience 4

Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: 2010

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$93,000.00 Salary Budgeted \$93,000.00

Source of Funds Title III 320172 (80.28%) and Student Success(392007(19.72%)32030-61002-34100

Identify Budget: Grant Location _____
 Form Code: BOR10 Page 1 Item # 1

Change of:
 Position Academic Support Counselor and Inst From Academic Support Counselor and Inst To
 Status _____
 Salary Adjustment \$87,000.00 \$93,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
320172-32030-61002-34100	\$69,843.60
392007-32030-61002-34100	\$17,156.40

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

[Signature] 3/30/21
 Supervisor Date
[Signature] 3/30/21
 Vice Chancellor Date

Director/Personnel Date

President Date

[Signature] 3/30/21
 Dean/Unit Head Date
[Signature] 3/30/2021
 V/C for Finance & Admin Date
[Signature] 3/30/2021
 Chancellor Date

Vice President/Finance Date
 Business Affairs/Comptroller

Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Salary Adjustment for Instructors/Academic Counselors at the Southern University Law Center (SULC).

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

EMPLOYEE DIRECT SUPERVISOR: Associate Vice Chancellor, Shawn Vance

NUMBER OF EMPLOYEES SUPERVISED, (if any) 100

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

**SOUTHERN UNIVERSITY LAW CENTER
LAW CENTER - TITLE III**

CODE _____ EXPIRES _____
 I certify that the above purchase(s) is (are) allowable under the terms and conditions of the appropriation, budget or award agreement and in accordance with Federal, State, Local, and University policies and procedures required for fiscal compliance.
 // Allowability/Compliance Verified By: Gary R. Hall
 / Encumbered Funds Available By: _____
 Doc. I.D. F1 Date: 3/30/21
 F1
 F0

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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

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

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment 06/01/2021 To 09/30/2022

Effective Date 06/01/2021

Name Julie Stillman xxx-xx-9105 Sex F Race* W
 (Last 4 digits only)

Position Title: Academic Support Counselor and Instructor Department: Law Center-Institutional Support

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

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

Years Experience 17 Southern University Experience 1

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.A.</u>	<u>University of Washington</u>	<u>1992</u>
	<u>J.D.</u>	<u>Santa Barbara College of Law</u>	<u>2009</u>

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$81,000.00 Salary Budgeted \$81,000.00

Source of Funds Grant

Identify Budget: Grant Location 32906-32030-61002-34100
 Form Code: BOR10 Page 1 Item # 1

Change of:
 Position Academic Support Counselor and Instr From To Academic Support Counselor and Instr
 Status _____
 Salary Adjustment \$74,800.00 \$81,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Source of Funds	Amount
32906-32030-61002-34100	\$74,800.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Stephanie A. Lee 3/30/21
 Supervisor Date
Stephanie A. Lee 3/30/21
 Vice Chancellor Date

Director/Personnel _____ Date _____

President _____ Date _____

Garry R. Hall 3/30/21
 Dean/Unit Head Date
Jim W. Pierre 3/30/2021
 V/C for Fin. and Administration Date
 Chancellor Date

Vice President/Finance _____ Date _____
 Business Affairs/Comptroller

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

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Salary Adjustment for Instructors/Academic Counselors at the Southern University Law Center (SULC).

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

EMPLOYEE DIRECT SUPERVISOR: Assoc., Vice Chancellor, Cynthia Reed

NUMBER OF EMPLOYEES SUPERVISED, (if any) 7

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE
 DOC. I.D. # CODE EXPIRES
 DATE 3-30-21 US
 BY Gerry L. Hall
 HI
 J1
 F1
 F0

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

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

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

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	2	8
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment 06/01/2021 To 09/30/2021
 Effective Date 06/01/2021

Name Jerne' Theriot xxx-xx-3869 Sex F Race* B
 (Last 4 digits only)

Position Title: Academic Support Counselor and Instructor Department: Law Center-Institutional Support

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

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

Years Experience _____ Southern University Experience _____
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
B.A. LSU 2010
J.D. Southern University Law Center 2013

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$81,000.00 Salary Budgeted \$81,000.00

Source of Funds Title III 320172 84.60% and Student Success(392007(15.40%)32030-61002-34100

Identify Budget: Grant Location _____
 Form Code: BOR10 Page 1 Item # 1

Change of: _____
 Position From Academic Support Counselor and Instr To Academic Support Counselor and Instr
 Status _____
 Salary Adjustment \$74,900.00 \$81,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Source of Funds	Amount
320172-32030-61002-34100	\$63,365.40
392001-32030-61002-34100	\$11,534.60

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 3/30/21
 Supervisor Date
[Signature] 3/30/21
 Vice Chancellor Date

[Signature] 3/30/21
 Dean/Unit Head Date
[Signature] 3/30/2021
 V/C for Fin. and Administration Date
 Chancellor Date

Director/Personnel _____ Date _____
 Vice President/Finance _____ Date _____
 Business Affairs/Comptroller _____
 President _____ Date _____
 Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Salary Adjustment for Instructors/Academic Counselors at the Southern University Law Center (SULC).

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

EMPLOYEE DIRECT SUPERVISOR: Assoc., Vice Chancellor, Cynthia Reed

NUMBER OF EMPLOYEES SUPERVISED, (if any) 7

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
LAW CENTER - TITLE III

CODE _____ EXPIRES _____
 I certify that the above purchase(s) is (are) allowable under the terms and conditions of the appropriation, budget or award agreement and in accordance with Federal, State, Local, and University policies and procedures required for fiscal compliance.
 // Allowability/Compliance Verified By: _____
 / Encumbered/Funds Available By: _____
 Doc. # _____ Date: 3/30/17
 F1
 F0

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

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

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	2	8
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 06/01/2021 To 06/30/2022
 Effective Date 06/01/2021

Name Valencia Vessel xxx-xx-2409 Sex F Race* B
(Last 4 digits only)

Position Title: Academic Support Counselor and Instructor Department: Law Center-Institutional Support

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

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

Years Experience 10 Southern University Experience 1
 Degree(s): Type/Discipline (BA-Education): B.A. Institution/Location (SU-Baton Rouge): Dillard University, New Orleans Year: 2004
J.D. Southern University Law Center 2007

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$81,000.00 Salary Budgeted \$81,000.00

Source of Funds Grant

Identify Budget: Grant Location 32906-32030-61002-34100
 Form Code: BOR10 Page 1 Item # 1

Change of:
 Position Academic Support Counselor and Instr From To Academic Support Counselor and Instr
 Status _____
 Salary Adjustment \$74,900.00 \$81,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
32906-32030-61002-34100	\$74,900.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] 3/30/21 Date
 Vice Chancellor [Signature] 3/30/21 Date
 Director/Personnel _____ Date
 President _____ Date

Dean/Unit Head [Signature] 3/30/21 Date
 V/C for Fin. and Administration [Signature] 3/30/2021 Date
 Chancellor [Signature] 3/30/2021 Date
 Vice President/Finance _____ Date
 Business Affairs/Comptroller _____ Date
 Chairman/S.U. Board of Supervisors _____ Date

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

COMMENTS: Salary Adjustment for Instructors/Academic Counselors at the Southern University Law Center (SULC).

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

EMPLOYEE DIRECT SUPERVISOR: Assoc., Vice Chancellor, Cynthia Reed

NUMBER OF EMPLOYEES SUPERVISED, (if any) 7

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
 CODE _____ EXPIRES _____
 ENCUMBERED / FUNDS AVAILABLE
 DOC. I.D. # US _____
 DATE RA 3-30-21
 HI _____
 BY Gary L. Hall
 FT _____
 F1 _____
 F0 _____

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

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

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	2	8
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment 06/01/2021 To 06/30/2022
 Effective Date 06/01/2021

Name William Wilson xxx-xx-3362 Sex M Race* W
 (Last 4 digits only)

Position Title: Academic Support Counselor and Instructor Department: Law Center-Institutional Support

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

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

Years Experience 14 Southern University Experience 1
 Degree(s): Type/Discipline (BA-Education): B.A. Institution/Location (SU-Baton Rouge): Southeastern Louisiana University Year: 2005
J.D. Southern University Law Center 2015
Master of Science in Sociology Southeastern Louisiana University 2009

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$81,000.00 Salary Budgeted \$81,000.00

Source of Funds Grant

Identify Budget: Grant Location 32906-32030-61002-34100
 Form Code: BOR10 Page 1 Item # 1

Change of:
 Position Academic Support Counselor and Instr From To Academic Support Counselor and Instr
 Status _____
 Salary Adjustment \$74,900.00 \$81,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Source of Funds	Amount
32906-32030-61002-34100	\$74,900.00

Southern University:

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 3/30/21
 Supervisor Date
[Signature] 3/30/21
 Vice Chancellor Date

 Director/Personnel Date

 President Date

[Signature] 3/30/21
 Dean/Unit Head Date
[Signature] 3/30/2021
 V/C for Fin and Administration Date
[Signature] 3/30/2021
 Chancellor Date

 Vice President/Finance Date
 Business Affairs/Comptroller

 Chairman/S.U. Board of Supervisors Date

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ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

W 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.

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

COMMENTS: Salary Adjustment for Instructors/Academic Counselors at the Southern University Law Center (SULC).

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

EMPLOYEE DIRECT SUPERVISOR: Assoc., Vice Chancellor, Cynthia Reed

NUMBER OF EMPLOYEES SUPERVISED, (if any) 7

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE

CODE	EXPIRES
DOC ID. #	
US	
DATE RA	3/30/21
H1	
BY J1	<i>Erin R. Hall</i>
F1	
F0	

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

J.S. Clark Administration Building
Post Office Box 9820
Baton Rouge, Louisiana 70813
Office: 225 771-2360

April 1, 2021

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

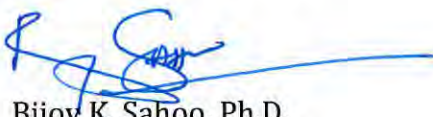
Dear Dr. Belton:

I had earlier shared salary data for the Deans, in academic and support units, employed at Southern University A&M College. Thank you for the attention and the ensuing discussions. I am further recommending that salary adjustments may please be made to achieve gender equity while paying attention to the type of units that these senior administrators lead and offer their services. I am recommending that salary averages may please be computed for each unit type and salaries adjusted to bring parity and equity at individual levels. The table below captures specifics of my recommendation for individual salaries to be revised:

	Name of Administrator	Recommended Salary	Cohort Unit
1	Dr. Cynthia Bryant	\$145,650	College of Humanities & Interdisciplinary Studies
2	Dr. Damien Ejigiri	\$145,650	Nelson Mandela College of Government and Social Sciences
3	Dr. Barbara Carpenter	\$127,500	Dean, Office of International Affairs and Director of Continuing Education and Center for Service Learning
4	Dr. Karen Crosby	\$127,500	Dean, Dolores Margaret Richard Spikes Honors College
5	Ms. Dawn Kight	\$127,500	Dean, John B Cade Library

Thank you for considering my request and your kind attention. Your action will greatly motivate the Deans to further dedicate themselves to the university mission and will be the right thing, the equitable thing to do at our institution.

With kindest regards,



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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	9	2	2
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment 05/01/2021 To Continuing
 Effective Date 05/01/2021

Name Cynthia Bryant SS# U01691794 Sex F Race* B
 (Last 4 digits only)

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

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

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

Years Experience 28 Southern University Experience 26

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

Current Employer SUBR

Personnel Action

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

Recommended Salary 145,650 Salary Budgeted 145,650

Source of Funds State

Identify Budget: 211001-22252-61002-24100 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: _____ From _____ To _____

Position _____
 Status _____
 Salary Adjustment 123,600 145,640

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
211001 22252 61002 24100	123,600

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

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

<u>[Signature]</u> Supervisor	<u>4/6/21</u> Date	<u>[Signature]</u> Dean/Unit Head	<u>4/6/21</u> Date
<u>[Signature]</u> Vice Chancellor	<u>4/6/21</u> Date	<u>[Signature]</u> Chancellor	<u>4/6/21</u> Date
_____ Director/Personnel	_____ Date	_____ Vice President/Finance Business Affairs/Comptroller	_____ Date
_____ President	_____ Date	_____ Chairman/S.U. Board of Supervisors	_____ Date

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino _____ 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: Salary adjustment for Dr. Cynthia Bryant, Dean & Professor of College of Humanities and Interdisciplinary Studies.

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

EMPLOYEE DIRECT SUPERVISOR: Dr. Bijoy Sahoo

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-5880

NUMBER OF EMPLOYEES SUPERVISED, (if any) ~50+

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

<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)

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	9	3	1
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 05/01/2021 To Continuing
Effective Date 05/01/2021

Name Barbara W. Carpenter SS# U01263742 Sex F Race* B
(Last 4 digits only)

Position Title: Dean Department: International Affairs & University Outreach

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

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

Years Experience 56 Southern University Experience 39

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	PhD/Adult Education and International Education	<u>Kansas State University</u>	<u>1987</u>
	<u>Med/Secondary Ed & Admin</u>	<u>Southern University-BR</u>	<u>1970</u>
	<u>BS/Voc Ed & General Science</u>	<u>Southern University-BR</u>	<u>1965</u>

Current Employer SUBR

Personnel Action

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

Recommended Salary 127,500 Salary Budgeted 127,500

Source of Funds State

Identify Budget: 210807-211001-22571 Location _____
Form Code: _____ Page _____ Item # _____

Change of: _____
From _____ To _____

Position _____
Status _____
Salary Adjustment 123,600 127,500

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
210807 211001 22571	123,600

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

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

<u>[Signature]</u> Supervisor	<u>4/6/2021</u> Date	<u>[Signature]</u> Dean/Unit Head	<u>4/6/21</u> Date
<u>[Signature]</u> Vice Chancellor	<u>4/6/2021</u> Date	<u>[Signature]</u> Chancellor	_____ Date
_____ Director/Personnel	_____ Date	_____ Vice President/Finance Business Affairs/Comptroller	_____ Date
_____ President	_____ Date	_____ Chairman/S.U. Board of Supervisors	_____ Date

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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: Salary adjustment for Dr. Barbara Carpenter, Dean of International Affairs & University Outreach.

EMPLOYEE REGULAR WORK SCHEDULE: M-F: 8:00 a.m – 5:00 p.m.

EMPLOYEE DIRECT SUPERVISOR: Dr. Bijoy Sahoo

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-5880

NUMBER OF EMPLOYEES SUPERVISED, (if any) 5

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

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

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CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	9	2	4
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment 05/01/2021 To Continuing
 Effective Date 05/01/2021

Name Damien N. Ejigiri SS# U01304843 Sex M Race* B
(Last 4 digits only)

Position Title: Dean Department: Nelson Mandela College of Government & Social Sciences

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

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

Years Experience 33 Southern University Experience 33

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BA/Urban Affairs</u>	<u>G.Washington State Univ-Washington, D.C.</u>	<u>1980</u>
	<u>MA/Urban&Regional Planning</u>	<u>VA Polytechnical&St. University-N.Springfield,VA</u>	<u>1981</u>
	<u>Ph.D/Urban & Regional Science</u>	<u>Texas A&M University-College Station, TX</u>	<u>1986</u>

Current Employer SUBR

Personnel Action

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

Recommended Salary 145,640 Salary Budgeted 145,640

Source of Funds State

Identify Budget: 210884211001 22451 61002 24100 Location _____

Form Code: _____ Page 1 Item # 1

Change of: _____ From _____ To _____

Position _____

Status _____

Salary Adjustment 137,400 145,640

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
<u>210884 211001 22451 61002 24100</u>	<u>137,400</u>

*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u> Supervisor	<u>4/6/21</u> Date	<u>[Signature]</u> Dean/Unit Head	<u>4/6/21</u> Date
<u>[Signature]</u> Vice Chancellor	<u>4/6/21</u> Date	<u>[Signature]</u> Chancellor	_____ Date
_____ Director/Personnel	_____ Date	<u>[Signature]</u> Vice President/Finance Business Affairs/Comptroller	_____ Date
_____ President	_____ Date	_____ Chairman/S.U. Board of Supervisors	_____ Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Dr. Damien Ejigiri, Dean, Nelson Mandela College of Government and Social Sciences, salary adjustment.

EMPLOYEE REGULAR WORK SCHEDULE: M-F; 8:00 a.m. -- 5:00 p.m.
EMPLOYEE DIRECT SUPERVISOR: Dr. Bijoy Sahoo
NUMBER OF EMPLOYEES SUPERVISED, (if any) ~50

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

Do Not Write Below This Area
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PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

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- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
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- 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)

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

Profile of Person Recommended

Length of Employment 05/01/2021 To continuing
 Effective Date 05/01/2021

Name Karen Crosby SS# U01854671 Sex F Race* B
 (Last 4 digits only)

Position Title: Dean & Professor Department: Dolores R. Spikes Honors College

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

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

Years Experience 26 Southern University Experience 21

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>PhD-Engineering Sciences</u>	<u>LSU - Baton Rouge</u>	<u>2000</u>
	<u>BS-Mechanical Engineering</u>	<u>SU-Baton Rouge</u>	<u>1993</u>

Current Employer SUBR

Personnel Action

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

Recommended Salary 127,500 Salary Budgeted 127,500

Source of Funds State

Identify Budget: 211001 22326 61002 24100 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: _____
 From _____ To _____

Position _____
 Status _____
 Salary Adjustment 123,600 127,500

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
211001 22326 61002 24100	123,600

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u> _____ Supervisor Date <u>4/6/21</u>	<u>[Signature]</u> _____ Dean/Unit Head Date <u>4/6/21</u>
<u>[Signature]</u> _____ Vice Chancellor Date <u>4/6/21</u>	<u>[Signature]</u> _____ Chancellor Date <u>4/6/21</u>
_____ Director/Personnel Date _____	_____ Vice President/Finance Business Affairs/Comptroller Date _____
_____ President Date _____	_____ Chairman/S.U. Board of Supervisors Date _____

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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: Salary adjustment for Dr. Karen Crosby, Dean of Dolores R. Spikes Honors College.

EMPLOYEE REGULAR WORK SCHEDULE: M-F: 8:00 a.m – 5:00 p.m.

EMPLOYEE DIRECT SUPERVISOR: Dr. Bijoy Sahoo

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-5880

NUMBER OF EMPLOYEES SUPERVISED, (if any) 5

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	9	0	9
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment 05/01/2021 To continuing
 Effective Date 5/01/2021

Name Dawn V. Kight SS# U01739121 Sex F Race* B
 (Last 4 digits only)

Position Title: Dean Department: Library

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

--	--	--

 _____ New Position Expiration Date: _____

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

Years Experience 33 Southern University Experience 30

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>PhD/SMED</u>	<u>Southern University-Baton Rouge</u>	<u>2021 (Summer)</u>
	<u>MLIS/Lib&Info Sci</u>	<u>LSU-Baton Rouge</u>	<u>1993</u>
	<u>BS/ Comp. Sci</u>	<u>Southern University-Baton Rouge</u>	<u>1988</u>

Current Employer SUBR

Personnel Action

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

Recommended Salary 127,500 Salary Budgeted 127,500

Source of Funds State

Identify Budget: 211001 22561 61002 24500 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: _____
 _____ From _____ To _____
 Position _____
 Status _____
 Salary Adjustment 118,450 _____ 127,500 _____

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
211001 22561 61002 24500	118,450

*See Reverse Side

Graduate School signature (if, applicable):

	<u>4/6/21</u>		<u>4/6/21</u>
Supervisor	Date	Dean/Unit Head	Date
	<u>4/6/21</u>		<u>4/6/21</u>
Vice Chancellor	Date	Chancellor	Date
Director/Personnel	Date	Vice President/Finance	Date
		Business Affairs/Comptroller	
President	Date	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):

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

COMMENTS: Salary adjustment for Dawn V. Kight, Dean of Libraries.

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

EMPLOYEE DIRECT SUPERVISOR: Dr. Bijoy Sahoo

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-5880

NUMBER OF EMPLOYEES SUPERVISED, (if any) 20

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

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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	

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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 LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

March 29, 2021

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

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

RE: Creation of the Office for Innovation and Strategic Partnerships & Initiatives at the Southern University Law Center (SULC) and the appointment of Marla Dickerson as the Associate Vice Chancellor for Innovation and Strategic Partnerships & Initiatives

Dear Dr. Belton:

Over the last two years, SULC has been fortunate with opportunities to engage in innovative projects, strategic partnerships, and strategic initiatives that have allowed it to broaden its reach with regards to students, employers, constituents, and interdisciplinary academic pursuits. Most of these opportunities have given SULC the following benefits:

- Increased public awareness and visibility of SULC and its value and uniqueness,
- Increased revenue and funding streams from self-generated sources, and
- Broadened internship, career, and employment opportunities for current and future students and alums.

To continue capitalizing on current and future opportunities, it has become apparent that SULC needs to create an Office of Innovation and Strategic Partnerships & Initiatives. This newly created office will assume administrative responsibility and control of these opportunities and be tasked with seeking and evaluating innovative projects, strategic partnerships, and strategic initiatives which are appropriate for consideration by SULC. The office of Innovation and Strategic Partnerships & Initiatives would have administrative oversight and coordination responsibilities concerning activities for the:

- LA²BSET Initiative,
- Mixed Reality Virtual Innovation Gaming and Esports Institute,
- Cannabis Compliance Law & Policy Institute

- Office of Continuing Legal Education and non-degree remote, virtual, and online course offerings leading to industry-based certifications (IBC's),
- Strategic Leadership Institute that SULC operates in collaboration with the College of Business and Nelson Mandela School of Government at SUBR, and
- Native American Law & Policy Institute.


The office will have administrative oversight and coordination responsibilities over non-degree-granting innovation projects and strategic partnerships and initiatives as designated by the Chancellor of SULC. The office will also collaborate with the, (1) Louis A. Berry Civil Rights & Justice Institute, (2) Technology & Entrepreneurship Clinic, and (3) Office of Career Services to help foster and facilitate strategic partnership opportunities where appropriate. The office will become an effective administrative unit as of July 1, 2021. \$20,000 of the annual salary increase associated with this promotion will be drawn from external funding sources attributable to the LA²BSET initiative, and the remaining dollars for the salary increase will originate from SULC self-generated funds.

In addition to creating this office, I would like to waive a search and appoint Ms. Marla Dickerson to lead the efforts of this office as the Associate Vice Chancellor for Innovation and Strategic Partnerships & Initiatives. Ms. Dickerson is currently the SULC Director of Continuing Education and the Managing Fellow for the Cannabis Law & Policy Institute. Over the last two years in her current position, she has worked feverishly to help either create, foster, facilitate, and coordinate discussions that have promoted and advanced opportunities which have benefitted innovation, and strategic partnerships and initiatives at SULC. Ms. Dickerson, as Associate Vice Chancellor would report to the SULC Chancellor.

A resume for Ms. Dickerson is attached. The salary requested for Ms. Dickerson for her new role, if approved by the Southern University Board of Supervisors at its April 16, 2021 board meeting is \$126,000, effective July 1, 2021.

I hereby, respectfully ask that this request be presented to the Southern University Board of Supervisors for consideration at its April 16, 2021 board meeting. If you have any questions, please feel free to contact me.

Sincerely,



John K. Pierre
Chancellor and Vanue B. Lacour Endowed Law Professor

JOB CLASS				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

Profile of Person Recommended

Length of Employment 07/01/2021 To 06/30/2022
 Effective Date 07/01/2021

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

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

Check One _____ Existing Position *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 PAE, if applicable.)

Years Experience 14 Southern University Experience 8

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

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$126,000.00 Salary Budgeted \$126,000.00

Source of Funds General Appropriation

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

Change of: _____

Position From Director of CLE and Managing Fellow of the Cannabis Compliance, Law and Policy To Associate Vice Chancellor for Innovation and Strategic Partnerships & Initiatives

Status _____
 Salary Adjustment \$96,000.00 \$126,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Source of Funds	Amount
311001-31710-61002-33000	\$96,000.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

John K. Pierre 3/30/2021
 Vice Chancellor Date

Garry R. Hall
 V/C for Finance and Admin. Date
John K. Pierre 3/30/2021
 Chancellor Date

Director/Personnel Date

Vice President/Finance Date
 Business Affairs/Comptroller

President Date

Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: This newly created office will assume administrative responsibility and control of these opportunities and be tasked with seeking and evaluating innovative projects, strategic partnerships, and strategic initiatives which are appropriate for consideration by SULC. The office of Innovation and Strategic Partnerships & Initiatives would have administrative oversight and coordination responsibilities concerning activities for the:

- LA²BSET Initiative,
- Mixed Reality Virtual Innovation Gaming and Exports Institute, and Cannabis Compliance Law & Policy Institute,
- Office of Continuing Legal Education and non-degree remote, virtual, and online course offerings leading to industry-based certifications (IBC's),
- Strategic Leadership Institute that SULC operates in collaboration with the College of Business and Nelson Mandela School of Government at SUBR, and Native American Law & Policy Institute.

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) 200

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
 UNNUMBERED / FUNDS AVAILABLE
 CODE _____ EXPIRES _____
 DOC I.D. # _____
 US _____
 RATE 3/30/21
 H1 Gerry R. Helf
 J1 _____
 F1 _____
 F0 _____

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE ASSOCIATE VICE CHANCELLOR FOR INNOVATION AND STRATEGIC PARTNERSHIPS & INITIATIVES AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR THE SOUTHERN UNIVERSITY LAW CENTER

(Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

(Include rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary range with the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved through Human Resources). THE ASSOCIATE VICE CHANCELLOR FOR INNOVATION AND STRATEGIC PARTNERSHIPS & INITIATIVES WILL BE THE ADMINISTRATOR IN CHARGE OF THE OFFICE FOR INNOVATION AND STRATEGIC PARTNERSHIPS & INITIATIVES AND AS SUCH ASSUME LEADERSHIP FOR AND ADMINISTRATIVE OVERSIGHT FOR THE 1) LA2BSET INITIATIVE, 2) MIXED REALITY VIRTUAL INNOVATION GAMING & ESPORTS INSTITUTE, 3) CANNABIS COMPLIANCE LAW & POLICY INSTITUTE, 4) OFFICE OF CONTINUING EDUCATION AND NONDEGREE REMOTE, VIRTUAL, AND ONLINE COURSE OFFERINGS LEADING TO INDUSTRY BASED CERTIFICATIONS (IBC'S), 5) STRATEGIC LEADERSHIP INSTITUTE AND 6) NATIVE AMERICAN LAW & POLICY INSTITUTE, EFFECTIVE

Salary/Range: \$126,000 Previous Incumbent (if replacement): JULY 1, 2021.

Approved Disapproved John K. Pierre 3/30/2021
 Department Head Date

Approved Disapproved Gerry R. Hall 3/30/21
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Gerry R. Hall</u>	<u>3/30/21</u>
Signature	Date
Budget Number	<u>911001-31710-61002-33000</u>

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

Approved Disapproved [Signature] 3/30/2021
 Vice Chancellor Date

Approved Disapproved John K. Pierre 3/30/2021
 Chancellor/Vice President Date

Approved Disapproved _____
 President Date

An Equal Opportunity Employer

Marla Dickerson

419 Willow Oak Drive, Brusly, LA
70719 (225) 802-8234
marlald@aol.com

EDUCATION

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

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

Southern University Law Center, Baton Rouge, LA

Juris Doctor, Cum Laude, May 2007

GPA 3.35 ♦ Rank 34/145

Texas A&M University, College Station, TX

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

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

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

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

TEACHING EXPERIENCE

Southern University Law Center

Baton Rouge, LA

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

Law and Policy Institute

09/19 – Present

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

Southern University Law Center

Baton Rouge, LA

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

12/12 – 12/19

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

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

Southern University Law Center
Teaching Assistant

Baton Rouge, LA
 07/05-04/06

- Assisted professors and conducted review sessions with students

TAMU Agricultural Econ. Dept.
Teaching Assistant

College Station, TX
 01/02-05/03

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

WORK EXPERIENCE

The Law Offices Dickerson, Leblanc, and Woods
Managing Partner

Addis, LA
 02/11 – 01/19

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

The Law Office of Victor J. Woods, Jr.
Associate

Baton Rouge, LA
 10/07 – 02/11

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

Louisiana Department of Justice
Law Clerk (Criminal Division)

Baton Rouge, LA
 05/06-05/07

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

Louisiana Dept. of Agriculture & Forestry
Agricultural Specialist

Baton Rouge, LA
 12/03-07/04

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

BAR ADMISSIONS

Louisiana, 2007

PRESENTATIONS

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

- Underperforming Students.” (October 2017). Presented at the inaugural Association of Academic Support Educators Diversity Conference, Baltimore, Maryland.
- “Social Justice Panel and Cannabis Education Panel.” (October 2018). Presented at Diasporic Alliance for Cannabis Opportunities Conference, Philadelphia, Pennsylvania.
- “The Legal and Business Case for Diversity in the Industry: The Prospects for Women, Minorities, Veterans and Social Justice in Cannabis.” (September 2019). Presented at ABA/TIPS From Regs to Riches: Navigating the Rapidly Emerging Fields of Cannabis and Hemp Law, Chicago, IL.
- “A Discussion on Marginalized Individuals through the Lens of ASPers at HBCU and PWI Law Schools.” (September 2019). Presented at AASE Bi-Annual Diversity Conference, Chicago, IL.
- “Cannabis and Hemp.” (November 2019). Presented at Annual Bayou Classic CLE, New Orleans, LA.
- “Legal Issues in Cannabis.” (December 2020). Presented at 2020 SULC End of Year CLE, Virtual.

PROFESSIONAL AFFILIATIONS, ACADEMIC SERVICE, AND COMMUNITY SERVICE

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

AWARDS, FELLOWSHIPS, HONORS, GRANTS

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

REFERENCES

Available Upon Request



SOUTHERN UNIVERSITY AT NEW ORLEANS

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

Office of the Chancellor

March 29, 2021

Dr. Ray L. Belton, President-Chancellor
Southern University System
4th Floor, J. S. Clark Administration Building
Baton Rouge, LA 7081

Dear Dr. Belton:

Dr. Adriel Hilton was recently approved as the new Vice-Chancellor, Student Affairs and Enrollment Management, effective, April 1, 2021. I am now seeking approval to change Dr. Hilton's title to Vice-Chancellor, Student Affairs and Enrollment Management/Associate Professor of Education. This request is related to a faculty rank only with no change in his salary of \$120,000.00.

Your approval of this request is appreciated.

With kind regards,

A handwritten signature in blue ink that reads "James H. Ammons, Jr." in a cursive style.

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

APPROVED: _____

Ray L. Belton, Ph. D.
President-Chancellor
Southern University System



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

March 29, 2021

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

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

RE: Request for Salary Adjustment to Jasmine Hunter for additional duties

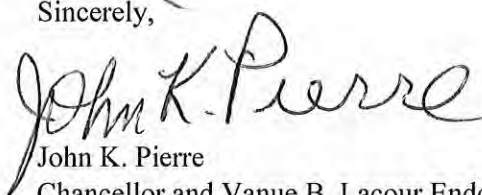
Dear Dr. Belton:

The Southern University Law Center (SULC) will receive funding to coordinate activities for the LA²BSET Initiative approved by the Southern University Board of Supervisors at its March 12, 2021 board meeting. After meeting to develop a plan to coordinate LA²BSET initiative activities that officially begins on July 1, 2021, it was determined that an extensive communications and marketing plan was needed to ensure the successful execution of the initiative. Based upon that determination, \$30,000 of the external funding for the initiative during the first three years of the initiative would be needed to pay someone to execute the communication and marketing plan which averages \$10,000 per year. Based upon the aforementioned information and subsequent conversations, it was concluded that Ms. Jasmine Hunter, the SULC Director of Communications could perform the work as additional duties. Thus, I am requesting that a \$12,000 per year salary adjustment be approved for Ms. Hunter using the \$10,000 per year external funding source, supplemented by \$2,000 per year from SULC self-generated revenues to finance the salary adjustment.

The current salary for Ms. Hunter is \$66,000 per year. The proposed salary for Ms. Hunter will be \$78,000, including the \$12,000 per annum salary adjustment. I hereby, respectfully ask that the requested salary adjustment be presented for consideration to the Southern University Board of Supervisors at its April 16, 2021 board meeting.

If you have any questions, please feel free to contact me. The effective date of the proposed adjustment would be July 1, 2021.

Sincerely,



John K. Pierre
Chancellor and Vanue B. Lacour Endowed Law Professor

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

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	5	8
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 06/01/2021 To 06/30/2022
 Effective Date 06/01/2021

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

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

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

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

Years Experience 6 Southern University Experience 2
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
B.A. Alabama State University 2012
M.S. Troy University, Troy, Alabama 2015

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$78,000.00 Salary Budgeted \$78,000.00

Source of Funds General Appreciation

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

Change of:

Position Director of Communications From Director of Communications To
 Status _____
 Salary Adjustment \$66,000.00 \$78,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-31610-61002-36000	\$66,000.00

*See Reverse Side

Graduate School signature (if, applicable):

John K. Pierre 3/30/2021
 Supervisor Date
John K. Pierre 3/30/2021
 Vice Chancellor Date

Garry R. Hall 3/30/21
 Dean/Unit Head Date
John K. Pierre 3/30/2021
 V/C for Fin. and Administration Date
 Chancellor Date

Director/Personnel _____ Date _____
 President _____ Date _____

Vice President/Finance _____ Date _____
 Business Affairs/Comptroller _____
 Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Salary Adjustment for additional duties.

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

EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) 200

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTH ALABAMA UNIVERSITY LAW CENTER
CODE RA EXPIRES
ENCUMBERED / FUNDS AVAILABLE
US DOC ID #
DATE HI 3-30-21
JI
BY FI Gerry L. Hall
F0

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

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

JASMINE D. HUNTER, M.S.

Strategic Communications

Southern University Law Center

Baton Rouge, LA

jasminedhunter@gmail.com

Professional Profile

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

Educational Background

M.S Troy University, Troy, Alabama 2015

Emphasis: Strategic Communications

B.A. Alabama State University, Montgomery, AL 2012

Emphasis: Communications

Minor: English Writing

Professional Certifications

Sales and Marketing – Sandler Training

Microsoft Office 365- Skylark Services

Microsoft Outlook 2013 – Lantec of LA

Core Proficiencies

Digital Marketing

Advertising

Public Relations

Social Media

Print Publications

Strategic Development

Grant Writing

Market Trend Research

Press Releases

Feature Story Writing

Editing

AP Style Writing

Administrative Experience & Accomplishments

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

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

Accomplishments

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

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

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

Accomplishments

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

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

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

Teaching Experience

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

Teaching Style

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

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

Book Chapter

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

Professional Affiliations

Zeta Phi Beta Sorority, Inc., 2015-present

Public Relations Society of America, 2019- present

Public Relations Association of Louisiana, 2016-present

American Association of Blacks in Higher Education, 2017-present

Southern Public Relations Federation, 2016-present

Accomplishments

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

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

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

Accomplishments

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

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

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

Accomplishments

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



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

April 9, 2021

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

RE: Proposal in Response to the April 8, 2021 directives of Dr. Ray L. Belton related to Title IX

Dear Dr. Belton:

In response to your April 8, 2021 directive which is attached to this letter. I am requesting that the Board of Supervisors approve a plan of action that I propose for the Southern University Law Center. The proposal echoes your vision that the Southern University System continues to demonstrate its "commitment to providing an environment for our campus communities that is safe and free from sexual and gender discrimination."

I propose to create within the Law Center an Office of Equity, Inclusion, and Title IX headed by an Associate Vice Chancellor who will supervise a Title IX Director, and a Title IX Investigator. The Associate Vice Chancellor would report directly to the Law Center's Chancellor and work collaboratively with the SU System General Counsel's office, providing additional support services to the General Counsel's office and SU System Human Resources office, on an as-needed basis. The Office of Equity, Inclusion, and Title IX would focus on all issues of discrimination within the Law Center with Title IX being the focus.

The Associate Vice Chancellor will work as a liaison for the institution with the SU System General Counsel's office, the Louisiana Board of Regents, and any other outside stakeholders to ensure that the Law Center follows all federal, state, and local laws and regulations related to Title IX and other discrimination laws. The Title IX Director will work 100% exclusively on Title IX issues, compliance, education and training, and investigations that relate to the Law Center's operations. The Title IX Investigator/Campus Safety and Clery Act Coordinator will work under the supervision of the Title IX Director and Associate Vice Chancellor to conduct investigations

of Law Center Title IX complaints and cases, and coordinate Law Center's Campus Safety and Clery Act Compliance.

The individuals that I would like to assume the three aforementioned roles effectively July 1, 2021, are Attorney Kerii Landry-Thomas as Associate Vice Chancellor, Attorney Tracie Washington as the Title IX Director, and Attorney Ursula Ransburg as the Title IX Investigator/Campus Safety and Clery Act Coordinator.

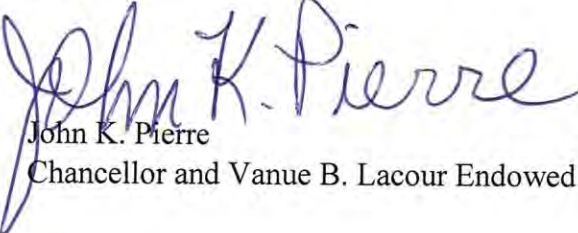
The resumes for these attorneys, who are currently SULC employees are attached for review. Attorney Kerii Landry-Thomas currently serves as the Law Center's Director of Career Service, Title IX and Equity Coordinator. If my proposal is approved by the Southern University Board of Supervisors, her duties and role as the Director of Career Services would end June 30, 2021. Attorney Tracie Washington is a visiting professor, and she would cease to have an instructional role as a visiting professor as of June 30, 2021 and would be 100% dedicated to Title IX. Attorney Ransburg would continue her role as Campus Safety & Clery Act Coordinator. Her role as a mediator will be removed, and the Title IX Investigator duties added as of July 1, 2021. Attorney Ransburg has on an as-needed basis conducted Title IX investigations for the Southern University Baton Rouge campus as well as Title VII investigations.

I hereby request that searches be waived for the proposed positions. The recommended salaries for these positions are \$120,000 for Attorney Kerii Landry-Thomas, \$99,000 for Attorney Tracie Washington, and \$78,000 for Attorney Ursula Ransburg.

I desire to present this proposal to the Southern University Board of Supervisors for review and approval at its April 16, 2021 board meeting.

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

Sincerely,



John K. Pierre
Chancellor and Vanue B. Lacour Endowed Law Professor



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

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

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

FAX NUMBER
(225) 771-5522

April 8, 2021

SENT VIA ELECTRONIC MAIL

Southern University Chancellors:

Attorney John K. Pierre, Chancellor- SULC; jpierre@sulc.edu

Dr. James Ammons, Chancellor- SUNO; jammons@suno.edu

Dr. Rodney Ellis- Chancellor- SUSLA; rellis@susla.edu

Dr. Orlando McMeans, Chancellor- SUAREC; [Orlando mcmeans@suagcenter.com](mailto:Orlando_mcmeans@suagcenter.com)

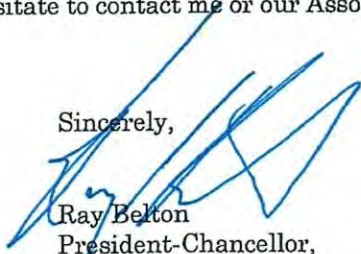
RE: Title IX Office; Required Staffing and Training

Dear Chancellors:

In an effort to continue our commitment to providing an environment for our campus communities that is safe and free from sexual and gender discrimination, the Southern University System will be implementing new developments within its Title IX offices systemwide to ensure our compliance with the Title IX of Education Amendments of 1972 ("Title IX"). These developments will not only aid in enforcement of our sexual misconduct policies, but also assist in the implementation of sexual misconduct and prevention programs. As such, each campus shall be required to have a Title IX Coordinator and Deputy Title IX Coordinator. One of the two roles shall primarily be dedicated to the Title IX Office. Title IX Offices not only serve as investigatory offices that investigate complaints of sexual harassment/ misconduct within the university setting, but also educates and trains its campus community throughout the year. Therefore, a coordinator whose primary duty to serve the Title IX office shall be required for all campuses systemwide.

Additionally, each respective campus shall be responsible for providing the requisite training of its employees within its Title IX office (i.e., Title IX Coordinators, investigators, etc.) and ensure the Title IX office has appropriate staffing, funding and resources to meet the needs of our campus communities. As you all know, our System is dedicated to its constant improvement under Title IX and will continue to create an atmosphere that prevents sexual misconduct and promotes Title IX education and training at each of our campuses. Thank you for your continued leadership and commitment to fostering this environment. If you have any questions, please do not hesitate to contact me or our Associate General Counsel, Jeremy Gathe.

Sincerely,


Ray Belton
President-Chancellor,
Southern University and A&M College

Cc: Attorney Corinne Blache, General Counsel- SUS
Attorney Jeremy Gathe- Associate General Counsel & Executive Director for Compliance and Ethics- SUS
Dr. Katara Williams, Chief of Staff & Executive Director for Strategic Initiatives- SUS

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

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JOB CLASS				
JOB CODE	U			
CAL ID	M			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M				
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

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

Profile of Person Recommended

Length of Employment 07/01/2021 To 06/30/2022
 Effective Date 07/01/2021

Name Kerii Landry-Thomas xxx-xx-4528 Sex F Race* B
 (Last 4 digits only)

Position Title: Associate Vice Chancellor for Equity, Inclusion & Title IX Department: Law Center - Instruction

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

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

Years Experience 22 Southern University Experience 3
 Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: 2008

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$120,000.00 Salary Budgeted \$120,000.00

Source of Funds Grant

Identify Budget: Grant Location 311001-38130-61002-35000
 Form Code: BOR10 Page 1 Item # 1

Change of:
 Position Director of Career Services & Title IX Coordinator From To Associate Vice Chancellor for Equity, Inclusion & Title IX
 Status _____
 Salary Adjustment \$97,344.00 \$120,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-38130-61002-35000	\$97,344.00

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

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

John K. Pierce 4/12/2021 Supervisor Date
[Signature] 4/12/2021 Vice Chancellor Date
John K. Pierce 4/12/2021 Director/Personnel Date
John K. Pierce 4/12/2021 Dean/Unit Head Date
John K. Pierce 4/12/2021 V/C for Fin. and Administration Date
John K. Pierce 4/12/2021 Chancellor Date
John K. Pierce 4/12/2021 Vice President/Finance Date
John K. Pierce 4/12/2021 Business Affairs/Comptroller Date

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE & TITLE IX ASSOCIATE VICE CHANCELLOR FOR EQUITY, INCLUSION, & TITLE IX AS DESCRIBED BELOW BE AUTHORIZED AS A VACANCY FOR SOUTHERN UNIVERSITY LAW CENTER

(Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

(Include rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary range with the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved through Human Resources). THE ASSOCIATE VICE CHANCELLOR FOR EQUITY, INCLUSION, & TITLE IX REPORTS TO THE CHANCELLOR OF THE LAW CENTER & WILL WORK AS A LIASION FOR THE LAW CENTER WITH THE SU SYSTEM GENERAL COUNSEL'S OFFICE, THE LOUISIANA BOARD OF REGENTS, & ANY OTHER OUTSIDE STAKEHOLDERS TO ENSURE THAT THE LAW CENTER FOLLOWA ALL FEDERAL, STATE, & LOCAL LAWS AND REGULATIONS RELATED TO TITLE IX, AND OTHER DISCRIMINATION LAWS. THE ASSOCIATE VICE CHANCELLOR WILL SUPERVISE THE LAW CENTER'S TITLE IX DIRECTOR & WILL PROVIDE ADMINISTRATIVE LEADERSHIP TO THE OFFICE OF EQUITY, INCLUSION & TITLE IX WHICH WILL HAVE A TTILE IX DIRECTOR & TITLE IX INVESTIGATOR/CAMPUS SECURITY

Salary/Range: \$120,000.00 Previous Incumbent (if replacement): & CLERY ACT COORDINATOR

Approved Disapproved John K. Pierre 4/12/2021
Department Head Date

Approved Disapproved John K. Pierre for Jerry 4/12/2021
Dean/Director/Supervisor of Budget Unit Date

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

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

Approved Disapproved [Signature] 4/12/2021
Vice Chancellor Date

Approved Disapproved John K. Pierre 4/12/2021
Chancellor/Vice President Date

Approved Disapproved _____
President Date

An Equal Opportunity Employer



EDUCATION

Louisiana State University

- Education policy Specialist-May 2015
- Completed Graduate Level Courses-(ABD) Higher Education Administration
- B.G.S.-History, African & African-American History, Business minors-Dec. 2004

Southern University Law Center

- J.D., Criminal Law Concentration
- *Cum Laude* Graduate-May 2008
- Coordinator of volunteers for Institute of Civil Rights and Justice Symposium

LEGAL EXPERIENCE

Director of Career Services, Title IX & Equity Coordinator

Baton Rouge, LA

January 2019-present

- Develop and conduct school wide training on equity, inclusion, and belonging
- Coordinated the review and approval of gender-neutral bathrooms for student organizations
- Develop and implement a cultural competency series for law students
- Communicate with outside stakeholders on diversity and inclusion in recruiting in the legal field.
- Collaborate with Student Affairs on student programming focusing on diversity, inclusion, and belonging.
- Delivering a wide range of career counseling, coaching, outreach, and programming services for JD students and alumni, including private sector, public sector, and non-traditional career development.
- Maintaining detailed and up to date knowledge of employment data reporting requirements.
- Ensured a unified and strategic approach to Career Services communications; and managing the Career Services communications team.
- Providing significant guidance to internal and external stakeholders on diversity, inclusion and belonging
- Partnering with appropriate staff, employers, and alumni to develop and implement strategic plans for employer relations and development.
- Representing the Office of Career Services to internal and external audiences.
- Coordinate compliance programs for Title IX, VAWA, SaVE, and the Clery Act; monitored and implemented actions to comply with Title IX, including other state and federal laws and regulations

LexisNexis Practice Area Consultant

Los Angeles, CA

August 2018-January 2019

- Effectively worked at all levels of a law school and law firm, including students, faculty, associates, partners, librarians and leadership (i.e. law school Dean-level and law-firm managing partners)
- Managed entire law school account independently and partner with law firm client managers to overcome customer challenges and effectively position them to close significant opportunities.
- Demonstrated deep product, content or practice area knowledge; acts as internal resource for sales, marketing and segment.
- Prepared and delivered specialized customer presentations that communicate our value proposition and competitive differentiators to create new active users.
- Conducted competitive research, analysis of findings and shares information with product, segment and marketing.

AMDA COLLEGE AND CONSERVATORY FOR THE PERFORMING ARTS

Assistant General Counsel/Title IX & Equity Coordinator

Los Angeles, CA

Nov. 2017-August 2018

- Provided legal guidance and assisted the General Counsel in interpretation of issues of importance to the College
- Interpreted and implemented applicable state and federal laws, rules and policies as they relate to the College
- Performed legal research on various legal matters including policy and procedure development and implementation, regulatory issues, writing and review of contracts
- Reviewed, negotiated, and prepared legal documents necessary to facilitate diverse commercial transactions
- Formulated, developed, implemented, interpreted and reviewed College regulations, policies and procedures to include identifying the need for policy development or changes to protect and serve the College's legal interests.
- Coordinated compliance programs for Title IX, VAWA, SaVE, and the Clery Act; monitored and implemented actions to comply with Title IX, including other state and federal laws and regulations

SOUTHERN UNIVERSITY LEGAL CLINIC

Administrative Fellow/Attorney for Disaster Recovery

Jan. 2017-Jan. 2018

- Worked with low-income victims and community organizations for the Louisiana flood to facilitate receipt of federal recovery dollars.
- Supervised students in handling of succession cases.

EAST BATON ROUGE PUBLIC DEFENDER'S OFFICE

Assistant Public Defender

October 2008-July 2013

- Worked with low-income clients on misdemeanor and felony charges to garner favorable outcomes

- Developed relationships with community partners to facilitate mental health and drug treatment and social alternatives for my clients

TEACHING EXPERIENCE

Purdue Global, Online,

August 2019-March 2021

Legal Writing and Legal Analysis professor

Southern University Law Center, Baton Rouge, LA

Pre-Law Summer Instructor- July 2016-present

Torts & Legal Writing

Southern University, Baton Rouge, LA

Adjunct, Legal Writing & Obligations Professor

Online Instructor, Criminal Law and Criminal Procedure

August 2015-December 2018

Responsible for developing course material to engage first year law students in legal analysis and writing:

- Engaged students with complex issues of legal analysis
- Developed exercises that incorporate the latest research on pedagogy and assessment in the legal education community
- Consistently assessed student learning outcomes
- Facilitated discussions on criminal law and criminal procedure issues
- Utilized multimedia content to enhance students' learning of material
- Graded assignments, quizzes and online discussion participation

University of Phoenix, Baton Rouge, LA

Instructor, Political Science and Criminal Justice

July 2011-May 2013

COMMUNITY OUTREACH

- Board Member, [Louisiana Appleseed](#)
- Guest Speaker, Know Your Rights for youth group (discussing criminal justice reform and rights of black youth in Louisiana)

PUBLICATIONS

Landry-Thomas, K. (2017). Breaking the pipeline: Using restorative justice to lead the way. In K. Fasching-Varner, L. Martin, R. Mitchell, K. Bennett-Haron & A. Daneshzadeh (Eds.), *Understanding, dismantling, and disrupting the prison-to-school pipeline* (pp. 103-109). Lanham, MD: Rowman & Littlefield.

Landry-Thomas, K. (2018). Who Benefits? A critical analysis of state merit aid programs and the impact on public higher education institutions. In J. Blanchard (Ed.), *Controversies on Campus: Debating the issues confronting American universities in the 21st century*.

Landry-Thomas, K. (2017). Expungements: the missing piece in Louisiana criminal justice reform. *Around the Bar*, no. 318, pp. 20-21.

PROFESSIONAL DEVELOPMENT

- Panel speaker at Horatio Alger Alumni Summit-Topic: “Owning Trials to Overcome Triumphs” (October 2018)
- **Selected for the Washburn University Junior Legal Writing Scholars Workshop (selective application process)**
- Proposal selected for AASE Diversity Conference Panel on Access Programs-October 13-14, 2017
- Proposal selected for The Southern Clinical Conference-October 21-22, 2017
- Proposal selected for AALS Discussion Group on *A Unique Approach to Access to Justice: Training Lawyers to Serve*-January 5, 2018
- Facilitator, National Association Multicultural Education Conference (NAME) School to Prison pipeline session
- Moderator, Louisiana Summit on African American Male Educational Success Baton Rouge, LA
- Facilitator, Beyond Bricks, Public Education forums Baton Rouge, LA
- Presenter, *Is the Grass Greener on the Other Side? An Exploration of the Lived Experiences of Black Female Law Professors at Historically Black Law Schools*, Louisiana State University Curriculum Camp 2015
- Presenter, *Who do I report to? A call for diversity as a way to decrease barriers to reporting for female students of color*. Curriculum Camp 2016



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

SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

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

FAX NUMBER
(225) 771-5522

March 31, 2021

Southern University and A&M College
Board of Supervisors - J.S. Clark Administration Building, 4th Floor
Baton Rouge, Louisiana 70813

Re: Request to Appoint Dr. Robyn Merrick as SU System Vice President for External Affairs and University Relations

Honorable Members of the Board:

I am recommending for your approval, the appointment of Dr. Robyn Merrick as Southern University System Vice President for External Affairs and University Relations. As a 26-year employee of Southern University, Dr. Merrick has had a successful and distinguished career including her current role as SU System Vice President for External Affairs, where she provides leadership of five critical units including Alumni Affairs, Communications, Governmental Affairs, Special Events, and the SU Museums of Art. Of note is her dual role of direct oversight of the communications, marketing, governmental affairs, and special events functions for the flagship campus.

Prior to, and notably during the COVID-19 pandemic, Dr. Merrick has facilitated and provided leadership and direction to an increased demand for outreach, assistance, and University involvement in humanitarian and community service work throughout the community and state. The global pandemic and health emergency has created a heightened urgency for SU to take an expanded leadership role in community affairs and public service engagement. With her guidance, the Southern University Office of External Affairs, through an expanded dual role encompassing University Relations, continues to answer the call to action to position SUBR and System campuses as a model of addressing community needs throughout this pandemic and in the future.

The SU System Vice President for External Affairs and University Relations will be a key agent in increasing our visibility and engagement during this international crisis and beyond.

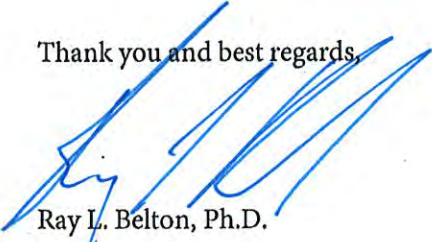
"Five Campuses, One Vision... Global Excellence"

WWW.SUS.EDU

Dr. Merrick's proven work and ongoing commitment to public service reflects the spirit of Southern University and its mission of global outreach and improving lives.

Your favorable consideration is appreciated.

Thank you and best regards,

A handwritten signature in blue ink, appearing to be 'Ray L. Belton', is written over the text 'Thank you and best regards,'.

Ray L. Belton, Ph.D.
President-Chancellor
Southern University System

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: SUS X 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 checked="" type="checkbox"/> Permanent Status

Previous Employee _____ Reason Left _____ Additional Responsibilities & Title Change _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment _____ To Present _____
 Effective Date April 1, 2021

Name Robyn M. Merrick SS# xxx-xx-8924 Sex Female Race* AA
 (Last 4 digits only)

Position Title: SU System Vice President for External Affairs and University Relations Department: Office of the President

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 28 Southern University Experience 26

Degree(s):	Type/Discipline:	Institution/Location:	Year:
	<u>Business - BS</u>	<u>Southern University - BR</u>	<u>1991</u>
	<u>Public Admin - MPA</u>	<u>Southern University - BR</u>	<u>1994</u>
	<u>Public Policy - PhD</u>	<u>Southern University - BR</u>	<u>2016</u>

Current Employer _____

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) _____ Additional Responsibilities & Title Change _____

Recommended Salary \$145,000.00 Salary Budgeted 145,000.00

Source of Funds State

Identify Budget: 111001-11501-61002-16000 Location _____
 Form Code: _____ Page _____ Item # _____

Change of:
 Position \$123,600.00 From \$145,000.00 To
 Status _____
 Salary Adjustment _____

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
111001-11501-61002-16000	\$145,000.00

*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 _____	Chancellor _____ Date _____
Director/Personnel _____ Date _____	Vice President/Finance _____ Date _____
President _____ Date _____	Business Affairs/Comptroller _____
	Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: M-F 8 a.m – 5 p.m.
EMPLOYEE DIRECT SUPERVISOR: Dr. Ray L. Belton, President-Chancellor
NUMBER OF EMPLOYEES SUPERVISED, (if any) 6
HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

Vice President for External Affairs and University Relations

The SU System Vice President for External Affairs is a key leadership position reporting directly to the president- chancellor and manages initiatives that build and execute the SU brand, strengthen marketing and communications, foster strategic partnerships, and expand relationships with policy makers, industry leaders, and other influencers and stakeholders. The position is critical to the fulfillment of the System's mission as we execute our strategic plan focused on promoting the Southern University brand through outreach and global engagement.

The VP for External Affairs leads a unit of five offices including Alumni Affairs, Communications, Governmental Affairs, Special Events, and the SU Museums of Art. The Office of External Affairs has established and achieved aspirational objectives through strong and innovative leadership of the external affairs function that has System-wide reach and impact.

Notably, the VP for External Affairs has direct oversight of communications, marketing, governmental affairs, and special events for the flagship campus.

At the core of the Office of External Affairs mission-centric efforts are increasing and cultivating local and state community engagement opportunities and partnerships for the University, its students, faculty, staff, and alumni, at a crucial time -- particularly for the Baton Rouge campus. Prior to, and notably during the COVID-19 pandemic, the VP for External Affairs has facilitated and provided assistance with an increased demand for University outreach and assistance with humanitarian and community service work. The global pandemic and health emergency has created a heightened urgency for SU to take an expanded leadership role in community affairs and public service engagement. The Southern University Office of External Affairs, through an expanded dual role encompassing University Relations, will continue to answer the call to action and is ready to position SUBR and System campuses as a model of addressing community needs throughout the COVID-19 pandemic and beyond.

The SU System Vice President for External Affairs and University Relations' additional duties include coordinating with local and state agencies and partners as the University's chief liaison for community engagement, increasing presence within the community through significant public speaking participation, serving on community task forces or roundtables and boards, and assisting or leading community events.

Added responsibilities include:

- Focus on implementing community outreach programs, coordinating community/public events and special project, and managing volunteers.

- Represent the University on external community boards, committees, and task forces
- Serve as a liaison between the University and external community
- Support and advance University-wide community engagement and advise the President-Chancellor of pertinent community issues affecting the institution
- Increase effective relationships and partnerships with internal and external constituents
- Represent the University to a variety of external constituencies and serve as University “ambassador” at community and private events, programs, meetings and other occasions requiring an executive presence
- Work with System leaders and external stakeholders to guide community relations and engagement for the University to strengthen existing, and create new partnerships.
- Manage initiatives to further the University's relationships with identified stakeholders

Rev. 4.4.2021



REVISED LETTER

March 4, 2021

Dr. Ray Belton
President-Chancellor
J.S. Clark Administration Building

Dear Dr. Belton,

The Center for International Affairs and University Outreach has continued to implement initiatives, which attract a more mature adult population through the Continuing Education component of our program. Given the current environment of changes in the way courses are delivered, the needs and the efforts to serve that segment of the population have increased tremendously.

I am requesting an updated change in our organization's structure which will allow additional focus on this opportunity to increase our student population. Therefore, I am asking that the following changes in titles of the following individuals be reviewed and approved as soon as possible.

Dr. Nadia Gadson
Change from Assistant to the Dean to Assistant Dean and Program Director

Ms. Christal Carroll
Change from Coordinator and Sevis Principal Designated Student Official to Instructor and Director of International Education

Ms. Lori Hitchens
Change from Adjunct Instructor to Instructor and Service Learning Coordinator

Dr. Gadson and Ms. Carroll will continue their positions with maintaining clearance with the United States Department of State with assigned responsibilities for visa approval and other related matters of the International Education Program.

Dr. Gadson is also the manager of the Title III program as well as assisting with Continuing Education Recruitment and maintenance.

Ms. Carroll handles the Study Abroad program as well as US mandated International activities for the university.

Ms. Hitchens, handles the Service Learning Programs which includes advocating most of the courses. She has been employed at the university 13 years.

After a careful review of other university titles of individuals in these positions, I have found that these titles are currently in line with their responsibilities. I assure you, that these changes will help to stabilize the programs, bring greater respectability at the university and beyond, while at the same time ensuring greater productivity. Your approval of these title changes is very much appreciated. If additional information is desired, please let me know.

Sincerely,

Barbara W. Carpenter

Dr. Barbara W. Carpenter
Barbara W. Carpenter, PhD
Dean and Professor
Southern University and A&M College
Center for International Affairs and University Outreach
SEVIS Responsible Officer (RO)

Approved
03/05/2021
[Signature]

CC: Dr. Bijoy Sahoo
Senior Associate Vice
Chancellor for Academic Affairs

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment March 1, 2021 To _____
Effective Date March 1, 2021

Name Nadia Gadson Moses SS# xxx-xx-9551 Sex Female Race* B
(Last 4 digits only)

Position Title: Assistant Dean and Program Director Department: Continuing Education

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

--	--	--

_____ New Position Expiration Date: _____

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

Years Experience 18 years Southern University Experience 8 years

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.A. Secondary Education</u>	<u>Southern University</u>	<u>1999</u>
	<u>M.A. Counseling</u>	<u>Prairie View A&M University Prairie View, TX</u>	<u>2004</u>
	<u>PH.d Psychology</u>	<u>University of Kentucky Lexington, KY</u>	<u>2008</u>

Current Employer Southern University and A&M College

Personnel Action

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

Recommended Salary \$74,000 Salary Budgeted \$74,000

Source of Funds Continuing Education -10854

Title III
Identify Budget: Title III Location _____
Form Code: 220435-22571-24100 Page _____ Item # _____

Change of: _____
Position Assistant to the Dean From To Assistant Dean and Program Director
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
<u>Continuing Education 10854</u>	<u>\$64,000.00</u>
<u>Title III</u>	<u>\$10,000.00</u>

*See Reverse Side

Graduate School signature (if, applicable):

Barbara W. Carpenter 3/15/21 Barbara W. Carpenter 3/15/21
Supervisor Date Dean/Unit Head Date
John Harris 3/25/21 3/16/21
Vice Chancellor Date Chancellor Date
Director/Personnel Date Vice President/Finance Date
President Date Business Affairs/Comptroller Date
Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

This Paf is to indicate a title change and additional responsibilities.

EMPLOYEE REGULAR WORK SCHEDULE: 8am-5pm
EMPLOYEE DIRECT SUPERVISOR: Dr. Barbara W. Carpenter
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-2613
NUMBER OF EMPLOYEES SUPERVISED, (if any) 4

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

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

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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	

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

NADIA C. GADSON-MOSES, PH.D.

Nadia_Gadson@subr.edu

Hardworking educator with 18 years of experience working with a wide-range of students. Extensive knowledge of Education and Psychology and dedication to effective technology integration. Confident and detailed-oriented with dedication to organization and effective collaboration with various coworkers.

EXPERIENCE

January 2018 – Present

Assistant to the Dean, International Affairs and University Outreach
Southern University and A&M College, Baton Rouge, LA

July 2009 – October 2014

Director, Center for Student Success (CSS)
Southern University and A&M College, Baton Rouge, LA

August 2007 – May 2008

Seminar Coordinator, Office of Academic Enhancement – The Study
University of Kentucky, Lexington, KY

August 2007 – May 2008

Graduate Teaching Assistant, Office of Academic Enhancement – The Study
University of Kentucky, Lexington, KY

August 2004 – May 2007

Graduate Research Assistant, Department of Educational and Counseling Psychology
University of Kentucky, Lexington, KY

August 1999 – May 2004

Teacher/Educator
Alief Independent School District, Houston, TX

EDUCATION

Doctor of Philosophy, Educational Psychology
University of Kentucky, Lexington, KY

Master of Arts, Counseling
Prairie View A&M University, Prairie View, TX

Bachelor of Science, Secondary Education – English
Southern University and A&M College, Baton Rouge, LA

SKILLS

- Leadership
- Supervision
- Management
- Teaching
- Counseling
- Advising
- Recruitment
- Research
- English as a Second Language (ESL) certification
- International Travel
- Budgeting
- Organizational Skills
- Online Instruction
- Microsoft Office
- Moodle
- Quality Matters
- Social Media
- Title III
- Workforce Development
- Employ BR



Education

Doctor of Philosophy (Educational Psychology)

University of Kentucky Lexington, KY May '08

~Lyman T. Johnson Fellow

~Educational Psychology Internship, Booker T. Washington Academy

Master of Arts (Counseling)

Prairie View A&M University Prairie View, TX May '04

~Counseling Internship, Alief Independent School District

Houston, Texas, 2003

Bachelor of Science (Secondary Education - English)

Southern University and A&M College Baton Rouge, LA May '99

~SU Honors College

~SU Ambassador

~SU Roteract Club

~SU Recruiter one of the "12,000 Reasons to Attend SU"

~Student Teaching Southern University Laboratory School

Baton Rouge, Louisiana, 1999

~SU Study Abroad Class of '97

~Teaching Internship, For Children Only School

Orizaba, Veracruz (Mexico), 1997

Professional Certifications

~State of Louisiana Licensed Professional Counselor (LPC) Intern

~State of Texas Secondary English Language Arts, grades 6-12

~State of Texas Secondary English, grades 6-12

~State of Texas English as a Second Language (ESL), grades 6-12

~State of Texas New Jersey Writing Project Teacher (NJWPT)

~State of Indiana Secondary English, grades 6-12

Professional Presentations

Professionalism: What makes a good role model? The view of students enrolled at both a predominantly black university and a predominantly white university. National Association of African American Studies and Affiliates Annual Conference. Baton Rouge, Louisiana, February 12, 2010.

The role of African-American religious institutions in closing the academic achievement gap. Fourteenth International Conference on Learning. University of the Witwatersrand, Johannesburg, South Africa, June 26-29, 2007.

Cross-cultural competence in medical school education: illusion or reality Fourteenth International Conference on Learning. University of the Witwatersrand, Johannesburg, South Africa, June 26-29, 2007.

Transitioning and the Resulting Discontinuity of African American Middle School Students. National Association of African American Studies and Affiliates Annual Conference. Baton Rouge, Louisiana, February 16, 2007.

Attitudes of Undergraduate and Graduate Students Towards Diversity Before and After a Cultural Immersion Experience. National Association of African American Studies and Affiliates Annual Conference. Houston, Texas, February 18, 2005.

Exploring culture Through Folktale to Promote Positive Social Change. National Association of African American Studies and Affiliates Annual Conference. Houston, Texas, February 2, 2000.

Publications

Brown, Elinor L. & Gadson, Nadia C. (2010). "The critical role of black religious institutions in the education of African Americans". In M. Dowson & S. Devenish (Eds.), *Religion and spirituality*. Charlotte: Information Age Publishing.

Tyler, K.M., Uqdah, A.L., Dillihunt, M.L., Beatty-Hazelbaker, R., Conner, T., Gadson, N.C., Henchy, A.M., Hughes, T., Mulder, S., Owens, E., Roan-Belle, C., Smith, L., & Stevens, R. (2008). "Cultural discontinuity: Towards a quantitative investigation of a major hypothesis in education." *Educational Researcher*, 37(5), pp. 280-297.

Professional Associations and Memberships

- ~Chi Sigma Iota National Honor Society, Member (2004-Present)
- ~Texas State Teacher Association (TSTA)/National Education Association (NEA) Critical Issues Conference Representative, Austin, Texas (2001)
- ~Association for Supervision and Curriculum Development (ASCD) Conference Representative, New Orleans, Louisiana (2000)
- ~Texas State Teacher Association-TSTA, Member (1999-2004)
- ~National Education Association-NEA, Member (1999-2004)
- ~Alpha Kappa Alpha Sorority, Inc., Member (1999-Present)
- ~Lambda Iota Tau National Honor Society, Member (1998-Present)
- ~Kappa Delta Pi National Honor Society, Member (1997-Present)
- ~Golden Key National Honor Society, Member (1996-Present)

Work Experience

Director Center for Student Success (CSS)

Southern University and A&M College Baton Rouge, LA July '09 – November '13

- ~Manage the overall operations of the center and its services and programs
- ~Facilitate retention activities and initiatives at the university
- ~Supervise and evaluate the Center's staff
- ~Facilitate the development of a campus retention plan
- ~Develop intervention strategies, along with center staff, that will positively affect student retention
- ~Develop peer mentor program
- ~Recruit, hire, and train peer mentors
- ~Work with campus constituents to encourage collaboration and support for retention efforts at the center and university at-large
 - ~Provide leadership and vision in the area of student retention which includes responsibilities for University-wide retention initiatives and outreach initiatives designed to foster and encourage academic success of students
 - ~Provide leadership, training, supervision and support for staff
- ~Oversee and administer the Center's budget
- ~Secure and manage the Title III grant for the Center
- ~Oversee the development and implementation of the university-wide retention plan
- ~Collect and report data relevant to student retention
- ~Establish and maintain cooperative partnerships with other campus units to foster innovations in academic support to students
- ~Teach FRMN 000 (*Mentoring*)
- ~Design and oversee implementation of learning assistance, college transition, and academic excellence programs: new student orientation, retention and probation intervention, peer tutoring, peer mentoring, academic monitoring, academic success seminars, computer-assisted learning, alumni lecture series, and student achievement workshops
- ~Develop and coordinate comprehensive orientation activities for new freshman and transfer students
- ~Assist with recruitment efforts of the University (Family Day, visitation days)
- ~Provide one-on-one counseling, advisement, and assistance to students
- ~Develop and coordinate an Early Alert retention intervention program
- ~Serve as a liaison between the CSS and other campus units to discuss and plan for retention issues
- ~Conduct seminar presentations on areas related to retention and students' academic success such as, time management, study skills/strategies, stress management, note taking, working with professors, etc.
- ~Make informational presentations on behalf of the CSS
- ~Monitor and maintain records of students' contact with the CSS
- ~Utilize the student records database to monitor the academic progress of students

Seminar Coordinator for the Office of Academic Enhancement – The University of Kentucky Lexington, KY Aug '07 – May '08

- ~Provided a variety of resources, programs and services for students, faculty, and staff at the University of Kentucky
- ~Coordinated all seminar related requests
- ~Supervised desk workers and peer tutors
- ~Instructed Study Smarter Seminars
- ~Facilitated Individual and Group Academic Consultations
- ~Developed and taught GRE and GMAT Preparation Courses
- ~Taught Absentee Professor Programs
- ~Presented to UK 101 classes and student organizations
- ~Conducted outreach services to local schools and community organizations
- ~Presented to College of Nursing
- ~Presented to College of Pharmacy
- ~Assisted with College of Nursing Collaboration - "First Aid Fridays"

Graduate Teaching Assistant for the Office of Academic Enhancement – the Study University of Kentucky Lexington, KY Aug '07 – May '08

- ~Taught effective study techniques, critical reading strategies, note taking skills, memory enhancement skills, time management, organization skills, exam preparation, stress management, learning styles and compatible study strategies, test taking skills, test anxiety management, procrastination and motivation, concentration and active listening skills, and Microsoft office skills

Graduate Research Assistant – College of Education – Department of Education and Counseling Psychology

University of Kentucky Lexington, KY Aug '04 - May '07

- ~Participated and assisted with research - "Cultural Discontinuity" (CDR).
- ~Participated and assisted with research - "Project Promise."

Teacher/Educator

Alief Independent School District Houston, TX Aug '01 - May '04

- ~Taught ninth grade English and English as a Second Language (ESL)
- ~Facilitated Student Assistant Program (SAP)
- ~Served as Ninth Grade Team Leader
- ~Coordinated Teacher of the Year
- ~Served on Superintendent's Advisory Board

Teacher/Educator

Alief Independent School District Houston, TX Aug '99 - Aug '01

- ~Taught eighth grade language arts and literature
- ~Coordinated Authentic Assessment
- ~Facilitated Critical Friends Group (CFG)

- ~Served as "Blue House" Eighth Grade Team Leader
- ~Served on School Based Decision-making Committee (SDC)
- ~Assisted with Master Schedule

Skills:

- ~Ability to supervise the performance of assigned personnel.
- ~Excellent communication and writing skills.
- ~Able to analyze situations accurately.
- ~Ability to help with staff development activities.
- ~Able to meet time-lines and schedules.
- ~Ability to supervise personnel providing social and community services.
- ~Able to work independently or under pressure.
- ~Responsible for other duties as assigned.
- ~Training in the writing of grants

Computer Skills: Proficient with,

- ~MS Outlook
- ~MS Word
- ~MS Excel
- ~Power Point
- ~Internet

Assistant Dean – Office of International Affairs and University Outreach

Job Description. The Assistant Dean for International Affairs and University Outreach (OIAUO) at Southern University and A&M College, under general direction, assists the Dean in all aspects of departmental operations and maintains responsibility for the 3 major functional unit(s) within the department – Center Continuing Education, Center for International Education and Center for Service Learning – in the absence of the Dean.

Center for Continuing Education. S/he is responsible for assisting with a broad range of non-credit programming and services, including but not limited to the following: community education, youth camps, certificates, assistance with customized offerings and training programs. S/he works with community members, business and industry representatives, professionals, parents and youth, schools and educational agencies, campus academic and administrative units, and other partners – utilizing both on-campus and off-campus resources to meet the educational needs and interests of community members and targeted professional groups. S/he assists with the full spectrum of adult and continuing education program planning across the lifespan, development, promotion, delivery, and assessment responsibilities, and manages a wide array of ongoing programs, while also exploring new programs, services, and partnerships.

Center for International Education. S/he responsible for creating, evaluating, and providing counsel on policies and best practices to enhance the experiences of international students and scholars. S/he will develop, implement, and maintain university policies and processes as they relate to international populations, SEVIS requirements, and federal immigration regulations. S/he cultivating and maintaining World Partner and Summer/Short Term study abroad programs. S/he develops and supports the implementation of new study abroad programs, models, partnerships; and representing SUBR on campus, domestically, and internationally. S/he also engages with SUBR administrators, faculty, and departments to enhance campus internationalization in support of the University's academic strategic plan and global objectives.

Center for Service Learning. S/he works on a cross functional team and will initiate, promote, and support co-curricular educational experiences that further the personal growth, sense of civic responsibility, and critical thinking of our students, staff, and faculty through strategic partnerships and community engagement. S/he is responsible for managing a portfolio of relationships with organizations that are pipelines of internships, civic engagement, student leadership development and volunteers. S/he furthers the development of community-engaged learning and scholarship at SUBR through assisting faculty members with service-oriented and community-engaged course development, outreach to faculty members and academic departments, and creating community-engaged and service-learning opportunities.

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	0	8
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 07/01/2021 To 06/30/2022
 Effective Date 07/01/2021

Name Ursula T. Ransburg xxx-xx-5301 Sex F Race* B
 Title IX Investigator/Campus (Last 4 digits only)
 Position Title: Security Clery Act Coordinator Department: Law Center-Institutional Support

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

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

Years Experience 17 Southern University Experience 5
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
B.A. Southern University and A&M College 1995
J.D. Southern University Law Center 2002
Master of Public Administration Southern University and A&M College 1997

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$78,000.00 Salary Budgeted \$78,000.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-31240-61002-34100
 Form Code: BOR10 Page 1 Item # 1

Change of:
 Position Campus Safety & Clery Act Coordinator From Title IX Investigator/Campus
 Status Security Clery Act Coordinator Security Clery Act Coordinator
 Salary Adjustment \$66,000.00 \$78,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
32906-32030-61002-34100	\$66,000.00

*See Reverse Side

Graduate School signature (if, applicable):

John K. Pierre 4/12/2021 Supervisor Date
John K. Pierre 4/12/2021 Vice Chancellor Date
 _____ Director/Personnel Date
 _____ President Date
John K. Pierre 4/12/2021 Dean/Unit Head Date
John K. Pierre for Jerry Hall 4/12/2021 V/C for Fin. and Administration Date
John K. Pierre 4/12/2021 Chancellor Date
 _____ Vice President/Finance Date
 _____ Business Affairs/Comptroller Date
 _____ Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: The Title IX Investigator/Campus Safety and Clery Act Coordinator will work under the supervision of the Title IX Director and Associate Vice Chancellor to conduct investigations of Law Center Title IX complaints and cases, and coordinate Law Center's Campus Safety and Clery Act Compliance. Salary Adjustment.

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

EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) 200

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
 CODE ENCUMBERED / FUNDS AVAILABLE EXPIRES
 DOC. I.D. # _____
 US _____
 DARA _____ 4/12/2021
 H1 _____
 BY J1 _____
 F1 _____
 F0 _____

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

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE & CLERY ACT COORDINATOR AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR SOUTHERN UNIVERSITY LAW CENTER
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

(Include rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary range with the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved through Human Resources). THE TITLE IX INVESTIGATOR/CAMPUS SECURITY & CLERY ACT COORDINATOR WILL WORK UNDER THE SUPERVISION OF THE TITLE IX DIRECTOR AND THE ASSOCIATE VICE CHANCELLOR TO CONDUCT INVESTIGATIONS OF TITLE IX COMPLAINTS & CASRD, AS WELL AS COORDINATE THE LAW CENTER'S CAMPUS SAFETY & clery act compliance

Salary/Range: \$78,000.00.

Previous Incumbent (if replacement): NA

X Approved _____ Disapproved _____ John K. Pierre 4/12/2021
 Department Head Date

X Approved _____ Disapproved _____ John K. Pierre for Jerry Hall 4/12/2021
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
_____ Yes	_____ No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
_____ Yes		_____ No	
Employee Class:		Job Class:	
Verified By:		Date:	

X Approved _____ Disapproved _____ [Signature] 4/12/2021
 Vice Chancellor Date

X Approved _____ Disapproved _____ John K. Pierre 4/12/2021
 Chancellor/Vice President Date

_____ Approved _____ Disapproved _____
 President Date

An Equal Opportunity Employer

URSULA T. RANSBURG, ESQ.

225-312-6241



uransburg@gmail.com



Zachary, Louisiana



PROFESSIONAL EXPERIENCE

Campus Safety & Clery Act Coordinator / Mediator

March 2017 - Present

Southern University Law Center

Baton Rouge, Louisiana

- Oversees the daily, ongoing and annual duties related to the Clery Act, including but not limited to, coordinating training, compiling and gathering crime statistic data
- Responsible for preparing the Annual Security and Fires Safety reports and submitting the required information to the Department of Education according to the annual deadline
- Responsible for the development and maintenance of the SULC Emergency Preparedness Response plan to ensure compliance with all university system's rules and applicable federal, state, and local laws, and regulations related to campus security/safety
- Serve as the primary mediator for agricultural related mediations and responsible for the supervision of student and volunteer mediators
- Build relationships and partnerships through community outreach in furtherance of the mediation clinic program
- Support efforts to attain financial sustainability of the program which may include grant research, application, and administration
- Perform administrative and other functions as assigned for the mediation and other clinical programs

Research Associate for Marketing and Product Development

July 2015 – March 2017

Southern University Agricultural Research & Extension Center

Baton Rouge, Louisiana

- Provide legal assistance to medical marijuana research project
- Provide legal assistance on agricultural matters relating to the Center
- Responsible for assisting researchers with product development, branding and trademarks

Associate Area Agent - Youth Development

February 2013 - July 2015

Southwest Center for Rural Initiatives (SCRI)

Opelousas, Louisiana

Southern University Agricultural Research & Extension Center

- Assisted the Director in developing and coordinating materials and logistics for coordinated programs
- Coordinated with stakeholders in the ten parish area communities to do needs assessments
- Developed curriculum and instructed youth on enrichment topics
- Oversaw the day to day operations of SCRI in the absence of the Director
- Assisted in writing grants for additional funding

Co-Principal Director and Investigator

USDA/NIFA: "Economically Sustaining and Developing Community Gardens Through Innovative Technology"

Grant Awarded: October 2013 – September 2016

Grant Amount: \$249,999

Principal Director

LA Children's Trust Fund: "Let's Talk: Empowerment for Success"

Grant Awarded: July 2015

Grant Amount: \$16,000

Co-Principal Director and Investigator

LA Children's Trust Fund: "Pathways to Success for Youth and Parents"

Grant Awarded: July 2013 – June 2014

Grant Amount: \$22,305

Co-Principal Director and Investigator

4-H Wal-Mart: "Youth Choice, Youth Voice" Ambassadors for Healthy Living Grant

Grant Awarded: March 2013 – April 2014

Grant Amount: \$15,000

Principal Director and Investigator

LA Children's Trust Fund: "Bullying! Stop it! Before it Starts! Prevention Program"

Grant Awarded: July 2014

Grant Amount: \$6,000

Published Article: Opelousas Daily World - January 2015

<http://www.dailyworld.com/story/news/local/2015/01/26/group-offers-anti-bullying-workshops/22376431/>

Quality Assurance, Compliance & Human Resources Manager

January 2012 - January 2013

A Turning Point Family and Community Services

Baton Rouge, Louisiana

- Coordinated with legal representation for all legal matters with the organization
- Planned, organized and executed compliance programs, policies and procedures within the organization and ensured that it met the required criteria to operate in the state of Louisiana
- Acted as a liaison between local, state & federal agencies and other regulating organizations to ensure that all policies and procedures implemented were being met
- Assisted the Agency Director in recruiting, interviewing and selecting employees to fill vacant positions and conducted new employee orientation to foster positive attitudes towards the organizational goals
- Drafted separation notices for employees separating with cause and conducted exit interviews to determine reasons behind separations. Prepared reports and recommended procedures to reduce absenteeism and turnover

Attorney at Law

July 2004 - March 2009

Ransburg Law Firm

Baton Rouge, Louisiana

- Served as legal counsel to clients with issues relating to family law
- Conducted continuous study of current decisions, rulings, and amendment
- Prepared and passed on the form and legality of contracts, deeds, leases and other legal papers
- Prepared and/or responded to formal complaints and presented cases at hearings, in court and/or in administrative proceedings
- Presented written pleadings and briefs and oral arguments and examined and cross-examines witnesses
- Responsible for the day-to-day operations of the law firm and ensured master calendar for all office appointment
- Prepared for hearings by reading cases, appeals, rulings, documents, files and investigation reports
- Arranged for the appearance of witnesses, issuing subpoenas when necessary
- Examined legal and administrative documents, rules on admissibility of evidence, submits objections and exceptions, resolves procedural questions, and grants or denies postponements and continuances
- Reviewed testimony in detail and reduced testimony to evidence, found the facts, applied facts to the law, interpreted the law and drew conclusions



EDUCATION

Master of Laws - Agricultural Law

University of Arkansas

Thesis: Pigford vs. Glickman - The Battle Over Forty Acres and a Mule

December 2007

Fayetteville, Arkansas

Juris Doctor

Southern University Law Center

May 2002

Baton Rouge, Louisiana

Master of Public Administration

Southern University and A&M College

Research Project: An Examination of Mortgage Lending Practices in Louisiana

December 1997

Baton Rouge, Louisiana

Bachelor of Science in Agriculture Economics

Southern University and A&M College

May 1995

Baton Rouge, Louisiana



MEMBERSHIPS & AFFILIATIONS

- **Member**
Louisiana State Bar Association
- **Notary Public**
State of Louisiana
- **Federal Mediation and Conciliation Services**
40 Hours of Mediation Training

JOB CLASS 3	8	0	4	0
JOB CODE	F			
CAL ID	M			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	F	9	9	4	6
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment 07/01/2021 To 06/30/2022
 Effective Date 07/01/2021

Name Tracie L. Washington SS# XXX-XX-3374 Sex F Race* B
(Last 4 digits only)

Position Title: Title IX Director Department: Law Center - Instruction

Check One _____ Existing Position *Visa Type (See Reverse Side):
X 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 31 Southern University Experience 1
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
B.A. Carleton College 1985
J.D. The University of Texas School of Law 1989
Master of Law Drake University School of Graduate Studies 1986

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$ 99,000.00 Salary Budgeted \$ 99,000.00

Source of Funds Strengthening HBGI

Identify Budget: Title III Grant Location 32096-32030-61003-34100
 Form Code: 1 Page 1 Item # 1

Change of: From To
 Position Visiting Professor Title IX Director
 Status _____
 Salary Adjustment \$90,000.00 \$99,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
32096-32030-61003-34100	\$90,000.00

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

*See Reverse Side

Graduate School signature (if, applicable):

John K. Pierce 4/12/2021
 Supervisor Date
John K. Pierce 4/12/2021
 Vice Chancellor Date
 Director/Personnel Date
 President Date
John K. Pierce 4/12/2021
 Dean/Unit Head Date
John K. Pierce for Terry Hall 4/12/2021
 V/C for Finance & Admin. Date
John K. Pierce 4/12/2021
 Chancellor Date
 Vice President/Finance Date
 Business Affairs/Comptroller
 Chairman/S.U. Board of Supervisors Date

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE TITLE IX DIRECTOR AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR SOUTHERN UNIVERSITY LAW CENTER
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

(Include rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary range with the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved through Human Resources). THE TITLE IX DIRECTOR WILL WORK 100% EXCLUSIVELY ON TITLE IX ISSUES, COMPLIANCE, EDUCATION, & TRAINING, & INVESTIGATIONS THAT RELATE TO THE LAW CENTER'S OPERATIONS. THE TITLE IX DIRECTOR WILL REPORT DIRECTLY TO THE ASSOCIATE VICE CHANCELLOR FOR EQUITY, INCLUSION, & TITLE IX & SUPERVISE A TITLE IX INVESTIGATOR/CAMPUS SAFETY & CLERY ACT COORDINATOR.

Salary/Range: \$99,000.00 Previous Incumbent (if replacement):

Approved Disapproved John K. Pierre 4/12/2021
 Department Head Date

Approved Disapproved John K. Pierre for Jerry Hall 4/12/2021
 Dean/Director/Supervisor of Budget Unit Date

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

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

Approved Disapproved [Signature] 4/12/2021
 Vice Chancellor Date

Approved Disapproved John K. Pierre 4/12/2021
 Chancellor/Vice President Date

Approved Disapproved _____
 President Date

An Equal Opportunity Employer

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: The Title IX Director will work 100% exclusively on Title IX issues, compliance, education and training, and investigations that relate to the Law Center's operations

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) 200

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	HC I.D. #	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	FI	4/12/2021
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	EO	DMG

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

TRACIE L. WASHINGTON

8004 Belfast Street
New Orleans, Louisiana 70125
Texas and Louisiana Licensed Attorney, Mediator, & Arbitrator

TEL: 504.872.9134
CELL: 504.478.7008
EMAIL: tlwesq@cox.net

SUMMARY OF QUALIFICATIONS

Attorney Licensed in Texas (1989) and Louisiana (1998), with 30 years of legal experience in the private and public sectors, including significant and in-depth experience as in-house counsel, in mediation/facilitation and advocacy, and in project management. Exceptional interpersonal and communication skills. Extensive background in the following broad-based competencies:

Corporate Governance & Management	Program Management & Strategic Initiatives
K-12 & Higher Education Law	Compliance & Ethics Programming
Civic Engagement	Legislative Advocacy
Labor and Employment Law	Policy Analysis

- Self-starting, entrepreneurial leader with well-rounded, executive level organizational management experience.
- A demonstrated track record of building strong relationships with and among constituencies.
- Strong communications skills with passion, energy, and vision that inspires Board, staff, and stakeholders.
- Demonstrated cultural competency and experience in serving culturally and socially diverse communities.
- Calm in the face of stress and pressure that comes with heading a well-respected organization.
- Demonstrated networking skills and an ability to sustain and build on established partnerships and collaborations.
- A commitment to living by shared values and ensuring a high degree of personal and organizational integrity.

PROFESSIONAL PROFILE

2020-2021 **Visiting Professor of Law**
Southern University Law Center

- Prepare classroom instruction including delivering lectures and facilitating class discussions.
- Use formative assessment techniques to provide students with real time feedback on their writing and understanding of course material, this year in the areas of federal and Louisiana civil procedure, and constitutional law. (e.g., midterm exam, short writing assignments, etc.)
- Observe regular office hours and be available to students during office hours and by appointment.
- Prepare course syllabus, homework assignments, handouts, and relevant course materials.
- Grade and evaluate students' coursework and submit grades promptly by established deadlines.
- Participate in faculty activities such as faculty meetings, and possibly serve on school of law committees.

2020 **Research Attorney**
Chief Justice Bernette Johnson
Louisiana Supreme Court

- Performs highly responsible legal work directly assisting Chief Justice Johnson with case-specific duties.
- Prepare bench briefs and legal memoranda on upcoming cases following a thorough review of the record, research of pertinent law, and analysis of facts submitted.
- Significant work and knowledge required of the principles, methods, materials, and practices of legal research to analyze, appraise, and organize facts, evidence, and precedents in difficult and complex cases.
- Presentation to justices requiring ability to communicate clearly and concisely, both orally and in writing.

2016 - 2018 **CHIEF LEGAL OFFICER**
Orleans Parish Sheriff's Office

- Promotion to position responsible for providing legal services and counsel on a wide range of legal issues, to assist the agency in fulfilling operational and fiduciary responsibilities.
- Represent and advise Sheriff Gusman and OPSO staff in all legal matters pertaining to OPSO's daily operations.
- Attend and oversee various executive meetings to keep a pulse on agency business and assist with improving communications across functions within the agency.
- Oversee work with outside legal firms providing specialized services to the agency.
- Responsible for preparing all training materials for newly instituted policies and procedures, including online and classroom learning, lesson plans, and power points.
- Responsible for training recruits on several aspects of Diversity and Inclusion, including training on sexual harassment and race discrimination. The race discrimination training included sessions on *microaggression*, using role play and lecture to demonstrate the effect subtle or unintentional comments or actions towards members of marginalized groups can have on others and the workplace. It was part of our comprehensive approach to behavior-based Diversity & Inclusion (D&I) training,
- Responsible for facilitating training for non-commissioned and commissioned personnel on human resources policies.

2014 - 2016 **CHIEF COMPLIANCE OFFICER**
Orleans Parish Sheriff's Office

- Functioned as an independent and objective analyst to review and evaluate compliance issues within the organization.
- Monitored (1) management and staff compliance rules of OPSO's regulators; (2) management and staff compliance with OPSO policies and procedures; and (3) OPSO's ethics program.
- Served as a communications conduit to receive and direct compliance issues to appropriate resources for investigation and resolution, and as a final internal resource with which concerned parties may communicate after other formal channels and resources have been exhausted.
- Responsible for training on all compliance and federal consent judgment matters.
- Facilitated of communications between, and manager of the often competing interests of the outside monitors, OPSO's counsel and jail experts, federal regulators, and the New Orleans community concerning remediation toward a constitutional jail.

2006 - **GENERAL COUNSEL**
Friends of King, Inc.

- Provide legal guidance and representation to the Board of Directors, the CEO, and District staff on a broad range of legal issues involving the District, its policies and programs, employees and students.
- Responsible for all governance matters, including preparation of board agenda and minutes, annual reports, and all government compliance reports.

- Primary legal responsibilities: contractual relations, financing, and growth strategy; litigation, particularly litigation arising under the labor/employment law, school law, related special education laws, and public employment statutes and regulations; project management (new site development).
- Prepare all school district contracts and manuals for compliance with state and federal regulations, including Title IX compliance, which is extremely important on the high school level.
- Chief facilitator of all strategy discussions, and lead mediator/arbitrator in any disputes involving the school district, including internal disputes (labor/employment), and external disputes (litigation, community relations, and government regulation).

2001 - ATTORNEY/PRINCIPAL CONSULTANT (2001 -)

Tracie L. Washington, APLC
Higher Ground Consultants, Inc.

CO-FOUNDER & DIRECTOR (2007 -)

Louisiana Justice Institute

DIRECTOR (2006 - 2007)

NAACP Gulf Coast Advocacy Center

- Attorney/mediator in the corporate, non-profit, and government sectors, on labor issues, federal/state compliance and regulatory matters, governance, and resolving concerns through facilitated problem solving and management training. Primary areas of practice: general corporate and non-profit management, traditional labor and employment law, education law, regulation and policy analysis, human resource management consulting, and mediation services.
- Labor and Employment Law expert. I have tried sexual harassment, race, and disability cases to jury. In 2003 I tried 4 cases in federal court to jury verdict,
- Negotiator foe federal magistrate judge on difficult race discrimination matters, relying upon my 25 years' experience as a mediator, namely in difficult Title VII race discrimination matters, and in contract disputes.
- I am an expert trainer on sexual harassment and disability discrimination, sought after for my knowledge and humor in training, creating a serious but relaxed atmosphere for learning.
- **Higher Ground Consultants, Inc.** is a firm dedicated to supporting non-profit organizations in attaining outstanding management. In the charter schools environment, we work to ensure superior authorizer-school relations, charter law compliance and successful federal revenue management practices. With over 25 years' experience in school law, we can often predict problem areas and work to ensure compliance. In our work with other non-profit organizations, our specialty is board governance, community engagement and outreach, and asset/partnership matching. Using our phenomenal research and writing skills, HGC provides high-tech support in resource acquisition.
- The **Louisiana Justice Institute** is a non-profit civil and human rights legal advocacy law firm devoted to fostering social justice campaigns across the Gulf Coast for low income communities and communities of color.
 - Supervised nine (9) employees and scores of volunteers in six areas of justice work, with significant policy and advocacy wins each year.
 - Managed significant campaigns funded by grants from community foundations, national philanthropic organizations, and local contributors.
- The **NAACP Gulf Coast Advocacy Center** was opened to address the reconstruction and recovery of the Gulf Coast Region. I directed the NAACP's Regional Post-Katrina policy and advocacy agenda in housing, civic engagement, education, and support services.
- I was the first attorney to sue the New Orleans Public Schools to open schools Post-Katrina, when the strategy was to keep as many schools closed to insure black people could not return to New Orleans.
- I instituted the first city-wide organizing campaign to push-back on NOPS for its draconian disciplinary policies that criminalized children for typical adolescent behavior, and ensuring vulnerable youth have access to the mental health services and rehabilitative resources necessary to enable them to reach their full potential.

1999– 2001 **GENERAL COUNSEL**
New Orleans Public Schools
New Orleans, Louisiana

First appointed General Counsel to school district, which was second largest employer in City of New Orleans, charged with total management of legal affairs for \$500 million per year district. Responsibilities included:

- Reported to Orleans Parish School Board on all policy and procedures (from drafting to compliance monitoring), and represented administration at all administrative hearings (tenure, student and faculty grievance for union and non-union personnel).
- Worked seamlessly with School Board and Superintendent to implement strategic goals for District.
- Managed outside counsel representing the district and Board on state and federal litigation.
- Along with the Compliance Director, I wrote the complete Title IX Manual for the New Orleans Public Schools, including the Title IX Policies and Procedures: Sex-Based Discrimination and Sexual Harassment, the Title IX Grievance Procedures, and the Title IX Training.
- Principle Title IX Trainer
- Counseled district concerning state and federal legislative and regulatory issues.
- **Negotiated collective bargaining agreements with the three (3) recognized unions.**
- Established procedures to govern administrative and other hearings at the district level.
- Provided training to district personnel and Board on state and federal labor and employment laws, including Title VII, Title IX, FERPA, FLSA, and ADA, and food regulation (USDA).
-

1996 - 1998 **CHIEF COUNSEL AND ASSISTANT GENERAL MANAGER**
Capital Metropolitan Transportation Authority
Austin, Texas

First appointed Chief Counsel and CAO, with responsibility for management of corporate law and litigation activities for transportation authority, and for personnel administration and governmental relations.

- Advised Authority on labor relations, contract negotiations and personnel administration.
- Lead negotiator in Authority's collective bargaining agreement with its union.
- Development of materials and training of all management personnel in employment/labor law.
- Lead attorney in all Title VII litigation against CapMetro.
- Chief advisor to the Capital Metro Board of Directors regarding board policies and governance.
- Direct responsibility for contact with General Manager and Board of Directors on legislative (local, state, and federal) and regulatory matters, and on all government led investigations.

1989 - 1996 **ATTORNEY IN PRIVATE PRACTICE**
Texas

- Practiced in two large Texas law firms under direct supervision of attorneys in labor and employment law related matters, including in commercial area, focusing on litigation and transactional work.
- Trial Attorney charged with recovery of government owned assets following financial institution liquidations (FDIC). Administrative practice, including the argument of cases before state regulatory agencies.

CIVIC & PROFESSIONAL ACTIVITIES

Past:

- **Tulane University, Adjunct Professor:** Political Science Department (Fall 2018 –). I have been honored to teach American Government (an introductory survey course), and Courts and Politics (an upper-level course introducing students to the American court system, divided into five (5) sections: Institutions of Law; Interpreters of the Law; Consumers of the Law; Trial Courts; and Appellate Review. This class was taught using the Socratic method and participation was required).
- **New Orleans Athletic Club:** Indoor Cycle (SPIN) Instructor.

- **Dillard University, Adjunct Professor:** Political Science Department, Public Health Department, Communications Department, Philosophy Department (Fall 2013 – Fall 2017). I have been honored to teach several courses in many different departments at Dillard University including. American National Government, Public Health Law, Constitutional Law, International Relations, Comparative Politics, Public Health Law, Communications Law, and Ethics. I used the Socratic method of teaching in my law classes, and in the ethics course.
- **Agenda for Children:** Former Board Chair– Board of Directors
- **O.P.E.N. (Orleans Public Education Network):** Founding Member/Board of Directors.
- **Louisiana Housing Alliance:** Founding Member – Board of Directors.
- **Treme Charter School Association:** Founding Member and Vice President – Board of Directors.

EDUCATION AND PROFESSIONAL LICENSES

- **JURIS DOCTOR, 1989**– The University of Texas School of Law
- **MASTER OF PUBLIC ADMINISTRATION, 1986** – Drake University School of Graduate Studies
- **BACHELOR OF ARTS, 1985** – Carleton College
- **FINRA CERTIFIED ARBITRATOR, 2016** – Financial Industry Regulatory Authority
- **MASTER OF BUSINESS ADMINISTRATION, 2015**– The University of New Orleans
- **CERTIFIED COMPLIANCE & ETHICS PROFESSIONAL, 2014 – 2018.** Society of Corporate Compliance & Ethics (Concentration in Higher Education Compliance)
- **CERTIFIED MEDIATOR & ARBITRATOR, 1996** – American Arbitration Association

ANCILLARY AFFILIATIONS ... TRAININGS ... AWARDS

Affiliations:

- Junior League of New Orleans
- Omicron Nu Zeta Chapter of Zeta Phi Beta Sorority
- Trinity Episcopal Church

Trainings:

- *Fellowship in Effective Leadership* with the United States-Southern African Center for Leadership and Public Values of the Terry Sanford Institute of Public Policy at Duke University & Southern University
- *Fellow, Loyola University Institute of Politics, 2011*
- *Higginbotham Fellow, American Arbitration Association* for 2011-12
- *Fellow, Higher Education Leadership Foundation – Leadership Institute, Gamma Cohort, 2016*

Awards:

- Carleton College *Distinguished Achievement Award* at my 30th reunion
- *Trial Lawyer of the Year* by the Public Justice Foundation, for my work as co-counsel in the landmark trafficking case *David vs. Signal*.
- *100 History Makers in the Making*, MSNBC's **The Griot**
- "Twenty Leading Black Women Advocating Change," **The Root**, a daily online magazine published by Washington Post/Newsweek Interactive.
- Featured in Spike Lee's documentary "If God is Willing and Da Creek Don't Rise" focusing on my civil rights advocacy.



SOUTHERN UNIVERSITY AT NEW ORLEANS

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

Office of the Chancellor

March 29, 2021

Dr. Ray L. Belton, President - Chancellor
Southern University System
4th Floor, J. S. Clark Administration Building
Baton Rouge, LA 7081

Dear Dr. Belton:

I am pleased to submit the name of Mr. Clarence C. Williams for the position of Director of Admissions and Recruitment for Southern University at New Orleans with a salary of \$70,000.00. Mr. Williams earned a M.Ed. with a concentration in College Student Personnel and has experience at multiple levels within higher education. Mr. Williams' professional experience includes Assistant Director of Admissions and Enrollment and as a Graduate and Degree Completion Admissions Official. Within this role, he assisted in increasing enrollment of graduate students in several disciplines while developing and implementing an effective recruitment and enrollment strategy. He was also responsible for implementing new processing methods to ensure timely completion and evaluation of students, while connecting them with their advisors for earlier registration for classes.

Mr. Williams has also served as an Assistant Director of Admissions and Enrollment and managed on-campus employer engagement activities, counseled and advised prospects, applicants and transfer students. He also managed open house events and information sessions. While implementing enrollment strategy and increasing enrollment, he maintained high level enrollment reports forecasting accurate and timely information to senior leadership to further the enrollment strategy implemented.

Based on Mr. Williams' professional experience in admissions and recruitment, we believe that he can provide the necessary leadership for this department and assist the University in our efforts to increase enrollment, and retention and graduation rates. Therefore, I am seeking your support and approval of this recommendation by the Board of Supervisors.

With kind regards,

A handwritten signature in blue ink that reads "James H. Ammons, Jr.".

James H. Ammons, Jr., PhD
Executive Vice-President – Chancellor
Southern University at New Orleans

APPROVED: _____

Ray L. Belton, Ph. D.
President – Chancellor
Southern University System

"An Equal Educational Opportunity Institution"

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

Previous Employee Jacoby Tubbs Reason Left Resigned
 Date Left March 5, 2021 Salary Paid \$58,000

Profile of Person Recommended

Length of Employment _____ To _____

Effective Date _____

Name Clarence Williams SS# xxx-xx- Sex Male Race* Black

Position Title: Director of Admissions and Recruitment Department: Student Affairs & Enrollment Mgmt

Check One X 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 _____

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Master of Higher Education Student Affairs</u>	<u>Western Carolina University, Cullowee, NC</u>	<u>2015</u>
	<u>Bachelor of Science in Criminal Justice</u>	<u>Western Carolina University, Cullowee, NC</u>	<u>2012</u>

Current Employer Northeastern University Charlotte

Personnel Action

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

Recommended Salary _____ Salary Budgeted \$70,000

Source of Funds State

Identify Budget: _____ Location: 411001-46310-61002-45000
 Form Code: _____ Page _____ Item # _____

Change of: _____

Position	<u>From</u>	<u>To</u>
Status	_____	_____
Salary Adjustment	<u>\$58,000</u>	<u>\$70,000</u>

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
411001-46310-61002-45000	\$70,000

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor	Date	Dean/Unit Head	Date
Vice Chancellor	Date	<u>James H. Andrews</u> Chancellor	<u>3/30/2021</u>
Director/Personnel	Date	Vice President/Finance Business Affairs/Comptroller	Date
President	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 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 recognitions.

COMMENTS: _____

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

EMPLOYEE DIRECT SUPERVISOR: _____ James H. Ammons, Jr. Ph.D.

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>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)

Clarence C. Williams

Summary and Objective

Student affairs professional with a diverse background in leadership, recruitment and education. I am seeking employment within enrollment management where I can apply my operational experience, relationship fostering, strategic planning skills, recruitment and training experience. I am a results oriented individual with the focus to complete complex task in a timely manner, build comradery, while ensuring quality.

Education

Western Carolina University – Cullowhee, NC
Master of Higher Education Student Affairs | May 2015
Bachelor of Science in Criminal Justice | May 2012

Professional Experience

Northeastern University Charlotte Charlotte NC | Sep 2019 - Present

Graduate and International Admissions and Enrollment

Graduate Admissions Counselor

- Represented the University both on and off campus at perspective student recruitment events
- Planned and implemented recruitment and enrollment strategies for domestic and international student growth
- Counseled and advised prospects and applicants not limited to webinars, open house, and program specific events
- Generated timely and accurate reports for senior leadership highlighting enrollment strategies and campus success

Pfeiffer University

Charlotte NC | April 2018 – Sep 2019

Undergraduate and Graduate Admissions

Graduate and Degree Completion Admissions Counselor

- Represented the University both on and off campus a perspective student recruitment events.
- Implement recruitment activities for open house and special events.
- Counsel prospective applicant's transfers and graduate students on the admissions process and opportunities at the University.
- Planned and implemented recruitment strategies for enrollment management.

Hendrick Automotive Group

Charlotte NC | Sep 2016 – April 2018

Sales branch of Hendrick Automotive Group | \$7.5 billion in annual revenue

Product Specialist/Deal Auditor – Subject matter expert for products and services

- Establish business relationships with customers resulting in sales goal achievement for the dealership.
- Manage end-to-end sales process including needs assessments, quotes, and all related documentation.
- Performed detailed analyses to ensure sales deals are in agreement with corporate policies.
- Communicated to stakeholders the accuracy and completion of documentation and other related deliverables.

Western Carolina University

Cullowhee, NC | Aug 2015 – Jun 2016

Constituent campus of the University of North Carolina system

Assistant Director of Admissions – Support matters related to admissions and recruitment for prospective students

- Created strategic plans to recruit students for undergraduate and graduate programs nationwide.
- Represented Western Carolina University at national college fairs and conferences.
- Conducted campus tours and provided direction for student leaders with the Office of Admissions.
- Managed all incoming freshman and transfer student athletes per our sports team's M/W.

Additional Graduate Experience

Western Carolina University

Cullowhee, NC | Aug 2013 – May 2016

- *Assistant Track and Field Coach*
- *Program and Assessment Coordinator*
- *Marketing Intern*

Proficiencies

Banner, Microsoft Office, Recruiter, Leadership, Enrollment Development Jenzabar, Workday, EMP, ApplyYourself



SOUTHERN UNIVERSITY AT NEW ORLEANS

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

Office of the Chancellor

March 31, 2021

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

Dear Dr. Belton:

I fully support and approve Dr. David S. Adegboye's request to take a Sabbatical Leave during the Fall 2021 semester. I am also in support of the two-month annual leave for Dr. Adegboye. He has served in various capacities at Southern University at New Orleans (SUNO) for over 20 years. Most notably, he served as Vice Chancellor for Academic Affairs for nearly 15 years and as Accreditation Liaison for three years. As indicated in his attached letter, Dr. Adegboye plans to return as a tenured full professor of Biology in the Department of Natural Sciences during the Spring 2022 semester. In that regard, I am requesting a nine-month salary of \$80,000 for Dr. Adegboye when he transitions to his faculty position.

As Chancellor and on behalf of the Southern University System, I wish to thank Dr. Adegboye for his commitment to SUNO and the many students and colleagues he has influenced during his tenure. I also wish him well with his desire to complete a book project and his return to the campus in 2022.

With kind regards,

A handwritten signature in blue ink that reads 'James H. Ammons, Jr.'.

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

APPROVED: _____
Dr. Ray L. Belton, President-Chancellor
Southern University System

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

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 43,442,284	\$ 34,506,640	\$ 8,935,644	\$ 43,442,284	\$ -	79.4%
Statutory Dedicated	4,228,516	1,910,982	2,317,534	4,228,516	-	45.2%
Federal	3,654,209	863,483	2,790,726	3,654,209	-	23.6%
Self Generated						
Tuition - Fall 2020	34,262,460	33,135,177	-	33,135,177	(1,127,283)	96.7%
Tuition - Spring 2021	31,256,081	30,767,006	-	30,767,006	(489,075)	98.4%
Tuition - Summer	6,993,497	2,642,692	4,979,934	7,622,626	629,129	37.8%
Out-of-State Fees	11,910,932	13,462,028	326,604	13,788,632	1,877,700	113.0%
Other	16,682,523	10,307,610	4,925,245	15,232,854	(1,449,669)	61.8%
Interagency Transfer	3,028,515	2,494,119	1,041,168	3,535,287	506,772	82.4%
Total Revenues	\$ 155,459,017	\$ 130,089,736	\$ 25,316,855	\$ 155,406,591	\$ (52,426)	83.7%
Expenditures						
Salaries	\$ 74,515,941	\$ 57,509,689	\$ 19,091,952	\$ 76,601,641	\$ 2,085,700	77.2%
Other Compensation	319,377	114,583	23,417	138,000	(181,377)	35.9%
Related Benefits	34,034,650	25,190,991	8,376,092	33,567,082	(467,568)	74.0%
Total Personal Services	\$ 108,869,968	\$ 82,815,263	\$ 27,491,460	\$ 110,306,723	\$ 1,436,755	76.1%
Travel	1,034,510	63,577	622,151	685,728	(348,782)	6.1%
Operating Services	15,319,492	10,737,329	3,637,942	14,375,271	(944,221)	70.1%
Supplies	1,845,900	754,778	756,541	1,511,319	(334,581)	40.9%
Total Operating Expenses	\$ 18,199,902	\$ 11,555,684	\$ 5,016,635	\$ 16,572,318	\$ (1,627,584)	63.5%
Professional Services	2,604,772	1,475,429	1,030,787	2,506,216	(98,556)	56.6%
Other Charges	10,714,822	724,621	7,361,883	8,086,504	(2,628,318)	6.8%
Debt Services						
Interagency Transfers	6,238,234	3,474,622	2,763,612	6,238,234	-	55.7%
Total Other Charges	\$ 19,557,828	\$ 5,674,672	\$ 11,156,282	\$ 16,830,954	\$ (2,726,874)	29.0%
General Acquisitions	227,382	47,796	218,463	266,259	38,877	21.0%
Library Acquisitions	562,649	322,505	240,144	562,649	-	57.3%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 790,031	\$ 370,302	\$ 458,606	\$ 828,908	\$ 38,877	46.9%
Scholarships	8,041,288	10,677,593	190,095	10,867,688	2,826,400	132.8%
Total Expenditures	\$ 155,459,017	\$ 111,093,513	\$ 44,313,079	\$ 155,406,592	\$ (52,425)	71.5%

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

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 3,199,565	\$ 3,541,346	\$ (341,781)	\$ 3,199,565	\$ -	110.7%
Statutory Dedicated						
Federal						
Self Generated						
Tuition - Fall 2020						
Tuition - Spring 2021						
Tuition - Summer						
Out-of-State Fees						
Other						
Interagency Transfer						
Total Revenues	\$ 3,199,565	\$ 3,541,346	\$ (341,781)	\$ 3,199,565	\$ -	110.7%
Expenditures						
Salaries	\$ 1,649,530	\$ 1,504,946	\$ 487,342	\$ 1,992,288	\$ 342,758	91.2%
Other Compensation	88,000	75,000	13,000	88,000	-	85.2%
Related Benefits	769,942	505,620	313,941	819,561	49,619	65.7%
Total Personal Services	\$ 2,507,472	\$ 2,085,566	\$ 814,283	\$ 2,899,849	\$ 392,377	83.2%
Travel	185,000	7,626	26,288	33,914	(151,086)	4.1%
Operating Services	171,100	65,363	60,347	125,710	(45,390)	38.2%
Supplies	80,000	21,257	34,958	56,215	(23,785)	26.6%
Total Operating Expenses	\$ 436,100	\$ 94,246	\$ 121,593	\$ 215,839	\$ (220,261)	21.6%
Professional Services	94,000	-	20,000	20,000	(74,000)	0.0%
Other Charges	136,993	-	-	-	(136,993)	0.0%
Debt Services						
Interagency Transfers						
Total Other Charges	\$ 230,993	\$ -	\$ 20,000	\$ 20,000	\$ (210,993)	0.0%
General Acquisitions	25,000	9,393	54,484	63,877	38,877	37.6%
Library Acquisitions						
Major Repairs						
Total Acquisitions/Major Repairs	\$ 25,000	\$ 9,393	\$ 54,484	\$ 63,877	\$ 38,877	37.6%
Scholarships						
Total Expenditures	\$ 3,199,565	\$ 2,189,205	\$ 1,010,360	\$ 3,199,565	\$ -	68.4%

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

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 18,275,725	\$ 13,528,785	\$ 4,746,940	\$ 18,275,725	\$ -	74.0%
Statutory Dedicated	1,593,248	726,552	866,696	1,593,248	-	45.6%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2020	21,709,761	20,506,780	-	20,506,780	(1,202,981)	94.5%
Tuition - Spring 2021	19,487,148	18,907,110	-	18,907,110	(580,038)	97.0%
Tuition - Summer	4,963,498	1,322,877	3,599,702	4,922,579	(40,919)	26.7%
Out-of-State Fees	8,349,603	8,821,859	146,084	8,967,943	618,340	105.7%
Other	7,671,356	4,245,891	4,294,268	8,540,159	868,803	55.3%
Interagency Transfer	3,028,515	2,494,119	1,041,168	3,535,287	506,772	82.4%
Total Revenues	\$ 85,078,854	\$ 70,553,974	\$ 14,694,857	\$ 85,248,831	\$ 169,977	82.9%
Expenditures						
Salaries	\$ 40,450,820	\$ 31,377,167	\$ 8,379,291	\$ 39,756,459	\$ (694,361)	77.6%
Other Compensation	181,377	-	-	-	(181,377)	0.0%
Related Benefits	18,669,613	14,650,380	3,091,023	17,741,402	(928,211)	78.5%
Total Personal Services	\$ 59,301,810	\$ 46,027,547	\$ 11,470,314	\$ 57,497,861	\$ (1,803,949)	77.6%
Travel	268,210	15,351	84,747	100,098	(168,112)	5.7%
Operating Services	8,662,277	6,469,648	1,301,087	7,770,735	(891,542)	74.7%
Supplies	865,911	446,243	146,004	592,247	(273,664)	51.5%
Total Operating Expenses	\$ 9,796,398	\$ 6,931,242	\$ 1,531,838	\$ 8,463,080	\$ (1,333,318)	70.8%
Professional Services	1,026,480	715,138	113,867	829,005	(197,475)	69.7%
Other Charges	3,805,700	228,039	4,274,663	4,502,702	697,002	6.0%
Debt Services			-			
Interagency Transfers	4,017,497	1,937,816	2,079,681	4,017,497	-	48.2%
Total Other Charges	\$ 8,849,677	\$ 2,880,993	\$ 6,468,211	\$ 9,349,204	\$ 499,527	32.6%
General Acquisitions	52,032	7,758	44,275	52,032	-	14.9%
Library Acquisitions	137,649	101,410	36,239	137,649	-	73.7%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 189,681	\$ 109,167	\$ 80,514	\$ 189,681	\$ -	57.6%
Scholarships	6,941,288	9,749,005	-	9,749,005	2,807,717	140.4%
Total Expenditures	\$ 85,078,854	\$ 65,697,954	\$ 19,550,877	\$ 85,248,831	\$ 169,977	77.2%

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

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

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 3,735,319	\$ 2,913,270	\$ 822,049	\$ 3,735,319	\$ -	78.0%
Statutory Dedicated	172,939	78,543	94,396	172,939	-	45.4%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2020	3,823,146	4,583,457	-	4,583,457	760,311	119.9%
Tuition - Spring 2021	3,499,336	4,413,269	-	4,413,269	913,933	126.1%
Tuition - Summer	700,000	282,946	600,000	882,946	182,946	40.4%
Out-of-State Fees	2,658,500	4,103,411	99,000	4,202,411	1,543,911	154.4%
Other	3,286,762	3,681,884	100,977	3,782,861	496,099	112.0%
Interagency Transfer		-	-			
Total Revenues	\$ 17,876,002	\$ 20,056,780	\$ 1,716,422	\$ 21,773,202	\$ 3,897,200	112.2%
Expenditures						
Salaries	\$ 9,471,530	\$ 7,828,504	\$ 4,175,388	\$ 12,003,891	\$ 2,532,361	82.7%
Other Compensation	-	-	-	-	-	-
Related Benefits	3,609,686	2,496,853	1,586,648	4,083,501	473,815	69.2%
Total Personal Services	\$ 13,081,216	\$ 10,325,357	\$ 5,762,036	\$ 16,087,392	\$ 3,006,176	78.9%
Travel	385,000	27,414	357,586	385,000	-	7.1%
Operating Services	1,690,629	626,599	1,547,952	2,174,551	483,922	37.1%
Supplies	250,000	101,364	148,636	250,000	-	40.5%
Total Operating Expenses	\$ 2,325,629	\$ 755,378	\$ 2,054,173	\$ 2,809,551	\$ 483,922	32.5%
Professional Services	1,220,590	681,325	839,265	1,520,590	300,000	55.8%
Other Charges	432,027	199,429	232,598	432,027	-	46.2%
Debt Services		-	-	-	-	-
Interagency Transfers	366,540	207,253	159,287	366,540	-	56.5%
Total Other Charges	\$ 2,019,157	\$ 1,088,007	\$ 1,231,150	\$ 2,319,157	\$ 300,000	53.9%
General Acquisitions	-	-	-	-	-	-
Library Acquisitions	250,000	221,096	28,904	250,000	-	88.4%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 250,000	\$ 221,096	\$ 28,904	\$ 250,000	\$ -	88.4%
Scholarships	200,000	307,102		307,102	107,102	153.6%
Total Expenditures	\$ 17,876,002	\$ 12,696,939	\$ 9,076,263	\$ 21,773,202	\$ 3,897,200	71.0%

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

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 8,158,721	\$ 6,812,074	\$ 1,346,647	\$ 8,158,721	\$ -	83.5%
Statutory Dedicated	502,799	263,629	239,170	502,799	-	52.4%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2020	4,851,700	4,619,305	-	4,619,305	(232,395)	95.2%
Tuition - Spring 2021	4,577,842	4,354,494	-	4,354,494	(223,348)	95.1%
Tuition - Summer	429,999	131,418	330,232	461,650	31,651	30.6%
Out-of-State Fees	352,829	262,408	81,520	343,928	(8,901)	74.4%
Other	4,735,175	2,287,535	350,000	2,637,535	(2,097,640)	48.3%
Interagency Transfer			-			
Total Revenues	\$ 23,609,065	\$ 18,730,863	\$ 2,347,569	\$ 21,078,432	\$ (2,530,632)	79.3%
Expenditures						
Salaries	\$ 10,111,886	\$ 7,409,094	\$ 2,702,792	\$ 10,111,886	\$ -	73.3%
Other Compensation	-	-	-	-	-	-
Related Benefits	4,740,079	3,794,690	962,191	4,756,880	16,801	80.1%
Total Personal Services	\$ 14,851,965	\$ 11,203,784	\$ 3,664,983	\$ 14,868,766	\$ 16,801	75.4%
Travel	37,000	6,340	30,660	37,000	-	17.1%
Operating Services	2,285,294	1,864,001	421,293	2,285,294	-	81.6%
Supplies	285,500	65,265	220,235	285,500	-	22.9%
Total Operating Expenses	\$ 2,607,794	\$ 1,935,606	\$ 672,188	\$ 2,607,794	\$ -	74.2%
Professional Services	-	22,547	2,453	25,000	25,000	-
Other Charges	4,268,732	30,413	1,665,885	1,696,298	(2,572,434)	0.7%
Debt Services		-				
Interagency Transfers	1,105,574	961,296	144,278	1,105,574	-	86.9%
Total Other Charges	\$ 5,374,306	\$ 1,014,256	\$ 1,812,616	\$ 2,826,872	\$ (2,547,434)	18.9%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	175,000	-	175,000	175,000	-	0.0%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 175,000	\$ -	\$ 175,000	\$ 175,000	\$ -	0.0%
Scholarships	600,000	447,820	152,180	600,000	-	74.6%
Total Expenditures	\$ 23,609,065	\$ 14,601,465	\$ 6,476,967	\$ 21,078,432	\$ (2,530,633)	61.8%

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

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 5,158,497	\$ 3,878,259	\$ 1,280,238	\$ 5,158,497	\$ -	75.2%
Statutory Dedicated	162,060	78,543	83,517	162,060	-	48.5%
Federal						
Self Generated						
Tuition - Fall 2020	3,877,853	3,425,635	-	3,425,635	(452,218)	88.3%
Tuition - Spring 2021	3,691,755	3,092,133	-	3,092,133	(599,622)	83.8%
Tuition - Summer	900,000	905,451	450,000	1,355,451	455,451	100.6%
Out-of-State Fees	550,000	274,350	-	274,350	(275,650)	49.9%
Other	989,230	92,299	180,000	272,299	(716,931)	9.3%
Interagency Transfer		-	-			
Total Revenues	\$ 15,329,395	\$ 11,746,670	\$ 1,993,755	\$ 13,740,425	\$ (1,588,970)	76.6%
Expenditures						
Salaries	\$ 7,402,302	\$ 5,890,965	\$ 1,416,279	\$ 7,307,244	\$ (95,058)	79.6%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	3,666,095	2,536,025	1,050,478	3,586,503	(79,592)	69.2%
Total Personal Services	\$ 11,068,397	\$ 8,426,990	\$ 2,466,757	\$ 10,893,747	\$ (174,650)	76.1%
Travel	38,300	1,216	7,500	8,716	(29,584)	3.2%
Operating Services	2,166,888	1,458,057	217,620	1,675,677	(491,211)	67.3%
Supplies	140,200	83,287	19,781	103,068	(37,132)	59.4%
Total Operating Expenses	\$ 2,345,388	\$ 1,542,560	\$ 244,901	\$ 1,787,461	\$ (557,927)	65.8%
Professional Services	219,500	52,419	15,000	67,419	(152,081)	23.9%
Other Charges	647,487	6,594	25,000	31,594	(615,893)	1.0%
Debt Services						
Interagency Transfers	748,623	368,257	380,366	748,623	-	49.2%
Total Other Charges	\$ 1,615,610	\$ 427,270	\$ 420,366	\$ 847,636	\$ (767,974)	26.4%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	0.0%
Total Acquisitions/Major Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Scholarships	300,000	173,666	37,915	211,581	(88,419)	57.9%
Total Expenditures	\$ 15,329,395	\$ 10,570,486	\$ 3,169,939	\$ 13,740,425	\$ (1,588,970)	69.0%

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

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

	FY21 Budget	Actual	Projected	Total FY21	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 4,914,457	\$ 3,832,906	\$ 1,081,551	\$ 4,914,457	\$ -	78.0%
Statutory Dedicated	1,797,470	763,714	1,033,756	1,797,470	-	42.5%
Federal	3,654,209	863,483	2,790,726	3,654,209	-	23.6%
Self Generated						
Tuition - Fall 2020						
Tuition - Spring 2021						
Tuition - Summer						
Out-of-State Fees						
Other						
Interagency Transfer						
Total Revenues	\$ 10,366,136	\$ 5,460,103	\$ 4,906,033	\$ 10,366,136	\$ -	52.7%
Expenditures						
Salaries	\$ 5,429,873	\$ 3,499,013	\$ 1,930,860	\$ 5,429,873	\$ -	64.4%
Other Compensation	50,000	39,583	10,417	50,000	-	79.2%
Related Benefits	2,579,235	1,207,424	1,371,811	2,579,235	-	46.8%
Total Personal Services	\$ 8,059,108	\$ 4,746,020	\$ 3,313,088	\$ 8,059,108	\$ -	58.9%
Travel	121,000	5,630	115,370	121,000	-	4.7%
Operating Services	343,304	253,661	89,643	343,304	-	73.9%
Supplies	224,289	37,361	186,928	224,289	-	16.7%
Total Operating Expenses	\$ 688,593	\$ 296,652	\$ 391,941	\$ 688,593	\$ -	43.1%
Professional Services	44,202	4,000	40,202	44,202	-	9.0%
Other Charges	1,423,883	260,146	1,163,737	1,423,883	-	18.3%
Debt Services						
Interagency Transfers	-	-	-	-	-	0.0%
Total Other Charges	\$ 1,468,085	\$ 264,146	\$ 1,203,939	\$ 1,468,085	\$ -	18.0%
General Acquisitions	150,350	30,646	119,704	150,350	-	20.4%
Library Acquisitions				-		
Major Repairs		-	-	-		
Total Acquisitions/Major Repairs	\$ 150,350	\$ 30,646	\$ 119,704	\$ 150,350	\$ -	20.4%
Scholarships						
Total Expenditures	\$ 10,366,136	\$ 5,337,463	\$ 5,028,673	\$ 10,366,136	\$ -	51.5%



SOUTHERN UNIVERSITY LAW CENTER

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March 31, 2021

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

Re: Informational Presentation on Semester in Shreveport

Dear Dr. Belton:

The Southern University Law Center (SULC) has been implementing its plan to bring legal education to the Shreveport/Bossier and Northwest Louisiana region. Progress is being made and I would like to be afforded an opportunity to make an informational presentation to the Southern University System Board of Supervisors at its April 16, 2021 meeting. I therefore ask that this request be placed on the April 16, 2021 board agenda. If you have any questions, please feel free to contact me.

Yours Sincerely,

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