

# **SOUTHERN<sup>®</sup> UNIVERSITY SYSTEM**

BATON ROUGE • NEW ORLEANS • SHREVEPORT

## **BOARD OF SUPERVISORS MEETING**

May 19, 2023

Board of Supervisors' Meeting Room  
J. S. Clark Administration Bldg. 2nd Floor  
Baton Rouge, LA.  
9:00 a.m.

**SOUTHERN UNIVERSITY BOARD OF SUPERVISORS  
SPECIAL BOARD MEETING**

**Friday, May 19, 2023**

Southern University System Board Meeting Room  
J. S. Clark Administration Building 2<sup>nd</sup> Floor  
Baton Rouge, LA 70813

**AGENDA**

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Recognition of Special Guest
4. Special Presentation(s)
  - A. Chairman of the Board
  - B. Above and Beyond Award
5. Ms. Dottie Belletto, Executive Director – NOCCI (My Bayou Classic)
6. Adjournment

# Academic Affairs

# ACADEMIC AFFAIRS COMMITTEE

Friday, May 19, 2023

Southern University System Board Meeting Room  
J. S. Clark Administration Building 2<sup>nd</sup> Floor  
Baton Rouge, LA 70813

## AGENDA

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Roll Call
4. Adoption of the Agenda
5. Public Comments
6. Action Item(s)
  - A. Request Approval of Bachelor's Degree in Computer Engineering Program- College of Science & Engineering (SUBR)
  - B. Tenure and Promotion Recommendations for Faculty Who have Gone Through Academic Review and Meet all the Necessary Requirements (SUNO)

Name of Faculty	Department	Present Rank	Applied for and Approved
1. Kenneth Williams	Department of Science and Cybersecurity	Associate Professor	Tenured Associate Professor

- C. Tenure and Promotion Recommendations for Faculty Who have Gone Through Academic Review and Meet all the Necessary Requirements (SUBR)

Name of Faculty Member	Department	Present Rank	Applied For and Approved
1. Deidre Atkins Ball	Department of Biology College of Sciences and Engineering	Tenure Track Assistant Professor in Biology	Tenure
2. Natassia Jones	Department of Science and Mathematics College of Sciences and Engineering	Tenure Track Associate Professor	Tenure and Promotion to Professor
3. Shizhong Yang	Department of Computer Science College of Science and Engineering	Tenured Associate Professor	Promotion to Professor

D. Tenure and Promotion Recommendations for Faculty Who have Gone Through Academic Review and Meet all the Necessary Requirements (SULC)

Name of Faculty	Department	Present Rank	Applied for and Approved
1. Marcia Burden	Legal Clinic	Tenured Associate Professor	Promotion to Full Professor
2. Kelly Carmena	Legal Clinic	Tenured Assistant Professor	Promotion to Associate Professor
3. Christian Fasullo	Legal Clinic	Tenured Associate Professor	Promotion to Full Professor
4. Alvin Washington	Legal Clinic	Tenured Associate Professor	Promotion to Full Professor

7. Informational Item(s)

A. Academic Affairs Curriculum Discussions (Psy.D. and Medical College)

9. Other Business

10. Adjournment

**MEMBERS**

Dr. Leon Tarver, II - Chairman, Mr. Sam Gilliam –Vice-Chair,  
 Atty Jody Amedee, Mrs. Maple Gaines, Mrs. Ann Smith, and Dr. Arlanda Williams  
 Mr. Myron K. Lawson – Ex Officio



**OFFICE OF ACADEMIC AFFIARS  
CURRICULUM CHANGE RECOMMENDATION FORM**

**College/School:** Sciences and Engineering

**Department:** Electrical Engineering

**Course Title:** N/A

**Course Number:** N/A

**CIP Code:** 14.0901

**Credit Hours:** N/A

**Course Contact Hours:** N/A

**Course/Concentration/Minor/Program Description:**

An undergraduate degree program in computer engineering will be established.

**Course/Concentration/Minor/Program Description Goal(s):**

To provide undergraduate students with an opportunity to earn a bachelor's degree in computer engineering.

**Course/Concentration/Minor/Program Description Objectives:**

To provide undergraduate students with an understanding of the characteristics, concepts, and operating principles of computer based electrical systems.

**Rationale for the Course/Concentration/Minor/Program:**

To provide students with a solid foundation in computer engineering so that they will be more competitive in the job marketplace.








**Signatures:**

  
\_\_\_\_\_  
College Curriculum Committee, Chair

07/18/2022  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
College Dean

07/18/2022  
\_\_\_\_\_  
Date

N/A  
\_\_\_\_\_  
Graduate School Dean (If graduate course/program)

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
SUBR Curriculum Committee, Chair

05/18/2022  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Executive Vice Chancellor and Provost

5/3/2023  
\_\_\_\_\_  
Date

\_\_\_\_\_  
President-Chancellor

\_\_\_\_\_  
Date



*Office of the Executive Vice Chancellor and Provost*

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

May 3, 2023

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

Dear President-Chancellor Shields:

Using a peer-review process, the Retention, Tenure, and Promotion (RTP) Committees of the respective departments, chairs, colleges, deans, and the University RTP committee have reviewed submitted applications for Faculty Tenure and Promotion the academic year 2022-2023. The attachment, "Faculty Tenure and Promotion Summary Report," reveals the recommendation. There were three additional candidates recommended who fulfill the minimum requirements in all tenure and promotion evaluation areas. Therefore, I recommend the approval of the listed applicants for the 2022-2023 academic year.

Your kind consideration and approval are requested.

With Kindest Regards,

Bijoy K. Sahoo, Ph.D.  
Executive Vice-Chancellor and Provost

Attachment

cc: Dr. Patrick Carriere, Dean, College of Sciences and Engineering  
Dr. Joycelyn Denise Harrison, Assistant Vice-Chancellor for Academic Affairs

**FACULTY TENURE AND PROMOTION SUMMARY REPORT  
FOR THE FISCAL YEAR 2022-2023**

There were two applications submitted to the Office of Academic Affairs that were re-evaluated for tenure and promotion. The two applications are from the College of Science and Engineering. The applicant's recommendations are as follows:

1. Shizhong Yang, Tenured Associate Professor  
Department of Computer Science  
College of Science and Engineering  
Applied for Promotion - Associate Professor to Full Professor  
**Recommendation:** Approved
  
2. Nasassia Jones, Tenured-Tracked Associate Professor  
Applied for Tenure and Promotion  
Department of Science and Mathematics Education  
College of Science and Engineering  
Applied for Tenure and Promotion—Associate Professor to Full Professor  
**Recommendation:** Approved



*Office of the Executive Vice Chancellor and Provost*

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

May 3, 2023

Dear President-Chancellor Shields:

Upon further review, and based on the new information provided, I am recommending tenure for Dr. Deidre Atkins Ball, Assistant Professor in Biology in the College of Sciences and Engineering.

Sincerely,

Bijoy K. Sahoo, Ph.D.  
Executive Vice-Chancellor and Provost

Approved:

Dennis J. Shields, President & Chancellor

cc: Dr. Dennis J. Shields, President/Chancellor  
Dr. Allen Vital, Chief of Staff  
Dr. Patrick Carriere, Dean, College of Sciences and Engineering  
Dr. Oswald D'Auvergne, Department Chair, Biology & Chemistry



# 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 20, 2023

President/Chancellor  
Southern University System and Baton Rouge Campus  
J. S. Clark Administration Building  
4<sup>th</sup> Floor  
Baton Rouge, LA 70813

RE: Clinical Faculty Promotions

Dear President Shields:

The Southern University Law Center's (SULC) Legal Clinic's goal is not only to promote the professional, ethical, and practical skills necessary for law students, but to help the community as well. The Legal Clinic provides legal services to low-income persons who otherwise would be unable to have access to the courts or to pursue their legal matters, and it offers services as a legal resource in the form of community workshops, community support, and legal presentations, all of which would not be accomplished without the dedication, commitment, and skills of the Clinical Faculty.

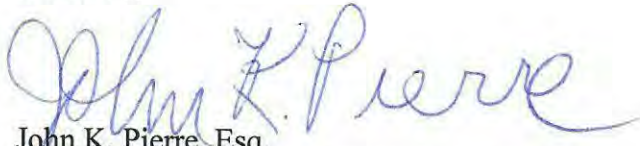
The Clinical Evaluation Committee, Clinical Appointment Committee, and the Director of Clinical Legal Education have recommended the promotion of the following Clinical Faculty with an increase in pay, proportionate with other faculty of similar rank.

Name	Current Position	Promotion	Current Salary	Increase 6%	Final Salary
Alvin Washington	Associate Professor	Full-Professor	\$ 119,902	\$ 7,194	\$ 127,906
Christian Fasullo	Associate Professor	Full -Professor	\$ 108,108	\$ 6,486	\$114,594
Marcia Burden	Associate Professor	Full-Professor	\$ 103,194	\$ 6,192	\$109,386
Kelly Carmena	Assistant Professor	Associate Professor	\$ 93,366	\$ 5,602	\$ 98,968

I concur with their recommendation and request that this be presented to the Board of Supervisors at their May 19, 2023, meeting for approval to be effective August 1, 2023.

Should you have any questions or concerns, please let me know.

Sincerely,



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

APPROVED: \_\_\_\_\_

Dennis J. Shields  
President/Chancellor

# Facilities and Property

# **FACILITIES AND PROPERTY COMMITTEE**

**(Following Academic Affairs Committee)**

Southern University System Board Meeting Room

J. S. Clark Administration Building 2<sup>nd</sup> Floor

Baton Rouge, LA 70813

## **AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Informational Item(s)
  - A. Facilities Update (SUS)
6. Other Business
7. Adjournment

## **MEMBERS**

Atty Edwin Shorty - Chairman, Atty Domoine Rutledge – Vice-Chair,  
Mr. Paul Matthews, Mrs. Ann Smith, Dr. Leon Tarver, II and Dr. Rani Whitfield  
Mr. Myron K. Lawson - Ex Officio



# Southern University System

## Active Capital Improvement Project Tracking

**Key**

Planning and Design

Bidding and Contracting

CMAR Selection

Construction

**Capital Outlay Funded Projects**

Project Title		FY2022-23			FY2023-24				FY2024-25				FY2025-26				FY2026-27			
		2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
SUBR	Ravine, Bluff and Riverbank Stabilization	Planning and Design			Bidding and Contracting				Construction											
	New STEM Science Complex		CMAR Selection	Planning and Design		Bidding and Contracting		Construction												
	School of Business/Professional Accountancy		CMAR Selection	Planning and Design		Bidding and Contracting		Construction												
	JK Haynes Hall (School of Nursing) Renovation and Addition			Planning and Design		Bidding and Contracting		Construction												
	Stewart Hall - Wall Mount HVAC Units, 1st, 2nd, and 3rd floors	Planning and Design			Bidding and Contracting				Construction											
SUNO	University Cafeteria			Planning and Design			Bidding and Contracting		Construction											
	ADA Compliant Restrooms and Public Accommodations in the Cafeteria, University			Bidding and Contracting			Construction													
	Campus Exterior Lighting Upgrades			Planning and Design		Bidding and Contracting		Construction												
SUSLA	New Health, Physical Education and Recreation (HPE&R) Complex including New Gymnasium		Planning and Design		Bidding and Contracting		Construction													
	Louis Collier Hall Science Building Renovation		Planning and Design		Bidding and Contracting		Construction													
	Data Science and Analytics Center		Planning and Design		Bidding and Contracting		Construction													
SUIC	Renovations and Additions to Existing Law Library	Planning and Design			Bidding and Contracting				Construction											
SUAG	Disaster Relief Mega Shelter		Planning and Design		Bidding and Contracting		Construction													



# Finance

**FINANCE COMMITTEE**  
**(Following Facilities and Property Committee)**  
Southern University System Board Meeting Room  
J. S. Clark Administration Building 2<sup>nd</sup> Floor  
Baton Rouge, LA 70813

**AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
  - A. Request Approval of a \$500 per semester Bar Prep Fee for Incoming Law Students (SULC)
  - B. Request Approval of Out-of-State Fee Increase for Incoming Non-Resident Law Students (SULC)
  - C. Request Approval for E-Book Fee Increase (SULC)
  - D. Request Approval to Increase the Student-Assessed Special Events Fee from \$40.00 to \$80.00 (SUBR)
6. Informational Item(s)
  - A. Interim Financial Reports (SUS)
7. Other Business
8. Adjournment

**MEMBERS**

Dr. Arlanda Williams- Chairman, Ms. Ann Smith – Vice-Chair,  
Mr. Sam Gilliam, Mrs. Christy Reeves, Atty. Domoine Rutledge, and Dr. Leon Tarver, II  
Mr. Myron K. Lawson - Ex Officio



## SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

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OFFICE OF THE CHANCELLOR

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FAX (225) 771-2474

May 4, 2023

Dennis J. Shields  
President/Chancellor  
Southern University System and Baton Rouge Campus  
J. S. Clark Administration Building  
4<sup>th</sup> Floor  
Baton Rouge, LA 70813

RE: Request to impose s \$500.00 per semester Bar Prep fee for incoming law students beginning with fall 2023 class and for future years.

Dear President Shields:

The American Bar Association Council on Legal Education (ABA Council) in 2018 imposed a more stringent bar passage standard for law school class cohorts for accreditation purposes. In addition to the ABA Council's action, the National Conference of Bar Examiners announced the introduction of a new bar examination format formally referred to as the Next Gen Bar Exam that will be implemented in 2026.

Based upon my review of the changes that already have been imposed, the proposed changes to bar examination processes, and the expansion of the Uniform Bar Examination (UBE) across the United States, it has become apparent to me that SULC should begin imposing a \$500.00 per semester bar preparation fee to be set aside in a fund for students who will graduate in 2026 and beyond. The funds will pay for bar preparation courses to vendors who will be developing the next generation bar exam.

Having these funds available will also help SULC negotiate with bar prep vendors on prices charged for bar prep fees. SULC will not use the \$500.00 per semester bar preparation fee for recurring operating expenditures.

I respectfully request that this proposal be presented to the Southern University Board of Supervisors for consideration and approval at its May 19, 2023, board meeting.

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 "J" and "P".

John K. Pierre, Esq.

Chancellor and Vanue B. Lacour Endowed Law Professor



## SOUTHERN UNIVERSITY LAW CENTER

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May 4, 2023

Dennis J. Shields  
President/Chancellor  
Southern University System and Baton Rouge Campus  
J. S. Clark Administration Building  
4<sup>th</sup> Floor  
Baton Rouge, LA 70813

RE: Out-of-State Fee Increase Request for Non-resident law students beginning in the incoming 2023-2024 law school class and for future years

Dear President Shields:

Over the past seven years, the Southern University Law Center has experienced a large increase in applications and enrollment from non-resident students seeking to attend law school. The out-of-state non-resident fee has remained stagnant at \$12,600.00 per year for the past seven years. Because SULC has the responsibility of providing approximately 80% of its budget through self-generated fees and revenues, it is prudent to increase out-of-state fees from \$12,600.00 per year to \$13,500.00 per year beginning fall 2023 and beyond. This \$900.00 per year out-of-state fee increase if approved by the Southern University Board of Supervisors at its May 19, 2023, board meeting will not be imposed on currently enrolled law students at SULC.

For purposes of comparison, total annual tuition and fees for incoming fall 2023, non-resident students at SULC will be \$29,034.00 versus \$39,105.00 for law students at Louisiana State University. Furthermore, tuition and fees for non-resident students at the Florida A&M College of Law is currently \$33,077.00, and the tuition and fees for non-resident students at the Texas Southern University Thurgood Marshall School of Law is \$28,261.00.

I respectfully request that this proposed out-of-state fee increase that will not affect current SULC students be presented to the Southern University Board of Supervisors for consideration and approval at its May 19, 2023, board meeting.

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

Sincerely,

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



## SOUTHERN UNIVERSITY LAW CENTER

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May 4, 2023

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

Dennis J. Shields  
President/Chancellor  
Southern University System and Baton Rouge Campus  
J. S. Clark Administration Building  
4<sup>th</sup> Floor  
Baton Rouge, LA 70813

RE: Request for E-book fee increase

Dear President Shields:

The Southern University Law Center (SULC) was one of the law schools in the United States to provide large access to casebooks, textbooks, and other legal education resources using electronic books (E-books) to its students five-years ago. The use of E-books has produced savings on textbooks for law students. The average annual costs for students using traditional bound casebooks, textbooks, and other legal education resources are approximately \$2,500 per year.

The current E-book fee that SULC assesses its students is \$800.00 per year. based upon the rising costs to access E-book resources from various vendors, it is necessary to increase the E-book fee to \$950.00 per year. This fee is necessary for SULC to provide cutting edge electronic legal education resources to its students as a competitive 21<sup>st</sup> century law school. The \$150.00 per year increase is small compared to \$1,550.00 cost savings for traditional bound casebooks, textbooks, and other legal educational resources.

I respectfully ask that this request be placed on the May 19, 2023, Southern University Board of Supervisors agenda for consideration and approval.

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

Sincerely,

John K. Pierre, Esq.

Chancellor and Vanue B. Lacour Endowed Law Professor





## SOUTHERN UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE

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OFFICE OF VICE CHANCELLOR FOR STUDENT AFFAIRS

May 5, 2023

Dennis J. Shields, President-Chancellor  
Southern University and A&M College  
Baton Rouge, LA 70813

President Shields:

The Southern University and A&M College student body through the Student Senate and Student Government Association voted to increase the Student Assessed Special Event from \$40.00 per semester to \$80.00 per semester.

The bill that was proposed by the Senate was placed on the Spring 2023 election ballot. On election day, March 24, 2023, the student body voted in support of the fee increase at a rate of 71.8 percent. Based on the student body and subsequent Senate passage of the bill on April 6, 2023, I am requesting approval of the fee increase to be effective for the Fall Semester of 2023.

This increase will provide the means to continue to offer excellence in student events as well as expand programming to include seminars and speakers that will enhance the academic pursuits of the student body.

I am requesting that you support this legislation as the Division of Student Affairs wants to support the Student Government Association in its pursuit of programming excellence and outcomes that will enhance the exposure of the student body to some of the country's leading scholars and public intellectuals.

The signed bill as well as the voting results are attached to this communication. Thank you for your support.

Respectfully,

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

---

Dennis J. Shields, President-Chancellor

May 3, 2023

Southern University and A&M College  
801 Harding  
Student Union, 203  
Baton Rouge, LA  
70813 United States

To Whom It May Concern:

The following election results are certified by Simply Voting to have been securely processed and accurately tabulated by our independently managed service.

Respectfully yours,



Brian Lack  
President  
Simply Voting Inc.

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## Results - Spring 2023 SGA Election

**Start:** 2023-03-24 09:00:00 America/Chicago

**End:** 2023-03-24 17:00:00 America/Chicago

**Turnout:** 1938 (38.3%) of 5055 electors voted in this ballot.

### Southern University Student-Assessed Special Events Fee Referendum

Option	Votes
YES	1365 (71.8%)
NO	536 (28.2%)

### VOTER SUMMARY

Total	1938
Abstain	37 (1.9%)



Southern University and A&M College at Baton Rouge  
Student Government Association  
2022 – 2023 Student Senate  
S.B # 03

Introduced By: Sherman Ruth

Supported By: Zion Parker

## Special Events Fee

**Whereas:** The purpose of this bill is to increase the student-assessed Special Events Fee from \$40.00 to \$80.00. Southern University students not only expect but deserve a certain quality of events and programming for entertainment and the enhancement of their college experience. Southern University's current special event fee of \$40.00 does not generate enough funds to host popular events such as fairs, comedy shows, and concerts featuring artists and celebrity figures in high demand. Moreover, this fee of \$40.00 has remained the same over the last decade while the cost for the artists, vendors, celebrities, entertainers, marketing, merchandise etc. have risen over time. Since the onset of the pandemic, prices for supplies, production, and travel have increased as well.

**Therefore  
Let it be  
Enacted**

< Each regularly enrolled Southern University student shall pay \$80 per semester for Special Events Fee. There is an average of 6,500-7,000 students enrolled at Southern University. If each student pays \$80.00 dollars, that gives the University about \$520,000 for special events per semester, as opposed to the estimated \$260,000 the current fee amount provides. >

**Therefore  
Let it be  
Enacted**

<The student-assessed Special Events Fee funds most of the student's events, activities and programs. The \$520,000 per semester would contribute tremendously towards popular weeks such as homecoming, spring fest, and hold events and give aways before exam weeks. We as a student body are consistently saying we want new events, artists, innovative programs, guest speakers, etc. Students are beginning to be less enthusiastic for repetitive events. The fee that we have right now won't accommodate those needs and wants we desire. Increasing the special events fee would be a major step in evolving programs and events to enhance our overall college experience. >

**Let it be  
Further  
Enacted:**

<The bill will be presented on February 28th, 2023, at the next in person senate meeting followed by a power point presentation with the supporting details such as what other HBCU's are paying and their events and performers and speakers they have had. Also, discussion on past budgets, events, programs, and performers Southern University has had.

Southern University and A&M College at Baton Rouge

Student Government Association

2022 – 2023 Student Senate

S.B.# 03

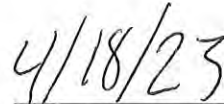
Introduced By: Sherman Ruth II

Supported By: Zion Parker


On Friday, March 24 the Student Assessed Special Events Fee passed the student vote with 1,365 (71.8%) voting yes.



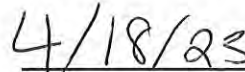
Sherman Ruth II  
College of Science and Engineering Senator



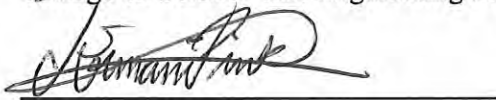
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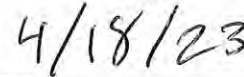
Zion Parker  
College of Science and Engineering Senator



Date



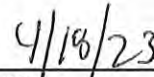
Armani Pink  
Student Government Association Vice-President



Date



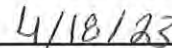
Carlos Brister  
Student Government Association President



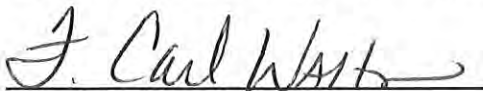
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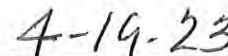
Winton Anderson  
Student Government Association Advisor



Date



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



Date

Southern University and A&M College at Baton Rouge

Student Government Association

2022 – 2023 Student Senate

S.B # 03

Introduced By: Sherman Ruth

Supported By: Zion Parker

## Special Events Fee

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Southern University and A&M College at Baton Rouge

Student Government Association


2022 - 2023 Student Senate

S.B.# 03

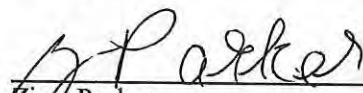
Introduced By: Sherman Ruth II

Supported By: Zion Parker

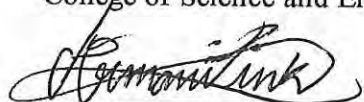
On Friday, March 24 the Student Assessed Special Events Fee passed the student vote with 1,365 (71.8%) voting yes.

  
Sherman Ruth II  
College of Science and Engineering Senator

4/18/23  
Date

  
Zion Parker  
College of Science and Engineering Senator

4/18/23  
Date

  
Armani Pink  
Student Government Association Vice-President

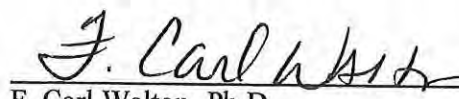
4/18/23  
Date

  
Carlos Brister  
Student Government Association President

4/18/23  
Date

  
Winton Anderson  
Student Government Association Advisor

4/18/23  
Date

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

4-19-23  
Date

**Southern University System**  
**General Operating Budget Financial Statement**  
**For Fiscal Year Ending June 30, 2023**  
**As of April 30, 2023**

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 56,075,430	\$ 41,006,816	\$ 15,068,614	\$ 56,075,430	\$ -	73.1%
Statutory Dedicated	4,530,158	2,112,753	2,417,405	4,530,158	-	46.6%
Federal	3,654,209	1,727,240	1,926,969	3,654,209	-	47.3%
<b>Self Generated</b>						
Tuition - Fall 2022	35,186,556	34,992,580	-	34,992,580	(193,976)	99.4%
Tuition - Spring 2023	29,896,725	31,403,672	639,000	32,042,671	2,145,946	105.0%
Tuition - Summer	3,637,130	3,390,737	2,305,210	5,695,947	2,058,817	93.2%
Out-of-State Fees	16,245,922	17,913,752	182,069	18,095,821	1,849,899	110.3%
Other	27,021,274	16,282,343	7,412,725	23,695,068	(3,326,206)	60.3%
Interagency Transfer	3,869,822	2,586,510	1,881,927	4,468,437	598,615	66.8%
<b>Total Revenues</b>	<b>\$ 180,117,226</b>	<b>\$ 151,416,403</b>	<b>\$ 31,833,919</b>	<b>\$ 183,250,321</b>	<b>\$ 3,133,095</b>	<b>84.1%</b>
<b>Expenditures</b>						
Salaries	\$ 85,131,438	\$ 74,117,294	\$ 11,796,308	\$ 85,913,602	\$ 782,164	87.1%
Other Compensation	268,382	140,068	128,314	268,382	-	52.2%
Related Benefits	36,202,269	30,195,909	5,992,154	36,188,063	(14,206)	83.4%
<b>Total Personal Services</b>	<b>\$ 121,602,089</b>	<b>\$ 104,453,272</b>	<b>\$ 17,916,776</b>	<b>\$ 122,370,048</b>	<b>\$ 767,959</b>	<b>85.9%</b>
Travel	1,369,111	1,060,006	451,054	1,511,059	141,948	77.4%
Operating Services	16,819,759	14,644,326	3,109,451	17,753,777	934,018	87.1%
Supplies	2,001,408	1,780,813	603,763	2,384,576	383,168	89.0%
<b>Total Operating Expenses</b>	<b>\$ 20,190,278</b>	<b>\$ 17,485,144</b>	<b>\$ 4,164,268</b>	<b>\$ 21,649,413</b>	<b>\$ 1,459,135</b>	<b>86.6%</b>
Professional Services	2,847,544	1,856,238	246,401	2,102,638	(744,906)	65.2%
Other Charges	12,717,931	5,050,798	5,482,439	10,533,238	(2,184,693)	39.7%
Debt Services						
Interagency Transfers	7,697,724	6,967,091	2,384,129	9,351,220	1,653,496	90.5%
<b>Total Other Charges</b>	<b>\$ 23,263,199</b>	<b>\$ 13,874,127</b>	<b>\$ 8,112,969</b>	<b>\$ 21,987,096</b>	<b>\$ (1,276,103)</b>	<b>59.6%</b>
General Acquisitions	562,991	151,969	304,031	456,000	(106,991)	27.0%
Library Acquisitions	587,000	644,230	150,175	794,405	207,405	109.7%
Major Repairs	689,994	324,439	379,655	704,094	14,100	
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 1,839,985</b>	<b>\$ 1,120,637</b>	<b>\$ 833,862</b>	<b>\$ 1,954,499</b>	<b>\$ 114,514</b>	<b>60.9%</b>
Scholarships	13,221,675	15,004,266	285,000	15,289,266	2,067,591	113.5%
<b>Total Expenditures</b>	<b>\$ 180,117,226</b>	<b>\$ 151,937,446</b>	<b>\$ 31,312,875</b>	<b>\$ 183,250,321</b>	<b>\$ 3,133,095</b>	<b>84.4%</b>

**Southern University Board and System Administration**  
**General Operating Budget Financial Statement**  
**For Fiscal Year Ending June 30, 2023**  
**As of April 30, 2023**

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 3,636,063	\$ 2,499,796	\$ 1,136,267	\$ 3,636,063	\$ -	68.8%
Statutory Dedicated		-	-			
Federal		-	-			
<b>Self Generated</b>						
Tuition - Fall 2022		-	-			
Tuition - Spring 2023		-	-			
Tuition - Summer		-	-			
Out-of-State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 3,636,063</b>	<b>\$ 2,499,796</b>	<b>\$ 1,136,267</b>	<b>\$ 3,636,063</b>	<b>\$ -</b>	<b>68.8%</b>
<b>Expenditures</b>						
Salaries	\$ 1,867,770	\$ 1,494,775	\$ 372,995	\$ 1,867,770	\$ -	80.0%
Other Compensation	64,500	49,330	15,170	64,500	-	76.5%
Related Benefits	822,396	455,903	366,493	822,396	-	55.4%
<b>Total Personal Services</b>	<b>\$ 2,754,666</b>	<b>\$ 2,000,008</b>	<b>\$ 754,658</b>	<b>\$ 2,754,666</b>	<b>\$ -</b>	<b>72.6%</b>
Travel	226,000	96,686	129,314	226,000	-	42.8%
Operating Services	196,100	144,471	51,629	196,100	-	73.7%
Supplies	105,887	26,669	79,218	105,887	-	25.2%
<b>Total Operating Expenses</b>	<b>\$ 527,987</b>	<b>\$ 267,826</b>	<b>\$ 260,161</b>	<b>\$ 527,987</b>	<b>\$ -</b>	<b>50.7%</b>
Professional Services	98,000	5,000	93,000	98,000	-	5.1%
Other Charges	190,410	-	190,410	190,410	-	0.0%
Debt Services		-	-			
Interagency Transfers	-	-	-			
<b>Total Other Charges</b>	<b>\$ 288,410</b>	<b>\$ 5,000</b>	<b>\$ 283,410</b>	<b>\$ 288,410</b>	<b>\$ -</b>	<b>1.7%</b>
General Acquisitions	65,000	62,981	2,019	65,000	-	96.9%
Library Acquisitions		-	-			
Major Repairs		-	-			
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 65,000</b>	<b>\$ 62,981</b>	<b>\$ 2,019</b>	<b>\$ 65,000</b>	<b>\$ -</b>	<b>96.9%</b>
Scholarships		-	-			
<b>Total Expenditures</b>	<b>\$ 3,636,063</b>	<b>\$ 2,335,815</b>	<b>\$ 1,300,248</b>	<b>\$ 3,636,063</b>	<b>\$ -</b>	<b>64.2%</b>



**Southern University Baton Rouge Campus  
General Operating Budget Financial Statement  
For Fiscal Year Ending June 30, 2023  
As of April 30, 2023**

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 22,772,669	\$ 15,656,210	\$ 7,116,459	\$ 22,772,669	\$ -	68.8%
Statutory Dedicated	1,792,041	952,641	839,400	1,792,041	-	53.2%
Federal	-	-	-	-	-	
<b>Self Generated</b>		-	-			
Tuition - Fall 2022	21,989,957	22,773,647	-	22,773,647	783,690	103.6%
Tuition - Spring 2023	17,504,416	20,530,532	(1,000,000)	19,530,532	2,026,116	117.3%
Tuition - Summer	1,825,882	1,866,522	1,833,746	3,700,268	1,874,386	102.2%
Out-of-State Fees	11,119,549	12,584,131	172,919	12,757,050	1,637,501	113.2%
Other	15,541,562	7,843,960	5,312,238	13,156,198	(2,385,364)	50.5%
Interagency Transfer	3,869,822	2,586,510	1,881,927	4,468,437	598,615	66.8%
<b>Total Revenues</b>	<b>\$ 96,415,898</b>	<b>\$ 84,794,154</b>	<b>\$ 16,156,689</b>	<b>\$ 100,950,842</b>	<b>\$ 4,534,944</b>	<b>87.9%</b>
<b>Expenditures</b>						
Salaries	\$ 43,652,429	\$ 38,883,291	\$ 6,309,712	\$ 45,193,002	\$ 1,540,573	89.1%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	19,151,764	17,751,214	2,058,687	19,809,900	658,136	92.7%
<b>Total Personal Services</b>	<b>\$ 62,804,193</b>	<b>\$ 56,634,504</b>	<b>\$ 8,368,398</b>	<b>\$ 65,002,903</b>	<b>\$ 2,198,710</b>	<b>90.2%</b>
Travel	325,870	168,506	114,101	282,608	(43,262.34)	51.7%
Operating Services	9,917,138	7,538,556	1,872,972	9,411,529	(505,609)	76.0%
Supplies	937,411	866,491	202,972	1,069,463	132,052	92.4%
<b>Total Operating Expenses</b>	<b>\$ 11,180,419</b>	<b>\$ 8,573,553</b>	<b>\$ 2,190,046</b>	<b>\$ 10,763,599</b>	<b>\$ (416,820)</b>	<b>76.7%</b>
Professional Services	1,101,480	968,227	75,051	1,043,277	(58,203)	87.9%
Other Charges	4,051,514	4,039,373	1,215,332	5,254,706	1,203,192	99.7%
Debt Services		-	-			
Interagency Transfers	4,797,836	3,107,340	1,346,202	4,453,542	(344,294)	64.8%
<b>Total Other Charges</b>	<b>\$ 9,950,830</b>	<b>\$ 8,114,940</b>	<b>\$ 2,636,585</b>	<b>\$ 10,751,525</b>	<b>\$ 800,695</b>	<b>81.6%</b>
General Acquisitions	199,681	79,455	13,235	92,690	(106,991)	39.8%
Library Acquisitions	62,000	114,434	6	114,440	52,440	184.6%
Major Repairs	-	14,100	-	14,100	14,100	
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 261,681</b>	<b>\$ 207,988</b>	<b>\$ 13,242</b>	<b>\$ 221,230</b>	<b>\$ (40,451)</b>	<b>79.5%</b>
Scholarships	12,218,775	13,941,586	270,000	14,211,586	\$ 1,992,811	114.1%
<b>Total Expenditures</b>	<b>\$ 96,415,898</b>	<b>\$ 87,472,572</b>	<b>\$ 13,478,271</b>	<b>\$ 100,950,842</b>	<b>\$ 4,534,944</b>	<b>90.7%</b>

The Southern University Baton Rouge Campus has included \$2.85 million in HEERF funds to balance the fiscal year 2022-2023 general operating budget.

**Southern University Law Center**  
**General Operating Budget Financial Statement**  
**For Fiscal Year Ending June 30, 2023**  
**As of April 30, 2023**

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 5,762,928	\$ 3,962,014	\$ 1,800,914	\$ 5,762,928	\$ -	68.8%
Statutory Dedicated	194,234	101,205	93,029	194,234	-	52.1%
Federal	-	-	-	-	-	
<b>Self Generated</b>						
Tuition - Fall 2022	5,016,672	5,181,073	-	5,181,073	164,401	103.3%
Tuition - Spring 2023	4,719,970	4,773,950	-	4,773,950	53,980	101.1%
Tuition - Summer	882,945	882,945	-	882,945	-	100.0%
Out-of-State Fees	4,615,144	4,769,100	-	4,769,100	153,956	103.3%
Other	3,815,126	4,568,286	-	4,568,286	753,160	119.7%
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 25,007,019</b>	<b>\$ 24,238,573</b>	<b>\$ 1,893,943</b>	<b>\$ 26,132,516</b>	<b>\$ 1,125,497</b>	<b>96.9%</b>
<b>Expenditures</b>						
Salaries	\$ 13,987,916	\$ 12,255,098	\$ 1,732,818	\$ 13,987,916	\$ -	87.6%
Other Compensation	-	-	-	-	-	
Related Benefits	5,155,826	3,894,881	1,210,945	5,105,826	(50,000)	75.5%
<b>Total Personal Services</b>	<b>\$ 19,143,742</b>	<b>\$ 16,149,978</b>	<b>\$ 2,943,764</b>	<b>\$ 19,093,742</b>	<b>\$ (50,000)</b>	<b>84.4%</b>
Travel	515,000	600,212	99,999	700,211	185,211	116.5%
Operating Services	1,383,237	2,738,287	84,578	2,822,865	1,439,628	198.0%
Supplies	325,000	526,116	50,000	576,116	251,116	161.9%
<b>Total Operating Expenses</b>	<b>\$ 2,223,237</b>	<b>\$ 3,864,615</b>	<b>\$ 234,577</b>	<b>\$ 4,099,192</b>	<b>\$ 1,875,955</b>	<b>173.8%</b>
Professional Services	1,506,543	589,072	50,000	639,072	(867,471)	39.1%
Other Charges	539,570	329,807	209,763	539,570	-	61.1%
Debt Services		-	-	-	-	
Interagency Transfers	593,927	445,445	148,482	593,927	-	75.0%
<b>Total Other Charges</b>	<b>\$ 2,640,040</b>	<b>\$ 1,364,324</b>	<b>\$ 408,245</b>	<b>\$ 1,772,569</b>	<b>\$ (867,471)</b>	<b>51.7%</b>
General Acquisitions		-	-	-	-	
Library Acquisitions	350,000	504,965	-	504,965	154,965	144.3%
Major Repairs	-	-	-	-	-	
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 350,000</b>	<b>\$ 504,965</b>	<b>\$ -</b>	<b>\$ 504,965</b>	<b>\$ 154,965</b>	<b>144.3%</b>
Scholarships	650,000	662,048	-	662,048	12,048	101.9%
<b>Total Expenditures</b>	<b>\$ 25,007,019</b>	<b>\$ 22,545,930</b>	<b>\$ 3,586,585</b>	<b>\$ 26,132,516</b>	<b>\$ 1,125,497</b>	<b>90.2%</b>

**Southern University New Orleans Campus  
General Operating Budget Financial Statement  
For Fiscal Year Ending June 30, 2023  
As of April 30, 2023**

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 9,481,986	\$ 7,111,495	\$ 2,370,491	\$ 9,481,986	\$ -	75.0%
Statutory Dedicated	558,554	323,298	235,256	558,554	-	57.9%
Federal	-	-	-	-	-	
<b>Self Generated</b>						
Tuition - Fall 2022	4,851,700	3,321,566	-	3,321,566	(1,530,134)	68.5%
Tuition - Spring 2023	4,577,842	2,993,386	1,584,457	4,577,842	-	65.4%
Tuition - Summer	429,999	211,214	218,785	429,999	-	49.1%
Out-of-State Fees	352,829	359,371	-	359,371	6,542	101.9%
Other	4,735,176	3,457,812	1,277,364	4,735,176	-	73.0%
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 24,988,086</b>	<b>\$ 17,778,142</b>	<b>\$ 5,686,353</b>	<b>\$ 23,464,494</b>	<b>\$ (1,523,592)</b>	<b>71.1%</b>
<b>Expenditures</b>						
Salaries	\$ 11,440,229	\$ 10,315,724	\$ 1,124,505	\$ 11,440,229	\$ -	90.2%
Other Compensation	75,000	49,071	25,929	75,000	-	
Related Benefits	4,555,019	3,930,188	624,831	4,555,019	-	86.3%
<b>Total Personal Services</b>	<b>\$ 16,070,248</b>	<b>\$ 14,294,983</b>	<b>\$ 1,775,265</b>	<b>\$ 16,070,248</b>	<b>\$ -</b>	<b>89.0%</b>
Travel	21,000	21,000	-	21,000	-	100.0%
Operating Services	2,025,500	1,451,807	573,693	2,025,500	-	71.7%
Supplies	180,500	103,714	76,786	180,500	-	57.5%
<b>Total Operating Expenses</b>	<b>\$ 2,227,000</b>	<b>\$ 1,576,521</b>	<b>\$ 650,479</b>	<b>\$ 2,227,000</b>	<b>\$ -</b>	<b>70.8%</b>
Professional Services	-	-	-	-	-	
Other Charges	4,909,862	629,862	2,756,408	3,386,270	(1,523,592)	12.8%
Debt Services		-	-			
Interagency Transfers	1,353,076	1,085,370	267,706	1,353,076	-	80.2%
<b>Total Other Charges</b>	<b>\$ 6,262,938</b>	<b>\$ 1,715,232</b>	<b>\$ 3,024,114</b>	<b>\$ 4,739,346</b>	<b>\$ (1,523,592)</b>	<b>27.4%</b>
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	175,000	24,831	150,169	175,000	-	14.2%
Major Repairs	-	-	-	-	-	
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 175,000</b>	<b>\$ 24,831</b>	<b>\$ 150,169</b>	<b>\$ 175,000</b>	<b>\$ -</b>	<b>14.2%</b>
Scholarships	252,900	252,900	-	252,900	-	100.0%
<b>Total Expenditures</b>	<b>\$ 24,988,086</b>	<b>\$ 17,864,467</b>	<b>\$ 5,600,027</b>	<b>\$ 23,464,494</b>	<b>\$ (1,523,592)</b>	<b>71.5%</b>

**Southern University Shreveport Campus**  
**General Operating Budget Financial Statement**  
**For Fiscal Year Ending June 30, 2023**  
**As of April 30, 2023**

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 6,734,035	\$ 5,050,525	\$ 1,683,510	\$ 6,734,035	\$ -	75.0%
Statutory Dedicated	182,015	119,110	62,905	182,015	-	65.4%
Federal		-	-			
<b>Self Generated</b>						
Tuition - Fall 2022	3,328,227	3,716,294	-	3,716,294	388,067	111.7%
Tuition - Spring 2023	3,094,497	3,105,804	54,543	3,160,347	65,850	100.4%
Tuition - Summer	498,304	430,056	252,679	682,735	184,431	86.3%
Out-of-State Fees	158,400	201,150	9,150	210,300	51,900	127.0%
Other	2,929,410	412,285	823,123	1,235,408	(1,694,002)	14.1%
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 16,924,888</b>	<b>\$ 13,035,224</b>	<b>\$ 2,885,910</b>	<b>\$ 15,921,134</b>	<b>\$ (1,003,754)</b>	<b>77.0%</b>
<b>Expenditures</b>						
Salaries	\$ 8,280,556	\$ 6,266,290	\$ 1,255,857	\$ 7,522,147	\$ (758,409)	75.7%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	3,678,340	2,472,233	583,765	3,055,998	(622,342)	67.2%
<b>Total Personal Services</b>	<b>\$ 11,958,896</b>	<b>\$ 8,738,523</b>	<b>\$ 1,839,622</b>	<b>\$ 10,578,145</b>	<b>\$ (1,380,751)</b>	<b>73.1%</b>
Travel	34,800	16,676	18,124	34,800	-	47.9%
Operating Services	2,714,231	2,212,374	501,857	2,714,231	-	81.5%
Supplies	133,200	106,484	26,716	133,200	-	79.9%
<b>Total Operating Expenses</b>	<b>\$ 2,882,231</b>	<b>\$ 2,335,534</b>	<b>\$ 546,697</b>	<b>\$ 2,882,231</b>	<b>\$ -</b>	<b>81.0%</b>
Professional Services	86,521	192,289	75,000	267,289	180,768	222.2%
Other Charges	1,162,282	51,756	1,110,526	1,162,282	-	4.5%
Debt Services		-	-			
Interagency Transfers	734,958	696,928	185,952	882,880	147,922	94.8%
<b>Total Other Charges</b>	<b>\$ 1,983,761</b>	<b>\$ 940,973</b>	<b>\$ 1,371,478</b>	<b>\$ 2,312,451</b>	<b>\$ 328,690</b>	<b>47.4%</b>
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	0.0%
<b>Total Acquisitions/Major Repairs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
Scholarships	100,000	133,307	15,000	148,307	48,307	133.3%
<b>Total Expenditures</b>	<b>\$ 16,924,888</b>	<b>\$ 12,148,337</b>	<b>\$ 3,772,797</b>	<b>\$ 15,921,134</b>	<b>\$ (1,003,754)</b>	<b>71.8%</b>

**Southern University Agricultural Research and Extension Center**  
**General Operating Budget Financial Statement**  
**For Fiscal Year Ending June 30, 2023**  
**As of April 30, 2023**

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 7,687,749	\$ 6,726,776	\$ 960,973	\$ 7,687,749	\$ -	87.5%
Statutory Dedicated	1,803,314	616,499	1,186,815	1,803,314	-	34.2%
Federal	3,654,209	1,727,240	1,926,969	3,654,209	-	47.3%
<b>Self Generated</b>						
Tuition - Fall 2022		-	-			
Tuition - Spring 2023		-	-			
Tuition - Summer		-	-			
Out-of-State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 13,145,272</b>	<b>\$ 9,070,514</b>	<b>\$ 4,074,758</b>	<b>\$ 13,145,272</b>	<b>\$ -</b>	<b>69.0%</b>
<b>Expenditures</b>						
Salaries	\$ 5,902,538	\$ 4,902,117	\$ 1,000,421	\$ 5,902,538	\$ -	83.1%
Other Compensation	128,882	41,667	87,215	128,882	-	32.3%
Related Benefits	2,838,924	1,691,491	1,147,433	2,838,924	-	59.6%
<b>Total Personal Services</b>	<b>\$ 8,870,344</b>	<b>\$ 6,635,275</b>	<b>\$ 2,235,069</b>	<b>\$ 8,870,344</b>	<b>\$ -</b>	<b>74.8%</b>
Travel	246,441	156,925	89,516	246,441	-	63.7%
Operating Services	583,553	558,831	24,722	583,553	-	95.8%
Supplies	319,410	151,339	168,071	319,410	-	47.4%
<b>Total Operating Expenses</b>	<b>\$ 1,149,404</b>	<b>\$ 867,095</b>	<b>\$ 282,309</b>	<b>\$ 1,149,404</b>	<b>\$ -</b>	<b>75.4%</b>
Professional Services	55,000	101,650	(46,650)	55,000	-	184.8%
Other Charges	1,864,293			-	(1,864,293)	0.0%
Debt Services		-		-		
Interagency Transfers	217,927	1,632,008	435,787	2,067,795	1,849,868	0.0%
<b>Total Other Charges</b>	<b>\$ 2,137,220</b>	<b>\$ 1,733,658</b>	<b>\$ 389,137</b>	<b>\$ 2,122,795</b>	<b>\$ (14,425)</b>	<b>81.1%</b>
General Acquisitions	298,310	9,533	288,777	298,310	-	3.2%
Library Acquisitions		-		-		
Major Repairs	689,994	310,339	379,655	689,994	-	45.0%
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 988,304</b>	<b>\$ 319,872</b>	<b>\$ 668,432</b>	<b>\$ 988,304</b>	<b>\$ -</b>	<b>32.4%</b>
Scholarships	-	14,425	-	14,425	14,425	
<b>Total Expenditures</b>	<b>\$ 13,145,272</b>	<b>\$ 9,570,325</b>	<b>\$ 3,574,947</b>	<b>\$ 13,145,272</b>	<b>\$ -</b>	<b>72.8%</b>

# Governance

# **GOVERNANCE COMMITTEE**

**(Following Finance Committee)**

Southern University System Board Meeting Room  
J. S. Clark Administration Building 2<sup>nd</sup> Floor  
Baton Rouge, LA 70813

## **AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
  - A. Request Approval of the Records Management Policy (SUS)  
*The System Records Management Policy has been established to provide a systematic method for developing a formal records retention process and schedule in accordance with LA R.S. 44:411. The policy provides consistent guidance regarding methods of records retention, retrieval and safekeeping of records, destruction of records, and the development and maintenance of records retention schedules for the System.*
6. Other Business
7. Adjournment

## **MEMBERS**

Rev. Dr. Samuel Tolbert - Chairman, Dr. Rani Whitfield – Vice-Chair,  
Dr. Leon Tarver, Ms. Christy Reeves, Miss Nadia Foster, Atty. Edwin Shorty  
Mr. Myron K. Lawson - Ex Officio



**POLICY TITLE**  
*Records Management Policy*

**POLICY NUMBER**  
*6-005*

<b>Responsible Unit:</b> <i>Office of Vice President for Finance and Business Affairs</i>	<b>Effective Date:</b> <i>05/19/2023</i>
<b>Responsible Official:</b> <i>Vice President for Finance and Business Affairs</i>	<b>Last Reviewed Date:</b> <i>05/19/2023</i>
<b>Policy Classification:</b> <i>Governance</i>	<b>Origination Date:</b> <i>06/22/2018</i>

**I. POLICY STATEMENT AND RATIONALE**

The Southern University System Board of Supervisors (System) recognizes that the effective management of its Records, regardless of their form or medium, is essential to support its core functions, to comply with its legal and regulatory obligations, and to contribute to the effective overall management of the System. As such, the System established this policy to provide a systematic method for developing a formal records retention process and schedule in accordance with *LA R.S. 44:411*.

**II. POLICY SCOPE AND AUDIENCE**

These guidelines are formulated to provide uniform direction regarding methods of records retention, retrieval and safekeeping of Records, destruction of Records, and the development and maintenance of Records Retention Schedules for the System.

This policy will apply to all Records created and received by System employees.

**III. POLICY COMPLIANCE**

Failure to adhere to the policy may result in actions under the appropriate handbook for faculty and staff, including termination, and legal or ethical sanctions under Louisiana laws.

**IV. POLICY DEFINITIONS**

- a. *Education Records* – Records in any form that directly relate to a student and are maintained by the System or its institutions or a person acting on behalf of the System or its institutions and which must be maintained in compliance with the Family



- Educational Rights and Privacy Act (FERPA). Examples of Education Records include, but are not limited to, grades, transcripts, exams, quizzes, papers, projects, emails, course schedules, financial information, and disciplinary files.
- b. *Electronic Records or Electronically Stored Information (ESI)* – Records created, generated, sent, communicated, received, or stored by electronic means. Examples include but are not limited to, electronic files; communications including email and instant messages sent or received and voicemail; data produced by calendar software; and information management software. In addition to specific data that are electronically stored and readily retrievable, ESI includes data that may not be visible that is generated by computer hard-drive, email and instant messaging, information management software, handheld computer devices (i.e., iPhones, iPads, Blackberry devices, etc.), telecommunications devices and back-up storage devices. ESI may be stored on different electronic devices and removable devices (i.e., internal and external drives, PDAs, smart phones, servers, laptops, backup tapes, thumb drives, CDs, DVDs) and may also reside at different locations (i.e. on the home or work systems, institutionally owned or personal systems in department files, etc.)
  - c. *Evidence* – All Records, whether electronic or paper form, created, received, or maintained in the transaction of the business of the System or institutions whether conducted at home or at work.
  - d. *Employees* – All part-time and full-time faculty, staff, and administrators employed by the System or its institutions.
  - e. *Health Records* – Records in any form that are created or received by a health care provider, health plan, public health authority, employer, life insurer, school or university, or health care clearinghouse; and which relates to past, present, or future physical or mental health or condition or an individual, the provision of health care to an individual, or the past, present, or future payment for the provision of health care to an individual. These Records must be maintained in compliance with the Health Insurance Portability and Accountability Act (HIPAA).
  - f. *Litigation Hold Notice* – An order to cease destruction and preserve all Records whether paper or electronic that must be retained during litigation notwithstanding the institution's Records Retention Schedule.
  - g. *Litigation Hold Procedures* – Suspension of normal operation of document destruction policies for particular Records that are relevant to pending litigation.
  - h. *Records* – All documents, papers, letters, books, drawings, maps, plats, photographs, magnetic or optical media, microfilm, photograph, motion picture film, or other document or any other material, regardless of physical form or characteristic, generated or received under law or in connection with the transaction of official business, or preserved by an agency or political subdivision because of other informational or legal value. This term shall not be construed to include library and museum material developed or acquired and preserved solely for reference or exhibition purposes, extra copies maintained for convenience in reference or stocks of standard publications, or processed documents.
  - i. *Records Coordinator* – The employee appointed by the Records Management Officer and approved by the Chancellor to oversee Records Management at the departmental level.
  - j. *Records Management* – The systematic application of management techniques to the

creation, utilization, maintenance, retention, preservation, and disposal of Records for the purpose of reducing costs and improving efficiency of Records keeping. Includes management of filing and microfilming equipment and supplies; filing and information retrieval systems; files correspondence, reports, and forms management; historical documentation; micrographics; retention programming; and vital Records protection.

- k. *Records Management Officer* – the employee, designated by the System President and each Chancellor, who handles Records Management concerns for each institution and acts as liaison to the Louisiana State Archives. Each of the following shall have a designated Records Management Officer: Southern University System, Southern University at Baton Rouge, Southern University at New Orleans, Southern University at Shreveport, Southern University Law Center, and Southern University Agriculture and Research Extension Center.
- l. *Records Series* – A group of related or similar Records, regardless of medium that may be filed together as a unit used in a similar manner, and typically are evaluated as a unit for determining retention periods.
- m. *Records Retention Schedule* – A set of disposition instructions prescribing how long, in what location, under what conditions, and in what form Records series shall be kept.

## V. POLICY IMPLEMENTATION PROCEDURES

### a. Records Management Officer Designation

Before July 1<sup>st</sup> of each year, the President will designate a Records Management Officer to act as liaison between the Division of Archives and the Southern University System on all matters related to Records Management by completing Louisiana State Archives Form SSARC-940 (<https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-940.pdf>). If there are any changes to the Records Management Officer throughout the year, then Louisiana State Archives Form SSARC-940 must be completed and resubmitted to the Louisiana State Archives noting “AMENDMENT” on top of the page within thirty (30) days of such change.

Before July 1<sup>st</sup> of each year, the Chancellors of Southern University at Baton Rouge, Southern University at New Orleans, Southern University at Shreveport, Southern University Law Center, and Southern University Agriculture and Research Extension Center will designate a Records Management Officer to act as liaison between the Division of Archives and each of his/her respective campuses on all matters related to Records Management by completing Louisiana State Archives Form SSARC-940 (<https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-940.pdf>). If there are any changes to the Records Management Officer throughout the year, then Louisiana State Archives Form SSARC-940 must be completed and resubmitted to the Louisiana State Archives noting “AMENDMENT” on top of the page within thirty (30) days of such change.

### b. Designation of Records Coordinators

Each Records Management Officer with the approval of his/her respective Chancellor shall designate a Records Coordinator for each department who has adequate knowledge of the

institution's organizational structure and operations and can communicate effectively with institutional personnel and the Records Management Officer. The Records Coordinators will coordinate Records Management activities between the Records Management Officer and the various departments within the institution. The Records Coordinators shall have the authority to oversee Records Management at the departmental level, including:

1. Development of the retention schedule;
2. Compliance with legal requirements; and
3. Processing disposal requests and destruction of agency Records as necessary.

Louisiana State Archives Form SSARC-941 shall be completed to designate the Records Coordinator for each department. This form shall also be completed to designate any change in the Records Coordinator within 30 days of such change.

<https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-941.pdf>

**c. Designation of Legal Contact**

The General Counsel shall designate a legal contact for the Southern University System, Southern University at Baton Rouge, Southern University at New Orleans, Southern University at Shreveport, Southern University Law Center, and Southern University Agriculture and Research Extension Center by using Louisiana State Archives Form SSARC-941. This form shall also be completed to designate any change in the Legal Contact within 30 days of such change.

<https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-941.pdf>

**d. Designation of Information Technology Contact**

The President and each respective Chancellor shall designate an information technology contact for the Southern University System, Southern University at Baton Rouge, Southern University at New Orleans, Southern University at Shreveport, Southern University Law Center, and Southern University Agriculture and Research Extension Center by using Louisiana State Archives Form SSARC-941. This form shall also be completed to designate any change in the Designation of Information Technology Contact within 30 days of such change.

<https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-941.pdf>

**e. Records Retention Schedules**

Records Coordinators will work directly with the Records Management Officer to develop, revise, and maintain the Records Retention Schedule for each institutional department. The Louisiana State Archives Form SSARC-932 (<https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-932.doc>) shall be used by each institutional department as a template to identify, classify, and assign a retention period for each series of its Records. Because the System is a diverse agency, Records Retention Schedules may differ greatly from one institutional department to another.

Records Coordinators shall complete an accurate Louisiana State Archives Form SSARC-932 in accordance with form instructions for each institutional department with the head of said department. Once Records Coordinators have completed the Louisiana State

Archives Form SSARC-932 for each institutional department, the Records Retention Schedule should be sent to the Records Management Officer for review and approval. The Records Management Officer will send the Records Retention Schedule to the Louisiana State Archives for approval. The Louisiana State Archives will send back corrections or suggestions, and then ask for an approval signature, which will be provided by the Records Management Officer. The Records Management Officer will send the signed Records Retention Schedule back to the Louisiana State Archives, who will provide their own approval signature, therefore activating the Records Retention Schedule. Upon notification of approval by the Louisiana State Archives, the Records Management Officer will provide approved copies of the Records Retention Schedules to each respective department for their Records.

Records Coordinators shall ensure that institutional departments shall review their current Records Retention Schedule at least once a year, and the Records Retention Schedule must be amended when necessary, such as when additional Records are discovered or when Records no longer apply. Records Retention Schedules are valid for five (5) years from the date of Louisiana State Archives approval and must be renewed within ninety (90) days of the expiration date.

1. General Rules on Record Retention Time Frame

- i. La. R.S. 44:36 provides for Records to be preserved and maintained for a period of at least three years from the date on which the public record was made in all instances where the law does not specify a particular period of time.
- ii. The retention requirements for Records of federal awards are set by 2 CFR 200.334. If needed, please contact the Office of General Counsel to obtain a current copy of the federal regulation.
- iii. The Louisiana State Archives offers free records management training classes.

2. Electronic Mail (E-mail) Guidelines

- i. E-mail should be retained based on content not on media type or storage limitations. Employees should not unilaterally discard e-mail because of limits on e-mail box capacities.
- ii. E-mail should not be treated as single Records Series for retention scheduling purposes. E-mail should be incorporated into an existing Records Series with Records of similar content found in other media (i.e., paper, film, electronic image).
- iii. Transitory E-mail Records are records that have limited or no administrative value to the System or its institutions and are not essential to the fulfillment of statutory obligations or to the documentation of functions of the System or its institutions. Examples are unsolicited and junk e-mails not related to the work of the System or its institutions, listserv and other e-mail broadcast lists that require subscription (including newspapers), reminders for meeting and events (i.e., cake in the conference room, staff meeting moved from 2 p.m. to 3 p.m.), personal non-work related e-mails received by employees. There is no retention requirement for transitory messages. Employees receiving such

communications may delete them immediately without obtaining approval from the Louisiana State Archives.

**f. Disposal of Records**

Employees may not dispose of Records without the approval of both the Records Management Officer and the State Archives. Each institutional department must use a Louisiana State Archives Form SSARC-930 (<https://www.sos.la.gov/HistoricalResources/PublishedDocuments/SSARC-930.pdf>) to request permission to dispose of Records. Authorization is required even if the Records in question appear on an approved Records Retention Schedule. Records that are either confidential or sensitive (i.e., student records, personnel files, Records with personally identifiable information) must be disposed of in a manner that will maintain confidentiality.

Records Coordinators shall assist institutional departments with completing the Louisiana State Archives Form SSARC-930. Once the Louisiana State Archives Form SSARC-930 is approved by the Records Coordinator, it must be approved by the Records Management Officer, who shall sign the Louisiana State Archives Form SSARC-930 and send it to the Louisiana State Archives for approval. Upon notification of approval by the Louisiana State Archives, the Records Management Officer will provide approved copies of the Louisiana State Archives Form SSARC-930 to the Records Coordinator.

Once approval for disposal has been granted, the Records Coordinator shall assist the institutional department with disposal of the Records in a manner acceptable to the level of confidentiality the record requires. This can be accomplished by shredding. Electronic records shall be destroyed both physically and digitally. Electronic records on physical storage (i.e., flash drive, CD) can be destroyed through shredding and degaussing. Records on digital storage should be destroyed through multiple overwrites. Records Coordinators shall assist the institutional department with documenting the destruction of their Records by maintaining a certificate of destruction using Louisiana State Archives Form SSARC-933 (<https://www.sos.la.gov/HistoricalResources/PublishedDocuments/SSARC-933.pdf>) for all Records requiring destruction approval from the Louisiana State Archives.

The Records Management Officers shall maintain all approved disposal request forms (SSARC-930) and certificate of destruction forms (SSARC-933) for their respective institutions.

**g. Transfer Records to the Louisiana State Records Center**

Upon approval of the Vice President for Finance and Business Affairs, Records may be transferred to the Louisiana State Records Center for storage in accordance with the procedures of the Louisiana State Archives.

**h. Transfer Permanent Records to the Louisiana State Archives.**

Upon approval of the Vice President for Finance and Business Affairs, permanent Records may be transferred to the Louisiana State Archives for storage in accordance with the procedures of the Louisiana State Archives.

**i. Report any Damaged Records**

Any employee aware of any damaged Records or Records under the threat of being damaged should notify the Records Coordinator immediately. The Records Coordinator will notify the Records Management Officer who shall notify the Louisiana State Archives in accordance with La. R.S. 44:411 by using the Louisiana State Archives Form SSARC-980 (<https://www.sos.la.gov/HistoricalResources/Documents/SSARC-980G.doc>). The original Louisiana State Archives Form SSARC-980 shall be maintained with the respective Records Retention Schedule with a copy sent to the Louisiana State Archives.

**j. Litigation Hold Procedures**

There are circumstances when Records that are involved in litigation, or which can be reasonably anticipated to relate to foreseeable actions must be preserved until the resolution of such litigation. A litigation hold requires the retention of relevant paper and electronic Records for an indefinite period of time due to pending litigation. Any and all Records which might provide insight into the litigation must be maintained until the completion of the issue. The System and its institutions have a legal obligation to preserve evidence and Records, including electronically stored information (ESI), that may be relevant to pending or potential legal actions, such as lawsuits, government audits, and administrative hearings. Federal law requires the System and its institutions to take action in the form of a litigation hold to preserve all paper and ESI information that may be relevant to the claim.

1. Process

- i. Any employee who becomes aware of litigation, threat of litigation, other legal action or investigation by any administrative, civil or criminal authority shall immediately notify the Office of General Counsel.
- ii. Employees who have received notice of pending or potential claims or action against the System or its institutions must submit such notice to the Office of General Counsel within two (2) business days of receipt of such notice.
- iii. The Office of General Counsel will issue a Litigation Hold Notice within five (5) business days regarding the matter to the appropriate individuals, including the information technology contact and third-party vendors.
- iv. All employees who receive a Litigation Hold Notice shall acknowledge receipt, understanding, and compliance with the notice by returning a signed copy of the notice to the Office of General Counsel. Additionally, the employees must compile paper and electronic documents and data as instructed in the Litigation Hold Notice and send them to the Office of General Counsel. The Office of General Counsel shall maintain the Records until completion of the issue where the Records will be returned to the recordholder for retention and destruction in accordance with this Policy.

**k. Imaging Systems**

1. The information technology contact with the assistance of the Records Management Officer shall complete a Louisiana State Archives Imaging System Survey and provide any amendments to the survey within 30 days of when original information provided is no longer accurate. The survey shall include:
  - i. Louisiana State Archives Form SSARC-970,

<https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-970.pdf>

ii. Louisiana State Archives Form SSARC-972, and  
<https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-972.docx>

iii. A data migration statement.

2. Before any imaging system can be implemented for the System or any of its institutions, approval must be sought from the Louisiana State Archives.

3. Upon approval by the Louisiana State Archives, institutional departments may convert Records from paper to electronic format and then dispose of the paper originals. To request approval, information technology contact with the assistance of the Records Management Officer and Records Coordinator should submit the following to the Louisiana State Archives:

i. Louisiana State Archives Form SSARC-970,  
<https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-970.pdf>

ii. Louisiana State Archives Form SSARC-972,  
<https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-972.docx>

iii. A data migration statement,

iv. Louisiana State Archives Form SSARC-930e, and  
<https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-930e.pdf>

v. A quality control procedures narrative.

## **VI. POLICY RELATED INFORMATION**

- La. R.S. 44:1, et seq.
- La. R.S. 44:401, et seq.
- 2 CFR 200.334

## **VII. POLICY HISTORY AND REVIEW CYCLE**

The Office of Vice President for Finance and Business Affairs will be charged with implementing this policy.

This policy replaces the current Records Management Policy and is subject to a five-year review cycle.

## **VIII. POLICY URL**

The approved policy will be posted on the Southern University System website under Board Policies at [www.sus.edu](http://www.sus.edu).

## **IX. POLICY APPROVAL**

The effective date of this policy is determined by the approval date of the President-Chancellor of the Southern University and A&M College System and the Board of Supervisors of the Southern University and A&M College System.

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***Dennis J. Shields***

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

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***Effective Date of Policy***

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***The Honorable Myron K. Lawson***

*Chair – Southern University System Board of Supervisors*

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***Effective Date of Policy***





**POLICY TITLE**  
*Records Management Policy*

**POLICY NUMBER**  
*6-005*

<b>Responsible Unit:</b> <i>Office of Vice President for Finance and Business Affairs</i>	<b>Effective Date:</b> <i>05/19/2023</i>
<b>Responsible Official:</b> <i>Vice President for Finance and Business Affairs</i>	<b>Last Reviewed Date:</b> <i>05/19/2023</i>
<b>Policy Classification:</b> <i>Governance</i>	<b>Origination Date:</b> <i>06/22/2018</i>

**I. POLICY STATEMENT AND RATIONALE**

The Southern University System Board of Supervisors (System) recognizes that the effective management of its Records, regardless of their form or medium, is essential to support its core functions, to comply with its legal and regulatory obligations, and to contribute to the effective overall management of the System. As such, the System established this policy to provide a systematic method for developing a formal records retention process and schedule in accordance with *LA R.S. 44:411*.

**II. POLICY SCOPE AND AUDIENCE**

These guidelines are formulated to provide uniform direction regarding methods of records retention, retrieval and safekeeping of Records, destruction of Records, and the development and maintenance of Records Retention Schedules for the System.

This policy will apply to all Records created and received by System employees.

**III. POLICY COMPLIANCE**

Failure to adhere to the policy may result in actions under the appropriate handbook for faculty and staff, including termination, and legal or ethical sanctions under Louisiana laws.

**IV. POLICY DEFINITIONS**

~~Approved Retention Schedule A retention schedule which has been approved by the State Archivist or his designee.~~

- a. Education Records – Records in any form that directly relate to a student and are maintained by the System or its institutions or a person acting on behalf of the System or its institutions and which must be maintained in compliance with the Family Educational Rights and Privacy Act (FERPA). Examples of Education Records include, but are not limited to, grades, transcripts, exams, quizzes, papers, projects, emails, course schedules, financial information, and disciplinary files.
- b. Electronic Records or Electronically Stored Information (ESI) – Records created, generated, sent, communicated, received, or stored by electronic means. Examples include ~~but are~~ not limited to, electronic files; communications including email and instant messages sent or received and voicemail; data produced by calendar software; and information management software. In addition to specific data that are electronically stored and readily retrievable, ESI includes data that may not be visible that is generated by computer hard-drive, email and instant messaging, information management software, handheld computer devices (~~i.e.~~, iPhones, iPads, Blackberry® devices, etc.), telecommunications devices and back-up storage devices. ESI may be stored on different electronic devices and removable devices (~~i.e.~~, internal and external drives, PDAs, smart phones, servers, laptops, backup tapes, thumb drives, CDs, DVDs) and may also reside at different locations (i.e. on the home or work systems, institutionally owned or personal systems in department files, etc.)
- c. Evidence – ~~Includes All R~~records, whether electronic or paper form, created, received, or maintained in the transaction of University the business of the System or institutions whether conducted at home or at work.
- d. Employees – All part-time and full-time faculty, staff, and administrators employed by the System or its institutions.
- e. Health Records – Records in any form that are created or received by a health care provider, health plan, public health authority, employer, life insurer, school or university, or health care clearinghouse; and which relates to past, present, or future physical or mental health or condition or an individual, the provision of health care to an individual, or the past, present, or future payment for the provision of health care to an individual. These Records must be maintained in compliance with the Health Insurance Portability and Accountability Act (HIPAA).
- Litigation Hold Notice – ~~An order~~ An order to cease destruction and preserve all Rrecords whether paper or electronic that must be retained during litigation notwithstanding the institution's Rrecords Retention and disposition Schedule.
- a. ~~Litigation Hold Officer~~ – The individual appointed to serve as the official institutional representative with the authority and responsibility to oversee litigation hold procedures, coordinate with the System office and determine appropriate actions relative to the disposal of documents.
- f. \_\_\_\_\_
- g. Litigation Hold Procedures – Suspension of normal operation of document destruction policies for particular Rrecords that are relevant to pending litigation.
- b. ~~Records~~ – All documents, papers, letters, books, drawings, maps, plats, photographs, magnetic or optical media, microfilm, photograph, motion picture film, or other document or any other material, regardless of physical form or characteristic, generated or received under law or in connection with the transaction of official business, or preserved by an agency or political subdivision because of other informational or legal

value. This term shall not be construed to include library and museum material developed or acquired and preserved solely for reference or exhibition purposes, extra copies maintained for convenience in reference or stocks of standard publications, or processed documents.

h.

e.i. *Records Coordinator* – The employee appointed by the Records Management Officer and approved by the Chancellor to oversee Records Management at the departmental level.

~~d.~~ *Records Management* – The systematic application of management techniques to the creation, utilization, maintenance, retention, preservation, and disposal of Records for the purpose of reducing costs and improving efficiency of Records keeping. Includes management of filing and microfilming equipment and supplies; filing and information retrieval systems; files correspondence, reports, and forms management; historical documentation; micrographics; retention programming; and vital Records protection.

e.j.

k. *Records Management Officer* – the employee, designated by the System President and each Chancellor, who handles Records Management concerns for each institution and acts as liaison to the Louisiana State Archives. Each of the following shall have a designated Records Management Officer: Southern University System, Southern University at Baton Rouge, Southern University at New Orleans, Southern University at Shreveport, Southern University Law Center, and Southern University Agriculture and Research Extension Center.

l. *Records Series* – A group of related or similar Records, regardless of medium that may be filed together as a unit used in a similar manner, and typically are evaluated as a unit for determining retention periods.

~~—*Records Retention Officer* The individual appointed to oversee records management at the institutional level.~~

f.m. *Records Retention and Disposal Schedule* – ~~A~~ – A set of disposition instructions prescribing how long, in what location, under what conditions, and in what form Records -series shall be kept.

## V. POLICY IMPLEMENTATION PROCEDURES

### a. *Records Management Officer Designation*

Before July 1<sup>st</sup> of each year, the President will designate a Records Management Officer to act as liaison between the Division of Archives and the Southern University System on all matters related to Records Management by completing Louisiana State Archives Form SSARC-940 (<https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-940.pdf>). If there are any changes to the Records Management Officer throughout the year, then Louisiana State Archives Form SSARC-940 must be completed and resubmitted to the Louisiana State Archives noting “AMENDMENT” on top of the page within thirty (30) days of such change.

Before July 1<sup>st</sup> of each year, the Chancellors of Southern University at Baton Rouge, Southern University at New Orleans, Southern University at Shreveport, Southern University Law Center, and Southern University Agriculture and Research Extension Center will designate a

Records Management Officer to act as liaison between the Division of Archives and each of his/her respective campuses on all matters related to Records Management by completing Louisiana State Archives Form SSARC-940 (<https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-940.pdf>). If there are any changes to the Records Management Officer throughout the year, then Louisiana State Archives Form SSARC-940 must be completed and resubmitted to the Louisiana State Archives noting "AMENDMENT" on top of the page within thirty (30) days of such change.

**b. Designation of Records Coordinators**

~~The institution may change its designee before the designation period has expired by notifying the State Archivist within 30 days of such a change by completing form SS ARC 940. (R.S. 44:405)~~

~~b. The Each~~ Records Management Officer with the approval of his/her respective Chancellor of each institution within the System, shall designate a Records Coordinator for Records Management in each department who has adequate knowledge of the institution's organizational structure and operations and can communicate effectively with institutional personnel and the Records Management Officer. The Records Coordinators will coordinate Records Management activities between the Records Management Officer and the various departments within the institution. The Records Coordinators shall have the authority to oversee Records Management at the departmental level, including:

1. \_\_\_\_\_ 1) Development of the retention schedule;
2. \_\_\_\_\_ 2) Compliance with legal requirements; and
3. \_\_\_\_\_ 3) Processing disposal requests and destruction of agency Records as necessary.

Louisiana State Archives Form SSARC-941 shall be completed to designate the Records Coordinator for each department. This form shall also be completed to designate any change in the Records Coordinator within 30 days of such change.

(<https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-941.pdf>)

**c. Designation of Legal Contact**

The General Counsel shall designate a legal contact for the Southern University System, Southern University at Baton Rouge, Southern University at New Orleans, Southern University at Shreveport, Southern University Law Center, and Southern University Agriculture and Research Extension Center by using Louisiana State Archives Form SSARC-941. This form shall also be completed to designate any change in the Legal Contact within 30 days of such change.

(<https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-941.pdf>)

**d. Designation of Information Technology Contact**

The President and each respective Chancellor shall designate an information technology contact for the Southern University System, Southern University at Baton Rouge, Southern University at New Orleans, Southern University at Shreveport, Southern University Law Center, and Southern University Agriculture and Research Extension Center by using Louisiana State Archives Form SSARC-941. This form shall also be completed to designate

any change in the Designation of Information Technology Contact within 30 days of such change.

(<https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-941.pdf>)

**e. Records Retention Schedules**

Records Coordinators will work directly with the Records Management Officer to develop, revise, and maintain the Records Retention Schedule for each institutional department. The Louisiana State Archives Form SSARC-932 (<https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-932.doc>) shall be used by each institutional department as a template to identify, classify, and assign a retention period for each series of its Records. Because the System is a diverse agency, Records Retention Schedules may differ greatly from one institutional department to another.

Records Coordinators shall complete an accurate Louisiana State Archives Form SSARC-932 in accordance with form instructions for each institutional department with the head of said department. Once Records Coordinators have completed the Louisiana State Archives Form SSARC-932 for each institutional department, the Records Retention Schedule should be sent to the Records Management Officer for review and approval. The Records Management Officer will send the Records Retention Schedule to the Louisiana State Archives for approval. The Louisiana State Archives will send back corrections or suggestions, and then ask for an approval signature, which will be provided by the Records Management Officer. The Records Management Officer will send the signed Records Retention Schedule back to the Louisiana State Archives, who will provide their own approval signature, therefore activating the Records Retention Schedule. Upon notification of approval by the Louisiana State Archives, the Records Management Officer will provide approved copies of the Records Retention Schedules to each respective department for their Records.

Records Coordinators shall ensure that institutional departments shall review their current Records Retention Schedule at least once a year, and the Records Retention Schedule must be amended when necessary, such as when additional Records are discovered or when Records no longer apply. Records Retention Schedules are valid for five (5) years from the date of Louisiana State Archives approval and must be renewed within ninety (90) days of the expiration date.

~~To facilitate the development of a system retention schedule in compliance with R.S. 44:411, each institution will:~~

- ~~1) Review the functions and activities of the institution;~~
- ~~2) Develop a list of records produced, received, and maintained by the institution;~~
- ~~3) Identify the inclusive dates, the medium and volume of records maintained for each record series held by the institution. This provision may be facilitated by the institution completing a Records Management Inventory Form (SSARC 960) for each record series to document the decision process.~~

## 1. General Rules on Record Retention Time Frame

- i. La. R.S. 44:36 provides for Records to be preserved and maintained for a period of at least three years from the date on which the public record was made in all instances where the law does not specify a particular period of time.
- ii. The retention requirements for Records of federal awards are set by 2 CFR 200.334. If needed, please contact the Office of General Counsel to obtain a current copy of the federal regulation.
- iii. The Louisiana State Archives offers free records management training classes.

## 2. Electronic Mail (E-mail) Guidelines

- i. E-mail should be retained based on content not on media type or storage limitations. Employees should not unilaterally discard e-mail because of limits on e-mail box capacities.
- ii. E-mail should not be treated as single Records Series for retention scheduling purposes. E-mail should be incorporated into an existing Records Series with Records of similar content found in other media (i.e., paper, film, electronic image).
- iii. Transitory E-mail Records are records that have limited or no administrative value to the System or its institutions and are not essential to the fulfillment of statutory obligations or to the documentation of functions of the System or its institutions. Examples are unsolicited and junk e-mails not related to the work of the System or its institutions, listserv and other e-mail broadcast lists that require subscription (including newspapers), reminders for meeting and events (i.e., cake in the conference room, staff meeting moved from 2 p.m. to 3 p.m.), personal non-work related e-mails received by employees. There is no retention requirement for transitory messages. Employees receiving such communications may delete them immediately without obtaining approval from the Louisiana State Archives.

## **f. Disposal of Records**

Employees may not dispose of Records without the approval of both the Records Management Officer and the State Archives. Each institutional department must use a Louisiana State Archives Form SSARC-930 (<https://www.sos.la.gov/HistoricalResources/PublishedDocuments/SSARC-930.pdf>) to request permission to dispose of Records. Authorization is required even if the Records in question appear on an approved Records Retention Schedule. Records that are either confidential or sensitive (i.e., student records, personnel files, Records with personally identifiable information) must be disposed of in a manner that will maintain confidentiality.

Records Coordinators shall assist institutional departments with completing the Louisiana State Archives Form SSARC-930. Once the Louisiana State Archives Form SSARC-930 is approved by the Records Coordinator, it must be approved by the Records Management Officer, who shall sign the Louisiana State Archives Form SSARC-930 and send it to the Louisiana State Archives for approval. Upon notification of approval by the Louisiana State Archives, the Records Management Officer will provide approved copies of the Louisiana

State Archives Form SSARC-930 to the Records Coordinator.

Once approval for disposal has been granted, the Records Coordinator shall assist the institutional department with disposal of the Records in a manner acceptable to the level of confidentiality the record requires. This can be accomplished by shredding. Electronic records shall be destroyed both physically and digitally. Electronic records on physical storage (i.e., flash drive, CD) can be destroyed through shredding and degaussing. Records on digital storage should be destroyed through multiple overwrites. Records Coordinators shall assist the institutional department with documenting the destruction of their Records by maintaining a certificate of destruction using Louisiana State Archives Form SSARC-933 (<https://www.sos.la.gov/HistoricalResources/PublishedDocuments/SSARC-933.pdf>) for all Records requiring destruction approval from the Louisiana State Archives.

The Records Management Officers shall maintain all approved disposal request forms (SSARC-930) and certificate of destruction forms (SSARC-933) for their respective institutions.

**g. Transfer Records to the Louisiana State Records Center**

Upon approval of the Vice President for Finance and Business Affairs, Records may be transferred to the Louisiana State Records Center for storage in accordance with the procedures of the Louisiana State Archives.

**h. Transfer Permanent Records to the Louisiana State Archives.**

Upon approval of the Vice President for Finance and Business Affairs, permanent Records may be transferred to the Louisiana State Archives for storage in accordance with the procedures of the Louisiana State Archives.

**i. Report any Damaged Records**

Any employee aware of any damaged Records or Records under the threat of being damaged should notify the Records Coordinator immediately. The Records Coordinator will notify the Records Management Officer who shall notify the Louisiana State Archives in accordance with La. R.S. 44:411 by using the Louisiana State Archives Form SSARC-980 (<https://www.sos.la.gov/HistoricalResources/Documents/SSARC-980G.doc>). The original Louisiana State Archives Form SSARC-980 shall be maintained with the respective Records Retention Schedule with a copy sent to the Louisiana State Archives.

**j. Litigation Hold Procedures**

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**d. General Rules on Record Retention Time Frame**

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~~The Record Retention and Access Section of the Office of Management and Budget(OMB) Uniform Guidance (2 CFR Section 200) (Attachment A) provides the Federal requirements for records retention and access for recipients of Federal Awards. Section 200.333 states that financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed~~

quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a sub-recipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:

- ~~1) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.~~
- ~~2) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.~~
- ~~3) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.~~
- ~~4) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity.~~
- ~~5) Records for program income transactions after the period of performance. In some cases recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned.~~
- ~~6) Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).  
In accordance with R.S. 44:36, records should be maintained for three (3) years. However, if there is litigation, or unresolved audit findings, the records should be maintained until final action has been taken.~~

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#### **e. Writing the Retention Schedule**

Each department within the institution will submit a draft retention schedule to the Records Management Officer for review. In developing the draft, each department will:

- ~~1) Determine the length of time for each record series based on the administrative, legal, fiscal and any history/information value. The general rules on record retention time frames stated within this Policy, should be used as a guide.~~
- ~~4) Develop specific retention and disposition instructions for each records series, including transference of inactive records to an appropriate record storage facility. Also develop instruction for the maintenance of long-term or permanent records within the institution, and/or transfer of custody of permanent records to the State Archives.~~
- ~~5) Develop a draft retention schedule, using form number SS-ARC 932 providing a brief description of the records series, suggested retention period for each~~



~~records series, recommended disposition instructions for non permanent records. R.S. 44:405~~

**~~f. Retention Schedule Maintenance~~**

~~Each institution in the System will review its retention schedules annually to identify any record series requiring an addition, amendment or deletion to the institution's approved schedule. Each institution will submit an Amended SS-ARC 932 to State Archives.~~

**~~g. Retention Schedule Renewal~~**

~~In accordance with R.S. 44:405 the institution will submit its record retention schedule for renewal ninety (90) days prior to the five year anniversary of its approved schedule.~~

**~~h. Records Transmittal and Storage~~**

~~1) Prior to the delivery of records to the State Records Center for storage, an institution must provide the Records Center with a completed Record Transmittal and Receipt Form (SS-ARC 103). This form will serve as an inventory sufficiently detailed to enable the Records Center to retrieve any records needed by institution for reference (see <https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-103-sample.pdt>).~~

~~2) After completing the transmittal forms for the boxes to be stored at the State Records Center, the department will forward the SS-ARC 103 to the Records Management Officer for review and approval.~~

~~3) The Records Management Officer will mail or fax the transmittal to the State Records Center at least two weeks prior to the date of transfer the institution is requesting.~~

~~4) The State Records Center will contact the Records Management Officer to finalize the delivery date.~~

~~5) The State Records Center staff or the Records Management Officer may postpone or rearrange delivery dates in special circumstances or emergency situations.~~

**~~i. Requesting Stored Records~~**

~~The Records Management Officer may request access or check out stored records by adherence to the following procedures:~~

~~1) The Records Management Officer must contact the State Records Center by either mail, fax, phone or email requesting access to or check out a file(s) or box(es) by listing the Records Center box number for the boxes being requested and providing filename if particular files are being requested; and~~

~~2) The State Records Center will contact the Records Management Officer when the records in question are ready for review or pickup. The institution's employee will be required to show proper identification before access to the records will be granted.~~

**~~j. Disposal of Records~~**

~~Twice a year the State Records Center will generate disposal requests for institution records that have met the retention periods. The disposal requests will be forwarded to the Records Management Officer for disposal approval. The institution has 45 days to respond to the request. The State Records Center reserves the right to return to the Agency any records listed on the disposal request after the allotted 45 days lapse.~~

**~~k. — j. Disposal of Records not located in the State Records Center~~**

~~In accordance with R.S. 44:411, the institution will secure written approval from the State Archivist prior to the disposing of any records of the institution.~~

~~The institution wishing to dispose of records listed on its approval retention schedule will submit to State Archives Form 930. Form SS-ARC 930 must have the signature of either:~~

- ~~1) Records Management Officer as designated in LAC 4: XVII, Chapter 1~~
- ~~2) The Chief Executive Officer, or~~
- ~~3) The General Counsel for the System~~

**~~l. — Destruction Authorization~~**

~~The Records Management Officer will be notified within thirty (30) days by the State Archives upon receipt of a Disposal Request that:~~

- ~~1) The disposal request has been approved;~~
- ~~2) The disposal request has been denied with an explanation as to why approval was not granted;~~
- ~~3) The disposal request contains records that should be transferred to State Archives; and~~
- ~~4) The disposal request requires more research and requires an additional thirty (30) days to issue a response.~~

**~~m. Disposal Methods~~**

~~Once approval for disposal has been granted, the institution should dispose of the records in a manner acceptable to the level of confidentiality the records require.~~

~~The institution may use any acceptable disposal method, such as:~~

- ~~a. — Shredding (Primary)~~
- ~~b. — Incineration~~
- ~~c. — Maceration~~
- ~~d. — Pulverization~~

**~~n. — Imaging System Survey~~**

~~In accordance with R.S. 44:413, each institution will complete a State Archives Imaging System Survey and provide any amendments to the survey in a timely manner when original information provided is no longer accurate.~~

~~— Survey Information Each institution will provide the following information to the State Archives:~~

- ~~a. — A listing of all record series maintained/managed by the Imaging System being surveyed.~~
- ~~b. — The hardware and software being used (including model and version number) including total storage capacity.~~
- ~~c. — The type and density of media being used by the Imaging System.~~
- ~~d. — The type and resolution of images production.~~

~~— The institution's quality control procedures for image production and maintenance.~~

~~—The institution's backup procedures for the Imaging System and where (on site, off site) and how many sets of images exist.~~

~~—The institution's migration plans for purging images from the Imaging System that have met the retention period.~~

~~—New System/Initial Survey Implementation In addition to completing the Imaging System Survey, any institution implementing an imaging system on or after June 1, 2003 must contact the State Archives prior to implementation to ensure that a retention schedule, approved by the State Archives, is in place and that the system can comply with the schedule's requirements.  
3) In the event that any changes in the initial information provided on an institution's Imaging Survey response, the institution will submit an amendment to the survey response within ninety (90) days of change occurring.~~

#### ~~o. Acceptable Means of Records Preservation~~

~~In accordance with R.S. 44:410, electronic digitizing (imaging) is an acceptable mean for records' preservation for the maintenance of short term and long term/permanent records.~~

#### ~~p. Short term Records~~

~~The System institutions utilizing imaging for the creation and maintenance of short term records, may use imaging without maintaining the original or a microfilm copy of the original provided that:~~

~~—The records series has been included on the institution's retention schedule approved by State Archivist;~~

~~—Quality control inspection of the images is conducted prior to the destruction of the original source documents to ensure the visibility and accessibility;~~

~~1) The proper approval has been secured from the State Archives prior to the destruction of the original; and~~

~~—The records series maintained on imaging system are stored in such a manner as to comply with the retention requirements.~~

#### ~~q. Long term/Permanent Records~~

~~In accordance with R.S. 44:410, institutions utilizing imaging for the creation and~~

maintenance of long-term and/or archival records; may use imaging for administrative purposes provided the following:

- It maintains the original source documents for the retention period listed on the Agency's retention schedule, or
- A microfilm back up is produced of the records and store the microfilm with the State Archives.

**~~r. Electronic Mail (Email)~~**

~~Email should be retained based on content and not on media type or storage limitations. Institutions should not encourage employees to unilaterally discard email because of artificial limits email box capacities.~~

~~Email should not be treated as a single record series for retention scheduling purposes.~~

~~Email should be incorporated into existing records series maintained by the institution.~~

**~~s. Transitory Email Records~~**

~~Transitory records are records that have limited or no administrative value to the institution and are not essential to the fulfillment of statutory obligation or to the documentation of institution functions. Example: junk mail.~~

~~There is no retention required for a transitory message, employee may delete immediately without obtaining State Archives approval.~~

**~~t. Electronic Mail Record~~**

~~Electronic mail records are records that have administrative, financial, legal, or archival value to the Agency and the State, or are required to be maintained under state or federal law for a specified amount of time. Examples of these records can include but are not limited to the following:~~

- Records that document FEMA claims or actions taken during Presidentially declared disaster
- The procurement process (RFP, Bid, contract, purchase, delivery and acceptance) of grants and projects
- Records generated during the licensing or renewal process for regulatory processes
- Time and attendance, leave requests, disciplinary issues and other personnel related matters
- Legal issues including public records requests and legal holds

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**~~Retention~~**

**~~u.~~**

~~The retention requirement for email records must follow suit with records with similar content found in other media (i.e., paper, film, an electronic image). In the event that the content of the message does not fit into an existing record series or an~~

~~approval retention schedule, the email should be maintained in a manner consistent with R.S. 44:36 and should be added to the institutions' approved retention schedule if the series is expected to remain active.~~

~~s. Training Program~~

~~The training provided by State Archives will be incorporated into the Records Management Program. Each Records Management Officer will keep the institution's staff informed of the training schedule posted by State Archives. The Records Management Officer will systemically assign staff for classes on an ongoing basis.~~

~~t. Litigation Hold Requirements~~

General

There are circumstances when Records that are involved in litigation, or which can be reasonably anticipated to relate to foreseeable actions must be preserved until the resolution of such litigation. A litigation hold requires the retention of relevant paper and electronic Records for an indefinite period of time due to pending litigation. Any and all Records which might provide insight into the litigation must be maintained until the completion of the issue. The System and its institutions have a legal obligation to preserve evidence and Records, including electronically stored information (ESI), that may be relevant to pending or potential legal actions, such as lawsuits, government audits, and administrative hearings. Federal law requires the System and its institutions to take action in the form of a litigation hold to preserve all paper and ESI information that may be relevant to the claim.

1. Process

- i. Any employee who becomes aware of litigation, threat of litigation, other legal action or investigation by any administrative, civil or criminal authority shall immediately notify the Office of General Counsel.
- ii. Employees who have received notice of pending or potential claims or action against the System or its institutions must submit such notice to the Office of General Counsel within two (2) business days of receipt of such notice.
- iii. The Office of General Counsel will issue a Litigation Hold Notice within five (5) business days regarding the matter to the appropriate individuals, including the information technology contact and third-party vendors.
- iv. All employees who receive a Litigation Hold Notice shall acknowledge receipt, understanding, and compliance with the notice by returning a signed copy of the notice to the Office of General Counsel. Additionally, the employees must compile paper and electronic documents and data as instructed in the Litigation Hold Notice and send them to the Office of General Counsel. The Office of General Counsel shall maintain the Records until completion of the issue where the Records will be returned to the recordholder for retention and destruction in accordance with this Policy.

k. Imaging Systems

1. The information technology contact with the assistance of the Records Management Officer shall complete a Louisiana State Archives Imaging System Survey and provide any amendments to the survey within 30 days of when original information provided is no longer accurate. The survey shall include:
  - i. Louisiana State Archives Form SSARC-970,

<https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-970.pdf>

ii. [Louisiana State Archives Form SSARC-972, and https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-972.docx](https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-972.docx)

iii. [A data migration statement.](#)

2. [Before any imaging system can be implemented for the System or any of its institutions, approval must be sought from the Louisiana State Archives.](#)

3. [Upon approval by the Louisiana State Archives, institutional departments may convert Records from paper to electronic format and then dispose of the paper originals. To request approval, information technology contact with the assistance of the Records Management Officer and Records Coordinator should submit the following to the Louisiana State Archives:](#)

i. [Louisiana State Archives Form SSARC-970, https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-970.pdf](https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-970.pdf)

ii. [Louisiana State Archives Form SSARC-972, https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-972.docx](https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-972.docx)

iii. [A data migration statement,](#)

iv. [Louisiana State Archives Form SSARC-930e, and https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-930e.pdf](https://www.sos.la.gov/HistoricalResources/PublishedDocuments/ssarc-930e.pdf)

v. [A quality control procedures narrative.](#)

~~There are severe and potentially costly penalties under federal law for not retaining such documents. Authorized Personnel and Responsibilities~~

~~1) SU System Office—The General Counsel shall be responsible for providing all institutional oversight, guidance and assistance.~~

~~2) SU System Institutions—The Litigation Hold Officer shall be responsible for coordinating with the SU System Office and institutional personnel.~~

#### ~~Notification Process~~

~~Any institutional personnel who become aware of litigation, threat of litigation, other legal action or investigation by any administrative, civil or criminal authority shall immediately notify the Litigation Hold Officer.~~

~~Employees who have received notice of pending or potential claims or action against the institution must submit such notice to the designated individual/office within two (2) business days of receipt of such notice.~~

~~1) The designated individual/office shall notify the Litigation Hold Officer within three (3) business days of receipt of such notice. In addition, the General Counsel for the SU System shall be notified of~~

any legal action or investigation no later than three (3) business days subsequent to the designee's receipt of such notice.

#### **VI. — Litigation Hold Process**

- VII. — The institution has a legal obligation to preserve evidence and records, including electronically stored information (ESI), that may be relevant to pending or potential legal actions, such as lawsuits, government audits and administrative hearings. Federal law requires the institution to take action in the form of a litigation hold to preserve all paper and ESI information that may be relevant to the claim,
- VIII. — The Litigation Hold Officer will issue an official Litigation Hold Notice (Attachment B) regarding the matter to the appropriate individuals, including the institution's Information Technology Services/Office within three (3) business days of receipt of notification of pending litigation.
- IX. — The notice shall provide the categories of electronic and paper documents, including ESI that must be retained and preserved in their original format.
- X. — All employees who receive a litigation hold notice must acknowledge receipt, understanding and compliance with the notice by returning a signed copy of the notice to the Litigation Hold Officer.
- XI. — All employees who receive the litigation hold notice must compile paper and electronic documents and data as instructed in the notice letter. Retention shall extend to any new electronic information generated after the hold has been put into place which may be relevant to the subject of the notice,
- XII. — It shall be the responsibility of the Litigation Hold Officer to retain all records responsive to the notice until receipt of written notification that the litigation hold has been removed. Electronic records must be retained in the original format (saved to a disk/CD and/or saved in a secure folder on the system server that is not subject to automatic or unannounced deletions.)
- XIII. — If affected personnel use home computers for institutional related business (including email on institutional accounts) they must preserve the data on those computers.
- 8) Such retention efforts could actually predate any official notification. Records relating to any complaints, grievances or controversies which could potentially rise to the level of a lawsuit shall be retained.

#### **XIV.VI. — VI. — POLICY RELATED INFORMATION**

- La. R.S. 44:1, et seq.
- La. R.S. 44:401, et seq.
- 2 CFR 200.334
- ~~This policy is required by LA R.S. 44:410, et seq.~~
- ~~(<http://www.legis.la.gov/Legis/Law.aspx?p=y&d=9973> I) and additional procedural information regarding the Records Management Program can be found in the Louisiana Administrative Code at LAC 4: XVII, Chapters 1-15~~
- ~~(<https://www.doa.la.gov/Pages/osr/lac/books.aspx>).~~

#### **VII. POLICY HISTORY AND REVIEW CYCLE**

The Office of Vice President for Finance and Business Affairs will be charged with implementing this policy.

This policy replaces the current Records Management Policy and is subject to a five-year review cycle.

**VIII. POLICY URL**

The approved policy will be posted on the Southern University System website under Board Policies at [www.sus.edu](http://www.sus.edu).

**IX. POLICY APPROVAL**

The effective date of this policy is determined by the approval date of the President-Chancellor of the Southern University and A&M College System and the Board of Supervisors of the Southern University and A&M College System.

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*Dennis J. Shields* *Effective Date of Policy*  
*President-Chancellor, Southern University and A&M College System*

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*The Honorable Myron K. Lawson* *Effective Date of Policy*  
*Chair – Southern University System Board of Supervisors*

~~**VII. POLICY HISTORY AND REVIEW CYCLE**~~

~~This is an existing policy that was last reviewed on January 1, 2008. This policy is subject to a five-year policy review cycle.~~

~~**VIII. POLICY URL**~~

~~The information regarding the Records Management Program will be posted to the System Board's website under Board Policies at [www.sus.edu](http://www.sus.edu).~~

~~**IX. POLICY APPROVAL**~~

~~The effective date of this policy is determined by the approval date of the President-Chancellor of the Southern University and A&M College System and the Board of Supervisors of the Southern University and A&M College System.~~

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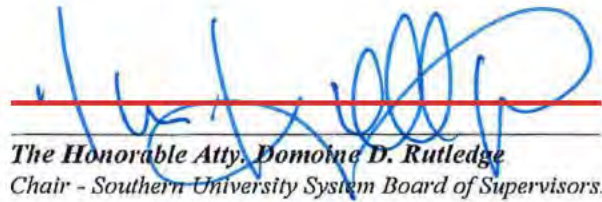


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*Ray L. Belton, Ph.D.*  
*President-Chancellor, Southern University and A&M College System*

*6-21-19*  
*Effective Date of Policy*





*The Honorable Atty. Domoina D. Rutledge*  
Chair - Southern University System Board of Supervisors.

*Effective Date of Policy*

## ATTACHMENT A

### RECORD RETENTION AND ACCESS

~~§ 200.333 Retention requirements for records:~~

~~Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a sub-recipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:~~

- ~~(a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.~~
- ~~(b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.~~
- ~~(c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.~~
- ~~(d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity.~~
- ~~(e) Records for program income transactions after the period of performance. In some cases recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of~~

~~the non-Federal entity's fiscal year in which the program income is earned.~~

~~Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).~~

- ~~(1) **If submitted for negotiation.** If the proposal, plan, or other computation is required to be submitted to the Federal government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.~~
- ~~(2) **If not submitted for negotiation.** If the proposal, plan, or other computation is not required to be submitted to the Federal government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.~~

~~———— Below are examples (which are merely illustrative but not exclusive) of the types of data, information and records in electronic and paper form that must be preserved and retained in connection with this matter, including, but not limited to, communications by or between the Plaintiff and all of the named Defendants, including you:~~

- ~~• Any and all correspondence, including letters, memoranda, faxes, text messages, voicemail messages, emails, and/or other data, information and records in electronic and paper form related to, connected to, or discussing the allegations and issues in the above referenced lawsuit;~~
- ~~• Any and all documents, including correspondence, memoranda, faxes, text messages, voicemail messages, emails, tape recordings, and/or other data, records and information in electronic and paper form in any way related to, connected to, or discussing the allegations in the above-referenced lawsuit;~~
- ~~• Any and all reports and/or investigations, notes, summaries, and witness statements concerning any claims, grievances, complaints made by the Plaintiff and/or regarding the allegations in the above referenced lawsuit and/or relating to the Plaintiff;~~
- ~~• Any and all notes, meeting minutes, meeting agendas or calendar entries, memoranda, summaries, and/or other data, information and records of any kind in electronic or paper form, documenting telephone calls, meetings, or other discussions regarding issues relating to the allegations in the lawsuit filed by (NAME OF CLAIMANT); and,~~

~~\_\_\_\_\_ The documents and information you must preserve also includes potentially relevant electronic data or electronically stored information ("ESI"). Current and former employees' laptops, PCs, handheld devices (such as iPhones, iPads, Blackberry® devices, etc.), and any other hardware provided to employees by any of the Southern entities (including removable storage devices such as USB "pen" drives or removable hard drives) are considered ESI and includes, but is not limited to, the following:~~

- ~~• \_\_\_\_\_ Email messages and attachments;~~
- ~~• \_\_\_\_\_ Word processing documents;~~
- ~~• \_\_\_\_\_ Spreadsheets;~~
- ~~• \_\_\_\_\_ Databases;~~
- ~~• \_\_\_\_\_ Calendar entries;~~
- ~~• \_\_\_\_\_ Voice mail messages and files;~~
- ~~• \_\_\_\_\_ Computer drawings;~~
- ~~• \_\_\_\_\_ Backup voice mail files;~~
- ~~• \_\_\_\_\_ Presentation documents;~~
- ~~• \_\_\_\_\_ Graphics~~
- ~~• \_\_\_\_\_ Images (e.g., TIFF files, JPEG files, etc.)~~
- ~~• \_\_\_\_\_ Animations;~~
- ~~• \_\_\_\_\_ Instant messages and/or IM logs;~~
- ~~• \_\_\_\_\_ Backup email files;~~
- ~~• \_\_\_\_\_ Deleted emails;~~
- ~~• \_\_\_\_\_ Program files;~~
- ~~• \_\_\_\_\_ Backup and archived tapes;~~
- ~~• \_\_\_\_\_ Text messages; and,~~
- ~~• \_\_\_\_\_ Temporary document destruction procedures.~~

~~\_\_\_\_\_ Effective immediately, it is critical that you not delete, over write, or otherwise alter 01' destroy any documents or ESI which may be relevant to this case. Further, to ensure proper maintenance of ESI, please do not attempt to open, save or otherwise manage potentially relevant ESI at this time without my prior approval. You must preserve potentially relevant electronic from any source, including the following:~~

~~Laptops, PCs, tablets, notebooks, handheld devices (such as iPhone, Palm® or BlackBerry® devices), including removable storage devices such as USB "pen" drives or removable hard drives;~~

~~\_\_\_\_\_ This list may not contain a comprehensive listing of all data, information and records in electronic and/or paper form that must be preserved, so you should and must make a good faith effort to ensure that all data, records, recordings, and information in electronic and/or paper form are preserved and retained insofar as they relate, even tangentially, to the above referenced lawsuit.~~

~~Failure to preserve such data, information and records that Southern is required to preserve could impair the defense of this lawsuit and could also result in fines or other penalties. If you have questions as to whether any information is subject to this "Litigation Hold Notice," please take the position that such information/documents are subject to the litigation hold and preserve and retain such information and documents consistent with the dictates outlined herein~~

~~7~~

~~— Moreover, a substantial number of the records at issue constitute "public records" under the Louisiana Public Records Act, and should be maintained under that state statute.~~

~~— Furthermore, the Southern University System must retain all information regarding this matter, regardless of how or where it is stored. This means that Southern must retain paper documents, drafts of documents, handwritten notes, electronic documents, information stored on computers, electronic information on iPhones, Blackberrys®, iPads, or other similar devices, email messages, text messages, and any attachments, spreadsheets, databases, paper and electronic calendars, computer drawings, and any other documents 01- files created on the computer system of the (NAME OF CAMPUS), or the Board of Supervisors for the Southern University and Agricultural and Mechanical College, and/or any affiliated entities that may be in possession of pertinent information.~~

~~— To ensure the preservation of electronic information, consider the following sources of documents and information:~~

- ~~• Personal computers maintained at home by employees and/or personal laptops, that contain work related information (this category includes documents as well as information contained in personal email accounts);~~
- ~~• System wide and/or departmental network shared drives and individual user drives; System wide and/or departmental or regional/local email servers;~~
- ~~• Databases; Servers; Archives;~~
- ~~• Back up or disaster recovery systems; and,~~
  
- ~~• Any other local or centralized storage media which may be accessed by members of your department.~~

~~— This Litigation Hold Notice takes precedence over any other document retention and/or destruction policies and guidelines that would otherwise require the destruction of the information/records/electronic data discussed in this memo. Therefore, **effective immediately, no one should delete, over write, alter or destroy** any documents or files, whether paper or~~

~~electronic, which may relate, in any way, to the above referenced lawsuit. In the event that you have disposed of information relating to this matter or if you are unsure as to whether to preserve a particular piece of information, please let me know immediately so we can provide further guidance and direction. Please let me know immediately if you have any potentially relevant information in your possession that may relate to this matter and/or if you have already turned over that information. Also, please let me know immediately if you have any potentially relevant information that has been discarded.~~

~~—Thank you in advance for your cooperation, and please do not hesitate to contact me if you have any questions regarding this memo or what data, information and/or records in electronic and/or paper form must be preserved and retained.~~

---

~~Sincerely,~~

---

~~General Counsel~~

# Personnel

# PERSONNEL AFFAIRS COMMITTEE

(Following Governance Committee)

Southern University System Board Meeting Room  
J. S. Clark Administration Building 2<sup>nd</sup> Floor  
Baton Rouge, LA 70813

## AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)

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

Name	Position/Campus	Salary	Funding Source
1. Dexter Newman	Video Production Specialist Salary Adjustment	\$70,000.00	State

### B. Request Approval of Personnel Action on Positions equal to or greater than \$60,000 (SULC)

Name	Position/Campus	Salary	Funding Source
1. Michael Adams	Instructor/Practitioner in Residence New Position	\$108,000.00	State
2. Bernard Charbonnet	Instructor/Practitioner in Residence New Position	\$108,000.00	State
3. Diane Kemker	Visiting Professor New Position	\$103,500.00	State
4. Jennifer Moroux	Visiting Professor New Position	\$105,000.00	State
5. Whitney Stewart	Assistant Professor (Tenure-Track) New Position	\$103,500.00	State
6. Christopher Turner	Director of MRVIGES New Position	\$78,000.00	State
7. Stephanie Washington	Full Professor New Position	\$153,000.00	State
8. Ebony Woodruff	Director of Ag Institute for Underrepresented and Underserved Communities New Position	\$70,000.00	State

**C. Request Approval of Tenure and Promotion Salary Increases Salary Increases  
(SULC)**

Employee Name	Beginning Salary	Total Adjustment	Ending Salary
1. Marcia Burden	\$103,194.00	\$6,192.00	\$109,386.00
2. Kelly Carmena	\$93,366.00	\$5,602.00	\$98,968.00
3. Christian Fasullo	\$108,108.00	\$6,486.00	\$114,594.00
4. Alvin Washington	\$119,902.00	\$7,194.00	\$127,906.00

**D. Request Approval to Add the Title of Instructor to the Following Positions Without  
Pay Adjustments (SULC)**

Name	Position/Campus	Salary	Funding Source
1. Marla Dickerson	Vice Chancellor/ Instructor Added Title	\$159,000.00	State
2. Koshaneke Gilbert	Career Services Director/ Instructor Added Title	\$102,211.20	State
3. Kerii Landry-Thomas	Associate Vice Chancellor/ Instructor Added Title	\$131,040.00	State
4. Terri Mayes	Director of Office of Innovation and Strategic Partnerships and Initiatives/ Instructor Added Title	\$78,000.00	State
5. Avery Thomas	Deputy Title IX/Campus Safety Coordinator /Instructor Added Title	\$85,000.00	State

**E. Request Approval of Personnel Action on Positions equal to or greater than \$60,000  
(SUBR)**

Name	Position/Campus	Salary	Funding Source
1. Marlin Hollins	Director of Advancement School of Nursing New Position	\$95,000.00	State
2. Rashaad Richardson	Men's Basketball Assistant Coaches New Appointment	\$75,000.00	State



F. Request Approval of Personnel Action on Positions equal to or greater than \$60,000  
(SUNO)

Name	Position/Campus	Salary	Funding Source
1. Hasan Aquil	Technology Manager New Position	\$90,000.00	Federal
2. Camacia Smith-Ross	Interim VC for Student Affairs & Enrollment Management /Tenured Full Professor/ Chief of Staff New Appointment	\$126,000.00	State
3. Atia Washington	Assist Director of Adm. & Recruit/Dual Enrollment New Appointment	\$65,000.00	State
4. Kenneth Williams	Director of Bachelors of Science and-Cybersecurity New Position	\$125,000.00	Federal

G. Request Approval of Personnel Action on Positions equal to or greater than \$60,000  
(SUS)

Name	Position/Campus	Salary	Funding Source
1. Desiree Honoré Thomas	Associate Vice President and Senior Administrative Operations Officer/ Acting Vice Chancellor of Finance and Administration New Position	\$220,000.00	State
2. Jeremiah Sams	System Director for Compliance and AVC for Equity, Inclusion & Title IX New Appointment	\$130,000.00	State SUS/SUBR

H. Request Approval of Extend the Unpaid Sabbatical of Assistant Professor Adam C. Crepelle (SULC)

I. Request Approval of to Extend All Interim Appointments for Up to Six (6) Months (SUSLA)

6. Other Business

7. Adjournment

**MEMBERS**

Mr. Sam Gilliam - Chairman, Mrs. Christy Reeves–Vice-Chair,  
Atty. Jody Amedee, Ms. Zazell Dudley, Dr. Leon Tarver, II, and Dr. Arlanda Williams,  
Mr. Myron K. Lawson - Ex Officio



## "Linking Citizens of Louisiana with Opportunities for Success"

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

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

### OFFICE OF THE CHANCELLOR-DEAN

May 5, 2023

Dennis J. Shields, President-Chancellor  
Southern University System  
4<sup>th</sup> Floor, J. S. Clark Administration Bldg.  
Baton Rouge, LA 70813

Dear President-Chancellor Shields,

### RE: SUAREC/CAFCS – MAY 2023 BOARD PACKAGES SUBMISSION

Enclosed herewith are the following items from the Southern University Agriculture Research and Extension Center and the College of Agricultural, Family, and Consumer Sciences for inclusion in the **MAY 2023 BOARD PACKAGE**.

- Request Approval for a salary adjustment – Video Production Specialist – Dexter Newman

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

Sincerely,

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

Orlando F. McMeans, Ph.D  
Chancellor-Dean



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**OFFICE OF THE CHANCELLOR-DEAN**

May 3, 2023

Dennis J. Shields, President-Chancellor  
Southern University System  
4<sup>th</sup> Floor J. S. Clark Admin Bldg.  
Baton Rouge, LA 70813

Dear President-Chancellor Shields:

As Chancellor of the Southern University Agricultural Research and Extension Center and Dean of the College of Agricultural, Family and Consumer Sciences, I am requesting approval of a salary adjustment for Mr. Dexter Newman, Video Production Specialist.

For the past twenty years, Mr. Newman has been employed with the Southern University Ag Center as the Video Production Specialist. During this time, he has provided outstanding service supporting both the Ag Center and the College of Ag in video production. Mr. Newman will be undertaking additional projects, and his workload will increase due to new programmatic efforts and events.

Currently, his annual salary is \$60,349, and I am requesting that Mr. Newman's salary be adjusted to \$70,000 effective June 1, 2023. This position is funded 100% by State Funds.

If additional information is needed, please let me know. Thank you for your consideration of this request.

Sincerely,

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

Orlando F. McMeans, PhD  
Chancellor-Dean

Approval:

\_\_\_\_\_  
Dennis J. Shields                      Date  
President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

Personnel Action Form

POSITION NUMBER	6	M	9	9	7	7
-----------------	---	---	---	---	---	---

CAMPUS: SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

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

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

Previous Employee \_\_\_\_\_ Reason Left \_\_\_\_\_  
Date Left \_\_\_\_\_ Salary Paid \_\_\_\_\_

**Profile of Person Recommended**

Length of Employment July 1, 2022 To June 30, 2023  
Effective Date June 1, 2023

Name Mr. Dexter Newman SS# XXX-XX-7933 Sex Male Race\* AA  
(“S” number)

Position Title: Video Production Specialist Department: SUAREC-Communications Dept

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

U	S
---	---

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

Years Experience 20+ Years Southern University Experience 20 Years  
Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:  
BS-Mass Communications Southern University A & M College 1992  
MS-Mass communications Southern University A & M College 2007

Current Employer Southern University Agricultural, Research and Extension Center

Personnel Action

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

Recommended Salary \$70,000 Salary Budgeted \$70,000

Source of Funds State Funds

Identify Budget: 611001 64050 66000 Location \_\_\_\_\_  
Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: 

	<u>From</u>		<u>To</u>
Position	<u>Video Production Specialist</u>		<u>Video Production Specialist</u>
Status	<u>Full-time</u>		<u>Full-Time</u>
Salary	<u>\$60,349</u>		<u>\$70,000</u>
Adjustment	_____		_____

Financial Aid signature (if, applicable):

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

Comments: (Use back of form)

Source of Funds	Amount
611001-64050-66000	\$60,349

\*See Reverse Side

Graduate School signature (if, applicable):

<u>Katrina A. Williams</u>	<u>5/3/2023</u>	<u>Katrina A. Williams</u>	<u>5/3/2023</u>
Supervisor	Date	Dean/Unit Head	Date
<u>Katrina A. Williams</u>	<u>5/3/2023</u>	<u>AK</u>	<u>5/3/2023</u>
Vice Chancellor	Date	Chancellor	Date
<u>[Signature]</u>	<u>5/4/2023</u>	<u>[Signature]</u>	_____
Director/Personnel	Date	Vice President/Finance	Date
		Business Affairs/Comptroller	
President	Date	Chairman/S.U. Board of Supervisors	Date

BGO  
5.4.2023

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

**ETHNIC ORIGIN (Please check one):**

Hispanic or Latino  Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

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

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

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

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

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

**COMMENTS:**

**EMPLOYEE REGULAR WORK SCHEDULE:** Monday – Friday 8:00 am – 5 pm

**EMPLOYEE DIRECT SUPERVISOR:** Dr. Katara Williams

**SUPERVISOR/DEPARTMENT CONTACT NUMBER** (225) 771-2160

**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 1

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

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

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

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

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fact/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 SYSTEM**  
I certify that the above position(s) is (are) allowable under the terms and conditions of the institutional, budget or award agreement and in accordance with federal, state, local, and university policies.  
Allowability/Compliance/Actual Encumbered/Funds Available  
Doc. I.D. #: \_\_\_\_\_  
By: BGP Date: 5.4.2023  
Expiration Date: 6.30.2023



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*Southern University and A & M College System*  
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May 1, 2023

Southern University Ag Center  
Office of the Chancellor-Dean  
J.S. Clark Administration Building – 4<sup>th</sup> floor  
Baton Rouge, LA 70813

Re: Request for Salary Adjustment - Dexter Newman

Chancellor-Dean McMeans,

This letter comes as a request for a salary adjustment for Mr. Dexter Newman. Mr. Newman has been employed as the Video Production Specialist with the Southern University Ag Center for the past 20 years. During such time he has done an outstanding job producing, editing, and writing PSA, news stories, and other video production, which supports the branding of both the Ag Center and the College of Ag.

Additionally, with the increase of programmatic efforts and events which are occurring within the Center and the College, Mr. Newman will be assuming additional projects and increased workloads to include the production of the SU Ag "Focus" Show, new podcasts, and vlogs, as well as thorough event coverage and packaging. Thus, I am requesting his salary be adjusted to \$70,000 annually effective June 1, 2023. Should you have any questions, please feel free to let me know.

Kindest Regards,

A handwritten signature in cursive script that reads "Katara A. Williams".

Katara A. Williams  
Vice-Chancellor for Institutional Advancement and External Relations

**JOB DESCRIPTION**  
**FOR**  
**VIDEO PRODUCTION SPECIALIST**  
**SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH AND EXTENSION CENTER**

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**OVERALL DESCRIPTION:**

A twelve-month position, the Video Production Specialist, shall have the following duties and shall report directly to the Vice Chancellor for Institutional Advancement and External Relations. The Video Production Specialist is responsible for leadership and management of the video/broadcast component related to the development of educational/training materials for the Southern University Agricultural Research and Extension Center.

**DUTIES OF RESPONSIBILITY WILL INCLUDE:**

- Develop and implement a comprehensive system to address the electronic media needs of the Southern University Agricultural Research and Extension Center;
- Must work with audio, video and lighting equipment, with the ultimate goal of producing professional video presentations. These tasks include arranging, connecting, tuning and operating video and lighting equipment;
- Writing and preparing scripts for audio/video production and digitizing the data for various mediums/formats;
- Develop motion graphics, video, and audio editing software to produce finished videos;
- Assist with developing and supporting other components of the Technology Center including Video Streaming, Satellite up/down links, distance learning education as appropriate;
- Direct studio preparation, reports of problems/progress, and coordinate the use and editing of promos, PSAs, IDs, credits, bumpers and intros; Sync and master audio for final output;
- Color correct and grade video footage utilizing vector scopes, RGB parade and waveform monitor;
- Operate all necessary equipment for the production of a program – may include the studio cameras, the studio console, studio lighting, the video switcher, the character generator and the electronic still-storage graphics display equipment;
- Serve as the point person who schedules, facilitates and implements virtual meetings and/or live streams upon request, making them available to YouTube and other social media networks;
- Must establish long-term strategies for developing systems and acquiring hardware, software and other equipment to meet video production needs; and
- Perform related work as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Must have at least 5 years of related broadcast/video production experience or Bachelor's degree with at least a degree in Mass Communications (Broadcast);
- Knowledgeable about industry standards for compression and codecs;
- Highly goal-oriented providing excellent results with little oversight and direction;
- The ability to work independently, self-motivating with the ability to adequately communicate (orally/written) solutions to management rather than problems;
- Ability to be creative, artistic, imaginative, single-minded and self-disciplined;
- Must have a working knowledge of linear/non-linear editing (Apple Final Cut and/or Adobe Premier) Systems;
- Must have a working knowledge of audio-producing software: Audacity, Garage band, iTunes;
- Must have extensive computer skills (preferably Apple Computer) for producing electronic visual media, and experience in using various software tools such as Adobe Cloud APPS (i.e., Premier, Acrobat Pro, Photoshop, Audition, Media Encoder, After Effects) and other audio/visual applications.
- Working knowledge for the development of radio production and broadcasting, podcasting and its technologies; and
- Must have hands-on experience with Windows, Apple OS, iOS and Android-based hardware such as desktops, laptops, mobile devices, copiers, etc.; Experience in MS Office 365 (MS Word, Excel, PowerPoint, One Drive, TEAMS); Working knowledge of creating content for social media; The ability to work independently, self-motivating with the ability to adequately communicate (orally/written) solutions to management rather than problems.

---

Employee Endorsement / Date

---

Vice Chancellor for Institutional Advancement and  
External Relations / Date

## DEXTER D. NEWMAN

### HIGHLIGHTS OF QUALIFICATIONS

- Thirty years of experience in the field of Television Broadcasting
- Video Production Specialist for the Southern University Agricultural Research & Extension Center
- Produced, directed, wrote, shot, reported, edited, and hosted a quarterly 30 minute agricultural television program titled, "Focus: Insight on the SU AgCenter" which aired throughout the state of Louisiana (Fall/Winter 2020). The program aired totally free on various public access channels at a cost savings of approximately \$115,000 at \$1,000 per play/run if aired on commercial television. It aired over 115 times and reached an approximate population of 1.4 million according to the 2010 census.
- Co-facilitated negotiations for a contract that would allow the film-makers of the major motion picture "Twilight Saga: Break of Dawn" to shoot movie at S. U. Agricultural Research & Extension Center 2010-11
- Wrote, produced, shot, edited and directed Telly award winning documentary, "Avery Johnson from New Orleans to the NBA"
- Shot and covered story on Hollywood actor Steve Harvey's visit to Southern University
- Planned, executive produced, wrote, shot, edited and directed a Public Service Announcement broadcasted on local television and sporting events for Southern University's "Litter Free" campaign by obtaining on-air talent actor Todd Bridges, which also initiated a city wide campaign
- Video producer and co-developer of Meats Identification interactive training CD-ROM (e-learning Tutorial) as part of a \$199,000 United States Department of Agriculture grant to prepare students locally and nationally for Future Farmers of America competitions
- Planned, executive produced, directed, shot & edited a hurricane Katrina documentary entitled, "Will It Be You?" Co-produced with musicians to create original theme music
- Responsible for training new Master Control Engineers in the use of various broadcasting equipment in the control room,(i.e. state of the art video tape recorders, routers, satellite uplink and downlink setup, master control switcher, transmitter readings)
- Executed, created concept, wrote, produced and edited 9 radio Public Service Announcements to assist finding missing children during the aftermath of Hurricane Katrina which resulted in 3 kids being found in 3 states
- Produced, shot, directed and edited a statewide health awareness promotional video per request by the governor of Louisiana entitled, "Lighten Up Louisiana"
- Experienced in analyzing p.c. software and hardware problems, repairs and setup
- Skilled in operating the following software packages:Adobe Premiere, Edius Pro 9 (non-linear editing), Final Cut Pro X HD(NLE), Audacity Audio, DVD Studio Pro, Wavelab 8, Adobe Photoshop, Sundance



automation, Louth automation, Odetics automation,  
Microsoft Office Professional 2010, Expert Check P.C. Diagnostics.

- Possessing the ability to work as a team leader, a team member, and being able to work independently, takes pride in work, eager to learn new skills, focused and highly organized

## PROFESSIONAL EXPERIENCE

January 2003 – Present

Video Production Specialist

### **Southern University Agricultural Research and Extension Center, Baton Rouge, LA**

Leading and developing a comprehensive system to address the electronic media needs of the Southern University Agricultural Research and Extension Center and the College of Agriculture. Advise the Chancellor, Vice Chancellor's & Communications Director regarding production content and development decisions regarding video projects. Coordinates priorities in the development of program content, working with in-house and outside professionals to develop scripts and production concepts for designated program objectives and production and post-production facilities coordination. Manage video production studio complete with multi-camera operation, 100 seating capacity, demonstration kitchen, remote controlled grid lighting, control room, post-production video editing suites and digital audio booth; Manages agency produced and co-produced multi-platform content creation to assure that all goals are successfully achieved by projects produced and transmitted by the S U Ag Center. Direct, produce, write and co-write scripts and edit video projects for the S. U. Ag Center and Southern University System for broadcast television, internet, class room instruction and for our clientele across the State of Louisiana and abroad; Direct/ Schedule Zoom/Facebook Virtual Meetings and assist with Live Streaming; Function as Executive Producer, Documentarian, a reporter and voice- talent for the S U Ag Center, the College of Ag and the

Southern University System; Coordinate and oversee all statewide TV programming for the Ag Center. Subject matter is analysis for need within the state and on topical issues which are developed and produced; Develop new strategies and methods for the dissemination of information to the citizens of the State through such technological systems as broadcast, cable, Internet streaming technologies and advanced methods to be determined in the future. Operate video recording and playback equipment for live programs and taped shows; direct studio preparation and field productions (EFP), problem solving, reports of problems/ progress, and coordinate the use and editing of shows, promos, PSAs, IDs, credits, bumpers and intros; operate all necessary equipment for the production of a program – may include the studio cameras, the video switcher, studio lighting, the audio board, the teleprompter, character generator and the electronic still-storage graphics display equipment; Prepares and/or reviews prepared scripts, music, develops visualizations; Train and provide leadership in assisting production crew, staff and students with assembling, operating and disassembling electronic field production equipment and studio cameras and all related accessories; Assists with researching, selection and purchasing of new technical equipment; video format output may include (ie. MP4, MOV, AVI, AVCHD, Beta Cam SP, mini-DV, DVC Pro, DV Cam, DVD, AIFF, WAV and MP3 audio for broadcasting/internet playback); Assist with developing and supporting other components of the Technology Center and College of Agriculture to include video streaming, distance learning education and computers as appropriate; responsible for repair, maintenance, installation and modification of all the electronic equipment in the studio and control room; establish all the electronic equipment in the studio and control room; establish long-term technology needs and plan strategies for developing systems and acquiring hardware, software and other equipment to meet video production needs. Analyze suggested video projects and decide on who or what elements would serve the best for the production; Serve as field reporter and studio host for S U Ag Center statewide TV Show, entitled,

"Focus" Resume reel; The purpose of the Southern University Ag Center's TV program is to focus on serving diverse audiences who have limited economic resources and to assist in improving their access to opportunities through research & outreach education.

November 2018 - Present

TV News Production (Part-time)

**WBRZ Channel 2 – ABC Affiliate, Baton Rouge, LA**

Edit news video for 5, 6 & 10 PM newscast. Operate state of the art television cameras and related equipment in a multi-camera production setting for studio, live, and recorded productions; input information and operate teleprompter for studio productions; coordinate the setup and operation of audio equipment and systems for studio, remote, live and recorded productions; troubleshoot and maintain production equipment to ensure proper working condition; observe sets or locations for potential problems and determine video recording and lighting requirements; research, test, and customize new equipment when necessary; perform other related duties as assigned or requested.

October 1999 - 2004

Master Control Room Engineer

**WAFB Channel 9 - CBS Affiliate, Baton Rouge, LA**

Implementing the use of daily broadcasting equipment and all technical aspects of the job. Making sure that all video and audio levels of programming and commercials are airing at F.C.C. regulations; The input of television shows, commercials and promos to be broadcasted via the automated system(s) using: Sundance automation, Louth automation by way of the Vector Scope, Waveform and T.F.T. audio monitors. Live event switching and audio board operation; Proper recording and logging of incoming satellite feeds; Performed trouble-shooting techniques on video equipment and took transmitter readings daily

June 1992 - September 1999

Master Control Room Engineer

**WVLA Channel 33 – NBC Affiliate, Baton Rouge, LA**

Train or arrange training schedule for all new Master Control Engineers on how to use all broadcasting equipment and all technical aspects of the job. Responsible for the daily operation of the department; Prepared reports on progress of Master Control Engineers. Implementing the use of daily broadcasting equipment and all technical aspects of the job. Making sure that all video and audio levels of programming and commercials are airing at F.C.C. regulations; The input of television shows commercials, IDs and promos to be broadcasted via the automated system Odetics by way of the Vector Scope and Waveform monitors; Live event switching and audio board operation; Performed transmitter readings daily and turned transmitter power on/off according to shift; Proper recording and logging of incoming satellite feeds; Also performed trouble-shooting techniques on video equipment;

January 1992 – June 1992

Production Technician/Assistant/ News Photographer

**WVLA Channel 33- NBC Affiliate, Baton Rouge, LA**

Shot and edited television news stories as assigned; Operated television cameras and related equipment in a multi-camera production setting for studio, remote, live, and recorded productions, operated videotape unit for studio, remote, live, and recorded productions; coordinated the setup and operation of audio equipment and systems for studio, remote, live and recorded productions; created graphics and titles for studio, remote, live,

and recorded productions by operating a graphics generator; input information and operated teleprompter for studio productions; troubleshoot and maintained production equipment to ensure proper working condition; analyzed work orders to determine locations, work procedures, sequence of operations, and equipment setups; observed sets or locations for potential problems and determined videotaping and lighting requirements; researched, tested, and customized new equipment when necessary; performed other related duties as assigned or requested.

### **EDUCATIONAL BACKGROUND**

- Southern University and A & M College • Baton Rouge, LA, May 2007  
Mass Communications, Master of Arts
- Baton Rouge School Of Computers • Baton Rouge, LA, December 2001  
Certificate of Study - Desktop Support/Computer Repair Technician
- Southern University and A & M College • Baton Rouge, LA, May 1992  
Mass Communications, Bachelor of Arts

### **SPECIAL PROJECTS/CONSULTING**

- Media/Marketing Consultant and Talent Scout, Buddy Stewart Memorial Music Foundation, 2005 – 2015, Baton Rouge, LA
- From 2004 - 2006, functioned as video producer and co-developer of a Meats Identification interactive CD-ROM (e-learning Tutorial) as part of a \$199,000 USDA grant; produced all graphic design and video/audio production work; co-facilitated negotiations between the S U AgCenter and the National FFA Organization; The disc was being distributed nationally by the National Future Farmers of America Organization; (<http://ffaunlimited.stores.yahoo.net/meevandte.html>); since its release in March 2006 the disc has generated \$18, 500 USD in sales.
- Kiosk Voice-Over, Southern University Agricultural Research and Extension Center, August 2002.  
*Produced and served as voice talent for the College of Agriculture's Kiosk's*

### **PUBLISHED WORKS**

- Wrote, produced, videotaped, edited and directed Telly award winning documentary, "Avery Johnson from New Orleans to the NBA," 2008
- Planned, directed, videotaped & edited a hurricane Katrina documentary entitled, "Will It Be You?"  
Co-produced with musicians to create original theme music
- Created, wrote, produced, videotaped, edited and directed Public Service Announcement for S. U. AgCenter with actor Todd Bridges as on-air talent, 2007
- Video producer and co-developer of a Meats Identification interactive CD-ROM (e-learning Tutorial) as part of a \$199,000 United States Department of Agriculture grant, 2004
- Kiosk Voice Over, Voice Talent, Southern University College Of Agriculture Recruitment, August 2002

### **VOLUNTEER SERVICE**

- Board member of Baton Rouge Film Commission, 2006 – 2017
- Media/Marketing Consultant and Talent Scout, Buddy Stewart Memorial Music Foundation, 2005 – 2015, Baton Rouge, LA
- John B. Cade Library -Southern University, Baton Rouge, LA  
Assisted the Network Engineer in local/wide area network and the Desktop Publisher in repairing and servicing personal computers, March 2001- 2002
- Southern University Agricultural Research and Extension Center, Assisted the Director of Technology Services with the Youth Expo broadcast production. Developed and served as Voice-over talent for Kiosk production. May 2002

### **CONTINUING EDUCATION**

- Final Cut Pro training workshop, Louisiana State University Continuing Education – April 2017
- Dell workshop, "New Server Technology", Sponsored by Southern University Technology Network Services (T.N.S.), July 2007.
- Final Cut Pro training workshop, Future Media Concepts, Miami, FL – June 2008
- Photoshop training workshop, CompuMasters, Baton Rouge, LA – April 2004
- Louth (NLE)automation, training workshop, WAFB ch.9, Baton Rouge, LA - August 2003.

### **PROFESSIONAL AFFILIATIONS**

- Member of National Association of Broadcasters via WBRZ CH. 2, 2018 - present
- Board member of Baton Rouge Film Commission, 2006 - 2017
- Member of National Association of Black Journalists, 1998 - 2009
- Member of Weddings and Events Videographers Association, 1997- 2005



## 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

May 5, 2023

Dennis J. Shields  
President/Chancellor  
Southern University System and Baton Rouge Campus  
J. S. Clark Administration Building  
4<sup>th</sup> Floor  
Baton Rouge, LA 70813

RE: Faculty Appointments for 2023-2024 Academic Year

Dear President Shields:

In March 2023, the Southern University Law Center and representation to the American Bar Association Council (ABA Council) that it would be adding four additional fulltime faculty members to its ranks. Since that representation was made, SULC has lost three full-time faculty members to other lucrative professional opportunities. There is also a possibility that SULC will lose another full-time faculty member to a lucrative opportunity.

The Faculty Appointments, Retention, Promotion, and Tenure Committee (FARPT) has been reviewing, evaluating, and meeting with potential candidates. The FARPT committee among the candidates ranked the following individuals (1) Whitney Stewart, (2) Michael Adams, and (3) Stephanie Washington. In addition, Whitney Stewart and Michael Adams were recommended for tenure track opportunities. Unfortunately, recommending only two candidates will not fulfill the needs of SULC and the promises made to the ABA Council.

Based upon the events and my discussion with candidates, reviewing of resumes, and the instructional needs of SULC, I am making recommendations to the hiring of faculty that include the FARPT's committee recommendations and going beyond the FARPT's committee recommendations. I am forwarding the following individuals for consideration by the Southern University Board of Supervisors:

1. Whitney Stewart is an Associate Attorney with the Law Firm of Blue Williams, LLC located in Metairie, Louisiana, and an adjunct professor at SULC. I propose to hire Attorney Stewart as a tenure-track Assistant Professor at SULC at a proposed salary of \$103,500 for the 2023-2024 academic year.
2. Michael Adams is a 1988 graduate of SULC and has been practicing law for 35 years. He recently earned an LLM in Global Anti-Trust and Economic from the George Mason University Antonin Scalia Law School. Based on his extensive practice, legal experience, and my conversation with him, it is my belief that Attorney Adams should be appointed to the faculty as a Practitioner in Residence on a three-year appointment with an option to have this appointment renewed after an evaluation by the FARPT committee. The appointment would begin August 1, 2023, for the 2023-2024 academic year at a salary of \$108,000.
3. Stephanie Washington is a 1996 graduate of the Saint Mary's University School of Law and has significant trial experience and teaching experience in legal education. Currently, Attorney Washington is a visiting professor at SULC and has received the rank of full professor at Texas Southern University's Thurgood Marshall School of Law. She was formerly Associate Dean of Experiential Education. I propose to hire Attorney Washington as a full professor on tenure track at a proposed salary of \$153,000 for the 2023-2024 academic year.
4. Deanne Kemker is a 1997 graduate of the UCLA School of Law, and a 2015 LLM graduate of the University of San Francisco School of Law. She has years of teaching experience in legal education. I am proposing to hire Attorney Kemker as a visiting professor for the 2023-2024 academic year at a salary of \$103,500.
5. Jennifer Moroux is a 2007 graduate of the Paul M. Hebert Law Center at Louisiana State University. Currently, she is an attorney at Walters, Papillion, Thomas, Cullens, LLC, previously an attorney with the Louisiana Department of Education, and the Law Firm of Donohue, Patrick & Scott, PLLC/ Crawford Lewis, PLLC. I propose to hire Attorney Moroux as a visiting professor for the 2023-2024 academic year at a salary of \$105,000.
6. Bernard L. Charbonnet, Jr., is a 1978 graduate of SULC and has practiced law for 45-years. Based on his extensive practical legal experience, I believe that Attorney Charbonnet should be appointed to the faculty as a Practitioner in Residence on a three-year appointment. The appointment would commence August 1, 2023, for the 2023-2024 academic year at a proposed salary of \$108,000 per academic year.

I respectfully request that these names be presented to The Southern University Board of Supervisors for consideration and approval at its May 19, 2023, board meeting. Attached are their resumes for review, and their appointments will commence on August 1, 2023.

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

Sincerely,



John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

APPROVED: \_\_\_\_\_

Dennis K. Shields

President/Chancellor



JOB CLASS 3	8	1	4	1
JOB CODE	A			
CAL ID	F			

**+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      12-MONTH X OTHER      (Specify)     

<u>X</u> Academic	<u>    </u> Non-Academic	<u>    </u> Civil Service
<u>    </u> Temporary	<u>    </u> Part-time ( <u>33</u> % of Full Time)	<u>    </u> Restricted
<u>    </u> Tenured	<u>    </u> Undergraduate Student	<u>    </u> Job Appointment
<u>    </u> Tenured Track	<u>    </u> Graduate Assistant	<u>    </u> Probationary
<u>    </u> Other (Specify)	<u>    </u> Retiree Return To Work	<u>    </u> Permanent Status

Previous Employee NA Reason Left NA  
 Date Left NA Salary Paid NA

**Profile of Person Recommended**

Length of Employment 08/01/2023 To       
 Effective Date 08/01/2023

Name Michael Adams SS# XXX-XX- Sex\* M Race\* B  
(Last 4 digits only)

Position Title: Practitioner in Residence Department: Law Center - Instruction

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

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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 10 Southern University Experience 2

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>J. D.</u>	<u>Southern University Law Center</u>	<u>1988</u>
	<u>B.S.</u>	<u>Southern University A&amp;M College</u>	<u>1985</u>

Current Employer DECUIR, CLARK & ADAMS, L.L.P.

**Personnel Action**

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

Recommended Salary \$108,000.00 Salary Budgeted \$108,000.00

Source of Funds General Appropriation

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

Change of:      From      To     

Position       
 Status       
 Salary Adjustment     

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
311001-32020-61003-31000	\$108,000.00
	\$108,000.00

\*See Reverse Side

Graduate School signature (if, applicable):

Supervisor <u><i>John K. Pierre</i></u>	Date <u>5/8/23</u>	V/C for Fin. and Administration <u><i>Gene L. Hall</i></u>	Date <u>5/5/23</u>
Vice Chancellor <u><i>[Signature]</i></u>	Date <u>5/9/2023</u>	Chancellor <u><i>John K. Pierre</i></u>	Date <u>5/5/23</u>
Director/Personnel <u><i>[Signature]</i></u>	Date <u>    </u>	Vice President/Finance <u><i>[Signature]</i></u>	Date <u>    </u>
President <u>    </u>	Date <u>    </u>	Business Affairs/Comptroller <u>    </u>	Date <u>    </u>
		Chairman/S.U. Board of Supervisors <u>    </u>	Date <u>    </u>

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:**

Facilitates a learning environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

**EMPLOYEE DIRECT SUPERVISOR:** Daily  
V/C Shawn Vance  
**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 125

**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 NUMBERED / FUNDS AVAILABLE**  
 DOC I.D. # \_\_\_\_\_  
 US \_\_\_\_\_  
 RA 5/8/22  
 H1 DMG/alg  
 J1 \_\_\_\_\_  
 F1 \_\_\_\_\_  
 F0 \_\_\_\_\_

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

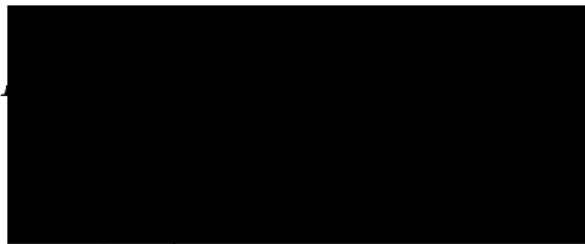
**PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):**

- 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)



# ***PROFESSIONAL PROFILE***

***Michael R. D. Adams***  
***Attorney & Counselor at Law***



SUMMARY OF QUALIFICATIONS

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## EXPERIENCE

- More than 30 years in the legal profession with a record of continuous service, notable achievement, and professional advancement in a highly competitive field.
- Court appointed receiver, liquidator, special master in complex commercial litigation matters.
- Retained as co-bond counsel and issuers counsel in financial transactions pursuant to The Bond Buyers Municipal Marketplace (The Red Book).
- Successful experience as a lawyer, senior level manager and chief operating and policy officer with private, governmental regulatory and non-profit entities.
- Vast experience in managing professionals including lawyers, accounts, claims examiners and support staff and volunteers
- Extensive community and social involvement in the Greater Baton Rouge Community.
- Consistently recognized and commended for a high level of integrity, personal dedication and overall professionalism.

## EDUCATION

Southern University Law Center  
Baton Rouge, Louisiana  
Juris Doctorate – May 1988

Southern University  
Baton Rouge, Louisiana  
Bachelor of Science (Economics) – May 1985

George Mason University Antonin Scalia Law School  
LLM In Global Anti-Trust and Economics - December 2022

## ADMITTED TO PRACTICE

United States 5<sup>th</sup> Circuit Court of Appeals  
United State District Court, Middle District of Louisiana,  
Eastern District of Louisiana  
All Louisiana State Courts

## CURRENT MEMBERSHIP & ORGANIZATIONS

Louisiana State Bar Association  
House of Delegates 2020-2022  
Receivership Panel Member 2019

Court Appointed Special Master  
Louisiana Opioid Litigation  
Baton Rouge Bar Association  
Louis A. Martinet Legal Society  
100 Black Men of Metro Baton Rouge (Charter Member)  
Board of Directors/President  
Listed: Co-Bond Counsel and Issues Counsel in Municipal  
Bond Buyers Guide (The Red Book)  
Current Board of Directors WRKF (Public Radio)  
Current Chairman of Board of Deacons, Gloryland Baptist  
Church  
Board of Directors of LKK Foundation  
General Counsel NOBLE (National Organization of Black Law  
Enforcement Executives)  
The National Black Lawyers – Top 100  
National Board of Directors for Idea Schools

PAST CIVIC  
LEADERSHIP  
POSITIONS

National President, Southern University  
National Alumni Federation  
General Counsel, Southern University  
National Alumni Federation  
Grand Counselor, Omega Psi Phi Fraternity, Inc.  
National Chairman, Insurance/Risk Management  
Self-Insurance Committee  
Omega Psi Phi Fraternity, Inc.  
Board of Directors, Capital Area Baseball League  
Chairman, Scholarship/Education Ministry  
Gloryland Baptist Church  
Member, Hard Wood Club (Southern University Basketball  
Booster)  
Louisiana Attorney Disciplinary Board, Hearing  
Committee Chairman (2012-2017)  
Board of Directors, A.C. Lewis Branch, YMCA  
District Counsel (OK, TX, AK, LA) Omega Psi Phi  
Fraternity, Inc. (9<sup>th</sup> District)  
Member LA Advisory Committee  
United States Civil Rights Commission  
Member (IAIR) International Association of Insurance  
Receivers  
Basileus, Lambda Kappa Kappa Graduate  
Chapter, Omega Psi Phi Fraternity, Inc.  
Current Board of Director, LKK Foundation  
Board of Directors, MLK Foundation  
Chairman, Legal Services Committee, Baton Rouge Bar  
Association  
Chairman, Board of Directors, Capital Area Legal  
Services Corporation (1994-1996)  
Chairman, Board of Directors, Cedar Casualty

Insurance Company  
Southern University Athletic Counsel  
Vice-Chairman, Board of Directors, University  
Development Corp.  
Baton Rouge Business Report (Original Class) One of the 40  
Most Influential Citizens of Baton Rouge under 40

## LECTURE SPOTLIGHTS

Guest Lecturer--National Bar Association--CLE  
Subject: Toxic Tort Litigation  
Chicago, Illinois  
Guest Lecturer--Southern University Law Center--CLE (1997)  
Subject: Toxic Tort Litigation  
Baton Rouge, Louisiana  
Guest Lecturer-Louis A. Martinet Society-CLE (1995)  
Subject: Ethics Professional Responsibility  
Guest Lecturer-(IAIR) International Associations of Insurance  
Receivers (2006, 2008, 2011)

## PROFESSIONAL EXPERIENCE

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February 2005  
to Present

DECUIR, CLARK & ADAMS, L.L.P.  
Baton Rouge, Louisiana  
Partner

Responsibilities include providing counsel and advice for firm's corporate clients. Practice area is General Corporate Defense, Transactional Work, Public Finance and Bond Counsel, Complex Commercial Litigation, Pharmaceutical Litigation, Civil Rights Litigation, Labor and Employment and General Civil Litigation. Representative clients include; Small Business, Fortune 500 Companies, Federal Agencies, State Government Department, Municipalities, Insurance Companies, Non-Profits and individuals.

January 2011  
To 2016

REGIONAL RECEIVERSHIP GROUP, LLC  
Baton Rouge, Louisiana  
Receiver/Principal

Co-Own an Insurance liquidation firm that manages all company assets, regulatory issues, investigations, asset recovery, complex litigation, audits and examinations and claims management for 19 failed property & casualty and life & health insurance companies. All monitored by Louisiana State Courts and the Office of the Commissioner of Insurance.

July 2000  
to 2011

LOUISIANA RECEIVERSHIP OFFICE, INC.  
Baton Rouge, Louisiana  
Court Appointed Receiver

Responsibilities include serving as CEO of 4 failed insurance companies. Daily oversight of complete operation including

legal department, accounting department, claims and collections department, and managing real estate and support staff. The objective was to marshal and liquidate assets to pay all creditors.

January 1996  
to 2011

LOUISIANA RECEIVERSHIP OFFICE, INC.

Baton Rouge, Louisiana

Director of Litigation Services/General Counsel

Responsibilities include supervising all litigation for approximately 50 failed insurance companies, assets of \$100 million and liabilities over \$400 million. Management and supervision of a legal staff of 6 attorneys and support staff, approximately 20 contract law firms located in Louisiana, Texas, Florida, California, Arizona, New York and Illinois. Also responsible for managing D&O litigation and E&O litigation, asset recovery suits and other complex litigation including mergers and acquisitions. Act as General Counsel for Louisiana Receivership Office, Inc. and Co-Chair, 19<sup>th</sup> Judicial District Insurance Litigation Committee, and LRO, Inc. Investment Committee.

February 1992  
to 2005

DECUIR, CLARK & ADAMS, L.L.P.

Baton Rouge, Louisiana

Of Counsel

Responsibilities include serving as lead or co-counsel in various general and civil matters including personal injury, wrongful death and succession cases. Experience in commercial and banking litigation as a result of past representation of the FDIC and RTC. Extensive civil litigation in the area of toxic tort law and General Defense.

November 1993  
to March 1996

LOUISIANA DEPARTMENT OF INSURANCE

Receivership Division

Baton Rouge, Louisiana

Estate Management Supervisor/Special Deputy Receiver

Responsible for the recovery, management and liquidation of marshaled assets of insolvent insurance companies. Managed and directed the daily operation of thirty-seven (37) insurance companies in rehabilitation, conservation, or liquidation with net assets of approximately \$50 million dollars and approximately 60 employees.

January 1993  
to January 1995

SOUTHERN UNIVERSITY

Baton Rouge, Louisiana

Instructor/Department of Sociology

Instructed students in law enforcement and criminal justice. Organized program of practical and technical instruction, including examples and lectures on subject matter. Planned and supervised work of students, as whole, individually and/or in small groups. Tested and evaluated achievement of



students. Developed and prepared course outlines and study materials.

September 1988  
to January 1992

LOUISIANA DEPARTMENT OF JUSTICE  
Baton Rouge, Louisiana  
Assistant Attorney General

Responsible for defending the State of Louisiana in tort litigation for accidents occurring on roads, bridges, and ferries. Also maintained an active case load of approximately 140 files.

August 1986  
to January 1988

LOUISIANA DEPARTMENT OF JUSTICE  
Baton Rouge, Louisiana  
Law Clerk Assigned to the Collections Division

Responsible for filing suits on promissory notes, filed petition for garnishments for the collection of delinquent student loans.

August 1987  
to August 1988

CITY OF BAKER/BAKER CITY HALL  
Baker, Louisiana  
Assistant to City Prosecutor

Responsible for prosecuting misdemeanor offenders pursuant to the Louisiana Code of Criminal Procedure and Baker City ordinances in accordance with Rule 20 of the Louisiana Supreme Court rules.

## PERSONAL DATA

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Married	Burnetta Hillard Adams
Children	Langston Michael Adams Lyle Darnell Adams Elise Rae Adams
Date of Birth	9/2/1963
Health	Excellent

PERSONAL REFERENCES FURNISHED UPON REQUEST



## SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

May 4, 2023

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

Dennis J. Shields  
President/Chancellor  
Southern University System and Baton Rouge Campus  
J. S. Clark Administration Building  
4<sup>th</sup> Floor  
Baton Rouge, LA 70813

RE: Adding title of Instructor for Marla Dickerson, Terri Mayes, Kerii Landry-Thomas  
Koshaneke Gilbert, and Ahvery Thomas at the Southern University Law Center  
(SULC)

Dear President Shields:

To maximize the human capital at SULC, and to bolster the size and number of individuals who qualify as instructional staff for accreditation purposes, I am requesting the approval of the Southern University Board of Supervisors to add the title of Instructor to each of the current administrative titles for Attorneys Marla Dickerson, Terri Mayes, Kerii Landry-Thomas, Koshaneke Gilbert, and Ahvery Thomas, effective August 1, 2023.

Each of these individuals have taught law school classes, but SULC does not get credit for having those classes counted as taught by full-time instructional personnel. Adding this title to their current positions will not require a regular pay adjustment to their salaries.

I hereby ask that this request be presented to the Southern University System Board of Supervisors at its May 19, 2023, board meeting.

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

Sincerely,

Chancellor and Vanue B. Lacour Endowed Law Professor

APPROVED: \_\_\_\_\_

Dennis J. Shields  
President/Chancellor

JOB CLASS 3	8	1	4	1
JOB CODE	A			
CAL ID	F			

**+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) \_\_\_

- |                                                |                                                                |                                           |
|------------------------------------------------|----------------------------------------------------------------|-------------------------------------------|
| <input checked="" type="checkbox"/> Academic   | <input type="checkbox"/> Non-Academic                          | <input type="checkbox"/> Civil Service    |
| <input type="checkbox"/> Temporary             | <input type="checkbox"/> Part-time ( <u>33</u> % 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 NA Reason Left NA  
 Date Left NA Salary Paid NA

**Profile of Person Recommended**

Length of Employment 08/01/2023 To \_\_\_\_\_  
 Effective Date 08/01/2023

Name Bernard L. Charbonnet, Jr. SS# XXX-XX- Sex\* M Race\* B  
(Last 4 digits only)

Position Title: Practitioner in Residence Department: Law Center - Instruction

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

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

Years Experience 45 Southern University Experience 2

Degree(s): Type/Discipline (BA-Education): J. D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: \_\_\_\_\_  
B.A. Louisiana State University, New Orleans, LA

Current Employer Law Office of Bernard L. Charbonnet, Jr and Charbonnet & Associate Planners & Consultants

**Personnel Action**

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

Recommended Salary \$108,000.00 Salary Budgeted \$108,000.00

Source of Funds General Appropriation

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

Change of: From \_\_\_\_\_ To \_\_\_\_\_

Position \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \_\_\_\_\_

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
311001-32020-61003-31000	\$108,000.00
	\$108,000.00

\*See Reverse Side

Graduate School signature (if, applicable):

Supervisor William F. Pierre 5/9/23 Date  
 Vice Chancellor [Signature] 5/8/23 Date  
 Director/Personnel [Signature] 5/9/2023 Date  
 V/C for Fin. and Administration William F. Pierre 5/5/23 Date  
 Chancellor [Signature] Date  
 Vice President/Finance [Signature] Date  
 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:**

**Facilitates a learning environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.**

**EMPLOYEE DIRECT SUPERVISOR:** Daily  
V/C Shawn Vance  
**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 125

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

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

**TYPE**

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

**SOUTHERN UNIVERSITY LAW CENTER**  
**ENCUMBERED / FUNDS AVAILABLE**  
CODE \_\_\_\_\_ EXPIRES \_\_\_\_\_  
DOC I.D. # \_\_\_\_\_  
US \_\_\_\_\_  
RA DATE 5/8/23  
H1 \_\_\_\_\_  
J1 BY DMG/ORG  
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 Practitioner in Residence AS DESCRIBED BELOW

Academic Affairs

**(Department or Unit)**

Replacement  
 Civil Service  
 Tenured

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

Unclassified  
 Faculty

**Source of Funds**  
 State  
 Grant -in-Aid  
 System Revenue  
 Agency Fund State

**VACANCY DESCRIPTION AND JUSTIFICATION**

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

Assist in ensuring that the institution's continuity through teaching, research, and scholarship.

Salary/Range: \$100,000 – 110,000

Previous Incumbent (if replacement): \_\_\_\_\_

Approved \_\_\_\_\_  Disapproved

*John K. Pierre*  
 Department Head

5/5/23  
 Date

Approved \_\_\_\_\_  Disapproved

*Andy L. Hall*  
 Dean/Director/Supervisor of Budget Unit

5-5-23  
 Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>DMLewige</i>	<u>5/8/23</u>
Signature	Date
Budget Number	<u>311001-32020-61003-31000</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

*Sh...*  
 Vice Chancellor

5/5/23  
 Date

Approved \_\_\_\_\_  Disapproved

*John K. Pierre*  
 Chancellor/Vice President

5/5/23  
 Date

Approved \_\_\_\_\_  Disapproved

President

Date

An Equal Opportunity Employer

Bernard L. Charbonnet, Jr.  
Law Office of Bernard L. Charbonnet, Jr. APLC

[REDACTED]  
New Orleans, Louisiana 70130  
Telephone: (504) 561-0996  
Facsimile: (504) 561-7850  
bcharbonnet@charbonnetassociates.com



### **Education**

Juris Doctor, Southern University School of Law  
Bachelor of Arts, Political Science, LSU – New Orleans

### **Civic Activities**

**Port of New Orleans**  
Former Chairman –  
Board of Commissioners

**City of New Orleans**  
Former Chairman –  
Library Board of Commissioners

**Orleans Levee Board**  
Former Commissioner –  
Board of Commissioners

**Nativity School**  
Founding Member

### **Specialty**

- ❖ Aviation
- ❖ Construction
- ❖ Complex Litigation
- ❖ Governmental
- ❖ Healthcare
- ❖ Personal Injury
- ❖ Regulatory
- ❖ Special Master/Court Appointed Neutral

### **Professional Experience**

Law Office of Bernard L. Charbonnet, Jr.  
Principal/Attorney: 1980 – Present  
New Orleans, LA

Charbonnet & Associates Planners & Consultants  
Principal: 1995 – Present  
New Orleans, LA

Southern University Law Center  
Adjunct Professor: 1999-2021  
Baton Rouge, LA

Senter and Charbonnet - Attorneys at Law  
Partner/Attorney: 1978-1980  
New Orleans, LA

### **Professional Affiliations**

#### **Louisiana State Bar Association**

- Admitted to Practice: April 1978
- Former Member, Board of Governors
- Former Member, House of Delegates
- Member, Supreme Court Committee on Attorney Discipline

#### **National Bar Association**

#### **Louis A. Martinet Legal Society**

- Former President

#### **Member of the Bar of:**

**Louisiana State Supreme Court**

**United States District Court, Eastern District of Louisiana**

#### **United States Bankruptcy**

**United States Fifth Circuit Court of Appeals**

**Academy of Court-Appointed Neutrals**

After 45 years as a practicing attorney and 23 years serving as adjunct professor of Construction Law, Mr. Charbonnet's experiences in the legal arena run deep. Below is an exemplary listing of several of the successful endeavors and disciplines tasked to Mr. Charbonnet over his respected career:

**AVIATION:**

Mr. Charbonnet represented, consulted, and served as strategic advisor to multiple airports throughout the South and Middle West beginning with his representation of the New Orleans International Airport as General Counsel. He has through his sister firm, CAPC, provided Program Management, Environmental Assessments, and Strategic advice regarding projects totaling nearly 3 billion dollars.

**COMPLEX LITIGATION:**

Complex projects generate matters of complex and commercial Litigation, of which he is intimately familiar. On a regular basis he is requested to associate with large litigation teams to inter grant in the development trial strategy, and actual participation in matters both governmental and corporate. Examples of recent:

*Frederick Michael Villars, Sr. v. City of New Orleans, et al.* – CDC 2020-04428, Division "M" – Legal counsel for co-defendant Globe Holding Company, LLC in a civil case overturning a \$2.99 million Preliminary Default Judgment involving claims of asbestos containing equipment by a former firefighter.

*Cantuba, et al. v. The American Bureau of Shipping, et al.* – 2016-0081 (La. 3/24/16) 811 So. 2d 50 (La. App.4th Cir 2002) – Legal counsel for the representatives of 42 deceased Greek and Filipino crewman against a Japanese shipyard involving claims arising out of the sinking of the bulk carrier M/V MARIKA occurring in the Atlantic Ocean.

**CONSTRUCTION:**

Considered an expert in the field, he has served as construction counsel running the gamut of projects from the Construction of Hospitals, Runways, Terminals, and associated large projects. Most recently appointed by the Court as Special Master in the Hard Rock Hotel Collapse litigation.

**HEALTH CARE:**

Serving as General Counsel to stand alone community hospital requires the knowledge and familiarity of related regulatory rules and regulations, most importantly those related to individual patient care and physician accountability. Under this assignment, the General Counsel manages all legal affairs associated with Hospital operations.

**GOVERNMENTAL/ INTERGOVERNMENTAL RELATIONS:**

Representing multiple public agencies, such as District Attorneys, Constable for City of New Orleans, New Orleans Aviation Board and Convention Center Authority which require a particular set of competencies unique to the laws and statutes of Public Agencies, most differing to some degree. After many years of accumulate experience, Mr. Charbonnet is certainly comfortable in this environment.

**SPECIAL MASTERS/ COURT APPOINTED NEUTRAL:**

Appointed by Judges and approved most often by litigation Counsel, as a Fellow in the Academy of Court Appointed Neutrals, the highest standard of oversight, Judicial Temperament, and legal acumen is required by those honored to serve in such a regarded selection. Mr. Charbonnet is currently actively participating in three such appointments delineated below;

*Cargill, Incorporated, et al. v. Syngenta AG, et al.*- 40<sup>th</sup> JDC No. 67061 – Special Master presiding over pre-trial matters involving claims in relation to the commercialization of genetically modified traits in corn.

*Charles Brown, et al. v. Van Meter Emergency Physicians, et al.* – Civil District Court No. 2016-01000 – Claims administrator tasked with disbursing \$1.925 million settlement involving claims that defendant violated its Provider Agreements with various health insurers by overcharging class members.

*Elias Membreno, et al. v. 1031 Canal Investments, LLC, et al.* – Civil District Court No. 2019-10819 – Special Master tasked with presiding over all issues concerning the preservation of evidence involving claims arising from the collapse of the partially built Hard Rock Hotel.



JOB CLASS 3	8	1	4	1
JOB CODE	A			
CAL ID	F			

**+SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

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

EMPLOYMENT CATEGORY: 9-MONTH  12-MONTH  OTHER  (Specify) \_\_\_\_\_

Academic  Non-Academic  Civil Service  
 Temporary  Part-time ( 33 % of Full Time)  Restricted  
 Tenured  Undergraduate Student  Job Appointment  
 Tenured Track  Graduate Assistant  Probationary  
 Other (Specify)  Retiree Return To Work  Permanent Status

Previous Employee NA Reason Left NA  
 Date Left NA Salary Paid NA

**Profile of Person Recommended**

Length of Employment 08/01/2023 To \_\_\_\_\_  
 Effective Date 08/01/2023

Name Diane Kemker SS# XXX-XX-7031 Sex\* F Race\* B  
 (Last 4 digits only)

Position Title: Visiting Professor Department: Law Center - Instruction

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

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

Years Experience 25 Southern University Experience 1  
 Degree(s): Type/Discipline (BA-Education): J. D. Institution/Location (SU-Baton Rouge): UCLA School of Law Year: 1997  
A.B. Harvard University, Cambridge, Massachusetts 1987

Current Employer Southern University Law Center

**Personnel Action**

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

Recommended Salary \$103,500.00 Salary Budgeted \$103,500.00

Source of Funds General Appropriation

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

Change of: \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_  
 Position \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-32020-61003-31000	\$103,500.00
	\$103,500.00

\*See Reverse Side

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable):

John K. Pierre 5/5/23 Supervisor Date  
[Signature] 5/8/23 Vice Chancellor Date  
[Signature] 5/9/23 Director/Personnel Date  
George K. Hall 5/8/23 V/C for Fin. and Administration Date  
John K. Pierre 5/5/23 Chancellor Date  
[Signature] 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: Instructing students in a subject, holding special lectures and seminars, examining coursework, and evaluating student progress by giving exams and assigning papers.**

**EMPLOYEE DIRECT SUPERVISOR:** Daily  
V/C Shawn Vance  
**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 125  
**HR USE ONLY: STATUS (circle one):** EXEMPT  NON-EXEMPT

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

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

**SOUTHERN UNIVERSITY LAW CENTER**  
**ENCUMBERED / FUNDS AVAILABLE**  
CODE \_\_\_\_\_ EXPIRES \_\_\_\_\_  
DOC. I.D. US  
DATE 5/8/23  
BY DM George  
RA \_\_\_\_\_  
HI \_\_\_\_\_  
JI \_\_\_\_\_  
F1 \_\_\_\_\_  
F0 \_\_\_\_\_

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

- PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):**
- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
  - Position Vacancy Announcement (position advertised before processing PAF, if applicable)
  - Application for Employment Form Admin/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

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**POSITION VACANCY AUTHORIZATION**

\*\*\*\*\*

REQUEST THAT THE POSITION TITLE Visiting Professor AS DESCRIBED BELOW

Academic Affairs  
(Department or Unit)

Replacement  
 Civil Service  
 Tenured

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

Unclassified  
 Faculty

Source of Funds  
 State  
 Grant -in-Aid  
 System Revenue  
 Agency Fund State

**VACANCY DESCRIPTION AND JUSTIFICATION**

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

Instructing students in a subject, holding special lectures and seminars, examining coursework, and evaluating student progress by giving exams and assigning papers.

Salary/Range: \$100,000 – 110,000 Previous Incumbent (if replacement): \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ John K. Pierre 5/5/23  
Department Head Date

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ George Hall 5-5-23  
Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>DM George</u>	<u>5/8/23</u>
Signature	Date
Budget Number	<u>311001-32020-61003-31000</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] 5/5/23  
Vice Chancellor Date

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ John K. Pierre 5/5/23  
Chancellor/Vice President Date

\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ \_\_\_\_\_  
President Date

An Equal Opportunity Employer

***Diane Kemker, Esq., J.D., LL.M.***

<https://criticaltaxbibliography.com/>

**Faculty Positions**

Academic Appointments

Pepperdine Caruso School of Law, Malibu, California, Spring 2024 (forthcoming)

- Adjunct/lecturer
- Course taught: Wills & Trusts

DePaul College of Law, Chicago, Illinois, Spring 2023

- Visiting Professor of Law
- Courses taught: Federal Income Taxation; Wills & Trusts

Southern University Law Center, Baton Rouge, Louisiana, 2021-present

- Visiting Professor of Law (remote)
- Grantee, Louisiana Bar Foundation Speak Out for Justice! Focus on Civil Legal Aid (2021-2022)
- Courses taught (all remote): Tax Procedure & Litigation; Low Income Taxpayer Clinic; Basic Civil Procedure (Federal); Federal Jurisdiction & Procedure (Federal Courts); Law and Society; Evidence
- Summer Prelaw Program: Introduction to Federal Civil Procedure; Introduction to Torts

Dale E. Fowler School of Law, Chapman University, Orange, California, 2021

- Lecturer (3 semesters)
- Courses taught: Advanced Federal Taxation (Spring) (remote); Wills & Trusts (Summer) (remote); Community Property (Fall) (hybrid)

University of La Verne College of Law, Ontario, California

- Full Professor, 2009-2020
- Associate Professor, 2006-2009
- Visiting Associate Professor, 2004-2006
- Courses taught: Wills & Trusts; Federal Income Tax; Professional Responsibility; Property
- Professor of the Year, 2008
- ACUE program participant, 2019
- ULV Course transformation grant, 2019
- Online Teaching Certification, 2019

Albany Law School, Albany, New York

- Associate Professor of Law (tenure-track), 2003-2006
- Courses taught: Wills & Trusts; Conflicts of Law; Property

Thurgood Marshall School of Law, Texas Southern University, Houston, Texas

- Assistant Professor of Law (tenure-track), 2000-2003
- Courses taught: Civil Procedure; Wills & Trusts
- Board of Advocates Faculty Award (2002)

Other Academic Appointments

University of Santa Clara School of Law, Santa Clara, California

- Lecturer in Law, fall 2015
- Course taught: Wills & Trusts

University of San Francisco School of Law, San Francisco, California

- Visiting Professor of Law, spring 2015
- Courses taught: Wills & Trusts; Estate Planning

Stetson University School of Law, Gulfport, Florida

- Visiting Professor of Law, 2010-2011
- Courses taught: Wills & Trusts; Property

Golden Gate University School of Law, San Francisco, California

- Visiting Professor of Law, 2009-2010
- Courses taught: Wills & Trusts; Property

UCLA School of Law, Los Angeles, California

- Lecturer in Law, fall 2008
- Course taught: Wills & Trusts

Southwestern Law School, Los Angeles, California

- Adjunct Professor, summer 2006
- Course taught: Community Property (Family Law)

Columbia Law School Summer Program in American Law, Amsterdam/Leiden, The Netherlands

- Instructor, 2004, 2005
- Course taught: American Civil Procedure

Copies of exams, syllabi, teaching materials, and evaluations are available upon request.

Non-Academic: The Professor in Your Corner, Los Angeles, 2020-present

- Founder, private legal/educational consultancy
- California Bar Exam tutor (all common law subjects), specializing in re-takers, non-California/non-U.S. attorneys, mid-career law graduates
- Continuing Legal Education provider (IL, MT) (antidiscrimination law, CRT, Title IX)
- Creator of anti-racist elementary/middle school curricula currently in use in forty-three states, Washington, D.C., and overseas; 180 lessons; 1000+ sales in first year
- Current and recent projects: review of major public research university anti-discrimination/anti-bias policies and procedures and investigation bias incidents;

review of *pro bono*/low cost estate-planning access in Louisiana (for the Louisiana Bar Foundation); preparation of academic freedom/anti-bias training materials; review of bias incident policies for small public graduate school (IL); review and revision of Official Anti-Jewish Act website (OAJA.org) entries (comprehensive historical collection of antisemitic/anti-Jewish laws)

## **Federal Clerkship**

The Hon. Lourdes J. Baird, United States District Court for the Central District of California, 1997-1998

## **Education**

University of San Francisco School of Law, San Francisco, California  
LL.M. (taxation) *summa cum laude*, 2015

- Member of inaugural LL.M. class in taxation
- Full tuition scholarship
- CALI awards (highest grade): Partnership Tax; Federal Tax Procedure & Professional Responsibility

UCLA School of Law, Los Angeles, California  
J.D., 1997

- Order of the Coif
- Ranked 8/324

Harvard Law School, Cambridge, Massachusetts

- Attended 1994-1995

University of California, Berkeley, Berkeley, California

- Department of Philosophy, Ph.D. program (ABD)
- Mellon Fellowship in the Humanities, 1987-1989
- Advanced to candidacy, 1992
- Dissertation topic: "The Necessary Disunity of the Virtues"
- Dissertation committee chair: Bernard Williams

Harvard University, Cambridge, Massachusetts

A.B. (philosophy), 1987

- Phi Beta Kappa, *magna cum laude*
- Senior thesis: "Moral Constructivism"
- Senior thesis advisor: John Rawls

## **Publications and Scholarship**

### **Property**

*Redressing the Loss of Slave-Era Trees: Evans v. Bedsole and What Louisiana Timber Trespass Law Can't Do*, 49 *Ecology Law Currents [UC Berkeley]* 52 (December 8, 2022)

Commentary, *Taylor v. Canterbury*, FEMINIST JUDGMENTS: REWRITTEN PROPERTY OPINIONS (Cambridge University Press: 2021) (book chapter) (non-marital joint tenancy law)

*Their Slavery Was Her Freedom: Racism and the Beginning of the End of Coverture*, 59 Duquesne Law Review 106 (Winter 2021)

- Presented at Women in Legal Education, AALS 2020 Annual Meeting, January 2020, Washington, D.C. (selected from competitive Call for Papers)

*Co-Living Assessed in a Time of COVID-19: Critical Intervention or Millennial Fad?*, 14 University of St. Thomas (MN) Journal of Law and Public Policy 155 (2020) (housing law)

*Plural Marriage and Community Property Law*, 41 Golden Gate University Law Review 33 (2010)

- Cited 21 times, in books, treatises and law review articles (9 times in 2019 and after).
- Presented at "Emerging Issues in Estate Planning, Probate & Trust Law," Thurgood Marshall School of Law, TSU, Houston, Texas (March, 2009)

## Tax

*Do Black Taxpayers Matter? A Critical Tax Analysis of IRS Audit Practices*, 20 STAN. J. C.R. & C.L. \_\_\_\_ (forthcoming)

- On SSRN list for Top Ten downloads for Taxation eJournal (April 14-15, April 17-18, April 23, 2023); PSN Taxation (April 23 & 29, 30, 2023); Law & Society: Public Law - Poverty eJournal (March 9-10, 2023); Poverty Research eJournal (March 9-10, 2023); Poverty, Income Distribution & Income Assistance eJournal (March -109, 2023); SIRN Subject Matter eJournals, SIRN: EITC (Sub-Topic) (March 9-10, 2023); SIRN: Low Income Families with Children (Topic) (March 9-10, 2023); and Social Insurance Research Network (March 9-10, 2023); AARN: Class & Status (Topic) (March 12-13, 2023), AARN: Modern Social Theory/Critical Theory (Sub-Topic) (March 12-13, 2023); and AARN: Theory (Topic) (March 12-13, 2023).

*Teaching Critical Tax: What, Why, and How*, 19 Pittsburgh Tax Review 143 (Spring 2022)

- On SSRN list for Top Ten downloads for Taxation (March 7, 2022), Political Economy - Development: Fiscal & Monetary Policy eJournal (March 7-8, 2022; April 1-2, 2022); Legal Education (April 4, 5, 12, 13, 2022); Economic Inequality & the Law (April 8-9, 2022); Race & Social Inequity (April 8-9, 2022)
- Shared 1.6K times through TaxProfBlog
- Presented at opening plenary, 26th Critical Tax Conference, LMU Loyola Law School (April 28, 2023)

*California (2020 Tax Year Update), Military State Tax Guide (2021 edition)*, ABA Tax Section Military VITA Pro Bono Project (April 15, 2021)

*U.S. v. Davis and Prof. Cain's Rewritten Opinion: An Intersectional Argument for Capping Section 1041*, 16 Pittsburgh Tax Review 142 (2019)

## Wills & Trusts

*Three Steps to Stop Citing Slavery*, 72 *Journal of Legal Education* \_\_\_\_ (forthcoming 2023)  
("insane delusion" doctrine)

*Almost Citing Slavery: Townshend v. Townshend in Wills & Trusts Casebooks*, 84 *University of Pittsburgh Online Edition* (2023)

- On SSRN list for Top Ten downloads for Wills, Trusts, & Estate Law E-Journal (October 19-20, 2022); for Law Educator: Courses, Cases, & Teaching Materials (October 21-22, 2022, December 1 & 4, 2022); # 2 most-downloaded paper, AARN Wills & Inheritance (August 31-October 30, 2022)

*Emancipation Un-Locke'd: Partus Sequitur Ventrem, Self-Ownership, and "No Middle State" in Maria v. Surbaugh*, 20 *Md. L. Jnl. Race, Religion, Gender and Class* 73 (Spring 2020)  
(testamentary manumission on an age condition greater than 21 years)

*Knocking on Heaven's Door: Closing the Racial Estate-Planning Gap by Ending the Ban on Live Person-To-Person Solicitation*, 44 *Journal of the Legal Profession* 3 (2020)

#### Older Publications (Wills & Trusts)

*How To Do Things With Wills*, 32 *Whittier Law Review* 455 (2011)

Impact: cited in Sitkoff & Dukeminier, *Wills, Trusts & Estates*; cited in 6 law review articles (including as recently as 2020 and 2021)

*Go West, Disappointed Heir: Tortious Interference With Expectation of Inheritance – A Survey With Analysis of State Approaches in the Pacific States*, 13 *Lewis & Clark Law Review* 209 (2009)

*River Deep, Mountain High, Heir Disappointed: Tortious Interference With Expectation of Inheritance – A Survey With Analysis of State Approaches in the Mountain States*, 45 *Idaho Law Review* 1 (2008)

*A Disappointed Yankee in Connecticut (or Nearby) Probate Court: Tortious Interference With Expectation of Inheritance – A Survey With Analysis of State Approaches in the First, Second, and Third Circuits*, 66 *University of Pittsburgh Law Review* 235 (Winter 2004)

*The Disappointed Heir's Revenge, Southern Style: Tortious Interference With Expectation of Inheritance – A Survey With Analysis of State Approaches in the Fifth and Eleventh Circuits*, 55 *Baylor Law Review* 79 (Winter 2003)

*Revenge of the Disappointed Heir: Tortious Interference With Expectation of Inheritance – A Survey With Analysis of State Approaches in the Fourth Circuit*, 104 *West Virginia Law Review* 259 (Winter 2002)

**Other**



Foreword, *Symposium on Succession*, 73 *DePaul Law Review* \_\_ (2024) (forthcoming)

*"You're Doing TV Wrong!": A Case Study of Succession For How (and Why) to Watch Television as a Law Professor (or Law Student)*, 73 *DePaul Law Review* \_\_\_\_ (2024) (forthcoming)

*A Friendship Model of Sex, Polyamory, and Plural Marriage*, in *BEYOND SAME-SEX MARRIAGE* (2016) (Ronald C. Den Otter, ed.) (book chapter)

- Presented at 4th Global Conference, Persons & Sexuality Salzburg, Austria (Nov. 2007)

#### Shorter works/ephemera

Trolling TROLLP, Dorf on Law (blog) (April 17, 2023)

- Cited/discussed in Joe Patrice, "Judge Kacsmaryk and The Case of the Law Review Article That He Surely Didn't Intentionally Try To Conceal From The Senate," Above the Law (April 17, 2023),

Foreword: *2022 Law vs. Antisemitism Symposium*, 11 *Indiana Journal of Law & Social Equality* 190 (2023)

*Saving the Seed Bank and Defending Academic Freedom*, 108 *Academe* 46 (Fall 2022) (reviewing Julia Schleck, *Dirty Knowledge: Academic Freedom in the Age of Neoliberalism* (2022)) (book review)

*The Lawyers of Trump-Russia* (March 2019) (length: 50 pages) (co-authored with Andrew McHale and Alex Mannos) (adult coloring book)

- Reviewed by Karen Sloan, "Get Out Your Crayons - It's Mueller Time," <https://www.law.com/2019/04/04/get-out-your-crayons-its-mueller-time/>

#### Works in Progress

(1) *Rhetorics of Race and Poverty in the Tax Law Casebook*

- Featured on Tax Notes Talk podcast (January 20, 2023); interview published at "Teaching Tax Law Critically and The Earned Income Tax Credit," *Forbes.com* (January 24, 2023), <https://www.forbes.com/sites/taxnotes/2023/01/24/teaching-tax-law-critically-and-the-earned-income-tax-credit/?sh=60fedff0571c>
- On SSRN list for Top Ten downloads for *Tax Law: Tax Law & Policy eJournal* (December 9, 10, and 23, 2022, January 15, 2023); *Social Sciences Education eJournal* (January 26, 27, 29, and 30, 2023); *Applied Accounting - Practitioner eJournal*, *EduRN: Financial Economics Education*, *LSN: Courses, Cases & Teaching Materials*, *LSN: Legal Education*, *Law & Literature eJournal*, *Law & Rhetoric eJournal*, *Law & Society: Public Law - Poverty eJournal* and *Law Educator: Courses, Materials & Teaching eJournal* (December 4 and 5, 2022); *Law & Society: The Legal Profession eJournal* (December 7 and 8, 2022)
- Presented at 26th Critical Tax Conference, LMU Loyola Law School (April 29, 2023)

(2) *Critical Race Theory Is Not Antisemitic (So Why Do Some People Think It Is?)*, book chapter, Abraham Bar Menachem Lecture Series, "Seeing Antisemitism Through Law"

- Presented at Abraham Bar Menachem Lecture Series, Justus-Liebig-Universität Gießen (Germany) (September 29, 2022) (available on YouTube)

Other professional activities, 2017-date

Tax

*Do Black Taxpayers Matter? A Critical Tax Analysis of IRS Audit Practices*, Law and Society 2023 Annual Meeting (June 2023) (forthcoming)

*Rhetorics of Race and Poverty in Tax Law Casebooks*, 26th Annual Critical Tax Conference, LMU Loyola Law School (April 29, 2023)

*What Is Critical Tax?*, Opening Panelist at 26th Annual Critical Tax Conference, LMU Loyola Law School (April 28, 2023)

*Do Black Taxpayers Matter? A Critical Tax Analysis of IRS Audit Practices*, University of Chicago Law School Workshop on the Regulating Family, Sex, and Gender (April 26, 2023)

*Do Black Taxpayers Matter? A Critical Tax Analysis of IRS Audit Practices*, Midwest People of Color Conference (April 21, 2023)

*Do Black Taxpayers Matter? A Critical Tax Analysis of IRS Audit Practices*, DePaul University School of Law, Faculty Workshop (April 20, 2023)

Featured guest, Tax Notes Talk (podcast) (January 20, 2023)

*When The Tax Man Is Jim Crow: A Critical Tax Analysis of EITC Audit Practices Or, How Stereotypes and Racist Tropes Intersect to Produce an Irrational, Inefficient Audit Regime*, Law and Society Association Annual Meeting, Lisbon, Portugal (July 13-16, 2022)

*Teaching Taxation: A Pittsburgh Tax Review Symposium*, Law and Society Association Annual Meeting, Lisbon, Portugal (July 13-16, 2022)

*When The Tax Man Is Jim Crow: A Critical Tax Analysis of EITC Audit Practices Or, How Stereotypes and Racist Tropes Intersect to Produce an Irrational, Inefficient Audit Regime*, 25th Annual Critical Tax Conference, Villanova University Charles Widger School of Law (April 1, 2022)

*Keeping the 'Crit' in Critical Tax: Lessons from LatCrit and CRT* (with Prof. Anthony Infanti, University of Pittsburgh School of Law, Prof. Frank Valdes, University of Miami School of Law, and Prof. Andre Smith, Washington College of Law American University), ClassCrits (March 10, 2022).

*When The Tax Man is Jim Crow: A Critical Tax Analysis of Earned Income Credit Audit Practices*, 114th National Tax Association Annual Conference on Taxation (November 17, 2021)

*Teaching Critical Tax: What, Why, and How*, Central States Law School Association 2021 Annual Scholarship Conference (virtual), Washburn University School of Law (September 25, 2021)

*When The Tax Man is Jim Crow: A Critical Tax Analysis of Earned Income Credit Audit Practices*, Law & Society Association Annual Meeting, May 28, 2021 (online)

### Non-Tax

Panel/Roundtable Moderator/Convenor, Citing Slavery Project, 2023 Midwestern People of Color Legal Scholarship Conference, University of Detroit Mercy School of Law (April 22, 2023) (participating with Justin Simard and Juan Perea)

2nd Annual Law vs. Antisemitism Conference, Co-convenor, Lewis & Clark Law School, Portland, Oregon (March 26-27, 2023).

*Using a "Moves to Innocence" Approach to Dissect and Debunk the Claim That Critical Race Theory is Antisemitic*, 2nd Annual Law vs. Antisemitism Conference, Lewis & Clark Law School, Portland, Oregon (March 27, 2023)

*Jews, Antisemitism and the Law* (with Prof. Robert Katz, IU McKinney School of Law), Louis D. Brandeis Center Online Speaker Series (date TBD)

*waystar/ROYCO School of Law "Law and 'Succession'"* project; co-creator/organizer (with Prof. Susan Bandes) of 12-meeting faculty seminar series (February-April 2023, online; Symposium issue of *DePaul Law Review* (forthcoming)). Media coverage:

- (1) Emma Oxnevad, "DePaul Law professors dissect 'Succession' with legal scholars," *Chicago Daily Law Bulletin* (March 24, 2023);
- (2) Karen Sloan, "Law professors mine 'Succession' for legal lessons," Reuters, <https://www.reuters.com/legal/legalindustry/law-professors-mine-succession-legal-lessons-2023-03-28/> (last visited March 29, 2023);
- (3) Staci Zaretsky, "Law Professors Look to HBO's 'Succession' For Final Exam Fodder," *Above the Law* (March 29, 2023); <https://abovethelaw.com/2023/03/law-professors-look-to-hbos-succession-for-final-exam-fodder/> (last visited March 29, 2023);
- (4) Rachel E, "Uncovering Legal Gems: Law Professors Analyze 'Succession' for Valuable Lessons," <https://www.jdjournal.com/2023/03/29/uncovering-legal-gems-law-professors-analyze-succession-for-valuable-lessons/> (last visited April 3, 2023).

*Trees, Wood, & Timber: A CRT Perspective on Protecting Trees, Criminalizing Wood Theft, and Punishing Timber Trespass*, ClassCrits XIII: Unlocking Race & Class For Just Transitions, Thurgood Marshall School of Law, Houston, Texas (October 21, 2022)

*Critical Race Theory Is Not Antisemitic (So Why Do Some People Think It Is?)*, Abraham Bar Menachem Series, "Seeing Antisemitism Through Law" Project, Justus-Liebig-Universität Gießen (Germany) (September 29, 2022) (available on YouTube)

*Planning For Cognitive Impairment: A Medico-Legal Challenge for Estate-Planning Practitioners*, International Legal Ethics Conference 2022, UCLA School of Law, Los Angeles, California (August 13-15, 2022)

*Hybrid For Now, Forever, or Never Again?: The Future of the Law Conference*, COVID Care Crisis Symposium: Part II, IU Hamilton Lugar School of Global and International Studies (June 16-17, 2022)

*Academic Freedom and its Limits: The Case of John Eastman*, hosted by Chapman University Chapter of the AAUP (April 19, 2022)

Co-convenor, Inaugural Law vs. Antisemitism Conference, IU McKinney School of Law/hybrid remote. Created and organized first of its kind academic conference with over 50 presenters, 20+ sessions, and 200 attendees. Fulfilled 6 hours CLE credit (Indiana). (March 14-15, 2022).

*Title IX: History and Current Issues*, Women's Law Section, Montana Bar Association (February 4, 11, 18, and 25, 2022) (Accredited Montana CLE presentation series).

2021

*Academic Freedom and Legal Liability*, Faculty Town Hall (with University General Counsel), Chapman University (November 12, 2021)

*Is Critical Race Theory Antisemitic?*, Decalogue Society (November 4, 2021) (Accredited Illinois CLE presentation)

*Jews, Antisemitism and the Law* (with Prof. David Schraub), Faculty Colloquium, Lewis & Clark Law School (October 1, 2021)

*Acting Like A Lawyer: Representations of Lawyers in Scripted Entertainment*, "Picturing 'Truth': Visual Images and the Law," Drexel University Kline Institute of Trial Advocacy, Philadelphia, PA (originally scheduled for May 8, 2020; cancelled) (selected from competitive Call for Papers)

*The 1619 Project and Critical Race Theory: A Conversation*, National Baptist Convention, USA, Inc. H.O.P.E. Webinar Series (June 24, 2021)

*Discussant*, Human Rights: Legal Institutions, Urgency, Interaction and Impacts, Law & Society Association Annual Meeting, May 30, 2021 (online)

*Dickens' A Christmas Carol (1843), High-End Inequality, and Humiliation* (Comment on Chapter 5, *Why Do 'Scrooge Truthers' Hate A Christmas Carol?*, in Shaviro, LITERATURE AND INEQUALITY (2021)), Author Meets Readers, Law & Society Association Annual Meeting, May 30, 2021 (online).

*The Hyperreality of Ivanka Trump's Jewish Motherhood*, Canadian Society for Jewish Studies Annual Conference, May 7, 2021 (online)

2020

*LivingPodShare* at Symposium: Inequality of Wealth, Race, and Class, Equality of Opportunity, University of St. Thomas School of Law (March 27, 2020 by Zoom) (selected from competitive Call for Papers)

Pandemic Pedagogy: Law Teaching in a Time of COVID-19, creator/administrator of Facebook group for law professors, with over 850 members

*Their Slavery Was Her Freedom: Racism and the Beginning of the End of Coverture*, Women in Legal Education, AALS 2020 Annual Meeting, January 2020, Washington, D.C. (selected from competitive Call for Papers)

2019

*Universal Design for <sup>(Law)</sup> Learning* (with Professor Amber Bechard), presented at "Teaching Today's Law Students," Institute for Law Teaching and Learning Summer Conference, Washburn University School of Law, Topeka, Kansas, June 4, 2019

*Black History Month Presentation: Diversifying the Syllabus: Wills & Trusts*, presented at University of La Verne College of Law, February 7, 2019

*Building Bridges*, WILE Networking, Mentoring and Discussion Session, AALS Annual Meeting, Women in Legal Education Section (Discussion Leader), January 5, 2019

2018

*Isn't the Bar Exam the Ultimate Assessment?: Learning Outcomes, ABA Standard 302, and Law Schools*, presented at 2018 IUPUI Assessment Institute, Indianapolis, Indiana, October 23, 2018 (panel organizer/moderator)

*Invisible Disabilities: Beyond the Classroom*, panel discussion (organizer), University of La Verne College of Law, October 8, 2018

*Blog Posts and Comments as a Course Component in a Hybrid Professional Responsibility Course*, presented at Institute for Law Teaching and Learning Summer Conference, Gonzaga University School of Law, Spokane, Washington, June 19, 2018

2017

*True Learning Model: A Learning-Centered Approach to Legal Education*, presented at 2017 Assessment Institute (October 23, 2017) (with Kevin Marshall, Sammy Elzarka, and Ezra Goldschlager)

*Distance Education: Techniques, Ideas, and Pitfalls*, AALS Section on Teaching Methods , July 14, 2017, presented in conference call meeting, audio link available at <http://mailchi.mp/305efc2df64b/aals-section-on-teaching-methods-spring-2017-1560193>

Pre-2010 Publications: Law review articles/book chapters by publication year

2009

*Go West, Disappointed Heir: Tortious Interference With Expectation of Inheritance – A Survey With Analysis of State Approaches in the Pacific States*, 13 Lewis & Clark Law Review 209 (Spring 2009) (law review article) (length: 38 pages)

Impact: cited 21 times (2 cases, 15 secondary sources (books and articles), and 4 appellate court documents). In *Beckwith v. Dahl*, 141 Cal.Rptr.3rd 142 (Cal. App. 4 Dist. 2012), the California Court of Appeals adopted the analysis proposed in my article, thereby changing the law of California.

2008

*River Deep, Mountain High, Heir Disappointed: Tortious Interference With Expectation of Inheritance – A Survey With Analysis of State Approaches in the Mountain States*, 45 Idaho Law Review 1 (2008) (law review article) (length: 61 pages)

Impact: cited 28 times, in 3 cases from 3 states, 13 secondary sources (other articles, treatises), and 12 trial and appellate court documents and orders

*Naming and Framing the ‘Subject’ of Antebellum Slave Contracts: Introducing Julia, Eliza, ‘A Certain Negro Slave,’ ‘A Man,’ Joseph, and Albert*, 9 Rutgers Race & The Law Review 243 (2008) (law review article) (type: iv) (length: 29 pages)

Impact: cited in 2 law review articles.

*Housingdiscrimination.com? The Ninth Circuit (Mostly) Puts Out The Welcome Mat for Fair Housing Act Suits Against Roommate-Matching Websites*, 38 Golden Gate University Law Review 329 (2008) (with Charles Doskow) (law review article) (length: 88 pages)

Impact: cited 21 times, in secondary sources (including 5 treatises and 2 articles from 2019 and after); quoted in *L.A. Daily Journal*, commenting on *Fair Housing Council v. Roommate.com*, April 4, 2008

*Latino Masculinities Under the Microscope: Stereotyping and Counterstereotyping on Five Seasons of CSI: Miami*, 3 FIU Law Review 395 (2008) (law review article)

Impact: Presented as *Representations of Hispanic and Latina/o Identity in Miami on prime-time television*, LatCrit XII, Critical Localities, Florida International University School of Law, Miami, Florida, October, 2007. Included in *Bibliography for UNLV Multidimensional Masculinities and Law Colloquium*, Feb. 18-19, 2011; cited by 7 law review articles.

*A Complete Index to the Journal of Juvenile Law Prior to Its Inclusion on Westlaw (Vol. 1-16) (1977-1995) (with the staff of the University of La Verne Law Review)*, 29 U. La Verne L. Rev. 271 (2008) (length: 71 pages)

Impact: cited in one law review article.

*Author and Subject Index to the San Fernando Valley Law Review (also Published as University of San Fernando Valley Law Review) and the Journal of Legal Advocacy & Practice* (with the staff of the University of La Verne Law Review), 29 U. La Verne L. Rev. 311 (2008) (length: 57 pages)

*African Kids: Between Warlords, Child Soldiers, and Living on the Street* (2004), Melha Rout Biel, 29 U. La Verne L. Rev. 167 (2008) (book review) (length: 3 pages)

2007

*Paying Eliza: Comity, Contracts, and Critical Race Theory – 19<sup>th</sup> Century Choice of Law Doctrine and the Validation of Antebellum Contracts for the Purchase and Sale of Human Beings*, 20 National Black Law Journal 1 [Columbia Law School] (2006-2007) (law review article) (length: 57 pages)

Impact: Cited in 7 law review articles and books, including the *Stanford Law Review* (2020).

2004

*A Disappointed Yankee in Connecticut (or Nearby) Probate Court: Tortious Interference With Expectation of Inheritance – A Survey With Analysis of State Approaches in the First, Second, and Third Circuits*, 66 University of Pittsburgh Law Review 235 (Winter 2004) (length: 114 pages)

Impact: cited 38 times, in 7 cases from 7 jurisdictions (3 federal, including two district courts and the United States Court of Appeals for the First Circuit), 21 secondary sources (other articles, treatises), and 10 trial and appellate court documents and orders

2003

*The Disappointed Heir's Revenge, Southern Style: Tortious Interference With Expectation of Inheritance – A Survey With Analysis of State Approaches in the Fifth and Eleventh Circuits*, 55 Baylor Law Review 79 (Winter 2003) (length: 127 pages)

Impact: cited 59 times, in 8 cases from 7 states (3 federal, including bankruptcy court, district court, and the United States Circuit Court of Appeal for the Second Circuit), 27 secondary sources (other articles, treatises), and 24 trial and appellate court documents. Notably, when the Supreme Court of Texas declined to recognize the tort in *Archer v. Anderson*, 556 S.W.3d 228 (2018), the opinion included a lengthy discussion of my scholarship in this area (although they were ultimately unpersuaded).

2002

*Revenge of the Disappointed Heir: Tortious Interference With Expectation of Inheritance – A Survey With Analysis of State Approaches in the Fourth Circuit*, 104 West Virginia Law Review 259 (Winter 2002) (law review article) (length: 51 pages)

Impact: cited 23 times, in 2 cases from 2 states, 17 secondary sources (articles, treatises), and 4 appellate court documents.

Award: Outstanding Achievement in Scholarly Publication, Thurgood Marshall School of Law (2002)

1998

*Ally McBeal and Her Sisters: A Quantitative and Qualitative Analysis of Representations of Women Lawyers on Prime Time Television*, 18 Loyola of Los Angeles Entertainment Law Journal 259 (1998) (law review article) (length: 52 pages)

Impact: cited 32 times, in law review articles and books, as recently as 2019.

1997

Note: These three articles were published as a law student (J.D. awarded in 1997).

*Pregnancy Discrimination in Show Business: Tylor v. Spelling Entertainment Group*, 4 UCLA Entertainment Law Review 219 (1997) (law review article) (length: 46 pages)

Impact: cited in 3 law review articles.

*Distorted Reasoning: Gender, Risk-Aversion, and Negligence Law*, 30 Suffolk University Law Review 629 (1997) (law review article) (length: 54 pages)

Impact: 10 citations in other law review articles.

*Moral Accountability and the Estate Tax Lawyer*, 6 Professional Ethics 27 (1997) (law review article), [https://www.pdcnet.org/profethics/content/profethics\\_1997\\_0006\\_0001\\_0027\\_0054](https://www.pdcnet.org/profethics/content/profethics_1997_0006_0001_0027_0054) (philosophy journal article) (type: vi) (length: 26 pages)

### Media Appearances/Quoted As Expert

Coverage of Title IX training for Montana attorneys, Newstalk KGVO, <https://newstalkkgvo.com/montana-attorneys-learn-about-title-ix-and-you-can-too/> (March 21, 2022)

Interview on Seoul Broadcasting System (February 26, 2021), on Prof. Mark Ramseyer's article on Korean "comfort" women and academic freedom

Interview on Ipse Dixit legal podcast (May 29, 2020), "Diane Klein and Tobias Barrington Wolff on new Title IX," [https://shows.acast.com/ipse-dixit/episodes/diane-klein-tobias-barrington-wolff-on-title-ix?fbclid=IwAR2FjhAa5lF-xYY0dJuTb8Me9UrsRibG\\_PW3m0DEm03Cl4ESvstf8rDnJZk](https://shows.acast.com/ipse-dixit/episodes/diane-klein-tobias-barrington-wolff-on-title-ix?fbclid=IwAR2FjhAa5lF-xYY0dJuTb8Me9UrsRibG_PW3m0DEm03Cl4ESvstf8rDnJZk)

Interview on Sorry to Podcast This (May 6, 2020), "'There is No Back to Normal' With Diane Klein,"



[https://anchor.fm/stp-this/episodes/There-is-No-Back-to-Normal-w-Diane-Klein-edmn3p?fbclid=IwAR3ZxxFomdAK3cdjhM-eD9vkS\\_jXfz8g7gD3SH8Nw\\_Ky4KI3do4q6lhqxsY](https://anchor.fm/stp-this/episodes/There-is-No-Back-to-Normal-w-Diane-Klein-edmn3p?fbclid=IwAR3ZxxFomdAK3cdjhM-eD9vkS_jXfz8g7gD3SH8Nw_Ky4KI3do4q6lhqxsY)

Interview on Cheddar Business Between the Bells (April 23, 2020), "A Warning to Students Looking to Attend College Next Fall,"

<https://cheddar.com/media/a-warning-to-students-looking-to-attend-college-next-fall>

Quoted expert in Erica Pandey, "Coronavirus sends American colleges off a cliff" (April 23, 2020),

[https://www.axios.com/coronavirus-colleges-universities-7cfc5228-00fb-44e1-a850-e332050641a7.html?utm\\_source=newsletter&utm\\_medium=email&utm\\_campaign=newsletter\\_axiosam&stream=top](https://www.axios.com/coronavirus-colleges-universities-7cfc5228-00fb-44e1-a850-e332050641a7.html?utm_source=newsletter&utm_medium=email&utm_campaign=newsletter_axiosam&stream=top)

Quoted expert in Terry Nguyen, "Coronavirus is changing some high school seniors' college plans" (April 23, 2020),

<https://www.vox.com/the-goods/2020/4/23/21231195/coronavirus-high-school-seniors-college-decision>

Quoted expert in Lilah Burke, "Faculty and Pedagogy in the Hybrid JD,"

<https://www.insidehighered.com/digital-learning/article/2019/10/02/how-instructors-have-shaped-curricula-two-hybrid-jd-programs>, October 2, 2019

Radio appearance, "AirTalk," *Do Women-Only STEM Programs Hold Up Legally Under Title IX*, KPCC/SCPR, 89.3, August 21, 2019

Television appearance, Special Guest (Mueller Report), 5pm News, KABC, April 18, 2019

Radio appearance, "AirTalk," *Federal judge declares men-only draft is unconstitutional -- is it time for women to be in the draft too?*, KPCC/SCPR 89.3, February 25, 2019

Radio appearance, "AirTalk," *California Men's Rights Groups Are Taking Ladies' Nights to Court*, KPCC/SCPR 89.3, July 17, 2018

Letter to the Editor, *LA Times*

<http://www.latimes.com/opinion/readersreact/la-ol-le-trader-joes-police-20180726-story.html> (July 26, 2018)

### Legal Practice Experience

Consultant on various matters: group housing lease/sublease drafting (2019, 2020), copyright infringement for documentary filmmaker (2020), small trusts and estates and antidiscrimination issues, e.g., cross-border inheritance issues (Romania), 2018; sexual harassment at national aviation event, 2018

Miller Edwards Rambicure, LLC, Lexington, Kentucky

- Consultant on tortious interference, 2018

Represented Breslov Research Institute in obtaining take-down of copyright infringing materials online, 2002

Legal Research Network, Westwood, California

- Research director, 1999-2000

Kaye, Scholer, Fierman, Hays & Handler, Century City, California, litigation associate, 1998-1999

Willkie, Farr, & Gallagher, New York, New York, summer associate, 1996

DeCastro, West & Chodorow (now Decastro, West, Chodorow, Mendler & Glickfeld), Los Angeles, California, summer associate/part-time fall, 1995

### Professional References

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Larson O'Brien LLP  
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Cornell University Law School  
247 Hughes Hall  
Ithaca, NY 14853-4901  
(607) 255-3890  
michaeldorf@cornell.edu

José Gabilondo  
Professor of Law  
Florida International University College of Law  
Rafael Diaz Balart Hall  
11200 SW 8th St.  
Miami, FL 33199  
(305) 348-5943  
gabilond@fiu.edu

Lisa Looney  
Associate Professor, Department of Child Development  
California State University at San Bernardino  
(909) 537-8175  
lisa.looney@csusb.edu

Hon. Tracy Nadzieja  
Associate Presiding Commissioner of Initial Appearance Court  
Maricopa County Superior Court  
201 S. Fourth Avenue, Phoenix, AZ 85003  
(602) 876-8240  
tnadzieja@gmail.com



## 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

May 4, 2023

Dennis J. Shields  
President/Chancellor  
Southern University System and Baton Rouge Campus  
J. S. Clark Administration Building  
4<sup>th</sup> Floor  
Baton Rouge, LA 70813

RE: Appointment of George Mader as a Visiting Professor at the Southern University Law Center (SULC) for the 2023-2024 academic year

Dear President Shields:

I respectfully request your approval for the appointment of Professor George Mader as a visiting professor at SULC for the 2023-2024 academic year, beginning in August 2023 at a salary of \$74,700. Professor Mader has over 20-years of legal education experience.

I have enclosed a CV for Professor Mader for your review. Professor Mader will be a wonderful addition to SULC. This appointment will not need approval from the Southern University Board of Supervisors.

If you have any questions, please let me know.

Sincerely,

John K. Pierre, Esq.

Chancellor and Vanue b. Lacour Endowed Law Professor

APPROVED: \_\_\_\_\_

Dennis K. Shields  
President/Chancellor

**SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813**

SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

\*\*\*\*\*

**POSITION VACANCY AUTHORIZATION**

\*\*\*\*\*

REQUEST THAT THE POSITION TITLE Visiting Professor AS DESCRIBED BELOW

Academic Affairs

**(Department or Unit)**

Replacement  
 Civil Service  
 Tenured

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

Unclassified  
 Faculty

**Source of Funds**  
 State  
 Grant -in-Aid  
 System Revenue  
 Agency Fund State

**VACANCY DESCRIPTION AND JUSTIFICATION**

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

The Visiting Professor will teach courses as assigned.

Salary/Range: \$70,000 – 80,000 Previous Incumbent (if replacement): \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ John K. Pierre 5/4/23  
 Department Head Date

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ John K. Pierre for Jerry Hall 5/4/23  
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>DM George</u>	<u>5/6/23</u>
Signature	Date
Budget Number	<u>311001 - 32020 - 61002 - 31000</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] 5/5/23  
 Vice Chancellor Date

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ John Pierre 5/4/23  
 Chancellor/Vice President Date

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ \_\_\_\_\_  
 President Date

An Equal Opportunity Employer

# George Mader

William H. Bowen School of Law – University of Arkansas at Little Rock  
702-202-7109 • gmader07@gmail.com

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## **Overview of Law School Teaching and Legal Work Experience**

### **Law School Teaching:**

- William H. Bowen School of Law, University of Arkansas at Little Rock
  - Associate Professor, tenured (August 2017 – December 2022)
  - Assistant Professor (2011 - 2017)
- University of Michigan Law School
  - Visiting Clinical Assistant Professor (2015)
- William S. Boyd School of Law at the University of Nevada, Las Vegas
  - Lawyering Process Professor, (2007 - 2011)
  - Visiting Assistant Professor-in-Residence (2006-07)
- University of Illinois College of Law
  - Visiting Assistant Professor (2003-06)
- University of Minnesota Law School
  - Legal Writing Instructor (2002-03)

### **Judicial Clerkships:**

- Judge Myron H. Bright, 8th Circuit U.S. Court of Appeals (2001-02)
- Justice Alan Page, Minnesota Supreme Court (2000-01)
- Justice Joan Ericksen, Minnesota Supreme Court (2000-01)

## **Education**

**University of Minnesota Law School** – Minneapolis, Minnesota

**J.D., *Cum Laude*, 2000**

Trogner Scholar

**University of Wisconsin** – Madison, Wisconsin

**M.A. in Mathematics, 1991**

Departmental Award for Excellence in Teaching

**St. John's University** – Collegeville, Minnesota

**B.A., *Cum Laude*, double major in Mathematics and Physics, 1987**

St. John's University Siehl Scholar

National Merit Scholar

## Law School Teaching

### William H. Bowen School of Law, University of Arkansas at Little Rock

Associate Professor (2017-present) (tenured 2017)

Assistant Professor (2011 - 2017)

Nominee, Faculty Excellence Award in Teaching -- 2022

#### - Courses

- *Conflict of Laws*
- *Constitutional History Seminar*
- *Legislation / Regulation / Statutory Interpretation*
- *Research, Writing, and Analysis I & II (RWA I & II)*
- *RWA I Enhanced* (small-class, enhanced review of RWA I for students who failed or passed with a grade indicating danger of failing RWA II)
- *History of Federal Indian Law*

#### - Publications

- *Taking Care with Text: "The Laws" of the Take Care Clause Do Not Include the Constitution, and There Is No Autonomous Presidential Power of Constitutional Interpretation*, 99 DENV. L. REV. 591 (2022)
- Book Review: Richard C. Wydick & Amy E. Sloan, *Plain English for Lawyers*, 6th ed. Forthcoming, I hope, in the **Journal of Legal Education**.
  - A word about this entry. I was asked in fall of 2020 to write this review. I completed it just at year's end; final edits were completed in March, 2021. The journal's hiatus during the first year of COVID created a backlog of completed articles, and I patiently waited through the publication of one volume for my review's appearance. I recently learned the journal simply lost track of the review's existence. Since then, I've signed a publication agreement, so it seems this will indeed see the light of day, possibly soon.
- *Generation Gaps and Ties That Bind: Constitutional Commitments and the Framers' Bequest of Unamendable Provisions*, 60 HOW. L.J. 483 (2017).
- *Binding Authority: Unamendability in the United States Constitution — A Textual and Historical Analysis*, 99 MARQ. L. REV. 841 (2016).

#### - Presentations

- *Regularizing Change on the Supreme Court: The Sanity of the Dog Wagging the Tail*, Constitution Society Law Scholars Forum, February 2022, Orlando, FL.
- *Conventional Understanding: Intratextualist, Process-Oriented Discernment of Constitutional Meaning Using the Records of the 1787 Constitutional Convention*, Constitutional Law Colloquium, George Washington University School of Law, November 2021, Washington, D.C.
- *The Text Takes Care: The Presidential Duty to Faithfully Execute the Laws Does Not Support "Executive Review,"* Constitutional Law Colloquium, Loyola University Chicago School of Law, November 2019, Chicago, IL.

- *Taking Care: Analysis of the Purported Textual Basis for independent Executive Constitutional Interpretation (A Discussion About Departmentalism)*, American Constitution Society Law Scholars Forum, March 2019, Orlando, FL.
- *When Best is the Enemy of Good Excellence: Ruminations on the Application of the Concept of Best Practices to Teaching*, Association of Legal Writing Directors Bi-annual Conference, July 2017, Minneapolis, MN.
- *Innovations in Program Design: Enhancing Data from the LWI / ALWD Survey*, National One-Day Workshops for LWI, December 2013, Eugene, OR
- *The ALWD/LWI Survey: Trends, Insights, and the Future*, Association of Legal Writing Directors Bi-annual Conference, June 2013, Milwaukee, WI
- *Forever and Ever, Amen[d]?: An Historical and Textual Examination of Constitutional Unamendability*, South Eastern Association of Law Schools Conference, July 2012, Amelia Island, FL
- *There Are Only Four . . . No, Wait, Three . . . Ideas in First Year Legal Writing!*, Legal Writing Institute Bi-annual conference, June 2012, Palm Desert, CA
- **Selection of Service and Activities at the William H. Bowen School of Law**
  - Director of Moot Court Program (2017-22)
  - Coach, Moot Court Competition Teams (2012, 2018-22)
  - Curriculum Committee (2017-19, 2021)
  - Admissions Committee (2019-20, 2021-22 (chair))
  - Advisor, Student Law Review Notes (2013-18, 2020-21)
  - Legal Writing Skills Workshop presentations to 1Ls as part of Bowen Expert Skills Training (**BEST**) program (2015, 2016)
  - Assessment Committee (2014-16)
- **Other Selected Activities**
  - Co-Chair, Legal Writing Institute / Association of Legal Writing Directors Joint Survey Committee (2012-16)
    - Prepared Annual Survey Report, over 100-page document, each year.
  - CLE for Legal Aid Attorneys; Little Rock, Arkansas; October 12, 2016 (*Topic: Legal Writing Clinic*).

#### **University of Michigan Law School**

**Visiting Clinical Assistant Professor of Law (2015 – one semester)**

- *Legal Practice I*

#### **Hamline University School of Law**

**Adjunct — (Summer 2014)**

- *Constitutional History Seminar*



**William S. Boyd School of Law at the University of Nevada – Las Vegas**

**Lawyering Process Professor (August 2007 - June 2011)**

**Visiting Assistant Professor (August 2006 - July 2007)**

**- Courses**

- *Lawyering Process I & Lawyering Process II*
- *Legislation & Statutory Interpretation*
- *Advanced Advocacy: Supreme Court* (required course for members of Moot Court Board)
- *Advanced Advocacy: Legislative Policy*
- *Advanced Legal Analysis & Writing: Fundamentals of Law Practice*
- *Directed Reading Course in Federal Indian Law*
- *Professional Responsibility*
- *Legal Interpretation* (undergraduate course for UNLV Honors College)

**- Examples of Service and Activities at William S. Boyd School of Law**

- Dean's Advisory Committee (2009-11) (elected by faculty)
- Admissions Committee (2009-11)
- University-wide Fiscal Affairs Committee (2010-11)
- Advisor to Moot Court Competition Teams – (2006-11)
- Rankings & Bar Exam Task Force – (2007-09)
- Hiring Committee: Library Director – (2007-08)
- Interim Director, Society of Advocates (Moot Court Board) – (2007)

**- Other Activities**

- *Faculty, Council on Legal Education Opportunity (CLEO)* (Summer 2010)  
“Attitude is Essential” seminars in Atlanta and Los Angeles
- *Presenter, University Forum Lecture Series* – “History of House Apportionment” (February, 2010)
- *Guest lecturer, Osher Lifelong Learning Institute at the University of Nevada Las Vegas*, “2010 Congressional Apportionment and Redistricting” (October 2010)

**University of Illinois College of Law (2003-06)**

**Visiting Assistant Professor**

**- Courses**

- *Legal Research and Writing*
- *Introduction to Advocacy*
- *Statutory Interpretation* (required first-year class, large section)
- *Constitutional History Seminar*
- *The Constitutional Convention - Seminar*
- *Advanced Legal Writing*
- *Introduction to U.S. Law* (required course for foreign L.L.M. students, included legal writing)

- **Other Teaching at the University of Illinois College of Law**
  - *Legal English Summer Program, 2004, 2005*  
Co-developed, served as College of Law coordinator for, and lectured in, this three-week, late-summer program for incoming foreign LL.M. students, offered jointly by the Intensive English Institute and College of Law
  - *LawMAP (Law Minority Access Program), Summers 2005, 2006*  
Taught legal writing in this intensive four-week program for outstanding minority undergraduate students who wish to become acquainted with the study and practice of law
  - *U.S. Legal and Criminal Justice Program for Beijing Municipal Government Administrators, Spring 2004, Spring 2006*  
Lectured on fundamental aspects of the United States legal system in this program for visiting senior legal professionals in Beijing municipal government
  - **Examples of Service and Activities at the University of Illinois College of Law**
    - *Advisor, National Moot Court competition team (2003-05)*
    - *Grant Review Committee of the Public Interest Law Foundation (2005, 2006)*
    - *Faculty Seminar on Statistics and Econometrics*

#### **University of Minnesota Law School**

##### **Legal Writing Instructor (2002-03)**

Taught one section of the Law School's first-year legal writing course, a year-long, three-credit course in legal research, analysis, and written and oral advocacy

#### **Additional Teaching Experience (undergraduate mathematics)**

##### **Saint Mary's University, Winona, Minnesota**

##### **Assistant Professor of Mathematics (2002-03)**

- Full-time instructor in the Department of Mathematics and Statistics

##### **Rock Valley College, Rockford, Illinois**

##### **Professor of Mathematics, (1991-97) (tenured)**

- Taught 15 different courses over six years and an average of 17 credits per semester
- Chaired departmental committees on course revision and outcomes assessment; designed college's mathematics placement scheme
- Served on several departmental committees, including those responsible for curriculum revision, hiring, and faculty evaluation
- Founded, edited, and published the *Rock Valley College Forum* - a newsletter written by and for Rock Valley College educators and designed to increase interdisciplinary faculty communication about teaching and learning
- Served on several campus-wide committees, including: Academic Affairs, Faculty Council, Long Range Planning, Employee Development, and Educational Design

## References

### **Lindsey P. Gustafson**

Associate Dean for Academic Affairs  
Arkansas Bar Foundation Professor of Law  
William H. Bowen School of Law  
University of Arkansas at Little Rock  
[lpustafson@ualr.edu](mailto:lpustafson@ualr.edu)  
(501) 916-5413

<https://ualr.edu/law/faculty/faculty-members/lindsay-p-gustafson/>

### **Michael Flannery**

Judge George Howard, Jr., Distinguished  
Professor of Law  
William H. Bowen School of Law  
University of Arkansas at Little Rock  
[mxfannery@ualr.edu](mailto:mxfannery@ualr.edu)  
(501) 916-5414

<https://ualr.edu/law/faculty/faculty-members/michael-t-flannery/>

### **Terrence Cain**

Professor of Law  
William H. Bowen School of Law  
University of Arkansas at Little Rock  
[txcain@ualr.edu](mailto:txcain@ualr.edu)  
(501) 916-5408

<https://ualr.edu/law/faculty/faculty-members/terrence-cain/>

JOB CLASS 3	8	1	4	1
JOB CODE	A			
CAL ID	F			

**+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	<u>    </u> Non-Academic	<u>    </u> Civil Service
<u>    </u> Temporary	<u>    </u> Part-time ( <u>33</u> % of Full Time)	<u>    </u> Restricted
<u>    </u> Tenured	<u>    </u> Undergraduate Student	<u>    </u> Job Appointment
<u>    </u> Tenured Track	<u>    </u> Graduate Assistant	<u>    </u> Probationary
<u>    </u> Other (Specify)	<u>    </u> Retiree Return To Work	<u>    </u> Permanent Status

Previous Employee NA Reason Left NA  
 Date Left NA Salary Paid NA

**Profile of Person Recommended**

Length of Employment 08/01/2023 To       
 Effective Date 08/01/2023

Name George Mader SS# XXX-XX- Sex\* M Race\* W  
(Last 4 digits only)

Position Title: Visiting Professor Department: Law Center - Instruction

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

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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 32 Southern University Experience 1

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>J. D.</u>	<u>University of Minnesota Law School</u>	<u>2000</u>
	<u>B.A.</u>	<u>St. John's University, Collegeville, Minnesota</u>	<u>1987</u>

Current Employer William H. Bowen School of Law, University of Arkansas at Little Rock

**Personnel Action**

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

Recommended Salary \$74,700.00 Salary Budgeted \$74,700.00

Source of Funds General Appropriation

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

Change of:      From      To     

Position       
 Status       
 Salary Adjustment     

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
311001-32020-61003-31000	\$74,700.00
	\$74,700.00

\*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u> Supervisor	<u>5/8/23</u> Date	<u>[Signature]</u> VIC for Fin. and Administration	<u>5/8/23</u> Date
<u>[Signature]</u> Vice Chancellor	<u>5/8/23</u> Date	<u>[Signature]</u> Chancellor	<u>5/8/23</u> Date
<u>[Signature]</u> Director/Personnel	<u>5/9/2023</u> Date	<u>[Signature]</u> Vice President/Finance Business Affairs/Comptroller	<u>    </u> Date
<u>    </u> President	<u>    </u> Date	<u>    </u> Chairman/S.U. Board of Supervisors	<u>    </u> 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: Visiting Professor for the 2023-2024 academic year.**

**EMPLOYEE DIRECT SUPERVISOR:** Daily  
V/C Shawn Vance  
**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 125  
**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**  
JOB. I.D. # \_\_\_\_\_  
RA \_\_\_\_\_  
DATE 5/8/23  
JI \_\_\_\_\_  
BY DMC/arg  
FI \_\_\_\_\_  
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	8	1	4	1
JOB CODE	A			
CAL ID	F			

**+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) \_\_\_\_\_

X Academic \_\_\_\_\_ Non-Academic \_\_\_\_\_ Civil Service \_\_\_\_\_  
 \_\_\_\_\_ Temporary \_\_\_\_\_ Part-time ( 33 % of Full Time) \_\_\_\_\_ Restricted \_\_\_\_\_  
 \_\_\_\_\_ Tenured \_\_\_\_\_ Undergraduate Student \_\_\_\_\_ Job Appointment \_\_\_\_\_  
 \_\_\_\_\_ Tenured Track \_\_\_\_\_ Graduate Assistant \_\_\_\_\_ Probationary \_\_\_\_\_  
 \_\_\_\_\_ Other (Specify) \_\_\_\_\_ Retiree Return To Work \_\_\_\_\_ Permanent Status \_\_\_\_\_

Previous Employee NA Reason Left NA  
 Date Left NA Salary Paid NA

**Profile of Person Recommended**

Length of Employment 08/01/2023 To \_\_\_\_\_  
 Effective Date 08/01/2023

Name Jennifer W. Moroux SS# XXX-XX- Sex\* F Race\* W  
 (Last 4 digits only)

Position Title: Visiting 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 16 Southern University Experience 0

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>J. D.</u>	<u>Louisiana State University</u>	<u>2007</u>
	<u>B.A.</u>	<u>Louisiana State University</u>	<u>2002</u>

Current Employer Walters Papillion Thomas Cullens, LLC, Baton Rouge, LA.

**Personnel Action**

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

Recommended Salary \$105,000.00 Salary Budgeted \$105,000.00

Source of Funds General Appropriation

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

Change of: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Position \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \_\_\_\_\_

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
311001-32020-61003-31000	\$105,000.00
	\$105,000.00

\*See Reverse Side

Graduate School signature (if, applicable):

<u>John K. Pierre</u> 5/5/23 Supervisor	<u>Gregory K. Hall</u> 5/8/23 V/C for Fin. and Administration
<u>[Signature]</u> 5/8/23 Vice Chancellor	<u>John K. Pierre</u> 5/8/23 Chancellor
<u>[Signature]</u> 5/9/2023 Director/Personnel	<u>[Signature]</u> Vice President/Finance Business Affairs/Comptroller
_____ President	_____ Chairman/S.U. Board of Supervisors

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Hispanic or Latino  Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

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

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

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

Instructing students in a subject, holding special lectures and seminars, examining coursework, and evaluating student progress by giving exams and assigning papers.

**EMPLOYEE DIRECT SUPERVISOR:** Daily  
V/C Shawn Vance  
**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 125  
**HR USE ONLY: STATUS (circle one):** EXEMPT NON-EXEMPT

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

**TYPE**

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

SOUTHERN UNIVERSITY LAW CENTER  
CODE \_\_\_\_\_ EXPIRES \_\_\_\_\_  
**ENCUMBERED / FUNDS AVAILABLE**  
DOC US # \_\_\_\_\_  
DATE RA 5/8/23  
HI \_\_\_\_\_  
BY JI DMGeorge  
F1 \_\_\_\_\_  
F0 \_\_\_\_\_

**Do Not Write Below This Area**  
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- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

**SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813**

SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

\*\*\*\*\*

**POSITION VACANCY AUTHORIZATION**

\*\*\*\*\*

REQUEST THAT THE POSITION TITLE Visiting Professor AS DESCRIBED BELOW

Academic Affairs  
(Department or Unit)

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

**VACANCY DESCRIPTION AND JUSTIFICATION**

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

Instructing students in a subject, holding special lectures and seminars, examining coursework, and evaluating student progress by giving exams and assigning papers.

Salary/Range: \$100,000 – 110,000 Previous Incumbent (if replacement):

Approved  Disapproved John K. Pierce 5/5/23  
 Department Head Date

Approved  Disapproved Tony L. Hall 5-5-23  
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>DM George</u>	<u>5/8/23</u>
Signature	Date
Budget Number	<u>311001-32020-61003-31000</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] 5/5/23  
 Vice Chancellor Date

Approved  Disapproved John K. Pierce 5/5/23  
 Chancellor/Vice President Date

Approved  Disapproved \_\_\_\_\_  
 President Date

An Equal Opportunity Employer



# Jennifer Wise Moroux

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## EDUCATION

---

**Paul M. Hebert Law Center, Louisiana State University, Baton Rouge, LA**

*Juris Doctor and Bachelor of Civil Law, May 2007*

- Average: 3.379; Rank 13/171
- Order of the Coif
- CALI Award for Highest Grade in Torts, Legal Research and Writing, Admiralty, Legal Profession, and Administration of Criminal Justice II
- Alumni Scholarship, 2004-2007

**Louisiana State University, Baton Rouge, LA**

*Bachelor of Arts, English, December 2002*

- Average: 3.37

## EXPERIENCE

---

**Walters Papillion Thomas Cullens, LLC, Baton Rouge, LA**

*Attorney, April 2014 – Present*

- Drafted pivotal dispositive motions and oppositions, appellate briefs, and other significant filings in catastrophic injury cases arising out of products liability and industrial accidents
- Second-chair in federal court jury trial on behalf of bankruptcy trustee asserting breach of fiduciary duty and fraud claims in which trustee was awarded a multi-million dollar verdict
- Represented clients in a wide variety of matters, including complicated personal injury and serious wrongful death, commercial litigation, professional liability and malpractice claims
- Organized and conducted large-scale document review and e-discovery in multi-party litigation

**Louisiana Department of Education, Baton Rouge, LA**

*Attorney, November 2012 – April 2014*

- Researched and analyzed education law, particularly as applied to the Recovery School District
- Drafted and reviewed departmental contracts and other legal documents
- Supervised outside counsel in personal injury, contractual, and employment discrimination claims
- Conducted student expulsion appeal hearings

**Donohue Patrick & Scott, PLLC / Crawford Lewis, PLLC, Baton Rouge, LA**

*Associate Attorney, July 2008 – October 2012*

- Represented civil litigation clients in state and federal court, including complex matters involving professional liability and construction defects
- Drafted and argued motions and exceptions at district court and appellate level
- Managed all aspects of pretrial discovery, depositions, and motion practice
- Prepared for and participated in mediations

**Twentieth Judicial District Court, East and West Feliciana Parishes, LA**

*Judicial Clerk for Hons. George H. Ware, Jr., and William G. Carmichael, August 2007 – July 2008*

- Attended hearings and researched legal issues raised in the Angola 5 death penalty case
- Researched and drafted bench memoranda and judgments
- Observed trials and hearings in civil, criminal, family, and juvenile proceedings



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 Assistant Professor will teach classes as required.

**EMPLOYEE DIRECT SUPERVISOR:** Daily  
V/C Shawn Vance  
**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 125

**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: \_\_\_\_\_  
 DOC ID# \_\_\_\_\_  
 DATE: RA 5/8/23  
 HI \_\_\_\_\_  
 BY: JI [Signature]  
 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)



# WHITNEY C. STEWART

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## PROFESSIONAL EXPERIENCE

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**Adjunct Professor of Law, Southern University Law Center** **August 2022 – Present**

- Teach Legal Analysis & Writing I and II Courses.
- Formulate well-structured syllabus of course content to detail learning goals and expected institutional learning outcomes.
- Develop class lectures, PowerPoint presentations, and experiential learning exercises to teach legal analysis and oral advocacy framed to meet SULC QEP goals and ABA and SACSCOC standards.
- Administer and grade assignments and quizzes to evaluate student performance and gauge knowledge of course material and legal writing concepts using rubrics as tools to define expectations and improve students' overall learning.
- Design and maintain Canvas website containing course syllabus, course outline, assignments, and links to relevant resources to facilitate course instruction.
- Employ assessment tools and strategies to improve instruction methods.
- Research and adapt teaching methods and instructional strategies to promote learning in students of different skill levels.
- Identify students' needs and cooperated with other professional faculty members to develop solutions to enhance understanding of course objectives and material.
- Provide both in and outside of class mentoring regarding course materials and content.
- Manage student performance and provide detailed, actionable feedback to students on areas for improvement.
- Attend monthly SULC faculty and Legal Analysis & Writing faculty meetings.

**Presenter, The Writing Institute, Southern University Law Center** **October 2020 – February 2021**

- Worked collaboratively to develop and present course material to current law students focusing on grammar, formatting, and analysis for exam writing and bar examination.

**Supplemental Bar Preparation Writing Fellow, Southern University Law Center** **August 2020 – February 2021**

- Provided one-on-one mentoring sessions for program participants in preparation for the Louisiana Bar Examination and the Multistate Professional Responsibility Examination.
- Assisted graduates with the developing effective legal analysis and study skills for the bar examination.
- Reviewed and provided written and oral feedback on practice exams on all nine parts of the Louisiana Bar Examination.
- Facilitated a series of writing revisions and analysis conferences with program participants to reinforce effective writing and practical strategies for successful bar examination preparation.
- Participated in conference calls with other bar review fellows to discuss the strategies and techniques for effective programing.

**Associate Attorney, Blue Williams, LLC; Metairie, LA** **August 2019 – Present**

- *Areas of Practice:* Labor & Employment Law, Insurance Law, Personal/Commercial Property & Casualty Litigation, Healthcare Law, Medical Malpractice Defense, Professional Liability, Governmental & Municipal Law, and Environmental & Toxic Torts, including Asbestos Litigation, Occupational Disease, and Products Liability.
- Serve as Outside General Counsel to the Louisiana Workforce Commission providing legal advice on Labor and Employment law and Louisiana Public Records Act issues.
- Serve as Assistant City Attorney for the City of Mandeville providing legal opinions to the mayor and other departmental heads, drafting and reviewing the City's contracts, and supervise outside counsel litigation matters.
- Conduct extensive research, and draft memoranda and pleadings on various legal issues.
- Manage new clients, including interview, intake, and legal assessment for potential liability and defense success.
- Prepare for and conduct fact and expert witness depositions.
- Prepare responses to discovery requests, Subpoena Duces Tecum, and 1442/corporate deposition notices.
- Assist supervising attorneys with reviewing applicable facts and crafting legal strategies.

**Summer Associate, Simon, Peragine, Smith & Redfearn, L.L.P.; New Orleans, LA** **July 2018 – August 2018**

- Researched and drafted memoranda on various issues, such as construction law, general liability and maritime/admiralty.
- Attended an arbitration for construction/maritime case.
- Drafted a Motion in Limine to Exclude 911 Evidence, an Opposition to Plaintiff's Motion for Summary Judgment, and a Reply Memorandum to Defendant's Opposition to Plaintiff's Motion for Summary Judgment.

**Summer Associate, Blue Williams, LLC; Metairie, LA** **May 2018 – June 2018**

- Researched and drafted memoranda on various issues, such as medical malpractice, labor/employment, workers'

## WHITNEY C. STEWART

3025 Moss Point Lane, Madisonville, LA 70447 | (504) 253-9598 | whitney@klassyandco.com

compensation, and Longshore & Harbor Workers' Compensation.

- Gained extensive experience drafting client correspondences and memoranda.
- Assisted in summarizing and drafting discovery responses.
- Attended pre-trial conferences, medical review panel, and numerous court proceedings.
- Assisted in jury selection process during asbestos trial.
- Drafted Petitions for Damages for personal injury cases.

### **Administrative Coordinator II, State of Louisiana - OCDD; Baton Rouge, LA** **January 2018 – March 2019**

- Coordinated compliance with state and agency standards for the statewide Certified Medical Assistant (CMA) Program for direct service workers employed by the Office for Citizens with Developmental Disabilities and other companies.
- Implemented and managed the Certification Process and Annual Recertification Process for adherence to the CMA rule.

### **Summer Associate, Breazeale, Sachse, & Wilson L.L.P.; Baton Rouge, LA** **May 2017 – June 2017**

- Conducted legal research across an array of issues: such as property law, health care compliance, casualty, and intellectual property.
- Gained extensive experience drafting correspondence, affidavits, memoranda, and numerous other court documents.
- Reviewed medical records to research casualty issue.
- Drafted a Motion in Limine to Exclude Expert's Testimony and Report.

### **State Risk Adjuster, State of Louisiana-Patients' Compensation Fund; Baton Rouge, LA** **July 2015 – July 2016**

- Monitored 536 medical malpractice claims.
- Reviewed and submitted payments daily for invoices for future medical claimants.
- Reviewed invoices/medical records to ascertain related injuries and potential prescriptive period defenses.
- Attended mediation for settlement of claims.
- Maintained communication with parties' counsel and attorney chair and pending medical review panel formation.

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## EDUCATION

### **Juris Doctor** **May 2019**

#### **Southern University Law Center, Baton Rouge, LA**

- Honors: *Magna Cum Laude* | GPA: 3.662 | Rank: 5 out of 109
- Executive Editor, *Journal of Race, Gender & Poverty* (2018 – 2019)
- Junior Editor, *Journal of Race, Gender & Poverty* (2017 – 2018)
- Historian, Student Bar Association (2017 – 2018)
- Judicial Extern, Honorable Brian A. Jackson, United States District Court for the Middle District of Louisiana (2018)
- Organization Memberships: National Black Law Student Association; Greater New Orleans Chapter Louis A. Martinet Legal Society, Inc.; Delta Theta Phi Law Fraternity, International; and American Inns of Court
- Published Article: *THOSE LEFT BEHIND: Louisiana's Evolving Approach to Drug Sentencing and Its Effect on African American Children with Incarcerated Parents*, 9 JOURNAL OF RACE, GENDER & POVERTY (2018).

### **Bachelor of Science, Sociology** **December 2013**

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

- Honors Graduate
- Alpha Kappa Alpha Sorority, Incorporated
- President, Sociology Club (2012 – 2013)

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## PROFESSIONAL AND COMMUNITY AFFILIATIONS

Member, Louisiana State Bar Association	Barristers for Boards Committee Member, Louisiana State Bar Ass'n
Member, New Orleans Bar Association	Member, Federal Bar Association, New Orleans Chapter
Member, American Bar Association	Member, Louisiana Association of Defense Counsel
Member, GNO Louis A. Martinet Legal Society, Inc.	YLC Co-Chair, GNO Louis A. Martinet Legal Society, Inc. (2019)
Member, Claims and Litigation Management Alliance	Member, Alpha Kappa Alpha Sorority, Incorporated

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## BAR ADMISSIONS

State of Louisiana, October 2019

All Louisiana Federal Courts, December 2019

## **WHITNEY C. STEWART**

3025 Moss Point Lane, Madisonville, LA 70447 | (504) 253-9598 | whitney@klassyandco.com

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### **PROFESSIONAL REFERENCES**

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**Tavares A. Walker, Esq.**

Deputy Assistant Secretary of OWCA, Louisiana Workforce Commission  
Adjunct Professor of Law, Southern University Law Center  
Email: twalker2@lwc.la.gov  
Phone: (225) 342-7561

**Whitney M. Antoine, Esq.**

Associate Attorney, Barrasso Usdin Kupperman Freeman & Sarver, LLC  
Email: wantoine@barrassousdin.com  
Phone: (504) 589-9700

**Ashley J. Heilprin, Esq.**

Partner, Phelps Dunbar LLP  
Email: ashley.heilprin@phelps.com  
Phone: (504) 584-9372

**Justin A. Jack, Esq.**

Assistant United States Attorney, United States Department of Justice  
Email: justin.jack@usdoj.gov  
Phone: (225) 336-8857

**Kristin A. Robair, M.P.A.**

District Literacy Coach, East Baton Rouge Parish School System Division of Literacy  
Doctoral Candidate, Educational Leadership & Research, Louisiana State University  
Email: kristin.robair@gmail.com  
Phone: (504) 453-0112



March 24, 2023

Professor Ruby Andrew  
Chair, Faculty Appointments Committee  
Southern University Law Center  
2 Roosevelt Steptoe Drive  
Baton Rouge, LA 70813

Re: Application for Tenure-Track Faculty Position

Dear Professor Andrew and the Faculty Appointments Committee:

I am writing to express my interest in being considered for the tenure-track professor position at the Southern University Law Center for the upcoming 2023-2024 academic year. My experience and passion for teaching provide the foundation for a successful career at SULC. I am motivated to join a law school where I can contribute my unique skills and grow as a professor. I have various teaching interests including, but not limited to, Louisiana Civil Procedure, Basic Civil Procedure, Legal Analysis & Writing, Legal Research, Labor and Employment Law, Employment Discrimination, and Successions, Donations, & Trusts.

Since graduating from SULC in 2019, I have been employed as an associate attorney at Blue Williams, LLC. In this role, I also serve as an Assistant City Attorney for the City of Mandeville and as outside general counsel to the Louisiana Workforce Commission. My diverse practice areas include labor and employment law, governmental and municipal liability, insurance defense, medical malpractice defense, property and casualty litigation, and environmental and toxic tort litigation, including asbestos litigation, occupational disease, and product liability. In this position, I spend considerable time developing my legal writing and research skills while working on assignments attuned to the everyday practice of law, conducting extensive and detailed research, and drafting pleadings on various issues within my diverse practice areas. My experience as an associate attorney has shown me the value and satisfaction of working in a results-driven environment to help clients and has given me a deeper understanding of the law and the legal system. As a result, I am well-versed in various legal topics and am confident that I can teach my students about all aspects of the law.

Although I began my legal career as a litigation attorney working for a law firm, I have always been interested in becoming a law professor. I credit the development of my desire to teach solely to the exceptional SULC professors from whom I had the pleasure of learning. From that moment on, I have sought every opportunity to diversify the legal profession and to give back to SULC students. This includes taking the opportunity to join my firm's diversity and law clerk committees to ensure that I personally conduct SULC's on-campus interviews and play a vital role in making hiring decisions on summer employment opportunities. Therefore, it was only natural



Phone.  
504-253-9598



Email.  
whitney@klassyandco.com



Address.  
3025 Moss Point Ln,  
Madisonville, LA 70447



Whitney C. Stewart

Page 2

that I jumped at the chance to join the law center's faculty as an Adjunct Professor of Law teaching Legal Analysis & Writing I and II this year.

My short time as an adjunct professor has only deepened my keen desire to help shape the future of the legal profession by allowing me the opportunity to make a direct impact on its source. During this time, I discovered that I am a lifelong learner. I continuously research to explore various teaching methods to engage my students better and ensure their comprehension of the material. I aim to create a supportive and positive learning environment where they feel comfortable asking questions and seeking clarification. Great professors not only welcome the challenge of teaching and guiding students as they pursue professional excellence and scholarly achievements but also focus on the student as a whole by being great mentors. The mentorship opportunities and relationships that I established with my professors and other faculty members during law school gave me the confidence to advocate effectively and continue to guide me in my legal career. Moreover, as a tenured professor, I welcome the possibility of providing similar guidance to students in developing skills and values that will benefit them throughout law school, the bar examination, and their legal careers.

While the primary responsibility of a law professor is to educate and prepare students to become lawyer leaders in the legal arena, we also have an equally important obligation to ensure SULC's perpetuity by complying with ABA and SACSCOC standards. As such, I strive to meticulously prepare for class and develop appropriate course material and experiential learning exercises specifically aimed at meeting the law center's QEP goals. To evaluate my compliance and ultimate success, I also employ several assessment strategies and tools based on the four institutional learning outcomes to gauge student competency levels. As a legal writing professor, I understand the gravity of this obligation even more so, given that legal writing courses teach critical practical and analytical skills that serve as the foundation of a lawyer's communication of their work.

In addition, I am eager to engage in scholarly writing and research as a tenured faculty member. Through dedication and hard work as a junior editor for SULC's *Journal of Race, Gender, and Poverty*, my article entitled, "*THOSE LEFT BEHIND: Louisiana's Evolving Approach to Drug Sentencing and Its Effect on African American Children with Incarcerated Parents*," was selected for publication in the 2018 Issue, Ninth Volume of the law center's *Journal of Race, Gender & Poverty*. My article focused on the creation and continuation of mandatory minimum sentences for drug offenses and their lasting implications on Louisiana's African American prison population and community. Subsequently, I served as the Journal's Executive Editor, gaining significant experience in collaborative and detail-oriented work, supervising junior and senior editors, and further refining my research, writing, and analytical skills abilities. The skills I developed while a member of the Journal will further aid me in fulfilling SULC's faculty scholarship requirements.

One of my scholarly interests focuses on various issues concerning Louisiana's civil procedure rules. I am especially interested in this topic because I believe that procedure is the backbone of legal practice since it impacts every area of law. For example, I have been interested

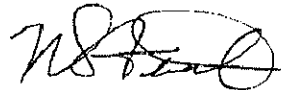
Whitney C. Stewart  
Page 3

in the Louisiana legislature's recent efforts to modernize the state's procedural rules to catch up with today's technology and reduce the technological gaps between the state and federal court systems. In the past two years alone, the legislature passed several laws updating the rules that govern electronic filing, email service, and notice of court activity. Although progress has not been swift, the legislature is taking the necessary steps toward providing an efficient, effective civil litigation practice in Louisiana's state court system that will significantly impact practitioners and citizens alike. Becoming a tenured faculty member would allow me the esteemed opportunity and institutional support to continue researching this and other issues of law as a contribution to SULC's faculty scholarship.

Given the opportunity, my previous experience and skills provide me with the background necessary to be an asset to the Southern University Law Center's faculty. As a tenured faculty member, I will continue demonstrating my willingness to fulfill all ethical and professional responsibilities in and outside the classroom. It would be an honor to meet with you and the Faculty Appointments Committee to further discuss my background, qualifications, and the position in further pursuit of fulfilling my long-term career aspiration of becoming a tenured professor at my alma mater. Enclosed please find my resume, list of professional references, and the SSRN abstract for my above-referenced journal article. Thank you very much for your consideration, and I hope to hear from you soon.

With best regards, I remain

Very truly yours,

A handwritten signature in black ink, appearing to read 'W. Stewart', written in a cursive style.

Whitney C. Stewart

WCS/  
Enclosures



## 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

May 4, 2023

Dennis J. Shields  
President/Chancellor  
Southern University System and Baton Rouge Campus  
J.S. Clark Administration Building  
4<sup>th</sup> Floor  
Baton Rouge, Louisiana 70813

RE: Appointment of Christopher Turner as Director of MRVIGES, Position Vacancy Authorization and Announcement Waiver Request

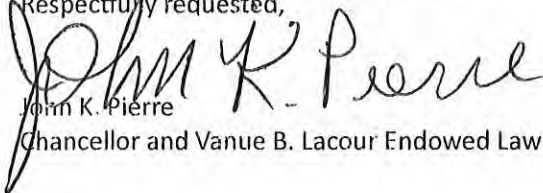
Dear President Shields:

The Southern University Law Center's Office of Innovation and Strategic Partnership and Initiatives has identified Christopher Turner as an individual who should be appointed as the Director of the Mixed Reality Virtual Innovation Gaming and Esports Institute (hereinafter "MRVIGES). Mr. Turner currently serves as a consultant for MRVIGES. Mr. Turner has exhibited strong leadership and organizational skills. Mr. Turner has been instrumental in building the SULC Esports Innovation Lab, various esports tournaments and the presentation of scholastic gaming. Pursuant to the discussions you and I had last month, SULC would pay 50% of the proposed salary and benefits and the SU system or SUBR would pay 50% of the proposed salary and benefits as a joint appointment between SULC and SUBR.

Mr. Turner's talent and expertise provides SULC with a qualified candidate to assist in fulfilling the goals and objectives of the Office of Innovation and Strategic Partnerships and Initiatives. I respectfully request the Southern University Board of Supervisors consider the appointment of Mr. Turner on May 19, 2023, at its meeting. Mr. Turner's Salary is proposed to be \$78,000. Mr. Turner's start date is proposed to be June 1, 2023.

I also request approval of a Job Description and Position Authorization and Vacancy Announcement for the Director of MRVIGES in the Office of Innovation and Strategic Partnerships and Initiatives and waiver of search. This waiver would allow us to permanently appoint Mr. Turner to this position and negate the long and unnecessary process of conducting interviews and screening. I also request approval of the waiver of search and appointment at the Board of Supervisors meeting on May 19, 2023.

Respectfully requested,

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

APPROVED: \_\_\_\_\_

Dennis J. Shields, President/Chancellor

JOB CLASS				
JOB CODE	M			
CAL ID	U			

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	3	M				
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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 06/01/2023 To \_\_\_\_\_  
 Effective Date 06/01/2023

Name Christopher Turner SS# XXX-XX-1418 Sex\* M Race\* B  
 (Last 4 digits only)

Position Title: Director of MRVIGES 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 20 Southern University Experience 0

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
<u>J.D.</u>	<u>Southern University Law Center</u>	<u>Louisiana State University</u>	<u>2007</u>
<u>B.S.</u>	<u>Louisiana State University</u>		<u>2003</u>

Current Employer Federation of Southern Cooperatives | Land Assistance Fund

**Personnel Action**

Check One  New Appointment  Continuation  Sabbatical  Leave of Absence  
 Transfer  Replacement  Other (Specify) Added title (Instructor)

Recommended Salary \$78,000.00 Salary Budgeted \$78,000.00

Source of Funds General Appropriation

Identify Budget: State \_\_\_\_\_ Location 311001-31620-61002-36000  
 Form Code: 1 Page 1 Item # 1

Change of: From \_\_\_\_\_ To \_\_\_\_\_  
 Position \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \$ \_\_\_\_\_ \$ \_\_\_\_\_

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
311001-31620-61002-36000	\$78,000.00
	\$78,000.00

\*See Reverse Side

Graduate School signature (if, applicable):

Maura Oulisen 5/8/23 Date  
 Supervisor  
Shoq 5/5/23 Date  
 Vice Chancellor  
[Signature] 5/9/2023 Date  
 Director/Personnel  
 President \_\_\_\_\_ Date \_\_\_\_\_  
Gerry K. Hall 5/8/23 Date  
 V/C for Finance and Admin.  
[Signature] 5/8/23 Date  
 Chancellor  
[Signature] \_\_\_\_\_ Date \_\_\_\_\_  
 Vice President/Finance  
 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: Appointment of Christopher Turner as Director of MIRVIGES. Effective June 01, 2023**

**EMPLOYEE REGULAR WORK SCHEDULE:** Daily

**EMPLOYEE DIRECT SUPERVISOR:** V/C Marla Dickerson

**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 15

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

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

**TYPE**

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

**SOUTHERN UNIVERSITY LAW CENTER**  
**ENCUMBERED / FUNDS AVAILABLE**

DOC. # US #  
DATE RA 5/8/23  
BY JL D.McGeorge  
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

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**POSITION VACANCY AUTHORIZATION**

\*\*\*\*\*

REQUEST THAT THE POSITION TITLE Director of Mixed Reality Virtual Innovation Gaming and Esports Institute AS DESCRIBED BELOW

Office of Innovation and Strategic Partnership and Initiatives  
(Department or Unit)

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

**VACANCY DESCRIPTION AND JUSTIFICATION**

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

- (1) Develop and implement a comprehensive Esport program, (2) develop a budget for esports program, (3) maintain relationships with sponsors partners, and vendors in the esports industry, (4) collaborate with academic departments to integrate esports in the curriculum, (5) (Manage and recruit players for the esports team, and other duties as assigned).

Salary/Range: \$70,000 – 80,000 Previous Incumbent (if replacement):

Approved  Disapproved  Marla Dickenson 5/5/23  
Department Head Date

Approved  Disapproved  Garry R. Hall 5/5/23  
Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Dmbronge</u>	<u>5/8/23</u>
Signature	Date
Budget Number <u>311001 - 31620 - 61002 - 36000</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  Shuan D. Y. 5/5/23  
Vice Chancellor Date

Approved  Disapproved  John K. Pierre 5/5/23  
Chancellor/Vice President Date

Approved  Disapproved  \_\_\_\_\_ \_\_\_\_\_  
President Date

An Equal Opportunity Employer

# **SOUTHERN UNIVERSITY**

## **L A W C E N T E R**

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### **Office of Innovation and Strategic Partnerships and Initiatives**

#### **Director of Mixed Reality Virtual Innovation Gaming and Esports Institute**

##### Job Duties

- Develop and implement a comprehensive esports program.
- Develop a budget for esports program.
- Maintain relationships with sponsors, partners, and vendors in the esports industry.
- Collaborate with academic departments to integrate esports in the curriculum.
- Manage and recruit players for the esports team.
- Organize and oversee esports events and tournaments.
- Collaborate with the Office of External Affairs to develop and execute marketing and promotional strategies for the esports program and institute.
- Develop and enforce policies and procedures for the esports program and institute.
- Identify career opportunities within the esports industry.
- Develop community outreach initiatives for implementation
- Other duties as assigned.

##### Requirements and Skills

- Minimum of three years of experience managing esports programs
- Strong knowledge of the esports industry.
- Excellent leadership and management skills.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with academic departments, sponsors, partners, and vendors,
- Familiarity with gaming equipment and software

# CHRISTOPHER TURNER

## SUMMARY OF QUALIFICATIONS

- Deep understanding and proven ability to develop, promote, and maintain esports programs
- Recognized visual artist with multi-platform abilities from painting to graphic design
- Strategic thinker with strong leadership, management, and communications skills
- Excellent interpersonal and diplomatic skills; equally effective working independently or with others

## EDUCATION

2003 High School Diploma: Capitol High School / Baton Rouge, LA

## CERTIFICATIONS

- Ancillary Teaching Certification by the Louisiana Department of Education | Artist-Visual Arts
- Certified K-12 Esports Provider Issuing authority by Esports Education Network
- Certified Esports Club Sponsor Issuing authority by Esports Education Network
- Certified Microsoft Innovative Educator

## PROFESSIONAL EXPERIENCE

2021 – Present Southern University Law Center | Baton Rouge, LA

### **Consultant (Mixed Reality Virtual Innovation Gaming and Esports Institute)**

- Assist in the development of a program that explores the relationship between imagination and computation which involves new forms of virtual reality, computational narrative and videogaming for social impact
- Help to define and communicate the program's creative vision to internal and external stakeholders, from structure to branding
- Provide industry and local insights as input into the overall strategy
- Research gaming industry events and conventions leading to recommendations for involvement

2021- 2022

Dallas Mavericks | Dallas, TX

### **Gaming Camp Director (Mavs Academy)**

- Directed the daily operations of a hybrid (virtual/in-person) gaming camp
- Developed and coordinated Esports curriculum, schedules, and camp activities
- Provided campers with up-to-date gaming strategies and guided team building exercises
- Assisted with organizing and hosted the Wounded Warriors NBA 2K22 Clinic
- Partnered with Dallas local schools to mentor and educate students regarding opportunities within the esports ecosystem

2020 – 2022

Generations Esports | Kanas City, MO

### **Esports Consultant**

- Provide knowledge of the gaming landscape and assist in developing successful strategies to build platform value
- Coordinated the official title sponsor for the Unified Pro-Am Association; \$50k prize pool awarded
- Regularly assess community engagement and recommend methodologies to ensure successful and sustainable growth
- Collaborate with internal stakeholders on community outreach and development opportunities



2020 – Present

Southern University A&M College | Baton Rouge, LA

**Esports Head Coach**

- Provide training direction, encouragement and motivation while instructing in game rules, strategies, and performance principles
- Develop competition schedules, programs and promotion initiatives and coordinate successful recruitment and retention
- Keep abreast of changing rules, techniques, and technologies relevant to esports.
- Engage external partners to secure sponsorship funding to accelerate program growth

2019 – Present

Southern University Laboratory School | Baton Rouge, LA

**Art Teacher I, II, & III | Esports Head Coach**

- Plan and deliver a meaningful, balanced, and flexible art program favorable to learning and personal growth for all students while achieving curriculum objectives
- Adapt teaching methods and instructional materials to meet students' varying needs and interests
- Teach esports techniques, playing rules, strategies and playing tactics; adjust coaching techniques, based on the strengths and weaknesses of players.

2016 – 2019

McKinley High School | Baton Rouge, LA

**Art Teacher I, II, & III**

- Designed and presented exciting lessons that actively engaged learners, while educating them on the proper artistic methodologies and various technical aspects.
- Provided students with opportunities to reach their full potential through creative expression, cognitive strategies, and a broad range of aesthetic historical, critical, and production experiences.
- Coordinated with teachers on school projects including set designs, murals, school newspaper and social media

2014 – 2016

Vivid Images | Baton Rouge, LA

**Graphic Design Consultant**

- Created marketing and communications products, including logos and brand identities, informational graphics, and other visual designs consistent with client needs and goals
- Developed marketing and branding strategies that aligned with the clients' strategic communications and management objectives
- Planned and managed design projects, incorporating design into implementation of client organizations' strategic goals

2011 – 2014

Kress Gallery | Baton Rouge, LA

**Curator**

- Acquired and managed collections and works of art that were of interest to the gallery
- Organized and produced art exhibitions that were presented at the gallery as well as ancillary programs and events
- Managed and trained staff which included volunteers and interns

2010 – 2011 School Year

Capital High Academy | Baton Rouge, LA

**Art Director**

- Instructed pupils in the discipline of visual art, which included painting, sketching, designing, and sculpturing
- Specialized in teaching areas of art, such as illustration, art history, and commercial art techniques
- Directed and planned art exhibits of student works

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## SPECIAL RECOGNITION

- Esports Awards 2022 | Collegiate Program of the Year Finalist
- Esports Awards 2021 | Collegiate Ambassador of the Year Finalist
- The 2020 Dean's List: 30 Higher Ed IT Influencers Worth a Follow | Edtech Magazine
- Baton Rouge Business Report 40 under 40 | Class of 2016

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## SPEAKING ENGAGEMENTS

- White House Initiative : HBCU Week 2022 : Ensuring the Success of Esports
- White House Initiative Wilson Center 2021 aEsports & Education: How HBCUs are Leveling the Field
- Intel Inspires 2021: Changing the Path for Underserved Communities
- Dell Technologies Virtual Esports Conference 2021: Keynote Speaker
- HP and Microsoft, Digital Promise 2021: Reinvent the Classroom
- Futures First Gaming 2021 Fall Brawl: From Da' Games to Degrees
- Southern University Law Center Esports Summit 2021: HBCU Esports Trailblazers
- Black Is Tech Conference 2021: Pathway to Pro
- Dallas Mavericks Gaming CommUNITY 2022: Black to Esports

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## SELECTED PRESS

- *This Is Our Moment to Be Ahead of the Curve: What Esports Could Mean for HBCU's*  
<https://www.complex.com/life/esports-video-game-industry-hbcu-guide>
- *Turner's Persistence Pays Off as Southern U. Launches Esports*  
<https://universitybusiness.com/turners-persistence-pays-as-southern-university-launches-esports/>
- *GAME ON: Take a first look at Southern University Law Center's Brand New Esports Lab*  
<https://www.wafb.com/2021/10/25/game-take-first-look-southern-university-law-centers-brand-new-esports-lab/>
- *The Main Controller: SU Esports Gaming Architect Nominated for Award*  
[https://www.southerndigest.com/gallery/article\\_aa8728c0-30a3-11ec-980e-0f8ec04b2795.html](https://www.southerndigest.com/gallery/article_aa8728c0-30a3-11ec-980e-0f8ec04b2795.html)
- *Southern University Law Center Enters Partnership with Esports Supply*  
<https://esportsinsider.com/2021/10/southern-university-law-center-esport-supply/>

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## PROFESSIONAL REFERENCES

**Wim Stocks**

*Head of Partnerships & Commercial*  
Belong Gaming & Vindex  
612-860-2401

**Heath Price**

*Associate Chief Information Officer*  
University of Kentucky  
225-341-2525

**Corey Rosemond**

*Director of Multiplatform Gaming*  
Google  
425-283-7557

JGB CLASS 3	8	1	4	1
JOB CODE	A			
CAL ID	F			

**+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) \_\_\_

X Academic \_\_\_ Non-Academic \_\_\_ Civil Service \_\_\_  
 \_\_\_ Temporary \_\_\_ Part-time ( 33 % of Full Time) \_\_\_ Restricted \_\_\_  
 \_\_\_ Tenured \_\_\_ Undergraduate Student \_\_\_ Job Appointment \_\_\_  
 \_\_\_ Tenured Track \_\_\_ Graduate Assistant \_\_\_ Probationary \_\_\_  
 \_\_\_ Other (Specify) \_\_\_ Retiree Return To Work \_\_\_ Permanent Status \_\_\_

Previous Employee NA Reason Left NA  
 Date Left NA Salary Paid NA

**Profile of Person Recommended**

Length of Employment 08/01/2023 To \_\_\_  
 Effective Date 08/01/2023

Name Stephanic Washington SS# XXX-XX-0324 Sex\* F Race\* B  
 (Last 4 digits only)

Position Title: Full 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 8 Southern University Experience 1

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>J. D.</u>	<u>St Mary's University of School of Law</u>	<u>1996</u>
	<u>B.S.</u>	<u>St. Mary's University</u>	<u>1989</u>

Current Employer Southern University Law Center

**Personnel Action**

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

Recommended Salary \$153,000.00 Salary Budgeted \$153,000.00

Source of Funds General Appropriation

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

Change of: From To  
 Position \_\_\_  
 Status \_\_\_  
 Salary Adjustment \_\_\_

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
311001-32020-61003-31000	\$153,000.00
	\$153,000.00

\*See Reverse Side

Graduate School signature (if, applicable):

<u>Don K. Pierre</u> <u>5/5/23</u> Supervisor Date	<u>Gerry K. Hall</u> <u>5/8/23</u> V/C for Fin and Administration Date
<u>[Signature]</u> <u>5/8/23</u> Vice Chancellor Date	<u>Don K. Pierre</u> <u>5/5/23</u> Chancellor Date
<u>[Signature]</u> <u>5/9/2023</u> Director/Personnel Date	<u>Flauden McC...</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:**

Assist in ensuring that the institution's continuity through teaching, research and scholarship.

Daily

**EMPLOYEE DIRECT SUPERVISOR:**

V/C Shawn Vance

**NUMBER OF EMPLOYEES SUPERVISED, (if any)**

125

**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 US 5/8/23  
RA  
BY H1 D. George  
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)
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- 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 Full Professor AS DESCRIBED BELOW

Academic Affairs

(Department or Unit)

Replacement  
 Civil Service  
 Tenured

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

Unclassified  
 Faculty

Source of Funds

State  
 Grant-in-Aid  
 System Revenue  
 Agency Fund State

**VACANCY DESCRIPTION AND JUSTIFICATION**

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

Assist in ensuring that the institution's continuity through teaching, research, and scholarship.

Salary/Range: \$150,000 - 160,000 Previous Incumbent (if replacement):

Approved  Disapproved John K. Pierre 5/5/23  
 Department Head Date

Approved  Disapproved Garry L. Hall 5-5-23  
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>D.M. George</u>	<u>5/8/23</u>
Signature	Date
Budget Number	<u>311001-32020-61003-31000</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] 5/5/23  
 Vice Chancellor Date

Approved  Disapproved John K. Pierre 5/5/23  
 Chancellor/Vice President Date

Approved  Disapproved \_\_\_\_\_  
 President Date

An Equal Opportunity Employer

# Stephanie Ledesma Washington MA, JD

Professor of Law

Formerly Associate Dean of Experiential Education

☎ 512-228- 2307    ✉ stephanie.washington@sulc.edu

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## QUALIFICATIONS- Introduction

Honorable Robert E. Keeton Teacher of Excellence Award Recipient. Granted Tenure on the basis of Extraordinary Merit. Documented leader and innovator in law school education curricular and legal programs. Successful grant writer and manager. World traveled the world as a teacher, trainer, and international faculty member of legal advocacy programs. A visionary who believes in the integral principles of diversity and inclusivity. A compassionate leader who is invested in the development of people. A strategic and dynamic faculty member and administrator who is firmly rooted in two tenets of legal education: 1) Preparing today's law students for success in tomorrow's legal profession requires continued innovation and collaboration; and 2) equitable access to legal education for all who are called to this work requires compassion, transparency and collaboration of the legal education system, the bench, the bar, alumni and other key stakeholders. Experienced faculty member and administrator with expansive width and breadth of administration management, collaborative team building, budget oversight, and strategic plan development and execution in the legal academy and in the legal profession. Emotionally intelligent leader known for building collaboratively professional communities that are inclusive, diverse, and culturally compassionate.

## PROFESSIONAL EXPERIENCE-Legal Academy

Visiting Professor

Spring, 2023

The Southern University School of Law

- *Responsibilities*

- Torts II Professor
- Trial Advocacy Professor
- Trial Advocacy Board Professor
- Mock Trial Coach

Full Professor

Spring, 2023

(Most Recent)

Associate Dean of Experiential Education, formerly

Thurgood Marshall School of Law,

Houston, Texas

- *Responsibilities:*

- American Bar Association Site Visit- Team leader 2021-2022

- Lead author/collaborator of ABA Self Evaluation Questionnaire
    - Data collector and analyst for information included in the ABA/SEQ
  - American Bar Association Site Visit- Team member 2015-2016
- **Curriculum Development**
  - ✦ Developed law school curriculum map that strategically identified critical bar exam indices throughout the law school curriculum from 1L to 3L.
  - ✦ Collaborator with Director of Pedagogy in the development of the overall law school assessment plan that evaluates a student's progress in bar related skills from introduction to mastery of that skill.
  - ✦ Development of law school curriculum, policy and procedure manuals for law school's experiential education programs, including mastery of bar skills, externships, clinics and advocacy programs.
  - ✦ Collaborator with the development and implementation of the law school strategic plan that focused on consistent and progressive student academic success from pre-matriculation through bar admission.
  - ✦ Orchestrated the re-opening of the Immigration Law Clinic during the Human Rights Crisis at the Texas Boarder in 2018 by establishing the first Summer Immigration Externship program at TMSL.
  - ✦ Collaborated with leadership of other departments and other disciplines including, the undergraduate campus, with a focus of building relationships that ultimately lead to increased law school enrollment with cohorts who have a vested interest in the overall success of the law school.
  - ✦ Established Juvenile Lifer's Without Parole Hybrid Externship where students are paired with post-conviction attorneys to exonerate juvenile offenders who were sentenced to unconstitutional prison sentences as established by *Miller and Montgomery US Supreme Court cases*.
  - ✦ Established and supervised the first CPS Litigation and Child Welfare Hybrid Externship at the law school.
  - ✦ Developed "Client Interviewing" module for law students in collaboration with the National Institute of Trial Advocacy, to teach fundamental interviewing techniques to law students using experiential pedagogy.
- **Strategic Innovations**
  - ✦ Developed innovative, and unified Trial Simulation Program as a mandatory 2L course.

- Incorporated within the program critical bar exam components intended to provide practical opportunities for students as they trained to master practical skills of the practice of law.
  - ✦ Formatted bar exam adjacent courses that incorporated MPT and MEE preparation methods.
  - ✦ Designed and managed the first integrated experiential education department that provides diverse learning opportunities and environments for students to inculcate professionalism and learn by observation, learn by doing and learn by reflection. These designs included data-driven mechanisms for evaluating the success of student goal achievement and program success.
  - ✦ Developed and maintained law school Curriculum Map management system, tracking student outcomes with curriculum objectives and ABA expected standards.
  - ✦ Developed law school Pro Bono Program management system focused on student engagement, development of student's professional identification and inculcation of professionalism and personal responsibility for law students.
  - ✦ Established new Pro-Bono program for law students with collaboration with the State Bar of Texas, local state judges, and local federal courts.
  - ✦ Creator and Director of annual 1L pro bono community service project in collaboration with other law school departments and community organizers.
  - ✦ Regularly reviewed curriculum and support programs and courses.
- **Administrative Team Leadership** ✦ Strategic Plan Development
  - ✦ Drafted two strategic plans for current law school, (2015-2021 and 2021-2026)
  - ✦ Provided leadership to faculty, staff, and students as a member of the Dean's administration.
  - ✦ Responsible for strategic hiring and team supervising and training.
  - ✦ Responsible for all experiential education adjunct hiring, training, and scheduling.
- **Student Responsibilities**
  - ✦ Professor of Criminal Law
  - ✦ Professor of Domestic Relations
  - ✦ Professor of Advanced Legal Analysis
  - ✦ Direct service in teaching 1L and Bar-related courses.
  - ✦ Direct service in teaching 3L Bar-related courses.
  - ✦ Student and Faculty Mentorship.



- ✦ Bar related and other course advising.
  - ✦ Worked in cooperation with Office of Bar Readiness; Office of Career and Development; and Office of Student Affairs
  - ✦ Served as Faculty Advisor for Board of Advocates
  - ✦ Faculty Advisor for Student Bar Association.
  - ✦ Faculty Advisor for 3L Board
- **Budget Responsibilities**
    - ✦ Review and oversight of law school budget.
    - ✦ Development and oversight of the budget for experiential education department.
    - ✦ Developed fund-raising initiatives for experiential education department.
    - ✦ Grant writing and funds management
    - ✦ Responsible for all experiential education adjunct budget

**Associate Professor with Tenure** **2016-2020**  
**Associate Dean of Experiential Education**  
**Thurgood Marshall School of Law,**  
**Houston, Texas**  
 - *Responsibilities*  
 • Please see above.

**Assistant Professor** **2013-2016**  
**Director of Experiential Education**  
**Thurgood Marshall School of Law,**  
**Houston, Texas**  
 - *Responsibilities*  
 • Please see above.

**Assistant Professor** **2012-2013**  
**Coordinator of Experiential Education**  
**Thurgood Marshall School of Law,**  
**Houston, Texas**  
 - *Responsibilities*  
 • See above.

**Adjunct Professor** **2011-2012**

**Trial Advocacy**

**Rutgers Law School**

**Camden, New Jersey**

**- Responsibilities**

- Direct service in teaching mandatory courses.
- Mentorship.
- Course advising.

**TEACHING ASSIGNMENTS**

- Criminal Law, 1L Mandatory Class o Bar Exam Course
- Domestic Relations, 3L Mandatory Class o Bar Exam Course
- Trial Simulation - Lecture, Mandatory 2L Course, Bar Preparation
- Trial Simulation- Practicum, Mandatory 2L Class, Bar Preparation
- Appellate Litigation, 2L Mandatory Bar Preparation Course
- Advanced Legal Writing, Legal Analysis, 3L Mandatory Bar Preparation Course
- Judicial Externship Course
- Civil Externship Course
- Criminal Externship Course

**ACADEMIC COMMITTEE ASSIGNMENTS**

- Associate Dean for Admissions Hiring Committee
- Budget and Priorities Committee
- ABA Self-Study Committee
- ABA Site-Preparation Team Leader
- 1L Orientation Committee
- Advisory Committee to Provide Advice on Improving Academics, Scholarships, and Experiential Education
- Bar Passage Committee
- Blue-Ribbon Experiential Education Ad-Hoc Committee
- Curriculum Committee
- Southeast/Southwest People of Color Conference President

- Southeast/Southwest People of Color Works-in-Progress Co-Chair
- Student Scholarship Committee
- Strategic Planning Committee
- Strategic Driving Committee
- Law School Hiring Committees
  - Law School Dean Search Committee
  - Associate Dean of Admissions Search Committee
  - Registrar Search Committee

## GRANT AWARDS

- Texas Bar Foundation Grant for Title IX Experiential Education Program at TSU's TMSL. ◦ 2022-2023

## AWARDS AND CERTIFICATES

- Texas Bar Foundation Grant for Title IX Experiential Education Program at TSU's TMSL. ◦ 2022-2023
- Honorable Robert E. Keeton, Jr. Teaching of Excellence Award 2019-2020

Lawyers Without Borders and National Institute of Trial Advocacy International Faculty Member	Lagos, Nigeria	2022
Lawyers Without Borders and National Institute of Trial Advocacy International Faculty Member	Lagos, Nigeria	2019
Lawyers Without Borders, British Council and National Institute of Trial Advocacy	Namibia, Africa	2019

International Faculty Member		
National Volunteer of the Year	National Institute of Trial Advocacy	2018
State Bar of Texas Child Abuse Committee, Vice Chairperson		2017-2019
Pro Bono College of the State Bar of Texas		2010-2022
College of the State Bar		2010-2022

- First African American, Female Associate Dean to travel as part of an International Team of Experts invited by Lawyers Without Borders, in Collaboration with the European Union, the British Counsel, the United Nations Office on Drugs and Crime to train Heads of States, members of the bench, members of the bar, and other paraprofessionals in countries in Africa to train on matters of the Rule of Law; legal writing and analysis skills and trial advocacy skills.
- First African American, Female Associate Dean of a Law School to serve as Co-Program Director of a National Institute Regional Training Program, (Southwest Regional Trials Skills Program, Dallas, SMU Law School).
- First Coordinator of Experiential Education at TMSL.
- First Director of Experiential Education at TMSL.
- First Associate Dean of Experiential Education at TMSL.
- First to sit as an Associate Dean of Experiential Education while holding status of Assistant Professor.
- First Associate Dean to also hold a Director of Externship title.

- First Externship Director at TMSL to secure enough viable placements that every 3L student is guaranteed an externship placement if they desire to participate in one.
- First Associate Dean to host a National Institute of Trial Advocacy Public Service Immigration Training Program with participants attending from across the nation; and First African American.
- First Associate Dean to establish an in-house hybrid externship placement for the Juvenile Lifers Without Parole program that since its inception in 2018 has paired students with post-conviction experts to exonerate 8 juvenile offenders who were given “unconstitutional” sentences as determined by the United States Supreme Court in: *Miller v. Alabama* - 567 U.S. 460, 132 S. Ct. 2455 (2012) and *Montgomery v. Louisiana*, 575 U.S. 911, 2015 U.S. LEXIS 1942, 135 S. Ct. 1546, 191 L. Ed. 2d 635, 83 U.S.L.W. 3742, (These cases apply to juveniles that received sentences of life without the possibility of parole); and
- First Director of Experiential Education to Host-First Annual Foreign Corrupt Practices Act Mock Trial Institute, in collaboration with the ABA, Houston, Texas. [https://www.americanbar.org/content/dam/aba/events/cle/2016/11/ce1611fcp/ce1611fcp\\_brochure\\_web.authcheckdam.pdf](https://www.americanbar.org/content/dam/aba/events/cle/2016/11/ce1611fcp/ce1611fcp_brochure_web.authcheckdam.pdf).

## SCHOLARSHIP

### Publications

- *Compassion: A Critical Skill for Law Students*, 22(2) Marq. Ben. & Soc. Welfare L. Rev. (Spring 2021)
- *The Art and Science of Closing Arguments: A Live Webcast*, (with over 1100 registered participants). National Institute of Trial Advocacy. (October 2020) [Direct result of Trial Simulation Curriculum developed for the Thurgood Marshall School of Law, ( <https://www.nita.org/webcasts/s71LEC129>)]. Invited Speaker.

- *What's Love Got to Do with It? Miniseries 2019 Celebration of National Pro Bono Week.* Podcast National Institute of Trial Advocacy. <https://www.nita.org/podcasts>. Invited Speaker.
- *PTSD and Bad Paper Discharges: Why the Fairness to Soldiers Act is Too Little, Too Late*, *Elon Law Review*, Vol. 10, (February 20, 2017).
- *Teaching Cultural Compassion- A New Model of Legal Representation*, Presenter. The Institute for Advancement of the American Legal System, (IAALS), University of Denver School of Law, Denver, Co. (2018). [Part of the development of the to be published work: *Compassion: A Critical Skill for Law Students*, 22(2) *Marq. Ben. & Soc. Welfare L. Rev.* (forthcoming Summer 2021) (Video at <https://www.youtube.com/watch?v=eocPmYhOakE&t=4s>)]
- *The Vanishing of the African American Family: 'Reasonable Efforts' and Its Connection to the Disproportionality of the Child Welfare System*, *Charleston Law Review*, (Fall, 2014).
- *Experiential Education as Critical Pedagogy: Enhancing the Law School Experience*, *Nova Law Review*, Vol. 38, (Fall, 2014) (co-authored with Professor Spearlt).

### **Curricular Developed**

- *Southern Poverty Law Center: Trial Advocacy Training*, Spring, 2020
  - ✦ I served as the Program Director for a series of hands-on advocacy training programs for the attorneys of the SPLC who work in the following practice groups: Immigrant Justice Reform; Voters Rights; Criminal Justice Reform; Children's Rights; and the LTGBTQ/Special litigation unit.
  - ✦ The training involved 50 attorneys and a team of 8 specially trained faculty members with national reputations of excellence as sitting judges and trial attorneys.
  - ✦ The SPLC is the premier U.S. non-profit organization monitoring the activities of domestic hate groups and other extremists. "In the decades since its founding, the SPLC shut down some of the nation's most violent white supremacist groups by winning crushing, multimillion-dollar jury verdicts on behalf of their victims. It dismantled vestiges of Jim Crow, reformed juvenile justice practices, shattered barriers to equality for women, children, the LGBT community and the

disabled, protected low-wage immigrant workers from exploitation, and more.”

- *TMSL Experiential Education Faculty Training Manual*, Fall, 2019
  - ✦ I created the training manual used to train all experiential education faculty and adjunct faculty. The manual serves as a one stop resource providing adjunct professors with a history of the law school, an explanation of the mission of the law school, and the student learning outcomes expected from experiential education courses.
  - ✦ The manual explains the components of the syllabi, the importance of formative and summative assessments, practice grading rubrics and other vital information.
- *Department of Social Services for South Carolina, Advocacy Training Curriculum*, Spring, 2018
  - ✦ I served as the Program Director, developer and technical advisor for a series of hands-on advocacy trainings based on “best-practices” specifically designed for the attorneys appointed to the South Carolina Division of Social Services.
  - ✦ The training involved more than 60 agency attorneys and a team of 8 specially trained faculty members with national reputations of excellence as sitting judges and trial attorneys.
  - ✦ The curriculum development for this process involved detailed research on policies and procedures and laws related to the 14<sup>th</sup> Amendment Constitutional Rights of parents and children as interpreted in South Carolina and other jurisdictions. This research and time spent creating this curriculum was directly inspired by my article, *The Vanishing of the African American Family: ‘Reasonable Efforts’ and Its Connection to the Disproportionality of the Child Welfare System*, *Charleston Law Review*, (Fall, 2014).
  - ✦ The developed curriculum included policy analysis, in addition to the development of practical procedures on best methods of applying policy and statutory law to cases involving families that would ensure best outcomes for children.
  - ✦ This how-to-training guide of best practices for teaching advocacy skills, served as the template for similar trainings in 4 other states.
  - ✦ The complete training curriculum, included the module submitted to the committee, teaching notes, power points and other technical guidelines.

- *Client Interviewing Skills Module for Law Schools*, created in collaboration with, supported by and published by NITA. Webcast module video available at: <https://www.youtube.com/watch?v=eEAHnVI7oEU>. Spring, 2017.

## **PROFESSIONAL EXPERIENCE-Courts and Legal Practice**

**Attorney at Law**

**1997-2012**

**Managing Attorney**

**Director of Training**

**Training Curriculum Developer**

**Austin, Texas and Various US Locations -**

***Responsibilities:***

- Trial Attorney responsible for the direct representation and constitutional rights advocacy for children and parents enthralled in the Child Welfare System.
- Oversaw multi-million-dollar office budget including county funds, federal funds and grant funding.
- Administrative Managing Attorney responsible for day-to-day operations of public defender modeled office with staff consisting of trial attorneys, research attorneys, support personnel, social workers, graduate school interns and other community stakeholders.
  - Responsible for Faculty development of Curriculum and Program development
  - Collaborator and community program developer for underserved communities.
- Drafted office practice management module including:
  - staff and other professional employee assessments tools.
  - “Best practices” for fact investigation, and witness interviewing.
  - Protocols for coordinating with state and federal agencies.
  - “Best practices” for developing and presenting testimonial and documentary evidence relevant to cases.
  - “Best practices” in identifying relevant legal issues in cases and investigations.
- Developed “Best Practice” training curriculum for attorneys, CASA volunteers, and other para professionals.
- Planned and implemented outreach to and collaboration with members of low income communities and community groups and other stakeholders and fostered supportive relationships with the local bench and bar.



- Prepared budget summaries for Commissioners Court.
- Drafted pleadings, motions, and briefs, while conducting pre-trial discovery and actively participating in motions practice.
- Served as Continuing Legal Education Committee Chair, developing and providing training materials for attorneys, judges and legislatures.
- Presentations to jury trials and bench trials.
- Non-litigation duties also included participation in strategy and coordination meetings, public presentations and other forms of outreach including serving on various local and national boards and serving as the Keynote and plenary speaker at local and national events.

## **EDUCATION/CERTIFICATIONS**

### **Stanford Graduate School of Business**

- Certificate in Diversity and Inclusion Management for Organizations, 2022

### **National Association of Counsel for Children/NACC**

Austin, Texas

- Child Welfare Law Specialists, 2010

### **Travis County Dispute Resolution Center**

- 40 Hour Mediation Certification, 2000

Austin, Texas

### **Travis County Dispute Resolution Center**

- Family Law Certification, 2000

Austin, Texas

### **St. Mary's University School of Law**

San, Antonio, Texas

- Doctor of Jurisprudence, May 1996

### **University of Incarnate Word**

San, Antonio, Texas

- Master of Arts, Social Gerontology, May 1990

### **St. Mary's University**

San, Antonio, Texas

- Bachelor of Science in Biology and Chemistry, May 1989

## **SELECTED PRESENTATIONS AND SERVICE**

- Voice of NITA narration for the 50<sup>th</sup> Celebration Anniversary Project for the National Institute of Trial Advocacy, (February 2021)

- Guest Speaker for the 50<sup>th</sup> Celebration Anniversary Project for the National Institute of Trial Advocacy, (January, 2021)
- *Advocacy Training Program Director: Southern Poverty Law Center.* (January 2021). Invited faculty member.
- *The Art and Science of Closing Arguments: A Live Webcast, (with over 1100 registered participants).* National Institute of Trial Advocacy. (October 2020). Invited webcast presenter.
- *Combating Gender and Domestic Violence, Windhoek, Namibia, Africa,* (June 2019). In collaboration with Lawyers Without Borders and the United Nations Office on Drugs and Crime and the National Institute of Trial Advocacy. Invited faculty member.  
[https://www.nita.org/blogs/namibiasteachertraining-and-trial-advocacy-nita-public-service-course#utm\\_source=podcast&utm\\_medium=web&utm\\_campaign=NamibiaPublicService](https://www.nita.org/blogs/namibiasteachertraining-and-trial-advocacy-nita-public-service-course#utm_source=podcast&utm_medium=web&utm_campaign=NamibiaPublicService). Invited faculty member.
- *Trial Advocacy Training for the Office of the Public Defender, Lagos Nigeria,* (November 2019). In collaboration with Lawyers Without Borders, the European Union and the National Institute of Trial Advocacy.  
<https://www.nita.org/blogs/lagos-the-rule-of-law-and-gratitude>. Invited faculty member.
- *What's Love Got to Do with It? Miniseries 2019 Celebration of National Pro Bono Week.* Podcast National Institute of Trial Advocacy.  
<https://www.nita.org/podcasts>. Invited Speaker.
- *Trial Advocacy Training for Immigration Matters, a collaboration with Catholic Legal Immigration Network and the National Institute of Trial Advocacy.* Minneapolis, Mn., Boulder, Co., Houston, Texas.; and Baltimore, Md. (2018 and 2019). Invited faculty member.
- *Navajo Nation Written and Oral Advocacy Program, Albuquerque, NM.* (2019). Invited faculty member.

- *National Trial Advocacy Legal Skills Regional Program*, Co-Director, Southern Methodist University, Dallas, Texas, (2017, 2018, and 2019). Appointed faculty member.
- *Kessler-Eidson Program for Trial Techniques at Emory Law School*, Decatur, Georgia, (2015, 2016, 2017, 2018 and 2019). Invited Faculty Member.
- *Legal Aid Association of California Trial Advocacy Program*, UC Davis School of Law, Davis, California; Loyola Law School, Los Angeles, Ca.; Norton Rose Fulbright, New York, N.Y.; Hastings Law School, San Francisco, Ca., (2018-2019). Invited Faculty Member.
- *National Institute of Trial Advocacy Depositions Skills Program*, Locke Lord, Houston, Texas and Repeated at Temple Law School, Philadelphia, Penn.; and Emory Law School, Decatur, Georgia, (2018-2019). Invited Faculty Member.
- *Office of Child Representative Trial Advocacy Program*, National Institute of Trial Advocacy, Boulder, Colorado, (2019). Invited Faculty Member.
- *Trial Practice Academy for Attorneys*, National Institute of Trial Advocacy, New Orleans, La.; Loyola Law School, Los Angeles. (2019). Invited Faculty Member.
- *Mastery of Trial Advocacy Skills: Oklahoma Program for Public Services Attorney*, Oklahoma City, Oklahoma. (2018). Invited Faculty Member.
- *Teaching Cultural Compassion- A New Model of Legal Representation*. The Institute for Advancement of the American Legal System, (IAALS), University of Denver School of Law, Denver, Co. (2018). Video at <https://www.youtube.com/watch?v=eocPmYhOakE&t=4s> Presenter.
- "Together We Can Conference", *I'm Blending: Cultural Compassion Taught as a Critical Pedagogy*, Lafayette, Louisiana. Invited Keynote and Plenary Speaker, (750 registered attendees, including lawyers, legislators, judges, stakeholders and other professionals) based on Scholarship, November 2018.
- *I'm Blending: Cultural Compassion Taught as a Critical Pedagogy and The*

*Vanishing of the African-American Family: "Reasonable Efforts" and Its Connection to the Disproportionality of the Child Welfare System*, Oregon's Juvenile Law Defense Conference, Eugene, Oregon (2017). Invited Speaker to address legislators and supreme court jurists.

- *I'm Blending: Cultural Compassion Taught as a Critical Pedagogy and The Vanishing of the African-American Family: "Reasonable Efforts" and Its Connection to the Disproportionality of the Child Welfare System*, 40<sup>th</sup> National Child Welfare, Juvenile, and Family Law Conference, New Orleans, La. (2017). Invited Speaker.
- *Teaching Fundamentals, I: Designing an Effective Law School Course or Seminar*, Southeastern Association of Law Schools, Amelia Island, Florida, (2017). Moderator.
- *Works in Progress: Public Law- I'm Blending: "Cultural Compassion" Taught as a Critical Pedagogy*, Southeastern Association of Law Schools, Amelia Island, Florida, (2017). Presenter.
- *Legal and Political Change During the Obama Era*, Mid Atlantic People of Color Scholarship Conference, George Washington University School of Law, Washington, D.C., (2017). Presenter.
- *Teaching Cultural Compassion- A New Model of Legal Representation*, Presenter. The Institute for Advancement of the American Legal System, (IAALS), University of Denver School of Law, Denver, Co. (2017). [Part of the development of the to be published work: *Compassion: A Critical Skill for Law Students*, 22(2) Marq. Ben. & Soc. Welfare L. Rev. (forthcoming Summer 2021) (video at <https://www.youtube.com/watch?v=eocPmYhOakE&t=4s>)]. Ignite Presenter.
- Oregon's Juvenile Law Defense Conference. October 2017. Invited Speaker.
- Works in Progress, SEALS. Boca Raton, Florida. August 2017. Presenter.
- 40<sup>th</sup> National Child Welfare, Juvenile, and Family Law Conference. New Orleans. August 2017. Plenary Speaker.
- The Earl Carl Institute's 4<sup>th</sup> Annual Child Welfare Forensics Conference. April 2017. Invited Speaker.

- *I'm Blending: Cultural Compassion Taught as a Critical Pedagogy*, 2016 Children's Rights Summit: Disrupting Barriers Innovating Solutions, Baker McKenzie Law Firm in Collaboration with Hewlett Packard, Palo Alto, California, (2016). Plenary Speaker.
- *Host-First Annual Foreign Corrupt Practices Act Mock Trial Institute*, in collaboration with the ABA, Houston, Texas. [https://www.americanbar.org/content/dam/aba/events/cle/2016/11/ce1611fcp/ce1611fcp\\_brochure\\_web.authcheckdam.pdf](https://www.americanbar.org/content/dam/aba/events/cle/2016/11/ce1611fcp/ce1611fcp_brochure_web.authcheckdam.pdf)
- President of the Southeast/Southwest People of Color Legal Scholarship Conference which draws national attention to the work of our faculty and attracts nationally recognized legal scholars and practitioners.
- Children's Rights Summit/ Baker McKenzie. Palo Alto, California. December 2016. Invited Plenary Speaker.
- Southern Association of Law Schools (SEALS), Works in Progress. August 2016. Presenter.
- 21<sup>st</sup> Mid-Atlantic People of Color Legal Scholarship Conference, Works in Progress. January 2016. Presenter.
- Mississippi College of Law CLE Conference, "Improving Outcomes for Children and Families through Advocacy, Innovation and Collaboration". Jackson, Mississippi. October 2015. Invited Plenary Speaker.
- "Black Youth Matter- Implicit Bias", TMSL/ECI September 2015. Presenter.

### **BAR ADMISSIONS**

- Texas State Bar of Texas, (admitted 1997)

### **REFERENCES**

- The Honorable Dean McKen Carrington
  - Former Dean of Thurgood Marshall School of Law

- Professor of Law, Thurgood Marshall School of Law
- **Phone:** (713) 313-4241
- **Phone:** (713) 806-6394
- **Email:** [mcken.carrington@tmslaw.tsu.edu](mailto:mcken.carrington@tmslaw.tsu.edu)
  
- The Honorable Anne Claire Williams (Ret.)
  - Of Counsel Jones Day
  - 312-269-1575
  - [acwilliams@jonesday.com](mailto:acwilliams@jonesday.com)
  
- Professor Lydia D. Johnson
  - Director of Criminal Law Clinic
  - Director of Title IX Clinic
  - Professor of Law, Thurgood Marshall School of Law
  - Phone: (832) 216- 0633
  - Email: [lydiadjohnson2020@gmail.com](mailto:lydiadjohnson2020@gmail.com)
  
- Professor John C. Lore
  - Director of Advocacy, Rutgers Law School
  - Co-Director of Children's Rights Clinic
  - **Phone:** (856) 225-6222 (office) **Email:** [jclore@camden.rutgers.edu](mailto:jclore@camden.rutgers.edu)

# **Stephanie Ledesma Washington MA, JD**

**Professor of Law**

**Formerly Associate Dean of Experiential Education**

☎ 512-228- 2307    ✉ [stephanie.ledesma@tmslaw.tsu.edu](mailto:stephanie.ledesma@tmslaw.tsu.edu)

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February 10, 2023

**Professor Oko Okechukwu**

Chair, Faculty Search Committee

The Southern University Law Center

VIA: [okoko@sulc.edu](mailto:okoko@sulc.edu)

Re: Consideration for Permanent Post at the Southern University Law Center

Professor Okechukwu:

It has truly been a pleasure to meet you. I thank you for your audience, your time, and your consideration.

With great hope and anticipation, I seek a permanent faculty appointment with the Southern University Law Center.

I've had the blessing and honor to know Chancellor Pierre for the last ten years, since I entered the legal academy. During that time, the Chancellor has been generous in his mentorship of me, in his shared and wise counsel and advice, in his invitations to come visit the Southern University Law Center, (SULC), in his generosity to offer the SULC to serve as the host school for various People of Color Scholarship conferences (for which I have served in several leadership capacities), and in his generosity to offer the SULC to serve as host location for national advocacy training programs provided by the National Institute for Trial Advocacy.

Each time that I return to SULC, it feels like I am coming home. Being given the opportunity to serve as a visiting professor at SULC, this semester is a blessing that continues to give. In this short time of service, I recognize that the SULC is a safe working environment, built on compassion, encouragement, and

professionalism. SULC has an essence that nurtures the attainment of a breadth of knowledge and experiences to all that touch the ground of the campus. I long to be a permanent part of this connected family of educators.

The students that SULC accepts and seeks to nurture are members of my tribe, my clan, my heart. These are the students that I have been called to uplift, mentor, guide, and best prepare to be our justice warriors. Today's law student demands relevant and forward-looking educational experiences; a carefully coordinated course of study that best prepares them for success in law school, success on the bar exam, and success in the practice of law; a safe, diverse, and inclusive environment, with faculty members that represent and match their diversity of culture and experience; and distinct, yet tangible job opportunities in a profession that changes daily. I offer the Southern University School of Law a demonstrated record of award-winning teaching; leadership in strategic management founded in diversity and inclusivity; a philosophy of adult education anchored in best practices, community governance and team strengthening; and a well-documented history of successful creative and innovate law school program design focused on elevating student experiences and student training for success within and beyond law school. I am committed to transparency in leadership; excellence in service; inclusion of people, perspectives, and cultures; and the advancement of humanity through the preservation of human dignity by the respectful and equitable application of the rule of law.

I just want to work and serve in a professional environment with like-minded and like-hearted professionals.

My experience as an award-winning professor and visionary leader and administrative manager is borne from a wealth of wisdom extracted from a rich mixture of leadership opportunities; collaborative management experiences; global legal academic and training endeavors; and administrative experiences rooted in the belief that people are our best resource. I am a servant-leader adept at: 1) transferring knowledge and engaging adult learners; 2) professional consensus building; 3) strategic plan development and execution; 4) innovative curriculum design; and 5) conflict resolution guided by emotional intelligence. I



identify opportunities where others see challenges; and I generate sustainable resources where others may see only lack.

I. *My service as an educator, administrator, and scholar reflect my commitment to academic excellence and student success.*

Prior to this fall semester, (Fall 2022 is my sabbatical semester), in my service as a tenured Professor of Law and in my service to the law school as the Associate Dean of Experiential Education, I led the design and implementation of the law schools' curriculum mapping program created to give faculty and students the ability to track, in real-time, student's progression through stated learning objectives and core competencies as they matriculated and progressed from introduction of key skills, to evidencing a competence in those skills, to mastery of those critical lawyering skills. As a professor and administrator, I worked closely with the law school's psychometrician and helped develop the law schools' assessment plan which was intentionally designed to inform and direct law school faculty decision making and faculty governance as it related to compliance with ABA and AALS standards. (I understand data, it's value, and how to use data to support and strengthen your legal education program). In addition, in my service on the Strategic Plan Driving Committee, I served as a model class for other professors in my section of 1L Criminal Law and my section of 3L, mandatory Domestic Relations on how to measure and track the effectiveness of teaching methodologies, while highlighting possible methods of instruction and improvement. Further, in my role of Professor of Law and Associate Dean, I used my expertise in legal education pedagogy and assessment to further partner with the law school's Office of Academic Success and Bar Readiness, and the Office of Assessment to improve student bar preparation efforts and faculty-student engagement.

Recognized on a national level with the Honorable Robert E. Keeton Faculty of Excellence award, I am inspired to be a part of a professional team of legal educators and administrators that are: 1) rooted in a best-practice adult education and legal education pedagogy ; 2) focused on a common vision that is consistent with the stated mission of the law school; and 3) committed to serving the best interest of their students and other stakeholders, while being committed to the value of diversity and committed to the belief that

advancement of humanity only occurs through the preservation and defense of human dignity through the compassionate, zealous and equitable application of the rule of law.

II. *I offer the Southern University Law Center a demonstrated history of creative and innovative legal education program design and implementation.*

As a Professor of Law and the former Associate Dean of Experiential Education, I was responsible for the overall leadership and direct management of all aspects of experiential education, from course design and implementation across the curriculum; pre-program and post-program skills assessment; and department hiring and training of adjunct and tenured faculty in best practices related to teaching and student engagement. It is through the hiring and training of adjunct and tenured professors that I had the opportunity to engage in, sometimes, difficult conversations with faculty and staff regarding teaching loads and expectations, course scheduling, and strategic student engagement. I also found the opportunity to have, sometimes, difficult conversations with students regarding goal setting, study habits, professional identity and conflict resolution in professional environments.

I played a critical role in: 1) 1L Orientation skills assessment; 2) the redesign of the 1L legal writing curriculum; and 3) the design and implementation of the pre and post MPT practice exams executed in the 2L year through the mandatory experiential education course curriculum. I also advised our Academic Success program in areas of multiple-choice question design processes and MPT and MEE critical skill component workshops.

III. *My ability to establish connections and pursue with compassion innovative opportunities will help the Southern University Law Center's brand continue to grow in this global market.*

My law school career began as both a tenure-track Assistant Professor and the first Coordinator of Experiential Education at my current law school. In less than four years I was promoted to tenured Associate Professor and named first Associate Dean of Experiential Education. I've served in every administrative capacity from assisting the Academic Dean to serving as lead consultant to our

Academic Success team and the lead administrator during two American Bar Association site visits and two American Association of Law Schools visits. As a law school administrator, I have demonstrated success in advancing the interests of my current law school by bringing national recognition to the law school when I served as the Chairman of the Southeast/Southwest People of Color Legal Scholarship Conference; by hosting American Bar Association Regional and National advocacy competitions; by hosting the national Deposition Training and Advanced Trial Advocacy programs designed by the National Institute of Trial Advocacy; by partnering with the National Institute of Trial Advocacy to create a client interviewing curriculum for law school students; and by establishing one of five law school chapters of the Lawyers Without Borders program.

I am often invited to the international stage as an expert in systems reform, constitutional rights of the indigent, child welfare matters, domestic relation matters, and legal training and curricular design. I've been the keynote speaker for legislatures, and legal scholarship forums; the invited speaker at legislative reform conferences, and Program Director, Team Leader, and faculty member of national and international legal advocacy training programs. Most notably I served as an invited faculty member by Lawyers Without Borders and the European Counsel to train attorneys, adjacent paraprofessionals, and other dignitaries in Namibia, Africa in the best practices in trial advocacy for advocates seeking to prosecute alleged perpetrators and protect victims of gender violence and domestic violence. The title of the Namibia program was, "Support in Trial Advocacy: Combating Gender and Domestic Violence", Windhoek, Namibia. I also served as an invited faculty member by Lawyers Without Borders, British Council, and the Drug and Alcohol Department of the United Nations to train attorneys, adjacent paraprofessionals, and other dignitaries in Lagos, Nigeria, Africa in the best practices in trial advocacy and legal writing. I offer these experiences and opportunities for international collaboration and the opportunity of an international stage to The Southern University Law Center.

Thank you for this opportunity to share my desire to be a member of your team, and a truncated review of what I offer to the Southern University Law Center

I look forward to meeting with you to exchange more information.

Respectfully submitted,  
/s/ **Stephanie Ledesma Washington**  
Stephanie Ledesma Washington

Accompanying document: Curriculum Vitae with References



## 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

May 4, 2023

Dennis J. Shields

President/Chancellor

Southern University System and Baton Rouge Campus

J.S. Clark Administration Building

4<sup>th</sup> Floor

Baton Rouge, Louisiana 70813

RE: Appointment of Ebony Woodruff as Director of Agricultural Institute for Underrepresented and Underserved Communities, Position Vacancy Authorization and Announcement Waiver Request

Dear President Shields:

The Southern University Law Center's Office of Innovation and Strategic Partnership and Initiatives has identified Ebony Woodruff as an individual who should be appointed as the Director of the Agricultural Institute for Underrepresented and Underserved Communities. SULC has entered a partnership with the National Agricultural Law Center (hereinafter "NALC"). The partnership with NALC will identify funding sources for programming and continued work with underserved and underrepresented communities in the agricultural section. Ms. Woodruff currently serves as the Land Attorney for the Federation of Southern Cooperatives. Ms. Woodruff has exhibited strong leadership, organizational skills, and an understanding of legal issues affecting underserved communities.

Ms. Woodruff's talent and expertise provides SULC with a qualified candidate to assist in fulfilling the goals and objectives of the Office of Innovation and Strategic Partnerships and Initiatives. I respectfully request the Southern University Board of Supervisors consider the appointment of Ms. Woodruff on May 19, 2023, at its meeting. Ms. Woodruff's salary is proposed to be \$70,000. Ms. Woodruff's start date is proposed to be June 1, 2023.

I also request approval of a Job Description and Position Authorization and Vacancy Announcement for the Director of Agricultural Institute for Underrepresented and Underserved Communities in the Office of Innovation and Strategic Partnerships and Initiatives and waiver of search. This waiver would allow us to permanently appoint Ms. Woodruff to this position and negate the long and unnecessary process of conducting interviews and screening. I also request approval of the waiver of search and appointment at the Board of Supervisors meeting on May 19, 2023.

Respectfully requested,

  
John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor

APPROVED: \_\_\_\_\_

Dennis J. Shields, President/Chancellor

JOB CLASS				
JOB CODE	M			
CAL ID	U			

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	3	M				
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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 06/01/2023 To \_\_\_\_\_  
 Effective Date 06/01/2023

Name Ebony Woodruff SS# XXX-XX-5188 Sex\* F Race\* B  
(Last 4 digits only)

Position Title: Director of Agricultural Institute for Underrepresented and Underserved Communities Department: Law Center – Academic Support

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

Years Experience 20 Southern University Experience 0  
 Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: 2007  
B.S. Louisiana State University 2003

Current Employer Federation of Southern Cooperatives | Land Assistance Fund

**Personnel Action**

Check One  New Appointment \_\_\_\_\_ Continuation \_\_\_\_\_ Sabbatical \_\_\_\_\_ Leave of Absence \_\_\_\_\_  
 Transfer \_\_\_\_\_ Replacement \_\_\_\_\_ Other (Specify) Added title (Instructor)

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

Source of Funds General Appropriation

Identify Budget: State Location 311001-31620-61002-36000  
 Form Code: 1 Page 1 Item # 1

Change of: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Position \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \$ \_\_\_\_\_ \$ \_\_\_\_\_

Financial Aid signature (if, applicable):

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

Comments: (Use back of form)

Source of Funds	Amount
311001-31320-61002-36000	\$70,000.00
	\$70,000.00

\*See Reverse Side

Graduate School signature (if, applicable):

Manita Oubison 5/8/23 Date  
 Supervisor  
[Signature] 5/8/23 Date  
 Vice Chancellor  
[Signature] 5/9/2023 Date  
 Director/Personnel  
 \_\_\_\_\_ Date  
 President \_\_\_\_\_ Date

Gerry K. Hall 5/8/23 Date  
 V/C for Finance and Admin.  
[Signature] 5/5/23 Date  
 Chancellor  
[Signature] \_\_\_\_\_ Date  
 Vice President/Finance  
 Business Affairs/Comptroller  
 \_\_\_\_\_ Date  
 Chairman/S.U. Board  
 of Supervisors \_\_\_\_\_ Date

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

**ETHNIC ORIGIN (Please check one):**

Hispanic or Latino  Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

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

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

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

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

American Indian or 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: Appointment of Ebony Woodruff as Director of Agricultural Institute for Underrepresented and Underserved Communities. Effective June 01, 2023**

**EMPLOYEE REGULAR WORK SCHEDULE:** Daily

**EMPLOYEE DIRECT SUPERVISOR:** V/C Marla Dickerson

**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 15

**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  
ENCOUNTERED / FUNDED LAB  
CODE \_\_\_\_\_ EXPIRES \_\_\_\_\_  
DOC. I.D. # \_\_\_\_\_  
US \_\_\_\_\_  
DATE 5/8/23  
BY DM George  
H1 \_\_\_\_\_  
J1 \_\_\_\_\_  
F1 \_\_\_\_\_  
F0 \_\_\_\_\_

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

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

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

**SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813**

SUS     SUBR     SULAC     SUAREC     SUNO     SUSLA

\*\*\*\*\*

**POSITION VACANCY AUTHORIZATION**

\*\*\*\*\*

REQUEST THAT THE POSITION TITLE Director of Agricultural Institute AS DESCRIBED BELOW

Office of Innovation and Strategic Partnership and Initiatives

**(Department or Unit)**

Replacement  
 Civil Service  
 Tenured

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

Unclassified  
 Faculty

**Source of Funds**  
 State  
 Grant -in-Aid  
 System Revenue  
 Agency Fund State

**VACANCY DESCRIPTION AND JUSTIFICATION**

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

Conduct legal research pertaining to issues concerning underrepresented and underserved agricultural communities, (2) publish articles regarding legal issues about underrepresented and underserved agricultural communities, (3) develop curriculum for agricultural law, (4) served as advisor for the agricultural law society, and other duties as identified.

Salary/Range: \$60,000 – 75,000

Previous Incumbent (if replacement):

Approved     Disapproved    Marla Dickerson    5/5/23  
**Department Head**    **Date**

Approved     Disapproved    Gary R. Hall    5-5-23  
**Dean/Director/Supervisor of Budget Unit**    **Date**

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>DM George</u>	<u>5/8/23</u>
Signature	Date
Budget Number	<u>3110 01 - 316 20 - 61002 - 36000</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]    5/5/23  
**Vice Chancellor**    **Date**

Approved     Disapproved    John K. Pierre    5/5/23  
**Chancellor/Vice President**    **Date**

Approved     Disapproved    \_\_\_\_\_    \_\_\_\_\_  
**President**    **Date**

An Equal Opportunity Employer



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Name: Ebony Woodruff  
Email: ETW@EbonyWoodruff.com  
Cellular Phone:

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#### EDUCATION

University of Arkansas School of Law Fayetteville, Arkansas  
*LL.M. Agricultural and Food Law* 08/2019

Southern University Law Center Baton Rouge, Louisiana  
*Juris Doctor* 05/2007

Louisiana State University, E. J. Ourso College of Business Baton Rouge, Louisiana  
*Bachelor of Science: General Business Administration Pre-law* 05/2003

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#### EXPERIENCE

Federation of Southern Cooperatives | Land Assistance Fund East Point, Georgia  
*Land Retention Attorney* November 2022 - Present

- Supervise the implementation of the Heir Property Relending legal work, organize FORWARD 2023 Boot Camp legal aid follow-up, and manage FSC/LAF Attorney Referral Network.

Federation of Southern Cooperatives | Land Assistance Fund East Point, Georgia  
*Legal Fellow* May 2022- November 2022

- Develop federal and state policy recommendations; Collaborate with partner organizations to devise strategies for Farm Bill advocacy; Educate, organize and train Advocacy Institute members; propose USDA policy; advise members in legal matters involving estate planning, heirs' property, business structures and contractual issues; plan and execute legal clinics; collect evidence for litigation; maintain CRM platform; speak at conferences and continuing legal education seminars; write factsheets and blog posts.
- Provide mediation services for agricultural producers that receive adverse decisions from USDA agencies; track state and federal agricultural policies and provide policy recommendations to members and executive team; manage interns and fellows; work with partner organizations to develop strategies to advocate for historically underserved communities.

The Law Office of Ebony T. Woodruff Harvey, Louisiana  
*Attorney/ Notary Public* 2009 – Present

- Advise and represent clients in legal matters including but not limited to: estate planning, personal injuries, real estate disputes, property foreclosures, evictions, interdictions, creation and dissolution of business structures and contractual issues.

New Orleans Food Policy Advisory Committee New Orleans, Louisiana  
*Co-Chair* 2016 – 2017

- Worked with member organizations to create food policy recommendations to the New Orleans City Council and other relevant entities to implement mission-driven, financially sustainable strategic plan and vision; and managed the strategic vision and operations of the organization.

Louisiana Obesity Prevention and Management Commission  
Co-chair

New Orleans, Louisiana  
2014 – 2016

- Managed teams of stakeholders in order to create bipartisan coalitions of supporters to advocate for policy changes to reduce prevalence of adult and childhood obesity.

Louisiana House of Representatives  
State Representative for District 87

Baton Rouge, Louisiana  
2013 – 2016

- Served on Administration of Criminal Justice, Transportation, Commerce, and Municipal Committees; and Chaired Capital Punishment Fiscal Impact Commission Prosecution Subcommittee.
- Negotiated the passage and enactment of legislation into law, including a Louisiana Farm to School Bill, an Urban Agricultural Incentive Zone Bill and a High School Dropout Recovery Bill with strong bipartisan support.

Jefferson Parish Finance Authority  
Trustee

Gretna, Louisiana  
2013 - 2015

- Served on Board of Trustees of public trust created to provide mortgage financing for qualifying low-income families.

Jefferson Parish Attorney's Office  
Assistant Parish Attorney - Contracts Group

Gretna, Louisiana  
05/2013 – 10/2013

- Drafted and negotiated contracts for the acquisition of supplies and services, infrastructure projects, and disaster relief for the parish; and evaluated "Request for Proposals and Statement of Qualifications" and issued recommendations for the acceptance of proposals for services and supplies.
- Advised the Parish Council and Administration on Louisiana Public Bid Law and other contractual matters to ensure the legal and ethical compliance of their actions.

Jefferson Parish Council District Office  
Clerk

Gretna, Louisiana  
03/2013 – 05/2013

- Researched legislative issues for Councilman and drafted statements for media release.
- Managed support staff as they performed constituent services, also organized charitable and fundraising events.

Office of the Honorary Consul for the Republic of South Africa  
Assistant to Honorary Consul for the State of Louisiana

New Orleans, Louisiana  
2011 – 2013

- Assisted Honorary Consul with all duties, and facilitated and planned meetings between the South African Ambassador to the United States and Louisiana Elected Officials.
- Organized a legal education exchange program between a group of American and South African attorneys, as well as judges.

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## TEACHING EXPERIENCE

Colegio Colombo Británico  
LSP Primaria

Cali, Colombia  
02/2018 – 07/2019

- Focused on teaching children fundamental reading and writing English skills.

Heart For Change / Volunteers Colombia  
*Volunteer English Fellow*

Bogotá, Colombia  
03/2017 – 11/2017

- Planned lessons and activities that required students in grades 8 - 11 to listen, speak, read, and write English; also organized American themed cultural events for the entire school and local community.

Jefferson Parish Public Schools System  
*Special Education Teacher / Cheerleading Coach*

Marrero, Louisiana  
2003 - 2004

- Taught autistic students from 9 to 12 life skills in addition to regular academic subjects.

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#### LICENSES

Louisiana State Bar # 32274  
Louisiana Notary Public # 88658

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#### LANGUAGES

English	Native
Spanish	Intermediate

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#### SKILLS

- Certified Mediator
- Microsoft Office 365
- Windows and Mac operating systems

# **SOUTHERN UNIVERSITY**

## **L A W C E N T E R**

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### **Office of Innovation and Strategic Partnerships and Initiatives**

#### **Director of Agricultural Institute for Underrepresented and Underserved Communities**

##### **Job Duties**

- a. Conduct legal research pertaining to issues concerning underrepresented and underserved agricultural communities.
- b. Publish articles pertaining to legal issues concerning underrepresented and underserved agricultural communities
- c. Develop curriculum for agricultural law
- d. Serve as advisor for the Agricultural Law Society
- e. Identify grants and apply for grants pertaining to legal issues
- f. Work collaboratively with the National Agricultural Law Center
- g. Develop a Plan of Work in conjunction with the subcontract process of the National Agricultural Law Center
- h. Conduct workshops, seminars, and develop an annual conference for underrepresented and underserved communities
- i. Work with internal and external stakeholders
- j. Other duties as identified



## 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 20, 2023

President/Chancellor  
Southern University System and Baton Rouge Campus  
J. S. Clark Administration Building  
4<sup>th</sup> Floor  
Baton Rouge, LA 70813

RE: Clinical Faculty Promotions

Dear President Shields:

The Southern University Law Center's (SULC) Legal Clinic's goal is not only to promote the professional, ethical, and practical skills necessary for law students, but to help the community as well. The Legal Clinic provides legal services to low-income persons who otherwise would be unable to have access to the courts or to pursue their legal matters, and it offers services as a legal resource in the form of community workshops, community support, and legal presentations, all of which would not be accomplished without the dedication, commitment, and skills of the Clinical Faculty.

The Clinical Evaluation Committee, Clinical Appointment Committee, and the Director of Clinical Legal Education have recommended the promotion of the following Clinical Faculty with an increase in pay, proportionate with other faculty of similar rank.

Name	Current Position	Promotion	Current Salary	Increase 6%	Final Salary
Alvin Washington	Associate Professor	Full-Professor	\$ 119,902	\$ 7,194	\$ 127,906
Christian Fasullo	Associate Professor	Full -Professor	\$ 108,108	\$ 6,486	\$114,594
Marcia Burden	Associate Professor	Full-Professor	\$ 103,194	\$ 6,192	\$109,386
Kelly Carmena	Assistant Professor	Associate Professor	\$ 93,366	\$ 5,602	\$ 98,968

I concur with their recommendation and request that this be presented to the Board of Supervisors at their May 19, 2023, meeting for approval to be effective August 1, 2023.


Should you have any questions or concerns, please let me know.

Sincerely,



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

APPROVED:



Dennis J. Shields  
President/Chancellor

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

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	3	F	9	9	4	8
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CAMPUS: SUS \_\_\_\_\_ SUBR \_\_\_\_\_ SULAC X SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

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

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

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

**Profile of Person Recommended**

Length of Employment 08/01/2023 To 09/30/2024

Effective Date 08/01/2023

Name Marcia Harris Burden SS# S00015815 Sex F B  
(Last 4 digits only)

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

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

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

Years Experience 30 Southern University Experience 15

Degree(s): Type/Discipline (BA-Education): J. D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: 1990

Current Employer Southern University Law Center Student

**Personnel Action**

Check One \_\_\_\_\_ New Appointment \_\_\_\_\_ Continuation \_\_\_\_\_ Sabbatical \_\_\_\_\_ Leave of Absence \_\_\_\_\_  
\_\_\_\_\_ Transfer \_\_\_\_\_ Replacement X Other (Specify) \_\_\_\_\_ Salary Adjustment \_\_\_\_\_

Recommended Salary \$109,386.00 Salary Budgeted \$109,386.00

Source of Funds 311001-31240-61003-34100 32.29%(\$35,323.85) and 320184-31240-61003-34100 67.71% (\$74,062.15)

Identify Budget: State/Grant \_\_\_\_\_ Location \_\_\_\_\_  
Form Code: BOR10 Page 1 Item # 1

Change of:  
Position Associate Professor From Full-Professor To  
Status \_\_\_\_\_  
Salary Adjustment \$103,194.00 \$109,386.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Source of Funds	Amount
311001-31240-61003-34100	\$35,323.85
320184-31240-61003-34100	\$74,062.15
	\$109,386.00

\*See Reverse Side

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable):

Supervisor Virginia Gustach Date May 2, 2023  
Dean/Unit Head John K. Pierre Date 5/2/23  
Vice Chancellor John D. Vance Date 5-2-2023  
Chancellor John K. Pierre Date 5/2/23  
Director/Personnel [Signature] Date 5/2/2023  
Vice President/Finance Business Affairs/Comptroller [Signature] 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 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:**

Title III Grant Fiscal Year 10/01/2015 thru 05/07/2016

**EMPLOYEE REGULAR WORK SCHEDULE:** Daily

**EMPLOYEE DIRECT SUPERVISOR:** Virginia Listach

**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 8

**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 DATE
United States Citizen/Certificate of Naturalization	US	8/2/23
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	

ENCUMBERED / FUNDS AVAILABLE  
SOUTHERN UNIVERSITY LAW CENTER

**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)
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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)

TITLE III



**MARCIA HARRIS BURDEN**

mburden@sulc.edu

**ADDRESS**

Office: P.O. Box 9294, Baton Rouge, LA 70813

**EDUCATION**

**JURIS DOCTOR** 1990 - Southern University Law Center, Baton Rouge, Louisiana  
**BACHELOR OF SCIENCE** 1984 - Louisiana State University, Baton Rouge, Louisiana  
Business and Office Occupations Education

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**LEGAL EXPERIENCE:**

**SOUTHERN UNIVERSITY LAW CENTER 2004-PRESENT**

*Associate Clinical Professor – Manage and supervise student attorneys in the Divorce/Domestic Violence Law Clinic since its creation. I instruct and train student attorneys on how to provide effective and professional representation to clients in family and domestic violence matters. The students are taught proper courtroom etiquette, interviewing techniques, ethics and professionalism, proper attorney/client relationships, file management, drafting and filing pleadings, trial preparation and litigation techniques. I engage the students in exercises that are designed to teach the dynamics and impact of domestic violence. The students are introduced to safety planning, protective orders and court proceedings that are specific to domestic violence cases.*

*Ad Junct Professor - I teach Louisiana Family Law with a strong focus on the topics and Louisiana Civil Code articles that are often tested on the Louisiana State Bar Examination. The students are provided with lectures, presentations, exercises, prompt feedback and reviews to prepare them to master the course and Code 1 of the bar exam.*

**CAFVIC BATTERED WOMEN'S PROGRAM 2003-2004**

*I litigated on behalf of survivors of domestic violence in East Baton Rouge Family Courts. My duties consisted of interviewing survivors, preparing pleadings and litigating in court to obtain protective orders or permanent injunctions for survivors.*

**JUDGE PRO TEMPORE, E.B.R.P. Juvenile Court 1999-2015**

*I was approved by the Supreme Court of Louisiana to perform the administrative and judicial duties in the absence of the sitting judge for both divisions of juvenile court. My responsibilities included managing the docket and the courtroom. I maintained the judicial temperaments and fairness that is required of a judge. My duties consisted of hearing all matters that were on the docket, rendering decisions, providing the applicable law and reasons for the decisions. The types of cases consisted of criminal,*

*child in need of care, families in need of services, termination of parental rights and adoptions. The administrative duties, when sitting for a duty judge, included signing arrest warrants, bench warrants, orders, and judgments. As a Traffic Court Referee, I heard and made decisions on traffic violations committed by juveniles.*

**ASSISTANT PUBLIC DEFENDER, E.B.R.P. Juvenile Court 1994-1997**

*My duties consisted of providing legal representation to juveniles in criminal, child protection and families in need of services cases. I interviewed the clients, researched and prepared pleadings, maintained files, prepared clients and duties extended to researching, drafting and litigating cases that were appealed.*

**BURDEN AND BURDEN, Attorneys at Law 1991-2004**

*Law Partner in the general practice of law with litigation experience in personal injury, workers compensation, social security, criminal, juvenile and family law matters. I managed the operations of the office and the general practice of law. I represented indigent persons with a strong interest in assisting women and children gain access to justice. Also, I fulfilled the duties as a Curator Ad Hoc for absentee persons. As a general practitioner, my duties consisted of researching, drafting pleadings, maintaining regular contact with clients and providing effective legal representation in each case.*

*My practice extended to providing legal assistance to the indigent population with court appointed cases in criminal and juvenile courts. Through Capital Area Legal Services' Private Attorney Involvement program, I provided legal representation to indigent parties in a variety of civil cases in different parishes.*

---

## **PROFESSIONAL PROFILE**

- . **Litigation** – Thirty-one years of experience in courtroom litigation in juvenile, criminal, workers compensation, family, domestic violence and appellate court litigation.
- . **Writing Skills** – Proficient in drafting pleadings, memoranda, briefs, motions, orders and discovery. Compose materials for lectures, presentations, continuing legal education seminars and domestic violence trainings.
- . **Communication** – Innovative orator with well-developed presentation and persuasive negotiation skills. Maintain contact with clients, student attorneys and courts. Develop trustworthy and productive relationships with colleagues, clients and community partners.
- . **Collaborator** – Resourceful in serving on various boards, task forces, committees and teams to give quality input on improvement of services and programs. Collaborate with colleagues on best practices for teaching. Served on the Honor Code, CLE, Lecture Series and Title IX Committees at Southern University Law Center.
- . **Educator** – Experienced as an educator since 1985. Competent and knowledgeable in teaching strategies and the subject matter. Instruct, mentor and train attorneys in the practice of juvenile, family and domestic violence law. Conduct presentations and trainings on domestic violence. Engage in continuing legal education seminars, recent development sessions and trainings to stay abreast of the law and methods. Provide classroom instruction and guidance to students in clinical education and family law courses.

## **Full Professor of Clinical Legal Education**

### **Job Purpose**

The Full Professor Of Clinical Legal Education oversees the supervision and maintenance of the assigned clinic program and the shared goals and educational pursuits of the overall clinical program including coordinated planning and organization of the clinical education, learning outcomes and goals, supervision of law students, maintaining personal educational knowledge to meet the quality education associated with the individual clinic assigned, and contribute to the clinical legal education program activities.

### **Primary Duties and Responsibilities**

The Full Professor performs a wide range of duties including some or all the following:

*Plan/Oversee the assigned individual clinic.*

- Plan/Oversee the delivery of the overall program and its activities in accordance with the mission and the goals of the Southern University Law Center
- Develop new initiatives to support the strategic direction of the individual clinic in accordance with the Southern University Law Clinic
- Develop and implement long-term goals and objectives to achieve the successful outcome of the clinical education program and their individual clinic.
- Propose funding proposals for the program to ensure the continuous delivery of services to its students, community and clients.
- Manage and supervise the day-to-day functions of the clinical students.
- *Organize the program/individual clinic.*
  
- Ensure that clinical program activities operate within the policies and procedures of the Southern University Law Center and its clinical program.
- Ensure that clinical program activities comply with all relevant legislation and professional standards of the ABA, the Rules of Professional Responsibility and Ethics and the Louisiana Supreme Court
- Maintain and Develop forms and records relative to the individual clinic to document clinical program activities and support clinical learning.
- Utilize ClinicCases or other approved case management systems to oversee the collection and maintenance of records on the clients and students of the clinical program for statistical purposes according to the confidentiality/privacy policy of the Law Center, Clinical Program, Louisiana Supreme Court, ABA, and the Rules of Professional Responsibility
  
- Ensure that students receive an appropriate orientation to the law clinic and its program offerings.
- Ensure the Clinical Director is informed of any major or prospective changes to the individual clinic that may affect the overall clinical operations, functions or purpose.

*Lead the assigned individual clinic and support the clinical program.*

- Supervise clinical students by providing appropriate training, direction, input and feedback.
- Communicate with staff, clinical faculty, clients, lawyers and judges to gain community support for the program and to solicit input to improve the clinical program.
- Liaise with other clinical faculty (in and out of state) to ensure the effective and efficient clinical services.
- Assist in the coordination of the delivery of clinical services among different program activities to increase effectiveness and efficiency

### **Qualifications**

*Education – Juris Doctor of Law / Good legal standing to practice law with the Louisiana Bar Association and the Louisiana Supreme Court*

*Minimum of 10 years as an Associate Professor of Clinical Legal Education*

*Knowledge, skills and abilities*

- Knowledge of individual clinical program management, reporting and development
- Knowledge of student, faculty responsibilities and staff and client relationships in a legal clinical education setting

*Personal characteristics*

The Full Professor of Clinical Legal Education shall demonstrate competence in some or all of the following:

- **Behave Ethically:** Understand and practice ethical behavior in accordance with the Rules of Professional Responsibility and the Louisiana Supreme Court
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the Law Center
- **Communicate Effectively:** Speak, listen, and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the individual and overall law clinic and to create new clinical opportunities.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of clients/community at large/Louisiana Bar to meet or exceed their expectations within the clinical education parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance legal clinical education effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the law clinic
- **Make Decisions consistent with clinical responsibilities to:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of clients, student learning and the law clinic.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards student goals, and track details, data, information, and activities

- Plan: Determine strategies to move the law clinic forward, set goals, create and implement actions plans, and evaluate the process and results
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

**Experience**

- 5 years supervisory experience and management in a legal setting in which supervision entails case management supervision or the supervision of other legal personnel and staff.



## Application for Faculty/Unclassified Staff Employment

Campus:  Application Type:  Job Applied For:  Department Applying to:

How did you hear about this job announcement?

Other:

### Personal Information

Name of Applicant: First  Middle  Last   
 Mobile Phone:  Home Phone:  Zip Code:   
 Address:  City:  State:

### Employment Record

List Present or Most Recent Employment First. Complete even if accompanied by a resume or CV.

Name of Employer  Position Title  Start Date   
 Annual Salary  Hours per week  End Date   
 Address  City  State   
 Zip  Current

**Describe Duties/Responsibilities**

\*The Associate Professor Of Clinical Legal Education oversees the supervision and maintenance of the assigned clinic program and the shared goals and educational pursuits of the overall clinical program including coordinated planning and organization of the clinical education, learning outcomes and goals, supervision of law students, maintaining personal educational knowledge to meet the quality education associated with the individual clinic assigned, and contribute to the clinical legal education program activities.

Supervisor's Name  May we contact this employer?  Yes  No Employer's Contact Number

+ Add work experience

### Education and Training

	Name of School, College or University:	Location of School, College or University:	Dates Attended:	Did You Graduate?	Type of Diploma/Degree:	Date Diploma/Degree Earned:	Diploma/Degree Discipline:	Semester Units:
1.	<input type="text" value="SULC"/>	<input type="text" value="Baton Rouge"/>	<input type="text" value="8/1987-5/1990"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text" value="Doctorate"/>	<input type="text" value="05/20/1990"/>	<input type="text" value="Jurisdiction Doctor"/>	<input type="text" value="96"/>
2.	<input type="text" value="LSU"/>	<input type="text" value="Baton Rouge"/>	<input type="text" value="8/1978-12/1984"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text" value="Bachelors"/>	<input type="text" value="12/1984"/>	<input type="text" value="B.S. Education"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text" value="-- Choose --"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text" value="-- Choose --"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### References

Please list two recent supervisors and one colleague who have knowledge of your work experience or education.

	Name:	Employer:	Job Title:	Email Address:	Phone Number (Day):
1. Supervisor	Virginia Listach	SULC	Director of Clinical Education	vlistach@sulc.edu	(225) 771-3333
2. Supervisor	Donald North	SULC	Former Director of Clinical Educa	dnorth@sulc.edu	(225) 771-2576
3. Colleague	Jacqueline Nash Grant	SULC	Clinical Professor	jnash@sulc.edu	(225) 771-3333

- 1.) Have you ever been fired from a job or resigned to avoid dismissal?  No
- 2.) In the past five years, have you been removed from a position as a result of misconduct or resigned to avoid such removal?  No
- 3.) Are you legally authorized to work in the U.S.?  Yes
- 4.) Are any of your immediate family members currently employed within the Southern University System? (List relative(s) Name, Campus and Department)  No

### Authorization

I authorize a thorough investigation of my prior employment, educational background, criminal record, and where applicable to a position, credit check and/or driving record. I agree to cooperate in such an investigation, to execute any consent forms required in connection with those investigations, and release from all liability and responsibility all persons or entities requesting or supplying such information. I understand that an offer of employment is conditional.

I certify that statements made on the application, on a resume, attachments hereto, or other supplementary materials provided by me are full and complete statements of the facts. I understand that false, misleading or omitted information can result in refusal of employment or termination in cases where erroneous information is discovered after employment has begun. I understand that if I am offered employment and accept, this employment application form becomes part of the terms and conditions of employment.

I understand that employment is contingent upon verification of employment eligibility. For employees assigned to work on certain federal contracts, employment verification must be completed using the E-Verify system.

...3136383837

Marcia Harris Burden 04/20/2023, 10:16 AM  
Signature Date

Persons with disabilities requiring accommodations for interviews may direct their requests to the hiring department at the time an interview is scheduled.

EOE/AA

HR Representative  
Signature

Electronic Signature Pending

JOB CLASS3	8	0	0	0
JOB CODE	F			
CAL ID	M			

**SOUTHERN UNIVERSITY SYSTEM**

Personnel Action Form

POSITION NUMBER	3	M	9	9	2	6
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CAMPUS: SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

EMPLOYMENT CATEGORY: 9-MONTH  12-MONTH  OTHER  (Specify) \_\_\_\_\_

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

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

**Profile of Person Recommended**

Length of Employment 08/01/2023 To \_\_\_\_\_  
Effective Date 08/01/2023

Name Kelly Carmena xxx-xx-4992 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):   
 New Position Expiration Date: \_\_\_\_\_  
(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 21 Southern University Experience 6

Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: 2009

Current Employer Southern University Law Center

**Personnel Action**

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

Recommended Salary \$98,968.00 Salary Budgeted \$98,968.00

Source of Funds General Appropriation

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

Change of:  
From Assistant Professor To Associate Professor  
Position Assistant Professor Status \_\_\_\_\_  
Salary Adjustment \$93,366.00 \$98,968.00

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
311001-31240-61003-34100	\$98,968.00
	\$98,968.00

\*See Reverse Side

Graduate School signature (if, applicable):

Virginia Litch May 2, 2023  
Supervisor Date  
Michael D. Vance 5/2/2023  
Vice Chancellor Date  
[Signature] 5/9/2023  
Director/Personnel Date  
\_\_\_\_\_  
President Date

John A. [Signature] 5/2/23  
Dean/Unit Head Date  
Berry [Signature] 5/2/23  
V/C for Fin. and Administration Date  
John K. Pierre 5/2/23  
Chancellor Date  
[Signature]  
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 Clinical Evaluation Committee, Clinical Appointment Committee, and Director of Clinical Legal Education have recommended the promotion for Kelly Carmena to receive an increase in pay, proportionate with the other faculty of similar rank. Effective August 01, 2023.

**EMPLOYEE REGULAR WORK SCHEDULE:** Daily  
**EMPLOYEE DIRECT SUPERVISOR:** Virginia Listach  
**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 8

**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 # \_\_\_\_\_  
DATE RA 5/2/23  
HI \_\_\_\_\_  
BY: DMB  
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**



# Kelly Carmena

## Profile

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Attorney, mom of two, 12 years in court experience, main practice area criminal defense/indigent defense work. Motivated and a talent for quickly mastering new skills. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records, difficult cases and heavy caseloads. Thrive in deadline-driven environments.

## Education

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SOUTHERN UNIVERSITY LAW CENTER – Baton Rouge, LA  
Juris Doctor, 2009  
Licensed to practice law in Louisiana.

LOUISIANA STATE UNIVERSITY – Baton Rouge, LA  
Bachelor of Arts and Sciences for Women's and Gender Studies, 2004  
Bachelor of Arts and Sciences for English Literature, 2004

LAKESIDE HIGH SCHOOL – Lake Village, AR  
High School Diploma, 1998

## Honors and Appearances

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2016 LPB Public Square panel member  
2017 LACDL Blackstone Recipient  
2018 BRBA Last Chance CLE Presenter  
2019 BRBA Last Chance CLE Presenter  
2021 LPB panel member "Coded Biases" and "Philly DA"  
2021 BRBA Mental Health CLE Presenter

## Professional Experience

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- ◆ Supervising Attorney/Professor of the Southern University Law Center's Criminal Defense Clinic
- ◆ Assisted on First Degree Murders, Second Chaired on Forcible Rape, Second Chaired on Aggravated Battery, First Chaired Felon in Possession of Fire Arm, First Chaired Armed Robbery as well as numerous misdemeanor bench trials.
- ◆ Handled a multitude of felony and misdemeanor grade offenses for indigent offenders.
- ◆ Extensive Motion Practice ranging from Preliminary Examinations, Motions to Suppress, and Bond Hearings
- ◆ Appearance before the Louisiana Supreme Court: *Esteen* matter – changed law
- ◆ Divorce and Adoption Cases

## Employment History

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SOUTHERN UNIVERSITY LAW CENTER – Baton Rouge, LA  
Supervising Attorney/Assistant Clinical Professor – Criminal Law Clinic, 2015 to Present

EAST BATON ROUGE PARISH OFFICE OF PUBLIC DEFENDER – Baton Rouge, LA  
Felony Assistant Public Defender, October 2009 to December 2014

## Research Experience

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2017 SOUTHERN UNIVERSITY LAW CENTER'S LAW REVIEW JOURNAL ARTICLE: CHANGES IN PUBLIC DEFENSE

2021 BRBA MAGAZINE: *ETHICAL REPRESENTATION OF MENTAL HEALTH CLIENTS*



## Teaching Experience

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SOUTHERN UNIVERSITY LAW CENTER	2015-2022
Criminal Law Clinic: Supervised 3L Student Attorneys as they represent indigent individuals before the 19 <sup>th</sup> JDC in Baton Rouge.	
SOUTHERN UNIVERSITY LAW CENTER	2018
Pre-Trial Litigation: Taught pre-trial procedure in both civil and criminal courts through lecture and hands on simulation exercises.	
SOUTHERN UNIVERSITY LAW CENTER	2018-2022
Trial Advocacy: Taught trial procedure using criminal court examples through both lecture and hands on simulation exercises.	
SOUTHERN UNIVERSITY LAW CENTER	2020
Professional Responsibilities: Taught the ethics of professional responsibility for attorneys.	
SOUTHERN UNIVERSITY LAW CENTER	2021-2022
Criminal Procedure: Taught both constitutional and Louisiana Specific criminal procedures through lecture classes and hands on activities.	
SOUTHERN UNIVERSITY LAW CENTER	2023
Evidence: Currently teaching and developing an evidence based course using both Federal and Louisiana evidence codes.	



## Application for Faculty/Unclassified Staff Employment

Campus:  SULC  Application Type:  Rehire  Job Applied For:  Associate Clinical Professor Department Applying to:  SULC - Instruction

How did you hear about this job announcement?  Other

Other:  Promotion

### Personal Information

Name of Applicant: First  Kelly Middle  Last  Carmena  
 Mobile Phone:  (225) 933-8436 Home Phone:  (225) 933-8436 Zip Code:  70769  
 Address:  42090 Highway 933 City:  Prairieville State:  Louisiana

### Employment Record

List Present or Most Recent Employment First. Complete even if accompanied by a resume or CV.

Upload Resume/CV *Carmena resume.pdf	Upload Transcript	Upload Others
Upload Cover Letter	Upload References	

Name of Employer <input type="checkbox"/> Southern University Law Center	Position Title <input type="checkbox"/> Assistant Clinical Professor	Start Date <input type="checkbox"/> 11/01/2014
Annual Salary <input type="checkbox"/> \$ 90,000	Hours per week <input type="checkbox"/> 40	
Address <input type="checkbox"/> 2 Roosevelt Steptoe Drive	City <input type="checkbox"/> Baton Rouge	State <input type="checkbox"/> Louisiana <input checked="" type="checkbox"/>
Zip <input type="checkbox"/> 70813	Current <input checked="" type="checkbox"/>	

Describe Duties/Responsibilities

I am the supervising attorney for the Criminal Law Clinic. The Clinic represents indigent defendants before the 19th Judicial District Court. I supervise the student attorneys and guide them through representation. Additionally, I currently serve on SULC's Admissions Committee and have been appointed as Chair to the Investigatory Committee. Every semester, in addition to running the criminal law clinic, I teach other assigned courses including Criminal Procedure, Evidence, Trial Advocacy, Professional Responsibility, and Pre-Trial Litigation.

Supervisor's Name <input type="checkbox"/> Virginia Listach/Chancellor Pierre	May we contact this employer? <input type="checkbox"/> Yes <input checked="" type="checkbox"/>	Employer's Contact Number <input type="checkbox"/> (225) 771-3333
-------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------	-------------------------------------------------------------------

+ Add work experience

### Education and Training

#	Name of School, College or University:	Location of School, College or University:	Dates Attended:	Did You Graduate?	Type of Diploma/Degree:	Date Diploma/Degree Earned:	Diploma/Degree Discipline:	Semester Units:
1.	SULC	Baton Rouge	08/2006-05/2009	Yes <input checked="" type="checkbox"/>	Doctorate <input checked="" type="checkbox"/>	07/01/2009	Juris Doctor	6
2.	LSU	Baton Rouge		Yes <input checked="" type="checkbox"/>	Bachelors <input checked="" type="checkbox"/>	12/2004	BAS English Literature	
3.	LSU	Baton Rouge		Yes <input checked="" type="checkbox"/>	Bachelors <input checked="" type="checkbox"/>	12/2004	BAS Women's/Gender Stud	
4.				-- <input checked="" type="checkbox"/>	-- Choose -- <input checked="" type="checkbox"/>			

### References

Please list two recent supervisors and one colleague who have knowledge of your work experience or education.

	Name:	Employer:	Job Title:	Email Address:	Phone Number (Day):
1. Supervisor	Chancellor John Pierre	SULC	Chancellor	jpierre@suic.edu	(225) 771-2552
2. Supervisor	Virginia Listach	SULC	Clinical Director	vlistach@suic.edu	(225) 771-3333
3. Colleague	Judge Eboni Johnson-Rose	19th Judicial District Court	Judge	mlouis@19thjdc.org	(225) 389-4755

- 1.) Have you ever been fired from a job or resigned to avoid dismissal?  No
- 2.) In the past five years, have you been removed from a position as a result of misconduct or resigned to avoid such removal?  No
- 3.) Are you legally authorized to work in the U.S.?  Yes
- 4.) Are any of your immediate family members currently employed within the Southern University System? (List relative(s) Name, Campus and Department)  No

### Authorization

I authorize a thorough investigation of my prior employment, educational background, criminal record, and where applicable to a position, credit check and/or driving record. I agree to cooperate in such an investigation, to execute any consent forms required in connection with those investigations, and release from all liability and responsibility all persons or entities requesting or supplying such information. I understand that an offer of employment is conditional.

I certify that statements made on the application, on a resume, attachments hereto, or other supplementary materials provided by me are full and complete statements of the facts. I understand that false, misleading or omitted information can result in refusal of employment or termination in cases where erroneous information is discovered after employment has begun. I understand that if I am offered employment and accept, this employment application form becomes part of the terms and conditions of employment.

I understand that employment is contingent upon verification of employment eligibility. For employees assigned to work on certain federal contracts, employment verification must be completed using the E-Verify system.

...3139383736

*Kelly Carmena*  
Signature

04/19/2023, 12:02 PM  
Date

Persons with disabilities requiring accommodations for interviews may direct their requests to the hiring department at the time an interview is scheduled.

EOE/AA

HR Representative  
Signature

Electronic Signature Pending

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	6	9
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FM

CAMPUS: SUS \_\_\_\_\_ SUBR \_\_\_\_\_ SULAC X SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

EMPLOYMENT CATEGORY: 9-MONTH \_\_\_\_\_ 12-MONTH \_\_\_\_\_ OTHER \_\_\_\_\_ (Specify) \_\_\_\_\_

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

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

**Profile of Person Recommended**

Length of Employment 08/01/2023 To \_\_\_\_\_  
 Effective Date 08/01/2023

Name Christian Fasullo SS# S00016645/9854 Sex M Race\* W  
 (Last 4 digits only)

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

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

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

Years Experience 23 Southern University Experience 14

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>J. D.</u>	<u>Southern University Law Center</u>	<u>1999</u>
	<u>LL.M</u>	<u>Southern University Law Center</u>	<u>2000</u>

Current Employer Southern University Law Center Student

**Personnel Action**

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

Recommended Salary \$114,594.00 Salary Budgeted \$114,594.00

Source of Funds General Appropriation

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

Change of: \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_  
 Position Associate Professor \_\_\_\_\_ Full-Professor \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \$108,108.00 \_\_\_\_\_ \$114,594.00 \_\_\_\_\_

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
311001-31240-61003-34100	\$114,594.00
	\$114,594.00

\*See Reverse Side

Graduate School signature (if, applicable):

Supervisor <u>Virginia Liatach</u> Date <u>May 2, 2023</u>	W/C for Fin. and Administration <u>Curtis K. Hall</u> Date <u>5/2/23</u>
Vice Chancellor <u>Shawn D. Vance</u> Date <u>5/2/2023</u>	Chancellor <u>John R. Pierce</u> Date <u>5/2/23</u>
Director/Personnel <u>[Signature]</u> Date _____	Vice President/Finance <u>[Signature]</u> 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):**

**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: The Clinical Evaluation Committee, Clinical Appointment Committee, and Director of Clinical Legal Education have recommended the promotion for Christian Fasullo to receive an increase in pay, proportionate with the other faculty of similar rank. Effective August 01, 2023.**

**EMPLOYEE REGULAR WORK SCHEDULE:** Daily

**EMPLOYEE DIRECT SUPERVISOR:** Virginia Listach

**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 8

**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**

DCS.D. # \_\_\_\_\_  
RA \_\_\_\_\_  
DATE \_\_\_\_\_ 5/2/23  
BY \_\_\_\_\_ DMGeorge  
FI \_\_\_\_\_  
FO \_\_\_\_\_

**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)

**LITC Grant**

**Christian P. Fasullo, LL.M.**  
**Attorney At Law**



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**EDUCATION**

SOUTHERN METHODIST UNIVERSITY SCHOOL OF LAW - Dallas, TX  
**LL.M. Taxation - May 2000**  
Academic Scholarship.

SOUTHERN UNIVERSITY SCHOOL OF LAW - Baton Rouge, LA.  
**Juris Doctorate - May 1999**  
Magna Cum Laude.  
Evidence Academic Scholarship.  
Advocates For Christ Academic Scholarship.  
Admitted to the Louisiana State Bar October 1999.  
Admitted to the United States Tax Court February 2002

LOUISIANA STATE UNIVERSITY - Baton Rouge, LA.  
**Bachelor of Science: Finance – May 1995**  
**Bachelor of Science: Accounting – December 1993**  
Dean's List.  
Stock-Track Top Money Manager Award.  
Member of The Accounting Society.  
Member of The Student Government Senate.  
Member of The LSU Student Social & Entertainment Committee.

---

**EXPERIENCE**

- 2001- Present Southern University Law Center Low Income Taxpayers Clinic – Baton Rouge, LA  
**Professor of Clinical Education:** Managing the Low Income Taxpayers Clinic (LITC), teach Basic Tax, Taxation of Flow-Through Entities, Tax Procedure and Litigation, Estate Planning, and Trusts.
- 1999-2001 Christian P. Fasullo, LL.M. Attorney At Law, APLC- Baton Rouge, LA.  
**Attorney:** Corporate and individual income tax, gift, estate and trust tax planning, wills and successions, litigation, represent clients before the Internal Revenue Service, and other general business practice activities.
- 1993-1999: James M. Campbell CPA, APC.- Baton Rouge, LA.  
**Accountant:** Prepared corporate and individual income tax returns, prepared gift and estate tax returns, created financial statements, audited business financial statements, and researched tax issues.
- 1992-1993: Tech Financial Services, Inc.- Burbank, CA.  
**Financial Analyst:** Analyzed financial statements, made recommendations regarding restructuring companies, and worked with management to implement restructuring plan.
- 1991-1992: Vision Homes Construction Company - Baton Rouge, LA.  
**Project Manager:** Supervised construction sites, calculated and analyzed construction costs, and coordinated and paid sub-contractors.
-



## **Full Professor of Clinical Legal Education**

### **Job Purpose**

The Full Professor Of Clinical Legal Education oversees the supervision and maintenance of the assigned clinic program and the shared goals and educational pursuits of the overall clinical program including coordinated planning and organization of the clinical education, learning outcomes and goals, supervision of law students, maintaining personal educational knowledge to meet the quality education associated with the individual clinic assigned, and contribute to the clinical legal education program activities.

### **Primary Duties and Responsibilities**

The Full Professor performs a wide range of duties including some or all the following:

*Plan/Oversee the assigned individual clinic.*

- Plan/Oversee the delivery of the overall program and its activities in accordance with the mission and the goals of the Southern University Law Center
- Develop new initiatives to support the strategic direction of the individual clinic in accordance with the Southern University Law Clinic
- Develop and implement long-term goals and objectives to achieve the successful outcome of the clinical education program and their individual clinic.
- Propose funding proposals for the program to ensure the continuous delivery of services to its students, community and clients.
- Manage and supervise the day-to-day functions of the clinical students.
- *Organize the program/individual clinic.*
  
- Ensure that clinical program activities operate within the policies and procedures of the Southern University Law Center and its clinical program.
- Ensure that clinical program activities comply with all relevant legislation and professional standards of the ABA, the Rules of Professional Responsibility and Ethics and the Louisiana Supreme Court
- Maintain and Develop forms and records relative to the individual clinic to document clinical program activities and support clinical learning.
- Utilize ClinicCases or other approved case management systems to oversee the collection and maintenance of records on the clients and students of the clinical program for statistical purposes according to the confidentiality/privacy policy of the Law Center, Clinical Program, Louisiana Supreme Court, ABA, and the Rules of Professional Responsibility
  
- Ensure that students receive an appropriate orientation to the law clinic and its program offerings.
- Ensure the Clinical Director is informed of any major or prospective changes to the individual clinic that may affect the overall clinical operations, functions or purpose.

*Lead the assigned individual clinic and support the clinical program.*

- Supervise clinical students by providing appropriate training, direction, input and feedback.
- Communicate with staff, clinical faculty, clients, lawyers and judges to gain community support for the program and to solicit input to improve the clinical program.
- Liaise with other clinical faculty (in and out of state) to ensure the effective and efficient clinical services.
- Assist in the coordination of the delivery of clinical services among different program activities to increase effectiveness and efficiency

### **Qualifications**

*Education – Juris Doctor of Law / Good legal standing to practice law with the Louisiana Bar Association and the Louisiana Supreme Court*

*Minimum of 10 years as an Associate Professor of Clinical Legal Education*

*Knowledge, skills and abilities*

- Knowledge of individual clinical program management, reporting and development
- Knowledge of student, faculty responsibilities and staff and client relationships in a legal clinical education setting

*Personal characteristics*

The Full Professor of Clinical Legal Education shall demonstrate competence in some or all of the following:

- **Behave Ethically:** Understand and practice ethical behavior in accordance with the Rules of Professional Responsibility and the Louisiana Supreme Court
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the Law Center
- **Communicate Effectively:** Speak, listen, and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the individual and overall law clinic and to create new clinical opportunities.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of clients/community at large/Louisiana Bar to meet or exceed their expectations within the clinical education parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance legal clinical education effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the law clinic
- **Make Decisions consistent with clinical responsibilities to:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of clients, student learning and the law clinic.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards student goals, and track details, data, information, and activities

- **Plan:** Determine strategies to move the law clinic forward, set goals, create and implement actions plans, and evaluate the process and results
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

### **Experience**

- 5 years supervisory experience and management in a legal setting in which supervision entails case management supervision or the supervision of other legal personnel and staff.

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

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	3	F	9	9	4	7
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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  |
| _____ Tenured Track   | _____ Graduate Assistant                | _____ Probationary     |
| _____ Other (Specify) | _____ Retiree Return To Work            | _____ Permanent Status |

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

**Profile of Person Recommended**

Length of Employment 08/01/2023 To 09/30/2024  
 Effective Date 08/01/2023

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

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

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

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

Years Experience 29 Southern University Experience 16

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

Current Employer Southern University Law Center

**Personnel Action**

Check One \_\_\_\_\_ New Appointment \_\_\_\_\_ Continuation \_\_\_\_\_ Sabbatical \_\_\_\_\_ Leave of Absence  
 \_\_\_\_\_ Transfer \_\_\_\_\_ Replacement X Other (Specify) \_\_\_\_\_ Salary Adjustment \_\_\_\_\_

Recommended Salary \$127,906.00 Salary Budgeted \$127,906

Source of Funds 311001-31240-61003-34100 31.14%(\$39,826.58) and 320184-31240-61002-34100 68.86% (\$88,079.42)

Identify Budget: State/Grant \_\_\_\_\_ Location \_\_\_\_\_  
 Form Code: BOR10 Page 1 Item # 1

Change of:  
 Position Associate Professor From Full-Professor To  
 Status \_\_\_\_\_  
 Salary Adjustment \$119,902.00 \$127,906.00

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
311001-31240-61003-34100	\$39,826.58
320184-31240-61003-34100	\$88,079.42
	\$127,906.00

\*See Reverse Side

Graduate School signature (if, applicable):

Supervisor Virginia Listach May 2, 2023 Date  
 Vice Chancellor D. Vance 5-27-2023 Date  
 Director/Personnel [Signature] 5/4/2023 Date  
 President \_\_\_\_\_ Date  
 V/C for Fin. and Administration [Signature] 5/2/23 Date  
 Chancellor [Signature] Date  
 Vice President/Finance [Signature] 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 Clinical Evaluation Committee, Clinical Appointment Committee, and Director of Clinical Legal Education have recommended the promotion for Alvin Washington to receive an increase in pay, proportionate with the other faculty of similar rank. Effective August 01, 2023.**

**EMPLOYEE REGULAR WORK SCHEDULE:** Daily

**EMPLOYEE DIRECT SUPERVISOR:** Virginia Listach

**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 8

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

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER  
 CODE \_\_\_\_\_ EXPIRES \_\_\_\_\_  
**ENCUMBERED / FUNDS AVAILABLE**  
 DOC US # \_\_\_\_\_  
 RA \_\_\_\_\_  
 DATE \_\_\_\_\_ 5/2/23  
 BY \_\_\_\_\_ DM George  
 F1 \_\_\_\_\_  
 F0 \_\_\_\_\_

**Do Not Write Below This Area**  
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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)

***ALVIN R. WASHINGTON***



.....  
**EXPERIENCE:**

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

**Adjunct Professor; Southern University Law Center**  
Teach legal negotiation and alternative dispute resolution courses

**Adjunct Professor; Southern University Graduate School**  
January 2006 to May 2007  
Taught conflict resolution course

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

Mediated disputes between the USDA and its program participants involving governmental loans and disaster relief. Performed various administrative tasks to maintain grant funding including preparing annual narrative reports and budgets.

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

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

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

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

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

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

Represented the State of Louisiana in civil law suits

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

*Alvin R. Washington Resume*

-2-

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

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

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

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

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

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

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

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

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

Represented military members in court or at administrative hearings

**EDUCATION:**

Louisiana real estate license - August 2003

Admitted to practice law in Louisiana in October 1987

Southern University Law Center, Juris Doctor, May 1987

University of Nebraska, summer pre-law program, 1984

Grambling State University, BS Marketing, 1983

## **Full Professor of Clinical Legal Education**

### **Job Purpose**

The Full Professor Of Clinical Legal Education oversees the supervision and maintenance of the assigned clinic program and the shared goals and educational pursuits of the overall clinical program including coordinated planning and organization of the clinical education, learning outcomes and goals, supervision of law students, maintaining personal educational knowledge to meet the quality education associated with the individual clinic assigned, and contribute to the clinical legal education program activities.

### **Primary Duties and Responsibilities**

The Full Professor performs a wide range of duties including some or all the following:

*Plan/Oversee the assigned individual clinic.*

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- Develop new initiatives to support the strategic direction of the individual clinic in accordance with the Southern University Law Clinic
- Develop and implement long-term goals and objectives to achieve the successful outcome of the clinical education program and their individual clinic.
- Propose funding proposals for the program to ensure the continuous delivery of services to its students, community and clients.
- Manage and supervise the day-to-day functions of the clinical students.
- *Organize the program/individual clinic.*
- Ensure that clinical program activities operate within the policies and procedures of the Southern University Law Center and its clinical program.
- Ensure that clinical program activities comply with all relevant legislation and professional standards of the ABA, the Rules of Professional Responsibility and Ethics and the Louisiana Supreme Court
- Maintain and Develop forms and records relative to the individual clinic to document clinical program activities and support clinical learning.
- Utilize ClinicCases or other approved case management systems to oversee the collection and maintenance of records on the clients and students of the clinical program for statistical purposes according to the confidentiality/privacy policy of the Law Center, Clinical Program, Louisiana Supreme Court, ABA, and the Rules of Professional Responsibility
- Ensure that students receive an appropriate orientation to the law clinic and its program offerings.
- Ensure the Clinical Director is informed of any major or prospective changes to the individual clinic that may affect the overall clinical operations, functions or purpose.



*Lead the assigned individual clinic and support the clinical program.*

- Supervise clinical students by providing appropriate training, direction, input and feedback.
- Communicate with staff, clinical faculty, clients, lawyers and judges to gain community support for the program and to solicit input to improve the clinical program.
- Liaise with other clinical faculty (in and out of state) to ensure the effective and efficient clinical services.
- Assist in the coordination of the delivery of clinical services among different program activities to increase effectiveness and efficiency

### **Qualifications**

*Education – Juris Doctor of Law / Good legal standing to practice law with the Louisiana Bar Association and the Louisiana Supreme Court*

*Minimum of 10 years as an Associate Professor of Clinical Legal Education*

*Knowledge, skills and abilities*

- Knowledge of individual clinical program management, reporting and development
- Knowledge of student, faculty responsibilities and staff and client relationships in a legal clinical education setting

*Personal characteristics*

The Full Professor of Clinical Legal Education shall demonstrate competence in some or all of the following:

- **Behave Ethically:** Understand and practice ethical behavior in accordance with the Rules of Professional Responsibility and the Louisiana Supreme Court
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the Law Center
- **Communicate Effectively:** Speak, listen, and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the individual and overall law clinic and to create new clinical opportunities.
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- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance legal clinical education effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the law clinic
- **Make Decisions consistent with clinical responsibilities to:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of clients, student learning and the law clinic.
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- **Plan:** Determine strategies to move the law clinic forward, set goals, create and implement actions plans, and evaluate the process and results
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

### **Experience**

- 5 years supervisory experience and management in a legal setting in which supervision entails case management supervision or the supervision of other legal personnel and staff.

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 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 08/01/2023 To \_\_\_\_\_  
 Effective Date 08/01/2023

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

Position Title: Vice Chancellor/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 15 Southern University Experience 9

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&amp;M University, College Station, TX</u>	<u>2003</u>
	<u>B.S.</u>	<u>North Carolina A&amp;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) Added title (Instructor)

Recommended Salary \$-0- Salary Budgeted \$-0-

Source of Funds General Appropriation

Identify Budget: State Location 311001-31620-61002-36000  
 Form Code: 1 Page 1 Item # 1

Change of:  
 Position Vice Chancellor From Vice Chancellor/Instructor To  
 Status \_\_\_\_\_  
 Salary Adjustment \$159,000.00 \$159,000.00

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
311001-31620-61002-36000	\$159,000.00

\*See Reverse Side

Graduate School signature (if, applicable):

John F. Perre 5/5/23 Date  
 Supervisor  
[Signature] 5/8/23 Date  
 Vice Chancellor  
[Signature] 5/9/2023 Date  
 Director/Personnel Date

Gerry K. Hall Date  
 W/C for Finance and Adm.  
John F. Perre 5/5/23 Date  
 Chancellor  
 Vice President/Finance Date  
 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:** Added title for Marla Dickerson, Vice Chancellor/Instructor, and no salary adjustment. Effective August 01, 2023.

**EMPLOYEE REGULAR WORK SCHEDULE:** Daily

**EMPLOYEE DIRECT SUPERVISOR:** Chancellor, John Pierre

**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 225

**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**  
 DGS. I.D. # \_\_\_\_\_  
 RA \_\_\_\_\_  
 DATE 5/8/23  
 H1 \_\_\_\_\_  
 J1 DmGeorge  
 F1 \_\_\_\_\_  
 F0 \_\_\_\_\_

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

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

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

# Marla Dickerson

## EDUCATION

Louisiana State University, Department of Education | Baton Rouge, LA Expected December 2023  
*Ph.D. Student in Higher Education Administration*

Southern University Law Center | Baton Rouge, LA May 2007  
*Juris Doctor* Cum Laude  
GPA 3.35 • Rank 34/145

Texas A&M University | College Station, TX December 2003  
*Master of Science in Agricultural Economics* Cum Laude  
Thesis: Analysis of Farm-to-Retail Price Spread for Whole and Two Percent Milk in Seven Selected Cities

North Carolina A&T State University | Greensboro, NC December 2001  
*Bachelor of Science in Agricultural Economics* Summa Cum Laude

## BAR ADMISSIONS

Louisiana October 2007

## PROFESSIONAL & TEACHING EXPERIENCE

Southern University Law Center (SULC) | Baton Rouge, Louisiana March 2023 – Present  
*Vice Chancellor of Innovation and Strategic Partnerships and Initiatives*

- Build and maintain mutually beneficial relationships with external organizations that align with the SULC ideals, mission, diversity, inclusion, and equity
- Oversee the development and growth of the sustainable internship, externship and sustainable employment pipeline programs
- Expungement Initiative: service individuals throughout the State of Louisiana by preparing motions and paying fees for expungements (as of May 2023 2,455 individuals served)
- Heirship Initiative: conduct informational sessions on wills and successions. Prepare wills and successions and pay filing fees of successions
- Manage the following Institutes: Native American Law & Policy Institute, Louis A. Berry Institute of Civil Rights and Justice, Mixed Reality Virtual Innovation & Esports Institute, Cannabis Compliance, Law, & Policy Institute, Law Agriculture, Arts, Business, Science, Engineering and Technology (LAABSET) Initiative, Heirs Property Institute, Federal and Corporate Solutions Institute, Agricultural Institute for Underrepresented and Underserved Communities
- Develop and implement Continuing Legal Education (CLE) courses
- Create and manage partnerships through memorandums of understanding (MOUs) and cooperative endeavor agreements (CEA)
- Develop, create, and secure educational speakers for programming such as cannabis symposium, sports and entertainment symposium, sports agent bootcamp, and music contract negotiation competition
- Assist Chancellor of SULC with various tasks such as scheduling, attend meetings on the Chancellor's behalf, provide support to implement ideas, provide oversight for special projects and initiatives, planning, coordinating and leading meetings

Southern University Law Center (SULC) | Baton Rouge, LA July 2021 – March 2023  
*Associate Vice Chancellor of Innovation Strategic Partnerships and Initiatives*

- Build and maintain mutually beneficial relationships with external organizations that align with the SULC ideals, mission, diversity, inclusion, and equity
- Oversee the development and growth of the sustainable internship and externship and sustainable employment pipeline programs
- Expungement Initiative

- Heirship Initiative
- Manage the Office of Career Services, Native American Law & Policy Institute, Louis A. Berry Institute of Civil Rights and Justice, Mixed Reality Virtual Innovation & Esports Institute, SU Strategic Leadership Institute, Cannabis Compliance, Law, & Policy Institute, Law, Agriculture, Arts, Business, Science, Engineering and Technology (LABSET) Initiative, and Continuing Legal Education, Heirs' Property Institute, Federal and Corporate Solutions Institute, Agricultural Law Institute for Underrepresented and Underserved Communities
- Supervise staff within office.

Southern University Law Center | Baton Rouge, LA

September 2019 – July 2021

*Director of Continuing Legal Education, Instructor of Law, and Managing Fellow of Cannabis Compliance - Law and Policy Institute*

- Developed and implemented continuing legal education programming, programming pertaining to education and research of cannabis regulations, the Cannabis and Hemp Symposium, and the Sports and Entertainment Symposium
- Launched the Continuing Legal Education “Becoming Fierce in the Practice of Law Series”
- Coordinated partnership with the Cannabis Health Equity Alliance (CHEM) and implemented personal wellness events
- Served as the instructor for Lawyering Process I, Lawyering Process II, and Law and Medicine (Medical Marijuana)
- Coordinated the SULC Esports Summit, logistics for on-site and virtual Southern Association of Colleges and Schools Commission on Colleges accreditation visit, and virtual platforms for continuing education, distance education, and virtual innovation
- Organized a \$10,000 scholarship for Southern University of Baton Rouge Computer Science student from Electronic Arts

Southern University Law Center | Baton Rouge, LA

December 2012 – December 2019

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

- Served as the instructor for Lawyering Process I, Lawyering Process II, and Law and Medicine (Medical Marijuana)
- Developed and implemented 2016 - 2019 Summer Pre-Law Program and personal wellness events
- Help students identify learning styles, instruct students on academic skills, provide feedback regarding writing samples, and proctor students with testing accommodations
- Develop and implement academic action plans and provide course planning guidance
- Conduct individual and group workshops and tutorial sessions
- Created SULC ADA Policy, coordinated ADA Services, and assessed ADA Accommodations application

Southern University Law Center | Baton Rouge, LA

July 2005 – April 2006

*Teaching Assistant*

- Assisted professors and conducted review sessions with students

Texas A&M University Agricultural Econ. Department | College Station, TX

January 2002 – May 2003

*Teaching Assistant*

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

The Law Offices Dickerson, Leblanc, and Woods | Addis, LA

February 2011 – January 2019

*Managing Partner*

- Performed day-to-day management of all aspects of law practice
- Interviewed clients and performed in depth analysis of claims
- Researched issues of family law, personal injury, contract disputes, and disputed ownership
- Prepared pleadings for family and civil cases and attended status conferences and hearings on both family and civil cases
- Engaged in negotiations in both family and civil cases with opposing counsel

- Negotiated successfully a community relocation settlement

The Law Office of Victor J. Woods, Jr. | Baton Rouge, LA

October 2007 – February 2011

*Associate*

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

Louisiana Department of Justice | Baton Rouge, LA

May 2006 – May 2007

*Law Clerk (Criminal Division)*

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

Louisiana Dept. of Agriculture & Forestry | Baton Rouge, LA

December 2003 – July 2004

*Agricultural Specialist*

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

## **PRESENTATIONS**

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- “Expungement Initiative Presentation.” (April 2023). Presented at 2023 ACAP Louisiana Day.
- “Growing Careers in Agricultural & Food Law for Undergraduate Students.” (November 2022). Presented online.
- “Securing Your Property Rights.” (March 2022). Presented online
- “Legal Issues in Cannabis.” (December 2020). Presented at 2020 SULC End of Year CLE, Virtual.
- “Cannabis and Hemp.” (November 2019). Presented at Annual Bayou Classic CLE, New Orleans, LA.
- “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.
- “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.
- “Social Justice Panel and Cannabis Education Panel.” (October 2018). Presented at Diasporic Alliance for Cannabis Opportunities Conference, Philadelphia, Pennsylvania.
- “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.
- “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.

## **PROFESSIONAL AFFILIATIONS, ACADEMIC SERVICE, AND COMMUNITY SERVICE**

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Delta Sigma Theta Sorority, Incorporated

April 2005 – Present

Association of Academic Support Educators (AASE)

August 2016 – Present

- Diversity Committee Chair (August 2017 – May 2018)
- Vice President of Diversity (August 2018 – May 2020)
- Co-Chair for Inaugural Diversity Conference (August 2016 – May 2017)

Southern University System

- Grievance Committee Chair (January 2019 – December 2020)
- Grievance Committee Member (January 2018 Year – December 2018)
- Sexual Awareness Response Team (SART) Member (January 2018 – December 2018)

Southern University Law Center

- Quality Enhancement Program Committee
- American Bar Association Accreditation Site Visit Logistics
- Southern Association of Colleges and Schools Commission on Colleges Virtual and On- Site Visit Logistics
- Advisor to the following clubs: Cannabis Law Association Southern System (CLASS), Sports and Entertainment Legal Association (SELA), Veterans Law Organization (VLO), Criminal Law Society, Agricultural Law Society

American Bar Association (ABA) August 2019 – Present

- Tort Trial and Insurance Practice (TIPS) Member (August 2019 – Present)
- Co-Chair for Standing Committee on Diversity and Inclusion (August 2020 – Present)
- Diversity Vice Chair for Cannabis Law and Policy General Committee ( August 2019 – Present)
- ABA Council for Diversity in the Educational Pipeline Member (August 2019 – Present)

**GRANTS**

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City Parish of East Baton Rouge	Summer 2022
• Expungement Initiative \$250,000	
Huey and Angelina Wilson Foundation	Summer 2022
• Heirship Initiative \$150,000	
Zinpro	Summer 2022
• Heirship Initiative \$25,000	
Louisiana Workforce Commission	
• Expungement Initiative \$248,000	Spring 2022
• Expungement Initiative \$250,000	Spring 2023
Foundation for Louisiana	Fall 2021
• Expungement Initiative \$50,0000	
The Socially Disadvantaged Farmers and Ranchers Policy Research Center at Alcorn State University	Fall 2020
• “Research Grant” \$20,000	
Council on Legal Education (CLEO)	
• “2019 Pre-Law Summer Institute Grant” \$105,000	Summer 2019
• “2018 Pre-Law Summer Institute Grant” \$100,000	Summer 2018

**AWARDS, FELLOWSHIPS, & HONORS**

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Southern University System Leading Lady	March 2023
Southern University Law Center	
• Southern University Law Center Scholarship	August 2004 – May 2007
• Moot Court Board, Treasurer	August 2006 – May 2007
• SBA Elections Committee Member	August 2005 – May 2006
Heap Fellowship	January 2002 – August 2003
Association of Former Students Fellowship	January 2002 – August 2003
North Carolina A&T State University Dean’s List (7 semesters)	August 1998 – December 2001
Gamma Sigma Delta Agricultural Honor Society	December 1998 – December 2001
Golden Key National Honor Society	December 1998 – December 2001
Alpha Lambda Delta Honor Society	January 1999 – December 2001
USDA/1890s Scholarship	August 1998 – December 2001



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	4	3
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CAMPUS: SUS \_\_\_ SUBR \_\_\_ SULAC X SUAREC \_\_\_ SUNO \_\_\_ SUSLA \_\_\_

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

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

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

**Profile of Person Recommended**

Length of Employment 08/01/2023 To \_\_\_  
 Effective Date 08/01/2023

Name Koshaneke Gilbert XXX-XX-9028 Sex F Race\* B  
 (Last 4 digits only)

Position Title: Career Services Director/Instructor Department: Law Center

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

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

Years Experience 13 Southern University Experience 7

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BS</u>	<u>Southern University</u>	<u>2004</u>
	<u>JD</u>	<u>Southern University</u>	<u>2008</u>

Current Employer Southern University Law Center

**Personnel Action**

Check One  New Appointment  Continuation  Sabbatical  Leave of Absence  
 Transfer  Replacement  Other (Specify) Added title (Instructor)

Recommended Salary \$-0- Salary Budgeted \$-0-

Source of Funds General Appropriation

Identify Budget: State Location 311001-38130-61002-35000  
 Form Code: BOR10 Page 1 Item # 1

Change of: From To  
 Position Career Services Director Career Services Director/Instructor  
 Status \_\_\_\_\_  
 Salary Adjustment \$102,211.20 \$102,211.20

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
311001-38130-61002-35000	\$102,211.20

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable):

<u>John K. Pierre</u> Supervisor Date <u>5/8/23</u>	<u>John K. Pierre</u> Dean/Unit Head Date <u>5/5/23</u>
<u>[Signature]</u> Vice Chancellor Date <u>5/9/2023</u>	<u>John K. Pierre</u> V/C for Finance & Admin Date <u>5/5/23</u>
<u>[Signature]</u> 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: Added title for Koshaneke Gilbert, Career Services Director/Instructor, and no salary adjustment. Effective August 01, 2023.**

**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  
 CODE \_\_\_\_\_ EXPIRES \_\_\_\_\_  
**ENCUMBERED / FUNDS AVAIL.**  
 DOC ID # \_\_\_\_\_  
 DATE RA 5/8/23  
 H1 \_\_\_\_\_  
 BY JI DHilorge  
 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**

**Koshaneke N. Gilbert**

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**BAR MEMBERSHIP**

**Louisiana State Bar Association, 2008**

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**EMPLOYMENT**

**Southern University Law Center, Baton Rouge, Louisiana**

<i>Director</i>	2021-Present
<i>Associate Director</i>	2019-2021
<i>Career Counselor</i>	2017-2019

- Research, and analyze the current state of the private sector legal services and legal job markets and forecasts emerging trends in those markets. Identifies existing and up-and-coming career and job options, assesses (on a continuing basis) their short-and long-term feasibility for our alumni attorneys, and explores alternatives to traditional legal practice
- Placement Data Collection/Dissemination: Collect and report placement data for internship and full-time opportunities
- Coordinate and attend job fairs
- Manage the Chancellor's Public Interest Initiative Stipend Award Program
- Collect data for ABA and NALP reporting
- Liaises with various other Law School departments and individuals to understand their needs and goals and explore and develop mutually beneficial programs, resources, and services
- Maintain and enhance the Law School's existing professional network of potential employers, other law school legal career professionals, and others in the legal field who may be in a position to provide information and assistance to our students interested in pursuing private sector work
- Establish new positive working relationships with law firm recruiters, inhouse legal departments, corporations, (and others who may be of assistance to our private sector oriented students (and who may be of assistance in in fundraising and in enhancing the campus's relationship with outside organizations)
- Develops and oversees presentation and delivery of broad and complex career-focused programs and events workshops, and resources
- Provides one-on-one, individually tailored and client-driven career consulting services to students and alumni
- Assist other staff where needed

**City Attorney's Office, Shreveport, Louisiana**

2012-2017

*Assistant City Attorney/Prosecutor*

- Provided legal counsel to various departments and boards within the City of Shreveport such as: the Department Community Development, Shreveport Public Assembly and Recreation, Personnel, Metropolitan Planning Commission, Zoning Board of Appeals, Zoning Enforcement, Health Care Trust Fund Board, Loan Review Committee, and the Mayor's Internal Communication Task Force
- Drafted administrative rules and regulations, documents and contracts
- Prepared opinions on questions of law and procedure
- Represented the City in administrative hearings
- Analyzed administrative and management problems within a legal framework to ensure sound practices and procedures
- Investigated and respond to EEOC complaints

- Prepared and reviewed lost note affidavits, promissory notes, loan agreements, and other documents for small businesses and individuals receiving loans from the City
- Prosecuted cases related to: misdemeanor state criminal statutes, city ordinance violations, driving while intoxicated and traffic violations
- Argued motions relative to bond forfeitures

**Legal Services of North Louisiana, Shreveport, Louisiana**

2010-2012

*Staff Attorney*

- Completed work pertaining to Family Law, this included but was not limited to: divorces, child support, child custody/visitation, power of attorney, protective orders, etc.
- Prepared a variety of legal forms and documents such as: Petitions, Answers, Motions, Writs, Appeals and other pleadings.

**Davis Law Office, LLC, Shreveport, Louisiana**

2009-2010

*Attorney*

- Completed work pertaining to the defense of the City of Shreveport. Which, included but was not limited to: defending against fraudulent Worker's Compensation Claims, Personal Injury Accidents involving city workers and civilian and Slip and Fall incidents on city property
- Prepared a variety of legal forms and documents such as: Answers, Motions for Summary Judgment, Motions in Opposition to Summary Judgment and Interrogatories
- Prepared and conducted depositions

**The Law Office of Koshaneke N. Gilbert, LLC, Baton Rouge, Louisiana**

2008-Present

- Handle matters involving but not limited to: Personal Injuries, Adoptions and Family Law
- Prepare a variety of legal forms and documents, such as: Motions to Dismiss, Declarations, Discovery Request and Responses, Petition for Damages and other pleadings
- Collect organize and summarize information, materials, documents, reports and evidence
- Negotiate on behalf of my clients and their respective needs
- Represent children in need of care

## **TEACHING EXPERIENCE**

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**Southern University Law Center, Baton Rouge, Louisiana**

*Adjunct Professor*

2017-Present

- Provide comprehensive instruction to students in Legal Research, Conflict of Laws, Lawyering Process and Statutory Analysis, utilizing appropriate teaching methodologies
- Full responsibility for the teaching and evaluation of students in several classes
- Where appropriate, create and build a course that is easy to navigate, utilizes a variety of tools and assessments, and provide materials that foster student learning
- Prepare for and teach courses in accordance with the syllabi and lesson plans I have developed

## **EDUCATION**

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

Doctor of Public Policy, Candidate, May 2024

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

Master of Public Administration, December 2020

**Southern University Law Center, Baton Rouge, Louisiana,  
Juris Doctor, May 2008**

**LEGAL TRAININGS/PROFESSIONAL DEVELOPMENT**

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Speaker: National Association for Law Placement: The Historical Six: Recruitment and Retention of HBCU Law Candidates

Speaker: Becoming Fierce in the Practice of Law: Professionalism, October 16, 2020

Speaker: Cannabis and Hemp Continuing Education Symposium: Professionalism, December 12, 2019

Nita Trial Advocacy Certified-Best Opening Argument

Equal Access to Justice

Louisiana Board of Ethics Certification

Children in Need of Care Certified Attorney

American Association of Law Schools 2018, 2021=

National Association for Law Placement Conference 2017, 2018, 2019, 2021, 2022, 2023

LifeBound Coaching Institute 2018

National Association for Law Placement Newer Professionals Forum 2019

American Bar Association Midyear Meeting 2019, 2020, 2021

The LGBT Bar 2019 Lavender Law Conference

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 X SUAREC \_\_\_ SUNO \_\_\_ SUSLA \_\_\_

EMPLOYMENT CATEGORY: 9-MONTH \_\_\_ 12-MONTH 12 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 \_\_\_\_\_  
 Date Left N/A Salary Paid \_\_\_\_\_

**Profile of Person Recommended**

Length of Employment 08/01/2023 To \_\_\_\_\_  
 Effective Date 08/01/2023

Name Kerii Landry-Thomas xxx-xx-4528 Sex F Race\* B  
 (Last 4 digits only)

Position Title: Associate Vice Chancellor/Instructor 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) Added title (Instructor)

Recommended Salary \$-0- Salary Budgeted \$-0-

Source of Funds General Appropriation

Identify Budget: Grant Location 311001-38170-61002-35000  
 Form Code: BOR10 Page 1 Item # 1

Change of: From To  
 Position Associate Vice Chancellor Associate Vice Chancellor/Instructor  
 Status \_\_\_\_\_  
 Salary Adjustment \$131,040.00 \$131,040.00

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
311001-38170-61002-35000	\$131,040.00

\*See Reverse Side

Graduate School signature (if, applicable):

John K. Pierre 5/5/23 Supervisor Date  
[Signature] 5/8/23 Vice Chancellor Date  
[Signature] 5/9/23 Director/Personnel Date  
John K. Pierre 5/5/23 Dean/Unit Head Date  
[Signature] 5/8/23 V/C for Fin. and Administration Date  
John K. Pierre 5/5/23 Chancellor Date  
 Vice President/Finance \_\_\_\_\_ Date  
 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** Added title for Kerii Landry-Thomas Associate Vice Chancellor/Instructor and no salary adjustment. Effective August 01, 2023.

**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  
 CODE \_\_\_\_\_ EXPIRES \_\_\_\_\_  
**ENCUMBERED / FUNDS AVAILABLE**  
 US RA # \_\_\_\_\_  
 DATE HI 5/8/23  
 BY FI JM George  
 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**

## EXPERIENCE

### Associate Vice Chancellor of Equity, Inclusion & Title IX

July 2021-present

- Provide leadership, direction, and oversight to support strategic diversity and inclusion initiatives.
- Work collaboratively with senior leadership to ensure alignment with the University's strategic priorities and will provide guidance on matters as they pertain to equity, diversity, and inclusion.
- Provide expert knowledge of the complexities of sexual harassment, including sexual violence, in the postsecondary setting.
- Provide expert knowledge of federal and state laws and regulations, case law, and guidance related to discrimination and harassment in the educational and employment setting, including Title VI, Title VII, Title IX, VAWA, FEHA, ADA/Rehabilitation Act, ADEA and Age Discrimination Act.
- Provide expert knowledge of best practices and methodologies for conducting investigations, including interviewing, gathering and analyzing evidence, and writing investigation reports; demonstrated advanced expertise managing subordinate staff who conduct investigations, as well as effectively managing external investigators.
- Provide skill, sensitivity and experience interacting with students, faculty, staff and other constituents who are diverse in characteristics such as age, education level, race, gender identity and expression, ability, and socioeconomic backgrounds in a culturally competent and supportive manner.
- Review and advance policies, procedures, and processes impacting inclusion and equity throughout the University.
- Provide expertise and consultative support for communicating, assessing, and advancing the mission, vision, strategic initiatives, and goals of the University's diversity and equity efforts.

### Director of Career Services, Title IX & Equity Coordinator

Baton Rouge, LA

January 2019-July 2021

- Developed and conduct school wide training on equity, inclusion, and belonging
- Coordinated the review and approval of gender-neutral bathrooms for student organizations
- Developed and implement a cultural competency series for law students
- Communicate with outside stakeholders on diversity and inclusion in recruiting in the legal field.
- Collaborated with Student Affairs on student programming focusing on diversity, inclusion, and belonging.



- Delivered 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.
- Maintained 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.
- Provided significant guidance to internal and external stakeholders on diversity, inclusion and belonging
- Partnered with appropriate staff, employers, and alumni to develop and implement strategic plans for employer relations and development.
- Represented the Office of Career Services to internal and external audiences.
- 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
- **Worked with international students on visa requirements for summer employment.**

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
- **Worked with student community including international students on visa implications for Title IX cases.**
- 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
- Assisted General Counsel by prepping evidence and summarizing key points for deposition and litigation.

#### 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.
- Reviewed documentation for court filings.

#### 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-current

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 (2021-2023), [Louisiana Appleseed](#)
  - Current Programming Committee Chair (2023-2024)
- Mentor, Baton Rouge Youth Coalition
- 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 21<sup>st</sup> century*.

Landry-Thomas, K. (2017). Expungements: the missing piece in Louisiana criminal justice reform. *Around the Bar*, no. 318, pp. 20-21.

**PROFESSIONAL DEVELOPMENT**

- Selected participant for Women in Leadership Conference, March 2023 (University of Louisiana at Lafayette)
- Selected expert panelist for Louisiana Community & Technical College System (LCTCS Conference 2022). Topic: A Practical Discourse on Title IX and Power-Based Violence in Louisiana
- 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

## **EDUCATION**

### Louisiana State University

- Education policy Specialist-May 2015
- Completed Graduate Level Courses-(ABD) Higher Education Policy
- 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

JOB CLASS				
JOB CODE	M			
CAL ID	U			

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	3	M	9	8	5	3
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CAMPUS: SUS \_\_\_\_\_ SUBR \_\_\_\_\_ SULAC X SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

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

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

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

**Profile of Person Recommended**

Length of Employment 08/01/2023 To \_\_\_\_\_  
 Effective Date 08/01/2023

Name Terri Mayes SS# xxx-xx-4718 Sex\* F Race\* B  
 (Last 4 digits only)

Position Title: Director of Office of Innovation and Strategic Partnerships and Initiatives/Instructor Department: Law Center Instructional

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

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 \_\_\_\_\_ 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): J.D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: 2016  
B.S. Middle Tennessee State University 2011

Current Employer Southern University Law Center

**Personnel Action**

Check One \_\_\_\_\_ New Appointment \_\_\_\_\_ Continuation \_\_\_\_\_ Sabbatical \_\_\_\_\_ Leave of Absence \_\_\_\_\_  
 \_\_\_\_\_ Transfer \_\_\_\_\_ Replacement X Other (Specify) Added title (Instructor)

Recommended Salary \$-0- Salary Budgeted \$-0-

Source of Funds General Appropriation

Identify Budget: State/Grant Location 311001-31620-61002-36000  
 Form Code: 1 Page 1 Item # 1

Change of:  
 Position Director of Office of Innovation and Strategic Partnerships and Initiatives From Director of Office of Innovation and Strategic Partnerships and Initiatives/Instructor To  
 Status \_\_\_\_\_  
 Salary Adjustment \$78,000.00 \$78,000.00

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
311001-31620-61002-36000	\$78,000.00

Comments: (Use back of form)

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

Marta Oulawen 5/8/23 Date  
 Supervisor  
Sh [Signature] 5/8/23 Date  
 Vice Chancellor  
[Signature] 5/9/2023 Date  
 Director/Personnel  
[Signature] \_\_\_\_\_ Date  
 President \_\_\_\_\_ Date  
Gerry R. Hall 5/8/23 Date  
 V/C for Finance and Admin.  
[Signature] 5/5/23 Date  
 Chancellor  
[Signature] \_\_\_\_\_ Date  
 Vice President/Finance  
 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: Added title for Terri Mayes Director of Office of Innovation and strategic Partnerships and Initiatives/Instructor, and no salary adjustment. Effective August 01, 2023.**

**EMPLOYEE REGULAR WORK SCHEDULE:** Daily

**EMPLOYEE DIRECT SUPERVISOR:** V/C Marla Dickerson

**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 15

**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")

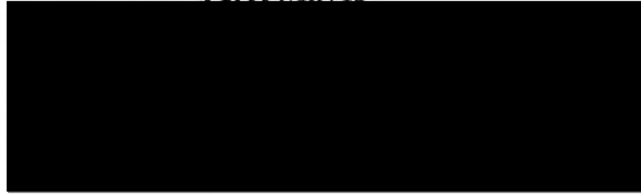
**SOUTHERN UNIVERSITY LAW CENTER**  
**ENCUMBERED / FUNDS AVAILABLE**  
 CODE RA  
 DATE 5/8/23  
 BY DMG/ange

**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)

**Terri Mayes**



**LICENSURE**

- State Bar of Louisiana- *October 2016*

**EDUCATION**

**Southern University Law Center, Baton Rouge, LA**  
*Juris Doctor Candidate – May 2016*

**Middle Tennessee State University, Murfreesboro, TN**  
*Bachelor of Science, Political Science minor in English -December 2011*

**EXPERIENCE**

**SOUTHERN UNIVERSITY LAW CENTER**

**JANUARY 2022-PRESENT**

**DIRECTOR OF STRATEGIC PARTNERSHIP AND INITIATIVES**

**MAY 2023-PRESENT**

- Collaborate with potential partners to expand opportunities for students and alumni.
- Develop bootcamps and workshops to provide experiential learning.
- Create a pipeline through partnerships for internship, externship, and mentorship for students.
- Expungement Initiative has seen 2,455 individuals over the eight events held.
- Overseeing the completion of projects
- Provide leadership and oversight for all strategic initiatives.

**STRATEGIC PARTNERSHIP COORDINATOR**

**JANUARY 2022-APRIL 2023**

- Identify trends/gaps in higher education and develop new opportunities for students and alumni.
- Assist in the coordination and implementation of memorandums of understandings
- Monitor and evaluate memorandums or understandings
- Draft pleadings and court appearances for special projects
- Generate new leads, identify and contact key decision makers, screen potential partnership opportunities, select business/organizations opportunities in line with growth goals.
- Develop strategies and plans to expand students' skills and experiential opportunities

**EAST BATON ROUGE PUBLIC DEFENDER OFFICE**

**JULY 2019-DECEMBER 2021**

*SUB SUPERVISOR/ FELONY ASSISTANT PUBLIC DEFENDER*

**JUNE 2020-DECEMBER 2021**

- Represent clients charged with felony offenses
- mentor and train new attorneys
- assign cases

*MID-LEVEL ASSISTANT PUBLIC DEFENDER*

**JULY 2019-JUNE 2020**

- Represented clients charged with misdemeanor and felony offenses
- Researched legal issues and rules of law to best protect clients' interests
- Advocated zealously for my clients' rights under the constitution
- Investigate clients' cases, including gathering evidence and conducting witness interviews.

**Dickerson, LeBlanc & Woods, LLC**

**2016-June 2019**

*Associate Attorney*

- Represented clients charged with misdemeanor and felony offenses
- Researched legal issues and rules of law to best protect clients' interests
- Advocated zealously for my clients' rights under the constitution
- Assisted and observed armed robbery and murder trials.
- Investigate clients' cases, including gathering evidence and conducting witness interviews.
- Represent clients at arraignment and negotiate plea agreements with prosecution when appropriate.
- Assist clients in post-conviction matters such as probation and expungement hearings.
- Preparing demand packages, negotiating, petition for damages
- Conduct depositions
- Assisting with family law handling issues of contempt, prepared divorce, child custody, and judicial partition petitions.
- Successfully entrusted with vast responsibility under little direction with proven results

**VOLUNTEER WORK**

- NAACP Baton Rouge
- Louisiana Association of Criminal Defense Lawyers
- National Public Defender Association
- Public Defender Association of Louisiana

**PRESENTATIONS/AWARDS/CERTIFICATES**

- 10:1 Blackstone Certificate (December 2019)
- Leading during troubled times and beyond (NAPD) (May 2021)



- Co-Authored “Expungement: A Fresh Start” published by The Baton Rouge Lawyer (September 2022)
- “Expungement Initiative Session” Presented at ACAP “Louisiana Day” (April 2023)

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	3	M				
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CAMPUS: SUS \_\_\_ SUBR \_\_\_ SULAC X SUAREC \_\_\_ SUNO \_\_\_ SUSLA \_\_\_

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

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

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

**Profile of Person Recommended**

Length of Employment 08/01/2023 To \_\_\_\_\_  
 Effective Date 08/01/2023

Name Ahvery Thomas xxx-xx-2154 Sex F Race\* B  
 (Last 4 digits only)

Position Title: Deputy Title IX/Campus Safety Coordinator/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 2  
 Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: 2016  
M.S. Grambling State University, Grambling, LA 2012  
B.S. Grambling State University, Grambling, LA 2010

Current Employer Southern University Law Center/Contract

**Personnel Action**

Check One  New Appointment  Continuation  Sabbatical  Leave of Absence  
 Transfer  Replacement  Other (Specify) Added title (Instructor)

Recommended Salary \$0.0 Salary Budgeted \$0.0

Source of Funds General Appropriation

Identify Budget: State Location 311001-38170-61002-35000  
 Form Code: BOR10 Page 1 Item # 1

Change of:  
 Position Deputy Title IX/Campus Safety Coordinator From To Deputy Title IX/Campus Safety Coordinator/Instructor  
 Status \_\_\_\_\_  
 Salary Adjustment \$85,000.00 \$85,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
311001-38170-61002-35000	\$85,000.00
Total	\$85,000.00

\*See Reverse Side

Graduate School signature (if, applicable):

John K. Pierre 5/5/23  
 Supervisor Date  
[Signature] 5/10/23  
 Vice Chancellor Date  
[Signature] 5/9/2023  
 Director/Personnel Date  
 President Date

[Signature] 5/5/23  
 Dean/Dept Head Date  
[Signature] 5/5/23  
 W/C for Fin. and Administration Date  
John K. Pierre 5/5/23  
 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: Added title for Ahvery Thomas, Deputy Title IX/Campus Safety Coordinator/Instructor, and no salary adjustment. Effective August 01, 2023.**

**EMPLOYEE DIRECT SUPERVISOR:** Daily  
Chancellor, John Pierre  
**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 225

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

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

**TYPE**

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

**SOUTHERN UNIVERSITY LAW CENTER**  
**ENCUMBERED / FUNDS AVAILABLE**  
 CODE \_\_\_\_\_ EXPIRES \_\_\_\_\_  
 DOC. I.D. # \_\_\_\_\_  
 US \_\_\_\_\_  
 DATA \_\_\_\_\_ 5/8/23  
 H1 \_\_\_\_\_  
 BY: JI \_\_\_\_\_ DMG/wye  
 F1 \_\_\_\_\_  
 F0 \_\_\_\_\_

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

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

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- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
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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)

**CONTINGENT UPON AVAILABILITY OF FUNDS**

# Ahvery N. Thomas, M.S., Esq

## Bar Admissions

Louisiana, 2017

## Education

**Southern University Law Center, Baton Rouge, LA**

*Juris Doctor, May 2016*

**Grambling State University, Grambling, LA**

*Master of Science, Sports Administration, May 2012*

- Related Coursework: Mass Communication

**Grambling State University, Grambling, LA**

*Bachelor of Science, Business Management, May 2010*

- Minor: Marketing

## Experience

**Southern University Law Center, Baton Rouge, LA**

**January 2023 - Present**

*Deputy Title IX and Campus Safety Coordinator*

- Maintain and evaluate policies and procedures for Title IX and Safety Department within the Law Center
- Responsible for updating faculty, staff, and student with any changes with the Title IX Federal laws
- Assist with the Title IX Coordinator with Title IX investigations
- Collaborates with the Southern University Systems' Department of Safety to ensure accuracy in reporting annual crime statistics, as required by the Jeanne Clery Act

**Southern University Law Center, Baton Rouge, LA**

**July 2021 – December 2022**

*Career Counselor/Adjunct Professor*

- Responsible for event programming for the Career Services Department
- Review and evaluate documents for job applications for current and recent graduates
- Maintain records for stipends given to students interning with non-profit organizations
- Legal research in preparation for instruction
- Maintain social media platforms

**Acadiana Legal Services Corp, Lafayette, LA**

**October 2019 - Present**

*Staff Attorney (Currently a Contract Attorney)*

- Represent children who are victims of neglect, child abuse, drug and violence exposure, sexual assault, etc.
- Conduct client meeting to provide legal advice, counsel, and representation
- Research and review any possible legal issues on behalf of client
- Draft and analyze pleadings, motions, and orders
- Represent clients in hearings, docket reviews, motions, and pre-trials, and trials
- Organize and maintain documents, files, and reports

**Southern University Athletics Department, Baton Rouge, La**

**December 2017 – October 2019**

*Director of Compliance*

- Maintained NCAA reporting, waivers/cases, Financial Aid records, and student compliance and welfare
- Performed eligibility certification, transfer evaluations, and public speaking
- Conducted NCAA research and Title IX investigations
- Drafted contracts, forms, manuals, handbooks, grants and policies
- Assisted with game day preparations and recruiting
- Supervised the Compliance Department

**Southern University Athletics Department, Baton Rouge, La**

**August 2013 – November 2017**

*Compliance Coordinator*

- Maintained NCAA reporting, waivers/cases, and student compliance and welfare
- Performed eligibility certification, transfer evaluations, and public speaking
- Conducted NCAA research and academic advisement
- Drafted contracts, forms, manuals, handbooks, and grants
- Assisted with game day preparations and recruiting

**Louisiana House of Representatives, Baton Rouge, LA**

**January 2016 – January 2017**

*Representative Legal Assistant*

- Researched and reviewed any possible legal issues with for potential new laws or amendments
- Helped draft potential new laws and helped with modifying or updating old laws
- Organized and maintained documents and files

**Southern University Law Center, Baton Rouge, LA**

**August 2015 – May 2016**

*Student Attorney*

- Provide legal advice, counsel, and representation to clients
- Draft pleadings, motions, and conduct discovery
- Represent clients in trials, mediations, depositions, and settlement negotiations

**Sun Belt Conference, New Orleans, LA**

**May 2015 – August 2015**

*Compliance Assistant / Intern*

- Conducted compliance research for NCAA waivers, policies and procedures
- Drafted newsletters, forms, NCAA interpretations, and presentations
- Maintained compliance database
- Prepared medical waivers

**JP Morgan Chase, Monroe, LA**

**April 2012 – September 2012**

*Quality Control Analyst*

- Audited loan files
- Maintained file database
- Operated with confidential records

**Skills**

- Compliance, Policy, and Auditing
- Research and Drafting
- Management and Leadership
- Communications and Negotiations
- Planning and Operations
- LexisNexis and Westlaw
- Microsoft Office and Adobe Acrobat
- Document Review
- Public Relations

**Organizations**

- Louisiana Bar Association
- National Association of College and University Attorneys
- National Association of Athletics Compliance (NAAC)
- Delta Sigma Theta Sorority, Inc

**Certification**

- Diversity, Equity, and Inclusion in the Workplace, May 2021

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	2	M	8	6	2	1
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CAMPUS: SUS \_\_\_\_\_ SUBR X SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

EMPLOYMENT CATEGORY: 9-MONTH \_\_\_\_\_ 12-MONTH \_\_\_\_\_ X OTHER \_\_\_\_\_ (Specify y) \_\_\_\_\_

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

Previous Employee Southern University and A&M College Reason Left New Opportunity  
 Date Left May 31, 2023 Salary Paid Undisclosed

**Profile of Person Recommended**

Length of Employment \_\_\_\_\_ To \_\_\_\_\_  
 Effective Date June 1, 2023

Name Marlin L. Hollins SS# 9209 Sex Male Race\* Black  
(Last 4 digits only)

Position Title: Director of Advancement Department: College of Nursing and Allied Health

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

U	S	
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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 11 Southern University Experience 2  
 Degree(s): Type/Discipline (BA-Education): BS: Business Management-Human Resources Institution/Location (SU-Baton Rouge): Southern University and A&M College, Baton Rouge, LA Year: 2012  
JD: Juris Doctor Southern University Law Center, Baton Rouge, LA 2015

Current Employer Southern University and A&M College

**Personnel Action**

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

Recommended Salary \$95,000 Salary Budgeted \_\_\_\_\_  
 Source of Funds State

Identify Budget: See enclosed PVA Location See enclosed PVA

Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: From Assistant Athletic Director of Advancement To Director of Advancement (College of Nursing & Allied Health)  
 Position Status Salary Adjustment \$75,000 \$95,000

Financial Aid signature (if, applicable):

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

Source of Funds	Amount

Comments: (Use back of form)

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

Supervisor Jander C. Brown 5/1/2023 Date 5/1/2023  
 Vice Chancellor [Signature] 5/2/23 Date 5/2/23  
 Director/Personnel [Signature] Date \_\_\_\_\_  
 President \_\_\_\_\_ Date \_\_\_\_\_  
 Dean/Unit Head Jander C. Brown 5/1/2023 Date 5/1/2023  
 Chancellor [Signature] Date \_\_\_\_\_  
 Vice President/Finance [Signature] 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:**

<b>EMPLOYEE REGULAR WORK SCHEDULE:</b>	<u>12 month employee</u>
<b>EMPLOYEE DIRECT SUPERVISOR:</b>	<u>Dean Sandra C. Brown</u>
<b>SUPERVISOR/DEPARTMENT CONTACT NUMBER</b>	<u>225.771.3266</u>
<b>NUMBER OF EMPLOYEES SUPERVISED, (if any)</b>	<u>0</u>

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

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

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

**FUNDS AVAILABLE**  
 OFFICE OF THE COMPTROLLER  
 STATE UNIVERSITY SYSTEM  
 I certify that the proposed budget is prepared under the terms and conditions of the approved budget of award agreement and in accordance with federal, state, local, and university policies and procedures required for fiscal compliance.  
 Allowability/Compliance Verified By: [Signature]  
 Encumbered/Funds Available By: [Signature]  
 GRANTS CONTRACTS SECTION  
 Doc. ID: 9412

**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)



# Marlin L. Hollins, J.D.

## EDUCATION

Southern University Law Center, May 2015, Baton Rouge, LA  
Juris Doctor; 3.0 GPA

Southern University and A & M College, May 2012, Baton Rouge, LA  
Bachelor of Science - Business Management – Human Resources Bachelor of  
Science – Marketing – Sales; GPA 3.53

## PROFESSIONAL EXPERIENCE

<i>Assistant Athletic Director</i>	<b>Southern University</b>	Jan. 2022 – Present
<i>Consultant</i>	<b>Southern University</b>	Oct. 2021 – Jan. 2022

As the Assistant Athletic Director of Advancement, I am a Senior Administrative Staff Member, leading development; marketing and communications; strategic alliances, engagements, and special events; gameday experience; and co-lead name, image, and likeness (NIL).

I am responsible for developing and executing strategies to cultivate relationships with the Jagnar Nation (student-athletes, donors, supporters, and internal stakeholders), to enhance the athletic department's brand, increase financial loyalty and retention, and support departmental development objectives.

### Development Responsibilities

- Design and implement the development strategy to advance the department's mission
- Lead fundraising and stewardship for sixteen intercollegiate athletic teams
- Cultivate avenues for fundraising and gift solicitation to ensure the vitality and health of the department's budget
- Contribute to strategic planning, annual goals, and reporting (board, annual, donor, etc.)
- Lead the development of program proposals and reporting requirements
- Manage and author grant-based programming
- Foster relationships among businesses and the philanthropic community
- Manage and produce the department's annual giving campaigns: Jag-A-Thon, Give Day, Overtime Series, and Inaugural Gala including volunteer management, third-party vendors, donor communication, gift acknowledgment and recognition
- Produced the most successful Jag-A-Thon, a hybrid donor campaign that encompasses phone banking, radio, live-stream, and in-person social, in \$189,000 raised in two campaigns
- Produced the most successful Overtime Series, a three-event fundraising series during football season, attracting nearly 1,500 donors
- Largest donor class, over 2,500 donors in 2022
- Instrumental in drafting and securing the department's largest investment combining programming and sports marketing
- Manage fundraising and communication software: Blackbaud - Raiser's Edge; Constant Contact

### Strategic Alliance | Engagements | Special Events Responsibilities

- Work alongside Director of Corporate Sponsorships to foster positive and productive relationships among philanthropic, corporate, and community leaders as well as stakeholders vested in advancing departmental programs and services
- Manage internal stakeholder relationships with True Blue Foundation, Alumni Federation,

- Alumni Affairs, Student Affairs, Law Center, and Agricultural Research and Extension Center
- Develop strategic recommendations through analysis, marketplace evaluation, consumer insights, and understanding of the organization's strategic priorities
- Identify unmet needs, goals, opportunities, and challenges in existing partner relationship/structure and create a plan to engage
- Manage student-athlete career development program creating student-athlete intern and extern opportunities, departmental career fairs, and professional development/networking sessions
- Created and manage Jaguar Athletics Internship Program, providing direct experience/opportunities working in intercollegiate athletics to all majors. 100 interns have been on-board through three cohorts.
- Curated on-campus Student Mental Health Symposium in August 2022 delivering multiple panels, an information fair, meditation, and yoga. Presenters included Daniel H. Gillison, Jr., CEO NAMI, mental health agencies and professionals, an student-athletes. Production Partners: Athletes for Hope, National Alliance of Mental Illness (NAMI), Pennington Foundation, Department of Social Work, Student Government Association.
- Curated on-campus Hope to Heal event powered by NAMI, No Judgement No Stigma, and NFLPA addressing mental health triggers and resources for college students and young adults
- Increased community philanthropic involvement, rendering service in 2022 to the following: OLOL Children's Hospital; St. Vincent de Paul; Council on Aging; Miracle League; Volunteers In Public Schools; Boys and Girls Club; Walls Project; Baton Rouge Mayor-President Sharon Weston Broome; Mayor Pro Tem Lamont Cole; Councilwoman Chauna Banks; Councilman Cleve Dunn; Ryan Elementary, LA Key Academy, Progress Elementary, Buchanan Elementary
- Produced on field Jaguar Preview activation alongside the Office of Admissions, welcoming the largest number of participants in Fall 2022.
- Primary point of contact for HBCU Game Day, NBA All-Star Weekend Experience and HBCU All-Star Game managing social media, career engagement sessions, media relations, etc.
- Oversee S-Club (varsity club for alumni athletes) and Lacumba Kids Clubs

#### **Marketing and Communication**

- Serve as departmental ambassador, media representative, and communicator of core messages, programs, and services
- Manage the brand of the department and sixteen Division I athletic teams
- Manage internal/external communication in accordance with university brand guidelines
- Manage social media platforms for the department and four Division I athletic programs
- Identify and develop high-impact tools such as decks, brochures, fact sheets, presentations, content, and similar work products
- Communicate the creation of new products, marketing content and thought leadership to the organization's staff to ensure best practice usage, i.e., Jaguar Sports Network
- Produce Overtime Live TV Show authoring the script, managing the set, developing strategies to increase in-person and virtual viewership
- Work alongside Ticket Office to increase season and individual ticket sales
- Interface with the organization's Board of Supervisors
- Marketing efforts lead to 6.13% increase in average football game attendance – ranked 4<sup>th</sup> in 2022 FCS Football Attendance Rank
- Ranked #1 in 2023 SWAC Men's and Women's Basketball Attendance
- Rank 5<sup>th</sup> in College Athletics Departments generating the largest percent increase in social interactions on official main accounts (IG+TW+FB) in 2022 from 2021 with 258%
- Fifteen months as Top 100 Athletic Departments in Social Media Interactions

#### **Gameday Experience Responsibilities**

- Create game day themes/color for all sports
- Manage and produce the following football season activations:
  - Jaguar Walk – Pre-game promenade for football team, cheerleaders, etc.
  - Game Day Block Party – Live performance stage that highlights corporate partners, community organizations, and vendors
  - Jaguar Den – On-field suites, specifically responsible for sales and hospitality
  - Mumford Club – Organization for alumni football athletes
  - On-Field Activations – Timeout, halftime, check, and partner presentations
- Manage and produce the following basketball season activations:
  - Partner and group hosting and activities
  - On-Court Activations – Timeout, halftime, check, and partner presentations

**Name, Image, and Likeness (NIL)**

- Manage and support student-athletes in their pursuit of NIL opportunities by providing NIL consulting to student-athletes, directing student-athletes to available resources and subject-matter experts, and monitoring NIL activity reporting and data management
- Work with internal units to update NIL policy and manage NIL disclosure process
- Work with internal units to develop/facilitate NIL education
- Develop plan for creating, securing, and implementing NIL resources
- Meet with current and prospective student-athletes to discuss NIL resources (included recruiting presentations for PSAs, financial literacy workshops)
- Manage student-athlete brand building and brand management
- Responsible for internal NIL marketing and communication
- Serve as liaison between student-athletes and external constituents and partners
- Create and implement donor/alumni engagement strategies to increase NIL opportunities
- Work with Senior Staff to create strategy for sponsor engagement as well identify new business or companies for potential NIL opportunities
- Oversee external NIL marketing and communication strategy and execution
- Engage with campus partners to explore and establish NIL resources and opportunities.

<i>Director</i>	<b>Urban League of Louisiana</b>	July 2020 – Jan. 2022
<i>Coordinator</i>	<b>Urban League of Louisiana</b>	April 2017 – July 2020

During my tenure at Urban League of Louisiana, I served as Director of Project Ready and Community Engagement as well as Project Ready Coordinator. Project Ready is National Urban League’s initiative designed to promote college and career readiness for underserved communities. In 2021, I received the Whitney M. Young Leadership Award presented by Don Cravins, Jr., former NUL Executive Vice-President and Chief Operating Officer as well as the Education and Youth Development Service Award presented by Darlene Marlin, NUL Vice President of Education Access and Opportunity.

**Stakeholder Management Responsibilities**

- Built and managed relationships with school and districts representatives for partner schools Scotlandville Magnet High School and L. B. Landry High School
- Cultivated dual enrollment relationships with Baton Rouge Community College, Southeastern Louisiana University, and Nunez Community College
- Established/maintained relationships with administration, students, and stakeholders
- Trained program staff and volunteers on programmatic elements, deliverables, and outcomes

**Programming/Operational Responsibilities**

- Instrumental in Urban League of Louisiana statewide expansion
- Managed assessed, coordinated, and oversaw program functions and components
- Performed/managed internal and external assessments to assess program performance
- Implemented day-to-day operations of programming, onboarding, and reporting
- Developed quality educational programming supporting the organization's mission
- Recruited and retained program participants through case management
- Organized and chaperoned college tours, behind-the-business tours, guest speakers events, etc.
- Managed after-school and summer education programs
- Guided participants through the application, financial aid, scholarships, and enrollment process
- Drove engagement strategies to heighten visibility, presence, and position
- Attended a range of meetings and public gatherings including municipal and legislative sessions
- Worked closely with Senior Leadership on policy initiatives, advocacy, narratives, and reporting
- Designed and implemented programming, handbook, and related policies/procedures
- Chaperoned summer Youth Leadership Institute presented on a college campus near the National Urban League Annual Conference
- Managed human resource related functions for program staff and volunteers
- Coordinated service opportunities and transportation

#### **Dual Enrollment Responsibilities**

- Provided wrap-around support during enrollment process and matriculation
- Worked in concert with grade school and university administration to recruit, evaluate, and register students for eligible for dual enrollment
- Worked in concert with student and guardian to select area of study
- Built academic support system for tutoring and learning reinforcement
- Organized celebrating for students who graduated with an Associate Degree and/or completed a Certificate Based Programs

#### **Financial Management Responsibilities**

- Managed federal, state, parent organization, and private grants supporting educational programs
- Awarded and managed organization's largest 21<sup>st</sup> Century Learning Center grant
- Prepared and managed program budgets for each site, grantor, and initiative
- Prepared monthly board reports, quarterly grant reports, and annual reports
- Purchased and managed safekeeping on program intellectual property, technology, etc.

#### ***Financial Institution Specialist* Federal Deposit Insurance Corporation Aug 2015 – April 2017**

- Analyzed and examined highly sensitive information, policies, procedures, and contracts to assess bank performance in accordance with federal and state regulations on Fair Lending, Community Reinvestment Act, and Compliance Management System
- Protected the integrity of the deposit insurance fund
- Accessed bank's consumer education programs
- Assessed compliance management systems and performed risk based assessments
- Delivered written and oral findings and reports to objective and subjective assessments
- Shared best practices and improvement practices with Bank Presidents and other senior management to strengthened deficiencies
- Trained bank personnel on new and updated rules and regulations

#### ***Education Program Consultant* LA Department of Education Jan 2015 – July 2015**

- Housed in Individuals with Disabilities Education Act section of statewide monitoring, worked

with staff to educate learning institutions about state and federal programs and provide oversight in the implementation and management process

- Fostered relationships with stakeholders, school district leadership, and educators
- Researched, evaluated, and authored policies in accordance with governmental regulations
- Interpreted national and state reports, trends, economic and educational conditions
- Authored/designed rubric and strategic plan used to select school districts to be monitored

***Human Resource Specialist/Intern***      **City/Parish of Baton Rouge**      July 2014 – January 2015

- Trained and provided guidance on Human Resources related policies and procedures
- Assisted higher-level human resources personnel with special projects and reports
- Created and distributed job announcements, brochures, and training manuals
- Attended jobs fairs and recruitment events to recruit and retain employees

***Chief Strategist***      **The Krewe**      May 2014 – Present

- Manage/produce social/community events ranging from festivals to sports; producer of YARDCOMING, Southern University Homecoming Week for Alumni in partnership with SU Athletics, Student Affairs, Alumni Federation
- Worked with Mike McKenzie, Founder of 34 Ways Foundation and Rachel McKenzie, President of Off the Field NFL Wives Association managing special projects and curating a youth and social events for Super Bowl LIV
- Former Assistant Director of the Corey Webster Foundation - worked with the Corey Webster (Founder) and Marcus Randall (Director) to create the strategic plan, annual operations plan, budget, manage CWF Fellows and events
- Manage staffing and brand ambassadors for in-person marketing opportunities
- Created strategic marketing/public relations plan to cultivate partnerships and relationships
- Prioritized media opportunities, and prepare talking points, speeches, and presentations
- Certified National Football League Players Association Contract Advisor since October 2017

<b><i>Risk Management Specialist</i></b>	<b>Pelican State Credit Union</b>	May 2013 – Nov 2013
<b><i>Sales and Marketing Intern</i></b>	<b>3M Company, St. Paul, MN</b>	May 2012 – Aug. 2012
<b><i>Various Positions</i></b>	<b>Pelican State Credit Union</b>	Aug. 2007 – Aug. 2011

**CERTIFICATIONS**

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- National Football League Players Association Contract Advisor | Licensed – Oct. 2017
- Social Media Management
- Ethics Certification
- Program Planning and Implementation
- Effective Communication
- Leadership and Influence

**SERVICE ORGANIZATIONS AND ADVISORY BOARDS**

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- Southern University Alumni Federation
- Kappa Alpha Psi Fraternity, Inc.
- Tulane University Education Research Alliance
- Youth Force NOLA
- Scotlandville Magnet High School Academic Advisory Board
- Campaign for Grade Level Reading
- St. Jude Walk/Run Steering
- LSU Black Male Leadership Initiative Board Member and Mentor
- Big Buddy Day of Mentor and Tutor
- Thurgood Marshall Leadership Institute Scholar

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

\*\*\*\*\*

POSITION VACANCY AUTHORIZATION

\*\*\*\*\*

REQUEST THAT THE POSITION TITLE Director of Advancement AS DESCRIBED BELOW  
 BE AUTHORIZED AS A VACANCY FOR College of Nursing & Allied Health  
 (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 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 |

REC'D EVC-ACAD AFFRS  
 023 FEB 6 PM 4:54

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Director of Advancement is responsible to the Dean of the College for the management of all aspects of college advancement programs to include: annual giving campaigns, grant writing, gift solicitation, special events, campaign volunteer management, donor communications, gift acknowledgement and donor recognition. The Director of Advancement will maintain a working relationship with the Southern University System Foundation through its CEO. The Southern University System Foundation will provide direct supervision, performance management, training and operational support.

Salary/Range: \$85,000-\$95,000 Previous Incumbent (if replacement): \_\_\_\_\_

Approved  Disapproved Sandra Brown 09/13/2022  
 Department Head Date

Approved  Disapproved [Signature] 2/8/2023  
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes <u>2M8621</u>	<input type="checkbox"/> No
<u>[Signature]</u>	<u>3/21/23</u>
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>22995</u>
<u>Mikhael Williams</u>	<u>02/15/23</u>
Verified By:	Date:

Approved  Disapproved [Signature] 2/8/2023  
 Vice Chancellor Date

Approved  Disapproved [Signature] 3/21/23  
 Chancellor/Vice President Date

Approved  Disapproved [Signature] 3/21/23  
 President Date

Rev. 8/05/2013

*\* This position number must be split between 2 funds before hiring.*

# Vacancy Announcement System (VAS)

## Position Vacancy Announcement Request

Date: 09/12/2022 Department: College of Nursing & Allied Health

SUS  SUBR  SULC  SUAREC  SUNO  SUSLA

Application Deadline: \_\_\_\_\_ Date position to be filled: \_\_\_\_\_

Position Title: Director of Advancement Civil Service Pay Level: \_\_\_\_\_

Salary (annual): \$85,000-\$95,000 or Salary Range: \_\_\_\_\_ to \_\_\_\_\_

Please check all categories that apply to this position:

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

Contact Person: Dr. Sandra Brown Telephone No: 225-771-3266

Contact Email Address: sandra\_brown@subr.edu

Contact e-mail address is for:

Human Resources utilization only  posting to VAS website

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

The Director of Advancement is responsible to the Deao of the College for the management of all aspects of college advancement programs to include: annual giving campaigns, grant writing, gift solicitation, special events, campaign volunteer management, donor communications, gift acknowledgement and donor recognition. The Director of Advancement will maintain a working relationship with the Southern University System Foundation through its CEO. The Southern University System Foundation will provide direct supervision, performance management, training and operational support.

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

Must have a thorough knowledge and understanding of fundraising and how to work effectively with staff, faculty, volunteers, and committees. She/He must be extraordinarily adept at human relations, identifying and developing close and harmonious relationships with a wide variety of persons and organizations within the community to support the college. She/He must recognize and honor privacy and confidentiality of donor information, relationships, and records. The position requires a high level of energy, enthusiasm, and creativity. Good communication skills are essential. Must have some familiarity with standard fundraising software and wealth search engines such as Raisers Edge, SAGE, Little Green Light, Donor Perfect, Giftmaker Pro, etc. Minimum requirements include a bachelor's degree or CFRE (Certified Fund-Raising Executive) certification. Three to five years advancement experience preferred.

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

To apply send letter of application, resume, official transcripts, and references to: Dr. Sandra Brown, Dean, College of Nursing & Allied Health, P.O. Box 11794, Southern University, Baton Rouge, Louisiana 70813

or send e-mail to [sandra\\_brown@subr.edu](mailto:sandra_brown@subr.edu)

POS CLASS					
EMP CLASS					
HI		RT		I.V	

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER									
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CAMPUS: SUS \_\_\_ SUBR X SULAC \_\_\_ SUAREC \_\_\_ SUNO \_\_\_ SUSLA \_\_\_

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

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

Previous Employee \_\_\_ Reason Left \_\_\_  
 Date Left \_\_\_ Salary Paid \_\_\_

**Profile of Person Recommended**

Length of Employment \_\_\_ To \_\_\_  
 Effective Date of Employment June 1, 2023

Name Rashad Richardson SS# \_\_\_ Sex M Race\* B  
 (Last 4 digits only)

Position Title: Assistant Men's Basketball Coach Athletics

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

--	--	--

  
 \_\_\_ New Position Visa Expiration Date: \_\_\_

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

Years Experience 5 Southern University Experience 0

Degree(s):	Type/Discipline (BA-Science):	Institution/Location	Year:
	<u>B.A Business Sociology</u>	<u>Georgia State University</u>	<u>2014</u>
	<u>M.S Sports Studies</u>	<u>Tulane University</u>	<u>2022</u>

Current Employer Southern University

**Personnel Action**

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

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

Pay Cycle: \_\_\_ Biweekly X Monthly \_\_\_ Faculty

Source of Funds: State Identify Budget: 218900-21808-61002-29000 Location: \_\_\_

**Change of:**  
 From \_\_\_ To \_\_\_  
 Position: \_\_\_  
 Status: \_\_\_  
 Salary Adjustment: \_\_\_

List **total funds** currently paid this employee by Southern University:  
 \*See Reverse Side  
 Comments: (Use back of form)

Source of Funds (Current)	Amount
218900-21808-61002-29000	\$75,000

\*See Reverse Side Graduate School signature (if, applicable):  
 Supervisor Kumar P. Bandyopadhyay Date 05/10/2023  
 Dean/Unit Head Kumar P. Bandyopadhyay Date 05/10/2023



Vice Chancellor \_\_\_\_\_ Date \_\_\_\_\_  
*Traci J. Woods/sec*  
Director/Personnel \_\_\_\_\_ Date \_\_\_\_\_

President \_\_\_\_\_ Date \_\_\_\_\_

Chancellor \_\_\_\_\_ Date \_\_\_\_\_  
*Brandon McClary*  
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                      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.

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**COMMENTS:**

Richard Richardson will be the Assistant Men's Basketball Head Coach effective June 1st receiving \$75,000 annually.

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**Must be completed by hiring supervisor:**

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

EMPLOYEE DIRECT SUPERVISOR: Roman Banks

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-3090

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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

**GUIDELINES:** All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94/I-20. The latter seven (7) documents do not apply to U.S. Citizens.

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

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

---

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

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

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

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# Rashaad Richardson

rashaadrich@gmail.com

A responsible and dedicated graduate with excellent communication skills, leadership skills, with the ability to learn quickly. Possess exceptional team-building and management skills with proficiencies in planning, extensive organization, and troubleshooting.

## Education

---

**Georgia State University** December 2014

*Bachelor of Arts in Sociology, Department of Sociology*

**Tulane University** August 2022

*Master of Science, Sports Studies*

## Experience

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**Director of Operations** May 2022-Present

Middle Tennessee State University- Murfreesboro, TN

- Closely collaborated with program coordinator to oversee and manage team travel.
- Collaborated with Coach Nick McDevitt, Assistant Coaches Wes Long, Logan Johnson, and Eric Wilson with player personnel.
- In charge of ordering team gear and equipment.
- In charge of day-to-day operations.
- In charge of organizing Nick McDevitt Day and Team Camp.

**Graduate Assistant** July 2020-May 2022

Tulane University-New Orleans, LA

- Closely collaborated with Head Coach Ron Hunter, Assistant Coaches Ray McCallum, Claude Pardue, Kevin Johnson, and Director of Player Development Sean Mock to ensure player performance and growth.
- In charge of all video responsibilities using Hudl Sportscode.
- Assisted with day-to-day office operations including travel and player equipment.
- Assisted with gameday operations while leading 8 undergraduate managers.
- Assisted with scouting reports to reinforce the basketball vision and plans of Coach Hunter in practice and through video.

**Assistant Men's Basketball Coach** August 2019-August 2020

Clarendon College- Clarendon, Texas

NJCAA Region 5-WJAC

2019-2020 Record (29-3)

Nationally Ranked 3<sup>rd</sup>

- In charge of Player Development.
- In charge of Academic Support.
- Assisted with Recruiting Support.
- In charge of maintaining all Social Media.
- Assisted with scheduling and managing travel.
- Assisted with managing scholarships.
- In charge of video coordinating.

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---

August 2016-August 2019

**Assistant Men's Basketball Coach**

Stephenson High School- Stone Mountain, .GA  
Varsity Basketball- Region 4-7A

- Performed daily operations of basketball program
- Academic support
- Fundraising
- Player development
- Assistant camp director of all summer camps
- Assist in maintaining media

August 2014 December 2014

**Undergraduate Assistant & Manager**

Georgia State University-Atlanta, GA

- Manage the on boarding and integration function of new managers which includes manager training and orientation as well as present overview of related basketball operations
- Support with student athlete development by providing training assistance and mentoring opportunities
- Lead, monitor, and direct attendees as a Camp Leader for the Ron Hunter Basketball Camp

**Honors & Awards**

---

*Men's Basketball Team, Georgia State University*

2010 – 2014

- Team Captain, 2012 – 2014
- Leadership Award, 1 of 2 awards given each year, 2012 – 2013
- Hustle Award, for extraordinary efforts during the season, 2013 – 2014

**Activities & Community Service**

---

- Georgia State University Men's Basketball, 2010 – 2014
- Student – Athlete Advisory Committee, Team Leader, 2012 – 2014
- Samaritans Feet – Costa Rica, August 2014 & Cape Town, South Africa, August 2012

**Signees**

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*Clarendon College*

2019 – 2020

Russell Harrison- University of Louisiana Monroe  
Elijah Gonzales- University of Louisiana Monroe  
Esahia Nywie- St. Johns University  
Jokrol Pal- Jacksonville State University  
Donchevell Nugent- Maryland-Eastern Shore

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# Rashaad Richardson

rashaadrich@gmail.com

2266 Hospitality Ln, Murfreesboro, TN 37128

843.801.2980

---

A responsible and dedicated graduate with excellent communication skills, leadership skills, with the ability to learn quickly. Possess exceptional team-building and management skills with proficiencies in planning, extensive organization, and troubleshooting.

## Education

---

### Georgia State University

December 2014

*Bachelor of Arts in Sociology*, Department of Sociology

### Tulane University

August 2022

*Master of Science, Sports Studies*

## Experience

---

### Director of Operations

May 2022-Present

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July 2020-May 2022

Tulane University-New Orleans, LA

- Closely collaborated with Head Coach Ron Hunter, Assistant Coaches Ray McCallum, Claude Pardue, Kevin Johnson, and Director of Player Development Sean Mock to ensure player performance and growth.
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NJCAA Region 5-WJAC

2019-2020 Record (29-3)

Nationally Ranked 3<sup>rd</sup>

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August 2014 December 2014

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**Signees**

---

*Clarendon College*

2019 – 2020

Russell Harrison- University of Louisiana Monroe  
Elijah Gonzales- University of Louisiana Monroe  
Esahia Nywie- St. Johns University  
Jokrol Pal- Jacksonville State University  
Donchevell Nugent- Maryland-Eastern Shore



## 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

May 5, 2023

President-Chancellor Dennis J. Shields  
Southern University and A&M College System  
4<sup>th</sup> Floor, J.S. Clark Administration Building  
Baton Rouge, LA 70813

Dear President Shields:

I am pleased to recommend Mr. Hasan Aquil for the Technology Manager position for the National Telecommunication and Information Administration Connecting Minority Communities grant.

Mr. Hasan Aquil was previously the Senior Strategy, Operations & Consulting Manager at DXC Technology in New Orleans, LA. He served as the head of business operations, execution of strategic approaches, and project delivery for Fortune 500 companies. Mr. Aquil has demonstrated excellent administrative service by supervising employees and projects. He has successfully managed personnel training costs, revenue productions, account relief, and other strategic pre-sales and delivery initiatives, influencing over \$350M over the last three years.

Mr. Aquil received his Bachelor of Arts in Communications & Business Administration from the University of New Orleans, and his Master of Science in Computer Science & Information Systems from Southern University at New Orleans. Mr. Aquil brings a wealth of technical experience, including multiple systems, languages, databases, and software experiences. Mr. Aquil has certifications that include Certified Agile Leader, Certified IT Leader, and Certified Design Thinking Leader.

I recommend Mr. Hasan Aquil for the Technology Manager position at an annual salary of \$90,000. This grant award is for two years and concludes on February 28, 2025. Mr. Aquil's expertise will allow SUNO to address the digital divide that plagues New Orleans in an ever-increasing digital world.

Thank you for considering this request and submitting it for approval at the May 19, 2023 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,

A handwritten signature in blue ink that reads "James H. Ammons, Jr." in a cursive style.

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

APPROVAL: \_\_\_\_\_  
President-Chancellor Dennis J. Shields  
Southern University and A&M College System

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 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 DXC Technology Reason Left Cut Back in staff  
 Date Left ~~XXXX/XXXX~~ 12/31/2022 Salary Paid 187,000

### Profile of Person Recommended

Length of Employment 4/24/2023 To 02/28/2025

Effective Date 4/24/2023

Name Hasan J Aquil SS# XXX-XX- 3147 Sex Male Race\* AA

Position Title: Technology Manager Department: Academic Affairs

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

New Position Expiration Date: \_\_\_\_\_

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

Years Experience 20 years Southern University Experience \_\_\_\_\_

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>(MS) Computer Science</u>	<u>Southern University at New Orleans</u>	<u>2017</u>
	<u>(BA)Comm.&amp; Business Adm.</u>	<u>University of New Orleans</u>	<u>2012</u>

Current Employer \_\_\_\_\_

### Personnel Action

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

Recommended Salary 90,000 Salary Budgeted 90,000

Source of Funds National Institute of Standards & Technology Grant

Identify Budget: 422907-41990-61002-43000 Location \_\_\_\_\_  
Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_

Position \_\_\_\_\_  
Status \_\_\_\_\_  
Salary Adjustment \_\_\_\_\_

#### Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

\*See Reverse Side

Source of Funds	Amount
422907-41990-61002-43000	90,000

Comments: (Use back of form)

\*See Reverse Side

#### Graduate School signature (if, applicable):

DocuSigned by:  
Gregory Ford 5/1/2023  
Supervisor Date

DocuSigned by:  
Gregory Ford 5/1/2023  
Vice Chancellor Date

DocuSigned by:  
J. Bernette Taylor 5/2/2023  
Director/Personnel Date

DocuSigned by:  
Gregory Ford 5/1/2023  
Dean/Unit Head Date

DocuSigned by:  
James H. Ammons, Jr. 5/3/2023  
Chancellor Date

DocuSigned by:  
Arlean Wehle 5/3/2023  
Vice President/Finance Date  
Business Affairs/Comptroller

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:**

8:00 A.M. - 5:00 P.M.

**EMPLOYEE DIRECT SUPERVISOR:**

M-F

**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)

## IT Strategy & Operations Executive

*Solutions-oriented professional with solid analytical expertise to determine problems, collect and evaluate data, and develop substantiated conclusions.*

Highly organized and dynamic strategy consultant with comprehensive experience in overseeing overall performance of organizational operations. Proven success in designing and supporting wide range of projects to solve complex business problems with strategic solutions/recommendations. Track record of engaging with workstream/initiative owners to develop and execute value-creation plans and business roadmaps. Expert at nurturing productive relations with corporate units to understand key objectives related to general management, finance, sales/growth, and operational tasks. Accomplished in planning, developing, and deploying technology initiatives with emphasis on increasing user experience. Demonstrated record of directing cross-functional teams and mitigating potential obstacles/risks. Thrive in challenging, high-pressure, and competitive environments.

### Areas of Expertise

- Operation Planning & Leadership
- Team Coaching & Mentoring
- Digital Transformation
- Strategy Formulation & Execution
- Business Development & Growth
- Certified Enterprise Design Thinking
- IT Operations Governance
- Certified Agile Leader
- Certified IT Leader (CITM)
- IT Service & Solutions Delivery
- Strategic Consultation & Advisory
- Revenue & Profit Generation
- System Integration & Configuration
- Continuous Processes Improvement
- Cross-Functional Collaboration

### Career Experience

**Sr. Manager of Strategy, Operations & Consulting, DXC Technology, New Orleans, LA**

1/2019 – 12/2022

Head overall business operations and execution of strategic approaches and project delivery for Fortune 500 companies with revenue of more than \$250 M. Demonstrate excellent administrative service by leading 1,750 employees, including Software Engineers, Solution Architects, Data Scientists, Scrum Masters, Test Engineers, UI/UX Designers, and Business Analysts. Manage personnel training costs, revenue productions, account relief, and other strategic budgets within annual business finances of over \$350M.

- Improved annual profits/ incomes and leveraged outstanding performance in each project by evaluating significant metrics such as Key Performance Indicators (KPI) and Early Warning Indicators (EWI).
- Saved \$50M costs more than yearly income of 15% and minimized prices by employing top-notch management and automation methods focusing on business outcomes.
- Maximized incomes and reduced company expenditures by devising and implementing yearly business plans for project management/ development and consultation services.
- Upgraded delivery systems/services and stabled budgets by identifying/setting reasonable rates for regional delivery centers in New Orleans and AMS regional markets.
- Executed full-stack development processes for custom applications/automation, systems update, digital transformation, and innovation of apps with user-centered and design-oriented strategy.
- Initiated growth plans and processes for various sectors, including Tech, Automotive, Transportation, Health/Life Sciences, Education, Banking, State/Local Government, Telcom, Media/Communications, Energy, and Retail businesses.

**Executive Consultant, 1106 Media Group LLC, New Orleans, LA**

2017 – 2019

Oversaw functional teams of internal and external IT operations and marketing specialists to lead long-term business development plans. Drove exceptional consultation services for operations planning and implementations. Monitored media contracts/orders, including social, TV, radio, outdoor, and digital products. Managed budgets and finance plans/processes by evaluating reports of income, resource costs and investments in accordance with organization policies and guidelines.

- Formulated significant marketing collateral to promote the company's brand message, products, and services.
- Designed IT and operations strategies for charter and private schools across Greater New Orleans regions by actively engaging with chief executive officers and boards director and exchanging ideas for successful development in IT.
- Introduced innovative Software as a service (SaaS) to deliver applications over interest for enrollment, sponsor databases, academics, logistics, e-commerce, and retail management.

...continued...

Directed profit-focused approaches/ practices to improve IT maturity and stability by leading multiple initiatives/measures. Suggested cost-saving strategies over three-year period to fulfill objective of greatest service with lowest cost. Delivered strategic leadership/direction for business with more than \$17 M worth by performing excellently as member of senior administrative team.

- Increased worth/importance of all IT functions within company and coordinated with internal & external stakeholders to achieve corporate goals.
- Evaluated business outcomes and expanded services by reorganizing Service-Level Agreements (SLAs) and ensuring expected reliability in single document.
- Enhanced team functional performance /efficiency and industry operations by deploying multiple new SaaS and information systems for business growth.
- Prepared ideal methodology/procedures to streamline educational and organizational IT systems and infrastructures.
- Earned about \$100K in revenue within two months by instrumenting mobile user applications and functioning e-commerce platforms access/ digital marketing and supporting SaaS cloud computing model.

Led complex projects/programs of educational institutes with \$57 M operating budget by collaborating with Chief executive officer (CEO) and designing appropriate solutions. Supervised multifaceted activities and public relations of six schools, including tech curriculum, academic instruction, enrollments, and marketing processes by employing cost-effective and efficient approaches.

- Reviewed emergency recovery procedures to efficiently fix issues and assure continuity of business operations /mechanisms.
- Minimized desk ticket demands by 50% and desktop support services by updating innovative tech products and operations.
- Streamlined state and federal programs, such as Children's Internet Protection Act (CIPA) and Education Rate (E-rate) to identify obscene/unsuitable content over Internet for children's access.
- Created eight websites, seven mobile applications, and Web-based applications for Apple iOS and Android devices by driving significant system development schemes/tactics.
- Ensured complete adherence to security guidelines and addressed emerging risks by developing and maintaining key information security objectives.

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## Education

### Master of Science in Computer Science & Information Systems

Southern University at New Orleans, New Orleans, LA

### Bachelor of Arts in Communications & Business Administration

University of New Orleans, New Orleans, LA

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## Additional experience

Director of External Affairs, Contemporary Arts Center | Executive Producer, WWL-TV

News Producer / Engineering Technician, WDSU-TV | Community Relations / Broadcast Engineer, Cox Communications

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## Technical Proficiencies

**Systems:** Sun Solaris, Windows, Mac OS, UNIX, Linux, DO

**Languages:** C#, .Net, JavaScript, HTML

**Databases:** Oracle, Microsoft SQL Server, FoxPro, Ingress

**Software:** Adobe Creative Suite, MS Office Suite, QuickBooks

**Certifications & Methodologies:** Professional Agile Leader (PAL I), Scrum, Design Thinking, Certified IT Manager (CITM)

**Power-user with Microsoft Office products:** SharePoint, Excel, Word, Project, Visio, and PowerPoint

**Technologies supported:** Power BI, AWS, Azure, GCP, Custom/Enterprise Apps Development; Containers/Dockers; Microservices, API Integrations, Internet of Things (IoT), AR/VR



## SOUTHERN UNIVERSITY AT NEW ORLEANS

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

### Office of the Chancellor

May 5, 2023

President-Chancellor Dennis J. Shields  
Southern University and A&M College System  
4<sup>th</sup> Floor, J.S. Clark Administration Building  
Baton Rouge, LA 70813

Dear President Shields:

I am requesting approval to appoint Dr. Camacia Smith-Ross, Chief of Staff, as the Interim Vice Chancellor for Student Affairs and Enrollment Management at Southern University at New Orleans until a national search can be conducted to fill the current vacancy.

Dr. Smith-Ross is a well-qualified candidate to fill the position on the interim. She currently serves as the Chief of Staff and tenured full professor of Education at Southern University at New Orleans. As a scholar and administrator, she will bring a wealth of leadership and experience to Student Affairs and Enrollment Management during this critical time.

Therefore, I request your support and approval by the Board of Supervisors to appoint Dr. Camacia Smith-Ross on the interim commencing on May 5, 2023. With approval, Dr. Smith-Ross will be paid 90% of the current salary which is \$126,000.

Thank you for considering this request and submitting it for ratification at the May 19, 2023, meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,

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

APPROVAL: \_\_\_\_\_  
President-Chancellor Dennis J. Shields  
Southern University and A&M College System

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

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

CAMPUS: SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

EMPLOYMENT CATEGORY: 9-MONTH  12-MONTH  OTHER  (Specify) \_\_\_\_\_

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

Previous Employee \_\_\_\_\_ Reason Left \_\_\_\_\_  
 Date Left \_\_\_\_\_ Salary Paid \_\_\_\_\_

**Profile of Person Recommended**

Length of Employment 3/1/2023 To present

Effective Date 5/5/2023

Name Camacia Smith-Ross SS# xxx-xx-0132 Sex Female Race\* Black

Position Title: Interim V. C. for Student Affairs and Enrollment Management & Tenured Full Professor of Education/Chief of Staff Department: Chancellor's Office

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

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

Years Experience 18 Southern University Experience 6

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Ed.D - Organizational Leadership</u>	<u>NOVA Southeastern University</u>	<u>2007</u>
	<u>M.Ed - Educational Administration</u>	<u>University of New Orleans (UNO)</u>	<u>1999</u>
	<u>B.A. - Elementary Education (K-8)</u>	<u>Southern University and A &amp; M College</u>	<u>1992</u>

Current Employer Southern University at New Orleans

**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 STATE

Identify Budget: GENERAL Location 411001-41110-61002-46000  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: From To

Position \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

\*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
411001-41110-61002-46000	\$100,000.00

\*See Reverse Side

Graduate School signature (if, applicable):

James H. Ammons 5/4/23 Supervisor Date  
James H. Ammons 5/4/23 Dean/Unit Head Date  
J. Bernette Taylor 5/4/23 Vice Chancellor Date  
[Signature] 5/4/23 Chancellor Date  
 Director/Personnel Date Vice President/Finance Date  
 Business Affairs/Comptroller Date  
 President Date Chairman/S.U. Board Of Supervisor Date

## Curriculum Vitae

Doctor of Education with 14+ years of experience in senior director level positions managing complex educational organizations. Proven track record of successful leadership, fundraising, and curriculum/program development in higher education, resulting in positive trends for enrollment, retention, and matriculation in all positions served. Strong competency for revitalizing programs through regional accreditation experience, employing marketing and business strategy and adding a lens of diversity and inclusion for best results. Master of forging and maintaining vested stakeholder relations, as well as local, state, and regional partnerships for successful collaborative governance. Demonstrated commitment to the principles of higher education.

## Selected Achievements

- Elected Co-Section Leader for Decennial Review in 2020 for The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), heading student affairs, enrollment management, and student success.
- Achieved a 22% enrollment increase in Fall 2018 and a 126% enrollment increase in Fall 2019, improving subsequent semester's performance trajectory, as Executive Director of Pre-College and Outreach Programs at Southern University.
- Successfully aided in the removal of the SACSCOC imposed "warning" sanction for the 2016 Fifth Year Monitoring Report at Southern University and A & M College as Vice Provost for Academic Affairs.
- Accelerated graduation enrollment and increased retention numbers to certify and award Master of Arts in Teaching Degrees by 30% as Director of Teacher Education & Graduate Programs at Louisiana Christian University.
- Successfully balanced and maintained a federal budget of \$1.5 million dollars, allocated for urban students who aspire to become first generation college attendees and graduates, resulting in 4+ years of positive enrollment trends, retention numbers, and data assessments as Director of Upward Bound.
- Revitalized the Upward Bound program at Dillard University after Hurricane Katrina to exemplar status, enrolling, retaining, and matriculating the largest number of college ready and accepted students in program history under one director, earning honors as a transformational program leader in 2014.

## Education & Certifications

Doctor of Education in Organizational Leadership • 2007

NOVA Southeastern University, Fischler Graduate School of Education and Human Services, Miami, FL

Master of Education in Educational Administration • 1999; Plus 30 in Curriculum and Instruction • 2001

University of New Orleans, New Orleans, LA

Bachelor of Arts in Elementary Education (K-8) • 1992

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

Louisiana Teacher Certification

Valid for Life for Continuous Service; School Superintendent, (Grades 1-12); Supervisor of Student Teaching, (Grades 1-12); Parish/City School Supervisor of Instruction, (Grades 1-12); Elementary, (Grades 1-8)

Texas Educator Certification

Superintendent, (Grades EC-12); Core Subjects, (Grades 4-8); Core Subjects (Grades EC-6)

Mississippi Educator Certification

120 ELE EDUC (Grades K-6); 486 Non-Practicing Administrator

## Professional Experience

Southern University at New Orleans, New Orleans, LA  
Chief of Staff (2023 – present)

2023 -

Reporting to the Chancellor, the Chief of Staff (COS) is a member of the Executive Cabinet responsible for ensuring execution and completion of transformational initiatives of the University, implementation of the strategic action plan, and addressing issues on behalf of the Chancellor. The COS partners with the Chancellor and the Vice Chancellors to communicate institutional policies to internal and external constituencies.

Southern University and A & M College, Baton Rouge, LA  
Executive Director of Pre-College and Outreach Programs (2018 – 2023)

2017 – 2023

Direct essential programs, including Educational Talent Search, Upward Bound, and Dual Enrollment, to support student success for high school students and those first entering college. Prepare and execute financial, marketing, or other business strategies to accelerate department initiatives and projects. Oversee daily operations in collaborative governance with key university departments. Grow program without a departmental revenue stream. Forge and develop partnerships with school district and charter authorities to further bolster university growth.

- Elected Co-Section Leader for Decennial Review in 2020 for The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), heading student affairs, enrollment management, and student success.
- Spearheaded the revitalization of dormant dual enrollment program, resulting in a 22% enrollment increase in Fall 2018 and a 126% enrollment increase in Fall 2019, improving subsequent semester's performance trajectory. Spring 2022 enrollment topped 701 students.
- Orchestrated a restructuring of the Freshmen Connect Program for Shreveport and Baton Rouge Campuses.
- Served as a member of the Deans Council and Academic Council, advancing institutional priorities, including SACSCOC Fifth Year Monitoring Report and Reaffirmation in 2020; played an instrumental role in clearing Southern University's warning status.
- Stimulated the Southern University System pipeline by extending dual-enrollment and transfer student opportunities.
- Collaborated with faculty to cultivate new and enhance current course offerings, as well as support services.
- Upward Bound funding in excess of \$16M to support 3 continuation, 7 "new" grant awards.
- Ronald E. McNair Post-Baccalaureate Achievement Program Grant restored.

Interim Vice Provost for Academic Affairs (2017 – 2018)

Contributed to strategic academic and operational oversight of the Office of Academic Affairs and affiliated units on the Baton Rouge Campus and Southern University System in collaboration with and under the direction of the Executive Vice President and Provost as the Interim Vice Provost. Supervised pre and post collegiate programs, university accreditation, enrollment management, student affairs, intrusive advising, faculty tenure and promotion, and faculty research and professional development opportunities on a day-to-day basis. Effectively fostered good working relationships with and served on local, state, and regional standing committees, internal and external to the campus. Helmed Title III Grant activities and Foundation Grant Awards. Imparted authority decision on essential travel, reimbursements, and budgetary encumbrances. Governed the integration of IncludeED course materials into student fees and tuition costs. Analyzed program metrics to improve direction for desired departmental and unit outcomes. Supported online program reorganization efforts to best serve students with non-traditional educational needs. Provided accreditation guidance and support for the College of Business, Music, and Mass Communication programs.

- Unified the Memorandum of Understanding for Seattle Central Community College and supported the development of pre-proposals for new degree and certificate programs, contributing to a 22% increase in student enrollment.
- Captained the roll out of EAB's GradesFirst Student Success Collaborative through intrusive advising, resulting in immediate retention improvement and significant advisement gains for the 2017-18 academic year.
- Held a position on the Career placement taskforce, bolstering influx of external internships and partnerships with business and cooperative sponsors, resulting in a more robust college to career readiness pathway.
- Directed and enhanced the way instructional technology was incorporated in the learning environment with LiveText, Moodle, Blackboard, TopHat, and GradesFirst.
- Provided critical input on improving Dual Enrollment opportunities for high school students while serving as a member of the Statewide Articulation and Transfer Committee.
- Directed the roll out of "Jag Hotline," a reporting mechanism for student and stakeholder's academic concerns, resulting in a strengthened Office of Academic Affairs presence for incoming and transfer students.

Presided over daily operations, responsible for recruitment, retention, and on-time graduation rates for the School of Education's undergraduate and graduate programs. Guided departmental enrollment projections, admission screening processes, student acceptance, and disability service referrals for respective programs. Built relationships with neighboring school districts and administration to hire practitioner teachers enrolled at Louisiana College. Mentored enrolled practitioner teachers by fostering institutional development and guiding daily planning and instruction to ensure success. Collaborated with local and national educational consultants to identify gaps and impact the enrolled practitioner's classroom experience. Chaired committees and lead efforts to secure fundraising. Conducted analysis on program curriculum, gaps, course development, budgets, and other key metrics.

- Played an integral role in earning national accreditation from the Teacher Education Accreditation Council (TEAC) 2014-2021.
- Conceptualized, developed, and executed a strategic action plan to improve admission recruitment and retention outcomes.
- Headed plans to successfully restructure the School of Education to best serve a diverse population of schools and teachers across the state, resulting in an improved admission and retention rate in a competitive market.
- Revitalized partnerships with school districts, community, and vested stakeholders, including establishing a partnership with Teach for America Greater New Orleans to address the teacher certification shortage in Louisiana.
- Secured fundraising for equipment and new professional development opportunities, which enhanced teacher experiences.

#### Associate Dean, School of Education (2013 – 2014)

Supervised daily operations, faculty, and staff within the School of Education under direction of the Dean. Taught graduate courses in the School of Education. Fostered strong university community relations with local school districts, non-profits, and organizations that service teacher/student populations.

- Contributed to the organization, writing, and submitting of the TEAC Accreditation Brief for Teacher Education Accreditation scheduled for 2015.
- Performed data assessment and enhanced enrollment projections for accreditation evidence.
- Supported new program development, which attracted an experienced and diverse candidate pool for schools and districts throughout Louisiana, and improved admissions and retention overall.

#### Director of Teacher Education and Graduate Programs, Master of Arts in Teaching and Alternative Certification (2012 – 2016)

Directed daily operations of the Master of Arts in Teaching Graduate Degree Program and Alternative Teacher Certification. Supervised enrollment projections, admission screening, and student acceptance into their respective programs. Collaboratively governed appointed office staff. Employed budgeting expertise and regional and national accreditation experience. Forged relationships with, attracted, and mentored practitioner teachers. Supported the growth of operations with daily planning, instruction, and data assessment efforts as required by the Board of Directors, Board of Regents, Louisiana Department of Education, and regional and national accreditation bodies.

- Accelerated graduation enrollment and increased retention numbers to certify and award Master of Arts in Teaching Degrees by 30%.
- Developed modern courses fit for 21<sup>st</sup> century classrooms which contributed to positive enrollment and retention numbers.
- Expanded certification partnerships throughout the state of Louisiana and strengthened Texas partnerships.
- Spearheaded major fundraising efforts for the educational department.
- Played a key role in the approval of the Educational Leadership Endorsement Program.

#### Dillard University, New Orleans, LA Director of Upward Bound

2007 – 2012

Managed daily operations of a pre-collegiate program that target students overcoming the at-risk stigma. Supervised and directed a staff of professional personnel, faculty, and university tutors. Built solid rapport with parents of student participants. Helmed fundraising efforts. Partnered with university personnel and departments on all fronts to retain students. Streamlined Upward Bound students' transition into the higher education pipeline in partnership with the Division of Student Success and the Center for First Year Experience. Kept track of student progress two years beyond high school.

- Successfully balanced and maintained a federal budget of \$1.5 million dollars, allocated for urban students who aspire to become first generation college attendees and graduates, resulting in 4+ years of positive enrollment trends,



retention numbers, and data assessment.

- Revitalized the Upward Bound program after Hurricane Katrina to exemplar status, earning honors as a transformational program leader in 2014.
- Enrolled, retained, and matriculated the largest number of college-ready and accepted students in program history under one director.
- Fundraised additional soft revenue to support daily programming.
- Co-founded “Project Grad,” a high school fast track program that prepares rising sophomores for college.

## Additional Professional Experience

### Educational Consultant

A+ Tutorials and Consulting, LA  
2017 - Present

## Faculty & Teaching Experience

### Tenured, Full Professor of Education

Southern University at New Orleans  
2023 - present

### Tenured, Full Professor of Education

Southern University and A & M College, LA  
2017 - 2023

### Associate Professor of Education

Louisiana College, LA  
2012 - 2016

### Assistant Professor of Education

Southern University of New Orleans, LA  
2003 - 2007

### Leapfrog Schoolhouse Educational Consultant & Research Classroom Coach

Orleans Parish Study, LA  
2003 - 2007

### Title I Coordinator of Instruction

Orleans Parish School Board, LA  
2000 - 2003

### Elementary Classroom Teacher, Ranking Teacher, and Assistant Principal

Orleans Parish School Board, LA  
1994 - 2000

### Elementary Classroom Teacher

Rapides Parish School Board, LA  
1992 - 1994

## Publications

1. Smith-Ross, Camacia. “Effects of Covid-19 Pandemic on HBCU’s Academic and Social Culture.” Edwin Mellen Press, Ltd., 2022.
2. Smith-Ross, Camacia. “Six Tactics to Renew Historically Black Colleges and Universities: Educating Readers for the 21<sup>st</sup> Century.” Edwin Mellen Press, Ltd., 2018
3. Smith-Ross, Camacia. “The Case for Alternative Certification.” Edwin Mellen Press, Ltd., 2016.
4. Smith-Ross, Camacia and Linda Kargas-Bone, editor. “More Ideas and Innovations for Bridging Gaps” in *Rich Brain-Poor Brain: Bridging Social and Synaptic Gaps in School*, Page 110. Lorenz Educational Press, 2015.
5. Smith-Ross, Camacia and Ashraf Esmail. “Bullying: Recognizing the Warning Signs” in *Alleviating Bullying: Conquering the*

Challenges of Violent Crimes. University Press of America, Inc., 2014.

6. Smith-Ross, Camacia, et al. "A Critical Analysis of Female Doctoral Student Advisement: Implications for Program Satisfaction." *Journal of Urban Education*, Volume 1, Number 1, Pages 90-113, 2013.
7. Smith-Ross, Camacia and Ashraf Esmail. "A Natural Disaster Resource Guide and Workbook on Hurricanes." Deziner Media International Publisher, 2009.
8. Smith-Ross, Camacia. "Students, Teachers and Natural Disasters: Perspectives Supporting Professional Development." Deziner Media International Publisher, 2009.
9. Smith-Ross, Camacia and Ashraf Esmail. "The Effectiveness of a Posttraumatic Staff Development Plan to Address the No Child Left Behind Act Requirements in a Restructured Educational System Affected by Hurricane Katrina." *Journal of Urban Education*, Volume 5, Number 1, Pages 122-135, 2008.
10. Smith-Ross, Camacia, et al. "Designing a Professional Plan to Enhance Academic Programs after a Natural Disaster" in *The Devastating Impact of Hurricanes Katrina and Rita on Health and Education: Voices of Children*, Pages 107-120, Edwin Mellen Press, 2007.
11. Smith-Ross, Camacia, et al. "Encompassing Professional Development to Sustain School Improvement" in *Best Practices for Teaching Students in Urban Schools*, Pages 111-120, Edwin Mellen Press, 2004.

## Book Forward

12. Esmail, Ashraf, et al. "21<sup>st</sup> Century Issues: Perspectives of pandemic, climate change and digital transformation." Hampton Books, 2023.
13. Debiew, Edwin. "It's not too late: A Dialogue from the Heart." Deziner Media International Publisher, 2009.

## Book Introduction

14. Esmail, Ashraf & Pitre, Abul. "English Language Learners: A Social Change Perspective." Rowman & Littlefield Publisher, 2022

## Book Review

15. Smith-Ross, Camacia. "How Folk and Fairy Tales Aid Children's Growth and Maturity." Munir Muztaba Ali, *The Journal of Urban Education*, Number 7, Page 136, 2010.

## Conferences and Presentations

1. Presenter: "Early College Preparation for Minority Students through Dual Enrollment Course Offerings." International Conference on Urban Education, November 2022
2. Presenter: HBCU Solutions for Sustainability in the 21<sup>st</sup> Century, A Dream Deferred: HBCU Conference, College Board, March 2022
3. Presenter: Academic Program Innovation through Dual Enrollment, World Association for Academic Doctors, October 2021.
4. Panel Moderator: A Look at Black Education and the Roles of HBCU, The Center for Racial Justice, Dillard University, April 2021.
5. Panelist: Minority Serving Institutions Advancing Equity Through Dual Enrollment and Concurrent Enrollment, The University of Texas VERTEX Research and Policy Symposium, October 2018.
6. Presenter: A "PEACE" of Historical Speaking, National Peace Education Conference in Houston, TX, April 2005.

## Speaking Engagements

- Literary & Arts Festival, George and Leah McKenna Museum of African American Art, 2010
- Supervisor of Shipbuilding Gulf Coast, Equal Employment Office Advisory Committee Black History Month Observance, 2012
- Arthur F. Smith Junior High School, Girls with Purpose Annual Mother and Daughter Tea, 2016
- Keynote, McKinley High School Honors Award Ceremony, 2018

## Expert Interviews

- Panelist for the Board of Regents, Dual Enrollment Taskforce, June 2022
- Panelist at the 25th National Association for Multicultural Education Symposium, Education Leadership, 2015
- Interviewed by Modern Parents Magazine, Upward Bound, Volume I, Issue IV, 2009
- Interviewed by A+PEL Today, Louisiana College: Fast Track to Masters in Teaching, 2013
- Interviewed by The Alexandria Town Talk, Personal Experience with Autism Inspires Teachers

## Committees & Editorial Boards

- The Center for Racial Justice, Member of Executive Board & Co-Chairman of Education Committee
- Admissions and Financial Aid Advisory Committee
- Financial Aid Student Appeals Committee
- Taskforce for Online Learning
- I-STARR Advising and Retention Committee
- Statewide Articulation and Transfer Committee
- SACSCOC Accreditation Committee, Co-Chair
- SUBR Deans Academic Council
- SUBR Academic Council
- GradesFirst Leadership Committee, Chair
- TopHat Leadership Committee, Academic Leader
- Vice Chancellor for Student Affairs Search Committee, Co-chair
- University Registrar Search Committee, Chair
- Vice Chancellor for Enrollment Management Search Committee
- Commencement Committee, Co-Chair Fall 2017
- Commencement Committee, Spring 2018
- SU Laboratory School Screening Committee
- Quality Enhancement Program (QEP), Ex-Officio Member
- SUBR Academic Grievance Committee, Ex-Officio Member
- Jaguar Orientation 365, Academic Leader
- Louisiana College Teacher Education Committee, Chair
- Louisiana College Admissions Committee
- Louisiana College Strategic College Planning Committee
- World Association for Academic Doctors, Peer Reviewer
- Journal of Education and Social Justice, Editorial Board
- International Association for Peace Education, 2020 National Conference Co-Chair/ Executive

## Specialized Training

- EAB/GradesFirst Advising Platform
- Moodle Instructional Platform
- TopHat Instructional Platform
- LiveText Assessment Platform
- Banner Student Information System
- Jenzabar Student Information System
- Passport Data Evaluation and Assessment System
- PLATO Learning (Elementary-Higher Education)
- Data Evaluation and Assessment
- Common Core
- COMPASS Teacher Assessment Evaluator for Louisiana
- Value Added
- Louisiana State Assessor for New Teachers
- Louisiana State Mentor for New Teachers

- Supervisor of Student Teachers Training & Certification
- Parish or City School Supervisor of Instruction Training & Certification
- Highly Skilled Educator - Louisiana State Department of Education
- Comprehensive School Reform Model Training
- Turning Points Model - Middle School Reform
- Charter School Operations
- Fundraising

## Leadership Institutes/Trainings

- Pennsylvania State Academic Leadership Academy (2018)
- Dr. Joseph Silver's, Silver & Associates SACSCOC Accreditation Workshops (2017-2018)
- SACSCOC Evaluator

## Affiliations & Memberships

- National Association for Multi-Cultural Education
- National Association for Peace Education
- Duplichain University Editorial Board
- Editorial Board for HBCU Press
- Delta Sigma Theta Sorority, Inc.
- Word Association for Academic Doctors Peer Reviewer
- Journal of Education and Social Justice Editorial Board

## Awards & Recognition

- Honored as a Transformational Program Leader for spearheading the Hurricane Katrina program in 2014 at the 50-year Celebration of Upward Bound at Dillard University
- Presented the "We Thank You" award to LC Faculty for Black History Month by the Joe S. Green Leadership Institute in 2016

## References

### **Randall Esters, EdD**

Chancellor, Louisiana Delta Community College  
Former Dean of Education, Louisiana College  
randyesters@ladelta.edu \* (318) 345-9000

### **Edward Willis**

Gardner Institute  
Senior Fellow  
Former Vice Chancellor for Student Success, Southern University and A&M College  
willis@jngi.org \* (850) 445-1448

### **Luria Young, PhD**

Professor of Science and Math Education; Former Senior Associate Vice Chancellor for Academic Affairs  
Southern University and A & M College  
luriayoung@gmail.com \* (225) 205-7158

### **Ashraf Esmail, PhD**

Criminal Justice Faculty  
Director, Center for Racial Justice  
Dillard University  
ashesmail@aol.com \* (504) 914-2818

**Joe Aguillard, EdD**

President Emeritus

Louisiana College

aguillardj@yahoo.com \* (318) 613-4145

*Additional 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](http://www.suno.edu)

### Office of the Chancellor

May 5, 2023

President-Chancellor Dennis J. Shields  
Southern University and A&M College System  
4<sup>th</sup> Floor, J.S. Clark Administration Building  
Baton Rouge, LA 70813

Dear President Shields:

The University has experienced changes in staffing and personnel in multiple offices due to a host of recent retirements. During this time of transition, the Assistant Director of Admissions and Recruitment, Dr. Atia Washington, graciously stepped in and assisted with dual enrollment to ensure all prospective students transitioned smoothly to our institution. Dr. Washington provided technical leadership and oversaw all operations to include record creation, course scheduling, and registration for dual enrollment students. She unequivocally shouldered these additional duties in the absence of critical personnel.

As a result, Southern University at New Orleans' Dual Enrollment program has truly flourished since filling the position in July 2022, with Dr. Atia Washington. The enrollment continues to surge with the highest enrollment of 718 high school students during the Spring 2023 term. Dr. Washington has successfully doubled the high school partnership number to 18, covering schools in St. John the Baptist, Jefferson, and Orleans parishes. It is for these reasons we are requesting a salary increase for the additional duties assigned.

As the Assistant Director of Admissions and Recruitment, Dr. Atia Washington currently receives a \$59,000 annually salary. We are asking for a \$6,000 increase bringing her total compensation to \$65,000 annually, and a change in her title to reflect her new role as Assistant Director of Admissions and Recruitment/Dual Enrollment.

Thank you for considering this request and submitting it for approval at the May 19, 2023 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,

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

APPROVAL: \_\_\_\_\_  
President-Chancellor Dennis J. Shields  
Southern University and A&M College System

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 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 07/01/2022 To 05/31/2023

Effective Date 06/01/2023

Name Atia Z. Garrett Washington SS# XXX-XX-9631 Sex female Race\* black

Position Title: Assistant Director of Adm. & Recruit/Dual Enrollment Department: Student Affairs/Enrollment Man.

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 yrs. Southern University Experience 10 months

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BS-General Studies</u>	<u>University of Louisiana at Lafayette</u>	<u>2016</u>
	<u>M. Ed Educ. Leadership Tech</u>	<u>Northwestern State University</u>	<u>2019</u>
	<u>Ed.D. Adult Learning</u>	<u>Northwestern State University</u>	<u>2023</u>

Current Employer Southern University at New Orleans

**Personnel Action**

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

Recommended Salary 65,000.00 Salary Budgeted 65,000.00

Source of Funds General

Identify Budget: \_\_\_\_\_ Location \_\_\_\_\_  
Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: From \_\_\_\_\_ To \_\_\_\_\_

Position \_\_\_\_\_  
Status \_\_\_\_\_  
Salary Adjustment \_\_\_\_\_

**Financial Aid signature (if, applicable):**

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
<u>411001-46410-61002-45000</u>	<u>65,000.00</u>

\*See Reverse Side

**Graduate School signature (if, applicable):**

DocuSigned by: Adriel Hilton 5/1/2023  
**Supervisor** Date  
 DocuSigned by: Adriel Hilton 5/1/2023  
**Vice Chancellor** Date  
 DocuSigned by: J. Bernette Taylor 5/1/2023  
**Director/Personnel** Date

DocuSigned by: Adriel Hilton 5/1/2023  
**Dean/Unit Head** Date  
 DocuSigned by: James H. Ammons, Jr. 5/4/2023  
**Chancellor** Date  
 DocuSigned by: Arlean White 5/4/2023  
**Vice President/Finance** Date  
**Business Affairs/Comptroller**

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:**

Monday-Friday 8 hrs. per day

**EMPLOYEE DIRECT SUPERVISOR:**

Adriel Hilton

**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)



## Employment Narrative

### Akili Academy of New Orleans

8<sup>th</sup> grade Mathematics Teacher | 8.2021 – present

- *Delivering instruction in the classroom and raising student achievement*
- *Long-term unit planning and daily lesson planning*
- *Communicating with parents/guardians about student progress*
- *Quickly implementing feedback and goal setting into lesson delivery*
- *Collaborating with teammates in grade level and subject level teams*
- Participating in the life of the school, including student activities and events
- Maintaining a classroom culture conducive to student achievement
- Using data to track student achievement, and to constantly improve practice
- Participating in daily, weekly, and quarterly meetings about student achievement
- Embodying, advocating, and operationalizing the mission, vision, and direction of the school
- Taking on other tasks, as needed

### Xavier University of Louisiana

Associate Director of Operations | 5.2019 – 5.2021

- *Supervises Admissions department personnel to ensure enrollment and activity goals are met and that department personnel act ethically and with integrity in all activities*
- *Manage an ongoing assessment of the operations team, including the development of process management reports and quality control reports for the application evaluation process*
- *Demonstrate customer service experience that incorporates a global perspective, along with a commitment and ability to work in a team setting with all levels of management, faculty, and staff.*
- *Trains campus administrators on new processes*
- Demonstrate superior communication skills, professional judgment, as well as management and leadership capability
- Responsible for the operational maintenance and data integrity of the Admissions databases including, but not limited to, Slate and BANNER, and ensures accuracy of data by updating and changing student information, and by developing methods to check for discrepancies.
- Collaborates with staff on ways to improve database operations
- Troubleshoots system-related issues
- Monitors, filters, and corrects data, troubleshoots and problem solves system-related issues, while partnering with ITC

### South Louisiana Community College

Enrollment Specialist | 6.2017 – 4.2019

- *Developed Allied Health, Technical Diploma and Special Programs program guides and instruction manuals*
- *Developed information packets for all programs*
- *Developed the waitlist process for the Technical Diploma programs that ensures a swift process through admissions, registrar's office and the financial aid department*
- *Reconstructed the admittance process by utilizing more advanced technological processes*
- *Trains campus administrators on new processes*

### Education

Ed.D. in Adult Learning and Development 8.2019-  
Northwestern State University  
M. Ed in Educational Leadership Technology  
Graduate Northwestern State University

Bachelor of General Studies  
Graduate University of Louisiana at Lafayette

### Certifications

Project Management Fundamentals I & II  
Iowa Western Community College

### Systems

BANNER  
Bright Pearl  
Linux  
Microsoft Office Suite  
Windows 7, 8 & 10  
XP  
Slate

### Skills

70 WPM  
Active listening  
Analytical  
Coaching & mentoring  
Conflict resolution  
Creative thinking  
Customer service  
Effective team member  
Empathetic  
Excellent oral and written communication  
Integrity  
Interpersonal  
Leadership  
Multi-phone line  
Multitasker  
Professional judgment  
Project management  
Quality control  
Quick learner  
Reporting  
Resourceful  
Strong work ethic  
Time management

- *Supervises 4 student workers each semester*
- Monitors bridging of information to and from Banner and Recruiter (Ellucian)
- Collaborates with staff on ways to improve database operations
- Monitors the program waitlist
- Troubleshoots system-related issues
- Conducts Open Houses and Student Success Live
- Processes enrollment applications
- Manages import/export processes
- Updates student information
- Data entry

#### Admissions | 6.2016 – 6.2017

- *Collaborated with Admissions, Registrar, Financial Aid and Career & Transfer departments in creating and managing the new application processes for Practical Nursing and Clinical Lab Tech*
- Assisted students with applications
- Completed student registration
- Conducted campus tours

#### Kids in College Coordinator | 4.2016 – 6.2016

- *Instituted 10 additional camps that are incorporated every summer on three campuses*
- Recruited students from Lafayette, Iberia, and St. Landry parishes
- Collaborated with GEAR UP to encourage and register seniors to attend summer courses at SLCC and take the ACT

#### Trade Adjustment Assistance Community College Training Site Advisor | 10.2014 – 4.2016

- *Attained industry-based certification prep courses*
- *Supervised and assisted 32 students becoming CompTIA A+ or Network+ certified*
- Surveyed Intro to Networking, Machine Tools, Microcomputer Applications, College Success Active Directory & Troubleshooting I & II
- Set up router/switch rack lab for Intro to Networking in Industrial Electronics
- Taught students to:
  - Run clean installs of Server2013 and Windows 7&8 in active directory
  - Proper solder processing
- Collaborated with P.A.C.E. (Pathways to Accelerated Careers & Education) and served as liaison for students and faculty to ensure better learning experiences
- Collaborated with teachers to develop the I-BEST (Integrated Basic Education Skills & Training) team teaching model
- Tutored students
- Maintains and distributes reports to management

#### Miracle Ear

##### Inventory & Lab Manager | 12.2010 – 1.2014

- *Managed inventory for 16 locations*
- Recorded daily deliveries and shipments
- Analyzed data to anticipate future needs
- Placed orders to replenish stock
- Provided onsite and telephone technical support
- Data entry



## 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

May 5, 2023

President-Chancellor Dennis J. Shields  
Southern University and A&M College System  
4<sup>th</sup> Floor, J.S. Clark Administration Building  
Baton Rouge, LA 70813

Dear President Shields:

I am pleased to recommend Dr. Kenneth Williams for the Tenured Associate Professor and Director of the Bachelor of Science in Cybersecurity program at Southern University at New Orleans (SUNO).

Dr. Williams is an accomplished cybersecurity specialist with over 30 years of experience in information technology and management. He previously served in the United States Army and was employed by the United States Inspector General's Office. Dr. Williams has exhaustive experience as a University Professor and Department Chair of Cybersecurity. Dr. Williams is skilled in cybersecurity analytics, vulnerability testing, network engineering, systems engineering, and various other IT and cybersecurity roles that are extremely beneficial to a new academic program.

Dr. Williams received a Bachelor of Business Administration from Campbell University in Buies Creek, New York. He also received the Master of Science in Information Technology and Security and a Doctor of Philosophy degree in Information Technology, with a Specialization in Information Assurance and Security from Capella University, Minneapolis, Minnesota.

I recommend Dr. Kenneth Williams for the Director of Cybersecurity program at an annual salary of \$125,000. This new Cybersecurity program at SUNO will attract students who are interested in pursuing an in-demand degree program, with a vast employable market to build the STEM workforce.

Thank you for considering this request and submitting it for approval at the May 19, 2023 meeting of the Southern University and A&M College System Board of Supervisors.

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

APPROVAL: \_\_\_\_\_  
President-Chancellor Dennis J. Shields  
Southern University and A&M College System



## Southern University at New Orleans

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

Office of the Vice Chancellor  
for Academic Affairs

May 2, 2023

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

Dear Dr. Ammons:

In accordance with the promotion and tenure process, I have reviewed the recommendation for the rank of Tenured, Associate Professor in the Department of Natural Sciences, College of Arts and Sciences for Dr. Kenneth Williams. The Dean of the College of Arts and Sciences and the faculty support the appointment based on a review of Dr. Williams' credentials. Dr. Williams earned a Bachelor of Business Administration from Campbell University in Buies Creek, NY. Dr. Williams also received the Master of Science in Information Technology and Security, and a Ph.D. in Information Technology, with a Specialization in Information Assurance and Security from Capella University, Minneapolis, MN.

Dr. Williams has 30+ years of experience in information technology, cybersecurity, and management. Dr. Williams has served as an IT Specialist for the U.S. Army and the Inspector General's office. Dr. Williams has held faculty appointments with academic rank, and leadership roles in higher education at multiple universities. Dr. Williams is skilled in cybersecurity analytics, vulnerability testing, network engineering, systems engineering, and various other IT and cybersecurity roles. For these reasons and more, I support the recommendation of the dean and the faculty.

As the Vice Chancellor for Academic Affairs, I recommend Dr. Kenneth Williams for the rank of Tenured, Associate Professor in the Department of Natural Sciences, College of Arts and Sciences at Southern University at New Orleans.

Sincerely,

A handwritten signature in blue ink that reads "Gregory D. Ford".

Gregory D. Ford, Ph.D.

Vice-Chancellor for Academic Affairs

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 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 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 Thelka Professional Associates, LLC Reason Left \_\_\_\_\_  
 Date Left Current Salary Paid 125,000

### Profile of Person Recommended

Length of Employment June 1, 2023 To September 30, 2023

Effective Date June 1, 2023

Name Kenneth L Williams SS# xxx-xx-7649 Sex M Race\* AA

Position Title: Director, Cybersecurity Department: Title III

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

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

Years Experience 20 Southern University Experience \_\_\_\_\_

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	Ph.D. - Information Technology	Capella University, Minneapolis, MN	2014
	MS - Information Technology & Security	Capella University, Minneapolis, MN	2010
	BA - Business Administration	Campbell University, Buies Creek, NC	1989

Current Employer Thelka Professional Associates LLC

### Personnel Action

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

Recommended Salary 125,000 Salary Budgeted 125,000

Source of Funds TITLE III

Identify Budget: 420340-41410-61002-46000 Location \_\_\_\_\_  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_  
 Position \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \_\_\_\_\_

#### Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

\*See Reverse Side

Source of Funds	Amount
420340-41410-61002-46000	125,000

Comments: (Use back of form)

\*See Reverse Side

#### Graduate School signature (if, applicable):

DocuSigned by: <i>Carl P. Johnson</i> Supervisor Date <u>5/4/2023</u>	DocuSigned by: <i>Brenda Jackson</i> Dean/Unit Head Date <u>5/4/2023</u>
DocuSigned by: <i>Gregory Ford</i> Vice Chancellor Date <u>5/4/2023</u>	DocuSigned by: <i>James H. Ammons, Jr.</i> Chancellor Date <u>5/4/2023</u>
DocuSigned by: <i>J. Bernette Taylor</i> Director/Personnel Date <u>5/4/2023</u>	DocuSigned by: <i>Arlean White</i> Vice President/Finance Date <u>5/4/2023</u> Business Affairs/Comptroller

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:**

Monday-Friday, 8:00A.M.-5:00 P.M.

**EMPLOYEE DIRECT SUPERVISOR:**

Carl Johnson

**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>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)

# **Kenneth L. Williams, CISSP, ITIL, PHD**

---

## **Chief Information Officer (CIO)**

Accomplished professional with extensive cybersecurity experience working as a Campus President - Cyber academy, Military Unit Commander, CEO|CIO, cybersecurity consultant, researcher, author, and Professor (Cybersecurity). Solutions-oriented cyber security leader with notable success directing a broad range of government and corporate Cybersecurity initiatives; a retired Army Cyber officer and business owner with extensive leadership experience with multiple years of planning and directing business processes to achieve results.

## **Highlights**

### **Leadership**

- Business Owner and Leader
- Campus President/Provost
- Project Manager (Cyber/IT)
- Executive Director Center for Cyber Defense
- Academic Department Chair
- Program Director
- Cybersecurity Keynote Speaker/Researcher
- Process/Risk System Manager

### **Technical Management / Cybersecurity**

- Cybersecurity Analyst
- Cybersecurity Consultant
- Penetration and Vulnerability Tester
- Network Engineer
- System Engineer
- System Administrator
- Cybersecurity Defense Analyst
- Contingency Planner/Incident Responder
- Cybersecurity System Architect
- Cybersecurity Vulnerability Assessor/senior manager

### **Teaching / Training**

- Professor (Cyber/IT)
- Boot Camp Trainer
- Program Developer
- Program Evaluator/Mentor

## **Professional Experience**

**Thelka Professional Associates LLC, Gainesville, VA**

**February 2005 - Present**

**President|CIO, PhD, CISSP**

Provide cybersecurity-based client solutions in security risk management, vulnerability assessment, and needs based security solutions to U.S. National and State governments.

- Cybersecurity subject matter expert (SME) and panel member of organizations such as the US Coast Guard. U.S. CYBERCOM Academic Engagement Network and Cybersecurity Maturity Model Certification (CMMC) Academic Advisory Council (AAC).

- Mentor and reviewer for the NSA|DHS National Centers of Academic Excellence in Cybersecurity (NCAE-C) to various academic institutions since 2016.
- Academic SME for the California Community College Chancellor office resulting in the development of the first fully online zero textbook cybersecurity collaborative program for various community colleges in California.
- Spearheaded the NSA|DHS National Centers of Academic Excellence in Cyber Defense (NCAE-C) effort for the American Public University System (APUS).
- Academic representative, panel member and advisor to address the unique issue of training the future cybersecurity warrior hosted by the U.S. Cyber Command.
- Academic cybersecurity representative to the U.S. Coast Guard to address cybersecurity unique issues related to threats to US ports and flag vessels.
- Keynote speaker in various conferences on topics related to cybersecurity to include peer reviewed publications and online cybersecurity news sites including Dark Reading and Security Magazine.
- Coordinated, lead, and conducted risk and security assessments for information resources, as well as security incident investigations, drafts security incident, assessment.

**Northern Virginia Community College**  
**Associate Professor (Part-time)**

**May 2011 - Present**

Teach online and on-ground undergraduate IT and cyber security courses, using the Canvas LMS. Courses: Systems Analysis, Planning and Control; Principles of Information Systems Security; Introduction to Computers; Introduction to Telecommunications; Introduction to Network Security; Ethical Hacking; Network Communication, Security, and Authentication; Internet Firewalls and e-Commerce Security.

**American Public University System (APUS)**

**December 2016 - November 2022**

**Department Chair** (Interim), August 2021 - October 2022

Provided resources for a quality learning experience for students by ensuring coherence in the discipline and relevance to the practices and contributed to a range of activities that supported student learning outcomes, program quality, and discipline integrity, all of which focus on student learning, teaching quality, and retention.

- Facilitated the work with other departments including faculty hiring and development, institutional research and assessment, instructional design, Library, assessments, course materials, and marketing outreach. Oversaw the daily operations of a program or programs.

**Executive Director**, Center for Cyber Defense Security, July 2018 - November 2022

Directed the APUS academics-related activities in cybersecurity which included degree programs, provision of general cyber defense information to the community at large, and promotion of collaboration and outreach opportunities related to cybersecurity among students, faculty, and other institutions.

- Oversaw the operation and maintenance of a virtual center that provides information about activities conducted by the center for cyber education. Collaborated with program and faculty directors for cybersecurity degree programs offered by the University and with the school deans.

**Program Director**, Cybersecurity, December 2016 - July 2018

**DeVry University**  
**Visiting Professor**

**November 2011 - May 2015**



Taught on-site graduate and undergraduate multiple IT and cyber security courses, using the eCollege Learning Management Systems (LMS). Courses: Systems Analysis, Principles of Information Systems Security; Operating Systems; Business Continuity; Disaster Recovery, Forensics and Security. Courses: Physical and Operations Security; Information Security Planning and Audit; Cryptography and Security; Strategic Management of Technology; E-Business Security; Database Security; Network Security; Data Privacy

**Strayer University**  
**Adjunct Professor**

**June 2011 - August 2015**

Instructed and developed on-line graduate and undergraduate IT and cyber security courses, using the Angel LMS.

- **Course Instruction:** Computer Applications; Ethical Hacking; National Security Architecture (SCNA); Security Certified Network Professional; Network Penetration Testing; Computer Hacking Forensic Investigator; Fundamentals of Information Security; Computer Hardware Fundamentals; Computer Network Fundamentals; Database Design.
- **Courses Developed:** Computer Security and Legal Issues; Computer Security Fundamentals; Fundamentals of Cyber Security; Network Penetration Testing; Security Certified Network Architect; Security Certified Network Professional; Security Design & Compliance II.

**U.S. Army Inspector General, Arlington VA**  
**IT Specialist, January 2013 - June 2016**

**June 2009 - June 2016**

Supported the Information Assurance Manager (IAM) with the reviews of security configuration items, vulnerabilities and issues required to be address by Department of Defense (DOD) policy.

- Assisted identifying, implementing, and assessing the Information Assurance (IA) Controls as identified by the Defense Information Systems Agency (DISA) Security Technical Implementation Guides (STIGs), to ensure Inspector General Information System (IGNET) compliance.
- Researched and identified how to implement changes for compliance with the STIG findings. Advised IAM on security requirements, solutions, and best practices for IA compliance. Document the controls in place for meeting the IA STIG compliance in the System Security Plan.

**Cyber Security Compliance Auditor, June 2009 - January 2013**

Analyzed Continuity of Operations Plans (COOPs) to determine agency's ability to carry out its mission during a disaster and provided recommendations for restoration of information systems by incorporating protection, detection, and reaction capabilities. Recommended

- Developed security assessment checklists to assess appropriate policies, procedures, and/or standards regarding information security related to federal, state, and local laws, regulations, and other requirements.
- Assessed cybersecurity education, training, and awareness documentation to determine compliance with standards; conducted interviews and coaching sessions to staff on cybersecurity-related topics.
- Provided recommendations for the integration of security systems plans policies and procedures within organizational business processes.
- Participated in and assisted in the development of the annual IT Strategic Plan to refine key performance matrices. Made recommendations for the development, design, and implementation of new applications and changes to existing computer systems software packages based on audit results.

### **Additional Relevant Experience**

**Mission 1<sup>st</sup> Group** (contractor for DoD), Fort Monmouth, NJ 07703

#### **Information System Security | VOIP Engineer and Contractor lead**

Supervised IT professional and administrative staff for an ACAT-1 DoD IT program including developing Work Breakdown Structure to effectively manage the information management resources, information technology processes with a budget of \$60M.

- Applied expert knowledge in application development, business process automation, information technology and information management that met the needs of the Software Engineering Center, and all stakeholders.
- Implemented information security controls in accordance with NIST publications and DIACAP to ensure effective and reliable information assurance to meet client needs.
- Engineered and conducted oversight of transmission encryption applications using FIPS 140-2 and FIPS 197 standards along with other standards.
- Integrated security systems plan, policies, and procedures with organizational business processes. Analyzed and applied security updates and patches for application to the organizations network to comply with DoD and government security policies and directives.

### **Military Experience**

**United States Army**, Various locations

**1990 - 2004**

**Division Chief | Branch Chief | Commanding Officer | Executive Officer | Operations Officer  
Garrison Commander | Anti-Terrorism Officer**

Fast-track career promotion through a series of increasingly responsible management positions leading large-scale operations worldwide. Honored with numerous commendations and awards for outstanding leadership, general management, and field operations during peace and war.

### **Professional Training and Certifications**

ITIL Foundation v3, 2014

Encase Forensics Investigation, 2008

Certified Information System Security Professional (CISSP), 2007

DoD Systems Engineering – Intelligence Systems, 2004

CompTIA Security plus, 2004

CISCO Network plus, 2004

### **Education and Credentials**

Capella University, Minneapolis, MN

**PhD in Information Technology**, Specialization Information Assurance and Security

**Master of Science in Information Technology and Security**

**Bachelor of Business Administration** – Campbell University, Buies Creek, NC



# 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

May 5, 2022

Southern University and A&M College  
Board of Supervisors  
J.S. Clark Administration Building, 4th Floor  
Baton Rouge, LA 70813

Re: *Position Authorization for Associate Vice President and Senior Administrative Operations  
Officer Acting Vice Chancellor of Finance and Administration*

Dear Chairman Lawson and Honorable Members of the Board:

Mr. Benjamin Pugh has been dutifully serving the Southern University System for over thirty (30) years, with the last seven (7) as Vice Chancellor of Finance and Administration for the Southern University and A&M College campus. Recently Mr. Pugh has taken some well-earned time off. The Vice Chancellor for Finance and Administration of the flagship campus is of critical importance and Mr. Flandus McClinton has been doing a yeomen's job of handling operations while Mr. Pugh is out. However, there is a need for additional assistance not only with the Baton Rouge campus, but with other campuses as it relates to lean operations. In light of the same, I am asking that you approve hiring Ms. Desireé Honoré Thomas as the Associate Vice President and Senior Administrative Operations Officer of the Baton Rouge Campus. She will serve as Acting Vice Chancellor for Finance and Administration from June 1<sup>st</sup> until Mr. Pugh's return.

Ms. Desireé Honoré Thomas is a stellar candidate having over thirty-five (35) years of practice in accounting, a wealth of experience with state government, procurement, and management, as well as, governmental relations. She will bring a wealth of knowledge and is ready to serve. Therefore, I request that you appoint Ms. Desireé Honoré Thomas to the position of Associate Vice President and Senior Administrative Operations Officer, commencing June 1, at a salary of \$220,000. She will work as Acting Vice Chancellor for Finance and Administration until Mr. Pugh's return.

It is for the above-referenced reasons, I seek your favorable consideration of this request. Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Dennis J. Shields".

Dennis J. Shields  
President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

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

CAMPUS: SUS  SUBR \_\_\_\_\_ SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

EMPLOYMENT CATEGORY: 9-MONTH \_\_\_\_\_ 12-MONTH  OTHER \_\_\_\_\_ (Specify) \_\_\_\_\_

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

Previous Employee \_\_\_\_\_ Reason Left \_\_\_\_\_  
 Date Left \_\_\_\_\_ Salary Paid \$220,000.00

**Profile of Person Recommended**

Length of Employment \_\_\_\_\_ To \_\_\_\_\_  
 Effective Date June 1, 2023

Name Diseree' Honore Thomas SS# \_\_\_\_\_ Sex B Race\* F  
 (Last 4 digits only)

Position Title: Associate Vice President and Senior Department: System  
Administrative Operations Officer Acting Vice  
Chancellor of Finance and Administration

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 35 Southern University Experience \_\_\_\_\_

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Bachelor of Science in Finance</u>	<u>Louisiana State University Baton Rouge, LA</u>	<u>May 1987</u>
	<u>Master Business Admin, Acc</u>	<u>Louisiana State University at Shreveport, LA</u>	<u>October 2022</u>

Current Employer LA Division of Administration

**Personnel Action**

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

Recommended Salary \$220,000.00 Salary Budgeted \_\_\_\_\_

Source of Funds State

Identify Budget: \_\_\_\_\_ Location \_\_\_\_\_  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_

Position \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

\*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
	\$220,000.00
<u>111 001-11091-61002-16000</u>	<u>55,000</u>
<u>211 001-26051-61002-2000</u>	<u>165,000</u>

\*See Reverse Side

Graduate School signature (if, applicable):

Alvin J. Smith \_\_\_\_\_ Date 5/11/2023  
 Supervisor \_\_\_\_\_ Dean/Unit Head \_\_\_\_\_ Date \_\_\_\_\_

Vice Chancellor \_\_\_\_\_ Date \_\_\_\_\_  
Scott H. ... \_\_\_\_\_ Date 5/12/2023  
 Director/Personnel \_\_\_\_\_ Chancellor \_\_\_\_\_ Date \_\_\_\_\_  
 Vice President/Finance \_\_\_\_\_  
 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.

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**COMMENTS:**

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**EMPLOYEE REGULAR WORK SCHEDULE:** \_\_\_\_\_

**EMPLOYEE DIRECT SUPERVISOR:** \_\_\_\_\_

**SUPERVISOR/DEPARTMENT CONTACT NUMBER** \_\_\_\_\_

**NUMBER OF EMPLOYEES SUPERVISED, (if any)** \_\_\_\_\_

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

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

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

---

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

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

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

**SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813**

SUS     SUBR     SULAC     SUAREC     SUNO     SUSLA

\*\*\*\*\*

**POSITION VACANCY AUTHORIZATION**

\*\*\*\*\*

REQUEST THAT THE POSITION TITLE AVP & Senior Admin Operations Off/ Acting Vice Chancellor of Finance and Admin AS DESCRIBED BELOW

BE AUTHORIZED AS A VACANCY FOR \_\_\_\_\_  
(Department or Unit)

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

\_\_\_\_\_  
\_\_\_\_\_

**\* SEE ATTACHED JOB DESCRIPTION AND RESPONSIBILITIES\***

\_\_\_\_\_  
\_\_\_\_\_

Salary/Range: 220,000.00 Previous Incumbent (if replacement): \_\_\_\_\_

Approved     Disapproved    \_\_\_\_\_    5/11/23  
Department Head    Date

Approved     Disapproved    \_\_\_\_\_    \_\_\_\_\_  
Dean/Director/Supervisor of Budget Unit    Date

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

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
Employee Class:	<u>MU</u> <u>MU</u>	Job Class:	<u>11900</u> <u>24748</u>
<u>Michelle Williams</u> Verified By:			<u>05/12/23</u> Date:

Approved     Disapproved    \_\_\_\_\_    \_\_\_\_\_  
Vice Chancellor    Date

Approved     Disapproved    \_\_\_\_\_    5/11/23  
Chancellor/Vice President    Date

Approved     Disapproved    \_\_\_\_\_    5/11/23  
President    Date

An Equal Opportunity Employer

**ASSOCIATE VICE PRESIDENT AND SENIOR ADMINISTRATIVE  
OPERATIONS OFFICER OF BATON ROUGE CAMPUS**

**Position Description**

**GENERAL**

The Associate Vice President and Senior Administrative Operations Officer of the Baton Rouge Campus has dual reporting duties to the Vice President of Finance and Administration as it relates to business of the System and to the Vice Chancellor for Finance and Administration as it relates to business of the Baton Rouge campus. AVP/SAOO assists in the development and coordination of best practices of administrative matters for all campuses within the System and coordinates the administrative operations and activities of Facility Services, Information Systems, University Police, and Facilities Operations on the Baton Rouge Campus.

The AVP/SAOO assists the Vice President and Vice Chancellor for Finance and Administration to develop and maintain a physical environment that is safe and conducive to intellectual growth and development.

**SPECIFIC**

Assists the Vice President in policy development, implementation, and coordination that promote the System's culture and vision. Ensures adherence with federal, state and System policies. Works collaboratively with members of each campus's senior staff to provide business management support services, as needed.

First line of oversight for the following offices, departments, and areas on the Baton Rouge Campus: Facility Services, University Police, Property, Auxiliary Services, Motor Pool, Risk Management, Travel, and Information Technology.

Assists the Vice Chancellor in coordinating the development of short term and long-term strategic plans for administration components.

Provides business management support services that are efficient and effective.

Administering the University's administrative operations to ensure that University objectives are achieved. Setting goals and priorities for all business and administrative operations of the University.

Coordinating the development and review of policies and procedures affecting all aspects of business and administrative affairs and information systems. Adopting and implementing policies upon approval by the Chancellor. Reviewing and updating existing policies and procedures and ensure compliance with federal, state, and university regulations.

Providing a comprehensive plan for physical plant operations that ensure physical facilities are properly maintained to provide an atmosphere that allows the University to carry out its mission, goals and objectives.

Maintaining professional and technical knowledge by attending workshops, conferences and meetings, reviewing professional publications, establishing professional networks in the area of administration. Chairs and serves on University committees.

Performs other assignments as determined by the Vice President and/or Vice Chancellor.



Confidential Resume - Desireé Honoré Thomas, CPA, CGMA  
October 2022



ce  
m

OVERVIEW:

Results-oriented leader with progressive leadership experience in government and a large complex not for profit organization. An outstanding record of achievement in management and operational support. Strengths include legislative relations, strategic planning, and management development. Served as a critical team member in response to various natural disasters. Known for values of honesty and integrity.

EXPERIENCE:

01/16 to  
Present

***Assistant Commissioner, Statewide Services***  
**Division of Administration, State of Louisiana**  
Baton Rouge, Louisiana

Responsibilities at this organization include statewide responsibility for Financial Reporting and Accounting Policy, State Uniform Payroll, Office of Risk Management, Disaster Recovery Unit, Community Block Development Grant, and Property and Fleet Management.

Responsible for the compilation of the state's Comprehensive Annual Financial Report (Financial Statement) (CAFR). Recognized for excellence by the Government Financial Officers Association (GFOA)

Responsible for the Division of Administration's Office of Finance and Support and Emergency Management. Extensive governmental relations experience as legislative liaison with Louisiana Legislature and local government officials.

Responsible for management of federally funded programs for COVID -19 recovery. Including Homeowner Assistance Fund, Emergency Rental Program, and Governor's Emergency Education Relief.

02/08 to  
01/16

***Undersecretary***  
**Office of the Lieutenant Governor**  
**Louisiana Department of Culture, Recreation and Tourism**  
Baton Rouge, Louisiana

Responsibilities at this organization include overall responsibility for the Office of Management and Finance for a statewide elected official and a cabinet level executive department. Extensive governmental relations experience as legislative liaison with Louisiana Legislature and local government officials.

02/08 to *Undersecretary*  
01/16 (cont) **Office of the Lieutenant Governor**

Operational responsibilities included directing the organization's human resource, fiscal, information technology, and administrative (support) divisions. Functions included directing overall financial policies and procedures including accounting, budgeting, and all required financial reporting for the department. Providing direction and support to management and employees in all comprehensive human resource and payroll programs for the department. Direct the functions of procurement, purchasing, maintenance, and contracts management and leases for the department which includes the Office of the Secretary, Office of State Museums, Office of State Parks, Office of Cultural Development and Office of Tourism.

07/06 to *Chief Financial Officer*  
02/08 **Louisiana Recovery Authority**  
**Baton Rouge, Louisiana**

Responsibilities at this organization include direction of all fiscal policy and activities of the organization. Monitor all financial partners relative to federal funding received by the state of Louisiana in the aftermath of Hurricanes Katrina and Rita. Coordinate and assist LRA's Audit Committee in recommendation and implementation of best practices relative to the disaster recovery programs. Develop and recommend anti-fraud measures for federal recovery programs implemented in the state of Louisiana. Consult with federal and state auditors regarding the financial operations of this agency.

04/05 to *Undersecretary*  
07/06 **Louisiana Department of Labor**  
**Baton Rouge, Louisiana**

Responsibilities at this organization include overall responsibility for the Office of Management and Finance and the Office of Occupational Information Services. Operational responsibilities included directing the organization's human resource, fiscal, and administrative (support) divisions. Functions included directing overall financial policies and procedures including accounting, budgeting, and all required financial reporting for the agency's \$200 million annual budget as well as the Louisiana Unemployment Trust Fund (\$1.5 billion). Provide direction and support to management and employees in all comprehensive human resource and payroll programs for the department. Direct the functions of procurement, purchasing, maintenance, and management of contracts and leases for the agency. Oversight of collection and dissemination of labor market and occupational information.

09/97 to  
04/05      ***Chief Financial Officer***  
**Harmony Center, Incorporated**  
**Baton Rouge, Louisiana**

Responsibilities at this organization included directing the organization's overall financial policies and procedures including accounting, budgeting, and all required financial reporting for 25 residential facilities (300+ beds), a rehabilitation hospital, and several community-based mental health programs. Operational responsibilities included cash management, network administration and serving as a liaison with the agency's funding sources including the Louisiana Department of Health and Hospitals, Department of Social Services, and the Department of Corrections. Served as Organization's Risk Manager.

08/96 to  
09/97      ***Business Analyst***  
**American Management Systems**  
**Fairfax, Virginia**

07/92 to  
07/96      ***Accounting Manager***  
**Louisiana Lottery Corporation**  
**Baton Rouge, Louisiana**

08/91 to  
07/92      ***Staff Accountant***  
**Louisiana Lottery Corporation**  
**Baton Rouge, Louisiana**

10/87 to  
08/91      ***Accountant***  
**Harmony Center, Incorporated**  
**Baton Rouge, Louisiana**

**EDUCATION:**

Master of Business Administration, Accounting  
Louisiana State University at Shreveport  
October 2022

Bachelor of Science in Finance  
Louisiana State University - Baton Rouge, Louisiana  
May 1987

**CERTIFICATIONS**

- Certified Public Accountant, Louisiana, License-Active
- Certified Global Management Accountant, AICPA

HONORS AND PROFESSIONAL ACTIVITIES:

- Louisiana State Board of Certified Public Accountants-Board Member  
First African American woman appointed by Governor Blanco and  
subsequently reappointed by Governors Jindal and Edwards (2005-  
present)
- Leadership Baton Rouge, Class of 2003
- Louisiana Society of Certified Public Accountants  
Selected member of LCPA Not for Profit Task Force
- American Institute of Certified Public Accountants, Member
- Arts Council of Greater Baton Rouge, Past Board Member and Treasurer
- La. Capital Chapter of American Red Cross, Past Board Treasurer
- Serve BR, Past President and Board Member
- LSU Alumni Association, Member
- Alpha Kappa Alpha Sorority, Inc.  
Past Chapter President, Vice President, and Treasurer  
Past Regional Representative to the International Connection Committee  
(Social Action)  
Current Regional Representative to the International Investment Committee  
Workshop Presenter-Regional and International conferences
- Ivy Foundation, Inc.  
Past President, Vice President, and Treasurer
- Junior League of Baton Rouge, Sustainer
- Links, Incorporated, Member
- Mary Louise Williams Award for Public Service-Alpha Kappa Alpha Sorority,  
Inc. (2005)
- LSU Greek Excellence Award (2010 Recipient)
- Trailblazer Award, Alpha Phi Alpha Fraternity, Inc.-Beta Iota Lambda chapter



# 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

May 1, 2023

Dennis J. Shields  
President-Chancellor  
Southern University and A & M College System  
J.S. Clark Administration Building, 4th Floor  
Baton Rouge, Louisiana 70813

*Re: Request to Waive Formal Search Process, Approve Title Change, and to Appoint Jeremiah J. Sams as System Director for Compliance and Associate Vice Chancellor for Equity, Inclusion, and Title IX for the Baton Rouge Campus*

Dear President Shields:

Previously, a dual position for System Director for Equity, Inclusion, and Title IX and Associate Vice Chancellor for Equity, Inclusion, and Title IX for the Baton Rouge Campus was created with reporting to the Office of General Counsel for administrative purposes and reporting to the President-Chancellor regarding any compliance reporting. This position was held by Dr. Akai C. Smith. Dr. Smith performed exceptionally well by ensuring compliance with our federal and state obligations as to Power-Based Violence, Title IX, and ADA. She left our employ earlier this year and my office has taken on the additional duties mandated by Dr. Smith's departure. During this time, it has become evident that our ideal candidate to replace Dr. Smith is already on our team. Therefore, this letter is submitted to request authorization to waive the formal search and appoint Jeremiah J. Sams to the dual position with additional duties.

As previously stated, Dr. Smith was the System Director for Equity, Inclusion, and Title IX. Because of Mr. Sams's legal education and experience, I believe he is well equipped to take over additional duties of ensuring compliance with governmental ethics and similar obligations. Therefore, I am requesting you approve the change of title to System Director for Compliance to adequately represent the full scope of this position.

Mr. Sams has been a practicing attorney for over seven years and has been serving as the Associate General Counsel for the Southern University System for the last year and a half. Since the departure of Dr. Smith, Mr. Sams has been assisting with many of the duties of the System Director and Associate Vice Chancellor, including being appointed as the System's representative to the Board of Regents. His experience includes the investigations of equal employment opportunity claims, supervision of compliance programs, and policy development and implementation. Mr. Sams's substantive knowledge in these fields, as well as his institutional knowledge of the System, will be an added benefit to the System and Baton Rouge Campus in this new role.

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

WWW.SUS.EDU

*Re: Search Waiver, Title Change and Appointment*  
*May 1, 2023*  
*Page 2*

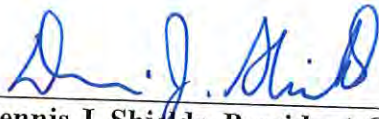
Considering the foregoing, I request that you waive the search, approve the title change, and appoint Jeremiah J. Sams as System Director for Compliance and Associate Vice Chancellor for Equity, Inclusion, and Title IX for the Baton Rouge Campus at a salary of \$130,000. As such, I am also requesting this matter be placed on the Board of Supervisors' agenda for approval at its May 2023 meeting. All applicable application materials are attached to this request. I would appreciate your consideration and approval.

Sincerely,



Corinne M. Blache  
General Counsel

APPROVED:



Dennis J. Shields, President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	1	M	8	9	0	6
-----------------	---	---	---	---	---	---

CAMPUS: SUS  SUBR  SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

EMPLOYMENT CATEGORY: 9-MONTH \_\_\_\_\_ 12-MONTH  OTHER \_\_\_\_\_ (Specify) \_\_\_\_\_

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

Previous Employee Dr. Akai Smith Reason Left Resigned  
 Date Left February 28, 2023 Salary Paid \$130,000

**Profile of Person Recommended**

Length of Employment June 1, 2023 To June 30, 2024  
 Effective Date June 1, 2023

Name Jeremiah J. Sams SS# \_\_\_\_\_ Sex M Race\* B  
 (Last 4 digits only)

Position Title: System Director for Compliance and AVC for Equity, Inclusion, & Title IX for SUBR Department: SUS - Title IX

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 9 Southern University Experience 1  
 Degree(s): Type/Discipline (BA-Education): BA - History & Political Science Institution/Location (SU-Baton Rouge): Louisiana State University Year: 2010  
JD - Law Southern University Law Center 2014

Current Employer State of Louisiana- Department of Public Safety and Corrections

**Personnel Action**

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

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

Source of Funds \_\_\_\_\_

Identify Budget: 211001-21070-25000 Location \_\_\_\_\_  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of:  
 Position Associate General Counsel From To System Director for Compliance and AVC for Equity, Inclusion, & Title IX for SUBR  
 Status Full - Time Full - Time  
 Salary Adjustment \$90,000 \$130,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
111001-11173-16000	\$130,000

\*See Reverse Side

Graduate School signature (if, applicable):

C. Blache 5/3/23 Supervisor Date  
C. Blache 5/3/23 Dean/Unit Head Date  
 Vice Chancellor \_\_\_\_\_ Date  
Blanche \_\_\_\_\_ Date  
 Director/Personnel Vice President/Finance  
A. J. Smith 5/8/23 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:**

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 am – 5:00 pm Monday thru Friday  
EMPLOYEE DIRECT SUPERVISOR: Corinne M. Blache, General Counsel  
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-4093  
NUMBER OF EMPLOYEES SUPERVISED, (if any) \_\_\_\_\_

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

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

**TYPE**

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

**FUNDS AVAILABLE**

OFFICE OF THE COMPTROLLER  
FOR FINANCE & BUSINESS AFFAIRS  
SOUTHERN UNIVERSITY SYSTEM

CODE                      EXPIRES

US  
RA  
HI  
JI                      5/10/23  
F1                      \$130,000                      DATE  
F0                      1M8906

**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)
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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)



SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

\*\*\*\*\*

**POSITION VACANCY AUTHORIZATION**

\*\*\*\*\*

REQUEST THAT THE POSITION TITLE System Director for Compliance and AVC for Equity, Inclusion, & Title IX for SUBR AS DESCRIBED BELOW  
 BE AUTHORIZED AS A VACANCY FOR Office of Equity, Inclusion and Title IX  
 (Department or Unit)

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

**VACANCY DESCRIPTION AND JUSTIFICATION**

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

See the attached job description and responsibilities.

Salary/Range: \$30,000 - \$40,000 (with an additional \$90,000 as System Director) Previous Incumbent (if replacement): Dr. Akai Smith

Approved  Disapproved *C. Blache* Department Head 5/3/23 Date

Approved  Disapproved \_\_\_\_\_ Dean/Director/Supervisor of Budget Unit \_\_\_\_\_ Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>1M8906</u>	
<u><i>[Signature]</i></u>	<u>5/10/23</u>
Signature	Date
Budget Number	<u>111001-11173-61002-16000</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 \_\_\_\_\_ Vice Chancellor \_\_\_\_\_ Date

Approved  Disapproved \_\_\_\_\_ Chancellor/Vice President \_\_\_\_\_ Date

Approved  Disapproved *[Signature]* President 5/8/23 Date

# JEREMIAH J. SAMS, ESQ.

## EDUCATION

**Southern University Law Center**, Baton Rouge, LA *Doctorate of Jurisprudence, July 2014*

GPA: 3.424, *Cum Laude*

- Dean's List, *Fall 2012, Spring 2013, Fall 2013, and Spring 2014*
- Orientation, Community Service, Fall Fest, and Law Week Committees, *August 2012 to May 2013*
- Participant, Bankruptcy Clinic, *Fall 2013*, Domestic Violence/ Divorce Clinic, *Spring 2014*, Elder Law Clinic, *Summer 2014*

**Louisiana State University**, Baton Rouge, LA *Bachelor of Arts, History and Political Science, May 2010*

- LSU in London, a study abroad program; *Participant, Summer of 2007*
- Louisiana State University Judicial Board; *Justice, August 2006 through May 2007*

## BAR ADMISSIONS

- All Louisiana State District Courts, State Appellate Courts, and State Supreme Court
- U.S. District Court, Eastern District of Louisiana
- U.S. District Court, Middle District of Louisiana
- U.S. District Court, Western District of Louisiana
- U.S. Court of Appeals for the Fifth Circuit

## CERTIFICATIONS

- Notary Public

## HONORS AND AWARDS

- CALI Award for Excellence recipient in Legal Writing, Fall 2011
- CALI Award for Excellence recipient in Legal Research, Fall 2011
- Louisiana State University Academic Excellence Award, Fall 2006

## EXPERIENCE

**Southern University System**, Baton Rouge, LA

*Associate General Counsel*, December 2022 to Present

- Assist with responses to public records requests and subpoenas duces tecum
- Develop and revise policies and procedures including, but not limited to, student codes of conduct, agreements and contracts, disbursements, records management, personnel actions, campus free speech, and the Digital Millennium Copyright Act Policy
- Review contracts, memoranda of understanding, non-disclosure agreements, etc.; research legal issues and recommend revisions as necessary
- Provide legal advice and legal services to senior management on a wide range of legal issues, including, but not limited to, legal liability, contracts, policy development and application, labor and employment law, FERPA, and the implementation of new laws
- Liaise with outside counsel on litigation matters
- Provide training to the campus community on various legal issues through seminars and meetings including, but not limited to, student affairs and campus police
- Review proposed legislation
- Serve as Louisiana State Agency Ethics Liaison
- Review tenure and promotion appeals and provide recommendations
- Assist with tenure revocation hearings
- Provide legislative testimony

**Louisiana Department of Public Safety and Corrections,  
Public Safety Services, Office of Legal Affairs, Baton Rouge, LA**

*Attorney 4, June 2021 to December 2021*

*Attorney 3, April 2020 to June 2021*

*Attorney 2, April 2019 to April 2020*

- Responded to agency public records requests and subpoenas duces tecum
- Represented Louisiana State Police and its personnel at court hearings
- Researched legal issues in relation to law enforcement
- Drafted and filed pleadings on behalf of the Sex Offender and Child Predator Registry
- Drafted and filed expungement responses on behalf of Louisiana State Police
- Participated as advisory counsel on interviewing boards
- Advised agency on proposed legislation
- Investigated equal employment opportunity claims
- Supervised the compliance programs section
- Advised on human resource and personnel matters
- Developed and revise policies and procedures
- Participated as advisory counsel in disciplinary matters

**Louisiana Department of Justice, Lafayette, LA**

*Assistant Attorney General, July 2016 to April 2019*

- Defended the interests of the State of Louisiana and its employees or agents in civil tort litigation involving civil rights, general liability, road hazards, and medical malpractice
- Gathered evidence to formulate defense, by such means as utilizing investigators and interviewing clients and witnesses to ascertain the facts of a case
- Developed trial and case defense strategies, by such means as legal research and expert witnesses
- Prepared liability exposure evaluations
- Drafted responsive pleadings, discovery, and briefs
- Motion practice including drafting, preparation, and argument
- Drafted and argued for discovery protective orders regarding sensitive and non-public governmental records
- Deposed parties and lay and expert witnesses
- Trial preparation
- Defended medical professionals and organizations throughout medical review panels including drafting panel submissions
- Negotiated settlements

**Ninth Judicial District Court, Alexandria, LA**

*Judicial Law Clerk to Judge George C. Metoyer Jr., July 2014 to July 2016*

- Researched and drafted judicial opinions, written reasons, and jury instructions
- Prepared daily orders, legal memoranda, and statements of issues involved in domestic and civil cases, including appropriate suggestions and recommendations
- Managed the daily docket, including scheduling of conferences, motions, hearings, and trials
- Assisted the Judge in courtroom proceedings including pretrial conferences, status conferences, motion sessions, hearings, trials, and jury selections
- Served as liaison between chambers, counsel, pro se litigants, and the public
- Kept abreast of changes in the law and inform Judge when cases are affected by such changes
- Stood before the Court to assist in confirmation of defaults for divorce proceedings
- Volunteered at the Rapides Parish Self-Help Desk by assisting indigent litigants with domestic matters

**TH Montano Development Consultants, Baton Rouge, LA**

*Senior Director of Operations, September 2013 to July 2016*

*Senior Development Intern, January 2011 through June 2012*

*Junior Development Intern, March 2010 through December 2010*

- Assisted with project management, planning committees, and client development
- Developed policy and procedures to assist the staff with client development
- Completed applications for the formation of small businesses and nonprofit organizations
- Researched laws governing the formation of small businesses and nonprofit organizations

- Supervised junior development interns in client development and coordinated staff meetings

**Cassie Felder & Associates, L.L.C., Baton Rouge, LA**

*Law Clerk, March 2012 to April 2015*

- Instituted, prepared for, and conducted biweekly client case review meetings for all active client files
- Conducted legal research via Westlaw and LexisNexis
- Drafted case correspondence, petitions, answers, motions, discovery requests and responses, demand letters, articles of organization, operating agreements, affidavits, and transfer agreements
- Assisted with office calendar management by calendaring time delays, hearings, and deadlines
- Reviewed abstracts and drafted title opinions
- Trained new hires in title closing and law firm processes
- Filed pleadings with the clerk of court and recorded cash sales and mortgages with the clerk of court

**ASSOCIATIONS AND ORGANIZATIONS**

**A.P. Tureaud, Sr. Black Alumni Chapter of the LSU Alumni Association, Baton Rouge, LA**

*Secretary, January 2018 to Present*

*Chair of Membership and Ambassador Committee, January 2020 to Present*

*Chair of Constitution and Bylaws Committee, January 2018 to December 2019*

**Focus Clubhouse, Inc., Lafayette, LA**

*Director, April 2019 to June 2021*

*Treasurer, April 2019 to September 2020*

**SMILE Community Action Agency, Lafayette, LA**

*Member of Board of Directors, October 2018 to December 2019*

*Parliamentarian, January 2019 to December 2019*

**Lafayette Parish Community Advisory Council, Lafayette, LA**

*Parliamentarian, January 2018 to December 2019*

**Lafayette Bar Association, Lafayette, LA**

*Community Service & Outreach Committee Chair of the Young Lawyers Section, August 2018 to July 2019*

*Community Service & Outreach Committee Member of the Young Lawyers Section, August 2017 to July 2018*

**COMMUNITY INVOLVEMENT**

- Region II Mock Trial Competition, *Judge*- February 2018
- University of Louisiana-Lafayette Moot Court Competition, *Judge*- February 2017
- Ninth Judicial District Court Self-Help Center, *Volunteer*- July 2014 to July 2016

**PROFESSIONAL MEMBERSHIPS**

- Louisiana Bar Association, American Bar Association, Baton Rouge Bar Association, Baton Rouge Chapter of the Federal Bar Association, LSU Alumni Association, Club Blue, and National Society of Leadership and Success

**PRESENTATIONS**

- Sams, J. & Torres, J. (2018, December). *Suits Against the State*. CLE presented at the Lafayette Bar Association's CLE by the Hour.

## Associate Vice Chancellor for Equity, Inclusion, and Title IX

**Purpose:** Southern University and A&M College is a complex organization with hundreds of employees and many departments including approximately 8,000 students. The Associate Vice Chancellor for Equity, Inclusion, and Title IX works with the various university departments to appropriately address civil rights compliance issues and concerns particularly related to Clery Act, Title IX, ADA, and Hazing. Additionally, the Associate Vice Chancellor coordinates compliance processes and procedures, program implementation, development of rules and regulation and training designed to familiarize faculty and staff with laws governing their conduct as state employees and officers. Southern University and A&M College seeks to serve as a model to other institutions of higher education of ensuring equal access and equal opportunity and in implementing an effective civil rights compliance program.

With direct reporting access to the President-Chancellor and administrative oversight by the Office of General Counsel, the position is responsible for overseeing and coordinating campus-wide compliance activities, including the evaluation and monitoring of the university's operational and strategic risks, as well as seeking to ensure that the university and its employees are complying with federal and state regulatory requirements, as well as internal policies and procedures.

**Rationale:** Creation of a campus level office would allow for better monitoring and management of equity and civil rights compliance related issues, campus-wide policy development and programming, centralized management of any investigation associated with civil rights compliance efforts. The campus-level office would also allow the directors/coordinators to focus on the administration of policies and serve as principal investigators, and the campus-level office would focus on the policy management, compliance, and reporting, and provide supervision and technical guidance to each director/coordinator.

This new position brings together key responsibilities previously distributed across the campus giving the President-Chancellor a single point of contact for equity, inclusion, and Title IX related compliance for the campus. This position will focus his/her work and analysis on assessing and coordinating how the university could best serve our community and improve how we prevent and respond to violence, harassment, and discrimination based on race, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, pregnancy or parenting, age, religion, disability, or other bases under federal or local laws and regulations.

### **Position Description:**

- To support Southern University and A&M College's leadership in fulfilling its mission and commitments to the highest standards of compliance and to the principles of equal access and equal opportunity. The Associate Vice Chancellor for Equity, Inclusion, and Title IX works with the university community in implementing and upholding policies and practices that are consistent with federal and state mandates as well as existing university policies regarding equal access, equal employment and educational opportunity for all persons, without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, gender identity, gender expression, genetic information, disability, or veteran status. To that end, the candidate will work cooperatively with campuses within the system to:
- Promote and enhance a climate that ensures equal access and equal opportunity for all members of the University community and participants in its activities and services.

- Promote and enhance a culture of ethical behavior and compliance with applicable policies, laws, and regulations.
- Reduce liabilities and losses associated with failures to comply with applicable laws and regulations.
- Promoting and coordinating policy to ensure the university has a learning and working environment free of discrimination and harassment.
- Reviewing concerns, reports, and complaints from any member of the university community (i.e., students, staff, faculty, visitors and program participants) regarding issues of potential discrimination and discriminatory harassment at the university.
- Reviewing investigative reports and complaints of discrimination and harassment.
- Addressing and resolving concerns and complaints of discrimination and harassment through referral and collaboration with various stakeholders and partners across campus.
- Explaining and clarifying university policies and procedures, federal and state laws, and regulations regarding discrimination, harassment, retaliation, and equal opportunity.
- Promote and enhance a climate that ensures equal access and equal opportunity for all members of the university community and participants in its activities and services.
- Promote and enhance a culture of ethical behavior and compliance with applicable policies, laws and regulations.
- Reduce liabilities and losses associated with failures to comply with applicable laws and regulations.
- Responsible for overseeing, designing, and directing programs, policies, and procedures to ensure compliance with federal, state, and local laws and regulations pertaining to ethics, equal employment opportunity, non-discrimination, sexual harassment and sexual misconduct. This includes responsibility for overseeing comprehensive campus-wide efforts to reduce sexual assault in all forms, providing technical assistance and guidance to Title IX officers and all Title IX investigations, and for ensuring system wide institutional accountability in effectively responding to reported concerns and complaints related to all forms of prohibited discrimination and harassment.
- Responsible for overseeing and ensuring accurate and timely submission of Clery Act Reports and statistical data.
- Responsible for compiling the necessary data and reports as required by the LA Board of Regents and the Louisiana Legislature.

**Knowledge, Skills, Abilities:**

- Demonstrate knowledge of and ability to interpret federal and state ethics and non-discrimination laws and regulations and other applicable laws and regulations is required.
- Knowledge of prohibited discrimination and harassment, sexual harassment/sexual violence grievance procedures in a higher education setting. Ability to work with time sensitive matters and meet strict deadlines.
- Exceptional interpersonal skills and the ability to work collaboratively and interact effectively with an organization's leadership, faculty, staff, students, and community/government agencies.
- Outstanding written and verbal communication skills and the ability to present to small and large groups.

- Strong analytical and critical thinking skills and ability to analyze, summarize, and effectively present data.
- Demonstrated leadership, organizational, and management skills and the ability to prioritize multiple projects.
- Ability to manage multiple, on-going issues, complaints, and incidents.
- Experience with and/or commitment to working effectively with individuals from diverse backgrounds, in support of an inclusive and welcoming environment.

**Job Duties:**

- Establish practices and lead the development of policies to implement and manage a comprehensive civil rights compliance program.
- Build collaborative relationships with compliance personnel across the campus, and in collaboration with the Office of the General Counsel, Internal Audit, Human Resources, and others, develop, update, and maintain the university's compliance efforts associated with Title IX and ADA.
- Monitors the internal and external compliance environments to identify potential risks and vulnerabilities across the university system in order that the university is compliant with federal, state, and local laws, rules, and regulations, as well as institutional policies.
- Oversee the development of the annual compliance work plan that reflects the institution's compliance and regulatory risks that will be monitored by the compliance function as determined by conducting a periodic system-wide risk assessment.
- Supports the university's mission to promote human and intellectual diversity by providing equal access and opportunity through fostering an inclusive environment for all members of the university community. The office develops and directs equity, civil rights, and inclusion compliance on all campuses and serves as a resource and coordinator of university's equity, inclusion and civil rights compliance activities.
- Foster and maintain collaborative relationships with campus stakeholders; work jointly with campus and community resources; participate in professional development to stay abreast of best practices including attending conferences and workshops, and self-paced professional reading; and build relationships with colleagues at peer institutions.
- Supervise the Offices of Title IX, ADA, Disability Services.
- Any other duties as assigned by the President-Chancellor or General Counsel.

**Minimum Qualifications:**

Master's degree or above is required. Juris Doctor or other terminal degree preferred; supplemented with a minimum of seven years related experience including experience in a leadership role addressing legal and/or regulatory requirements, preferably in an academic environment, or in a law firm representing higher education institutions on compliance matters.

## System Director for Compliance

**Purpose:** Southern University System is a complex organization with hundreds of employees and many departments including approximately 15,000 students. The System Director for Compliance works with the various university departments to appropriately address ethics and civil rights compliance issues and concerns particularly related to Clery Act, Title IX, ADA, and Hazing. Additionally, the Director coordinates compliance processes and procedures, program implementation, development of rules and regulation and training designed to familiarize faculty and staff with laws governing their conduct as state employees and officers. Southern University System seeks to serve as a model to other institutions of higher education of ensuring equal access and equal opportunity and in implementing an effective civil rights compliance program.

With direct reporting access to the President-Chancellor and administrative oversight by the Office of General Counsel, the position is responsible for overseeing and coordinating system-wide compliance activities, including the evaluation and monitoring of the university's operational and strategic risks, as well as seeking to ensure that the university and its employees are complying with federal and state regulatory requirements, as well as internal policies and procedures. The System Director is the primary architect and steward of the university's compliance strategy and processes.

**Rationale:** Creation of a system level office would allow for better monitoring and management of equity and civil rights compliance related issues, system-wide policy development and programming, centralized management of any investigation associated with civil rights compliance efforts. The system level office would eliminate or reduce duplication efforts on the campus level that could better serve the system and individual campuses. It would also allow the campus level directors/coordinators to focus on the administration of policies and serve as principal investigators, and the system level office would focus on the policy management and development, compliance, and reporting, and provide supervision and technical guidance to each campus director/coordinators.

The proposed compliance functions will be centralized yet integrated into all administrative activities that take place across our campuses every day. The System Director for Compliance will work within many units, either individually or as part of multi-person teams. The Director will coordinate these activities, working with leaders throughout the university system to identify and fulfill legal and policy responsibilities.

This new position brings together key responsibilities previously distributed across the university system giving the President-Chancellor a single point of contact for ethics, equity, inclusion, and Title IX related compliance. This position will focus his/her work and analysis on assessing and coordinating how the university could best serve our community and improve how we prevent and respond to violence, harassment, and discrimination based on race, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, pregnancy or parenting, age, religion, disability, or other bases under federal or local laws and regulations.

### Position Description:



- To support Southern University and A&M College System's leadership in fulfilling its mission and commitments to the highest standards of compliance and to the principles of equal access and equal opportunity. The System Director for Compliance works with the university community in implementing and upholding policies and practices that are consistent with federal and state mandates as well as existing university policies regarding equal access, equal employment and educational opportunity for all persons, without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, gender identity, gender expression, genetic information, disability, or veteran status. To that end, the candidate will work cooperatively with campuses within the system to:
  - Promote and enhance a climate that ensures equal access and equal opportunity for all members of the University community and participants in its activities and services.
  - Promote and enhance a culture of ethical behavior and compliance with applicable policies, laws, and regulations.
  - Reduce liabilities and losses associated with failures to comply with applicable laws and regulations.
  - Promoting and coordinating policy to ensure the university has a learning and working environment free of discrimination and harassment.
  - Reviewing concerns, reports, and complaints from any member of the university community (i.e., students, staff, faculty, visitors, and program participants) regarding issues of potential discrimination and discriminatory harassment at the university.
  - Reviewing investigative reports and complaints of discrimination and harassment.
  - Addressing and resolving concerns and complaints of discrimination and harassment through referral and collaboration with various stakeholders and partners across campus.
  - Explaining and clarifying university policies and procedures, federal and state laws, and regulations regarding discrimination, harassment, retaliation, and equal opportunity.
  - Promote and enhance a climate that ensures equal access and equal opportunity for all members of the university community and participants in its activities and services.
  - Promote and enhance a culture of ethical behavior and compliance with applicable policies, laws, and regulations.
  - Reduce liabilities and losses associated with failures to comply with applicable laws and regulations.
  - Responsible for overseeing, designing, and directing programs, policies, and procedures to ensure compliance with federal, state, and local laws and regulations pertaining to ethics, equal employment opportunity, non-discrimination, sexual harassment, and sexual misconduct. This includes responsibility for overseeing comprehensive system-wide efforts to reduce sexual assault in all forms, providing technical assistance and guidance to Title IX officers and all Title IX investigations, and for ensuring system wide institutional accountability in effectively responding to reported concerns and complaints related to all forms of prohibited discrimination and harassment.
  - The incumbent is the lead administrator for the President's Title IX Sexual Assault Advisory Council and/or any similar body and is expected to cultivate and maintain strong working and operational relationships with key personnel in all areas of the university.
  - Responsible for overseeing and ensuring accurate and timely submission of Clery Act Reports and statistical data.

- Responsible for compiling the necessary data and reports as required by the LA Board of Regents and the Louisiana Legislature.

### **Knowledge, Skills, Abilities:**

- Demonstrate knowledge of and ability to interpret federal and state ethics and non-discrimination laws and regulations and other applicable laws and regulations is required.
- Knowledge of prohibited discrimination and harassment, sexual harassment/sexual violence grievance procedures in a higher education setting. Ability to work with time sensitive matters and meet strict deadlines.
- Exceptional interpersonal skills and the ability to work collaboratively and interact effectively with an organization's leadership, faculty, staff, students, and community/government agencies.
- Outstanding written and verbal communication skills and the ability to present to small and large groups.
- Strong analytical and critical thinking skills and ability to analyze, summarize, and effectively present data.
- Demonstrated leadership, organizational, and management skills and the ability to prioritize multiple projects.
- Ability to manage multiple, on-going issues, complaints, and incidents.
- Experience with and/or commitment to working effectively with individuals from diverse backgrounds, in support of an inclusive and welcoming environment.

### **Job Duties:**

- Establish practices and lead the development of policies to implement and manage a comprehensive civil rights compliance program.
- Build collaborative relationships with compliance personnel across the university system, and in collaboration with the Office of the General Counsel, Internal Audit, Human Resources, and others, develop, update, and maintain the university's compliance efforts associated with Title IX and ADA.
- Monitors the internal and external compliance environments to identify potential risks and vulnerabilities across the university system in order that the university is compliant with federal, state, and local laws, rules, and regulations, as well as institutional policies.
- Oversee the development of the annual compliance work plan that reflects the institution's compliance and regulatory risks that will be monitored by the compliance function as determined by conducting a periodic system-wide risk assessment.
- In collaboration with the Office of the General Counsel and others, respond to government investigations and inquiries.
- Supports the university's mission to promote human and intellectual diversity by providing equal access and opportunity through fostering an inclusive environment for all members of the university community. The office develops and directs equity, civil rights, and inclusion compliance on all campuses and serves as a resource and coordinator of university's system-wide equity, inclusion, and civil rights compliance activities.

- Initiate inquiries and audits into campus-based matters to ensure compliance on the campus-based office. When appropriate, leads investigations and reviews into the response efforts of a campus, resulting in a detailed report summarizing the findings of the investigation. Provides training and consultation to the campus community on equity and civil rights related issues.
- Respond to and investigate allegations of violation of university's civil rights and non-discrimination policies and procedures. Develop a prompt and equitable remediation plan for the campus.
- Create and facilitate training/presentations to students, staff, and faculty on civil rights, Title IX, ADA, and topics related to protected status harassment and discrimination. Provide information to the campus community on university policies related to discrimination and harassment and federal and state laws and regulations related to compliance with non-discrimination laws.
- Foster and maintain collaborative relationships with campus stakeholders; work jointly with campus and community resources; participate in professional development to stay abreast of best practices including attending conferences and workshops, and self-paced professional reading; and build relationships with colleagues at peer institutions.
- Serve as the System's State Agency Ethics Liaisons and provide internal ethics opinions in accordance with the Louisiana Code of Governmental Ethics.
- Any other duties as assigned by the President-Chancellor or General Counsel.

**Minimum Qualifications:**

Master's degree or above is required. Juris Doctor or other terminal degree preferred; supplemented with a minimum of seven years related experience including experience in a leadership role addressing legal and/or regulatory requirements, preferably in an academic environment, or in a law firm representing higher education institutions on compliance matters.

# S U Board of Supervisors

# **SOUTHERN UNIVERSITY BOARD OF SUPERVISORS**

**(Following Personnel Affairs Committee)**

Southern University System Board Meeting Room

J. S. Clark Administration Building 2<sup>nd</sup> Floor

Baton Rouge, LA 70813

## **AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
  - A. Approval of Minutes of the March 17, 2023, SUS Board of Supervisors Meeting
  - B. Approval of Committee Recommendations
  - C. Request Approval of Memorandum of Understanding (MOU) Between the Leadership Needed Foundation (LNF) and the Southern University law Center (SULC)
  - D. Request Approval of Education Dynamics Contract (EDDY)- Office of eLearning (SUNO)
  - E. Request Approval of the One Year No/Cost Extension Relative to the Agreement with Louisiana Department of Economic Development and Southern University at Shreveport (SUSLA)
7. Resolutions
8. Informational Item(s)
  - A. Update of SHREVE Memorial Library (SULC)
  - B. Legislative Update
  - C. Presidential Report
  - D. Chancellor's Reports

E. Presidential Evaluation<sup>1</sup>

9. Other Business
10. Adjournment

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<sup>1</sup> Executive Session May be Required.

## **ACADEMIC AFFAIRS COMMITTEE**

**Friday, April 21, 2023**

Southern University System Board Meeting Room

J. S. Clark Administration Building 2<sup>nd</sup> Floor

Baton Rouge, LA 70813

9:00 AM

### **MINUTES**

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Myron K. Lawson.

The invocation was given by Rev. Thomas F. Clark, SJ. Pastor of Immaculate Conception Church. The Pledge of Allegiance was led by little Miss Charlie Ray, a student at SU Lab School.

#### **Roll Call by President-Chancellor Dennis J. Shields**

**Present:** Dr. Leon Tarver - Chairman, Mr. Sam Gilliam –Vice-Chair, Mrs. Maple Gaines, Dr. Arlanda Williams and Mr. Myron K. Lawson - Ex Officio

**Absent:** Atty Jody Amedee and Mrs. Ann Smith

#### **AGENDA ITEM 4: SPECIAL PRESENTATIONS**

##### **A. Above and Beyond Award**

Chancellor John Pierre presented the award to Mrs. Lois Holden who is employed at the SU Law Center in the Office of Financial Affairs.

##### **B. Recognition of SU Quiz Bowl Team**

The board recognized Ms. Deadra Macke and the Quiz bowl team for advancing to the quarter finals in the Honda Nation Championship Tournament in Los Angeles, California. They advanced to the Elite 8 out Thirty-two teams as they fought with grit and determination to gain bragging rights and scholarships for their institutions. They won \$10,000 dollars in scholarships. The board congratulated Ms Deadra Mackie who was honored to serve as the coach for these stellar young men. Mr. Carrington Curry, Mr. Noland Johnson, who served as Captain, Mr. Karriem Upshaw, and Akajiugo Amucheazi, the board Also want to thank their supporters while they were in LA. President Alicia Jones and the Los Angeles Alumni Chapter, family, friends, classmates, and the Jaguar Nation. Mrs. Alicia was present at the meeting, was recognized, and asked to come up and join the board in the photo.

##### **C. Recognition of SXSW HBCU Battle of the Brains**

The annual HBCU Battle of the Brains competition promotes talented business, science, technology, engineering and mathematics (STEM) students while connecting them with some of the country's top employers. The competition pits teams of students from HBCUs around the country to determine which school is the HBCU Battle of the Brains Champion. Students also participate in Company Tours, panel discussions to share their expertise and experiences as well facilitated workshops to grow their skill sets in engaging ways.

Student teams competed in a 24-hour, cross-discipline competition to determine finalists. Finalists pitched their comprehensive solutions to determine the Battle of the Brains champion. Although our students did not win, we applaud them for their participation.

They are:

Nicolas Hardin - Computer Science  
Asher Spivey - Computer Science  
Kennedy Clark - Marketing  
Nya Campbell - Marketing  
Nalone Sumo - Finance  
Carlos Munoz Salazar - Computer Science  
Nia LaCour - Computer Science  
Gabrielle Kelley - Business Management

The Advisor was Dr. Derrick Warren

The coaches were Mr. Brian Adams, Tamiko Stroud, Dr. Yolander Smith, and Ms. Lori Lewis-Conerly.

Special thanks to Dell Technologies, Capitol One, SU BR Student Affairs, SUBR College of Business and SUBR Sciences and Engineering for their sponsorship and financial support of the students.

Lastly, we want to thank the CenTex - Austin Alumni Chapter: they purchased jackets and fed the students.

**D. Recognition of Bowling Team and Coach Barry Doyle**

Dr. Rani Whitfield recognized the bowling team and coach Barry Doyle for a winning season.

**E. Recognition of Top Jags**

Mr. Eldred Jackson gave the presentation and recognition of Top Jags.

**F. Recognize Medical School Cohort**

Dr. Rani Whitfield recognized his medical school cohort friend, Dr. Andrews.

Chairman Lawson recognized the Public Service Commissioner (Commissioner Lewis) who came and brought greetings.

**AGENDA ITEM 5: ADOPTION OF THE AGENDA**

Dr. Leon Tarver II mentions there is an amendment to the agenda for Action items 5 (D-F) . There was a motion by Mr. Sam Gilliam and second by Dr. Arlanda Williams that the agenda was recommended for adoption with amendments. This amendment needs unanimous approval which warrants a roll call vote.

Motion passed with roll call vote.

**AGENDA ITEM 6: PUBLIC COMMENTS**

None

**AGENDA ITEM 7: ACTION ITEM(s)**

The motion was made by Dr. Arlanda Williams and seconded by Mr. Sam Gilliam to approve Action Item 7A. Motion Approved.



Board of Supervisors Meeting Minutes April 21, 2023

**A. Request Approval of Commencement Resolutions (SUNO) (SUBR) (SUSLA) (SULC)**

The motion was made by Dr. Arlanda Williams and seconded by Ms. Maple Gaines to approve Action Item 7B. Motion Approved.

**B. Request Approval of Agreement between Southern University at New Orleans and Dillard University (SUNO)**

The motion was made by Mr. Sam Gilliam and seconded by Dr. Arlanda Williams to approve Action Item 7C. Motion Approved.

**C. Request Approval to Offer Multiple Level Master’s in Art and Teaching Program and CIP code Change Request (SUBR)**

The motion was made by Ms. Maple Gaines and seconded by Dr. Arlanda Williams to approve Action Item 7D. Motion Approved.

**D. Request Approval of Ed Advancement/Inside Track Contract (SUNO)**

*The Thurgood Marshall College Fund selected SUNO to serve as one of the 16 pilot universities for a grant in the amount of \$464,826.50 which is allocated to the enhancement of student engagement, matriculation, persistence and completion.*

The motion was made by Ms. Maple Gaines and seconded by Mr. Sam Gilliam to approve Action Item 7E. Motion Approved.

**E. Tenure and Promotion Recommendations for Faculty Who have Gone Through Academic Review and Meet all the Necessary Requirements (SUNO)**

Name of Faculty Member	Department	Promotion from Present	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 Track (non-Probationary)  Probationary (tenure track)  Tenured
Adam Falik	Arts and Humanities	Assistant Professor	Associate Professor	7	5	Yes	Probationary (tenure track)
Name of Faculty Member	Department	Years of Experience at SUNO as a Full-Time Faculty Member	Present Rank	Number of Years in Present Rank	Number and % of Tenured Faculty in Department (include chairs if tenured)		
Adam Falik	Arts and Humanities	5	Assistant Professor	5	8 / 66.7%		

The motion was made by Mr. Sam Gilliam and seconded by Dr. Arlanda Williams to approve Action Item 7F.

Motion Approved

**F. Tenure and Promotion Recommendations for Faculty Who have Gone Through Academic Review and Meet all the Necessary Requirements (SUBR)**

Name of Faculty Member	Department	Present Rank	Applied For and Approved
1. Rasheeda Jenkins	Department of English College of Humanities and Interdisciplinary Studies	Tenured-Track Assistant Professor	Tenure and Promotion
2. Mathieu Kourouma	Department of Computer Science College of Sciences and Engineering	Tenured Associate Professor	Promotion
3. Veronica Manrique	Department of Urban Forestry and Nature Resources College of Agricultural, Family, and Consumer Sciences	Tenured-Track Assistant Professor	Tenure and Promotion
4. Francesca Mellieon-Williams	Department of Science and Mathematics Education College of Sciences and Engineering	Tenured-Tracked Associate Professor	Tenure and Promotion
5. Kristi Perry	Department of Criminal Justice Nelson Mandela College of Government and Social Sciences	Tenured-Track Assistant Professor	Tenure and Promotion
6. Anthony Stewart	Department of Physics College of Sciences and Engineering	Tenured-Tracked Assistant Professor	Tenure and Promotion
7. April Toadvine	Department of English College of Humanities and Interdisciplinary Studies	Tenured -Track Assistant Professor	Tenure and Promotion
8. Fareed Dawan	Department of Mechanical Engineering	Tenured-Track Assistant Professor	Tenure

The motion was made by Mr. Sam Gilliam and seconded by Dr. Arlanda Williams to approve Action Item 7G.

Motion Approved

**G. Tenure and Promotion Recommendations for Faculty Who have Gone Through Academic Review and Meet all the Necessary Requirements (SULC)**

Name of Faculty	Department	Present Rank	Applied for and Approved
1. Michael Rusco	SULC- Instruction	Tenured-Track Associate Professor	Full Professor

**AGENDA ITEM 8: INFORMATIONAL ITEMS**

- A. Columbia University MOU  
President Shields and Dr. Stubblefield gave summary.

**AGENDA ITEM 9: OTHER BUSINESS**

None

**AGENDA ITEM 9: ADJOURNMENT**

Dr. Arlanda Williams made a motion to adjourn the meeting.

**ATHLETICS COMMITTEE**  
**(Following the Academic Affairs Committee)**  
Southern University System Board Meeting Room  
J. S. Clark Administration Building 2<sup>nd</sup> Floor  
Baton Rouge, LA 70813

**MINUTES**

Board Chair Myron Lawson announced the convening of the Athletics Committee Chair Atty Domoine Rutledge called the committee meeting to order.

Roll Call by President-Chancellor Shields

**Present:** Chairman, Atty Domoine Rutledge – Vice Chair, Dr. Rani Whitfield, Mr. Raymond Fondel, Mr. Paul Matthews and Mr. Myron K. Lawson, - Ex Officio

**Absent:** Mrs. Ann Smith,

**AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Mr. Raymond Fondel and seconded by chairman Myron K. Lawson the agenda was recommended for adoption.

Motion passed.

**AGENDA ITEM 4: PUBLIC COMMENTS**

NONE

**AGENDA ITEM 5: INFORMATIONAL ITEM(S)**

A. Request Approval of the Contract for the Men’s Basketball Head Coach, Kevin Johnson (SUBR)  
Atty Domoine Rutledge asked AD Banks to come to podium. Mr. Fondel gave a brief commendation about athletics and success and championships earned.

The motion was made by Mr. Raymond Fondel and seconded by Mr. Paul Matthews to approve Action Item 5A. Ms. Maple Gaines mentioned the point of discussion. She commended AD but she has a question about the advisory council and their process. She also had a question on the bylaws. AD Banks responded to Ms. Gaines. She thanked him for the response.

President Shields commented that he met the candidate, and that AD Banks kept him informed throughout the process and he appreciates AD Banks for all he has done.

Motion Approved.

AD Banks gave brief remarks, and he introduced the Men’s Basketball Coach. He thanked the board for all their support as well as the athletic committee who supported him during the process. Coach KJ Gave remarks and thanks to the board. He is excited and Thank God.

The board members welcomed Coach KJ. Atty Rutledge thanked the coach and AD Banks.

**AGENDA ITEM 5: INFORMATIONAL ITEM(s)**

A. Recognition of Championship Coaches

Recognized Coach Dooley and he gave comments.

Recognized Coach Funchess and he gave comments.

**AGENDA ITEM 6: OTHER BUSINESS**

NONE

**AGENDA ITEM 7: ADJOURNMENT**

Mr. Paul Matthews made a motion to adjourn the meeting.

## **FACILITIES AND PROPERTY COMMITTEE**

(Following Athletics Committee)

Southern University System Board Meeting Room

J. S. Clark Administration Building 2<sup>nd</sup> Floor

Baton Rouge, LA 70813

### **MINUTES**

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

Roll Call by President-Chancellor Shields

**Present:** Atty. Edwin Shorty – Chairman, Atty Domoine Rutledge – Vice Chair, Mr. Paul Mathews, Dr. Leon Tarver II, Dr. Rani Whitfield, and Mr. Myron K. Lawson, - Ex Officio

**Absent:** Mrs. Ann Smith,

#### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Dr. Rani Whitfield and seconded by Atty Domoine Rutledge the agenda was recommended for adoption.

Motion passed.

#### **AGENDA ITEM 4: PUBLIC COMMENTS**

NONE

#### **AGENDA ITEM 5: INFORMATIONAL ITEM(S)**

**Mr. Kenneth Dawson gave presentation and update on Items (5A – 5C)**

**There were questions from the board members. Mr. Dawson addressed all questions.**

**Information provided in package.**

- A. Presentation by MOVEBR team on Scenic Hwy upgrades
- B. Routine Maintenance and Inspection of Buildings Update
- C. Facilities Planning Project Updates (SUS)

#### **AGENDA ITEM 6: OTHER BUSINESS**

NONE

#### **AGENDA ITEM 7: ADJOURNMENT**

Atty Edwin Shorty made a motion to adjourn the meeting.

**FINANCE COMMITTEE**  
**(Following Facilities and Property Committee)**  
Southern University System Board Meeting Room  
J. S. Clark Administration Building 2<sup>nd</sup> Floor  
Baton Rouge, LA 70813

**MINUTES**

Board Chair Myron K. Lawson announced the convening of the Finance Committee. Chair Ms. Arlanda Williams called the committee meeting to order.

Roll Call by President-Chancellor Shields

**Present:** Dr. Arlanda Williams- Chairman, , Mr. Sam Gilliam, Mrs. Christy Reeves, Atty. Domoine Rutledge, Dr. Leon Tarver II, and Atty. Mr. Myron K. Lawson - Ex Officio

**Absent:** Mrs. Ann Smith -Vice-Chair

**AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Mrs. Christy Reeves and seconded by Mr. Sam Gilliam the agenda was recommended for adoption.

Motion passed.

**AGENDA ITEM 4: PUBLIC COMMENTS**

NONE

**AGENDA ITEM 5: INFORMATIONAL ITEM(s):**

A. Interim Financial Reports (SUS)

Per Mr. McClinton, The detailed information is in the packet. There were questions from Mr. Sam Gilliam and Mr. Fondel. Mr. McClinton was able to answer the questions and the answers he did not have so he informed the members that he would provide information later. The discussion was centered around enrollment numbers and expenses and balancing the budget.

**AGENDA ITEM 7: OTHER BUSINESS:**

None

**AGENDA ITEM 8: ADJOURNMENT**

Mr. Sam Gilliam made a motion to adjourn the meeting.

## GOVERNANCE COMMITTEE

(Following Finance Committee)

Southern University System Board Meeting Room

J. S. Clark Administration Building 2<sup>nd</sup> Floor

Baton Rouge, LA 70813

### MINUTES

Board Chair Myron Lawson announced the convening of the Governance Committee. Vice Chair Dr. Rani Whitfield called the committee meeting to order.

Roll Call by President Shields

**Present** Dr. Rani Whitfield–Vice-Chair, Mrs. Christy Reeves, Atty Edwin Shorty, Dr. Leon Tarver, II and Mr. Myron Lawson - Ex Officio

**Absent:** Miss Naudia Foster and Rev. Dr. Samuel Tolbert - Chairman

#### AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Mrs. Christy Reeves and seconded by Atty Edwin Shorty the agenda was recommended for adoption.

Motion passed.

#### AGENDA ITEM 4: PUBLIC COMMENTS

None

#### AGENDA ITEM 5: ACTION ITEM(S)

Atty Tracie Woods explained both policies below Items A & B.

The motion was made by Atty Shorty and seconded by Mrs. Reeves to approve Action Item 5A.

Motion Approved.

A. Request Approval of the Revised Employee Leave Policy (SUS)

*The revised policy changes the definition of sick leave to leave for temporary illness and adds Medical Leave which grants a longer leave for serious health condition or serious family emergencies.*

The motion was made by Atty Shorty and seconded by Mrs. Reeves to approve Action Item 5B.

Motion Approved.

B. Request Approval of the Medical Leave Procedures Policy

*Is a new procedure that will require all employees who have a serious health condition or a family member has a serious health condition that will require a longer absence to apply for a medical leave. The procedures will require the employee to apply for FMLA if applicable and if the employee has to remain on medical leave longer than their manager has approved, the employee will be required to reapply to continue their medical leave. This procedure will be effective on May 1, 2023.*



**AGENDA ITEM 6: OTHER BUSINESS**

**TO DO:** Chairman Lawson asked have information on incorporating Wellness days for Faculty and Staff

**AGENDA ITEM 5: ADJOURNMENT**

Mrs. Christy Reeves made the Motion to adjourn the meeting.

**PERSONNEL AFFAIRS COMMITTEE****(Following Governance Committee)**

Southern University System Board Meeting Room

J. S. Clark Administration Building 2<sup>nd</sup> Floor

Baton Rouge, LA 70813

**MINUTES**

Board Chair Myron Lawson announced the convening of the Personnel Affairs Committee. Chair Mr. Sam Gilliam called the committee meeting to order.

Roll Call by President Shields

**Present:** Mr. Sam Gilliam - Chairman, Mrs. Christy Reeves–Vice-Chair, Ms. Zazell Dudley, Dr. Leon Tarver, II., Dr. Arlanda Williams, and Mr. Myron Lawson - Ex Officio

**Absent:** Atty Jody Amedee

**AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Dr. Leon Tarver and seconded by Mrs. Christy Reeves the agenda was recommended for adoption.

Motion passed.

**AGENDA ITEM 4: PUBLIC COMMENTS**

None

**AGENDA ITEM 5: ACTION ITEM(S)**

The motion was made by Chairman Myron K. Lawson and second by Dr. Leon Tarver that Action Item 5(A-C) be approved globally.

Motion Approved

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

<b>Name</b>	<b>Position/Campus</b>	<b>Salary</b>	<b>Funding Source</b>
1. Donise Banks	Assistant Director of Financial Aid Salary Adjustment	\$84,000.00	State
2. Caleshia Clark	Financial Aid Counselor Salary Adjustment	\$63,000.00	State
3. Aros Comeaux	IV Desktop and AV Support Tech Salary Adjustment	\$72,000.00	State
4. Lata Johnson	VC for the Office of IT, Strategy, and Innovation Salary Adjustment	\$180,000.00	State/Federal

## Board of Supervisors Meeting Minutes April 21, 2023

5.	Natalie Pittman	Financial Aid Counselor Salary Adjustment	\$63,000.00	State
6.	Michael Rusco	Full Professor Promotion	\$129,624.22	State
7.	Gregory Speyrer	System Analyst Salary Adjustment	\$108,000.00	Federal
8.	Tramelle Williams	IT Network Administrator/Security Specialist Salary Adjustment	\$108,000.00	Federal

## B. Request Approval of Personnel Action on Positions equal to or greater than \$60,000 (SUBR)

	Name	Position/Campus	Salary	Funding Source
1.	Kevin Johnson	Head Basketball Coach New Appointment	\$200,000.00	State
2.	Celeste Wilkinson	Associate Comptroller for Sponsored Program Activity, Policy Dev, and Compliance Operations New Appointment	\$75,000.00	State

## C. Request Approval of Personnel Action on Positions equal to or greater than \$60,000 (SUNO)

	Name	Position/Campus	Salary	Funding Source
1.	Shane Bruno	Argos Banner Programmer Analyst New Appointment	\$65,000.00	Federal
2.	Jason Calico	Financial Aid Director New Appointment	\$78,000.00	State
3.	Kimberly Paige	CAPS Director/ Counselor New Appointment	\$80,000.00	Federal
4.	Atia Washington	Dual Enrollment \$3,500.00 One Time Pay	\$62, 500.00	State

The Motion was made by Dr. Tarver and seconded by Chairman Myron K. Lawson to approve Action Item 5D based on the discussion between Chairman Lawson and President Shields.

Motion approved.

## D. Request Approval of Equity Salary Increases (SUBR)

	<b>Employee Name</b>	<b>Beginning Salary</b>	<b>Total Adjustment</b>	<b>Ending Salary</b>
1.	Belu, Radian	\$77,983	\$7,546	\$85,529
2.	Dubytka, Lidiya	\$58,916	\$18,084	\$77,000
3.	Telles, Caroline	\$59,994	\$17,006	\$77,000

## E. Request Approval of Retirement Incentive Plans for Tenured Faculty and Unclassified Employees (SULC)

Chancellor Pierre gave a summary.

The Motion was made by Dr. Leon Tarver and seconded by Zazell Dudley.  
Motion Approved

## F. Other Business

None

## G. Adjournment

A motion was made by Dr. Arlanda Williams to adjourn the meeting.

## **STUDENT AFFAIRS COMMITTEE**

**(Following Personnel Committee)**

Southern University System Board Meeting Room

J. S. Clark Administration Building 2<sup>nd</sup> Floor

Baton Rouge, LA 70813

### **MINUTES**

Board Chair Myron Lawson announced the convening of the Personnel Affairs Committee. Chair Dr. Rani Whitfield called the committee meeting to order.

Roll Call by President Shields

**Present:** Dr. Rani Whitfield - Chairman, Mr. Raymond Fondel–Vice-Chair, Ms. Zazell Dudley, Mrs. Maple Gaines, and Mr. Myron Lawson - Ex Officio

**Absent:** Miss Naudia Foster and Mrs. Ann Smith

#### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Mr. Raymond Fondel and seconded by Ms. Zazell Dudley the agenda was recommended for adoption.

Motion passed.

#### **AGENDA ITEM 4: PUBLIC COMMENTS**

None

#### **AGENDA ITEM 5: INFORMATIONAL ITEM(S)**

##### **A. Registration Process Update (SUBR)**

Dr. Bijoy Sahoo and Dr. F. C. Walton provided registration process update. President Shields gave additional information in reference to the registration process which is not a new issue. He gave a timeline and mentioned the key functional areas. They informed the board that there will be a retreat for academic and student affairs staff. The 1<sup>st</sup> day of the retreat will focus on self-care, and they will have an appreciation environment and the next day will be a more intense training.

There were questions from board members.

Dr. Whitfield asked if the enrollment management department was fully staffed and compensated. President Shields answered questions for the vice chancellor for enrollment management.

Dr. Whitfield asked if the vice chancellor for enrollment management was in attendance, and he mentioned she was not in attendance, she was busy. Chairman Lawson questioned her being too busy to attend the board meeting.

Mr. Fondel asked if there was a need for additional staff. It was mentioned that by June 1<sup>st</sup> they will have a strategy. There were questions around housing that Dr. Walton addressed. It was mentioned that there will be an off-campus liaison to assist the office.

The conversation continued with the board members and the Dr. Whitfield recognized Dr. Zaccheus Johnson and so did Dr. Sahoo for all his assistance with the students.

B. Student Mental Health Wellness Update (SUBR)

Dr. Bijoy Sahoo and President Shields gave a lengthy update. There were no additional questions.

**AGENDA ITEM 6: OTHER BUSINESS**

None

**AGENDA ITEM 7: ADJOURNMENT**

Dr. Rani Whitfield made the Motion to adjourn the meeting.

## **SOUTHERN UNIVERSITY BOARD OF SUPERVISORS**

**(Following Personnel Committee)**

Southern University System Board Meeting Room

J. S. Clark Administration Building 2<sup>nd</sup> Floor

Baton Rouge, LA 70813

### **MINUTES**

The meeting of the Southern University Board of Supervisors was called to order by Chairman Myron K. Lawson.

Roll Call by President Shields

#### **PRESENT**

Ms. Zazell Dudley, Mr. Raymond Fondel, Jr., Ms. Maple Gaines, Mr. Myron Lawson, Mr. Paul Matthews, Ms. Christy Reeves, Atty Domoine Rutledge, Atty Edwin Shorty, Dr. Leon Tarver, II, Dr. Arlanda Williams, and Dr. Rani Whitfield

#### **ABSENT**

Atty Jody Amedee, Miss Naudia Foster, Mrs. Ann Smith, and Rev. Samuel Tolbert

#### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Chairman Myron K. Lawson made a motion to amend the agenda and add Action Item 5F– Approval of Posthumous Degree – Reggie Elloie and 5G. This motion was second by Mr. Raymond Fondel. Upon the motion by Mr. Raymond Fondel and seconded by Dr. Rani Whitfield, the agenda was recommended for adoption with amendments. This amendment needs unanimous approval which warrants a roll call vote.

Motion passed with roll call vote.

#### **AGENDA ITEM 4: PUBLIC COMMENTS**

None

#### **AGENDA ITEM 5: SPECIAL PRESENTATION**

None

#### **AGENDA ITEM 6: ACTION ITEM(s):**

There was a motion by Atty Domoine Rutledge and Second by Dr. Leon Tarver to approve action item (6A-6G) to be approved globally.

Motion passed.

- A. Approval of Minutes of the March 17, 2023, SUS Board of Supervisors Meeting
- B. Approval of Committee Reports and Recommendations
- C. Request Approval of Contract for Dr. Aubra Gantt

- D. Request Approval to Change the Name of the Office of Technology Services to the Office of Technology, Strategy, and Innovation for the Southern University Law Center (SULC)
- E. Request Approval of Affiliation Agreement – Louisiana Children’s Medical Center (LCMC Health) (SUNO)
- F. **Request Approval of posthumous degree for Mr. Reginald Elloie**
- G. **Agreement between Department of Children and Family Services (DCFS) and Southern University Law Center (SULC).**

**AGENDA ITEM 7: RESOLUTIONS**

Dr. Allen Vital, Chief of Staff read resolutions and commendations for the following:

- Resolutions
  - Dr. Edward “Kidd” Jordan
  - Mr. Thomas Lewis White
  - Mr. Rick Gallot, Sr.
  - Dr. George, Sr.
  - Dr. George Williams, Jr.
  - Mrs. Sharon Williams Chriss

Atty Domoine Rutledge added Former La Atty General Richard Ieyoub – passed away on April 10, 2023. Mr. Raymond Fondel added Asst Chief Kevin Johnson’s daughter.

There was a motion by Atty Domoine Rutledge to approve the read resolutions with additions and Dr. Rani Whitfield second the motion.

Motion approved.

**AGENDA ITEM 8: INFORMATIONAL ITEM(s):**

- A. Legislative Update
- B. President’s Report
- C. Chancellor’s Reports

**AGENDA ITEM 9: OTHER BUSINESS**

None

**AGENDA ITEM 10: ADJOURNMENT**

Dr. Rani Whitfield made the Motion to adjourn the meeting.





## 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

May 5, 2023

Dennis J. Shields, President/Chancellor  
Southern University System & Baton Rouge Campus  
4<sup>th</sup> Floor - J.S. Clark Administration Building  
Baton Rouge, Louisiana 70813

**Re: Memorandum of Understanding (MOU) Between the Leadership Needed Foundation (LNF) and the Southern University Law Center (SULC)**

Greetings President Shields:

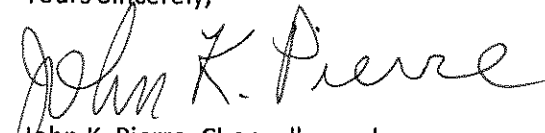
LNF and SULC wishes to establish a cooperative and mutually beneficial relationship to effectively carry out the HBCU/MI Entrepreneurship and Innovation Program. SULC would serve as the host institution for the HBCU/MI Entrepreneurship and Innovation Program. The program is designed to promote entrepreneurship and innovation at HBCU and other minority institutions.

SULC will work collaboratively with the Southern University and A&M College of Business to promote entrepreneurship at Southern University and innovation. LNF will be responsible for raising and generating all funding required for the programming. SULC will act as a depository of the funds raised and will retain 10% of all gross funds collected to support the activities and programs and will make payments from funds collected to vendors of the program approved by LNF.

This collaboration will allow SULC to work with approximately 50 HBCU and Minority Institutions to promote entrepreneurship and innovation, and recruit students for the JD/MBA dual degree program. I respectfully request that this item will be presented to the Southern University Board of Supervisors at its May 19, 2023 meeting for consideration and approval.

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

Yours Sincerely,

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

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
LEADERSHIP NEEDED FOUNDATION  
AND  
THE SOUTHERN UNIVERSITY LAW CENTER

**I. Purpose:**

To establish a cooperative and mutually beneficial relationship between Leadership Needed Foundation and the Southern University Law Center and to set forth the responsibilities of the parties to effectively carry out the HBCU/MI Entrepreneurship and Innovation Program.

**II. Duration of Agreement:**

The Agreement becomes effective on the date signed and shall remain in full force for a period of three years unless the Agreement is canceled by the parties in accordance with the terms set forth herein. However, both parties may elect to extend the Agreement for an additional two-year period.

**General Provisions:**

It is understood by both parties that each should fulfill its responsibilities under this Agreement in accordance with the provisions of law and regulations that govern their activities. Nothing in this Agreement is intended to negate or otherwise render ineffective any such provisions or operating procedures.

**IV. Responsibilities:**

In consideration of the mutual aims and desires of the parties of this Agreement and in recognition of the public benefit derived from effective implementation of the programs involved, the parties agree that their responsibilities under this Agreement shall be as follows.

**A. LEADERSHIP NEEDED FOUNDATION shall:**

1. Recognize the Southern University Law Center as the host institution for the HBCU/MI Entrepreneurship and Innovation Program.
2. Recognize and publicize the host institution in every possible way through the HBCU/MI Entrepreneurship and Innovation Program.
3. Be responsible for raising/generating all the funding required for the HBCU/MI Entrepreneurship and Innovation Program.

The primary sources of the funding will be corporations, foundations, government agencies, individuals, and others.

**B. SOUTHERN UNIVERSITY LAW CENTER**

1. Provide student volunteers to assist with HBCU/MI Entrepreneurship and Innovation Program in collaboration with the Southern University and A&M College of Business
2. Act as a depository of the funds raised for the HBCU/MI Entrepreneurship and Innovation Program.
3. Maintain a separate account for the HBCU/MI Entrepreneurship and Innovation Program. funds received for the HBCU/MI Entrepreneurship and Innovation Program.
4. Provide a quarterly financial statement of all receipts and disbursements of funds.
5. Make payments from the HBCU/MI Entrepreneurship and Innovation Program account to vendors of the HBCU/MI Entrepreneurship and Innovation Program promptly if the invoices are approved by LNF and funds are available in the account.
6. Ensure that no part of the funds is used for any other purposes except the invoices that are approved by the LNF.
7. The Southern University Law Center will retain 10% of the gross funds collected to support entrepreneurship activities and programs.
8. Not have any additional financial obligations beyond the funds deposited by LNF.

**V. Effective Administration and Execution of this MOU:**

- A. This MOU shall be reviewed annually and remain in full force until terminated. This agreement can be terminated with or without cause by either party with thirty {30} days written notice.
- B. Effective execution of the Agreement and resolving questions, misunderstandings, or complaints should be achieved through continuing communication and dialogue between parties.

C. In the event that this agreement ceases to exist, the, Southern University Law Center shall ensure that the funds in the LNF account remain safe and will continue to pay invoices related to the HBCU/MI Entrepreneurship and Innovation Program.

approved by LNF until the funds are fully exhausted.

Signature:

\_\_\_\_\_  
Dr. Raktim Sen  
Chairman  
Leadership Needed Foundation

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature:

\_\_\_\_\_

John K. Pierre, Chancellor  
Southern University Law Center

Date: \_\_\_\_\_

# SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive

New Orleans, LA 70126

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## Office of the Chancellor

May 5, 2023

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

Dear President Shields:

I am pleased to share that Southern University at New Orleans (SUNO) Online Programs has identified Education Dynamics (EDDY) Marketing Service, LLC, as a third-party solutions company to provide and enhance digital marketing and recruiting campaigns for the undergraduate and graduate eLearning programs. EDDY shall perform marketing and promotional activities on behalf of SUNO Online through campaign development, search engine optimization, paid search advertising, email marketing, awareness marketing development, and display advertising.

The Department of eLearning will work with EDDY to build out all advertising and landing page assets for execution of marketing campaigns including content, creative and technical set-up and implementation. All marketing campaign optimization will be monitored by EDDY on an ongoing basis under the terms of the contract. Data reporting solutions will also be available to track impact results. To begin implementation of services, I am requesting your signature on the accompanying contract.

This professional services contract with Education Dynamics, LLC, will aid in the development of a robust eLearning Program at Southern University at New Orleans. The estimated yearly contract costs are \$523,000. A breakdown of expenses is included in the contract under client fees.

Thank you for considering this recommendation and submitting it for approval at the May 19, 2023 meeting of the Southern University and A&M College System Board of Supervisors.

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

APPROVAL: \_\_\_\_\_

President-Chancellor Dennis J. Shields  
Southern University and A&M College System

## Marketing Services Agreement

THIS MARKETING SERVICES AGREEMENT (this "Agreement") is entered into as of [May 5, 2023] (the "Effective Date"), by and between EducationDynamics, LLC, a Delaware limited liability company ("EDDY" or "Company"), and Southern University of New Orleans (the "Client") (each a "Party", and together, the "Parties").

WHEREAS, EDDY is engaged in the business of managing student inquiries and other marketing services on behalf of higher education institutions; and

WHEREAS, the Client desires to retain EDDY to provide such services.

NOW, THEREFORE, in consideration of the mutual representations, warranties, covenants and agreements set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

### 1. Definitions and Services.

(A) Definitions.

- I. Campaign: The marketing and promotional activities and services set forth in the applicable Statement of Work ("SOW"), which is hereby incorporated into this Agreement.
- II. Inquiry: A prospective student who has indicated an interest in educational opportunities.
- III. Management Fee: The percentage of the media costs that will be payable to EDDY.
- IV. Media Costs: The amount actually spent by EDDY which is attributed to the media purchased across marketing channels. These costs may fluctuate month-over-month during the term of the Campaign, as set forth in the applicable SOW.
- V. Program: Any of the academic programs offered at the Client's institution, including all undergraduate programs, graduate programs, executive degree programs, joint degree programs, certificate programs, and continuing education programs.

(B) Services. Company shall perform marketing services (the "Services") on behalf of the Client in accordance with the SOW. The Services may include:

- I. Consulting Services
- II. Paid Search Advertising
- III. Display Advertising
- IV. Retargeting
- V. SEO Services
- VI. Email Marketing
- VII. Creative Services
- VIII. Awareness Marketing Services (may include radio advertising, offline advertising, television and connected television)
- IX. Affiliate Management

(C) Campaign Development. EDDY and Client shall cooperate to develop each Campaign. An authorized representative or agent of Client shall submit a request for a Campaign by providing the following information to EDDY: Primary/billing contact information, scope of work, customer responsibility and deliverables, schedules, general assumptions, payment terms, financials. EDDY will prepare and submit to Client a SOW based on Client's request which includes all of the elements set forth in Exhibit A. Once both Parties have signed the SOW, EDDY may begin the Campaign and Client shall be responsible for compensating EDDY according to the terms of the SOW and this Agreement. This Agreement may cover more than one SOW at any given time. Client may change a SOW by submitting a written request for change and EDDY shall use reasonable efforts to comply with such requests. Client shall be responsible for additional costs and expenses related to EDDY's effort to comply with such request for change. In the event of any ambiguity or inconsistency between the standard terms and conditions of this Agreement and any SOW, the SOW shall prevail.

(D) Media Costs. Each SOW shall set forth the Media Costs for the Campaign.

(E) Authority. Client agrees that EDDY is authorized to enter into various vendor agreements on behalf of Client for the purpose of generating student inquiries or leads on behalf of Client. Client agrees to be solely responsible for the payment of obligations under such vendor agreements and will indemnify and hold EDDY harmless for all such obligations.

(F) Trademarks. During the Term, the Client hereby grants to EDDY a limited, nonexclusive, royalty-free license to use the trademark(s) and logos provided by Client to EDDY (the "Client Trademarks") solely in connection with performing its obligations hereunder. EDDY represents and warrants: (a) that it will not adulterate or alter the Client Trademarks in any manner; (b) knowingly use the Client Trademarks in a way that would materially prejudice their distinctiveness or validity or the goodwill of the Client therein; or (c) knowingly use any trademarks or trade names so resembling any of the Client Trademarks as to be likely to cause confusion or deception.

### 2. Terms of Payment and Invoices.

(A) Terms of Payment. In consideration of Company's performance of the Services, Client shall pay the fees set forth on the applicable SOW (such fees, the "Client Fees"). Payment of any Client Fees issued under this Agreement shall not be contingent in any manner upon the number of Inquiries who subsequently apply for or are enrolled for any period of time in Client's educational programs. Client agrees that Company is authorized to enter into various vendor agreements on behalf of Client for the purpose of generating Inquiries on behalf of Client. Client agrees to be solely responsible for the payment of obligations under such vendor agreements and will indemnify and hold Company harmless for all such obligations. In the event of a dispute between Client and any such vendor, Company shall reasonably cooperate with Client to resolve such dispute, but Company shall have no legal or financial obligation to resolve any such dispute in the Client's favor, or reimburse Client for any disputed fees. Client agrees that any payment it makes to EDDY under this Agreement shall be first applied to EDDY's fees under this Agreement. Following the satisfaction of EDDY's fees in full, subsequent payments will be used to pay vendors for their services under various vendor agreements.

(B) Invoicing. During the Term, EDDY will issue invoices (each, an "Invoice") for Client Fees arising for Services provided under an SOW. Monthly Client Fees will be invoiced approximately thirty (30) days after the end of the prior month.

(C) Each SOW will include the payment terms for the Services provided under that SOW. All amounts due hereunder will be invoiced in arrears, unless stated otherwise in the applicable SOW. Client shall have thirty (30) days from receipt of the Invoice to dispute the Client Fees reflected by such Invoice; if Client does not dispute such fees within such thirty (30) day period, the fees will be deemed valid and payable to Company. All undisputed Client Fees will be due and payable to Company within thirty (30) days of receipt of the Invoice. Unpaid fees (except with respect to fees then under reasonable and good faith dispute) shall bear interest at the lesser of (i) 1% per month on the unpaid balance or (ii) the maximum amount permitted by law.

(D) Taxes. EDDY assumes no responsibility for paying income taxes on behalf of Client. By entering into this Agreement, Client assumes complete and sole responsibility for any taxes owed as a consequence of such participation and agrees to indemnify and hold EDDY harmless from any such taxes. However, EDDY assumes responsibility for payment of taxes from the funds it receives under this contract and/or Legislative appropriation shall be its obligation and identified under Federal Tax Identification Number:

### 3. Representations and Warranties.

(A) By Company. Company represents and warrants to and for the benefit of Client the following:

- I. Company is a limited liability company, duly incorporated, validly existing and in good standing under the laws of Delaware and has all requisite corporate power and authority to execute, deliver and perform its obligations under this Agreement;
- II. The execution, delivery and performance of this Agreement by Company: (1) has been duly authorized by Company and (2) will not conflict with, result in a breach of, or constitute a default under any other agreement to which Company is a party or by which Company is bound;
- III. Company is and will remain in compliance with all laws and has obtained and will obtain all applicable permits and licenses required of Company in connection with its obligations under this Agreement; and
- IV. The services provided hereunder by Company shall be performed in a professional and workmanlike manner, in accordance with all applicable industry and professional standards.

(B) By Client. Client represents and warrants to and for the benefit of Company the following:

- I. Client is a corporation, duly incorporated, validly existing and in good standing under the laws of Louisiana and has all requisite corporate power and authority to execute, deliver and perform its obligations under this Agreement;
- II. The execution, delivery and performance of this Agreement by Client: (1) has been duly authorized by Client and (2) will not conflict with, result in a breach of, or constitute a default under any other agreement to which Client is a party or by which Client is bound;
- III. Client is and will remain in compliance with all laws and has obtained and will obtain all applicable permits and licenses required of Client in connection with its obligations under this Agreement, including, without limitation, any applicable laws related to the content provided or made available by Client to Company for Company's use under this Agreement; and
- IV. Client is the sole owner of its trademarks, content, and other materials provided or made available by Client, and is fully authorized to publish, and authorizes Company to publish content on its behalf. All content provided, made available, or approved by Client is accurate, complies with all applicable laws, regulations, industry standards, and does not infringe upon, misappropriate, or violate any patent, copyright, trade secret, trademark, privacy, or other proprietary right of any third party.

(C) By Both Parties.

- I. For the avoidance of doubt, each Party further represents and warrants to the to the other Party, that such Party shall only use inquiry data in accordance with applicable laws, including, without limitation, laws applicable to telemarketing and call center services, including the CAN-SPAM Act of 2003, the Telemarketing and Consumer Fraud and Abuse Prevention Act and all other applicable international, federal and state data security and privacy laws, and other telemarketing laws, and any amendments to any of the foregoing.
- II. The parties agree and expressly acknowledge that:
  - EDDY shall have no involvement whatsoever in the review process to determine whether any prospective student should be granted admission to any program;
  - EDDY shall have no involvement whatsoever in a prospective student's application for admission to Client, or Client's determination of eligibility for student loans, including, but not limited to, university-sponsored scholarships;
  - EDDY is an unaffiliated third party from Client, and Client has the sole authority to determine the number of students who enroll, and EDDY shall have no involvement whatsoever in Client's enrollment decisions; and
  - Client shall retain full responsibility for all decisions regarding admission and for the implementation of the programs, including, but not limited to: (a) processing and evaluating all applications, (b) determining residential classification, (c) determining eligibility for any federal or private financial aid and/or student loans, including, but not limited to, college- or university-sponsored scholarships, and (d) all other aspects for the planning and execution of the programs for college or university students.

**4. Term and Termination.** This Agreement shall commence on the Effective Date of this Agreement and continue for a period of twelve (12) months after the Go Live Date, as indicated on the SOW (the "Initial Term"), unless terminated by either Party as described herein. At the end of the Initial Term, this Agreement shall automatically renew for consecutive twelve (12) month terms (each a "Renewal Term"), unless prior written notice is given by one Party to the other Party not less than ninety (90) days before the end of the Initial Term or any Renewal Term, as applicable, is set to expire.. Company may terminate this Agreement for cause immediately upon notice to Client, if Company reasonably believes that Client is in breach of this Agreement, including but not limited to, a breach for failure to pay any Client Fees due hereunder. Upon the termination or expiration of this Agreement, Company shall be entitled to immediate payment for all work performed satisfactorily including work completed but not yet invoiced.

**5. Intellectual Property.** Notwithstanding the copyright notice displayed on any Client branded website or landing page, Client shall own all right, title, and interest in and to the visual content (visible text and images) to the extent such visual content is provided by Client, subject to the rights of any third-parties. EDDY shall own all right, title, and interest in and to the underlying website code, forms, and technology, subject to the rights of any third-parties.

**6. Confidential Information.** Company and Client understand and agree that in connection with the negotiation and performance of this Agreement, each party may have had or have access to or may have been or be exposed to, directly or indirectly, private or confidential information of the other Party,

including, but not limited to, trade secrets and any other information that the receiving Party reasonably should know is confidential ("Confidential Information"). Each Party (on its behalf and on behalf of its subcontractors, employees or representatives, or agents of any kind) agrees to hold and treat all Confidential Information of the other Party in confidence and will protect the Confidential Information with the same degree of care as each Party uses to protect its own Confidential Information of like nature, but in no event less than a reasonable degree of care. Between the Parties, Company shall retain ownership of any data relating to inquiry behavior when an inquiry interacts with Company's services. Notwithstanding anything contained herein to the contrary, Confidential Information does not include any information that (i) at the time of the disclosure or thereafter is lawfully obtained from publicly available sources generally known by the public (other than as a result of a disclosure by the receiving Party or its representatives); (ii) is available to the receiving Party on a non-confidential basis from a source that is not and was not bound by a confidentiality agreement with respect to the Confidential Information; or (iii) has been independently acquired or developed by the receiving Party without violating its obligations under this Agreement or under any international, federal or state law. This Section shall supersede any previous agreement relating to confidential treatment and/or non-disclosure of Confidential Information; provided, however, that any information disclosed pursuant to that earlier agreement shall be deemed to be Confidential Information and protected under the terms of this Agreement as if this Agreement had been in place at the time of such disclosures. The Confidential Information will not, without the prior written consent of the other Party, be disclosed to any third party, except that the receiving Party may disclose the Confidential Information or portions thereof to (a) its directors, officers, employees, agents and representatives on a need-to-know basis, or (b) as may be required by law, applicable regulation or judicial process, provided, however, that if the receiving Party is required to disclose such Confidential Information under this Section 6, the receiving Party shall (if legally permissible) promptly notify the disclosing Party of such pending disclosure and consult with the disclosing Party prior to such disclosure as to the advisability of seeking a protective order or other means of preserving the confidentiality of the Confidential Information. Neither Party shall use any Confidential Information received from the other Party except as may be necessary in its performance under this Agreement. The Parties acknowledge that unauthorized use by a Party of the other Party's Confidential Information will diminish the value of such information and that breach of this obligation may cause irreparable harm and entitle the non-breaching Party to seek injunctive relief to protect its interest herein, in addition to any other monetary or other remedies it may be entitled to hereunder.

**7. FERPA Compliance.** The parties acknowledge that certain data in Company's possession may be considered personally identifiable information from education records ("PII"), as defined by the Family Educational Rights and Privacy Act and its implementing regulations ("FERPA"). To the extent Company receives PII, the Client acknowledges Company will be considered a "School Official" (as that term is used in FERPA) because Company acts as an agent of the Client to perform institutional services or functions for which the Client would otherwise use its own employees. Company agrees that:

- (A) It is subject to the requirements of 34 C.F.R. § 99.33(a) governing the use and redisclosure of PII;
- (B) It is under the direct control of the Client with respect to the use and maintenance of PII; and
- (C) Its officers, employees, and agents shall use PII only for the purposes for which such disclosure is made.

**8. Non-Solicitation.** Each Party agrees that during the Term, any Renewal Term, and for a period of six (6) months after the termination of this Agreement, that it shall refrain from, directly or indirectly, soliciting, recruiting, hiring or otherwise retaining the services of any employee, subcontractor or consultant of the other Party with whom it has come in contact or interacted for the purposes of the performance of this Agreement, except for general solicitations through public advertisements that are not directed at such individuals.

**9. Indemnification.** Client agrees to hold harmless, indemnify and defend Company, its affiliates, and their respective successors and assigns, and the equity holders, members, directors, officers, employees and agents of any and all of the foregoing ("Company Indemnified Parties") from and against any losses, damages, costs and expenses (including reasonable attorneys' fees and costs) arising out of or relating to any claims: (a) that the Client breached or allegedly breached its confidentiality obligations hereunder; (b) that the Client breached its warranties or representations as set forth herein; and (c) claims relating to Client's (or if Client is Agency, then Agency's Client's) business, education programs or trademarks, copyrights, or any other materials provided by or made available by Client. The Client's obligations are conditioned upon the Company Indemnified Parties: (i) giving the Client written notice of any claim, action, suit and proceeding for which the Company Indemnified Parties are seeking indemnity; (ii) granting control of the defense and settlement to the Client; and (iii) providing, at the Client's expense, reasonable assistance in the defense or settlement thereof. In any event, the Company Indemnified Parties shall have the right to participate, at their own expense, in the defense or settlement of any claim, action, suit and proceeding that is the subject of an indemnification obligation. If any settlement results in any ongoing liability to, or prejudices or detrimentally impacts Company, and such obligation, liability, prejudice or impact can reasonably be expected to be material, then such settlement shall require the Company's written consent, which consent shall not be unreasonably withheld.

**10. DISCLAIMER OF WARRANTY.** THE WARRANTIES CONTAINED HEREIN ARE THE ONLY WARRANTIES MADE BY THE PARTIES HEREUNDER. EACH PARTY MAKES NO OTHER WARRANTY, WHETHER EXPRESS OR IMPLIED, AND EXPRESSLY EXCLUDES AND DISCLAIMS ALL OTHER WARRANTIES AND REPRESENTATIONS OF ANY KIND, INCLUDING ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT. COMPANY DOES NOT PROVIDE ANY WARRANTY THAT OPERATION OF ANY SERVICES HEREUNDER WILL BE UNINTERRUPTED OR ERROR-FREE.

**11. LIMITATION OF LIABILITY.** NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES ARISING FROM OR RELATED TO THIS AGREEMENT, INCLUDING WITHOUT LIMITATION, FOR THE OPERATION OR USE OF CONTENT OR SERVICES, SUCH DAMAGES ARISING FROM OR RELATED TO LOSS OF OR DAMAGE TO DATA OR PROGRAMMING, LOSS OF REVENUE OR PROFITS OR OTHER BENEFITS, AND CLAIMS BY ANY THIRD PARTY, EVEN IF THE PARTIES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NEITHER PARTY SHALL BE LIABLE FOR ANY ACTS OR OMISSIONS OF THIRD PARTIES. COMPANY'S LIABILITY UNDER THIS AGREEMENT IS LIMITED TO THE AMOUNT OF FEES PAID BY CLIENT TO COMPANY FOR SERVICES HEREUNDER IN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRIOR TO THE DATE A CLAIM IS RAISED HEREUNDER. THE FOREGOING LIMITATIONS APPLY TO ALL CAUSES OF ACTION IN THE AGGREGATE, INCLUDING WITHOUT LIMITATION TO BREACH OF CONTRACT, BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY, MISREPRESENTATIONS, AND OTHER TORTS. NOTWITHSTANDING THE FOREGOING, EACH PARTY SHALL REMAIN LIABLE FOR THE AGGREGATE AMOUNT OF ANY PAYMENT OBLIGATIONS OWED TO THE OTHER PARTY UNDER SECTION 2 OF THIS AGREEMENT.



**12. Miscellaneous.** No conditions other than those set forth in this Agreement or the applicable SOW shall be binding on Company unless expressly agreed to in writing by the Company. No modifications to this Agreement shall be binding upon the Company without the express, written consent of the Company. In the event of any inconsistency between the provisions of this Agreement or any SOW, this Agreement shall control. This Agreement and the applicable SOW (i) may be amended only by written agreement executed by an authorized representative of each Party; and (ii) constitute the complete and entire expression of the agreement between the Parties, and shall supersede any and all other agreements, whether written or oral, between the Parties. The Parties agree that Company shall have the right to reference and refer to its work for and relationship with Client for marketing and promotional purposes. The Parties agree that their relationship hereunder is that of independent contractors. Neither Party shall be deemed to be the agent, partner, joint venture, franchisor-franchisee, nor employee of the other, and neither shall have any authority to make any agreements or representations on the other's behalf other than as set forth in this Agreement or applicable SOW. Rights and obligations under Sections 6, 8, 9, 10, 11, and 12 of this Agreement shall survive and will remain in full force and effect upon termination or expiration of this Agreement. Neither Party shall be liable for, or considered in breach of or default under this Agreement on account of, any delay or failure to perform as required (except with respect to payment obligations) as a result of any causes or conditions which are beyond such Party's reasonable control and which such Party is unable to overcome by the exercise of reasonable diligence (including without limitation, equipment failure) provided that the non-performing Party gives reasonably prompt notice under the circumstances of such condition(s) to the other Party. Client shall not assign any of its rights or obligations hereunder without the prior written consent of EDDY, which consent shall not be unreasonably withheld. EDDY may assign any right, interest and/or obligation arising out of this Agreement, in whole or in part, without consent of Client. Any waiver by Company of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any other or subsequent breach thereof. This Agreement shall be governed by and construed in accordance with the laws of the State of Louisiana, without reference to any principles of conflicts of laws, which might cause the application of the laws of another state. Any action instituted by either Party arising out of this Agreement shall only be brought, tried and resolved in the applicable federal or state courts having jurisdiction in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana. . EACH PARTY HEREBY CONSENTS TO THE EXCLUSIVE PERSONAL JURISDICTION AND VENUE OF THE COURTS, STATE AND FEDERAL, HAVING JURISDICTION IN the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana. . This Agreement may be signed in counterparts and may be delivered by facsimile or email signature, which shall be deemed to be the Parties' original signatures for any purpose whatsoever.

*SIGNATURE PAGE FOLLOWS*

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representative as set forth below.

**EducationDynamics, LLC**

_____	_____	_____
Name:	Title	Date

**Client:**

_____	_____	_____
Name: Mr. Dennis J. Shields	Title: President-Chancellor	Date

## **Exhibit A – Required Elements for a Statement of Work**

1. Campaign Dates
2. Primary Client Contact Information
3. Billing Client Contact Information
4. Scope of Work
5. Client Responsibilities and Deliverables
6. Schedule
7. General Assumptions
8. Client Fees
9. Special Payment Terms (if any)
10. Signature lines for authorized representative of Client and Company

**Statement of Work – Marketing Services**  
**Campaign Dates: [May 5, 2023 – May 1, 2024]**

**Primary Client Contact Information**

<b>Client Name</b>	<b>Southern University of New Orleans</b>
<b>Contact Name</b>	Melinda Perry
<b>Contact Address</b>	6400 Press Drive, New Orleans, Louisiana 70126
<b>Phone Number</b>	225.302.8209
<b>Email</b>	mperry@suno.edu

**Billing Client Contact Information**

<b>Contact Name</b>	
<b>Contact Address</b>	
<b>Phone Number</b>	
<b>Email</b>	

**Scope of Work**

Reference is made to the Marketing Services Agreement between EducationDynamics, LLC (“EDDY” or “Company”), and Southern University of New Orleans (the “Client”) dated [May 5, 2023] (the “Agreement”). Pursuant to the terms of the Agreement, EDDY will build and manage direct response digital channel marketing campaigns for Client programs listed below. Channels utilized will be affiliate and Search Engine Optimization (SEO) partner networks, social media channels, retargeting and display channels, and paid search channels such as Google Ad Words.

EDDY will build out all advertising and landing page assets for execution of this campaign including content, creative and technical setup and implementation. EDDY will execute the marketing campaigns, monitor, and optimize on an ongoing basis during the term of the Agreement providing transparent reporting on results on a regular basis and during Client status meetings.

EDDY will build and manage digital marketing campaigns on behalf of Client for the following programs:

<b>Undergraduate Programs</b>	<b>Graduate Programs</b>
Criminal Justice	Museum Studies
Health Information Management Systems	Criminal Justice
Interdisciplinary Studies	Master of Arts in Teaching Special Education 1st-5th
Psychology	Master of Arts in Teaching Special Education 6th-12th
Public Administration	

## ***Client Responsibility and Deliverables***

In order to launch our marketing services work, Client will be responsible for providing EDDY with the following items:

- Course criteria and branding guidelines to ensure consistent delivery of institution message
- All enrollment collateral related to the above programs
- Program-specific information and requirements for the above programs
- Brand guidelines
- Course catalogs including
  - Course descriptions
  - Outcomes
  - Start dates
  - Application deadlines
  - Program prerequisites (for form logic and targeting)
  - Application fees
- High Resolution Client logo (EPS preferred) and university photos
  - Multiple formats and dimensions if they exist
- Any pre-existing landing pages
- Any pre-existing marketing copy that has been used in the past
- Current demographics of student body

In addition to this, Client agrees to 48-hour Monday – Friday 8:00-5:00 p.m. turnaround time on review and approvals of the marketing work that EDDY will be completing on Client's behalf.

## ***Schedule***

Implementation of marketing services under this Statement of Work (this "SOW") will begin on [May 5, 2023] and will conclude approximately 45-60 days thereafter, pending no roadblocks and/or delayed approvals during the implementation process (said conclusion will initiate "Go Live Date", which will be communicated by Company to Client). The Campaign will continue under this SOW for a period of twelve (12) months after the Go Live Date.

## ***General Assumptions***

- EDDY will work with Client on approvals of enrollment services deliverables and collateral
- EDDY will notify Client prior to launching any marketing services

## ***Client Fees***

The estimated marketing services total gross budget will be \$ \$327,000 which breaks down as follows:

- Estimated Media Costs for Paid Media: \$153,000
- Estimated EDDY management fee \$5,000 per month for an annual amount of \$60,000.
- Search Engine – Organic Management \$7,500 per month - \$90,000 per year

Technology Services Fee (Skai cost): 0.75% of Google Ads Spend to be billed at per month the monthly rate based on monthly media spend.

One-time marketing setup and technology implementation fee: \$15,000

- Campaign Build for the Full current online (10) programs
- Review and Optimization of all existing Google Campaigns for the supported programs
- Data Integration of lead and down funnel data into EDDY Data Center
- Review and Recommendations for the FY23 Marketing Plans for all supported programs

Creative Services Fee \$750 per month - \$9,000 per year

- Monthly advertising design and creative brand refresh

Additional programs added to the SOW beyond the aforementioned programs will incur a one-time setup fee of \$2,000 per program

**Special Payment Terms**

EDDY shall invoice Client for the one-time marketing setup and technology implementation fee in the first Invoice. All other Client Fees shall be billed monthly pursuant to the payment terms of the Agreement.

All other terms and conditions of the Agreement shall remain in full force and effect.

With my signature below, I acknowledge that I am authorized to enter into this agreement on behalf of

Southern University System

Print Mr. Dennis J. Shields

Date

X \_\_\_\_\_  
President-Chancellor

EducationDynamics, LLC

Print

Date

X \_\_\_\_\_  
President, Enrollment Management Division

## Contact Center Services Agreement

THIS CONTACT CENTER SERVICES AGREEMENT (the "Agreement") is entered into as of [May 5, 2023 (the "Effective Date"), by and between EducationDynamics, LLC, a Delaware limited liability company ("EDDY" or "Company"), and Southern University of New Orleans (the "Advertiser") (each a "Party" and together, the "Parties").

WHEREAS, EDDY is engaged in the business of providing call center marketing services to higher education institutions;

WHEREAS, the Advertiser desires to retain EDDY to make such call center resources available to assist the Advertiser with providing educational services to prospective and enrolled students in accordance with the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual representations, warranties, covenants and agreements set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

### 1. Definitions and Services.

#### (G) Definitions.

- I. Applicant. A Prospect that has decided to submit an application for admission to a Program.
- II. Lead. A "Lead" is defined as an individual who is interested in Advertiser's education programs and has provided express written consent to be contacted by Advertiser, and Company on behalf of Advertiser.
- III. Lead Data Transfer. A "Lead Data Transfer" occurs when a Lead is interested in information from an Advertiser, and Company delivers such Lead in the form of a post to Advertiser's database, a CSV file to an email account designated by Advertiser, or by another mutually agreed-upon method by the Parties.
- IV. Lead Record. A "Lead Record" is defined as the contact information for a specific Lead, which shall consist of, at a minimum of the information listed on Exhibit A attached hereto. Advertiser shall provide Lead Records to Company in the manner mutually agreed upon by the Parties and set forth in the applicable Statement of Work ("SOW"), which is hereby incorporated into the Agreement. As part of the Lead Records, if the leads are not provided by the Company, Advertiser must retain the records of each Lead's verifiable opt-in and upon Company's request, Advertiser must deliver such opt-in records, promptly, but no later than 2 business days from Company's request. Such opt-in records must show, (i) the date and time each Lead opted-in, (ii) that each Lead specifically agreed to receive offers from Advertiser, and (iii) that each Lead gave prior express consent to be contacted by Advertiser in accordance with applicable law.
- V. Program. Any of the academic programs offered at the Advertiser, including all undergraduate programs, graduate programs, executive degree programs, joint degree programs, certificate programs, and continuing education programs.
- VI. Prospect. An individual who has expressed interest in any Program.
- VII. Warm Transfer. A "Warm Transfer" is defined as when a Qualified Lead is interested in information from Advertiser, and is engaged in a telephone conversation with one of the Company's agents, such agent may transfer the caller telephonically to an agent of the Advertiser.

(H) Services. Company shall perform call center services (the "Services") to determine whether such Leads are interested in educational opportunities offered by the Advertiser. The Services will be provided in accordance with the Service Level Agreement attached hereto as Exhibit B. The Services shall include the following:

- I. Lead Qualification Services. Verification of the Prospect's contact information, program of interest, up to three additional qualification questions; qualification of Prospect based on program entry requirements (GPA, prior learning, work history); and submission of qualified Prospect information to Advertiser.
- II. Lead Verification Services. Verification of the Prospect's contact information and program of interest and submission of verified Prospect status to Advertiser.
- III. Enrollment Coaching Services. Verification of the Prospect's contact information and program of interest; qualification of Prospect based on program entry requirements (GPA, prior learning, work history); communication of application requirements (directions to application forms, communication of application deadlines); dissemination of program information; nurturing of Prospect through the completion of application process, including assisting in the collection of documents to complete the application (unofficial transcripts, letters of recommendations, essays); and submission of nurtured Prospect status to Advertiser.

### 2. Terms of Payment and Invoices.

(E) Terms of Payment. In consideration of Company's performance of the Services, Advertiser shall pay the fees set forth on the applicable SOW (such fees, the "Advertiser Fees"). Payment of any Advertiser Fees issued under this Agreement shall not be contingent in any manner upon the number of Leads who subsequently apply for or are enrolled for any period of time in Advertiser's or Third Party Provider's educational programs.

(F) Invoicing. EDDY will issue monthly invoices (each, an "Invoice") for Advertiser Fees for Services provided pursuant to a SOW. All undisputed Advertiser Fees will be due and payable to Company within thirty (30) days of receipt of the Invoice date. Late payment (except with respect to fees then under reasonable and good faith dispute) shall bear interest at the lesser of (i) 1% per month on the unpaid balance or (ii) the maximum amount permitted by law.

(G) Taxes. Company assumes no responsibility for paying income taxes on behalf of Advertiser. By entering into this Agreement, Advertiser assumes complete and sole responsibility for any taxes owed as a consequence of such participation and agrees to indemnify and hold Company harmless from any such taxes.

### 3. Representations and Warranties.

(A) By Company. Company represents and warrants to and for the benefit of Advertiser the following:

- V. Company is a limited liability company, duly incorporated, validly existing and in good standing under the laws of Delaware and has all requisite corporate power and authority to execute, deliver and perform its obligations under this Agreement;
- VI. The execution, delivery and performance of this Agreement by Company: (1) has been duly authorized by Company and (2) will not conflict with, result in a breach of, or constitute a default under any other agreement to which Company is a party or by which Company is bound;
- VII. Company is and will remain in compliance with all laws and has obtained and will obtain all applicable permits and licenses required of Company in connection with its obligations under this Agreement; and
- VIII. The services provided hereunder by Company shall be performed in a professional and workmanlike manner, in accordance with all applicable industry and professional standards.

(B) By Advertiser. Advertiser represents and warrants to and for the benefit of Company the following:

- I. Advertiser is a **non-profit** corporation, duly incorporated, validly existing and in good standing under the laws of its state of incorporation and has all requisite corporate power and authority to execute, deliver and perform its obligations under this Agreement;
- II. The execution, delivery and performance of this Agreement by Advertiser: (1) has been duly authorized by Advertiser and (2) will not conflict with, result in a breach of, or constitute a default under any other agreement to which Advertiser is a party or by which Advertiser is bound;
- III. Advertiser is and will remain in compliance with all laws and has obtained and will obtain all applicable permits and licenses required of Advertiser in connection with its obligations under this Agreement;
- IV. The collection and delivery of Leads and Lead Records to Company hereunder shall be performed in a professional and workmanlike manner, in accordance with all applicable industry and professional standards;
- V. All Lead Records shall be free from all liens and encumbrances and other defects in title or other rights of third parties;
- VI. The information contained in the Lead Records is accurate, relevant, current, complete, and appropriate for the intended uses under this Agreement;
- VII. The collection, use, process, and transfer of the Lead Records as set forth in this Agreement or any related document does not exceed the purpose disclosed to the user or data subject in any required notice; and
- VIII. If an agency is entering into this Agreement on behalf of an Advertiser, the agency (1) agrees to the foregoing representations in this Section (B) and Section (C) below, and (2) represents, and warrants that it is the authorized agent of its Advertiser, and Advertiser is not, as of the date of this Agreement, in material breach of any agreement or in default with respect to any amounts owed to agency, and (3) shall be responsible for payment of all fees owed to Company under this Agreement.
- IX. That no approval, authorization, consent, certificate, accreditation, or license is required for the delivery of student recruiting services by Company or its employees or agents on behalf of Advertiser under this Agreement ("Recruiter Approval"). If Advertiser determines Company or its employees or agents are required to obtain a Recruiter Approval in any jurisdiction, then Advertiser shall (i) disclose these requirements to Company and (ii) use its best efforts to facilitate and expedite the obtaining of each Recruiter Approval as promptly as practicable at its sole cost.

(C) By Both Parties.

- I. For the avoidance of doubt, each Party further represents and warrants to the to the other Party, that such Party shall perform the Lead Services, hereunder, including, but not limited to, the collection and delivery of Leads and Lead Records to Company in compliance with laws, in all relevant jurisdictions, applicable to the Services (including without limitation, those applicable to telemarketing and call center services, including the CAN-SPAM Act of 2003, the Telemarketing and Consumer Fraud and Abuse Prevention Act and all other applicable international, federal and state data security and privacy laws, and other telemarketing laws, and any amendments to any of the foregoing).
- II. The Parties agree and expressly acknowledge that:
  - EDDY shall have no involvement whatsoever in the review process to determine whether any Applicant should be granted admission to any program;
  - EDDY shall have no involvement whatsoever in a prospective student's application for admission to Advertiser, or Advertiser's determination of eligibility for student loans, including, but not limited to, university-sponsored scholarships;
  - EDDY is an unaffiliated third party from Advertiser, and Advertiser has the sole authority to determine the number of students who enroll, and EDDY shall have no involvement whatsoever in Advertiser's enrollment decisions; and
  - Advertiser shall retain full responsibility for all decisions regarding admission and for the implementation of the programs, including, but not limited to: (a) processing and evaluating all applications, (b) determining residential classification, (c) determining eligibility for any federal or private financial aid and/or student loans, including, but not limited to, University-sponsored scholarships, and (d) all other aspects for the planning and execution of the programs for university students.

**4. Term and Termination.** This Agreement shall commence on the Effective Date of this Agreement and continue for a period of twelve (12) months after the Go Live Date, as indicated on the SOW (the "Initial Term"), unless terminated by either Party as described herein. At the end of the Initial Term, this Agreement shall automatically renew for consecutive twelve (12) month terms (each a "Renewal Term"), unless prior written notice is given by one Party to the other Party not less than ninety (90) days before the end of the Initial Term or any Renewal Term, as applicable, is set to expire. Company may terminate this Agreement for cause immediately upon notice to Advertiser, if Company reasonably believes that Advertiser is in breach of this Agreement, including but not limited to, a breach for failure to pay any Advertiser Fees due hereunder. Upon the termination or expiration of this Agreement, Company shall be entitled to immediate payment for all work performed including work completed but not yet invoiced.

**5. Confidential Information.** Company and Advertiser understand and agree that in connection with the negotiation and performance of this Agreement, each Party may have had or have access to or may have been or be exposed to, directly or indirectly, private or confidential information of the other Party, including, but not limited to, trade secrets and any other information that the receiving Party reasonably should know is confidential ("Confidential Information"). Each Party (on its behalf and on behalf of its subcontractors, employees or representatives, or agents of any kind) agrees to hold and treat all Confidential Information of the other Party in confidence and will protect the Confidential Information with the same degree of care as each Party uses to protect its own Confidential Information of like nature, but in no event less than a reasonable degree of care. Between the Parties, Company shall retain ownership of any data relating to Lead behavior when a Lead interacts with Company's services. Notwithstanding anything contained herein to the contrary, Confidential Information does not include any information that (i) at the time of the disclosure or thereafter is lawfully obtained from publicly available sources generally known by the public (other than as a result of a disclosure by the receiving Party or its representatives); (ii) is available to the receiving Party on a non-confidential basis from a source that is not and was not bound by a confidentiality agreement with respect to the Confidential Information; or (iii) has been independently acquired or developed by the receiving Party without violating its obligations under this Agreement or under any federal or state law. This Section shall supersede any previous agreement relating to confidential treatment and/or non-disclosure of Confidential Information; provided, however, that any information disclosed pursuant to that earlier agreement shall be deemed to be Confidential Information and protected under the terms of this Agreement as if this Agreement had been in place at the time of such disclosures. The Confidential Information will not, without the prior written consent of the other Party, be disclosed to any third party, except that the receiving Party may disclose the Confidential Information or portions thereof to (a) its directors, trustees, members, officers, employees, agents and representatives on a need-to-know basis (provided that the receiving Party shall be liable to the disclosing Party for any unauthorized use or disclosure of the disclosing Party's Confidential Information by any of the receiving Party's



directors, trustees, members, officers, employees, agents or representatives in violation of the terms of this Agreement), or (b) as may be required by law, applicable regulation or judicial process, provided, however, that if the receiving Party is required to disclose such Confidential Information under this Section 5, the receiving Party shall promptly (if legally permissible) notify the disclosing Party of such pending disclosure and consult with the disclosing Party prior to such disclosure as to the advisability of seeking a protective order or other means of preserving the confidentiality of the Confidential Information, at the disclosing Party's expense. Neither Party shall use any Confidential Information received from the other Party except as may be necessary in its performance under this Agreement. The Parties acknowledge that unauthorized use by a Party of the other Party's Confidential Information will diminish the value of such information and that breach of this obligation may cause irreparable harm and entitle the non-breaching Party to seek injunctive relief to protect its interest herein, in addition to any other monetary or other remedies it may be entitled to hereunder.

**6. FERPA Compliance.** The parties acknowledge that certain data in Company's possession may be considered personally identifiable information from education records ("PII"), as defined by the Family Educational Rights and Privacy Act and its implementing regulations ("FERPA"). To the extent Company receives PII, the Advertiser acknowledges Company will be considered a "School Official" (as that term is used in FERPA) because Company acts as an agent of the Advertiser to perform institutional services or functions for which the Advertiser would otherwise use its own employees. Company agrees that:

- (A) It is subject to the requirements of 34 C.F.R. § 99.33(a) governing the use and redisclosure of PII;
- (B) It is under the direct control of the Advertiser with respect to the use and maintenance of PII; and
- (C) Its officers, employees, and agents shall use PII only for the purposes for which such disclosure is made.

**7. Non-Solicitation.** Each Party agrees that during the Initial Term, any Renewal Term, and for a period of six (6) months after the termination of this Agreement, that it shall refrain from, directly or indirectly, soliciting, recruiting, hiring or otherwise retaining the services of any employee, subcontractor or consultant of the other Party with whom it has come in contact or interacted for the purposes of the performance of this Agreement, except as provided herein.

**8. Indemnification.** Advertiser agrees to hold harmless, indemnify and defend Company, its affiliates, and their respective successors and assigns, and the equity holders, members, directors, officers, employees and agents of any and all of the foregoing ("Company Indemnified Parties") from and against any losses, damages, costs and expenses (including reasonable attorneys' fees and costs) arising out of or relating to any claims: (a) that the Advertiser breached or allegedly breached its confidentiality obligations hereunder; (b) that the Advertiser breached its warranties or representations as set forth herein; and (c) claims relating to Advertiser's (or if Advertiser is Agency, then Agency's client's) business, education programs or trademarks, copyrights, or any other materials provided by or made available by Advertiser. The Advertiser's obligations are conditioned upon the Company Indemnified Parties: (i) giving the Advertiser prompt written notice of any claim, action, suit and proceeding for which the Company Indemnified Parties are seeking indemnity (provided that any delay in providing such notice shall not excuse Advertiser from its obligations under this paragraph, except and only to the extent Advertiser is prejudiced thereby); (ii) granting control of the defense and settlement to the Advertiser; and (iii) providing, at the Advertiser's expense, reasonable assistance in the defense or settlement thereof. In any event, the Company Indemnified Parties shall have the right to participate, at their own expense, in the defense or settlement of any claim, action, suit and proceeding that is the subject of an indemnification obligation. If any settlement results in any ongoing liability to, or prejudices or detrimentally impacts Company, and such obligation, liability, prejudice or impact can reasonably be expected to be material, then such settlement shall require the Company's written consent, which consent shall not be unreasonably withheld.

**9. DISCLAIMER OF WARRANTY.** THE WARRANTIES CONTAINED HEREIN ARE THE ONLY WARRANTIES MADE BY THE PARTIES HEREUNDER. EACH PARTY MAKES NO OTHER WARRANTY, WHETHER EXPRESS OR IMPLIED, AND EXPRESSLY EXCLUDES AND DISCLAIMS ALL OTHER WARRANTIES AND REPRESENTATIONS OF ANY KIND, INCLUDING ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT. COMPANY DOES NOT PROVIDE ANY WARRANTY THAT OPERATION OF ANY SERVICES HEREUNDER WILL BE UNINTERRUPTED OR ERROR-FREE.

**10. LIMITATION OF LIABILITY.** NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES ARISING FROM OR RELATED TO THIS AGREEMENT, INCLUDING WITHOUT LIMITATION, FOR THE OPERATION OR USE OF CONTENT OR SERVICES AND SUCH DAMAGES ARISING FROM OR RELATED TO LOSS OF OR DAMAGE TO DATA OR PROGRAMMING, LOSS OF REVENUE OR PROFITS OR OTHER BENEFITS, AND CLAIMS BY ANY THIRD PARTY, EVEN IF THE PARTIES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NEITHER PARTY SHALL BE LIABLE FOR ANY ACTS OR OMISSIONS OF THIRD PARTIES OUTSIDE OF ITS REASONABLE CONTROL. COMPANY'S LIABILITY UNDER THIS AGREEMENT IS LIMITED TO THE AMOUNT OF FEES PAID OR PAYABLE BY ADVERTISER TO COMPANY FOR SERVICES HEREUNDER IN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRIOR TO THE DATE A CLAIM IS RAISED HEREUNDER. THE FOREGOING LIMITATIONS APPLY TO ALL CAUSES OF ACTION IN THE AGGREGATE, INCLUDING WITHOUT LIMITATION TO BREACH OF CONTRACT, BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY, MISREPRESENTATIONS, AND OTHER TORTS. NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THE FOREGOING, NONE OF THE FOREGOING LIMITATIONS SHALL APPLY WITH RESPECT TO CLAIMS FOR THE AGGREGATE AMOUNT OF ANY PAYMENT OBLIGATIONS OWED TO THE OTHER PARTY UNDER SECTION 2 OF THIS AGREEMENT.

**11. Equal Opportunity.** Contractor and subcontractor shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

**Prohibition of Discriminatory Boycotts of Israel.** In accordance with LA. R.S. 39:1602.1, for any contract for \$100,000 or more and for any contractor with five or more employees, the Contractor certifies that it is not engaged in a boycott of Israel, and that the Contractor shall, for the duration of this contract, refrain from a boycott of Israel. The State reserves the right to terminate this contract if the Contractor engages in

**a boycott of Israel during the term of this contract.**

**12. Miscellaneous.** No conditions other than those set forth in this Agreement shall be binding on Company unless expressly agreed to in writing by the Company. No modifications to this Agreement shall be binding upon the Company without the express, written consent of the Company. In the event of any inconsistency between the provisions of this Agreement and the provisions of any exhibit hereto, the provisions of this Agreement shall control, unless explicitly waived in such exhibit. This Agreement, together with each of the exhibits hereto (i) may be amended only by written Agreement executed by an authorized representative of each Party; and (ii) constitute the complete and entire expression of the agreement between the Parties, and shall supersede any and all other agreements, whether written or oral, between the Parties. Company hereby rejects any terms or conditions ("Form Terms") appearing on any purchase or insertion orders or other supplements that are in addition to, or different from, the terms and conditions of this Agreement, and the Parties agree that all such Form Terms shall be void and of no force or effect. The Parties agree that Company shall have the right to reference and refer to its work for and relationship with Advertiser for marketing and promotional purposes. The Parties agree that their relationship hereunder is that of independent contractors. Neither Party shall be deemed to be the agent, partner, joint venture, franchisor-franchisee, nor employee of the other, and neither shall have any authority to make any agreements or representations on the other's behalf other than as set forth in this Agreement. Rights and obligations under Sections 5, 7, 8, 9, 10 and 12 shall survive and will remain in full force and effect upon termination or expiration of this Agreement. Neither Party shall be liable for, or considered in breach of or default under this Agreement on account of, any delay or failure to perform as required (except with respect to payment obligations) as a result of any causes or conditions which are beyond such Party's reasonable control and which such Party is unable to overcome by the exercise of reasonable diligence (including without limitation, equipment failure) provided that the non-performing Party give reasonably prompt notice under the circumstances of such condition(s) to the other Party. Client shall not assign any of its rights or obligations hereunder without the prior written consent of EDDY, which consent shall not be unreasonably withheld. EDDY may assign any right, interest and/or obligation arising out of this Agreement, in whole or in part, without consent of Client. Any waiver by Company of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any other or subsequent breach thereof. This Contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana, including but not limited to La. R.S. 39:1551-1736; rules and regulations; executive orders; standard terms and conditions, special terms and conditions, and specifications listed in the RFP(if applicable); and this Contract. Venue of any action brought, after exhaustion of administrative remedies, with regard to this Contract shall be in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representative as set forth below.

**EducationDynamics, LLC**

_____	_____	_____
Name	Title	Date

**Advertiser**

_____	_____	_____
Name	Title	Date

## Exhibit A – Required Data Fields for Lead Records

- (i) First Name
- (ii) Last Name
- (iii) Street Address
- (iv) City
- (v) State
- (vi) Country
- (vii) ZIP Code
- (viii) E-mail address
- (ix) Valid Home, Work, and/or Mobile Telephone Number, appropriately designated as such.
- (x) Highest Level of Education
- (xi) Program of interest
- (xii) Modality of interest (online or campus)
- (xiii) US Citizenship (Y/N)
- (xiv) US Military Affiliation (if applicable, must be asked within offer)
- (xv) Credits earned outside of U.S. (if applicable, must be asked within offer)

**Exhibit B – Service Level Agreement**

This Service Level Agreement (“SLA”) outlines certain performance targets applicable to EducationDynamics’ (“EDDY” or “our” or “we” or “us”) call center services. This document is subject to change from time to time to reflect process improvements or changing practices.

**I. Account Management**

Advertiser will have one account manager for all questions and requests available to them during the hours of approximately 9AM and 5PM EST.

**II. Phone System Service**

A. Primary Phone System: EDDY currently uses Five9 Cloud BPX (“Five9”) as its primary phone system. Five9 communication uses VoiP technology for hosted contact center services. EDDY calls are hosted on three separate internet circuits that provide high availability (HA) for the contact center. The ISP providers are Level3, AT&T, and Verizon LTE. The configuration provides the ability to run contact center traffic over either internet connection in the event of failure at the ISP level. Failover between ISP’s is managed by EDDY. In the event of a service interruption, the failover process generally takes approximately five minutes implement.

EDDY also currently uses a Geo-Redundancy option. In the event of a Five9 failure, EDDY can shift call processing from to an alternate datacenter.

**III. Quality**

All contact center calls are recorded real-time for compliance and training purposes. Our contact center is staffed with a quality assurance team that oversees this process and monitors call recordings on a continual basis that is designed to ensure a high level of quality.

**IV. Tracking and Reporting**

Data associated with Leads generated under this SLA (e.g. contact attempts and contacts made, status progression through the enrollment lifecycle) will be available to the Advertiser for tracking, analytics and reporting. This is designed to ensure accurate monitoring of our services and subsequent tracking for performance measurement in real time.

**V. Vendor SLA**

EDDY’s call center vendors’ offer the following service level response commitments, which will be passed through to EDDY’s customers, including Advertiser.

<b>Priority Description</b>	<b>Escalation to Tier 3</b>	<b>Escalation to Engineering</b>
P1. Production system is down which precludes successful operation of either the total system or component critical to operation and requires immediate attention.	0-.25 hours	0-.25 hours
P2. Critical component of production environment has significant outages and/or failures precluding its successful operation and for which there is no acceptable workaround. The issue affects a significant number of users.	0-3 hours	3 hours
P3. Problem exists with a major feature within the product but the majority of the functions are still usable and some circumvention may be required to provide service.	0-16 hours (two business days)	24 hours (3 business days)
P4. Minor problem exists or user has a question that does not significantly affect the application's function.	0-24 hours (three business days)	40 hours (5 business days)

**Backup Phone System** – A Major Failure is defined as Services failure causing an outage of (1) Twenty-Five Percent (25%) or more of the trunks or stations or (2) Attendant Console outage or (3) common control processor outage. A Minor Failure is defined as Services failure causing outages not defined as a Major Failure.

**Around-The-Clock** – Services for Major Failures are twenty-four (24) hours per day, seven (7) days per week, within two (2) hours of notification. EDDY will provide remedial maintenance services Minor Failures within twenty-four (24) hours of notification, except that work will be performed only during normal business hours. Advertiser may also call EDDY's toll-free twenty-four (24) hour "Hotline" for trouble reporting.

- **Enrollment Coaching Services** (Inquiry to Start]) for SUNO Online
- Enrollment coaching services include:
  - Attempt contact with all new inquiries via phone, text, and/or email (contact attempts and methods according to state and federal guidelines).
  - Conduct initial enrollment interview which includes an open discussion of the prospective student's academic background and interests, programmatic features, benefits, and program details, and a detailed overview of the application, deposit, and enrollment process.
  - Provide the prospective student with guidance and support in the completion and submission of all necessary documents to progress through the application, enrollment, and start process.
- **Inquiry Nurturing Services** includes developing and executing communication strategies from inquiry to start and will be implemented using Eddy's marketing automation platform that will supplement and compliment the enrollment coaching student engagement work.
- Inquiry Nurturing Services includes:
- Developing a strategic cadence of communication which includes Email, SMS and Ringless Voicemail. Communication flows will be developed for the below stages of the admissions process:
  - Inquiry to Application (Will stay with an inquiry for 1 year unless the reach the admissions status beforehand. Cadence will consist of 20 emails, 2 SMS and 2 RVM's)
  - Application to Enroll (Will consist of 6 emails, 1SMS and 1RVM to run over the course of 10 weeks after someone changes status)
- Messaging and Creative Development
  - We will write all content for the communication channels and fully develop all html email creative for the above audience segments
  - The nurturing creative will drive all prospects to a personalized landing page that will serve as an admissions hub page that will have links to information about the program, financial aid information and a form to schedule a meeting with an advisor/coach. Eddy will do all development work and web hosting for this landing page.
- Communication Workflows-Eddy will build all communication workflows and write all logic/triggers to ensure the prospect is receiving relevant and timely communication based on their inquiry status.
- Message Deployment-Eddy will manage & deploy all communication through our marketing automation platform
- Reporting-Eddy will provide reporting metrics on nurturing communication.

Integration/Tech set up-Eddy will monitor all integrations so that an inquiry's status is being updated in real-time and ensuring the delivery to Eddy's marketing automation platform

### ***Customer Responsibility and Deliverables***

- Advertiser will collaborate with EDDY in the creation and documentation of content related to the enrollment management workflow from new inquiry to submitted deposit including, but not limited to:
  - A workflow map identifying systems necessary for serving prospective students through the application process to the deposit stage, including how to access relevant systems.
  - All admissions requirements and considerations (undergraduate degree, minimum GPA, etc.)
  - Core features and benefits of the program, including but not limited to: application fee, deposit, tuition, start dates, modality, time commitment, asynchronous schedule requirements, faculty profile, career services, and any other institutional offerings that are relevant to prospective students considering the program.
  - Review and approve any content created by EDDY to aide in the communication of the above features, benefits, and process to prospective students including but not limited to: internal FAQ document, internal conversation guide, internal process guide, and email content for contact strategy emails.
  - Unless otherwise specified, Advertiser agrees to review and respond to content within a 48-hour turnaround
- Advertiser will provide EDDY with access to systems and credentials necessary for serving students through the admissions and enrollment stage including but not limited to: application processing platform, university email account for contact strategy emails and individual coaches.
- Advertiser will provide an accessible designated point of contact for inquiries related to the application and registration process (e.g.: unique prospective student scenarios not covered in initial training).
- Advertiser will confirm system statuses with EDDY and provide technical resources necessary to accommodate the desired passing and updating of student statuses to and from EDDY's system.

**Client Fees**

**Advertising Fees**

Advertising Fees during the term of the Statement of Work are as follows:

- Enrollment Coaching Services Fees: \$126,000 total estimated over the one-year term, based on a per-coach fee of \$10,500 per month for 1 coach.
  - total monthly inquiry volume up to 250 inquiries per month. Inquiry volume, above 250 per month, will be billed at \$50 per inquiry.
- Inquiry Nurturing Services Fees: \$60,000 total estimated over the one-year term, based on a rate of \$5,000 per month.

**Special Payment Terms**

EDDY shall invoice Client for the one-time marketing setup and technology implementation fee in the first Invoice. All other Client Fees shall be billed monthly pursuant to the payment terms of the Agreement.

All other terms and conditions of the Agreement shall remain in full force and effect.

With my signature below, I acknowledge that I am authorized to enter into this agreement on behalf of

Client

Print

Date

X \_\_\_\_\_

EducationDynamics, LLC

Print

Date

X \_\_\_\_\_



**First Amendment to**  
**INTERAGENCY COOPERATIVE AGREEMENT**  
**between**  
**LOUISIANA DEPARTMENT of ECONOMIC DEVELOPMENT**  
**and**  
**SOUTHERN UNIVERSITY at SHREVEPORT, LOUISIANA**

**Be It Known**, that this Amended Interagency Cooperative Endeavor Agreement (“Agreement”), to be effective as of **May 5, 2023** (Effective Date), and is entered into by and between:

**LOUISIANA DEPARTMENT OF ECONOMIC DEVELOPMENT**, also known as **Louisiana Economic Development (LED)**, an Agency of the State of Louisiana, acting herein for the benefit of its **LED FastStart Division and Program**, herein represented by the duly authorized and undersigned Secretary or Undersecretary of LED, with offices at LaSalle Building, 11th Floor, 617 North 3rd Street, P. O. Box 94185, Baton Rouge, Louisiana 70804-9185 (sometimes referred to herein as “LED”); and

**SOUTHERN UNIVERSITY at SHREVEPORT, LOUISIANA**, a Louisiana public educational institution, created and operating under the laws of the State of Louisiana, with offices at and a mailing address of 3050 Martin Luther King, Jr. Drive, Shreveport, LA. 71107, herein represented by its duly authorized and undersigned President (hereinafter sometimes referred to as “SUSLA”, or “Contractor”).

**WHEREAS**, the parties hereto have previously entered into an **Interagency Cooperative Endeavor Agreement** (Agreement/Contract), dated and to begin as of **May 21, 2020**, with services to be completed on and originally terminating on June 30, 2023;

**WHEREAS**, in order to better meet the needs of the parties hereto, the said parties now desire to amend and supplement the Agreement, in order to *extend the term and the termination date to June 30, 2024, , including the submission of the written Final Progress Report*, as hereinafter stated; and

**THEREFORE**, by mutual consent and agreement, and notwithstanding any other provisions to the contrary contained in the original Agreement (any and all such contrary provisions being hereby modified so as to be consistent with this First Amendment), the aforesaid original Agreement is hereby amended, supplemented and extended, as follows:

**Article VIII**, entitled “**Budget/Maximum Cost/Payment Terms**”, first paragraph of the original Agreement, is hereby revised, to read as follows:

The approved Budget for this project is incorporated herein as “**Attachment B-Amendment**”,



which is attached hereto and is made a part hereof by this reference. The total amount of the costs to LED contemplated by this contract shall not exceed the total amount of **SIX HUNDRED TWENTY THOUSAND & NO/100 (\$620,000.00) DOLLARS**, which total amount shall be inclusive of all costs, expenses and approved expenses to be paid by LED in connection with the public services and activities to be provided under this contract. The total billings to LED for all services and expenses covered by this contract shall not exceed the total amount stated above. This is the total amount that has been allocated for this project by the Department of Economic Development. Reimbursements or payments under this contract will be allowed only for expenditures occurring between and including the dates of **May 21, 2020**, and **June 30, 2024**, and all of the Contractor's services hereunder shall be completed by that last date, including the submission of the Contractor's Final Progress Report which shall be due on **June 30, 2024**, and this contract shall terminate on that last date.

**Article XVIII**, entitled **"Terms of Contract"**, first paragraph of the original Agreement, is hereby revised, to read as follows:

This Agreement shall begin as of **May 21, 2020**; this project and all of the Contractor's services shall be completed by and this Agreement shall terminate on **June 30, 2024**, unless amended in writing, approved and signed by all parties, and approved by the State's Office of State Procurement.

**WHEREAS**, **"Attachment B"** titled **"Project Budget (2021-2023)"**, starting on page 13 of the original Agreement dated May 21, 2020 is hereby deleted; and substituted with the revised **"Attachment B – Amendment"**, **"Project Budget (2021-2024)"**, which is attached hereto and by this reference is made a part hereof, and also is made a part of the Interagency Cooperative Endeavor Agreement, as amended.

**IN WITNESS WHEREOF**, this First Amendment to Interagency Cooperative Endeavor Agreement has been signed by the undersigned duly authorized representative of SUS, for the uses, purposes and benefits herein expressed, at Shreveport, Louisiana, on the date shown below, to be effective as of the effective date first stated above, after a due reading of the whole document.

**SOUTHERN UNIVERSITY AT  
SHREVEPORT, LOUISIANA (SUSLA/CONTRACTOR)**

By: \_\_\_\_\_  
Signature (Date)  
Name: Dr. Vladimir A. Appeaning  
Title: Interim Chancellor

By: \_\_\_\_\_  
Signature (Date)  
Name: Dennis J. Shields  
Title: President - Chancellor

**IN WITNESS WHEREOF,** this First Amendment to Interagency Cooperative Endeavor Agreement has been signed by the undersigned duly authorized representative of LED, for the uses, purposes and benefits herein expressed, at Baton Rouge, Louisiana, on the date shown below, to be effective as of the effective date first stated above, after a due reading of the whole document.

**LOUISIANA DEPARTMENT OF  
ECONOMIC DEVELOPMENT (LED)**

By: \_\_\_\_\_  
Signature (Date)  
Name: Donald M. Pierson, Jr.,  
Title: Secretary.

**LED Contract Monitor:**

\_\_\_\_\_  
Signature  
Name/Title: Arthur R. Cooper, Senior Director, Special Projects, LED

**“Attachment B-Amendment”**  
**Project Budget 2020-2024**  
**Southern University at Shreveport, Louisiana (SUSLA)**

**Anticipated Funding**

<b>Sources:</b>	<b>Amounts</b>
<b>LED</b>	<b><u>\$ 620,000.00</u></b>
Total Anticipated Funding	<b><u>\$ 620,000.00</u></b>

<b><u>Expense Categories</u></b>	<b><u>Amounts</u></b>
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**Project Expenses:**

**BUDGET SUMMARY (YEAR 1)**

The Projected budget amount of **\$330,000** (\$250,000 MS-KICK + \$80,000 Hospitality/Tourism) is the estimated cost to meet the goals and objectives of the proposed project.

**1. Personnel:** **\$110,000 annually**  
*\$55,000 annually*

This 12-month lead faculty position will lead efforts to establish the Center for Hospitality and Tourism Management Training and will be responsible for managing the work plan and documenting outcomes for this Center. This position will also serve as the credit-program liaison to MS-KICK (Culinary/Hospitality Workforce and Entrepreneurship Training Center) and coordinate the credit certificates at MS-KICK.

*\$30,000 annually (this is 1/2 salary)*

This position will coordinate the relationship building and strategic implementation activities of the MS-KICK (Culinary/Hospitality Workforce and Entrepreneurship Training Center) in order to accomplish all goals and outcomes.

*\$25,000 annually (this is 1/2 salary)*

This is 12-month instructor position. This position will provide classroom training and experiential learning for the non-credit and credit certificates at MS-KICK.

**2. Fringe Benefits:** **\$25,000 annually**

ONLY for positions funded 100% - As each position is filled, employees are provided required State benefit options which includes Teacher’s retirement (28.4%), Insurance (11.15%), Unemployment (0.04%), Medicare (1.45%). Calculated at 45% (and rounded up) for full-time employees.

**3. Equipment (Construction):** **\$45,000 annually**

Culinary Kitchen Equipment and Furnishing to complete Construction

**4. Construction:** **\$150,000 annually**

Complete MS-KICK (Culinary/Hospitality Workforce and Entrepreneurship Training Center) including landscaping and wiring.

*\*NOTE: \$50,000 of the MS-KICK request is to be repurposed from SUSLA's current Aviation grant*

**BUDGET SUMMARY (YEAR 2)**

The Projected budget amount of **\$190,000** (*\$135,000 MS-KICK + \$55,000 Hospitality/Tourism*) is the estimated cost to meet the goals and objectives of the proposed project.

**1. Personnel:** **\$110,000 annually**

*\$55,000 annually*

This 12-month lead faculty position will lead efforts to establish the Center for Hospitality and Tourism Management Training and will be responsible for managing the work plan and documenting outcomes for this Center. This position will also serve as the credit-program liaison to MS-KICK (Culinary/Hospitality Workforce and Entrepreneurship Training Center) and coordinate the credit certificates at MS-KICK.

*\$30,000 annually (this is 1/2 salary)*

This position will coordinate the relationship building and strategic implementation activities of the MS-KICK (Culinary/Hospitality Workforce and Entrepreneurship Training Center) in order to accomplish all goals and outcomes.

*\$25,000 annually (this is 1/2 salary)*

This is 12-month instructor position. This position will provide classroom training and experiential learning for the non-credit and credit certificates at MS-KICK.

**2. Equipment (Construction):** **\$15,000 annually**

Culinary Kitchen Equipment and Furnishings and one multimedia/videoconferencing classroom @ \$9,000

**3. Construction (Design):** **\$50,000 annually**

To support the construction design of the Distribution Center. This is Phase 2 of the MS- KICK project.

**5. Other:** **\$15,000 annually**

Marketing @ \$10,000

Outreach @ \$5,000

**BUDGET SUMMARY (YEAR 3 & 4)**

The Projected budget request of **\$100,000** (*\$70,000 MS-KICK + \$30,000 Hospitality/Tourism*) is the estimated cost to meet the goals and objectives of the proposed project.

**1. Personnel:** **\$60,000 annually**

*\$30,000 annually (this is 1/2 salary)*

This 12-month lead faculty position will lead efforts to establish the Center for Hospitality and Tourism Management Training and will be responsible for managing the work plan and documenting outcomes for this Center. This position will also

serve as the credit-program liaison to MS-KICK (Culinary/Hospitality Workforce and Entrepreneurship Training Center) and coordinate the credit certificates at MS-KICK.  
*\$30,000 annually (this is 1/2 salary)*

This position will coordinate the relationship building and strategic implementation activities of the MS-KICK (Culinary/Hospitality Workforce and Entrepreneurship Training Center) in order to accomplish all goals and outcomes.

**2. Construction (Management):**

**\$25,000 annually**

To support the construction management of the Distribution Center. This is Phase 2 of the MS-KICK project.

**3. Other:**

**\$15,000 annually**

Marketing @ \$10,000

Outreach @ \$5,000

**Total Anticipated Expenses**

**\$ 620,000.00**